

AGREEMENT

BETWEEN

**CITY OF VENTNOR CITY
ATLANTIC COUNTY
NEW JERSEY**

CLERICAL EMPLOYEES

and

TEAMSTERS LOCAL UNION NO. 929

Affiliated with

**INTERNATIONAL BROTHERHOOD OF TEAMSTERS
PENNSYLVANIA CONFERENCE OF TEAMSTERS**

and

JOINT COUNCIL 53

TERM OF CONTRACT:

January 1, 2021 to December 31, 2025

TABLE OF CONTENTS

PREAMBLE 1

ARTICLE 1 -UNION RECOGNITION 1

ARTICLE 3 - MAINTENANCE OF WORK OPERATIONS 2

ARTICLE 4 - NON-DISCRIMINATION 3

ARTICLE 5 - EMPLOYEE REPRESENTATION 3

ARTICLE 6 - VISITATION..... 4

ARTICLE 7 - PERSONNEL FILES..... 4

ARTICLE 8 - GRIEVANCE PROCEDURE 5

ARTICLE 9 - DUES DEDUCTION AND UNION SECURITY 7

ARTICLE 10 - WORK WEEK..... 9

ARTICLE 11 - OVERTIME..... 9

ARTICLE 12 - SALARIES 9

ARTICLE 13 - LONGEVITY 10

ARTICLE 14 - HOLIDAYS..... 11

ARTICLE 15 - VACATIONS 11

ARTICLE 16 - SICK LEAVE 12

ARTICLE 17 - INJURY LEAVE 13

ARTICLE 18 - MATERNITY LEAVE..... 14

ARTICLE 19 - JURY DUTY 14

ARTICLE 20 - BEREAVEMENT LEAVE 15

ARTICLE 21 - LEAVE OF ABSENCE 15

ARTICLE 22 - EDUCATIONAL LEAVE..... 15

ARTICLE 23 - SENIORITY 16

ARTICLE 24 - MEDICAL BENEFITS 16

ARTICLE 25 - CLOTHING..... 17

ARTICLE 26 - SEPARATION 17

ARTICLE 27 - BULLETIN BOARDS..... 17

ARTICLE 28 - NON-BARGAINING UNIT EMPLOYEES 17

ARTICLE 29 - HIRING ADDITIONAL EMPLOYEES 17

ARTICLE 30 - PROBATIONARY PERIOD..... 18

ARTICLE 31 - SEPARABILITY AND SAVINGS CLAUSE 18

ARTICLE 32 - JOB OPENINGS 18

ARTICLE 33 - LOCAL 929 RETIREMENT FUND CONTRIBUTION..... 18
ARTICLE 34 - DRUG AND ALCOHOL TESTING..... 19
ARTICLE 34 - FULLY BARGAINED AGREEMENT 19
ARTICLE 35 - DURATION OF AGREEMENT..... 19

PREAMBLE

THIS AGREEMENT, made this this 14 day of January, 2021, between the CITY OF VENTNOR CITY, Atlantic County, New Jersey (hereinafter referred to as "City"), and TEAMSTERS LOCAL UNION NO. 929, a representative of certain employees of the City (hereinafter referred to as "Union"), represents the complete and final understanding on all negotiable issues between the City and the Union.

ARTICLE 1 -UNION RECOGNITION

A. The City hereby recognizes the Union as the sole and exclusive negotiating agent and representative for all full-time and regular part-time clerical employees, including clerk typists, payroll clerks, purchasing clerks, records clerks, secretaries and housing inspectors employed by the City of Ventnor City, but excluding all managerial executives, confidential employees and supervisors within the meaning of the Act, casual employees, police, professional employees, craft employees, all employees represented in other negotiations units, and all other employees.

B. The word "employee" shall be defined to include the plural as well as the singular, and to include both genders.

ARTICLE 2 - MANAGEMENT RIGHTS

A. The City hereby retains and reserves 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, not inconsistent with the provisions of this Agreement, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the City Government and its properties and facilities and activities of its employees by utilizing personnel, methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the City.
2. To establish employee work rules and regulations of procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of employees needed for any particular time and task, and to be in sole charge of the quality and quantity of the work required.
3. The right of management to promulgate, maintain, amend and enforce such reasonable employee work rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety and/or the effective and efficient operation of the department after advance notice thereof to the employees to require compliance by the employees is recognized.

4. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions of continued employment, or assignment, and to promote and transfer employees.
5. To suspend, demote, discharge or take any appropriate disciplinary action against any employee for good and just cause according to law.

B. In exercise of the foregoing powers, rights, authority, duties and responsibilities of the City, the adoption of policies, employee work rules and regulations, practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent that such specific and express terms hereof are in conformance with the Constitution and laws of the State of New Jersey and of the United States.

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

D. No permanent employee shall be discharged, suspended or otherwise disciplined without just cause. The City will notify the Union and the Shop Steward at the time disciplinary action is taken.

E. The City of Ventnor City is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment job applicants and employees may be asked to provide body substance samples (such as urine/hair sample and/or blood) to determine the illicit or illegal use of drugs and alcohol. Drug/Alcohol testing shall be done in accordance with City Policy, Ordinance and applicable law and DOT laws/regulations.

