

**AGREEMENT**  
**BETWEEN**  
**THE BOROUGH OF NORTH ARLINGTON, NEW JERSEY**  
**AND**  
**POLICEMEN'S BENEVOLENT ASSOCIATION**  
**OF NORTH ARLINGTON, N.J. LOCAL NO. 95**

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**JANUARY 1, 2018 through DECEMBER 31, 2021**

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## PREAMBLE

This Agreement is effective as of the 1st day of January, 2018 by and between **The Borough of North Arlington, New Jersey** (hereinafter referred to as the "Borough"), and the **Policemen's Benevolent Association, Local No. 95** (hereinafter referred to as the "Association") and is designated to maintain and promote a harmonious relationship between the Borough of North Arlington and such of its Employees who are within the provisions of this Agreement, in order that more efficient and progressive public service may be rendered.

**ARTICLE I**  
**RECOGNITION**

**Section 1**

The Borough hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning salaries, hours and other terms and conditions of employment for all members of the North Arlington Police Department, excluding the Chief of Police.

**Section 2**

Unless otherwise indicated, the terms "Patrolman", "Employee" or "Employees" when used in this Agreement refer to all persons represented by the Association in the above defined negotiating unit.

**Section 3**

Insofar as permitted by law, the Borough agrees to deduct from the pay of all members of this Association, dues, the amount of which will be set by the Association By-Laws and/or other Association Rules enacted. Said deductions will be made weekly and all such deductions will be paid over to the Association. Dues deductions are mandatory for all members of the Association.

### ARTICLE III

#### POLICEMEN'S RIGHTS

Pursuant to Chapter 303, Public Laws 1968, the Borough hereby agrees that every Policeman shall have the right to freely organize, join and support the PBA and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a body exercising governmental power under the laws of the State of New Jersey, the Borough undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any Policeman in the enjoyments of any rights conferred by Chapter 303, Public Laws 1968, or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any Policeman with respect to hours, wages or any terms and conditions of employment by reasons of his/her membership in the PBA and its affiliates, his/her participation in any activities of the PBA and its affiliates, collective negotiations with the Borough or his/her institution of a grievance or complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

Elected representatives of the PBA shall be entitled to time off with full pay to attend negotiating sessions, grievance sessions and meetings of the Joint PBA Management Committee, provided that the Department is not faced with an emergency. No time spent at the aforesaid shall be construed as overtime.

A separate personal history file shall be established and maintained for each Employee covered by this Agreement. Personal history files are confidential records and shall be maintained in the Office of the Chief of Police.

Any member of the Police Department may, by appointment, review his/her personnel file but this appointment for review must be made through the Chief of Police or designated representative, and said review shall take place in the presence of the Chief of Police or designated representative.

Whenever a written complaint concerning an Officer or his/her actions is to be placed in his/her personnel file, a copy shall be made available to him/her, and he/she shall be given the opportunity to rebut it if he/she so desires, and he/she shall be permitted to place said rebuttal in his/her file in the presence of the Chief of Police or designated representative.

All personal history files will be carefully maintained and safeguarded permanently, and nothing placed in any file shall be removed therefrom.

## **ARTICLE III**

### **SALARIES**

#### **Section 1**

All Employees covered by this Agreement shall receive salaries as set forth in **Appendix A** annexed.

#### **Section 2**

A Police Officer employed in the Detective Bureau shall receive Six Hundred Dollars (\$600.00) per year more than a Police Officer would earn if he were a Uniformed Officer. The Department may assign Uniform Personnel to the Detective Bureau as plain clothes Officers up to a maximum time period of three (3) months, without Detective's pay compensation.

#### **Section 3**

All monies and benefits shall be deemed to be retroactive to the appropriate dates set forth in this Agreement.

#### **Section 4**

Wage rates for all Superior Officers covered by this Agreement shall be calculated by computing a nine percent (9%) rank differential. Each rank shall be paid nine percent (9%) more than the next lower rank. The following schedule shall govern the calculations



of Superior Officer pay rate:

|              |  |
|--------------|--|
| Sergeant     | 9% Above Base Rate of Top Grade Patrolman  |
| Lieutenant   | 9% Above Base Rate of Top Grade Sergeant   |
| Captain      | 9% Above Base Rate of Top Grade Lieutenant |
| Deputy Chief | 9% Above Base Rate of Top Grade Captain    |



**ARTICLE IV**  
**BULLETIN BOARDS**

**Section 1**

Subject to prior approval of the Chief of Police, which approval shall not be unreasonably withheld, the Borough shall permit the Association reasonable use of the Bulletin Boards and the other Police facilities for posting notices concerning Association business and activities and concerning matters dealing with the welfare of its members.

**Section 2**

The Borough agrees that a Bulletin Board supplied by the Association will be placed in a conspicuous location, however, outside the view of the public. The Bulletin Board will be for the use of Association business dealing with the welfare of its members.

## ARTICLE V

### SENIORITY

#### Section 1

Traditional principles of seniority shall apply to Employees covered by this Agreement. Such principles shall apply to layoffs, recall, transfer and other similar acts. Seniority is defined to mean the accumulated length of service with the Department, computed from the last date of hire. An Employee's length of service shall not be reduced by the time lost due to an absence from his/her employment for a *bona fide* illness or injury certified by a physician not in excess of one (1) year. Such certification shall be subject to review by the Police Surgeon, if any, or any physician mutually acceptable to the parties.

## ARTICLE VI

### VACATIONS

#### Section 1

**EARNED VACATIONS.** Officers shall be entitled to vacations based upon the length of time employed as hereinafter provided.

**NUMBER OF DAYS** Officers who have not completed one (1) year service shall have one (1) working day vacation for each full month of continuous service rendered from the date of his/her appointment. Officers who have completed from one (1) to ten (10) years of service shall be granted seventeen (17) working days vacation. Officers who have completed eleven (11) years of service to fifteen (15) years of service shall be granted eighteen (18) working days vacation. Officers who have completed sixteen (16) years of service to twenty (20) years of service shall be granted twenty (20) working days vacation. Officers who have completed twenty-one (21) years of service to twenty-five (25) years of service shall be granted twenty-five (25) working days vacation. Officers who have completed twenty-five (25) years of service shall be given thirty (30) working days vacation. There shall be no carry over of vacation time or days to the following year, unless expressly given permission by the Chief of Police, for a valid reason such as an unexpected injury or illness, immediately prior to the scheduled vacation.

