

**AGREEMENT**  
**Between**  
**TOWNSHIP OF WEST MILFORD**  
**PASSAIC COUNTY, NEW JERSEY AND**  
**A.F.S.C.M.E. NJ Council 63 Local No. 3301**  
**(formerly West Milford Municipal Employees Guild)**

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**January 1, 2024 through December 31, 2026**

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## **PREAMBLE**

This agreement, made and entered into on the 16<sup>th</sup> day of JANUARY, 2025 by and between the Township of West Milford, in the County of Passaic, a Municipal Corporation of the State of New Jersey (hereinafter referred to as the "Township") and A.F.S.C.M.E. LOCAL 3301 (hereinafter referred to as the "Union"), represents the complete and final understanding on all bargainable issues between the Township and the Union and is designated to maintain and promote a harmonious relationship between the Township and such of its employees who are covered by Article I, Recognition, in order that more efficient and progressive public service may be rendered.

## **ARTICLE I RECOGNITION**

- A. The Township recognizes the Union as the exclusive representative for the purpose of collective negotiations of all employees holding job titles set forth in Schedule A.
- B. The job titles herein shall be defined to include the plural as well as the singular, shall include males and females and are synonymous with the word employees.

## **ARTICLE II MANAGEMENT RIGHTS**

- A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to 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. To the executive management and administrative control of the Township government and its properties and facilities, and the activities of its employees;
  - 2. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions for continued employment, or assignment and to promote and transfer employees, subject to the State of New Jersey Civil Service Commission (formerly Department of Personnel) rules and regulations;
  - 3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law, subject to the State of New Jersey Civil Service Commission rules and regulations.
- B. The exercise of the foregoing powers, rights, authority, duties or responsibilities of the Township, the adoption of policies, rules, regulations and practices and 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 Township of its rights, responsibilities and authority under R.S. 40 and R.S. 11 or any other national, state, county or local laws or ordinances.

### **ARTICLE III GRIEVANCE PROCEDURE**

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this agreement.
2. 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 Township staff.

B. Definition

1. The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this agreement, and may be raised by the Union on behalf of an individual or individuals, or the Township. The grievance procedure shall include minor discipline. Minor discipline shall be defined as those circumstances where the disciplinary penalty is 35 hours (5 days) of suspension, or equivalent fine, or any lesser penalty.

C. Steps of the Grievance Procedure

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

Step One:

- (a) An aggrieved employee or the Union on behalf of an aggrieved employee or employees or the Township shall institute action under the provisions hereof within five (5) days of the occurrence of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved employee and his/her immediate supervisor, for the purpose of resolving the matter informally. Failure to act within said five (5) days shall be deemed to constitute an abandonment of the grievance.
- (b) The supervisor shall render a decision within five (5) days after receipt of the grievance.

Step Two:

- (a) In the event a satisfactory settlement has not been reached, the employee or the Union shall, in writing and signed, file his/her grievance with the department head within five (5) days following the determination.
- (b) The department head shall render a decision in writing within five (5) days from receipt of the grievance.

Step Three:

- (a) In the event the grievance has not been resolved at step two, then within five (5) days following the determination, the matter may be referred to the Township Administrator who shall review the matter and make a determination within ten (10) days from the receipt of the grievance.

Step Four:

- (a) In the event the grievance has not been resolved at step three, the Union may within ten (10) days request arbitration. The arbitrator shall be chosen in accordance with the rules of the Public Employment Relations Commission.
- (b) However, no arbitration hearing shall be scheduled sooner than thirty (30) days after the final decision by the Township Administrator. In the event the aggrieved elects to pursue the State of New Jersey Civil Service Commission procedures, the arbitration hearing shall be canceled and the matter withdrawn from arbitration. The Union shall pay whatever costs may have been incurred in processing the case to arbitration.
- (c) The arbitrator shall be bound by the provisions of this agreement and restricted to the application of the facts presented to him/her 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 amendments or supplement thereto.
- (d) The costs for the services of the arbitrator shall be borne equally, between the Township and the Union. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.
- (e) The arbitrator shall set forth his/her findings of facts and reasons for making the award within thirty (30) days after conclusion of the arbitration hearing unless agreed to otherwise by the parties. The arbitrator's award shall be binding upon the parties.

#### D. Township Grievances

Grievances initiated by the Township shall be filed directly with the Union within ten (10) days after the event giving rise to the grievance has occurred. A meeting shall be held within ten (10) days after filing a grievance between the representative of the Township and the Union in an earnest effort to adjust the differences between the parties. In the event no such adjustment has been satisfactorily made, either party may file for arbitration in accordance with step four above.

No response at any step in this procedure by the Township or the Union shall be deemed to be a negative response and upon the termination of the applicable time limits, the grievant may proceed to the next step.

Time limits may be extended by the parties by mutual written agreement.

The term "days" as used within this article shall mean "working days" and not holidays, weekends, official days of mourning or regular days off.

### **ARTICLE IV PERSONNEL FILES**

- A. There shall be a personnel file which shall be maintained in a confidential manner in the office of the Township Administrator. The Township Administrator shall determine what material is appropriate for inclusion in or exclusion from the file. Other departments may maintain files on employees, such as finance, but those files shall not be deemed to be the personnel file.
- B. The employee shall have the right to examine the file, upon advance notice in writing and at reasonable times, in the presence of a supervisor or confidential employee, designated by the Township Administrator.
- C. The employee shall have the right to have a written rebuttal, not to exceed five (5) pages, included in the file to any items selected by the employee.

### **ARTICLE V HOURS AND OVERTIME**

#### A. Hours of Work

The regular office hours of the Employer are 8:30 a.m. to 4:30 p.m. except as modified below:

- 1. Every department shall be permitted to establish variable work schedules for each employee under their supervision. The work schedules established by the Department Heads for the employees in the Department shall be permanent unless the Department Head provides the employee with a sixty (60) day advance notice of a change in the work schedule. Any change in the work schedule shall be based

upon business reasons. Barring an extended emergency, an employee's hours should be standard and customary.

Every Department Head shall be required to submit all variable work schedules to the Township Administrator for approval. Should a Department Head determine that a change in an employee's work schedule is necessary he/she must (1) notify the employee pursuant to Subsection 1 above and, (2) submit the desired work schedule and the business reasons for the change to the Township Administrator for approval.

2. All work schedules shall incorporate an eight (8) hour workday for five (5) consecutive days. The eight-hour workday shall include a one (1) hour unpaid lunch period which the employee is required to take between 12:00 (noon) and 2:00 p.m. The work week shall begin on Monday morning and end on Friday evening for every week during the calendar year.
3. Any Department which as of the effective date of this agreement has a work schedule which includes Saturday or Sunday as part of the normal work week shall continue unless changed pursuant to the provisions set forth herein.
4. The Township agrees that all employees covered by this agreement shall be on paid leave when Town Hall closes when the Municipal Emergency Management Coordinator declares a local state of emergency that requires the closing of all municipal offices or the State of New Jersey declares travel restrictions for New Jersey roads in West Milford or in municipalities contiguous to West Milford.

#### B. Overtime

1. The Employer has the sole authority to authorize overtime. Employees directed to work in addition to their normally scheduled work hours shall be compensated at their regular rate of pay for all hours up to eight (8) hours of work per day and time and one-half their regular rate of pay for all hours in excess of eight (8) hours of work per day. If certain collective bargaining provisions provide for enhanced compensation in specific situations, then those provisions of the Agreement shall prevail.
2. The parties agree that when the Employer requires overtime, the employee may select to be compensated with compensatory time in lieu of pay, so long as the employee has not accumulated more than seventy (70) hours of compensable time. Once the employee has accumulated seventy hours of compensatory time, he/she will be compensated with pay for any additional overtime.
3. Upon request of the employee, the Department Head may approve the use of compensatory time, so long as the leave does not unduly disrupt the operations of the Department. However, such requests should not be unreasonably denied. Employees will be permitted to carry forward accumulated compensatory time from year to year, provided it does not exceed seventy (70) hours. All compensatory time shall be at the employee's rate of pay at the time it is used or paid.
4. When extraordinary, non-recurrent circumstances occur, the Employer may determine that overtime is warranted and require an employee(s) to work overtime. The Employer must provide the employee with as much notice as reasonably possible. Should a public safety emergency arise, no advance notice need to be given to the employee.

5. No employee shall be permitted to work more than five (5) continuous hours without a one-hour unpaid meal period, unless compelled to because of extraordinary or emergency conditions.
6. When employees are required to work overtime during a snow or public safety emergency operation, employees will be compensated at their regular rate of pay for rest periods that may be deemed appropriate by the Department Head or designee to ensure the health and safety of all concerned and the efficient operations of the Department. A rest period is time off between overtime hours, that is, an employee must work overtime prior to and after a paid rest period.
7. Overtime shall be granted by job title on a rotating basis in seniority order. Tasks required to perform will dictate the job title(s) to be considered for overtime. The Township may limit overtime to the lowest grade job title capable of performing the duties.

C. Christmas and New Year's Eve

1. The Township will grant all permanent full-time and part-time employees, excluding Public Safety Telecommunicators, to cease work at 12:00 (noon) on Christmas Eve and New Year's Eve.
2. Employees who are required to work after 12:00 (noon) due to an extraordinary, non-recurrent circumstance shall receive additional compensation at their regular rate of pay for all hours of work up to eight (8) hours and one and one-half time their regular rate of pay for hours thereafter.

D. Public Safety Telecommunicators

1. Schedule G (attached) shall establish terms and conditions of employment for Public Safety Telecommunicators. The provisions of Schedule G shall take precedence over any conflicting terms of the Collective Bargaining Agreement. Otherwise, the Collective Bargaining Agreement shall control.