F. The City of Ventnor City may engage an Employee Assistance Program (EAP) that would provide confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to request or initiate assistance from the EAP prior to reaching a point where his or her judgment, performance or behavior has led to imminent disciplinary action, up to and including the possible termination of employment.

ARTICLE 3 - MAINTENANCE OF WORK OPERATIONS

A. The Union hereby agrees that during the term of this Agreement, neither the Union nor any person acting on its behalf will cause, authorize or support an illegal strike, work stoppage or slow-down.

B. The Union agrees that it will make a reasonable effort to deter its members from participating in any illegal strike, work stoppage or slow-down.

C. Nothing contained in this Agreement shall be construed to limit or restrict the City 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.

D. The City agrees that it will not engage in the lockout of any of its employees.

ARTICLE 4 - NON-DISCRIMINATION

A. The City and the Union agree that there shall be no discrimination against any employee because of race, creed, color, nationality, ancestry, religion, sex, national origin, nationality, ancestry, pregnancy, breastfeeding, sexual orientation, gender identity or expression, disability, familial status, marital status, domestic partnership/civil union status, liability for military service, and in some cases atypical hereditary cellular or blood trait, genetic information, age or political affiliation or any other reason prohibited by law.

B. The City and the Union agree that all employees covered under this Agreement have the right, without fear of penalty or reprisal, to form, join, and assist any employee organization or to refrain from such activity. There shall be no discrimination by the City or the Union against any employee because of the employee's membership or non-membership in the Union.

ARTICLE 5 - EMPLOYEE REPRESENTATION

SHOP STEWARD

A. The City recognizes the right of the Union to designate Shop Stewards and alternates.

B. The authority of Shop Stewards and alternates so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:

1. The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement.
2. The collection of dues, when authorized by appropriate Local Union action.
3. The transmission of such messages and information which shall originate with and are authorized by the Local Union or its officers, provided such messages and information:
 - a. Have been reduced to writing, or
 - b. If not reduced to writing, are of a routine nature and do not involve work stoppages, slow-downs, refusal to handle goods, or any other interference with the City's operations.

C. Shop Stewards and alternates have no authority to take strike action, or any other action interrupting the City's operations, except as authorized by official action of the Union.

D. The City recognizes these limitations upon the authority of Shop Stewards and their alternates and shall not hold the Union liable for any unauthorized acts. The City in so recognizing such limitations shall have the authority to impose proper discipline, including discharge in the event that the Shop Steward has taken unauthorized strike action, slowdown, or work stoppages in violation of this Agreement.

E. Stewards shall be permitted to investigate, present and process grievances on or off the property of the City, without loss of time or pay. Such time spent in handling grievances shall be considered working hours in computing daily and/or weekly overtime.

F. Shop Stewards shall be entitled to a leave of one (1) day off each calendar year with pay for Shop Steward training and education.

G. The Union must notify the City of the names of Shop Stewards and alternates and accredited representatives of the Union.

H. The Shop Stewards and alternate shall be permitted to visit with employees during working hours for the purpose of discussing Union representation matters by obtaining permission from the head of the department. The City will provide a meeting place for such meetings which shall occur at a location other than the employees' designated work station.

ARTICLE 6 - VISITATION

A. Authorized agents of the Union shall have access to the employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues, examining time sheets and any other records pertaining to the computation of compensation or fringe benefits of any member of the bargaining unit, ascertaining that the terms of the Agreement are being correctly implemented provided, however, that prior advanced notification of 24 hours is given to the Mayor's Office or her designee and that there is no interruption of the City's working schedule.

ARTICLE 7 - PERSONNEL FILES

A. The City shall maintain personnel files or confidential records that shall be maintained under the direction of the City Administrator or the designated representative.

B. Upon prior notice to, and authorization of, the City Administrator or the designated representative, all employees shall have access to their individual personnel file.

C. Employees may inspect the contents of their personnel file under the following conditions:

1. An appointment must be made with the director of personnel or the designee.

2. Nothing may be removed from the personnel file.
3. Nothing may be written by the employee on any papers in the personnel file.
4. The employee, if so requested, may be accompanied by the Union Shop Steward or alternate.
5. The employee may photocopy his/her personnel file and the initial contents therein provided that the employee shall pay the reasonable cost of copying.
6. The City Administrator, Municipal Clerk or their designee must be present when the file is being reviewed. The file cannot be taken to another location.

D. The City shall not insert any adverse material into any file of the employee, unless the employee has had an opportunity to receive, review and sign a copy of the material and comment in writing upon the adverse material, unless the employee expressly waives these rights.

E. The employee shall have the right to respond in writing through the collectively bargained normal grievance procedures to any complaint, negative report, or disciplinary warning entered into his/her individual personnel file. A copy of the final determination of the grievance will be distributed to the Union, the employee and placed in the employee's individual personnel file.

F. Any employee whose job performance or conduct becomes subject to evaluation shall have the right to a conference to review such evaluation. A written evaluation of any employee shall be signed by the employee. Such signature shall signify only that the evaluation has been reviewed with the employee and shall not indicate concurrence with the content of the evaluation.

ARTICLE 8 - GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems that may arise affecting the terms and conditions of employment under this Agreement.