#### Section 2

Any Officer who is entitled to more than two (2) weeks of vacation shall be allowed

to take his/her vacation in consecutive weeks and/or days provided it does not unreasonably interfere with Departmental operations, and provided further that the Chief of Police grants approval, which approval shall not be unreasonably withheld.

### **Section 3**

Employees shall be permitted to take their vacations at any time during the year provided it does not unreasonably interfere with the operations of the Department, and provided further that the Chief of Police, or his/her designee, grants approval, which approval shall not be unreasonably withheld.

### **Section 4**

In the event that an Employee dies before taking his/her earned vacation in any calendar year, his/her estate or his/her widow, to the extent permitted by law, shall receive any vacation due and other accrued benefits such as compensatory time leave, clothing allowance, *etc.*. If the full amount is not due, the amount to be paid shall be prorated.

**ARTICLE VII**

**HOLIDAYS**

**Section 1**

Each Police Officer covered by this Agreement shall be granted pay for fifteen (15) holidays per year as follows:

Christmas  
New Year's Day  
Martin Luther King, Jr.'s Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Easter  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Columbus Day  
Election Day  
Veterans Day  
Thanksgiving Day and the Day After Thanksgiving

Payment shall be as set forth in **Article XXXI**.

**Section 2**

Holiday pay shall be rolled over into an Officer's base pay for all purposes, including the establishment of a regular hourly rate of pay, the overtime rate of pay for all Officers and Officer's pensionable base for retirement purposes (**Appendix "A"** do not reflect the

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addition of holiday pay to the salaries set forth in the Appendix). The holiday pay will be calculated pursuant to past practices and will be administratively rolled over into an Officer's base salary.

### **Section 3**

In addition to the fifteen (15) holidays per year, Employees shall be compensated for all additional legal and official holidays declared by the President or Congress of the United States, the Governor and Legislature of the State of New Jersey, and also all additional holidays declared by the Mayor and Council of the Borough of North Arlington.

## ARTICLE VIII

### EXCUSED LEAVE

#### **Section 1 - LEAVE BECAUSE OF DEATH**

In the case of a death of a member of an Officer's family, time off necessary to arrange for the funeral and to attend the services up to three (3) days at the established rate of pay shall be granted if the Officer actually attends the service during the time he would be required to be on duty. Immediate family includes, mother, father, sisters, brothers, spouse, children, mother-in-law, father-in-law, grandmother and grandfather of the Officer or the Officer's spouse, and persons so designated as legal guardians. In the event that the funeral is in excess of two hundred fifty (250) miles from North Arlington, New Jersey, four (4) days may be taken. An Officer may request of the Chief of Police additional days off in connection with a death in the family including brothers-in-law or sisters-in-law and approval shall not be unreasonably withheld. The parties agree that the definition of "family", for the purposes of applying this Article, is the definition set forth in **Section 1** for immediate family.

#### **Section 2 - LEAVE WITHOUT PAY**

The Mayor and Council, on the request of an Officer and after reasonable notice, may grant a six (6) month leave of absence without pay to said Officer. Said leave may only be granted by the Mayor and Council upon receipt of a written request by the Officer. The Mayor and Council may, in their discretion, extend such leave for an additional six (6)



months upon approval request. Additional leave may be approved only with the consent of the Department of Civil Service. If, however, the said Officer overstays such leave, his/her employment with the Borough shall be deemed to have terminated.

### **Section 3 - TERMINAL LEAVE**

An Officer having completed the time required by law for retirement (including military leave), shall be entitled to ninety (90) days at his current rate of pay. Upon retirement, all Employees shall be entitled to utilize his/her unused and accumulated sick leave days up to a maximum of one hundred eighty (180) days. Total time shall not exceed one hundred and eighty (180) days.

An Employee may, at his sole option, elect to take said Employee's terminal leave option as either time off at the end of his/her active duty career or the retiring Employee may choose to take the cash value of that time at said Employee's daily rate of pay. If the retiring Employee elects the lump sum cash option, then said Employee may elect to receive said monies from the Employee in up to three (3) separate payments at dates specified by the retiring Employee over a period of time not to exceed eighteen (18) months from completion of active duty. There shall be ninety (90) days' notice for the cash option during the first half of the calendar year and a two (2) check minimum in the last half of the calendar year.

Effective January 1, 1988, Employees retiring are recognized as having terminal benefits including a continuation of compensation status until all sick leave, accrued time and terminal benefits are exhausted. The compensation period for accrual purposes shall not exceed one hundred and eighty (180) days.

**Section 4**

All sick leave benefits will continue in full force and effect.

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**ARTICLE IX**  
**CLOTHING ALLOWANCE**

**Section 1**

Each Officer shall receive an annual clothing allowance in the amount of Nine Hundred Fifty Dollars (\$950.00) per calendar year for the purpose of replacing worn-out articles of designated uniforms.

**Section 2**

If any part of an Officer's uniform and/or personal effects is destroyed in the line of duty, it shall be the responsibility of the Borough to replace same, upon approval of the Police Chairman which approval shall not be unreasonably withheld. The maximum replacement value of personal items shall not exceed Fifty Dollars (\$50.00), with the exception of prescription eyeglasses or dentures.

**Section 3**

Police Officers are allowed to wear short sleeve shirts during the appropriate season.

**Section 4**

The summer uniform will be worn between May 15<sup>th</sup> and September 15<sup>th</sup> of each year.

## **Section 5**

The Shift Command may prescribe uniform changes during unseasonable weather on his/her own initiative or at the request of the Association. Said changes will not be unreasonably withheld.

## **Section 6**

The Borough shall provide all Employees covered by this Agreement with foul weather gear.

## **Section 7**

The Borough shall provide all Employees covered by this Agreement with bulletproof vests. Should the vest or any part of it need replacement or repair, the Borough will bear the full cost of such replacement or repair.

The Borough shall institute a regular, annual inspection program for a yearly evaluation of Employer supplied bulletproof vests.

The issued vests shall be replaced as needed or in accord with the manufacturer's recommendations. Upon replacement, the vest model shall be a threat level II or higher. The vest material shall consist of Kevlar 129 and/or Spectra-Shield. The threat level shall be determined in accordance with the Federal Standards for the Ballistic Resistance of Police Body Armor (NIJ STD 0101.003).