E. Permanent Part-Time Employees

1. A permanent part-time employee is one that meets the criteria contained in Article 13, Section A.

**ARTICLE VI  
HOLIDAYS**

A. Each employee shall be compensated for the following holidays:

1.	New Year's Day	7.	Labor Day
2.	Martin Luther King's Birthday	8.	Columbus' Birthday
3.	Washington's Birthday	9.	Veterans' Day
4.	Good Friday	10.	Thanksgiving Day
5.	Memorial Day	11.	The day following Thanksgiving Day
6.	Independence Day	12.	Christmas Day



- B. In the event the holiday falls on a regularly scheduled work day, the employee shall receive the day off with pay. In the event the holiday falls on a Saturday, employees shall receive the preceding Friday off with pay. In the event the holiday falls on a Sunday, employees shall receive the following Monday off with pay.
- C. All employees shall be eligible for holiday pay if the employee worked his/her last scheduled work day prior to the holiday or he/she is absent by prior consent of his/her superior. Employees are required to produce medical documentation to be eligible for holiday pay when sick leave is used the day prior to a holiday.

## **ARTICLE VII VACATIONS**

### A. Amount of Vacation Leave

1. Annual vacation leave with pay shall be earned at the rate of 7 hours (1 working day) of vacation for each full month of service during the remainder of the calendar year following the date of appointment then, starting January 1 following the employees starting date, 84 hours (12 working days) vacation thereafter every year for each of the next five (5) calendar years of service; 105 hours (15 working days) vacation after the completion of five (5) years and up to ten (10) years of service; 126 hours (18 working days) vacation after the completion of ten (10) years of service and up to fifteen (15) years of service; 140 hours (20 working days) vacation after the completion of fifteen (15) years of service and up to twenty (20) years of service. After 20 years of service, 7 hours (1 additional vacation day) shall be earned for the completion of each additional year of service to the maximum of twenty-five (25) years.  
For Employees hired after December 12, 2017:  
One (1) day for each month in the year of hire; From January 1<sup>st</sup> following the start date, twelve (12) working days through the completion of eight years of service. Fifteen (15) working days from year nine (9) through year twenty (20). After twenty (20) years, one (1) day for each additional year up to 25 years.
2. Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the appointing authority unless the appointing authority determines that it cannot be taken because of pressure of work. Any unused vacation may be carried forward into the next succeeding year only.
3. A permanent employee who returns from military service is entitled to full vacation allowance for the calendar year of return and the year preceding, provided the latter can be taken during the year of return.
4. Vacation requests for five (5) consecutive days, any part of a work week that the employee will not be in the office for the entire work week or for the day before or after a holiday shall be submitted at least 14 days in advance. All other vacation requests shall be submitted no less than 48 hours in advance. All

vacation requests shall be in writing and employees are to receive written confirmation of the approval before assuming the request was granted.

**B. Vacation Leave Due Upon Separation**

1. An employee who is retiring or who has otherwise separated shall be entitled to the vacation for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.
2. Whenever a permanent employee dies having to his/her credit any annual vacation leave, there shall be calculated and paid to his/her estate a sum of money equal to the compensation figured on his/her salary rate at the time of death.
3. The Township shall provide a vacation time payout statement within 15 workdays of an employee submitting their notice of retirement.

- C. If a holiday falls within an employees vacation, he/she shall be paid 7 hours pay for the unworked holiday or shall be granted 7 hours (1 additional day) vacation at his/her option.

**ARTICLE VIII  
PERSONAL DAYS**

- A. Each full-time employee shall be granted thirty-five (35) personal hours (5 days) leave each year upon the prior approval of his/her immediate supervisor. Forty-eight (48) hours notice may be given prior to personal day leave which are not accumulative except that employees may use personal time without 48-hours notice for emergencies. The Department Head may require proof of the emergency if 48-hour notice is not provided. The 48-hours notice requirement may be waived by the Department Head or Township Administrator. A denial by the Department Head may be appealed within the 48-hour time period to the Township Administrator.
- B. Those full-time employees employed by the township as of May 15, 1996 shall be granted seven (7) additional personal hours (1 day) leave each year upon the approval of his/her immediate supervisor. Forty-eight (48) hours notice must be given prior to personal day leave, which are not accumulative, in accordance with the provisions of section A and B above.
- C. For those full-time employees employed by the township after December 12, 2017, no personal days will be provided.

**ARTICLE IX  
BEREAVEMENT LEAVE**

- A. Each employee shall be entitled to bereavement leave of five (5) consecutive calendar days (to include date of funeral) in the immediate family. In the event the burial takes place out of state and outside a radius of 200 miles from West Milford, up to two (2) additional working days travel time may be taken. This leave shall be with pay. Deaths in the immediate family covered by this section shall mean spouse, domestic partner, civil union partner, parents, step-parents, children (naturally or legally recognized), minor step-children, brothers, sisters, grandparents and grandchildren. Two (2) consecutive working days will be permitted for parents-in-law, sister/brother-in-law, daughter/son-in-law, aunts and uncles.

Circumstances where the funeral service is delayed past the standard five to seven day timeframe after death, bereavement leave will be granted on a case by case basis by the Township Administrator.

Employees shall be entitled to use two (2) sick days, if available, for bereavement leave for any other unclassified family member or in addition to the bereavement leave set forth above. Agreed to on 7/19/05.

All part-time employees shall be entitled to bereavement leave for the day of the funeral for all classified family members defined above.

**ARTICLE X  
LEAVES OF ABSENCE**

- A. Every employee subject to this agreement may be granted a leave of absence according to applicable state of New Jersey Civil Service Commission rules revised November 30, 1973.

**ARTICLE XI  
SICK LEAVE**

- A. Every full-time employee subject to this agreement shall be entitled to paid sick leave benefits per annum according to N.J.A.C. 4:1-1.1 et seq., of the State of New Jersey Civil Service Commission rules revised November 30, 1973.

B. Service for Sick Leave

1. All permanent employees, or full time provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.
2. Sick leave shall be utilized by employees when they are unable to perform their work by reason of personal illness, accident, exposure to a contagious disease or for medical appointments or for any reason recognized by the New Jersey's Paid Sick Leave Act.

3. Such sick leave may be utilized in the event of serious illness of a member of the employee's immediate family requiring the attendance of the employee.

#### C. Amount of Sick Leave

1. Sick leave with pay shall accrue to any full-time employee on the basis of 7 hours (1 working day) per month during the remainder of the first calendar year of employment after initial appointment and 105 hours (15 days) in every calendar year thereafter.
2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.
3. Sick leave accrued on or after January 1, 1983 shall first be deducted from a full-time employee's sick leave bank prior to any other accrued sick leave being deducted.

#### D. Reimbursement

1. Full-time employee(s) shall be reimbursed for accrued sick leave at the time of retirement:
  - (a) Collective bargaining unit members shall be paid half of their daily rate for each accrued sick leave day upon retirement. The total accrued sick leave payout shall not exceed the maximum payment allowed by law, which is currently set at \$15,000 by N.J.S.A. 11A:6-19.1 and N.J.S.A. 11A:6-19.2.
  - (b) The Township shall provide a sick time payout statement within 15 workdays of an employee submitting their notice of retirement.

#### E. Reporting of Absence of Sick Leave

1. If an employee is absent for reasons that entitled him/her to sick leave, his/her supervisor shall be notified promptly as of the employee's usual-reporting time, except in those work situations where notice must be made prior to the employee's starting time.
  - (a) Failure to so notify his/her supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.
  - (b) Absence without notice for five (5) consecutive days shall constitute a resignation.

#### Verification of Sick Leave

1. An employee who shall be absent on sick leave for three (3) or more consecutive working days may be required to submit acceptable medical evidence substantiating the illness.
  - (a) An employee who has been absent on sick leave for periods totaling ten (10) days in one calendar year consisting of periods of less than five (5) days, may be required to submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one (1) day or less in which case only one (1) certificate shall be necessary for a period of six (6) months. Sick leave for medical appointments submitted with

evidence, shall not be counted toward sick leave for periods totaling (10) ten days in one calendar year but shall be deducted from the employee's total allotted sick time.

(b) Abuse of sick leave shall be cause for disciplinary action. Alleged abuses shall be investigated by the business representative of the Union and a representative of the Township. The Township may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable and warranted under the circumstance.

2. In case of leave of absence due to exposure to contagious disease, a certificate from the department of health shall be required.
3. The Township may require an employee who has been absent because of personal illness, as a condition of his/her return to duty, to be examined at the expense of the Township by a physician designated by the Township. Such examination shall establish whether the employee is capable of performing his/her normal duties and that his/her return will not jeopardize the health of other employees. An employee may raise factual objections to the designation of a specific physician if such objections are stated in writing to his/her department head prior to the establishment of the appointment with the physician. The objection shall be reviewed by the Township Administrator and the Township Administrator shall make the determination if that physician or another shall make the examination. This provision shall not be applicable in cases where physicians are assigned by the township's insurance carrier.

## **ARTICLE XII HEALTH BENEFITS**

- A. Effective January 1, 2013, or as soon as practicable thereafter, the Township shall provide a health insurance program as set forth under the Aetna Preferred Plan or equivalent plan as the "Base Plan," to each qualifying employee and their dependents at the cost of the Township except as provided within the plan and less contributions required by each employee as set forth in New Jersey Statutes, P.L. 2011, Chapter 78, Section 42.

Union members may waive their right to health benefits provided they are eligible for other health benefits coverage other than the Township's plan (e.g., through spouse or domestic partner), in which case the Township agrees to reimburse said employee 25% of the savings incurred by the Township. For waivers approved after 5/21/2010, the maximum amount of any payment because of the waiver of coverage is the lesser of 25% of the Township's savings or \$4,000.