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

C. Definition of Grievance:

1. With regard to employees, the term "grievance" as used herein means an appeal by an individual employee or the Union on behalf of an individual employee or group of employees, concerning the interpretation, application or violation of policies, agreements, and administrative decisions affecting them. With regard to the City, the term "grievance" as used herein means a complaint or controversy arising over

the interpretation, application or alleged violation of the terms and conditions of this Agreement.

2. With respect to employee grievances, no grievance may proceed and shall not be processed beyond Step Three herein below unless it constitutes a controversy arising over the interpretation, application or alleged violation of the terms and conditions of employment controlled by statute or administrative regulation, incorporated by reference in this Agreement, either expressly or by operation of law.

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

Step One: The aggrieved or the Union shall institute action in writing under the provisions hereof within five (5) working days after the event giving rise to the grievance has occurred or the Union reasonably should have knowledge thereof, and an earnest effort shall be made to settle the difference between aggrieved employee(s) and the Immediate Supervisor for the purpose of resolving the matter informally. Failure to act within five (5) working days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no Agreement can be reached within five (5) working days of the initial discussion with the Immediate Supervisor, the employee or the Union may present the grievance in writing within five (5) working days thereafter to the Superintendent 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 the contract violated, and the remedy requested by the grievant. The Superintendent or his designated representative shall answer the grievance in writing within five (5) working days of receipt of the written grievance.

Step Three: If the Union wishes to appeal the decision of the Superintendent, such appeal shall be presented in writing to the Commissioner or the Governing Body's designee within five (5) working days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Commissioner or the designee shall respond, in writing, to the grievance within five (5) working days of the submission.

Step Four: If the grievance is not settled through Steps One, Two and Three, either party shall have the right to submit the dispute to arbitration pursuant to the rules and regulations of the Public Employment Relations Commission. The costs for the services of the Arbitrator shall be borne equally by the City and the Union. Any other expense, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same. An appeal to the Public Employment Relations Commission must be made within 10 working days of receipt of the decision at Step 3.

E. Arbitration:

1. The parties direct the Arbitrator to decide, as to preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.
2. The Arbitrator shall be bound by the provisions of this Agreement and Constitution and laws of the State of New Jersey, and be restricted to the application of the facts presented to him concerning the grievance. The Arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the Arbitrator shall be final and binding.

F. In the event the aggrieved elects to pursue remedies available through *Civil Service* (the New Jersey Department of Personnel), the grievance shall be canceled and the matter withdrawn from this procedure. It is agreed between the parties that no arbitration hearing shall be held until after the expiration of at least thirty (30) calendar days after the decision rendered by the Commissioner or the designee on the grievance. In the event that the grievant pursues his remedies through *Civil Service*, the arbitration hearing, if any, shall be canceled and the filing fees and expenses incurred thereby shall be paid by the grievant or Union.

G. Upon authorization of the Commissioner, the designated Union representative shall be permitted as members of the grievance committee to confer with employees and the City 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 conference does not diminish the effectiveness of Ventnor City or require the recall of off-duty employees. Said authorization shall not be unreasonably withheld.

H. The time limits expressed herein shall be strictly interpreted and applied. If any grievance has not been initiated within the time limits specified herein, then the grievance shall be deemed to have been abandoned. If any grievance is not submitted to the next succeeding step in the grievance procedure within the time limits prescribed there under, 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 contract the time limits for processing the grievance at any step in the grievance procedure.

I. Upon mutual agreement by the parties, the services of a mediatory may be utilized through the Public Employment Relations Commission to resolve any disputes arising as a grievance under this contract. In that event, the parties shall share the cost equally.

ARTICLE 9 - DUES DEDUCTION AND UNION SECURITY

A. The City agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with Chapter 123, Public Laws of 1974, N.J.S.A. (R.S.) 52:14-15.9e, as amended.

B. A check-off shall commence for each employee who signs a properly dated authorization

card, supplied by the Union and verified by the City Treasurer during the month following the filing of such card with the City.

C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish the City written notice thirty (30) days prior to the effective date of change and shall furnish to the City either new authorizations from its members indicating the authorized deduction for each employee, or any other 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 signature of its members on the forms and deliver the signed forms to the City Clerk.

E. The Union shall establish and maintain a procedure whereby an employee can challenge the assessment as computed by the Union. This appeal procedure shall in no way involve the City or require the City to take any action other than to hold the fee in escrow pending resolution of the appeal.

F. The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the City in reliance upon salary deduction authorization cards, information as furnished by the Union to the City, or in reliance upon the official notification on the letterhead of the Union and signed by the President of the Union, advising of such changed deduction. Membership in the Union is separate, apart and distinct from the assumption by one of the equal obligations to the extent that he has received equal benefits. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally, without regard to Union membership. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union and this Agreement has been executed by the City after it had satisfied itself that the Union is a proper majority representative.

ARTICLE 10 - WORK WEEK

A. The normal workweek shall consist of forty (40) hours, comprised of five (5) days of eight (8) hours each. This shall include one hour paid lunch break. It is understood that certain assignments may not permit this break and working through a paid lunch shall not constitute additional work hours.