**Section 8**

The Borough shall supply two (2) holders (carriers) to each Employee for the bulletproof vests.

**Section 9**

Changes in uniform shall be the responsibility of the party mandating the change, *i.e.*, if the Chief of Police mandates a change of uniform, it shall be the responsibility of the Borough to pay for same. If the change is petitioned by the PBA, then the members shall pay for same.

## ARTICLE X

### COURT APPEARANCES

#### **Section 1**

Court time, as referred to in this Article, shall consist of all time, excluding regular tours of duty, during which any Employee covered under this Agreement shall be required to attend a Municipal Court, County Court, Superior Court, Grand Jury proceeding or other Courts of Administrative bodies.

#### **Section 2**

All such required Court time shall be compensated at time and one-half (1½). Payment of one (1) full hour shall be made for any time spent which may be less than one (1) full hour. Each Employee shall receive a minimum payment of two (2) hours at time and one-half (1½) for each such appearance under this Article.

#### **Section 3**

When an Employee covered under this Agreement shall be required to travel to and from any of the Courts of Administrative bodies as noted in this Article, such travel time shall be considered and included in the computation of the amount of time to which the Employee is entitled provided, however, that such travel time shall be computed between the Employer's Police Headquarters and the pertinent Courts of Administrative body.

## ARTICLE XI

### OVERTIME

#### **Section 1**

For time worked on off duty hours or on days off, except when called in for a full tour, an Officer shall receive a minimum of two (2) hours at time and one-half (1½). In the event that the Officer works more than two (2) hours, such time shall be paid at time and one-half (1½).

#### **Section 2**

There shall be a fair and equal system of overtime allocation. Overtime shall be allocated in the order of seniority as the names appear in the Department roster. If the first name on this list refuses overtime, the offer of overtime shall be made to the second man on the list, *etc.*. Each time an Officer accepts or refuses, he/she shall be placed at the bottom of the overtime list. The overtime list shall be maintained by the designee of the PBA. The name of such designee shall be furnished to the Chief of Police during the first week of January of each year.

#### **Section 3**

Overtime is defined as follows: hours worked in excess of the regular eight (8) hour workday or hours worked on any regularly scheduled time off.

#### **Section 4**

Employees will receive payment for one-quarter ( $\frac{1}{4}$ ) hour intervals for all overtime worked, excluding the two (2) hour minimum as set forth in **Section 1**.

#### **Section 5**

Employees have the option of receiving payment or compensatory time for all overtime or Court time worked. Compensatory time shall be given back at time and one-half ( $1\frac{1}{2}$ ). Employees must choose, within ten (10) days of the overtime or Court time worked, whether to take compensatory time or payment.

In the event that the Department reactivates the Special Operations Unit, members of that Unit shall accept compensatory time for all training, limited to twelve (12) calendar days per year. Training for the Special Operations Unit will take place during normal business periods, Monday through Friday.

#### **Section 6 - COMPENSATORY TIME - DUE TIME**

Compensatory time/due time is defined as time spent in service to the Department for training. Firearms qualifications, Department meetings, inspections, *etc.*, and when requested by an Officer as set forth in **Section 5** above.

Compensatory time (time-off) may be requested by an Officer at any time and will be granted provided it does not interfere with the normal every day operations of the Department.

The individual Employee shall have the right to elect to take payment under this



**Section** (time and one-half (1½) expressed in either time or cash payment). Employees must choose, within ten (10) days of the time worked, whether to take compensatory time or payment.

## **Section 7 - TRAINING**

For all training "mandated" by the Department such as firearms qualifications, defensive driving, Department meetings, inspections, *etc.*, Employees shall be compensated as defined in **Section 5**.

In the event that the Department reactivates the Special Operations Unit, the members of that Unit shall accept compensatory time for all training, limited to twelve (12) calendar days per year. Training for the Special Operations Unit will take place during the normal business periods (Monday through Friday).

For all training "not mandated" by the Department, that is training sought by the Officer or offered by the Department to the Officer with the option to refuse such training on the Officer's off-duty time, Employees will be compensated at the rate of time and one-half (1½) compensatory time only. Compensation by payment will not be an option for non-mandatory training.

## ARTICLE XII

### LONGEVITY

#### Section 1

Effective January 1, 2010, the longevity schedules are as follows:

|                                   |                    |
|-----------------------------------|--------------------|
| Three (3) Years of Service        | 1% of Base Salary  |
| Six (6) Years of Service          | 2% of Base Salary  |
| Nine (9) Years of Service         | 3% of Base Salary  |
| Twelve (12) Years of Service      | 4% of Base Salary  |
| Fifteen (15) Years of Service     | 5% of Base Salary  |
| Eighteen (18) Years of Service    | 6% of Base Salary  |
| Twenty-one (21) Years of Service  | 9% of Base Salary  |
| Twenty-four (24) Years of Service | 12% of Base Salary |

Longevity schedule for Employees hired on or after October 1, 2008:

|   |                   |
|---|-------------------|
| After Six (6) Years of Service          | 2% of Base Salary |
| After Ten (10) Years of Service         | 4% of Base Salary |
| After Eighteen (18) Years of Service    | 6% of Base Salary |
| After Twenty-four (24) Years of Service | 8% of Base Salary |

#### Section 2

These payments shall be made in addition to all other payments as has been the past practice.

## ARTICLE XIII

### GRIEVANCES

#### **Section 1**

A grievance is any complaint arising with respect to wages, hours of work or other conditions of employment and includes, but is not limited to, any dispute over interpretation, application or construction of this Agreement. Grievances involving minor discipline (minor discipline is defined as those circumstances where the disciplinary penalty is five (5) days of suspension or equivalent fine, or any lesser penalty) shall be subject to this grievance procedure. In order to provide for the expedition and mutually, satisfactory settlement of grievances, the procedures hereinafter set forth shall be followed.

#### **Section 2**

Complaints may be initiated by the individual Employee to the Chief of Police or Deputy. If the complaint is not adjusted satisfactorily at this stage and the Employee wishes to enter a grievance, it shall be presented by the authorized PBA representative.