Union Members shall be provided the opportunity to enroll in any other Health Benefit Plans offered by the Township through the North Jersey Municipal Employee Benefits Fund as set forth on the chart provided annually, however each employee is obligated to pay in addition to any required Chapter 78 contribution of the base "Preferred Plan" the full difference in the premium, if any, between the base plan and the plan chosen by said employee. The difference in premium would be subject to established coverage tier

classifications selected by the employee: Employee/single, Parent/child, Employee/Spouse, or Family. Said rates shall be posted in all places where notices to employees are posted and shall make immediate notification to the Union of any change in said rates.

Retirees who did not attain 20 years of service as of June 28, 2011 will be obligated to pay the Chapter 78 contribution schedule or 1.5% of pension, whichever is greater of the base "preferred plan." A Chapter 78 contribution will not be required for retirees who attained 20 years of service on or prior to June 28, 2011. Each retiree is obligated to pay in addition to any required Chapter 78 contribution of the base "Preferred Plan" the full difference in the premium, if any, between the base plan and the plan chosen by said retiree.

- B. The Employer will provide the Union with a Master Plan document for Aetna Preferred Plan.

The Employer will provide the Union 60 days notice prior to implementation, as well as the Master Plan Document for any proposed plan.

Each qualified employee who is retired as of December 31, 2006 shall receive fully paid hospitalization through the Aetna Preferred POS II Plan or equivalent plan.

Those who retire thereafter shall be entitled to only the health benefit plans available to the active employees.

- C. The employer reserves the right to substitute carriers provided the same benefits are provided.
- D. The Township shall provide a dental insurance program to each full-time employee and dependents which will be "Program II-B offered by New Jersey Dental Service Plan Inc.," or its equivalent. Effective January 1, 2022, the Township will provide \$1,250.00 for dental coverage. The employees covered under this contract shall also be entitled to any dental benefit plan which provides benefits and coverages which are better than the plan set forth herein, whenever the Township provides such benefit plan to any other collective bargaining unit. The Chapter 78 contribution will be required from each employee for dental coverage.
- E. The Township shall reimburse each full-time employee for up to \$250.00 per year for costs associated with eyeglasses and an eye examination. The reimbursement can be used by either the employee, dependent or spouse. A prescription must be submitted with the request for reimbursement.
- F. All regularly scheduled permanent part-time employees with continuous employment of more than three (3) years service shall be entitled to submit a claim to the Township on an approved form along with their canceled check or proof of payment for reimbursement for dental and eye care expenses for themselves up to an annual limit of \$150.00 without accumulation.

**ARTICLE XIII  
PART-TIME EMPLOYEES**

- A. Permanent part-time employees must meet the following criteria:
1. Appointment to a Township position and who has completed satisfactorily the requisite working test period. The working test period shall not include any time served by an employee under provisional, temporary, interim or emergency appointment. The working test period shall begin on the date of regular appointment and,
  2. Scheduled to work 17.5 hours per week or 910 hours per year.
- B. Permanent part-time employees shall receive benefits as follows:
1. Sick – shall be prorated based on the number of hours worked per year as provided to full-time employees per Article XI.
  2. Vacation – shall be prorated based on the number of hours worked per year as provided to full-time employees per Article VII.
  3. Holiday - shall be prorated based on the number of hours worked per year as provided to full-time employees per Article VI.
  4. Personal Days – shall be prorated based on the number of hours worked per year as provided to full-time employees per Article VIII. For those part-time employees employed by the township after 12/12/17, no personal days will be provided.
  5. Employees scheduled for a minimum of thirty (30) hours per week throughout the year, as well as those permanent part-time employees previously qualified for and receiving health benefits as of January 1, 2002, are entitled to the health benefits of full-time employees.
  6. Longevity – As provided full-time employees in Article XV.
  7. Seniority and Benefit Calculations for Full-time appointment – shall be prorated based on the number of hours worked per year.
- C. Temporary, Seasonal, and Interim Employees – An employee hired for seasonal, temporary or interim work, either full-time or part-time for a fixed period is not eligible for benefits, however they would qualify for sick leave with no payout option.

**ARTICLE XIV  
SALARY AND BENEFITS**

Effective January 1, 2024, the wages shall be increased by 1.75%; and  
Effective January 1, 2025, the wages shall be increased by 2.25%; and  
Effective January 1, 2026, the wages shall be increased by 2.25%

All employees hired after 10/17/2002 will receive an annual salary 5% less than those employees hired prior to this date as shown on the rate schedule charts.

The Township may select to provide paystubs solely in digital format.

Any employee who is designated to perform the duties of a higher job classification or grade by the Township Administrator may receive additional compensation for such work, in accordance with the requirements of this subsection as follows:

- A. The employee must work a minimum of ten (10) consecutive working days in the higher classification to be eligible for additional compensation.
- B. The employee must have been designated to perform the duties by the Township Administrator.
- C. No pay for out of title work shall be provided in instances where the employee is performing the duties of a higher job classification or grade due to another employee's use of vacation time, personal time or when the employee is on "terminal leave".
- D. In compensation for this work, the employee shall receive either the minimum of the pay rate of the higher grade/classification or 10% more than the employee's normal base compensation, whichever is greater.
- E. Compensation for such out of title work shall be retroactive to the first hour that the work is performed, provided however, that all of the foregoing requirements have been met.

Any temporary employee (a.k.a. floater) employed by the Township, shall receive the minimum wage as set forth by the State of New Jersey.

All employees covered by this agreement shall be entitled to receive the wage rates and benefits for their particular job title as noted in Schedule A through Schedule D.

## **ARTICLE XV LONGEVITY**

- A. All full-time employees hired before April 20, 1999 shall receive longevity payments based upon years of continuous uninterrupted service with the township as follows:

After four (4) full years of service	2% of base pay
After eight (8) full years of service	4% of base pay
After twelve (12) full years of service	6% of base pay
After sixteen (16) full years of service	8% of base pay
After twenty (20) full years of service	10% of base pay
- B. Notwithstanding the above, all employees not otherwise covered, shall be entitled to longevity after four (4) full years of service at 2%, which four years shall begin January 1, 2002, except no employee hired after January 1, 2013 shall be entitled to any longevity payments.



### C. Folding of Benefits and Hourly Rates

1. Each employee covered by this agreement shall have said individual's respective longevity folded in and made part of regular compensation, for the purposes of calculating pension and overtime.
2. The employee's regular rate for all calculation purposes (including overtime rate) shall be determined by dividing the respective employee's annual base rate together with the employee's longevity by one thousand eight hundred and twenty (1820) hours, and for Public Safety Telecommunicators by 2080 hours.

## **ARTICLE XVI EDUCATIONAL BENEFITS**

The Township of West Milford will bear the cost of tuition pursuant to the terms and conditions set forth below:

1. The Township will reimburse employees, earned with a "C" or better grade, per credit up to the per credit fee charged by the normal and recognized field of study by the Rutgers State University for undergraduate studies.
2. The Township will provide reimbursement to an employee, provided the employee agrees and is expected to remain employed by the Township for three (3) years after the completion of attaining their degree.
3. The Township will not reimburse any employee for any credits not needed for an undergraduate degree or applied to a degree which is greater than a Bachelor of Science degree.
4. The Township will not reimburse the employee for any more than twelve (12) credits per year, or any credits which are, (1) not of significant benefit to the Township or (2) not related to the employee's current or prospective work with the Township unless justifiable in terms of a job-related undergraduate degree.
5. The parties agree that courses shall be taken on the employee's own time and no overtime shall result from non-mandatory education or training.
6. The employee shall notify the Township on or before September 1<sup>st</sup> of each year of their intent to enroll in courses during the following calendar year. The employee will be required to submit a request to his/her Department Head and the Township Administrator for their prior approval.
7. This does not relate to special courses, seminars, conferences or training sessions where the Township of West Milford may pay the full cost of registration or tuition expenses in accordance with approved budget allocations and prior approval of the Township Administrator.
8. The Township shall reimburse an employee for any professional license or job certification required by the Township as part of the employee's work. Reimbursement shall be made upon the presentation of a voucher which is approved by the Township Administrator. This reimbursement does not include Personal Driver's License.

9. Any professional license or job certification training that may be provided by the Township is offered to all full-time employees with the same job title in an office on a rotating basis. Such employees will alternate each class with the most senior employee attending first and rotating alternatively thereafter until the entire course for each is completed. Classes postponed through no fault of the employee shall resume with the employee that was assigned to the postponed class.

## **ARTICLE XVII UNIFORMS AND SHOES**

### **A. Uniforms and Shoes**

1. Public Safety Telecommunicators shall receive an allowance for uniforms and shoes of three hundred fifty dollars (\$350) per year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.
2. Fire Inspector shall receive an allowance for uniforms and shoes of three hundred fifty dollars (\$350) per year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.
3. Full-time Animal Control Officer shall receive an allowance for uniforms and shoes of three hundred fifty dollars (\$350) per year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.
4. Full-time Nurse shall receive an allowance for uniforms and shoes of two hundred thirty dollars (\$230) each year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.
5. Recycling Aides shall receive five summer T-shirts to be worn during the months of June, July and August and the employee shall be responsible for laundering of same. Each employee shall have a choice of a single heavy jacket each two (2) years or a light jacket annually, said articles of clothing to be provided by the Township.
6. The following full-time positions shall receive an allowance for shoes of ninety (\$90.00) dollars each year, subject to the presentation of an acceptable voucher representing the expenditure of such sum: Deputy Tax Assessor, Draftsman, Senior Engineering Aide, Principal Engineering Aide, Supervising Engineering Aide, Public Works Inspector, Sanitary Inspector, Building Inspector, Plumbing Inspector, Recycling Aide, Municipal Surveyor, Program Analyst, Zoning Officer, Senior Planner, Principal Planner, Assistant Planner, Chief Sanitarian, Assistant Animal Control Officer and Drafting Technician.