B. Each full-time employee shall be normally scheduled to work eight (8) hours each day.

C. The parties agree that they shall discuss changes in the basic work week, the basic work day and/or the starting and quitting times prior to the implementation of such changes, and that the Union shall have the right to submit written recommendations with respect to any such changes. The City agrees that, in the event it seeks to temporarily adjust schedules to meet the needs of a department or the taxpayers, it will provide the Union with seven (7) days notice. The Union will then have three (3) days to respond and schedule a meeting with the City to discuss the adjustments in schedules. Any changes to the workweek require advance approval of the Administrator and/or

Commissioner in charge of the Department. All offices must be covered with staff during regular City hours.

D. On payday, employees shall receive their paychecks by the end of the morning work shift, unless the employee receives his/her paycheck via direct deposit. Effective January 1, 2022, all employees shall receive their paycheck via direct deposit.

E. Part time employees may be subject to working shifts of less than 8 hours without additional compensation.

ARTICLE 11 - OVERTIME

Employees called in outside of their regular hours shall be paid a minimum of 3 hours or 1 ½ the numbers of hours worked, whichever is greater, unless the call in is less than one hour, in which case, the employee shall be paid a minimum of two (2) hours; except for hours worked on Saturday or Sunday. Hours worked on Saturday will be paid at time and one half, and hours worked on Sunday will be paid at double time.

For example for call in hours Monday through Friday:

0 to 59 minutes – employee shall be paid two (2) hours

One hour (60 minutes) or greater – employee shall be paid 1 ½ the numbers hours worked,

2 hours = 3 hours to be paid

3 hours = 4.5 hours to be paid

Call in hours for Saturday and Sunday:

Saturday hours is paid at 1 ½ times the hours worked.

Sunday hours is paid at 2 times the hours worked.

Overtime shall be provided for all hours actually worked in excess of eight hours per day and shall be provided as compensatory time. Sick hours shall not count as hours worked for the purposes of calculating overtime.

ARTICLE 12 - SALARIES

A. Effective January 1, 2021, all full time employees covered by this collective bargaining agreement shall receive a salary increase of two thousand dollars (\$2,000).

B. Effective January 1, 2022, all full time employees covered by this collective bargaining agreement shall receive a salary increase of two thousand one hundred dollars (\$2,100).

C. Effective January 1, 2023, all full time employees covered by this collective bargaining agreement shall receive a salary increase of two thousand two hundred dollars (\$2,200).

D. Effective January 1, 2024, all full time employees covered by this collective bargaining agreement shall receive a salary increase of two thousand two hundred dollars (\$2,200).

E. Effective January 1, 2025, all full time employees covered by this collective bargaining agreement shall receive a salary increase of two thousand three hundred dollars (\$2,300).

F. The City agrees that each member of the bargaining unit shall be eligible to hold multiple titles. Upon Civil Service permanent appointment and successful completion of a working test period, an increase of \$2,000 will be added to base salary for the first and second additional title. The increase will be retroactive to appointment date to the title. For example, if an employee is permanently appointed to two additional titles, that equates to an increase of \$4,000. Any employee who received an additional title under the prior agreement will follow that agreement in terms of compensation and forfeiture.

If an employee returns to a single title or title or titles are removed for which \$2,000 or more was awarded, an equal amount per title removed will be forfeited from that date forward.

An additional title is per additional code. For example, the title Parking Meter Collector/Parking Meter Repair/Senior Traffic Maintenance Worker is code 06965. This is one title, not three titles. If it were three titles it would have three individual codes.

Any employee appointed to a position prior to January 1, 2021 who was previously granted the \$1,500 increase, and subsequently does not get permanently appointed or fails his/her working test period, shall relinquish the \$1,500.

G. The initial annual starting salary for employees hired after January 1, 2017 shall be \$29,000.00, or minimum wage, whichever is higher. However, the City reserves the right to place a new employee at a higher rate of pay after taking into consideration the individual's experience, education and any other special credentials.

H. Employees shall be paid based on a pay schedule established by the City.

ARTICLE 13 - LONGEVITY

A. Effective January 1, 2011, each employee covered by this Agreement and hired prior to January 1, 2011, shall receive, in addition to that employee's base salary, a longevity increment as follows:

Completed Years of Continuous
& Uninterrupted Service

The greater of

After five (5) years of service	\$750 or their 12/11/2016 amount
After ten (10) years of service	\$1,500 or their 12/31/2016 amount
After fifteen (15) years of service	\$3,000 or their 12/31/2016 amount
After twenty (20) years of service	\$4,500 or their 12/31/2016 amount
After twenty-five (25) years of service	\$6,000 or their 12/31/2016 amount

B. Effective January 1, 2011, each employee hired subsequent to January 1, 2011, shall not be entitled to any longevity payments of any nature.

C. Nothing herein is intended to reduce the rate of pay an employee enjoyed as of December 31, 2010.

ARTICLE 14 - HOLIDAYS

A. The official holidays for all employees will be as follows:

New Year's Day	Columbus Day
Martin Luther King Day	General Election Day
	Veterans Day
President's Day	Good Friday
Memorial Day	Thanksgiving Day
July 4 th	Friday After Thanksgiving
Labor Day	Christmas Day

B. If a holiday falls on a Sunday, it shall be observed on the following Monday, and if a holiday falls on a Saturday, it shall be observed on the preceding Friday.