#### **Section 3**

When the PBA wishes to present a grievance for itself or any Employee covered by this Agreement for settlement, such grievance shall be presented as follows:

**STEP 1:** The President of the PBA or his duly authorized and designated representative shall present, in writing, and discuss the grievance or grievances orally with the Chief of Police or duly designated representative. The Chief of Police shall answer the grievance in writing

within ten (10) days.

**STEP2:** If the grievance is not resolved at **STEP 1**, or no answer has been received by the PBA within the time set forth in **STEP 1**, the grievance may be presented in writing to the Mayor and Borough Council. The final decision of the Mayor and Council shall be given to the Union in writing within fourteen (14) days after receipt of the grievance by the Mayor and Council.

**STEP 3:** If the grievance has to be settled by the parties at **STEP 2** of the grievance procedure, or if no answer in writing by the Mayor and Borough Council has been received by the PBA within the time provided in **STEP 2**, the PBA may demand arbitration of the grievance.

#### **Section 4**

Any grievance with the Chief of Police shall be subject to the grievance and arbitration procedures established in this Agreement and, in those cases where the grievance is not covered by the terms of this Agreement, the grievance will be determined on the basis of traditional principles of fairness and equity.



## ARTICLE XIV

### ARBITRATION

#### Section 1

**STEP 1:** Any grievance or other matter in dispute involving interpretations or application of the provisions of this Agreement, including minor discipline not settled by the grievance procedure as herein provided, may be referred to an Arbitrator as hereinafter provided.

**STEP 2:** Either party may institute arbitration proceedings when the grievance procedure has been exhausted by written demand upon the other party specifying the nature of the unsettled grievance or other matter in dispute. Within fifteen (15) days following presentation of such demand, the party demanding the arbitration proceeding shall request the New Jersey Public Employment Relations Commission to appoint an Arbitrator to hear the arbitration in the manner set forth in the Rules and Regulations and the Statement of Procedure of the New Jersey Public Employment Relations Commission.

**STEP 3:** The decision of the Arbitrator shall be in writing and shall include the reasons for each finding and conclusion.

**STEP 4:** The decision of the Arbitrator shall be final and binding on the PBA and the Borough.

**STEP 5:** Where the Employee has exercised his/her right to appeal as expressly granted in the revised Civil Service Rules or Statutes of New Jersey, there shall be no right to arbitration under the provisions of this Article.

## ARTICLE XV

### INSURANCE

#### **Section 1**

All persons or Employees covered by this Agreement will be provided with a life insurance policy with a full amount of Twenty Thousand Dollars (\$20,000.00), the premium for which will be paid fully by the Borough. All Employees who may hereafter retire shall likewise be covered with a life insurance policy of not less than Ten Thousand Dollars (\$10,000.00), the premium for which will be paid fully by the Borough.

#### **Section 2 - MEDICAL COVERAGE AND MAJOR MEDICAL COVERAGE**

A. The Borough agrees to provide and pay for the premiums for full family medical program coverage and also to provide and pay for Major Medical coverage provided under the Aetna Patriot X Plan (as modified below) which shall become effective January 1, 2004 or as soon as possible after that date. The Employer represents that the Aetna Patriot X Plan provides "equal to or better than" health insurance benefits than those provided under the predecessor health insurance plan. The coverage provided for under this **Section (Section 2A)** shall also apply to all Employees covered by this **Section (Section 2A)** who may hereafter retire. This retiree provision shall only apply to those Employees who retire after December 31, 1980 and not to Employees who have retired prior to December 31, 1980. Furthermore, health insurance premiums must be paid by the Borough when an Employee goes out on disability. All medical plan program coverage

provided to unit Employees shall not be less than the coverages under the Aetna Patriot X Plan. The public employer has previously implemented (1) the benefits of the New Jersey State Health Benefits program by Resolution No. 100-75 (Adopted April 1, 1975) for Employees hired on or before August 31, 1997 and (2) the benefits of the Municipal Employee's Benefits Fund by Resolution No. 70-92 (Adopted February 4, 1992) for Employees hired on or after September 1, 1997 and these programs are hereby incorporated as terms and conditions of employment. A Resolution shall likewise be adopted by the public employer as soon as possible implementing the benefits of the Aetna Patriot X Plan.

B. Effective January 1, 2009, all deductibles per calendar year shall be Two Hundred Dollars (\$200.00) per person and Four Hundred Dollars (\$400.00) per family unit.

C. Any covered Employee may waive group health insurance coverage after the effective date of this Agreement and shall receive an annual payment of thirty-three percent (33%) of the annual premium for the coverage which would otherwise be provided in accordance with the following provisions:

- (a) To participate in this opt-out plan, the covered Employee must have maintained coverage through the Borough's group health insurance plan for at least one (1) year and must show proof of alternative coverage outside the Borough's sponsored plan;
- (b) Any covered Employee who enrolls in the Borough's group health insurance plan is eligible for the opt-out program if he/she subsequently opts out of the Borough's group health insurance plan after maintaining coverage through the Borough for at least one (1) year; and
- (c) Opt-out payments will be distributed monthly, and covered Employees who resign, retire or opt-out and then re-enroll, will

receive a prorated payment.

D. Effective October 1, 2008, newly employed Employees shall be confined to the selection of an HMO Plan at benefit levels substantially similar to the existing plan.

E. Effective April 1, 2009, covered Employees selecting single coverage shall contribute Twenty Dollars (\$20.00) per month, husband and wife, and single parent/child shall contribute Thirty Dollars (\$30.00) per month; and family coverage shall contribute Forty Dollars (\$40.00) per month to payment of the annual premium for their particular coverage. The use of the term "Employees" in this **Section 2D** applies solely to Employees who are active unit members employed by the Police Department as of the date of this Agreement.

F. All employees shall be enrolled in the New Jersey State Health Benefits Plan (SHBP/Direct X) as of October 1, 2011. The Borough reserves the right to substitute the carrier of said insurance or to self-insure, provided the employees obtain coverage and protection substantially similar to or better than the current coverage. The insurance coverage contemplated under this section is delineated in the benefit booklet provided by the SHBP. Employees shall contribute to the cost of their coverage in accordance with the applicable New Jersey Statutes.

