

AGREEMENT

BETWEEN

OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION,  
LOCAL 153, AFL-CIO

AND

TOWNSHIP OF VERONA

JANUARY 1, 2017 - DECEMBER 31, 2021

Hle  
JE



## TABLE OF CONTENTS

ARTICLE I – PREAMBLE .....	1
ARTICLE II – MANAGEMENT RIGHTS .....	2
ARTICLE III – MAINTENANCE OF WORK OPERATIONS.....	4
ARTICLE IV – GRIEVANCE PROCEDURE .....	5
ARTICLE V – SALARIES, LONGEVITY, WORK WEEK & WWTP ON-CALL.....	7
ARTICLE VI – OVERTIME & COMPENSATORY TIME.....	11
ARTICLE VII – VACATIONS .....	13
ARTICLE VIII – SICK LEAVE.....	16
ARTICLE IX – FUNERAL LEAVE.....	18
ARTICLE X – INSURANCE .....	19
ARTICLE XI – HOLIDAYS .....	20
ARTICLE XII – WORK INCURRED INJURY .....	21
ARTICLE XIII – MILITARY LEAVE .....	22
ARTICLE XIV – LEAVE OF ABSENCE.....	23
ARTICLE XV – DISCRIMINATION AND COERCION .....	24
ARTICLE XVI – PROBATIONARY PERIOD.....	25
ARTICLE XVII – SEPARABILITY AND SAVINGS .....	26
ARTICLE XVIII – JURY LEAVE.....	27
ARTICLE XIX – PERSONAL DAYS.....	28
ARTICLE XX – MISCELLANEOUS .....	29
ARTICLE XXI – EMPLOYEE RIGHTS.....	32
ARTICLE XXII – CHECKOFF .....	33
ARTICLE XXIII – AGENCY SHOP.....	34
ARTICLE XXIV – FULLY BARGAINED AGREEMENT.....	35
ARTICLE XXV – DURATION .....	36
APPENDIX A – SALARY GUIDES .....	37
APPENDIX B – CLOTHING/UNIFORMS/PERSONAL EQUIPMENT .....	39
APPENDIX C – MEMBER HEALTH BENEFITS CONTRIBUTION RATES .....	41
APPENDIX D – EPO 15/25 PLAN REQUIREMENTS .....	42





## ARTICLE I - PREAMBLE

- A. This Agreement, with an effective date of January 1, 2017 by and between Township of Verona in the County of Essex, a Municipal Corporation of the State of New Jersey, hereinafter called the "TOWNSHIP" and Office and Professional Employees International Union, Local 153 AFL-CIO (OPEIU) duly appointed representative hereinafter called the "UNION", represents the complete and final understanding on all bargainable issues between the Township and the Union.
- B. The Employer recognizes the Union as the sole and exclusive bargaining representative of all permanent full-time and permanent part-time employees working at least twenty five (25) hours per week blue and white collar employees, excluding department heads, school crossing guards, craft workers, police, firemen, confidential employees and all other Township employees.

## ARTICLE II - MANAGEMENT RIGHTS

- A. The Township of Verona hereby retains and reserve unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and constitution of the State of New Jersey and of the United States, including but without limiting the generality of the foregoing the following rights:
1. The executive management and administrative control of the Township Government and its properties and facilities and activities of its employees using personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Township.
  2. To make rules of procedure and conduct to use improved methods and equipment, as well as duties, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of work required.
  3. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety and/or the effective operation of the Department after advance notice thereof to the employees to require compliance by the employees is recognized.
  4. To hire all employees, whether permanent, temporary or seasonal, to promote, transfer, assign or retain employees in positions within the Township.
  5. To set rules of pay for temporary or seasonal employees.
  6. To suspend, demote or take any other appropriate actions against any employee for good and just cause according to law.
  7. Nothing contained herein shall prohibit the Township from contracting out any work.
  8. To layoff employees in the event of lack of funds or under conditions where continuation of such work would be inefficient and nonproductive.
  9. The Township reserves the right to all other conditions of employment not reserved to make such changes as it deems desirable and necessary for the efficient and effective operation of the various Departments.
- B. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations, code of conduct and practices in the furtherance therewith, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and expressed terms hereof 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 N.J.S.A. 40A:1-1 et.seq. or any national, state, county or local laws or regulations.
- D. The parties recognize that the exercise of managerial rights is a responsibility of the Township on behalf of the taxpayers and that the Township cannot bargain away or eliminate any of its managerial rights.

### ARTICLE III - MAINTENANCE OF WORK OPERATIONS

- A. The Union hereby covenants and agrees that during the terms of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of any employees from his position, stoppage of work, of absence in whole or in part, from the full faithful and proper performances of the employee's duties or employment) work stoppage, slow-down, walk-out or other illegal job action against the Township.
- B. The Union agrees that any strike is a breach of contract and that such act removes all impediment from and permits the Employer to dismiss or to otherwise discipline employees taking part in that breach of contract.
- C. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slow-down or other activity aforementioned or from supporting any such activity by any other employee or group of employees of the Township and that the Union will publicly disavow each action and order all such members who participate in such activities to cease and desist from same immediately and to return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union order.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the 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 or damages, or both in the event of such breach by the Union or its members.

#### ARTICLE IV - GRIEVANCE PROCEDURE

- A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problem which may arise affecting the term and conditions of employment under this Agreement.
- B. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the department.
- C. With regard to employee, the term "grievance" as used herein means an appeal by an individual employee or group of employees, from the interpretation, application or violation of the terms and conditions of this Agreement. With regard to the Township, the term "grievance" as used herein shall mean a complaint or controversy of the terms and conditions of this Agreement only.
- D. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any steps are waived by mutual consent:

Step One: The Union shall institute action under the provisions hereof within ten (10) calendar days after the event giving rise to the grievance has occurred, and an earnest effort shall be made to settle the differences between the aggrieved employee and the immediate supervisor for the purpose of resolving the matter informally. Failure to act within said ten (10) calendar days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no agreement can be reached orally within five (5) calendar days of the initial discussion with the immediate supervisor or his designated representative, the written grievance at this Step shall contain the relevant facts and a summary of the preceding oral discussion. The applicable Section of this contract violated, and the remedy requested by the grievant. The immediate supervisor or his/her designated representative will answer the grievance in writing within five (5) calendar days of receipt of the written grievance.

Step Three: If the Union wishes to appeal the decision of the immediate supervisor, such appeal shall be presented in writing to the Township Manager within five (5) working days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Township Manager shall respond in writing to the grievance within five (5) calendar days of the submission.



Step Four: Within five (5) days exclusive of designated holidays and Saturdays and Sundays of the Township Manager's decision the Union may apply to the Public Employment Relations Commission (PERC) for binding arbitration. The selection of an Arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously, with application to PERC, the Union will send notice to the Employer of its arbitration position.