C. In the event that an official holiday is observed during the employee's vacation, he shall be entitled to an additional vacation day. Should an official holiday occur while an employee is on sick leave, he shall not have that holiday charged against his sick leave.

D. If an employee is required to work on a holiday, he shall receive double his regular salary for all hours worked, plus eight (8) hours holiday pay.

E. All members shall enjoy four (4) personal holidays per year, to be taken at the employee's option, provided that the employee's absence does not interfere with the staffing needs of the department. These personal days shall not be cumulative.

ARTICLE 15 - VACATIONS

A. All permanent employees hired prior to January 1, 2011, shall be granted the following annual leave for vacation purposes, with pay in and for each calendar year, except as otherwise herein provided:

YEARS OF SERVICE

VACATION DAYS

Upon Hire

One day per month in accordance with N.J.S.A. 11A:6-3

Beginning Year 2 to four (4) years of service

One (1) day for each month of service up to Twelve (12) working days

Beginning Five (5) years to nine (9) years of service

Fifteen (15) working days

Beginning Ten (10) years to sixteen (16) years of service

Twenty (20) working days

Beginning Seventeen (17) yrs. to twenty (20) yrs. of service

Twenty-two (22) working days

Beginning Twenty (20) years or more of service Twenty-seven (27) working days

Other employees shall receive vacation leave pursuant to Civil Service rules and regulations.

B. All permanent employees hired after January 1, 2011, shall be granted the following annual leave for vacation purposes, with pay in and for each calendar year, except as otherwise herein provided:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
One (1) year to Four (4) years of service	One (1) day for each month of service up to Twelve (12) working days

Beginning Five (5) years to nine (9) years of service Fifteen (15) working days

Beginning Ten (10) years of service or more Twenty (20) working days

C. Part-time regular employees (excluding seasonal or temporary employees) will receive a pro-rated number of vacation days.

D. All vacation time shall be scheduled as the needs of the City requires, on the basis of seniority. Each and every full-time employee must take the authorized annual vacation and compensation will not be paid in lieu of vacation days. If an employee does not use any vacation time for a given year by the end of December of the following year, said time shall be lost and shall not accumulate for any reason.

E. Any employee who has requested vacation time prior to thirty (30) days of said vacation and has this vacation time approved, may not be bumped by senior members if the approval was received thirty (30) days prior to the commencement of the vacation time.

ARTICLE 16 - SICK LEAVE

A. Sick leave is hereby defined to mean absence from the post of duty of an employee because of illness, accident, exposure to contagious disease, attendance upon a seriously ill member of the employee's immediate family who requires the care or attendance of such employee or absence caused by death in the immediate family of such employee. A certificate of a reputable physician in attendance shall be required as sufficient proof of need of leave of absence of the employee or need of the employee's attendance upon a member of the employee's immediate family.

B. Sick leave shall be granted to employees on the following basis:

1. One (1) working day for every month of service during the first calendar year of service not to accumulate in advance, and fifteen (15) working days every continuous calendar year thereafter.

2. Specifically, where employees have left the City's employ and subsequently were

re-employed, the date of re-employment is to be used as employee's service date with the City for purposes of crediting sick leave. Other employees shall receive sick leave pursuant to Civil Service rules and regulations.

C. Employees absent on sick leave for three or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required. After the sixth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the City may require an employee to be examined by a physician designated by the City to verify fitness to return to normal duties. An employee will not be permitted to return to work until verification is received. An employee who takes sick time a day before or after a holiday shall provide a sick note from their physician for that sick day. It is noted that in calculating 6 days, it is actual work days, and not 6 "instances" of being sick.

D. Annual sick leave may be allowed to accumulate indefinitely to provide for medical conditions that may require an extensive leave of absence. However, there will be entitlement for pay of accumulated sick leave upon termination of employment in the amount of one (1) day for every one (1) day of accumulated with a maximum payment upon retirement in the amount of Fifteen Thousand Dollars (\$15,000.00) provided that the retiree has at least twenty (20) years of service.

E. Nothing contained herein shall be considered in derogation of or restrictive of any statute now in effect limiting the period during which municipal employees may be compensated for leave on account of disability or illness, but these provisions are to be construed and administered in conjunction therewith.

F. The City agrees to pay sick bonus as follows:

1. January 1st through June 30th – Zero (0) days used = \$300, One (1) day = \$125.00,
Two (2) days used - \$75.00
2. July 1st through December 31st – Zero (0) days used = \$400, One (1) day = \$125.00,
Two (2) days used - \$75.00

ARTICLE 17 - INJURY LEAVE

A. Injury leave shall be granted without pay to employees temporarily disabled through illness or injury arising as a result of and in the course of their respective employment subject to review by a physician of the City's choice. The employee shall be entitled to keep all compensation payments made by the City's Worker's Compensation Insurance Carrier.

B. Said injury leave for temporary disability shall be governed by the relevant statutes of the

State of New Jersey and more particularly the Workmen's Compensation statute under Chapter 15, Title 34 of the Revised Statutes.