### **Section 3 - FALSE ARREST, INSURANCE, ETC.**

In the event of a civil action against any Employee for conduct arising in, or out of the course of his/her employment, the Borough shall pay any adverse judgment, save harmless and protect such Employee from any financial loss resulting therefrom. Each



Employee shall also be covered by a minimum policy of Five Hundred Thousand Dollars (\$500,000.00) in insurance holding him/her harmless for all actions arising in or out of the course of his/her employment, including actions for false arrest, excessive force and the like.

The Employer will indemnify all Employees covered by this Agreement from civil suits arising out of the performance of their duties including, but not limited to, the following: false arrest, malicious prosecution, libel, slander, defamation of character, privileged occupancy and the invasion of civil rights.

Employees covered by this Agreement shall be fully indemnified and defended by the Employer for all circumstances in which the Employee renders first aid, whether on duty or off duty.

#### **Section 4 - DENTAL COVERAGE**

The Borough agrees to provide dental insurance for all Employees covered by this Agreement, and their eligible dependents, the premium for which will be paid fully by the Borough. Said plan shall be no less than the present plan of dental insurance.

Coverage shall be as follows:

Preventive Services: 100%

Routine Services: 80%

Major Services: 50%

Maximum Benefit is One Thousand Five Hundred Dollars (\$1,500.00) per person, per calendar year.

Orthodontic Services: 50% or Two Thousand Dollars (\$2,000)  
\$1,000.00 Lifetime Benefit

### **Section 5 - PRESCRIPTION DRUG PLAN**

The Borough shall provide all employees with the prescription drug plans provided by the SHBP. The Borough reserves the right to substitute the carrier of said insurance or to self-insure, provided the employees obtain coverage and protection substantially similar to or better than the current coverage. Employees shall contribute to the cost of their coverage in accordance with applicable New Jersey Statutes.

### **Section 6 - PRESCRIPTION EYEGLASS PLAN**

The Borough shall provide a prescription eyeglass plan for all Employees covered by this Agreement. The plan shall provide Three Hundred Dollars (\$300.00) coverage per year, for Employees only, provided, however, the Employee, at Employee's option may use up to Six Hundred Dollars (\$600.00) for the two (2) year period at one time, it being the intent that the Employee can utilize two (2) years' coverage in one year, but that should be the total amount permitted. The allowance may be use prospective or retrospective.

### **Section 7 - RETIREES**

The use of the term Employees in this Article is intended to apply solely to Employees who are active unit members employed by the Police Department of the Borough of North Arlington, except where otherwise indicated.

## **ARTICLE XVI**



## ARTICLE XVI

### PENSION

#### Section 1

The Employer shall provide pension and retirement benefits to Employees covered by this Agreement pursuant to provisions of the Statutes and Laws of the State of New Jersey.

## ARTICLE XVII

### RETENTION OF BENEFITS

#### **Section 1**

The Borough agrees that all benefits, terms and conditions of employment relating to the status of members in the North Arlington Police Department not covered by this Agreement shall be maintained at not less than the highest standards in effect at the time of commencement of collective negotiations, leading to the execution of this Agreement.

## ARTICLE XVIII

### COLLECTIVE BARGAINING PROCEDURE

#### **Section 1**

Collective bargaining with respect to the rates of pay, hours of work or other conditions of work or other conditions of employment shall be conducted by the duly authorized bargaining agent of each of the parties. Unless otherwise designated, the Mayor or the Employer, or designee, and the President of the PBA or designee, shall be the respective bargaining agents for the parties.

#### **Section 2**

Collective Bargaining meetings shall be held at times and places mutually convenient at the request of either party.

#### **Section 3**

Employees of the Employer who may be designated by the PBA to participate in collective bargaining meetings called for the purpose of the negotiations of a Collective Bargaining Agreement will be excused from their assignments.

#### **Section 4**

Ordinarily, not more than six (6) additional representatives of each party shall participate in collective bargaining meetings.

**ARTICLE XIX**

**CONVENTION**

**Section 1**

The Employer agrees to grant the necessary time off without loss of pay to the members of the PBA selected by the members of the PBA as delegates limited to the President and Delegate or to their alternates to attend any State or National Convention of the New Jersey State Policemen's Benevolent Association, as provided by statute.

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## ARTICLE XX

### ACTIONS AGAINST POLICEMEN

#### **Section 1**

Whenever an action is brought against an Employee or group of Employees covered by this Agreement for any acts or omission directly or indirectly arising out of and in the course of his/her employment, the Borough shall defray all costs of defending such action, provided that the Employee or group of Employees notify the Chief of Police immediately who shall notify the Mayor and Council, in writing. The Mayor and Council may select the attorney, with approval of the PBA, or the Employee may request a specific attorney, in writing, permission for which shall not be unreasonably withheld by the Mayor and Council. In the event of an immediate emergency, the Chief of Police may select the attorney or may honor the request for a specific attorney from an Employee. In the case of a civil action, the Borough shall pay any adverse judgment, save harmless and protect such Employee from any financial loss resulting therefrom.

ARTICLE XXI

EXTRA CONTRACT AGREEMENTS

**Section 1**

The Borough agrees not to enter into any other Agreement or Contract with the Employees covered by this Agreement, individually or collectively, or with any other organization which in any way conflicts with the terms and provisions of this Agreement unless the PBA agrees to any change in writing.



## ARTICLE XXII

### SAVINGS CLAUSE

#### **Section 1**

In the event that any provisions of this Agreement shall, at any time, be declared invalid by Legislative Act or any Court of competent jurisdiction, or through governmental regulations or decree, such decisions shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

#### **Section 2**

Failure to enforce any part of this Agreement by either party will constitute a waiver of said Agreement.

**ARTICLE XXIII**

**MUTUAL AID**

**Section 1**

Employees, while rendering aid to another community, are fully covered by Workers' Compensation and Liability Insurance and Pensions as provided by law.

**Section 2**

The Borough shall not require Employees covered by this Agreement to be sent to other communities whose Policemen are engaged in a job action.

**ARTICLE XXIV**

**INCLUSION CLAUSE**

**Section 1**

The Borough agrees that the members of the PBA shall receive no less benefits than are granted other Employees of the Borough.

**ARTICLE XXV**

**WORK WEEK**

**Section 1 - WORK SCHEDULE**

A. All uniformed tour Employees shall work a **steady** shift. There shall be an annual review by the Chief of Police of the presently existing steady shift work schedule.