## **ARTICLE XVIII VEHICLE REIMBURSEMENT/INSURANCE**

- A. Employees who use their personal vehicle(s) for official Township business shall be compensated at the rates published in the Federal guidelines upon the presentation of a voucher which is approved by the Township Administrator.

**ARTICLE XIX  
NO-STRIKE PLEDGE**

- A. During the term of this agreement, the Union agrees on behalf of itself insofar as is legally possible on behalf of each of its members that there will be no strike of any kind and the Township agrees that it will not cause any lockout.
- B. The Union covenants and agrees that 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 an employee from his/her position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other illegal job action against the Township. The Union agrees that such action would constitute a material breach of this agreement.
- C. In the event of a strike, slowdown, walkout or job action, it is covenanted and agreed that participation in any such activity by any Union member shall entitle the Township to invoke any of the following alternatives:
1. Withdrawal of Union recognition;
  2. Withdrawal of dues deduction privileges (if previously granted)
  3. Such activity shall be deemed grounds for termination of employment of such employee or employees subject, however, to the application of the State Of New Jersey Civil Service Commission law.
- D. Nothing contained in this agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction of damages or both in the event of such breach by the Union or its members.

**ARTICLE XX  
POSITION CLASSIFICATION AND DESCRIPTION**

- A. The Position Classification and Position Description for employees as covered by this agreement are attached hereto as Schedule A and by reference are made part of this agreement. Any additions or modifications made to them by the State of New Jersey Civil Service Commission and adopted by the Township shall automatically become part of this agreement.
- B. The Township Administrator may establish new Titles and Ranges with adoption by Ordinance to accommodate changes in new job requirements to enable the Township to fulfill added or changed responsibilities.

The Union President shall be notified in writing by the Township Administrator prior to the introduction of any such salary ordinance amendment.

- C. Nothing in this contract shall preclude the Township Administrator from authorizing changes in Job Titles or Steps within established ranges for employees covered during the period of this contract in accordance with State of New Jersey Civil Service Commission procedures.
- D. It is further recognized that an employee has the ability to pursue a review of a Position Classification or Description with the New Jersey Department or Personnel.
- E. Seniority is defined as an employee's total length of permanent service in the current job title. The Township will follow the Civil Service Commission rules on provisional and permanent employees.
- F. An employee having broken service with the employer (as distinguished from leave of absence) shall not accrue seniority credit for the time when not employed by the employer.
- G. If a question arises concerning two or more employees who were hired on the same date, the following shall apply; if hired prior to the effective date of this agreement seniority preferences among such employees shall be determined by the order in which such employees are already shown on the employer's payroll records, first name first preference, etc. For employees hired on the same date, preference shall be given in alphabetical order of the employee's last name.
- H. In all cases of demotions, layoffs, recalls, vacation schedules where substantial employee advantages or disadvantages are concerned, employees with the greatest amount of seniority shall be given preference, subject to the grievance procedure.
- I. The employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification, Civil Service title and status and pay rate and shall furnish copies of same to the Union upon request.
- J. The employer shall promptly advise the appropriate Union representative of any change which necessitates amendments to the seniority list.
- K. Nothing herein shall in any way affect the rules of the New Jersey Civil Service Commission insofar as Seniority and the rules of the New Jersey Civil Service Commission shall govern.

**ARTICLE XXI**  
**BULLETIN BOARD AND UNION MEETINGS**

- A. Bulletin Boards shall be made available by the Township for the use of the Union for the purpose of posting union announcements and other information of a non-controversial nature. The Township Administrator or his/her representative may have removed from the bulletin boards any material which does not conform with the intent and provision of this article.
  
- B. The Union shall have the right to hold Union Meetings during the last hour of the work day, provided however, that each department must leave adequate personnel in its office to handle public inquiries and phone calls during that hour. Not more than six (6) such Union Meetings shall be held per year without the express approval of the Township Administrator or his/her designee.
  
- C. The Union Delegate or Alternate shall be provided five (5) days of "Union Time" every other year to attend the State Union Convention.

**ARTICLE XXII**  
**DEDUCTIONS FROM SALARY**

- A. The Township 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 310, Public Laws of 1967, N.J.S.A. (R.S.) 52:15-15:9e, as Amended. Said monies together with records of any corrections shall be transmitted to the union by the fifteenth (15th) of each month following the monthly pay period in which deductions were made. Dues deducted by the Township shall be transmitted to the designated Union Official of the American Federation of State, County and Municipal Employees, New Jersey Council 63, AFL-CIO. The Township agrees to provide the Union, on a monthly basis, a complete up-to-date electronic listing of all employees covered by this Contract. Such listing shall be in Excel format and include the employee's department, job classification, work location, home address, employment status, membership status and the amount of the dues deducted as it appears on the records of the Township. For the purpose of the deduction of dues for titles covered by this agreement; Any member working 40 hours or fewer, but more than 20 hours per week shall be considered a full-time member, any member working 20 hours or fewer, but more than 12 hours per week shall be considered a part-timer member, and any member working 12 or fewer hours per week shall be considered a lower part-time member. The Union shall provide a secure e-mail address for the receipt of the electronic listing and disclose such information only to its officials and representatives whose duties require access. The Township shall provide the Union with a list of departmental payroll codes in order to identify the Department name on the above-mentioned electronic listing.
  
- B. If during the life of this agreement there shall be any change in the rate of membership dues, the Union shall furnish to the Township written notice prior to the effective date of such change and shall furnish to the

Township either new authorization 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 and Secretary-treasurer of the Union advising of such changed deduction.

- C. The Union will provide the necessary "check-off authorization" form and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Township Administrator. The Union shall indemnify, defend and save the Township 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 Township in reliance upon salary deduction authorization cards submitted by the Union to the Township or in reliance upon the official notification on the letterhead of the Union and signed by the President and Secretary-treasurer of the Union advising of such changed deduction.

### **ARTICLE XXIII NON-DISCRIMINATION**

- A. There shall be no discrimination by the Township or the Union against an employee on account of race, color, creed, sex or national origin.
- B. There shall be no discrimination, interference, restraint, or coercion by the Township or any of its representatives against any of the employees covered under this agreement because of their membership or non-membership in the Union or because of any lawful activities by such employees on behalf of the Union. The Union, its members and agents shall not discriminate against, interfere with, restrain or coerce any employee covered under this agreement who are not members of the Union.

### **ARTICLE XXIV SEPARABILITY AND SAVINGS**

- A. If any provision of this agreement or any application of this agreement of any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

### **ARTICLE XXV FULLY BARGAINED PROVISIONS**

- A. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.

**ARTICLE XXVI  
TERM AND RENEWAL**

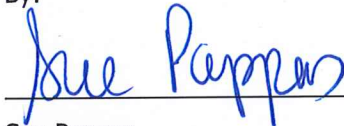
This Agreement shall be in full force and effect as of January 1, 2024 and shall be in effect to and including December 31, 2026. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, no sooner than one hundred fifty (150) nor later than ninety (90) days prior to the expiration date of this agreement, or a desire to change, modify or terminate the Agreement.

In Witness Whereof, the parties hereto have set their hands and seals at West Milford, New Jersey, on this 16<sup>th</sup> day of JANUARY, 2025.

West Milford  
A.F.S.C.M.E. Local 3301

Township of West Milford  
Passaic County, New Jersey

By:

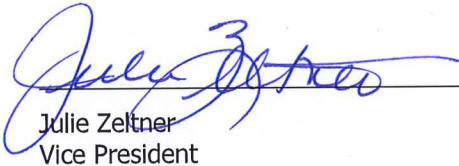
  
\_\_\_\_\_

Sue Pappas  
President

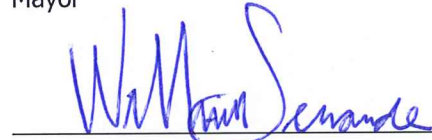
By:

  
\_\_\_\_\_

Michele Dale  
Mayor

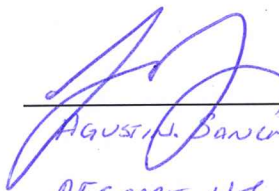
  
\_\_\_\_\_

Julie Zeltner  
Vice President

  
\_\_\_\_\_

William Senande  
Township Administrator

Witness:

  
\_\_\_\_\_

AUGUST M. PANLUE  
AFSCME NJ. Co. 63  
Staff Representative

Witness:

  
\_\_\_\_\_

**SCHEDULE A**  
**JOB TITLES AND GRADE SCHEDULE**

<b>JOB TITLE</b>	<b>GRADE</b>
Recycling Aide	5
Recreation Aide	9
Adult Day Care Center Worker	12
Assistant Animal Control Officer	14
Recreation Leader	15
Keyboarding Clerk I	16
Assistant Zoning Officer	16
Account Clerk	17
Graduate Nurse (Public Health)	17
Assessing Clerk	18
Omnibus Operator	18
Payroll Clerk	18
Police Records Clerk	18
Tax Clerk	18
Keyboarding Clerk II	19
Fire Prevention Specialist	19
Assistant Violations Clerk	20
Drafting Technician	20
Senior Account Clerk	20
Registrar of Vital Statistics	20
Program Analyst	21
Senior Assessing Clerk	21
Senior Payroll Clerk	21
Senior Police Records Clerk	21
Senior Tax Clerk	21
Violations Clerk	21
Municipal Recycling Coordinator	22
Keyboarding Clerk III	22
Principal Payroll Clerk	22
Supervisor Senior Citizens Activities	22
Recreation Specialist	22
Sanitary Health Inspector/Registered Environmental Health Specialist	22
Principal Account Clerk – Typist	23
Public Safety Telecommunicator	23
Violations Clerk/Typing	23
Deputy Municipal Court Administrator	24
Principal Assessing Clerk	24
Principal Tax Clerk	24
Public Health Nurse	24
Technical Support Specialist 2	24
Administrative Secretary "A"	25
Coordinator of Special Transportation	25
Principal Payroll Clerk/Benefits Clerk	25
Purchasing Assistant	25
Recreation Program Coordinator	25
Administrative Analyst	25