- C. Said injury shall extend for the time period set forth in said statutes.
- D. Any employee who is injured while working, whether slight or severe, must immediately report the injury to his immediate supervisor regardless of the severity of the injury.
- E. Any employee covered under the provisions of this Agreement shall, as soon as practicable, but in no event later than five (5) calendar days after a physical injury has occurred, file a Workmen's Compensation petition, and forward a copy of said petition to the City. Failure to do so shall render this provision for payment of salary void, and said salary shall cease forthwith.
- F. The employee shall be required to present evidence by a certificate of a physician designated by the insurance carrier that he is unable to work, and the City may reasonably require the employee to present such certificate from time to time.
- G. If the City does not accept the certificate of the physician designated by the insurance carrier, the City shall have the right, at its own cost, to require the employee to obtain a physical examination and certification of fitness by a physician appointed by the City.
- H. If the City can prove that an employee has abused privileges under this Article, the employee will be subject to disciplinary action by the City. If the employee is found to be in violation of this Article, he shall be subject to disciplinary action by the City to the extent provided within this Agreement.

ARTICLE 18 - MATERNITY LEAVE

- A. Maternity leave without pay may be granted to an employee with a minimum of one (1) year's service and in accordance with FMLA and NJ FLA.
- B. It shall be the responsibility of any employee on maternity leave to advise the City Clerk of the date of return to work one (1) month prior to returning.
- C. Any employee returning from maternity leave will resume employment at the same rate as when the leave commenced.

ARTICLE 19 - JURY DUTY

- A. It is the public policy of this City to encourage City employees to perform all of their duties and responsibilities of citizenship and, accordingly, if any municipal employee is legally selected for Jury Duty, every effort shall be made to enable such employee to serve as a Juror.
- B. A regular full-time employee who loses time from his job because of jury duty as certified by the Clerk of the Court shall be paid his daily base rate of pay (up to a maximum of eight (8)

hours) and the daily Jury fee, subject to the following conditions:

1. The employee must notify his supervisor immediately upon receipt of a summons for Jury Service.
2. The employee has not voluntarily sought Jury Service.
3. No employee is attending Jury Duty during vacation and/or other time off from City employment, and
4. The employee submits adequate proof of time served on the Jury and the amount to be received for such service.

ARTICLE 20 - BEREAVEMENT 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 date of the funeral, but in no event shall said leave exceed three (3) working days, unless the funeral takes place either outside a sixty (60) mile radius or outside a one hundred twenty (120) mile radius of Ventnor, New Jersey in which event the employee will receive either one (1) additional day or two (2) additional days respectively. In case of death in the immediate family of an employee, any reasonable proof required by the Department Head shall be sufficient.

B. The "immediate family" shall include spouse, child, parent, brother, sister, parent-in-law, sister-in-law, brother-in-law, spouse's grandparents, grandparent or relative of the employee who resided with the employee at the time of death, or the death of a relative with whom the employee lives.

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

ARTICLE 21 - LEAVE OF ABSENCE

A. A leave of absence without pay will be granted to an employee of the City when such leave of absence without pay benefits the City. The leave of absence shall be thirty (30) days and may be extended for like periods at the sole discretion of the City up to a maximum of one (1) year. Permission for extension must be secured from the City with notice to the Shop Steward.

B. A determination as to whether or not said leave of absence without pay will benefit the City shall be made by the Department Head and the Commissioner in charge after receipt from such individual of an application for said leave, which application shall be made sixty (60) days before the contemplated leave.

C. When a leave of absence without pay is granted to an employee, the employee will be required to pay the cost of said employee's health benefits provided determined at the then current COBRA rate. An employee granted a paid leave of absence will continue to participate in the City Plan as provided for employees covered by this collective bargaining agreement. No benefits shall accrue during the time any employee is on an unpaid leave of absence. An employee must use all

sick and vacation time prior to requesting an unpaid leave of absence.

ARTICLE 22 - EDUCATIONAL LEAVE

A. The City may grant the employee educational leave. The purpose of such leave is to permit an employee to pursue special work or training related to his employment that will improve his competence and capacity in his service to the City. Such training must be of direct value to the City and limited to providing knowledge or skills that cannot be provided through available in-service training. Cost of such training is to be borne by the City. The City will also pay the employee his regular salary during such leave if the training occurs during working hours. The granting of such leave is solely within the discretion of the City.

B. In the event an employee leaves within three years of the taking of any courses, training, education or studies related to certifications or licenses, the employee shall reimburse the City one half the cost of the training or classes paid for by the City. The three years shall begin to run at the time the training or certification process is complete.

Education leave for training, certification, licenses or other education must be job related. Any approval is subject to available budget funding. Due to financial constraints or limited workforce, training or education during normal work hours can be denied.

In the event an employee refuses to take a position or title change related to training, certification, license, or education received, employee shall reimburse the City the cost of said education and reimburse the City for any paid work time provided for said education. Part or total reimbursement may be deducted from employee pay or pays.

ARTICLE 23 - SENIORITY

The following shall be followed except as otherwise dictated by Civil Service:

A. Straight seniority shall prevail as to lay-offs and re-employment.

B. Should it be necessary to lay-off employees because of lack of work or financial difficulties, the City shall resort to strict seniority, which means the last employee hired shall be the first employee laid off, provided that the senior employee has the skill and ability to perform the job and as long as the lay-offs and re-hiring are done by title.