B. All uniformed tour Employees shall work a shift consisting of a four (4) and two (2) work week. That is, they shall work for four (4) consecutive days and then they shall be off two (2) consecutive days, they will work the next four (4) consecutive days, be off the next two (2) consecutive days, *etc.*. However, the work week shall consist of thirty-seven and one-half (37½) hours.

C. All Officers assigned to the Administrative, Investigative and Records and Traffic Divisions shall work a five (5) and two (2) work week. That is, they shall work five (5) consecutive days and be off duty on two (2) consecutive days. The work day shall consist of seven and one-half (7½) hours, resulting in a thirty-seven and one-half (37½) hour work week.

D. The Department may establish a Motorcycle Unit and have the option to assigning the Unit to a five (5) and two (2) work week.

E. All Officers assigned to desk duty shall work the following schedule:

| <u>DAY TOUR</u> | <u>AFTERNOON TOUR</u> | <u>NIGHT TOUR</u> |
|-----------------|-----------------------|-------------------|
| 5-2             | 5-2                   | 4-2               |
| 5-2             | 5-3                   | 5-2               |
| 4-3             | 4-2                   | 5-3               |



F. This **Section** shall not preclude the addition of new Units and work schedules. The establishment of such work units or schedules shall be subject to negotiations with the bargaining unit.

G. The work day for all Employees shall consist of a consecutive time period.

## **Section 2**

A. Except in cases of *bona fide* emergency, there shall be no change in the work schedule without notice to the Officer. Every reasonable effort will be made to give forty-eight (48) hours' notice before the actual change, but in no event shall the notice be less than twenty-four (24) hours, unless there is a *bona fide* emergency.

B. Any change of schedule on less than forty-eight (48) hours notice shall result in two (2) hours of overtime compensation, except where the change is requested by the Employee.

C. For all Court appearances, special assignments and mandatory training, any notification of cancellation of less than twenty-four (24) hours notice shall result in two (2) hours of overtime compensation for the scheduled Employee. Special assignment is defined as all assignments outside of the Employee's regular duty assignment that are paid through the Department payroll.

## **Section 3**

In the event that no Superior Officer is assigned during a patrol tour, the Senior Patrolman on that tour will be paid at the rate of a Sergeant.

## ARTICLE XXVI

### MEETINGS

#### Section 1

In order to encourage a more efficient Department and harmony within the Department, the Police Committee, the Chief of Police and the PBA representatives shall endeavor to meet once a month if necessary.

## ARTICLE XXVII

### MISCELLANEOUS

#### **Section 1 - SPECIAL EVENTS**

Any Police Officer who works special events for or at the discretion of the Borough of North Arlington shall be hired and paid by the Borough. Special events include, but are not limited to, events such as football and basketball games, dances, etc.. Employees working these events shall be compensated at time and one-half (1½), with a minimum of two (2) hours' pay.

#### **Section 2**

A Uniform Code of Police Procedure shall be established within a reasonable time. Implementation and adoption of those in the proposed code dealing with the terms and conditions of employment shall be in accordance with the applicable statutes.

#### **Section 3**

The Borough agrees to accept the attached Award and Incentive Program as part of this Agreement.

#### **Section 4**

The Borough agrees to accept the attached New Jersey Department of Civil Service job descriptions as part of this Agreement, subject to updating.

**Section 5**

In the event that a Police Officer in another Department in the State of New Jersey is killed in the line of duty, the Borough will permit at least one (1) off duty uniformed Police Officer of the Borough to participate in the funeral service for the said deceased Officer.

Subject to the availability of same, the Borough will permit a Borough Police vehicle to be utilized by the members in the funeral service.

Police Officers participating in such service shall not be entitled to any compensation during the time in which they are participating in said funeral service unless otherwise agreed to by the Chief of Police.

**Section 6**

Any Employee required to travel outside of the Borough of North Arlington on official business by means of his own transportation shall receive Twenty Cents (\$0.20) per mile traveled for expenses.

Mileage is to be calculated from North Arlington Borough Hall and return.

This Section shall not apply to Officers attending initial recruit training.

**Section 7**

The Borough agrees to use its best efforts to ensure that there will be, continually available, a New Jersey Department of Personnel promotional list in existence for all ranks at all times



## ARTICLE XXVIII

### PERSONAL DAYS

#### Section 1

Each Employee shall receive four (4) personal days off per year, with approval of the Chief of Police, which approval shall not be unreasonably withheld, provided that payment shall not be made in lieu of said time off and provided further that there shall be no carry over of days to the following year unless, however, Employees are unable to use such personal days in any year because of Departmental difficulties in scheduling, in which event the personal days shall be carried into the following year, with the approval of the Chief of Police.

Where there is a full complement of persons on a shift, an Employee may request the use of a personal day at any time prior to the commencement of a shift. In such cases, the personal day request shall be granted.

Where there is the minimum personnel scheduled for a shift, an Employee must request a personal day use at least eight (8) hours prior to the commencement of the applicable shift. In such cases, the personal day request shall be granted so long as the Employer does not have to schedule more than one (1) Employee to work the shift at the overtime rate by virtue of said request. Currently stated shift minimums shall apply.

Personal days shall not be used to short scheduled shifts on the following days:

Day Shift on Memorial Day, Thanksgiving, Christmas Eve or Christmas Day.

## ARTICLE XXIX

### DEPARTMENT INVESTIGATION - INVESTIGATION OF POLICE OFFICERS

#### Section 1

In an effort to insure that Departmental Investigations are conducted in a manner which is conducive to good order and discipline, the following rules are hereby adopted:

1. The interrogation of a member of the force shall be at a reasonable hour, preferably when the member of the force is on duty, unless the exigencies of the investigation dictate otherwise.
2. The interrogation shall take place at a location designated by the Chief of Police. Usually it will be at Police Headquarters or the location where the incident allegedly occurred.
3. The member of the force shall be informed of the nature of the investigation before any interrogation commences. Sufficient information to reasonably apprise the members of the allegations should be provided. If it is known that the member of the force is being interrogated as a witness only, he/she should be so informed at the initial contact.
4. The questioning shall be reasonable in length. Fifteen (15) minutes time shall be provided for personal necessities, meals, telephone calls and rest periods at the end of every two (2) hours.
5. The member of the force shall not be subject to any offensive language, nor shall he/she be threatened with transfer, dismissal or other disciplinary punishment. No promise of reward shall be made as an inducement to answering questions.
6. At every stage of the proceedings, the Department shall afford an opportunity for a member of the force, if he/she so requests, to consult with counsel and/or its Association representative before being questioned concerning a violation of the Rules and Regulations during the interrogation of a member of the force, which shall not delay the interrogation beyond one (1) hour for consultation with his/her Association representative, nor more than two (2) hours for consultation with his/her attorney. However, this paragraph shall not

apply to routine day-to-day investigations.