- a. The decision of the Arbitrator shall be in writing and shall include the reasons for such decision.
  - b. The decision of the Arbitrator shall be binding upon the Employer and the Union and the employee.
  - c. The parties may direct the Arbitrator to decide, as to a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute. The costs for the services of the arbitrator shall be borne equally by the Union and the Township. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.
  - d. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from any way the provisions of this Agreement or any amendment or supplement thereof. Only one (1) grievance at a time may be submitted to arbitration.
- E. Upon prior notice and authorization of the Township Manager, the designated Union Representative shall be permitted as a member of the Grievance Committee to confer with employees and the Township on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Township of Verona or require the recall of off duty employees.
- F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or reduce the time limits for proceeding, the grievance at any step in the grievance procedure.

## ARTICLE V – SALARIES, LONGEVITY, WORK WEEK & WWTP ON-CALL

### A. SALARIES

1. The salary guide (Appendix A) in place during the previous agreement ending on December 31, 2016, shall remain in full effect through June 30, 2018 except as hereinafter provided.
2. Effective July 1, 2018, a new salary guide (Appendix B) shall be established as follows.
  - a. Clerical Staff (3 grades)
    - i. WC1 – former Grade 1
    - ii. WC2 – former Grade 4
    - iii. WC3 – former Grade 11
  - b. Public Works and Buildings & Grounds Staff (4 grades)
    - i. BC1 – former Grade 6
    - ii. BC2 – former Grade 9
    - iii. BC3 – former Grade 12
    - iv. BC4 – former Grade 15
  - c. Public Safety Telecommunicators
    - i. Trainee
    - ii. Junior Grade – former Grade 4
    - iii. Senior Grade – former Grade 7
3. Cost of Living Increases
  - a. Effective January 1, 2017 – 0.0% increase to base rate of Step 9 by creating Step 10.
  - b. Effective July 1, 2018 – 2.0% increase to base rate of Step 10 by creating Step 11.
  - c. Effective January 1, 2019 – 1.5% increase to base rate of Step 11 by creating Step 12.
  - d. Effective January 1, 2020 – 2.0% increase to base rate of Step 12 by creating Step 13.
  - e. Effective January 1, 2021 – 2.0% increase to base rate of Step 13 by creating Step 14.

4. Exceptions:

- a. Public Safety Telecommunicators shall remain on the existing salary guide (Appendix A) through December 31, 2018.
- b. Any new employee hired during 2018 at BC1/S1 will be hired at \$41,379 then proceed to Step 1 on the salary guide effective 1/1/2019. Any new employee hired in 2018 at BC2/S1 will be hired at \$47,617 then proceed to Step 1 on the salary guide effective 1/1/2019. This is to prevent new employees hired at the same Grade and Step from surpassing the phased in employees.

B. LONGEVITY

1. In addition to annual salaries, employees on payroll prior to 01/01/96 shall receive longevity compensation added to base salary according to the following schedule:

5 through 10 years.....	2%
11 through 15 years .....	4%
16 through 20 years.....	6%
21 through 25 years.....	8%
25 years plus.....	10%

2. Employees receiving longevity compensation as of December 31, 2018, shall not be eligible for any further increase to longevity compensation above the than current total monetary amount paid to the employee for calendar year 2018 and the total longevity compensation shall freeze but that "frozen" amount shall continue to be paid on a quarterly basis. Employees not entitled to longevity compensation on December 31, 2018, shall not be entitled to receive longevity compensation.
3. Employees hired after 12/31/1995 shall not be eligible for longevity compensation.

C. WORK WEEK

1. Except for Public Safety Telecommunicators working a 12-hour Pitman Schedule, the workweek shall consist of five (5) consecutive days.
2. The work week for any employee of the Wastewater Treatment Plant & Community Center Building Maintenance, who is hired full time prior to the execution of this agreement shall be:
  - a. Monday thru Friday
  - b. Tuesday thru Saturday
  - c. Wednesday thru Sunday

The parties agree to reopen negotiations on this section to discuss alternated schedules which reduced the need for 7 day a week coverage overtime.



3. The work week for any employee of the any other Department or Division with the exception of Public Safety Telecommunicators, unless otherwise agreed upon by the Township, the employee and the Union shall be Monday thru Friday
4. The work week for any employee hired after the execution of this agreement, with the exception of the Public Safety Telecommunicators shall be any five (5) consecutive days at the sole discretion of management.
5. Flextime should the need arise, shall be agreed to by management, the employee and the Union.
6. Effective January 1, 2019, Public Safety Telecommunicators shall work a 12-hour Pitman Schedule consisting of a two-week rotation of 12-hour shifts. The nature of the rotation results in a repeating pattern of days off, which are the same for all employees. One week the days off are Monday, Tuesday, Friday, Saturday and Sunday. The next week the days off are Wednesday and Thursday. In order to compensate PSTs for hours in excess of eighty (80) hours in the two week rotation, each PST shall be afforded 156 hours (13 shifts) of Schedule Adjustment Days to be scheduled at least seven (7) days in advance of the requested day and shall be granted without restriction. Schedule Adjustment Days requested less than seven (7) days in advance will only be approved if the shift to be covered can be filled by a per-diem PST without the need for overtime. Schedule Adjustment Days shall be utilized in the year they are accrued.
7. For Public Safety Telecommunicators working a 12-hour Pitman Schedule, the hours of work shall be 7 a.m. to 7 p.m. and 7 p.m. to 7 a.m. Shifts shall not rotate between days and night. Shift assignments shall be a management prerogative but shall take into account the preference of the employees based on seniority. Management reserves the right to change shift assignments with one-month notice.
8. Public Safety Telecommunicators cannot work more than sixteen (16) consecutive hours and must have eight (8) hours off before returning to work except in a declared State of Emergency where maximum consecutive hours worked shall be waived.
9. Public Safety Telecommunicators who are normally assigned the 7 p.m. to 7 a.m. shift, shall receive, in addition to the employee's base salary, shift differential in the amount of an additional two and one-half percent (2.5%) of their hourly rate for the hours worked during those hours. No shift differential shall be paid on overtime worked during those hours.

#### D. WWTP ON-CALL

1. The WWTP shall maintain a list of eligible employees as determined by the Plant Supervisor, with consent of the Superintendent of Public Works and the Township Manager, of employees who can be on call for after-hour emergency notifications for the WWTP.

2. The weekly rotation of employees performing the function of WWTP On-Call shall be established by the Plant Supervisor by December 1st for the following year. Additions or deletions to the schedule shall be considered by the Plant Supervisor throughout the year which may result in a change to the on-call schedule.
3. The established list may only be changed in case of an emergency. It shall be the responsibility of the employee to arrange for a substitute and to notify the appropriate Township personnel of the change. Failure to do so may result in disciplinary action.
4. Beginning the first full week after the signing of this agreement, the eligible WWTP Duty officer employees shall receive two-hundred fifty dollars (\$250) for each week on-call in 2018, two-hundred seventy-five dollars (\$275) in 2019, and three hundred dollars (\$300) in 2020 going forward. The stipend shall not be split mid-week in order to compensate coverage of on-call duties. On-call pay shall be paid on the same payment schedule as overtime.
5. When on-call, for each emergency call-out which requires a physical response to the plant, that is initiated between 7:00 a.m. and 12:00 a.m (midnight), the employee shall receive overtime pay for the time at the plant rounded to the next highest whole hour (i.e. 0-1 hours at plant = 1 hour of overtime) with a minimum of one hour of overtime. Overtime shall not be paid for time spent traveling to and from the plant.
6. When on-call, for each emergency call-out which requires a physical response to the plant, that is initiated between 12:00 a.m. and 7:00 a.m., the employee shall receive overtime pay for the time at the plant rounded to the next highest whole hour with a minimum of two hours of overtime. Overtime shall not be paid for time spent traveling to and from the plant.