Administrative Secretary	25
Technical Assistant Office of the Construction Official	25
Assistant Planner	25
Animal Control Officer	25
Senior Engineering Aide	26
Administrative Secretary "B"	27
Assistant Municipal Clerk	27
Assistant Tax Collector	27
Deputy Tax Assessor	27
G.I.S. Specialist	27
Senior Planner	27
Senior Public Health Nurse	27
Zoning Officer	27
Assistant Treasurer	27
Public Works Inspector	28
Plumbing Inspector/Plumbing Subcode Officer	28
Fire Protection Inspector	28
Fire Prevention Specialist, U.F.D.	28
Fire Protection Subcode Official	28
Public Health Nurse - Supervisor	28
Electrical Subcode Official	28
Building Inspector/Fire Inspector	29
Building Inspector	29
Principal Planner	30
Building Subcode Official/Fire Protection Subcode Official	31
Senior Sanitary Health Inspector/Environmental Health Inspector	31
Principal Engineering Aide	31
Supervising Engineering Aide	32

**Schedule B – 2024 Rate Schedule**  
**(effective 1/1/2024)**  
**Employees hired prior to 10/17/02**  
*(Annual Salary 5% more than those hired after 10/17/02)*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Title
1	--	--	--	--	--	
2	--	--	--	--	--	
3	--	--	--	--	--	
4	--	--	--	--	--	
5	--	--	\$28,391.12	\$29,809.22	\$31,304.62	Recycling Aide
6	--	\$28,391.12	\$29,809.22	\$31,304.62	\$32,860.35	
7	\$28,391.12	\$29,809.22	\$31,304.62	\$32,860.35	\$34,502.66	
8	\$29,809.22	\$31,304.62	\$32,860.35	\$34,502.66	\$36,223.86	
9	\$31,304.62	\$32,860.35	\$34,502.66	\$36,223.86	\$38,036.28	Recreation Aide
10	\$32,860.35	\$34,502.66	\$36,223.86	\$38,036.28	\$39,939.95	
11	\$34,502.66	\$36,223.86	\$38,036.28	\$39,939.95	\$41,936.41	
12	\$36,223.86	\$38,036.28	\$39,939.95	\$41,936.41	\$44,025.66	
13	\$38,036.28	\$39,939.95	\$41,936.41	\$44,025.66	\$46,869.56	
14	\$39,939.95	\$41,936.41	\$44,025.66	\$46,869.56	\$48,544.36	Assistant Animal Control Officer
15	\$41,936.41	\$44,025.66	\$46,869.56	\$48,544.36	\$50,970.73	Recreation Leader
16	\$44,025.66	\$46,869.56	\$48,544.36	\$50,970.73	\$53,519.26	Keyboarding Clerk I Assistant Zoning Officer
17	\$46,869.56	\$48,544.36	\$50,970.73	\$53,519.26	\$56,191.52	Account Clerk Graduate Nurse (Health)
18	\$48,544.36	\$50,970.73	\$53,519.26	\$56,191.52	\$58,999.86	Assessing Clerk Omnibus Operator Payroll Clerk Police Records Clerk Tax Clerk
19	\$50,970.73	\$53,519.26	\$56,191.52	\$58,999.86	\$61,948.92	Keyboarding Clerk II Fire Prevention Specialist
20	\$53,519.26	\$56,191.52	\$58,999.86	\$61,948.92	\$65,040.26	Assistant Violations Clerk Drafting Technician Senior Account Clerk Registrar of Vital Statistics
21	\$56,191.52	\$58,999.86	\$61,948.92	\$65,040.26	\$68,298.62	Program Analyst Senior Assessing Clerk Senior Payroll Clerk Senior Tax Clerk Senior Police Records Clerk Violations Clerk
22	\$58,999.86	\$61,948.92	\$65,040.26	\$68,298.62	\$71,711.61	Keyboarding Clerk III Municipal Recycling Coordinator Principal Payroll Clerk Recreation Specialist Sanitary Health Inspector/Registered Environmental Health Specialist Supervisor Senior Citizen Activities
23	\$61,948.92	\$65,040.26	\$68,298.62	\$71,711.61	\$75,294.72	Principal Account Clerk Typist Public Safety Telecommunicator Violations Clerk Typing
24	\$65,040.26	\$68,298.62	\$71,711.61	\$75,294.72	\$79,058.76	Deputy Municipal Court Admin Principal Tax Clerk Principal Assessing Clerk Public Health Nurse Technical Support Specialist 2

**Schedule B – 2024 Rate Schedule**  
**(effective 1/1/2024)**  
**Employees hired prior to 10/17/02**

25	\$68,298.62	\$71,711.61	\$75,294.72	\$79,058.76	\$83,014.55	Assistant Planner Administrative Analyst Administrative Secretary "A" Animal Control Officer Coordinator of Special Transportation Principal Payroll Clerk/Benefits Clerk Purchasing Assistant Recreation Program Coordinator Technical Assistant to Construction Official
26	\$71,711.61	\$75,294.72	\$79,058.76	\$83,014.55	\$87,168.29	Senior Engineering Aide
27	\$75,294.72	\$79,058.76	\$83,014.55	\$87,168.29	\$91,526.17	Administrative Secretary "B" Senior Planner Assistant Municipal Clerk Assistant Tax Collector Assistant Treasurer Deputy Tax Assessor GIS Specialist Senior Public Health Nurse Zoning Officer
28	\$79,058.76	\$83,014.55	\$87,168.29	\$91,526.17	\$96,100.55	Fire Prevention Specialist UFD Fire Protection Inspector Fire Protection Subcode Official Electrical Subcode Official Public Health Nurse – Supervisor Plumbing Inspector/ Plumbing Subcode Official Public Works Inspector
29	\$83,014.55	\$87,168.29	\$91,526.17	\$96,100.55	\$100,908.43	Building Inspector/Fire Inspection Building Inspector
30	\$87,168.29	\$91,526.17	\$96,100.55	\$100,908.43	\$105,952.93	Building Subcode Official Principal Planner
31	\$91,526.17	\$96,100.55	\$100,908.43	\$105,952.93	\$112,310.36	Principal Engineering Aide Senior Sanitary Health Inspector/ Environmental Health Inspector Building Subcode Official/ Fire Protection Subcode Official
32	\$96,100.55	\$100,908.43	\$105,952.93	\$112,310.36	\$119,046.65	Supervising Engineering Aide

**Schedule B – 2024 Rate Schedule**  
**(effective 1/1/2024)**  
**Employees hired after 10/17/02**  
*(Annual Salary 5% less than those hired prior to 10/17/02)*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Title
1	--	--	--	--	--	
2	--	--	--	--	--	
3	--	--	--	--	--	
4	--	--	--	--	--	
5	--	--	--	\$28,318.45	\$29,739.62	Recycling Aide
6	--	--	\$28,318.45	\$29,739.62	\$31,218.02	
7	--	\$28,318.45	\$29,739.62	\$31,218.02	\$32,776.85	
8	\$28,318.45	\$29,739.62	\$31,218.02	\$32,776.85	\$34,412.96	
9	\$29,739.62	\$31,218.02	\$32,776.85	\$34,412.96	\$36,134.16	Recreation Aide
10	\$31,218.02	\$32,776.85	\$34,412.96	\$36,134.16	\$37,943.49	
11	\$32,776.85	\$34,412.96	\$36,134.16	\$37,943.49	\$39,839.44	
12	\$34,412.96	\$36,134.16	\$37,943.49	\$39,839.44	\$41,823.52	
13	\$36,134.16	\$37,943.49	\$39,839.44	\$41,823.52	\$44,525.16	
14	\$37,943.49	\$39,839.44	\$41,823.52	\$44,525.16	\$46,117.99	Assistant Animal Control Officer
15	\$39,839.44	\$41,823.52	\$44,525.16	\$46,117.99	\$48,422.20	Recreation Leader
16	\$41,823.52	\$44,525.16	\$46,117.99	\$48,422.20	\$50,843.92	Keyboarding Clerk I Assistant Zoning Officer
17	\$44,525.16	\$46,117.99	\$48,422.20	\$50,843.92	\$53,381.63	Account Clerk Graduate Nurse (Health)
18	\$46,117.99	\$48,422.20	\$50,843.92	\$53,381.63	\$56,049.24	Assessing Clerk Omnibus Operator Payroll Clerk Police Records Clerk Tax Clerk
19	\$48,422.20	\$50,843.92	\$53,381.63	\$56,049.24	\$58,851.40	Keyboarding Clerk II Fire Prevention Specialist
20	\$50,843.92	\$53,381.63	\$56,049.24	\$58,851.40	\$61,789.64	Assistant Violations Clerk Drafting Technician Senior Account Clerk Registrar of Vital Statistics
21	\$53,381.63	\$56,049.24	\$58,851.40	\$61,789.64	\$64,884.07	Program Analyst Senior Assessing Clerk Senior Payroll Clerk Senior Tax Clerk Senior Police Records Clerk Violations Clerk
22	\$56,049.24	\$58,851.40	\$61,789.64	\$64,884.07	\$68,125.41	Keyboarding Clerk III Municipal Recycling Coordinator Principal Payroll Clerk Recreation Specialist Sanitary Health Inspector/Registered Environmental Health Specialist Supervisor Senior Citizen Activities
23	\$58,851.40	\$61,789.64	\$64,884.07	\$68,125.41	\$71,530.68	Principal Account Clerk Typist Public Safety Telecommunicator Violations Clerk Typing
24	\$61,789.64	\$64,884.07	\$68,125.41	\$71,530.68	\$75,106.04	Deputy Municipal Court Admin Principal Tax Clerk Principal Assessing Clerk Public Health Nurse Technical Support Specialist 2