7. In cases other than Departmental Investigations, if a member of the force is under arrest or if he/she is a suspect or the target of a criminal investigation, he/she shall be given his/her rights pursuant to the current decisions of the United States Supreme Court.
8. Nothing herein shall be construed to deprive the Department or its Officers of the ability to conduct the routine and daily operation of the Department.
9. No Employee covered by this Agreement shall be subjected to any urinalysis or blood screening unless one of the two (2) circumstances exist: (1) where the Employer has probable cause to suspect that there is a job related individualized impact with respect to the specific Employee being tested; and (2) where the urinalysis or blood testing is done as part of a *bona fide* annual physical examination which is done by the entire Police Department.
10. Under no circumstances shall the Employer offer or direct the taking of a polygraph or voice print examination for any Employee covered by this Agreement.

**ARTICLE XXX**  
**PAYMENT DATES**

**Section 1**

Payment for the listed benefits shall be made as follows:

**Clothing Allowance**

No later than the first Thursday in May.

**Convention Allowance**

No later than the first Thursday in September.

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**ARTICLE XXXI**

**AGENCY SHOP**

**Section 1**

Insofar as permitted by law, the Borough agrees to deduct from the salaries of non-Association members up to eighty-five percent (85%) of all dues and assessments so designated by the Association for all benefits gained by this Agreement and enjoyed by both members and non-members of the Association.



ARTICLE XXXII

DURATION

**Section 1**

This Agreement shall be effective January 1, 2018 and shall remain in full force and effect until December 31, 2021. On or about September 1, 2021, either party may serve notice upon the other party of an intent to commence negotiation for a new Agreement. The parties will make every effort, after notice is served, to promptly commence negotiations. In the event that negotiations continue after December 31, 2021, the terms and conditions of this Agreement shall continue in full force and effect until a new Agreement is executed.

IN WITNESS WHEREOF, the parties hereto have entered their hands and seals this day of March 15, 2018.

Joseph Benicchi  
For the Borough of North Arlington

President Leah Aule  
For the PBA

Kathleen Kooze  
For the Borough of North Arlington

Delegate J. Mark  
For the PBA

Dated: 3/15/18

Dated: 3/15/18

## ARTICLE XXXIII

### AWARDS AND CITATIONS (Updated 5/01/14)

#### STANDARD OPERATING PROCEDURE

#### I. PURPOSE

The North Arlington Police Department in order to recognize the extraordinary accomplishments of the Department shall award the following honors.

#### II. DEFINITIONS

##### A. Awards for heroism shall consist of the following:

1. Medal of Honor: Green Field w/12 Gold Stars

Awarded for outstanding acts in the line of duty at imminent personal hazard to life with full knowledge of risk involved.

**\*\*Twenty four (24) hours of Compensatory Time shall be credited to the recipient.**

2. Combat: Green Field w/Bronze Maltese Cross

Awarded for an individual act of heroism at imminent personal hazard to life in combat with armed adversary.

**\*\*Sixteen (16) hours of Compensatory Time shall be credited to the recipient.**

##### B. Recognition for Injuries Received In-Line of Duty.

1. Wound Medal Four White Bars, Three Red Fields

Awarded for a wound received in the line of duty, inflicted intentionally by an armed adversary, resulting in severe puncture wounds, lacerations, fractures or concussion being suffered by the nominee.

**\*\*Sixteen (16) hours of Compensatory Time shall be credited to the recipient.**

C. **Meritorious Service Award**

1. **Meritorious Service Award**

Four Gold Bars on Green, White and Blue Fields

Awarded for a highly unusual accomplishment under adverse conditions with some degree of hazard to life and limb to the nominee, or where death or injury to a third party is prevented.

**\*\* Eight (8) hours of Compensatory Time shall be credited to the recipient.**

2. **Exceptional Duty Award**                      Solid Light Yellow

Awarded for a highly creditable accomplishment bringing acclaim to himself, the Department or the Police profession, as a result of training, devotion to duty or service to the public.

**\*\* Eight (8) hours of Compensatory Time shall be credited to the recipient.**

D. **Life Saving**

1. **Life Saving Award**                      Red and White Fields

Awarded for an act performed in the line of duty which, through disregard of personal safety and with prompt and alert action, results in saving a life.

**\*\* Eight (8) hours of Compensatory Time shall be credited to the recipient.**

E. **Honorable Service**

1. **Honorable Service Award**                      Solid Light Blue

Awarded for a creditable act in the line of duty which meets some but not all of the requirements for other awards, unusual in nature, showing initiative and accomplishment.

**\*\* Eight (8) hours of Compensatory Time shall be credited to the recipient.**



F. **Excellent Police Duty**

1. **Excellent Police Duty Certificate**

Awarded to members whose performance has exhibited initiative and resourcefulness, thus upholding the finest traditions of Police service.

**\*\* No Compensatory Time shall be credited.**

**\*\* No medal or citation bar shall be issued or authorized.**

G. **Educational Service Award**      Four Gold Bars on Green Field  
One White Field over Blue Field

Awarded for achievement of an Associates Degree or 65 credits towards a degree at an acknowledged university/college, for achievement of a Bachelors Degree for Police Science or related field by an acknowledged university/college, the member of service shall add a star to center of bar outlined above.

**\*\* No Compensatory Time shall be credited.**

III. **AWARDS COMMITTEE**

A. **Establishment of Committee**

An Awards Committee shall be established for the purpose of reviewing, processing, and making recommendations concerning awards to nominees in consideration for acts of valor, or any other outstanding performance of duty or service to the Nation, State, County or Community.