## ARTICLE VI - OVERTIME & COMPENSATORY TIME

- A. Overtime will be kept to a minimum except in cases of emergency, and must be authorized in advance by the Department Head. The reasons for the granting of overtime shall be noted on the time report and certified by Department Head.
- B. Overtime payment shall be made on the following basis:
  - 1. Up to the first fifteen (15) minutes - no pay
  - 2. Fifteen (15) up to forty-five (45) minutes - 30 minutes pay at overtime rate.
  - 3. Forty-five (45) through sixty (60) minutes - 1 hour pay at overtime rate.
- C. COMPUTATION OF OVERTIME RATE
  - 1. The overtime rate for all employees except Public Safety Telecommunicators shall be one and one-half times the employees' hourly rate. The hourly rate shall be calculated as the employee's base salary, exclusive of longevity and stipends, divided by 1820 extended to three decimal places.
  - 2. The overtime rate for Public Safety Telecommunicators shall be one and one-half times the employees' hourly rate. The hourly rate shall be calculated as based off the employee's base salary and exclusive of longevity, stipends and shift differential, divided by 2080 and rounded to three decimal places.
- D. SCHEDULED OVERTIME
  - 1. Overtime shall be paid at overtime rate of pay for all hours worked in excess of thirty-five (35) hours per week.
  - 2. For Public Safety Telecommunicators, overtime shall be paid at the overtime rate for all hours worked in excess of eighty (80) hours in the two-week rotation.
- E. RECALL OVERTIME
  - 1. Any employee who is recalled for any purpose shall receive a minimum of three (3) hours pay at the overtime rate of pay. This provision is not applicable for recall which is contiguous with the front or back side of the employee's scheduled work day which shall be paid overtime in accordance with Scheduled Overtime Provision.. The Township retains the right in its sole discretion to retain the employee for the full minimum callout.
- F. COMPENSATORY TIME
  - 1. Only full-time Public Safety Telecommunicators assigned to the Communications Center shall be eligible for Compensatory Time.

2. At the employee's discretion, compensatory time shall be accrued in lieu of overtime as one and one-half hours for every one hour worked in excess of eighty (80) hours in the two-week rotation.
3. Employees shall not be permitted to accumulate more than seven 12-hour shifts (84 hours) of Compensatory Time at any given time.
4. All Compensatory Time accumulated as of December 31 of each year shall be paid out in its entirety at the employee's rate of pay on December 31.
5. In lieu of overtime for necessary report writing and documentation related to training of new Public Safety Telecommunicators, all PSTs certified as Communication Training Officers shall receive two (2.0) hours of Compensatory Time for each 12 hour shift they are assigned a Trainee.

G. EXCEPTIONS

1. There shall be no retroactive pay on overtime worked prior to 7/1/2018.



## ARTICLE VII - VACATIONS

- A. The fiscal year for the purpose of this Article shall begin on January 1 and end on December 31.
- B. All vacation time should be used in the current year. The employee has the right to carry over up to a maximum of one year's vacation. At the end of the next year he/she loses such time if not used.
- C. Employees must submit vacation preference by March 1st of each year. Failure to timely submit such request shall result in the employee receiving left over vacation time. Timely requests for the same vacation shall be resolved by seniority in the following manner:
  - 1. In the order of seniority each employee in a department may select his/her first vacation period.
  - 2. When all employees have selected a first vacation period the process will be repeated for a second vacation period.
  - 3. The process will be repeated until all vacations have been selected.
  - 4. Vacations will normally be taken in increments of at least four (4) days or more.
- D. When an employee requests permission to use an individual vacation day such requests shall be granted at the discretion of the Department Head.
- E. Any employee who is on leave of absence (i.e., injury leave or unpaid leave) shall have his/her vacation leave for the year prorated for the time absent.
- F. Changes in the scheduling of vacations will not be permitted without the prior approval of the Department Head.
- G. If for any reason an employee's vacation is cancelled or not taken as scheduled, the vacation may be rescheduled with the approval of the department head.
- H. For the purpose of calculating vacation, all vacation days offered in this Article shall be for seven (7) hours.
- I. An employee who exhausts all paid vacation leave in any one year shall not be credited with additional paid vacation leave until the beginning of the next calendar year.
- J. VACATION SCHEDULE
  - 1. Employees hired after October 29, 2018 shall enjoy the following vacation schedule:
    - a. New employees shall only receive one working day for the initial month of employment if they begin work on the 1st through the 8th day of the calendar

month, and one-half working day if they begin on the 9th through the 23rd day of the month.

- b. After the initial month of employment and up to the end of the first calendar year, employees shall receive one working day for each month of service. Thereafter, employees shall receive paid vacation leave as follows:
  - c. From the beginning of the first full calendar year of employment and up to 10 years of continuous service, 12 working days;
  - d. After 10 years of service and up to 20 years of continuous service, 15 working days; and
  - e. After 20 years of continuous service, 20 working days.
2. Employees hired after October 16, 1987 and prior to October 29, 2018, shall enjoy the following vacation schedule:
- a. 0-1 year pro-rata share of 10 days;
  - b. Completion of 1<sup>st</sup> year through completion of 2<sup>nd</sup> year - 10 days;
  - c. Completion of 2<sup>nd</sup> year through completion of 3<sup>rd</sup> year - 11 days;
  - d. Completion of 3<sup>rd</sup> year through completion of 4<sup>th</sup> year - 12 days;
  - e. Completion of 4<sup>th</sup> year through completion of 12<sup>th</sup> year - 15 days;
  - f. Completion of 12<sup>th</sup> year through completion of 20<sup>th</sup> year - 20 days;
  - g. Completion of 20<sup>th</sup> year on - 25 days
3. Employees hired prior to October 16, 1987 shall enjoy the following vacation schedule:
- a. Date of hire to December 31<sup>st</sup> of year of appointment - 1 day per month.
  - b. Completion of one (1) year through the completion of five (5) years - 12 days.
  - c. From five (5) years through the completion of twelve (12) years - 15 days.
  - d. From the completion of twelve (12) years through the completion of twenty (20) years - 20 days.
  - e. Twenty (20) years forward - 25 days
- K. Beginning with any separations after the signing of this Agreement, any employee whose employment with the Township is separated for the purpose of a bona fide retirement

shall be compensated in cash for the monetary value of his accumulated and unused vacation he/she has earned at the time of separation. For the purpose of this section, any employee active as of July 1 shall be entitled to full compensation for that year. Any employee whose employment with the Township is separated for any other reason (save for cause) shall be compensated in cash for the monetary value of his accumulated and unused vacation time on a prorated monthly basis of 1/12<sup>th</sup> of the annual entitlement for each month completed up to the time of separation of service. In case of an employee's death in service, payment shall be made to his beneficiaries or estate.