C. The City agrees to give at least forty-five (45) days notice whenever making lay-offs. Written notice to the Shop Steward and affected employees shall be given whenever possible.

D. All employees of the City shall be credited with seniority from date of employment within the bargaining unit, which shall be called employment seniority. If the employee comes from a different City department or agency that is not part of this collective bargaining unit, their prior City service shall not be counted for any contractual or seniority benefit privilege.

E. The City, when recalling laid-off employees, shall notify the Shop Steward and the employees in writing. Notice to the employees shall be personally delivered or mailed to the employees last known address by certified mail with return receipt requested, and the employee shall have five (5) working days from the date of receipt of such notice to respond to such recall notice. Laid off employees shall be responsible for notifying the City of any change of address.

F. Except as dictated by Civil Service, employees who leave employment with the City and are re-hired, shall not receive seniority credit for prior service. Seniority shall begin with the newer date of hire.

ARTICLE 24 - MEDICAL BENEFITS

A. The City agrees to continue to provide health insurance coverage for all employees and the dependents of those employees currently covered by this agreement. The City currently provides NJ Direct 10 through the State Health Benefits Plan. However the employees shall be responsible for the payment of 1.5% of the salary or the amount dictated by the chapter 78 law, whichever is higher. The term base salary shall mean the salary on which an employee's pension contribution or equivalent defined contribution retirement program salary is based. However for employees hired after July 2007 for whom pensionable salary is limited to the salary on which social security contributions are based on the employees' total pension plus defined contribution retirement program eligible based salary would be used.

B. Any new employee hired after the start of this Agreement shall receive the same health insurance coverage as those already covered during the term of this Agreement.

C. Benefit Waiver Stipend

1. The City agrees to pay a health benefit waiver stipend of twenty-five (25%) of the amount saved by the City because of the waiver of coverage or Five Thousand Dollars (\$5,000.00), whichever is less. Waiver payment and re-entry shall be subject to the State Health Benefits Plan as long as the City is in the State Health Benefits Plan. If an employee covered by this Agreement agrees to waive participation in the City's health benefit plan, provided said employee agrees to be excluded for the entire calendar year and can provide proof of credible coverage. Employees waiving participation shall receive payment in twelve (12) equal installments to be paid at the end of each month. Employees and their covered dependents may re-enter the City's health benefits plan at any time with no penalty if the employee experiences a life changing event such as the spouse's coverage eliminated involuntarily.

2. Part-Time Employees – Health care – Prorate opt-out based on hours worked.

D. The City has ceased making employees whole resulting from the change in insurance carriers to the State Health Benefits Plan.

ARTICLE 25 - CLOTHING

The City agrees to continue its practice of supplying Housing Inspectors with shirts.

ARTICLE 26 - SEPARATION

- A. Employees who resign will tender their resignation in writing to the City Clerk, if possible, at least two (2) weeks prior to the effective date of the resignation in order to provide sufficient time for appointing and instructing a successor.
- B. All employees will, upon leaving the service of the City, complete and sign a "termination receipt" when receiving their final compensation. This receipt will be filed in the employee's personnel file as evidence of the satisfaction of all claims against the City.

ARTICLE 27 - BULLETIN BOARDS

- A. All job openings will be posted by the City Clerk on the City bulletin board.

ARTICLE 28 - NON-BARGAINING UNIT EMPLOYEES

- A. Non-bargaining unit employees shall not perform any bargaining unit work except in cases of instruction, absenteeism or emergency.

ARTICLE 29 - HIRING ADDITIONAL EMPLOYEES

- A. The City shall notify the Shop Steward when any new employees are to be hired to fill positions during the term of this Agreement.
- B. The Union shall have the right to send applicants to make application for the position. The City agrees to interview such applicants as acceptable and give the same interview consideration to Union-sent applicants as is given applicants from other sources.
- C. This provision shall not be deemed to require the City to hire Union applicants or to preclude the City from hiring employees from other sources.
- D. This Article shall not apply to non-bargaining unit positions.

ARTICLE 30 - PROBATIONARY PERIOD

Except as required by Civil Service:

- A. All employees, prior to becoming a permanent employee with the City, shall serve a probationary period of ninety (90) calendar days. During the probationary period the employee may be discharged without recourse, provided that the City may not discharge or discipline for the purpose of evading this Agreement or discriminating against Union members.
- B. In case of discharge within the probationary period, the City shall notify the Union in

writing.

C. Probationary employees shall not be eligible for or receive any medical, dental, or other benefits within this ninety (90) day probationary period.

ARTICLE 31 - SEPARABILITY AND SAVINGS CLAUSE

A. Each and every clause of this Agreement shall be deemed separable from each and every other clause of this Agreement to the extent that in any event any clause or clauses shall be finally determined to be in violation of any law, then in such event, such clause or clauses, only to the extent that any that may be so in violation, shall be deemed of no force and effect and unenforceable without impairing the validity and enforceability of the rest of the Agreement, including any and all provisions or the remainder of any clause, sentence or paragraph in which offending language may appear.