B. **Committee Membership**

The Awards Committee shall be composed of five (5) members as follows:

- Chief of Police
- Two (2) members appointed by the Chief of Police
- Two (2) members selected by PBA Local #95
- Rank will have no bearing on Committee Membership

**C. Committee Meetings**

The Awards Committee shall meet periodically to review the nominations for awards and make their recommendations to the Chief of Police. The Chief of Police shall have the authority to accept, deny, or amend any recommendations made by the Committee.

**IV. AWARDS PROCEDURE**

**A. Nominations for Awards**

Any member of the Department, having personal knowledge of an act of heroism or other creditable act being performed by an Officer of this Department, may submit a recommendation for recognition of the act to the Awards Committee in the following manner:

All nominations for awards shall be submitted within ninety (90) days of the extraordinary act.

1. The member making the nomination shall submit an awards nomination to the Awards Committee Chairman, stating all the facts known to him about the incident.

2. Copies of all official Police Reports of the incident shall also be submitted along with the names, addresses, and phone numbers of anyone who may be able to supply the Committee with additional information concerning the incident.

\* Note: The member making the nomination must be prepared to appear before the Awards Committee to verbally support his reasons for making the nomination.

3. Upon receipt of an awards nomination, the Awards Committee Chairman shall review the nomination and schedule it for the agenda of the next scheduled Awards Committee meeting. The Chief of Police shall forward all reports regarding the nomination to the Awards Committee in order that they may conduct their investigation prior to the next scheduled Committee meeting.

**B. Presentation of Awards**

1. Upon completing their investigation, the Committee shall notify the Chief of Police of their findings and recommendations. The Chief of Police, in turn, shall authorize or deny the presentation of the award.

2. Any member of the Department who has previously received an award or other official commendation which has been made a part of his Service Record, shall be entitled to the appropriate award upon application therefore and approval by the Chief, who shall determine the category of the award to which the member is entitled. No Compensatory-Time will be credited for awards authorized under this paragraph.

\* Note: All claims under this paragraph must have been submitted prior to March 1, 1981.

3. Citation Bars shall be worn on the left breast above the badge. In the event that an Officer has accumulated more than one Citation Bar, they shall be worn in the following manner, top to bottom:

1. Medal of Honor
2. Combat Cross
3. Wound Medal
4. Meritorious Service Award
5. Exceptional Duty Award
6. Life Saving Award
7. Honorable Service Award
8. Educational Service Award

4. Medals may be worn at Parades and Formal Functions.

**V. Procedure of Appeal**

**A. Appeals**

All appeals will be made in writing to the Chief of Police no later than ten (10) days after receipt of notification.

1. All appeals are to include the following:
  - a. Reason for appeal
  - b. Facts supporting appeal
  - c. All additional evidence or testimony

- c. All additional evidence or testimony
- d. Copy of the notification

2. The Chief of Police will, at his discretion, rule on the appeal or forward it to the Awards Committee for review and have the Committee submit their findings to the Chief of Police.

All decisions by the Chief of Police are final, and none may be appealed further.

## **\*\*ADDENDUM**

### **A. Records**

A record of approval and authorization for display of any Medals or Citation Bars shall be placed in the Officer's Personnel File.

### **B. Retroactive Awards**

The cost of any Medals or Citation Bars authorized under Article IV, Section C, Paragraph 2, shall be the responsibility of the individual Officer.

### **C. Second or Duplicate Awards**

In the event that an Officer should receive a second or duplicate award during his career, a "Star" shall be authorized to be worn on the appropriate Citation Bar, indicating that it is a second award.

### **D. Awards Issued From a Recognized Police Organization or Fraternal Organization**

- a. If a member of the service wishes to wear an award issued by a recognized Police organization or a fraternal organization, the members shall make such request as outlined in Section IV, Awards Procedure, in this policy.
- b. Awards currently approved to be worn by a member from the recognized Police organization or fraternal organization:
  - o Honor Legion Award Issued
  - o Chief's Achievement Award Issued by Bergen County Police Chief's Association

**APPENDIX A**  
**SALARY GUIDE**

|               | Effective<br>01/01/2018 | Effective<br>01/01/2019 | Effective<br>01/01/2020 | Effective<br>01/01/2021 |
|---------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Date of Hire  | \$42,879.64             | \$43,737.23             | \$44,611.97             | \$45,504.21             |
| First Step    | \$47,390.46             | \$48,338.27             | \$49,305.04             | \$50,291.14             |
| Second Step   | \$54,717.34             | \$55,811.69             | \$56,927.92             | \$58,066.48             |
| Third Step    | \$60,816.82             | \$62,033.15             | \$63,273.82             | \$64,539.29             |
| Fourth Step   | \$68,137.26             | \$69,500.01             | \$70,890.01             | \$72,307.81             |
| Fifth Step    | \$75,457.70             | \$76,966.86             | \$78,506.19             | \$80,076.32             |
| Sixth Step    | \$82,778.15             | \$84,433.71             | \$86,122.39             | \$87,844.84             |
| Seventh Step  | \$90,098.60             | \$91,900.57             | \$93,738.58             | \$95,613.35             |
| Eighth Step   | \$97,419.04             | \$99,367.42             | \$101,354.77            | \$103,381.86            |
| Ninth Step    | \$104,739.49            | \$106,834.28            | \$108,970.96            | \$111,150.38            |
| Tenth Step    | \$113,467.41            | \$115,736.76            | \$118,051.49            | \$120,412.52            |
| Eleventh Step | \$119,501.51            | \$121,891.54            | \$124,329.37            | \$126,815.96            |
|               |                         |                         |                         |                         |
| Sergeant      | \$130,256.64            | \$132,861.77            | \$135,519.01            | \$138,229.39            |
|               |                         |                         |                         |                         |
| Lieutenant    | \$141,979.74            | \$144,819.33            | \$147,715.72            | \$150,670.03            |
|               |                         |                         |                         |                         |
| Captain       | \$154,757.91            | \$157,853.07            | \$161,010.13            | \$164,230.33            |
|               |                         |                         |                         |                         |
| Deputy Chief  | \$168,686.12            | \$172,059.84            | \$175,501.04            | \$179,011.06            |

**COMPUTATION OF HOURLY RATE**

Employees' base annual wage, which shall also include holiday pay effective January 1, 2004, shall be divided by fifty-two (52), then divided by thirty-seven and one-half (37½), which will determine the Employee's hourly rate. Add to this the sum of the Employee's percentage of longevity for final hourly rate.