MAE JE

## ARTICLE VIII - SICK LEAVE

- A. Sick leave is hereby defined to mean absence from post or duty because of illness, accident or exposure to a contagious disease requiring isolation. Sick leave may not be used for personal business.
- B. All employees shall be eligible for fifteen (15) sick days per year. New employees shall only receive one working day for the initial month of employment if they begin work on the 1<sup>st</sup> through the 8<sup>th</sup> day of the calendar month, and one-half working day if they begin on the 9<sup>th</sup> through the 23<sup>rd</sup> day of the month. After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with 15 working days.
- C. For the purpose of calculating sick leave, all sick days offered in this Article shall be for seven (7) hours.
- D. The Township Manager shall require proof of illness of an employee on sick leave over three (3) days whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action up to and including discharge. In all cases of reported illness or disability suffered by an employee, the Township reserves the right to send for a Medical Physician to examine the reports on the condition of the patient to the Department Head.
- E. During the protracted periods of illness or disability of an employee, the Department Head may require interim reports on the condition of the patient at weekly or bi-weekly periods from the attending physician.
- F. An employee who exhausts all paid sick days in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year except as may be donated by another employee pursuant to Township policy.
- G. The rules, which follow, apply to the payment of salaries during periods of illness or disability for regular permanent full-time employees. Temporary and seasonal employees are not entitled to compensation for such absences.
- H. No employee shall be allowed to work and endanger the health and well being of other employees and if the employee's conditions warrants, the employee may be directed to take sick leave. The Department Head may direct the employee to a physician for an opinion as to the eligibility of the employee to be absent from work.
- I. In charging an employee with sick leave, the smallest unit to be considered is one-half (1/2) of a working day.
- J. If an employee is absent from work for reasons that entitle him/her to sick leave, the Department Head or his/her designated representative shall be notified as early as possible, but no later than fifteen minutes after the start of the scheduled work shift from



which he/she is absent. Failure to notify the Department Head or his/her designated representative may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action. An employee who is absent for two (2) consecutive days or more and who does not notify his/her Department Head or some other responsible representative of the Township during the first two (2) days may be subject to discipline.

- K. Any employee who engages in outside employment while on sick leave without the permission of the Department Head shall be subject to disciplinary action.
- L. Employees hired full-time by the Township after January 1, 1978 and before January 1, 2011 may accumulate sick leave without limit during the employee's length of service. The Township shall not pay supplemental compensation to any employee upon retirement for accumulated unused leave in excess of one hundred (100) days. No sick leave will be paid in case of dismissal or resignation except for bona fide retirement after 20 or more years of service to the Township of Verona.
- M. Employees hired full-time by the Township after January 1, 2011 and before January 1, 2018 may accumulate sick leave without limit during the employee's length of service. The Township shall not pay supplemental compensation to any employee upon retirement for accumulated unused sick leave in excess of \$15,000. No sick leave will be paid in case of dismissal or resignation except for bona fide retirement after 25 or more years of service to the Township of Verona.
- N. For employees hired full-time by the Township after January 1, 2018, unused sick leave may accumulate without limit during the employee's length of service but shall not be paid upon retirement, resignation or separation of employment for any reason.
- O. Payment for accumulated sick leave based on sick leave accumulated beginning January 1, 2018 shall be calculated utilizing the employee's base salary at the time in which the sick leave was accumulated. Sick leave accumulated prior to January 1, 2018, shall be valued at the January 1, 2018 rate. Sick leave accumulated that is utilized during employment shall be utilized in the order of highest dollar value to lowest dollar value.

## ARTICLE IX - FUNERAL LEAVE

- A. In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay from the day of death up to and including the day of the funeral, but in no event shall said leave exceed four (4) consecutive days.
- B. Immediate Family shall include an individual with any of the following relationships to the employee:
  - 1. Spouse, and parents thereof;
  - 2. Children or foster-children, and spouses thereof;
  - 3. Parents, and spouses thereof;
  - 4. Brothers and sisters, and spouses thereof;
  - 5. Grandparents and grandchildren, and spouses thereof;
  - 6. Civil Union or Domestic partner and parents thereof, including civil union or domestic partners of any individual in 1 through 5 of this definition;
  - 7. Relative residing in the employees household for at least one (1) year; and
  - 8. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- C. Such bereavement leave is not in addition to any holiday, day off, vacation leave or compensatory time off falling within the time of the bereavement.
- D. For the purpose of calculating funeral leave, all funeral leave days offered in this Article shall be for seven (7) hours or (12) hours, whichever corresponds the employees normal work day.

## ARTICLE X - INSURANCE

- A. The Township shall provide hospitalization insurance, dental coverage and major medical insurance as provided in this Article.
- B. The Township has the right to change insurance carriers or institute a self-insurance program so long as the same or substantially similar benefits are provided.
- C. Employees hired prior to October 29, 2018 shall be provided a hospitalization and major medical insurance plan equal to or better than the Direct 10 plan offered by the New Jersey State Health Benefits Plan.
- D. Employees hired on or after October 29, 2018 shall be provided an EPO 15/25 hospitalization and major medical insurance plan per Appendix D of this Agreement.
- E. Employees may opt to select any higher cost Health Insurance Plan offered by the Township, however the employee must pay through payroll deduction the difference in the Townships cost of the plan as compared to the EPO 15/25 Health Insurance Plan.
- F. Employees may opt to select a High Deductible Plan
- G. All Employees shall during the term of this contract, through a payroll deduction, contribute to the Township's cost of the hospital and major medical insurance provided by the Township at the rates defined in Appendix C of this Agreement.
- H. Employees hired after 12/31/95 shall not be eligible for Retirees Medical Coverage. Employees on payroll prior to 1/1/96 who "bought in" while actively employed shall continue to receive medical benefits coverage for the employee and spouse at the time of retirement.

## ARTICLE XI - HOLIDAYS

- A. Effective January 1, 2017, all employees shall receive credit for a day off for the following fourteen (14) holidays:

New Year's Day	Columbus Day
Lincoln's Birthday	General Election Day
President's Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Day before Christmas
Labor Day	Christmas Day

- B. Effective January 1, 2019, all employees shall receive credit for a day off for the following twelve (12) holidays:

New Year's Day	Columbus Day
President's Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Day before Christmas
Labor Day	Christmas Day

- C. Public Safety Telecommunicators shall receive 84 hours of holiday time to be scheduled at least seven (7) days in advance of the requested day and shall be granted without restriction. Holiday time requested less than seven (7) days in advance will only be approved if the shift to be covered can be filled by a per-diem PST without the need for overtime.
- D. Any employee covered by this Agreement who was hired prior October 29, 2018 shall be provided two (2) floating days off at the start of each year, to be used at the discretion of the employee, under the same contractual restrictions as vacation days. These days shall be in lieu of Lincoln's Birthday and the General Election Day. Employees hired after the signing date of this agreement shall not be entitled to these days. Floating days off in lieu of holidays shall be utilized in the year they are accrued or shall be lost.
- E. Any employee who is on leave of absence (i.e. injury leave or other unpaid leave) shall not be eligible for paid holidays which fall during the employee's leave of absence.
- F. Paid holidays referred to herein which fall on a Saturday shall be observed on the preceding Friday. Paid holidays falling on a Sunday shall be observed on the following Monday.