**Schedule B – 2024 Rate Schedule**  
**(effective 1/1/2024)**  
 Employees hired after 10/17/02

25	\$64,884.07	\$68,125.41	\$71,530.68	\$75,106.04	\$78,863.91	Assistant Planner Administrative Analyst Administrative Secretary "A" Animal Control Officer Coordinator of Special Transportation Principal Payroll Clerk/Benefits Clerk Purchasing Assistant Recreation Program Coordinator Technical Assistant to Construction Official
26	\$68,125.41	\$71,530.68	\$75,106.04	\$78,863.91	\$82,810.43	Senior Engineering Aide
27	\$71,530.68	\$75,106.04	\$78,863.91	\$82,810.43	\$86,950.25	Administrative Secretary "B" Senior Planner Assistant Municipal Clerk Assistant Tax Collector Assistant Treasurer Deputy Tax Assessor GIS Specialist Senior Public Health Nurse Zoning Officer
28	\$75,106.04	\$78,863.91	\$82,810.43	\$86,950.25	\$91,295.75	Fire Prevention Specialist UFD Fire Protection Inspector Fire Protection Subcode Official Electrical Subcode Official Public Health Nurse – Supervisor Plumbing Inspector/ Plumbing Subcode Official Public Works Inspector
29	\$78,863.91	\$82,810.43	\$86,950.25	\$91,295.75	\$95,862.30	Building Inspector/Fire Inspection Building Inspector
30	\$82,810.43	\$86,950.25	\$91,295.75	\$95,862.30	\$100,654.82	Building Subcode Official Principal Planner
31	\$86,950.25	\$91,295.75	\$95,862.30	\$100,654.82	\$106,695.22	Principal Engineering Aide Senior Sanitary Health Inspector/ Environmental Health Inspector Building Subcode Official/ Fire Protection Subcode Official
32	\$91,295.75	\$95,862.30	\$100,654.82	\$106,695.22	\$113,094.40	Supervising Engineering Aide

**Schedule C – 2025 Rate Schedule**  
**(effective 1/1/2025)**  
**Employees hired prior to 10/17/02**  
*(Annual Salary 5% more than those hired after 10/17/02)*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Title
1	--	--	--	--	--	
2	--	--	--	--	--	
3	--	--	--	--	--	
4	--	--	--	--	--	
5	--	\$27,643.18	\$29,029.92	\$30,479.92	\$32,008.98	Recycling Aide
6	\$27,643.18	\$29,029.92	\$30,479.92	\$32,008.98	\$33,599.71	
7	\$29,029.92	\$30,479.92	\$32,008.98	\$33,599.71	\$35,278.97	
8	\$30,479.92	\$32,008.98	\$33,599.71	\$35,278.97	\$37,038.90	
9	\$32,008.98	\$33,599.71	\$35,278.97	\$37,038.90	\$38,892.10	Recreation Aide
10	\$33,599.71	\$35,278.97	\$37,038.90	\$38,892.10	\$40,838.60	
11	\$35,278.97	\$37,038.90	\$38,892.10	\$40,838.60	\$42,879.98	
12	\$37,038.90	\$38,892.10	\$40,838.60	\$42,879.98	\$45,016.23	
13	\$38,892.10	\$40,838.60	\$42,879.98	\$45,016.23	\$47,924.12	
14	\$40,838.60	\$42,879.98	\$45,016.23	\$47,924.12	\$49,636.60	Assistant Animal Control Officer
15	\$42,879.98	\$45,016.23	\$47,924.12	\$49,636.60	\$52,117.57	Recreation Leader
16	\$45,016.23	\$47,924.12	\$49,636.60	\$52,117.57	\$54,723.45	Keyboarding Clerk I Assistant Zoning Officer
17	\$47,924.12	\$49,636.60	\$52,117.57	\$54,723.45	\$57,455.83	Account Clerk Graduate Nurse (Health)
18	\$49,636.60	\$52,117.57	\$54,723.45	\$57,455.83	\$60,327.36	Assessing Clerk Omnibus Operator Payroll Clerk Police Records Clerk Tax Clerk
19	\$52,117.57	\$54,723.45	\$57,455.83	\$60,327.36	\$63,342.77	Keyboarding Clerk II Fire Prevention Specialist
20	\$54,723.45	\$57,455.83	\$60,327.36	\$63,342.77	\$66,503.66	Assistant Violations Clerk Drafting Technician Senior Account Clerk Registrar of Vital Statistics
21	\$57,455.83	\$60,327.36	\$63,342.77	\$66,503.66	\$69,835.34	Program Analyst Senior Assessing Clerk Senior Payroll Clerk Senior Tax Clerk Senior Police Records Clerk Violations Clerk
22	\$60,327.36	\$63,342.77	\$66,503.66	\$69,835.34	\$73,325.12	Keyboarding Clerk III Municipal Recycling Coordinator Principal Payroll Clerk Recreation Specialist Sanitary Health Inspector/Registered Environmental Health Specialist Supervisor Senior Citizen Activities
23	\$63,342.77	\$66,503.66	\$69,835.34	\$73,325.12	\$76,988.85	Principal Account Clerk Typist Public Safety Telecommunicator Violations Clerk Typing
24	\$66,503.66	\$69,835.34	\$73,325.12	\$76,988.85	\$80,837.58	Deputy Municipal Court Admin Principal Tax Clerk Principal Assessing Clerk Public Health Nurse Technical Support Specialist 2

**Schedule C – 2025 Rate Schedule**  
**(effective 1/1/2025)**  
**Employees hired prior to 10/17/02**

25	\$69,835.34	\$73,325.12	\$76,988.85	\$80,837.58	\$84,882.38	Assistant Planner Administrative Analyst Administrative Secretary "A" Animal Control Officer Coordinator of Special Transportation Principal Payroll Clerk/Benefits Clerk Purchasing Assistant Recreation Program Coordinator Technical Assistant to Construction Official
26	\$73,325.12	\$76,988.85	\$80,837.58	\$84,882.38	\$89,129.58	Senior Engineering Aide
27	\$76,988.85	\$80,837.58	\$84,882.38	\$89,129.58	\$93,585.51	Administrative Secretary "B" Senior Planner Assistant Municipal Clerk Assistant Tax Collector Assistant Treasurer Deputy Tax Assessor GIS Specialist Senior Public Health Nurse Zoning Officer
28	\$80,837.58	\$84,882.38	\$89,129.58	\$93,585.51	\$98,262.81	Fire Prevention Specialist UFD Fire Protection Inspector Fire Protection Subcode Official Electrical Subcode Official Public Health Nurse – Supervisor Plumbing Inspector/ Plumbing Subcode Official Public Works Inspector
29	\$84,882.38	\$89,129.58	\$93,585.51	\$98,262.81	\$103,178.87	Building Inspector/Fire Inspection Building Inspector
30	\$89,129.58	\$93,585.51	\$98,262.81	\$103,178.87	\$108,336.87	Building Subcode Official Principal Planner
31	\$93,585.51	\$98,262.81	\$103,178.87	\$108,336.87	\$114,837.34	Principal Engineering Aide Senior Sanitary Health Inspector/ Environmental Health Inspector Building Subcode Official/ Fire Protection Subcode Official
32	\$98,262.81	\$103,178.87	\$108,336.87	\$114,837.34	\$121,725.20	Supervising Engineering Aide

**Schedule C – 2025 Rate Schedule**  
**(effective 1/1/2025)**  
**Employees hired after 10/17/02**  
*(Annual Salary 5% less than those hired prior to 10/17/02)*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Title
1	--	--	--	--	--	
2	--	--	--	--	--	
3	--	--	--	--	--	
4	--	--	--	--	--	
5	--	--	\$27,578.36	\$28,955.61	\$30,408.76	Recycling Aide
6	--	--	\$28,955.61	\$30,408.76	\$31,920.42	
7	--	\$28,955.61	\$30,408.76	\$31,920.42	\$33,514.32	
8	\$28,955.61	\$30,408.76	\$31,920.42	\$33,514.32	\$35,187.25	
9	\$30,408.76	\$31,920.42	\$33,514.32	\$35,187.25	\$36,947.18	Recreation Aide
10	\$31,920.42	\$33,514.32	\$35,187.25	\$36,947.18	\$38,797.22	
11	\$33,514.32	\$35,187.25	\$36,947.18	\$38,797.22	\$40,735.83	
12	\$35,187.25	\$36,947.18	\$38,797.22	\$40,735.83	\$42,764.55	
13	\$36,947.18	\$38,797.22	\$40,735.83	\$42,764.55	\$45,526.98	
14	\$38,797.22	\$40,735.83	\$42,764.55	\$45,526.98	\$47,155.64	Assistant Animal Control Officer
15	\$40,735.83	\$42,764.55	\$45,526.98	\$47,155.64	\$49,511.70	Recreation Leader
16	\$42,764.55	\$45,526.98	\$47,155.64	\$49,511.70	\$51,987.91	Keyboarding Clerk I Assistant Zoning Officer
17	\$45,526.98	\$47,155.64	\$49,511.70	\$51,987.91	\$54,582.72	Account Clerk Graduate Nurse (Health)
18	\$47,155.64	\$49,511.70	\$51,987.91	\$54,582.72	\$57,310.35	Assessing Clerk Omnibus Operator Payroll Clerk Police Records Clerk Tax Clerk
19	\$49,511.70	\$51,987.91	\$54,582.72	\$57,310.35	\$60,175.55	Keyboarding Clerk II Fire Prevention Specialist
20	\$51,987.91	\$54,582.72	\$57,310.35	\$60,175.55	\$63,179.90	Assistant Violations Clerk Drafting Technician Senior Account Clerk Registrar of Vital Statistics
21	\$54,582.72	\$57,310.35	\$60,175.55	\$63,179.90	\$66,343.96	Program Analyst Senior Assessing Clerk Senior Payroll Clerk Senior Tax Clerk Senior Police Records Clerk Violations Clerk
22	\$57,310.35	\$60,175.55	\$63,179.90	\$66,343.96	\$69,658.23	Keyboarding Clerk III Municipal Recycling Coordinator Principal Payroll Clerk Recreation Specialist Sanitary Health Inspector/Registered Environmental Health Specialist Supervisor Senior Citizen Activities
23	\$60,175.55	\$63,179.90	\$66,343.96	\$69,658.23	\$73,140.12	Principal Account Clerk Typist Public Safety Telecommunicator Violations Clerk Typing
24	\$63,179.90	\$66,343.96	\$69,658.23	\$73,140.12	\$76,795.93	Deputy Municipal Court Admin Principal Tax Clerk Principal Assessing Clerk Public Health Nurse Technical Support Specialist 2