ARTICLE 32 - JOB OPENINGS

A. When a job opening exists within the departments affected by this Agreement, first opportunities for this position will be afforded to City employees. Employees must meet all requirements for said openings. The City has the right to limit current City employees' right to apply for openings based on discipline or attendance issues documented in the employee's file.

B. Effective January 1, 2021, upon permanent appointment by Civil Service to a promotional title and successful completion of a working test period for that title, an increase of \$2,000 will be added to base salary. The increase will be retroactive to Civil Service appointment date to the title. Should the employee fail to file, fail to meet the job requirements or not be chosen from a certified Civil Service (New Jersey Department of Personnel) list, the employee shall not receive the additional money. For any employee appointed prior to January 1, 2021 who fails to file, fails to meet job requirements or is not chosen from a certified Civil Service (New Jersey Department of Personnel) list, the employee shall forfeit any amount given for the promotion from that point forward. Any employee who received a promotion under the prior agreement will follow that agreement in terms of compensation and forfeiture.

ARTICLE 33 - LOCAL 929 RETIEMENT FUND CONTRIBUTION

A. A contribution of thirty cents (\$0.30) per hour, for each year this contract is in effect, will be remitted to the Teamsters Local Union No. 929 Retirement Fund (formally known as Teamsters Local Union No. 929 Supplemental Income Plan), an annuity retirement plan administered by Teamsters Local Union No. 929, for all employees covered by this collective bargaining agreement.

ARTICLE 34 - DRUG AND ALCOHOL TESTING

A. The parties agree that all employees covered by this collective bargaining agreement shall be subject to the drug and alcohol testing agreement that is applicable to employees in the Public Works Department.

ARTICLE 34 - FULLY BARGAINED AGREEMENT

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues, which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, nor whether or not either the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

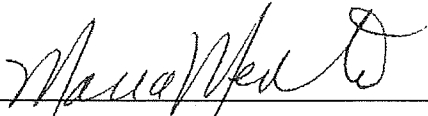
ARTICLE 35 - DURATION OF AGREEMENT


A. This Agreement shall be in full force and effect as of January 1, 2021, and shall remain in effect through and including December 31, 2025, without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no sooner than one hundred fifty (150), nor no later than one hundred twenty (120) days prior to the expiration of this Agreement, of a desire to change, modify or terminate this Agreement.

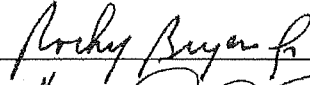
IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at Ventnor City, New Jersey, on this 26 day of DAY, 2021.


CITY OF VENTNOR

TEAMSTERS LOCAL UNION NO. 929









January 5, 2020

MEMORANDUM OF AGREEMENT

CITY OF VENTNOR

AND

CLERICAL EMPLOYEES - TEAMSTERS LOCAL UNION NO. 929

This Memorandum of Agreement (MOA) is between the City of Ventnor (the City) and the Teamsters Local 929 - Clerical (the Union). This MOA is entered into this 4th day of Jan, 2021.

The City and the Union have engaged in collective bargaining negotiations regarding a new agreement to replace the current agreement between the parties which expired on December 31, 2020. The City and the Union have reached a tentative agreement as to changes to be included in the new agreement and the purpose of this Memorandum of Agreement is to confirm those understandings, as follows.

Preamble

Revise date as needed.

Article 1 - Union Recognition

No change

Article 2 - Management Rights

Add the following to Paragraph E - Drug/Alcohol testing shall be done in accordance with City Policy, Ordinance and applicable law and DOT laws/regulations.

Article 3 - Maintenance of Work Operations

No change

Article 4 - Non-Discrimination

Revise A to read:

"The City and the Union agree that there shall be no discrimination against any employee because of race, creed, color, national origin, nationality, ancestry, sex, pregnancy, breastfeeding, sexual orientation, gender identity or expression, disability, familial status, marital status, domestic partnership/civil union status, liability for military service, and in some cases atypical hereditary cellular or blood trait, genetic information, and age, or any other reason prohibited by law."

Article 5 - Employee Representation Shop Steward

No change

Article 6 - Visitation

- "Upon hire one day per month in accordance with NJSA 11A:6-3";
- "Beginning Year 2 up to four years of service..."
- "Beginning Five years..."
- "Beginning Ten Years..."
- "Beginning Seventeen Years..."
- "Beginning Twenty Years..."

Article 16 – Sick Leave

Incorporate City Adopted Policy:

Employees absent on sick leave for three or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required. After the sixth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the City may require an employee to be examined by a physician designated by the City to verify fitness to return to normal duties. An employee will not be permitted to return to work until verification is received. An employee who takes sick time a day before or after a holiday shall provide a sick not from their physician for that sick day.

Days as outlined above is enforced as 6 days, not incidents.

C - delete.

- F. Change \$250 to \$300 for zero days used January 1st through June 30th.
Change \$350 to \$400 for zero days used July 1st through December 31st.

Article 17 – Injury Leave

No change.

Article 18 – Maternity – Leave

A. – Add "and in accordance with FMLA and NJ FLA"

C. – revise "at the same rate" as when the leave commenced. (There are no steps)

Article 19 – Jury Duty

B. Revise to read "shall be paid his regular rate of pay"

Article 20 – Bereavement Leave

No change

Article 21 – Leave of Absence