## ARTICLE XII - WORK INCURRED INJURY

- A. Employees who are injured, whether slightly or severely while working must make an immediate report within four (4) hours thereof to the Department Head and Township Manager.
- B. Employees may not return to work without a certification from his/her physician that he/she is capable of returning to work.

### ARTICLE XIII - MILITARY LEAVE

- A. Any full-time employee who is a member of the National Guard, Naval Militia, Air National Guard or a Reserve component of any of the Armed Forces of the United States and is required to engage in active duty training shall be granted paid time off as is authorized by law. This paid leave of absence shall be in addition to his/her vacation.



#### ARTICLE XIV - LEAVE OF ABSENCE

- A. Any employee may request a leave of absence without pay, not to exceed ninety (90) continuous calendar days, by submitting in writing all facts bearing on the request to his/her supervisor, who will append his/her recommendations and forward request to Township Manager. The Township Manager will consider each such case on its own merits, and a decision in one case shall in no event be deemed to have established a precedent in another. Any extension of time should be at the discretion of the Manager. Such leave of absence shall not be deemed to be part of the term of employment. Holidays occurring within the period of an excused absence or leave of absence are part of the absence if the employee is not available for work. Such decision is non-grievable.

#### ARTICLE XV - DISCRIMINATION AND COERCION

- A. The employer and the Union agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin or political affiliation.
- B. The Employer and the Union agree that all employees covered under the Agreement have the right without fear of penalty or reprisal to form, join and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Employer or the Union against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.



## ARTICLE XVI - PROBATIONARY PERIOD

- A. All employees hired during the term of this Agreement shall serve a probationary period of three (3) months from the date of hire. During this probationary period, the Township reserves the right to terminate a probationary employee for any reason. An employee, if terminated, shall not have recourse through the grievance procedure set forth in this Agreement.

## ARTICLE XVII - SEPARABILITY AND SAVINGS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision shall be invalidated, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

## ARTICLE XVIII - JURY LEAVE

- A. A regular full-time employee who loses time from his/her job because of jury duty as certified by the clerk of the Court shall be paid by the Township his/her normal pay, subject to the following conditions:
1. The Employee must notify the Township Manager or Department Head immediately upon receipt of a summons for jury service.
  2. The employee has not voluntarily sought jury service.
  3. The employee submits adequate proof of the time served on the duty and the amount received for such service.
- B. If, on any given day an employee is attending jury duty he/she is released by the Court prior to two o'clock PM, that employee shall be required to return to work by three o'clock that day in order to receive pay for that day.

## ARTICLE XIX - PERSONAL DAYS

- A. Employees covered under this Agreement who are hired before October 29, 2018 shall be entitled to personal days as follows:

<u>Years of Employment</u>	<u>Personal Days</u>
Less than one (1) year	1
More than one (1) year	4

- B. Employees hired on or after October 29, 2018 shall be entitled to personal days as follows:  
Less than one (1) year of continuous full-time employment - 1 Personal Day; 1 or more years of continuous full-time employment - 3 days.
- C. Personal Days shall be granted with the approval of the Department Head. Personal Days shall be utilized in the year they are accrued or shall be lost

## ARTICLE XX - MISCELLANEOUS

- A. Bulletin Boards: Bulletin boards on the Township's premises will be for the posting of notices relating to the Union Meetings and official business only. Posted notices shall be signed by an elected or appointed official of the Union. Shop Stewards shall be responsible for all correspondence posted on the Union Bulletin Boards.
- B. Job Posting: When a permanent vacancy in a bargaining unit position is to be filled or a new position is created, the Employer shall post a notice of such vacancy or new position on the bulletin board for a period of five (5) working days. The posting shall contain the date the position is to be filled, title of the position requirements, rate of pay and space for all interested employees to sign said posting. The Township may select any individual whether in the bargaining unit or not in filling the vacancy.
- C. Visitation Rights: A representative or representatives of the Union, shall upon notification to the Township Manager have access during working hours of all facilities, building, grounds and other places in which employees covered by this Agreement work, for the purpose of adjusting grievances and negotiating the settlement of dispute.
- D. Collective Negotiations: The Employer agrees to permit up to two (2) representatives release time with pay to participate in negotiations during working hours. There is no obligation to pay for negotiations time which does not occur during the employee's work day.
- E. Layoff and Recall: The Employer agrees to follow the State of New Jersey rules and regulations concerning recall and layoff.
- F. Labor-Management Committee: The parties agree that during the term of this Agreement the parties will meet periodically to discuss current problems.
- G. It is recognized that work schedules including the assignment of overtime are a prerogative of management and are determined by management's judgment as to needs to perform the job. Further, where there is a routine repetitive requirement, then work hours may be adjusted to accommodate the work requirement. In the event that any alternate work schedule is required, every effort shall be made to assign employees on a volunteer basis. If there are no volunteers then the least senior qualified employee (as determined by management) will be selected.
- H. All full-time employees are entitled to breaks in accordance with federal guidelines.
- I. Clothing/Uniforms/Personal Equipment - See Appendix B.
- J. All employees of the Department of Public Works Division of Operations hired after the signing of this Agreement shall possess or be able to obtain Commercial driver's license within twelve (12) months of employment. Existing employees shall be exempt from this requirement. All employees of the Department of Public Works or the Division of Buildings & Grounds who possess a Class A or B Commercial Driver's License shall

receive a two-hundred and fifty dollar (\$250) stipend during the month of November. All employees of the Department of Public Works or the Division of Buildings & Grounds who possess a Passenger Endorsement to their Commercial Driver's License shall receive an additional two-hundred and fifty dollar (\$250) stipend during the month of November.