**Schedule C – 2025 Rate Schedule**  
**(effective 1/1/2025)**  
**Employees hired after 10/17/02**

25	\$66,343.96	\$69,658.23	\$73,140.12	\$76,795.93	\$80,638.35	Assistant Planner Administrative Analyst Administrative Secretary "A" Animal Control Officer Coordinator of Special Transportation Principal Payroll Clerk/Benefits Clerk Purchasing Assistant Recreation Program Coordinator Technical Assistant to Construction Official
26	\$69,658.23	\$73,140.12	\$76,795.93	\$80,638.35	\$84,673.67	Senior Engineering Aide
27	\$73,140.12	\$76,795.93	\$80,638.35	\$84,673.67	\$88,906.63	Administrative Secretary "B" Senior Planner Assistant Municipal Clerk Assistant Tax Collector Assistant Treasurer Deputy Tax Assessor GIS Specialist Senior Public Health Nurse Zoning Officer
28	\$76,795.93	\$80,638.35	\$84,673.67	\$88,906.63	\$93,349.90	Fire Prevention Specialist UFD Fire Protection Inspector Fire Protection Subcode Official Electrical Subcode Official Public Health Nurse – Supervisor Plumbing Inspector/ Plumbing Subcode Official Public Works Inspector
29	\$80,638.35	\$84,673.67	\$88,906.63	\$93,349.90	\$98,019.20	Building Inspector/Fire Inspection Building Inspector
30	\$84,673.67	\$88,906.63	\$93,349.90	\$98,019.20	\$102,919.55	Building Subcode Official Principal Planner
31	\$88,906.63	\$93,349.90	\$98,019.20	\$102,919.55	\$109,095.87	Principal Engineering Aide Senior Sanitary Health Inspector/ Environmental Health Inspector Building Subcode Official/ Fire Protection Subcode Official
32	\$93,349.90	\$98,019.20	\$102,919.55	\$109,095.87	\$115,639.03	Supervising Engineering Aide

# Schedule D – 2026 Rate Schedule

(effective 1/1/2026)

**Employees hired prior to 10/17/02**

*(Annual Salary 5% more than those hired after 10/17/02)*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Title
1	--	--	--	--	--	
2	--	--	--	--	--	
3	--	--	--	--	--	
4	--	--	--	--	--	
5	--	\$28,265.16	\$29,683.09	\$31,165.72	\$32,729.18	Recycling Aide
6	\$28,265.16	\$29,683.09	\$31,165.72	\$32,729.18	\$34,355.70	
7	\$29,683.09	\$31,165.72	\$32,729.18	\$34,355.70	\$36,072.75	
8	\$31,165.72	\$32,729.18	\$34,355.70	\$36,072.75	\$37,872.27	
9	\$32,729.18	\$34,355.70	\$36,072.75	\$37,872.27	\$39,767.17	Recreation Aide
10	\$34,355.70	\$36,072.75	\$37,872.27	\$39,767.17	\$41,757.47	
11	\$36,072.75	\$37,872.27	\$39,767.17	\$41,757.47	\$43,844.78	
12	\$37,872.27	\$39,767.17	\$41,757.47	\$43,844.78	\$46,029.10	
13	\$39,767.17	\$41,757.47	\$43,844.78	\$46,029.10	\$49,002.42	
14	\$41,757.47	\$43,844.78	\$46,029.10	\$49,002.42	\$50,753.43	Assistant Animal Control Officer
15	\$43,844.78	\$46,029.10	\$49,002.42	\$50,753.43	\$53,290.22	Recreation Leader
16	\$46,029.10	\$49,002.42	\$50,753.43	\$53,290.22	\$55,954.72	Keyboarding Clerk I Assistant Zoning Officer
17	\$49,002.42	\$50,753.43	\$53,290.22	\$55,954.72	\$58,748.59	Account Clerk Graduate Nurse (Health)
18	\$50,753.43	\$53,290.22	\$55,954.72	\$58,748.59	\$61,684.72	Assessing Clerk Omnibus Operator Payroll Clerk Police Records Clerk Tax Clerk
19	\$53,290.22	\$55,954.72	\$58,748.59	\$61,684.72	\$64,767.99	Keyboarding Clerk II Fire Prevention Specialist
20	\$55,954.72	\$58,748.59	\$61,684.72	\$64,767.99	\$67,999.99	Assistant Violations Clerk Drafting Technician Senior Account Clerk Registrar of Vital Statistics
21	\$58,748.59	\$61,684.72	\$64,767.99	\$67,999.99	\$71,406.63	Program Analyst Senior Assessing Clerk Senior Payroll Clerk Senior Tax Clerk Senior Police Records Clerk Violations Clerk
22	\$61,684.72	\$64,767.99	\$67,999.99	\$71,406.63	\$74,974.94	Keyboarding Clerk III Municipal Recycling Coordinator Principal Payroll Clerk Recreation Specialist Sanitary Health Inspector/Registered Environmental Health Specialist Supervisor Senior Citizen Activities
23	\$64,767.99	\$67,999.99	\$71,406.63	\$74,974.94	\$78,721.10	Principal Account Clerk Typist Public Safety Telecommunicator Violations Clerk Typing
24	\$67,999.99	\$71,406.63	\$74,974.94	\$78,721.10	\$82,656.43	Deputy Municipal Court Admin Principal Tax Clerk Principal Assessing Clerk Public Health Nurse Technical Support Specialist 2

**Schedule D – 2026 Rate Schedule**  
**(effective 1/1/2026)**  
**Employees hired prior to 10/17/02**

25	\$71,406.63	\$74,974.94	\$78,721.10	\$82,656.43	\$86,792.23	Assistant Planner Administrative Analyst Administrative Secretary "A" Animal Control Officer Coordinator of Special Transportation Principal Payroll Clerk/Benefits Clerk Purchasing Assistant Recreation Program Coordinator Technical Assistant to Construction Official
26	\$74,974.94	\$78,721.10	\$82,656.43	\$86,792.23	\$91,135.00	Senior Engineering Aide
27	\$78,721.10	\$82,656.43	\$86,792.23	\$91,135.00	\$95,691.18	Administrative Secretary "B" Senior Planner Assistant Municipal Clerk Assistant Tax Collector Assistant Treasurer Deputy Tax Assessor GIS Specialist Senior Public Health Nurse Zoning Officer
28	\$82,656.43	\$86,792.23	\$91,135.00	\$95,691.18	\$100,473.72	Fire Prevention Specialist UFD Fire Protection Inspector Fire Protection Subcode Official Electrical Subcode Official Public Health Nurse – Supervisor Plumbing Inspector/ Plumbing ubcode Official Public Works Inspector
29	\$86,792.23	\$91,135.00	\$95,691.18	\$100,473.72	\$105,500.40	Building Inspector/Fire Inspection Building Inspector
30	\$91,135.00	\$95,691.18	\$100,473.72	\$105,500.40	\$110,774.45	Building Subcode Official Principal Planner
31	\$95,691.18	\$100,473.72	\$105,500.40	\$110,774.45	\$117,421.18	Principal Engineering Aide Senior Sanitary Health Inspector/ Environmental Health Inspector Building Subcode Official/ Fire Protection Subcode Official
32	\$100,473.72	\$105,500.40	\$110,774.45	\$117,421.18	\$124,464.02	Supervising Engineering Aide