- K. At the Township's expense, all employees of the Department of Public Works Division of Water & Sewer shall complete the Introduction to Water and Wastewater Course within one (1) year of hire or as practical due to scheduling of the course. Flex-time shall be afforded for the attendance at the course without incurring overtime.
- L. All employees possessing certification an Emergency Medical Technician by the State of New Jersey or the National Registry shall receive a stipend of five hundred dollars (\$500) during the month of November.
- M. All employees of the Department of Public Works or the Division of Buildings and Grounds possessing a level 1 or level 2 licenses issued by the State Department of Environmental Protection (i.e. C-1, S-1, T-2, T-2, etc.) shall receive a three hundred (\$300) stipend per license, payable during the month of November. All employees of the Department of Public Works or the Division of Buildings and Grounds possessing a level 3 or level 4 licenses issued by the State Department of Environmental Protection (i.e. C-3, S-3, T-4, T-4, etc.) shall receive a six hundred dollar (\$600) stipend per license, payable during the month of November.
- N. Any employee of the Department of Public Works or the Division of Buildings and Grounds who are designated as a Licensed Backup Operator to one of the State Department of Environmental Protection Systems (Public Wastewater Treatment System, Public Water Treatment System, Public Water Distribution System, Public Wastewater Collection System, etc.) shall receive a three hundred dollar (\$300) stipend for systems classified as Level 1; a five hundred dollar (\$500) stipend for systems classified as Level 2; seven hundred dollar (\$700) stipend for systems classified as Level 3; a nine hundred dollar (\$900) stipend for systems classified as Level 4. Stipends shall be paid during the month of November.
- O. Any employee who possesses certification as a Registered Municipal Clerk (RMC), Certified Public Works Manager (CPWM), Certified Municipal Finance Officer (CMFO), Certified Tax Collector (CTC) or Qualified Purchasing Agent (QPA) issued by the State of New Jersey Division of Local Government Services, certification as a Certified Tax Assessor (CTA) issued by the State of New Jersey Division of Taxation or certification as a Certified Municipal Registrar (CMR) issued by the State of New Jersey Department of Health shall receive a three hundred dollar (\$300) stipend per certification, payable during the month of November.
- P. Any public safety telecommunicator who possesses certification as a Basic Telecommunication's Officer Instructor (or equivalent) and Emergency Medical Dispatch Instructor shall receive a two hundred fifty dollar (\$250) stipend for possessing both certifications, payable during the month of November. Any public safety telecommunicator who possesses certification as a Communications Training Officer shall



receive a two hundred fifty dollar (\$250) stipend per certification, payable during the month of November.

- Q. Any employee who attends courses for certification at the expense of the Township, who voluntarily separates their employment with the Township within two years of the completion of the said course except for the purpose of retirement, shall reimburse the Township for the cost of the course.
- R. The auto mechanic in the Department of Public Works shall receive a \$1,000 per year tool stipend payable during the month of November.
- S. Any employee who separates their employment with the Township for any reason, save for cause, shall be entitled to stipends outlined in this Article on a prorated monthly basis of 1/12th of the annual entitlement for each month completed up to the time of separation of service payable in the employees final pay.
- T. Any employee who earns a certification or is appointed to a position, for which a stipend pursuant to this Article is entitled, prior to July 1 shall receive the full stipend payable in November. Any employee who earns a certification or is appointed to a position, for which a stipend pursuant to this Article, is entitled on or after July 1, shall not receive the stipend for said calendar year.
- U. All employees shall participate in an annual review by their respective Department Head/Supervisor and shall be subject to appeal to the Township Manager.

## ARTICLE XXI - EMPLOYEE RIGHTS

A. To insure individual rights of employees in the bargaining unit are not violated, the following shall represent the employee's Bill of Rights.

1. An employee shall be entitled to Union representation at each and every step of the grievance procedure set forth in this Agreement.
2. An employee shall be entitled to Union representation at each stage of a disciplinary, proceeding in the Union contract.
3. No employee shall be required by the employer to submit to an interrogation after charges have been served unless he or she is afforded the opportunity of having a Union representative present.
4. No recording devices of any kind shall be used during such interrogation unless the Union is made aware of the fact prior to such interrogation.
5. In a disciplinary hearing, the employee shall be presumed innocent until proven guilty.
6. An employee shall not be coerced or intimidated or suffer any reprisals either directly or indirectly that may adversely affect his or her hours, wages or working conditions as the result of the exercise of his or her rights under the Agreement.

B. Personnel files

1. The official personnel files located in the Township Manager's Office are the only official files.
2. All employees shall have access to their own official personnel file during working hours.
3. After a three (3) year period from the issuance of a warning/ disciplinary action the warning/ disciplinary action may, upon written request of the employee, be removed from the employee's personnel file provided that no further warnings/ disciplinary actions of any kind have been issued to the employee during the three (3) year period.



## ARTICLE XXII - CHECKOFF

- A. The Township agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deduction shall be made in compliance with N.J.S.A. 52:14-15.9E, as amended.
- B. A check-off shall commence for each employee who signs an authorization card, supplied by the Union and verified by the Township Clerk or his/her designee during the month following the filing of such card with the Township.
- C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish the Township written notice thirty (30) days prior to the effective date of such change and shall furnish to the Township either new authorizations from its members showing the authorized deduction for each employee or an official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction.
- D. The Union will provide the necessary "check-off authorization" form and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Township Clerk or his/her designee.
- E. Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Township Clerk or his/her designee. The filing of notice of withdrawal shall be effective to hold deductions in accordance with N.J.S.A. 52:14-15.9E as amended.
- F. Indemnification: With respect to dues deductions, and the Union's demand return system established pursuant to law, the Union shall indemnify, defend and hold 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 pursuant to the above provisions concerning dues deductions.
- G. The Township shall deduct from the wages of any employee who submits a voluntary authorization card an amount designated by such employee for OPEIU "Voice of the Electorate" (VOTE) Fund. Such voluntary contributions shall be forwarded to the Secretary-Treasurer of OPEIU, Local 153, AFL-CIO, monthly, by check, payable to "Voice of the Electorate" along with a listing of persons who donated such monies.

### ARTICLE XXIII - AGENCY SHOP

- A. Representation Fee: If a permanent employee does not become a member of the Union during any membership year (i.e., from January 1 to the following December 31), which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Union for that membership year. If the obligation to pay a representation fee as aforesaid does not commence at the beginning of a membership year, the amount of said representation fee shall be pro-rated for members of the union. The representation fee shall be in an amount equal to no more than eighty-five percent (85%) of the regular Union membership dues, fees and assessments as certified to the Township by the Union. Provided that in the event the governing statute is amended so as to either increase or decrease the permissible amount of representation fee, this Agreement shall be deemed to have been automatically amended to conform to such statutory change.
- B. Indemnification: With respect to dues deductions, representation fee deductions and the Union's demand return system established pursuant to law, the Union shall indemnify, defend and hold 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 pursuant to the above provisions concerning dues deductions and representation fee. It is furthermore expressly understood that the representation fee provisions set forth above shall not be effective unless and until the Union shall have notified the Township in writing that it has adopted a demand return system which fully complies with applicable statutory provisions.

#### ARTICLE XXIV - FULLY BARGAINED AGREEMENT

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargaining issues which were or could have been the subject of negotiations.

HK 52


## ARTICLE XXV - DURATION

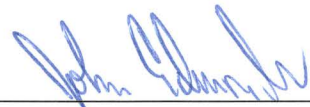
This Agreement shall be in full force and effect as of January 1, 2017 and remain in effect to and including December 31, 2021 with the reopening date(s) referred in Article 5.


This Agreement shall continue in full force and effect from year to year thereafter until one party or the other gives notice, in writing, to terminate. That notice shall be given at least one hundred fifty (150) days prior to nor later than one hundred twenty (120) days from the expiration date of this Agreement.

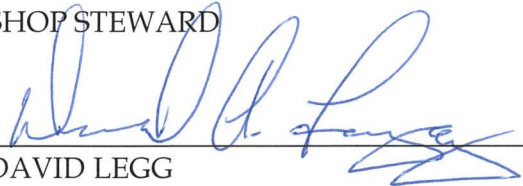
**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals at the Township of Verona, New Jersey, on this 17<sup>th</sup> day of December, 2018.

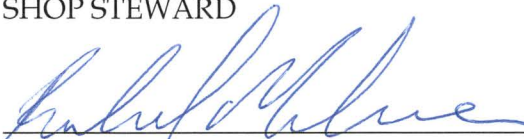
OFFICE & PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 153

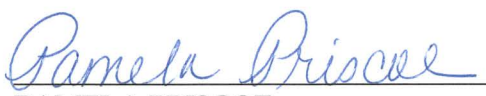
  
~~MICHAEL GOODWIN~~ Myra Hepburn  
~~BUSINESS MANAGER~~ Secretary-Treasurer

  
JOHN EDMONDS  
ASSISTANT BUSINESS MANAGER

  
SUSAN DeWITT  
SHOP STEWARD

  
DAVID LEGG  
SHOP STEWARD

  
RICHARD MALONE  
SHOP STEWARD

  
PAMELA PRISCOE  
SHOP STEWARD

TOWNSHIP OF VERONA

  
MATTHEW CAVALLO  
TOWNSHIP MANAGER

ATTEST:

  
JENNIFER KIERNAN  
TOWNSHIP CLERK

APPROVED AS TO FORM:

  
BRIAN J. ALOIA, ESQ.  
TOWNSHIP ATTORNEY



**APPENDIX A  
SALARY GUIDES**

**GUIDE A-1**  
*Effective January 1, 2017*

GRADE	INCREMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
1	\$ 1,303	\$35,025	\$36,330	\$37,633	\$38,936	\$40,239	\$41,542	\$42,845	\$44,148	\$45,451
2	\$ 1,372	\$36,746	\$38,119	\$39,491	\$40,863	\$42,235	\$43,607	\$44,979	\$46,351	\$47,723
3	\$ 1,444	\$38,555	\$40,000	\$41,444	\$42,888	\$44,332	\$45,776	\$47,220	\$48,664	\$50,108
4	\$ 1,460	\$40,932	\$42,394	\$43,854	\$45,314	\$46,774	\$48,234	\$49,694	\$51,154	\$52,614
5	\$ 1,538	\$43,496	\$45,035	\$46,573	\$48,111	\$49,649	\$51,187	\$52,725	\$54,263	\$55,801
6	\$ 1,616	\$44,557	\$46,174	\$47,790	\$49,406	\$51,022	\$52,638	\$54,254	\$55,870	\$57,486
7	\$ 1,688	\$47,571	\$49,256	\$50,944	\$52,632	\$54,320	\$56,008	\$57,696	\$59,384	\$61,072
8	\$ 1,741	\$49,748	\$51,490	\$53,231	\$54,972	\$56,713	\$58,454	\$60,195	\$61,936	\$63,677
9	\$ 1,869	\$51,956	\$53,824	\$55,693	\$57,562	\$59,431	\$61,300	\$63,169	\$65,038	\$66,907
10	\$ 1,982	\$54,240	\$56,220	\$58,202	\$60,184	\$62,166	\$64,148	\$66,130	\$68,112	\$70,094
11	\$ 2,057	\$56,861	\$58,917	\$60,974	\$63,031	\$65,088	\$67,145	\$69,202	\$71,259	\$73,316
12	\$ 2,196	\$59,167	\$61,361	\$63,557	\$65,753	\$67,949	\$70,145	\$72,341	\$74,537	\$76,733
13	\$ 2,291	\$61,637	\$63,931	\$66,222	\$68,513	\$70,804	\$73,095	\$75,386	\$77,677	\$79,968
14	\$ 2,387	\$64,108	\$66,493	\$68,880	\$71,267	\$73,654	\$76,041	\$78,428	\$80,815	\$83,202
15	\$ 2,462	\$65,936	\$68,395	\$70,857	\$73,319	\$75,781	\$78,243	\$80,705	\$83,167	\$85,629
16	\$ 2,536	\$67,766	\$70,303	\$72,839	\$75,375	\$77,911	\$80,447	\$82,983	\$85,519	\$88,055

## GUIDE A-2

Effective July 1, 2018 except as noted in Article V, Section A, Paragraph 4

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
<b>WHITE COLLAR</b>														
WC 1	\$ 1,303	\$ 35,026	\$ 36,329	\$ 37,632	\$ 38,935	\$ 40,238	\$ 41,541	\$ 42,844	\$ 44,147	\$ 45,450	\$ 45,450	\$ 46,359	\$ 47,054	\$ 48,955
WC 2	\$ 1,424	\$ 40,932	\$ 42,356	\$ 43,780	\$ 45,204	\$ 46,628	\$ 48,052	\$ 49,476	\$ 50,900	\$ 52,321	\$ 52,321	\$ 53,368	\$ 54,168	\$ 56,356
WC 3	\$ 2,057	\$ 56,861	\$ 58,918	\$ 60,975	\$ 63,032	\$ 65,089	\$ 67,146	\$ 69,203	\$ 71,260	\$ 73,316	\$ 73,316	\$ 74,782	\$ 75,904	\$ 78,970
<b>BLUE COLLAR</b>														
BC 1	\$ 1,616	\$ 44,557	\$ 46,173	\$ 47,789	\$ 49,405	\$ 51,021	\$ 52,637	\$ 54,253	\$ 55,869	\$ 57,486	\$ 57,486	\$ 58,636	\$ 59,515	\$ 61,920
BC 2	\$ 1,869	\$ 51,957	\$ 53,826	\$ 55,695	\$ 57,564	\$ 59,433	\$ 61,302	\$ 63,171	\$ 65,040	\$ 66,907	\$ 66,907	\$ 68,245	\$ 69,269	\$ 72,067
BC 3	\$ 2,196	\$ 59,167	\$ 61,363	\$ 63,559	\$ 65,755	\$ 67,951	\$ 70,147	\$ 72,343	\$ 74,539	\$ 76,732	\$ 76,732	\$ 78,267	\$ 79,441	\$ 82,650
BC 4	\$ 2,461	\$ 65,936	\$ 68,397	\$ 70,858	\$ 73,319	\$ 75,780	\$ 78,241	\$ 80,702	\$ 83,163	\$ 85,628	\$ 85,628	\$ 87,341	\$ 88,651	\$ 92,232
<b>DISPATCHERS (40 Hour Pitman Schedule) 2019, 2020 &amp; 2021 (2080 HOURS)</b>														
Trainee	\$ 43,009													
Dispatcher	\$ 46,780	\$ 48,407	\$ 50,035											
Senior	\$ 54,367	\$ 56,296	\$ 58,225	\$ 60,155	\$ 62,084	\$ 64,013	\$ 65,942	\$ 67,871	\$ 69,796	\$ 69,796	\$ 71,192	\$ 72,260	\$ 73,705	\$ 75,179

pkc  
13



**APPENDIX B**  
**CLOTHING/UNIFORMS/PERSONAL EQUIPMENT**

- A. The Township of Verona shall supply and replace the following items for all employees of the Department of Public Works, the Division of Buildings and Grounds and the Division of Water & Sewer. These items shall be replaced annually:

Five (5) pants  
Five (5) Short Sleeve Shirts  
Five (5) Long Sleeve Shirts  
Two (2) Spring Jackets  
Five (5) Tee Shirts  
One (1) Steel Tip Work Shoes

- B. The Township of Verona shall supply and replace the following items for all employees of the Department of Public Works, the Division of Buildings and Grounds and the Division of Water & Sewer. These items shall be replaced every other year.