**Schedule D – 2026 Rate Schedule**  
**(effective 1/1/2026)**  
**Employees hired after 10/17/02**  
*(Annual Salary 5% less than those hired prior to 10/17/02)*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Title
1	--	--	--	--	--	
2	--	--	--	--	--	
3	--	--	--	--	--	
4	--	--	--	--	--	
5	--	--	\$28,198.87	\$29,607.11	\$31,092.96	Recycling Aide
6	--	\$28,198.87	\$29,607.11	\$31,092.96	\$32,638.63	
7	\$28,198.87	\$29,607.11	\$31,092.96	\$32,638.63	\$34,268.40	
8	\$29,607.11	\$31,092.96	\$32,638.63	\$34,268.40	\$35,978.96	
9	\$31,092.96	\$32,638.63	\$34,268.40	\$35,978.96	\$37,778.49	Recreation Aide
10	\$32,638.63	\$34,268.40	\$35,978.96	\$37,778.49	\$39,670.16	
11	\$34,268.40	\$35,978.96	\$37,778.49	\$39,670.16	\$41,652.38	
12	\$35,978.96	\$37,778.49	\$39,670.16	\$41,652.38	\$43,726.75	
13	\$37,778.49	\$39,670.16	\$41,652.38	\$43,726.75	\$46,551.33	
14	\$39,670.16	\$41,652.38	\$43,726.75	\$46,551.33	\$48,216.65	Assistant Animal Control Officer
15	\$41,652.38	\$43,726.75	\$46,551.33	\$48,216.65	\$50,625.71	Recreation Leader
16	\$43,726.75	\$46,551.33	\$48,216.65	\$50,625.71	\$53,157.64	Keyboarding Clerk I Assistant Zoning Officer
17	\$46,551.33	\$48,216.65	\$50,625.71	\$53,157.64	\$55,810.83	Account Clerk Graduate Nurse (Health)
18	\$48,216.65	\$50,625.71	\$53,157.64	\$55,810.83	\$58,599.83	Assessing Clerk Omnibus Operator Payroll Clerk Police Records Clerk Tax Clerk
19	\$50,625.71	\$53,157.64	\$55,810.83	\$58,599.83	\$61,529.50	Keyboarding Clerk II Fire Prevention Specialist
20	\$53,157.64	\$55,810.83	\$58,599.83	\$61,529.50	\$64,601.45	Assistant Violations Clerk Drafting Technician Senior Account Clerk Registrar of Vital Statistics
21	\$55,810.83	\$58,599.83	\$61,529.50	\$64,601.45	\$67,836.70	Program Analyst Senior Assessing Clerk Senior Payroll Clerk Senior Tax Clerk Senior Police Records Clerk Violations Clerk
22	\$58,599.83	\$61,529.50	\$64,601.45	\$67,836.70	\$71,225.55	Keyboarding Clerk III Municipal Recycling Coordinator Principal Payroll Clerk Recreation Specialist Sanitary Health Inspector/Registered Environmental Health Specialist Supervisor Senior Citizen Activities
23	\$61,529.50	\$64,601.45	\$67,836.70	\$71,225.55	\$74,785.78	Principal Account Clerk Typist Public Safety Telecommunicator Violations Clerk Typing
24	\$64,601.45	\$67,836.70	\$71,225.55	\$74,785.78	\$78,523.83	Deputy Municipal Court Admin Principal Tax Clerk Principal Assessing Clerk Public Health Nurse Technical Support Specialist 2

**Schedule D – 2026 Rate Schedule**  
**(effective 1/1/2026)**  
**Employees hired after 10/17/02**

25	\$67,836.70	\$71,225.55	\$74,785.78	\$78,523.83	\$82,452.71	Assistant Planner Administrative Analyst Administrative Secretary "A" Animal Control Officer Coordinator of Special Transportation Principal Payroll Clerk/Benefits Clerk Purchasing Assistant Recreation Program Coordinator Technical Assistant to Construction Official
26	\$71,225.55	\$74,785.78	\$78,523.83	\$82,452.71	\$86,578.82	Senior Engineering Aide
27	\$74,785.78	\$78,523.83	\$82,452.71	\$86,578.82	\$90,907.03	Administrative Secretary "B" Senior Planner Assistant Municipal Clerk Assistant Tax Collector Assistant Treasurer Deputy Tax Assessor GIS Specialist Senior Public Health Nurse Zoning Officer
28	\$78,523.83	\$82,452.71	\$86,578.82	\$90,907.03	\$95,450.27	Fire Prevention Specialist UFD Fire Protection Inspector Fire Protection Subcode Official Electrical Subcode Official Public Health Nurse – Supervisor Plumbing Inspector/ Plumbing Subcode Official Public Works Inspector
29	\$82,452.71	\$86,578.82	\$90,907.03	\$95,450.27	\$100,224.64	Building Inspector/Fire Inspection Building Inspector
30	\$86,578.82	\$90,907.03	\$95,450.27	\$100,224.64	\$105,235.24	Building Subcode Official Principal Planner
31	\$90,907.03	\$95,450.27	\$100,224.64	\$105,235.24	\$111,550.52	Principal Engineering Aide Senior Sanitary Health Inspector/ Environmental Health Inspector Building Subcode Official/ Fire Protection Subcode Official
32	\$95,450.27	\$100,224.64	\$105,235.24	\$111,550.52	\$118,240.90	Supervising Engineering Aide

## **SCHEDULE E**

### **JOB TITLES AND GRADE SCHEDULE**

#### **A. Hours and Overtime**

1. Public Safety Telecommunicators (CO) shall work a shift consisting of twelve (12) consecutive hours except for interruption for a half-hour paid lunch and two fifteen minute (15) breaks.
2. Public Safety Telecommunicators shall be compensated at the ratio of one and one-half their regular rate of pay for hours in attendance at required court appearance or departmental hearings.
3. No double shifts shall be permitted under the twelve-hour schedule.
4. Work performed on a regularly scheduled day off will be compensated at the rate of one and one half times the regular pay for the entire shift providing they are not working the shift before or after.
5. Public Safety Telecommunicators shall have a minimum of two (2) consecutive days off per week on normal duty.
6. When the Town Hall closes early in accordance with Article V, Section A, Paragraph 4, Public Safety Communicators on duty that day shall receive compensatory time for the hours that Town Hall was closed. When Town Hall closes for the entire day in accordance with Article V, Section A, Paragraph 4, Public Safety Communicators on duty during the daytime shift shall receive twelve (12) hours in compensatory time.

#### **B. Special Holiday Pay**

1. Public Safety Telecommunicators shall receive an additional time and one-half pay for any portion of a recognized holiday they work, plus they shall receive 96 hours of holiday pay, prorated for whatever portion of the calendar year they were employed with the Township, on or about December 1 of each year.
2. All holiday requests must be submitted by February 1 and will be considered by seniority. All requests must be in writing.

#### **C. Holiday Option**

1. The Township shall allow a Public Safety Telecommunicator to be off on a holiday, said Public Safety Telecommunicator would normally work if the Public Safety Telecommunicator finds another full or part time Public Safety Telecommunicator to serve for him/her and furthermore shall pay said replacement who is a full time Public Safety Telecommunicator at the rate of time and one-half for hours worked. Part-time Public Safety Telecommunicators shall receive straight time for substituting under this section, but shall receive time and one-half if he/she works more than forty (40) hours in the week the substitution occurs. Substitutions under this section shall occur on a holiday or a day taken in lieu of a holiday. The Chief of Police shall promulgate reasonable rules for the implementation of this section.

#### **D. Personal Days**

Public Safety Telecommunicators will receive 48 hours personal time.

1. Personal Leave Days may not be accumulated, and no more than 24 hours shall be paid for at the end of each year in the event a Public Safety Telecommunicator, after requesting same, is refused them by the Township. The parties shall make every effort to cooperate in order that these days will be scheduled during the course of the year.

E. Swap Shift

1. Each Public Safety Telecommunicator shall be entitled to swap shifts with a fellow Public Safety Telecommunicator or with a Patrolman who will be assigned to the Police Public Safety Telecommunicator's position provided said employee makes application to the Chief of Police. The exchange of shifts shall be accomplished within a fourteen (14) day period.

F. Summer Vacations

1. Based on the manpower needs of the Police Department, Public Safety Telecommunicators will be eligible for summer vacations. The summer vacation schedule shall be promulgated by the Chief of Police for all police personnel and said schedule will allow certain weeks of summer vacation for Public Safety Telecommunicators. The Public Safety Telecommunicators will apply for same based on their seniority.

G. Lunch Break

1. Public Safety Telecommunicators shall receive a paid lunch break of 30 minutes away from the police desk, if so desired.

H. Vacation Leave

1. Public Safety Telecommunicators may, at their option, elect to accumulate vacation leave not in excess of their annual allotted vacation time, inclusive of the current year.

- I. Full-time Public Safety Telecommunicators shall receive one (1) day compensatory time off per year, not accumulative, in recognition of early reporting time requirements for shift duty.

- J. Effective January 1, 2025, Public Safety Telecommunicators are required to work New Year's Eve and Christmas Eve in order to be entitled to receive compensatory time of four (4) hours for each of those days worked.

K. Bereavement Leave

As provided to full-time employees per Article IX.

- L. Every full-time employee subject to this agreement shall be entitled to paid sick leave benefits per annum according to N.J.A.C. 4:1-1.1 et seq., of the State of New Jersey Civil Service Commission rules revised November 30, 1973.

1. Service for Sick Leave.

- (a) All permanent employees, or full time provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.
- (b) Sick leave shall be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease only.
- (c) Such sick leave may be utilized in the event of serious illness of a member of the employee's immediate family requiring the attendance of the employee.

2. Amount of Sick Leave

- (a) Sick leave with pay shall accrue to any full time employee on the basis of 12 hours (1 working day) per month during the remainder of the first calendar year of employment after initial appointment up to a maximum of (8) 12 hour work days or 96 hours; and 120 hours in every calendar year thereafter.
- (b) Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.
- (c) Sick leave accrued on or after January 1, 1983 shall first be deducted from a full-time employee's sick leave bank prior to any other accrued sick leave being deducted.

M. Written Schedule

- 1. The Police Department shall provide a written, yearly schedule no later than January 31; which will allow the Public Safety Telecommunicators to reasonably predict their calendar schedule for the year.
- 2. This schedule will be a standard schedule based on a fixed, repeating pattern of days on and days off, together with the shift to be worked.
- 3. As of April, this schedule shall incorporate all vacation weeks and holidays.
- 4. Any shift change must be in writing and have at least seventy-two (72) hours notice before the change occurs for non-emergency time off.



N. 12-Hour Work Schedule Specification

1. A working day shall consist of a twelve (12) hour shift. The shift will begin on 7:00 A.M. and end at 7:00 P.M. for Shift 1. Shift 2 will report at 7:00 P.M. and end at 7:00 A.M. The Department may alter the shift start times for up to on (1) hour to accommodate tour changes. The sequence of days off are as follows: 2 on – 2 off, 3 on – 2 off, 2 on – 3 off. Both the "3 on and 3 off" sequence shall fall on Friday, Saturday and Sunday. Squads will change shifts on a fourteen (14) day cycle.
2. For employees on the twelve (12) hour work chart the following conversion table shall be used:
  - (a) 12 days = 96 hours
  - (b) 15 days = 120 hours
  - (c) 18 days = 144 hours
  - (d) 20 days = 160 hours
  - (e) 25 days = 200 hours