One (1) winter coat

- C. The Township of Verona shall supply and replace the following items for all employees of the Department of Public Works, the Division of Buildings and Grounds and the Division of Water & Sewer. These items shall be replaced if worn, unfit or unsafe to wear.

One (1) Rain Suit  
One (1) Pair Rain Boots  
One (1) Pair of Work Gloves  
One (1) Hard Hat

- D. If any part of an employee's uniform and/or personal effects is destroyed or damaged in the course of employment, it shall be the responsibility of the Township to replace same upon approval of the Township Manager, which approval shall not be unreasonably withheld. Personal effects shall be limited to watches and glasses whose replacement cost shall not exceed \$100.00. This section shall not apply if effects are damaged or destroyed due to the employee's negligence.

- E. If an employee is entitled to certain items in Sections 1,2 and 3 but not in need of them, the Township can substitute (with approval of the employee) other needed clothing or personal equipment.

- F. Public Safety Telecommunicators

1. After completion of three (3) months of continuous employment as a full-time Public Safety Telecommunicator, the Township shall provide PSTs with:

Five (5) pants  
Seven (7) shirts - long or short sleeve or any combination thereof

One (1) pair of shoes  
One (1) belt

2. Upon completion of one (1) year of employment and yearly thereafter on June 1, the Township shall provide PSTs with a voucher for five hundred dollars (\$500) to a vendor of the Township's choosing for the purchase of replacement uniforms.

HK  
R

**APPENDIX C**  
**MEMBER HEALTH BENEFITS CONTRIBUTION RATES**

<u>SINGLE COVERAGE</u>		<u>MEMBER/SPOUSE OR PARENT/CHILD</u>		<u>FAMILY COVERAGE</u>	
Salary Range	Percentage of Premium	Salary Range	Percentage of Premium	Salary Range	Percentage of Premium
less than 20,000	4.50%	less than 25,000	3.50%	less than 25,000	3.00%
20,000 - 24,999.99	5.50%	25,000 - 29,999.99	4.50%	25,000 - 29,999.99	4.00%
25,000 - 29,999.99	7.50%	30,000 - 34,999.99	6.00%	30,000 - 34,999.99	5.00%
30,000 - 34,999.99	10.00%	35,000 - 39,999.99	7.00%	35,000 - 39,999.99	6.00%
35,000 - 39,999.99	11.00%	40,000 - 44,999.99	8.00%	40,000 - 44,999.99	7.00%
40,000 - 44,999.99	12.00%	45,000 - 49,999.99	10.00%	45,000 - 49,999.99	9.00%
45,000 - 49,999.99	14.00%	50,000 - 54,999.99	15.00%	50,000 - 54,999.99	12.00%
50,000 - 54,999.99	20.00%	55,000 - 59,999.99	17.00%	55,000 - 59,999.99	14.00%
55,000 - 59,999.99	23.00%	60,000 - 64,999.99	21.00%	60,000 - 64,999.99	17.00%
60,000 - 64,999.99	27.00%	65,000 - 69,999.99	23.00%	65,000 - 69,999.99	19.00%
65,000 - 69,999.99	29.00%	70,000 - 74,999.99	26.00%	70,000 - 74,999.99	22.00%
70,000 - 74,999.99	32.00%	75,000 - 79,999.99	27.00%	75,000 - 79,999.99	23.00%
75,000 - 79,999.99	33.00%	80,000 - 84,999.99	28.00%	80,000 - 84,999.99	24.00%
80,000 - 94,999.99	34.00%	85,000 - 99,999.99	30.00%	85,000 - 89,999.99	26.00%
95,000 and over	35.00%	100,000 and over	35.00%	90,000 - 94,999.99	28.00%
				95,000 - 99,999.99	29.00%
				100,000 - 109,999.99	32.00%
				110,000 and over	35.00%

*\*Member contribution is a minimum of 1.5% of base salary towards Health Benefits*

HK  
53

**APPENDIX D**  
**EPO 15/25 PLAN REQUIREMENTS**

	<b>In-Network</b>	<b>Out-of-Network</b>
<b>Lifetime Maximum</b>	Unlimited	Not Applicable
<b>Deductible</b>		
Individual	\$0	Not Applicable
Family	\$0	Not Applicable
After deductible, plan pays	100%	Not Applicable
<b>Payment Limit</b>		
Individual	\$6,350	Not Applicable
Family	\$12,700	Not Applicable
<b>Primary Care Physician Selection</b>	Not Required	Not applicable
<b>Preventive Care</b>		
Routine Adult Physician Exams/Immunizations	\$0 copay	Not Applicable
Routine Well Child Exams/Immunizations	\$0 copay	Not Applicable
Routine Gynecological Care Exams	\$0 copay	Not Applicable
Routine Mammograms	\$0 copay	Not Applicable
<b>Physician's Office Visit</b>		
Primary Care Services	\$15 copay	Not Applicable
After Office Hours/Home	\$25 copay	Not Applicable
Specialist Services	\$25 copay	Not Applicable
Maternity OB Visit	\$25 copay	Not Applicable
Allergy Treatment	\$25 copay	Not Applicable
Allergy Testing	\$25 copay	Not Applicable
<b>Diagnostic Procedures</b>		
Diagnostic Laboratory	100%	Not Applicable
Diagnostic X-ray	\$25 copay	Not Applicable
<b>Emergency Medical Care</b>		
Urgent Care	\$20 copay	\$20 Copay
Non-Urgent use of Urgent Care Provider	Not Covered	Not Applicable
Emergency Room	\$100 copay	\$100 Copay
Non-Emergency Care in an Emergency Room	Not Covered	Not Applicable
Ambulance	100%	Not Applicable
<b>Hospital Care</b>		
Inpatient Coverage	\$50 copay per day, \$250 max per admission	Not Applicable
Outpatient Surgery	100%	Not Applicable
<b>Mental Health Services</b>	Same as any other illness; benefit depends on place of service	
<b>Alcohol/Drug Abuse Services</b>	Same as any other illness; benefit depends on place of service	
<b>Other Services</b>		
Eye Exam	100%, 1 per year	Not Applicable
Vision Hardware	\$200 Allowance every 24 Months	
Infertility	\$500 Deductible, then 100%	Not Applicable
Skilled Nursing Facility	100%, 120 day maximum	Not Applicable
Outpatient Rehabilitation Therapy (includes speech, physical, and occupational therapy)	\$25 copay	Not Applicable
Chiropractic Care	\$25 copay; 30 Visits per year	Not Applicable

*MHC*  
*JB*