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AGREEMENT BETWEEN  
THE CITY OF ELIZABETH  
AND  
POLICEMEN'S BENEVOLENT ASSOCIATION  
ELIZABETH LOCAL NO. 4

JULY 1, 2018 – JUNE 30, 2022

Prepared by:

LUM, DRASCO & POSITAN LLC  
103 Eisenhower Parkway  
Roseland, New Jersey 072068  
(973)403-9000  
Special Labor Counsel  
City of Elizabeth

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METS SCHIRO & MCGOVERN, LLP  
555 Highway One South, Suite 320  
Iselin, New Jersey 08830  
(732)636-0040  
Counsel for PBA Local 4

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between THE CITY OF ELIZABETH, NEW JERSEY (hereinafter referred to as the "City" and POLICEMEN'S BENEVOLENT ASSOCIATION, Elizabeth Local No. 4, Branch of the New Jersey State Policemen's Benevolent Association (hereinafter referred to as the "PBA Local # 4" or the "Association").

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ARTICLE IRECOGNITION

1. The City hereby recognizes the Policemen's Benevolent Association, Elizabeth Local 4, as the executive and sole representative for collective negotiations concerning salaries, hours, and other terms and conditions of employment for all fulltime Police Officers employed by the City of Elizabeth, but excluding the Directors, Chief, Deputy Chiefs, Captains, Lieutenants, Sergeants, Parking Violations Officers, School Crossing Guards, Police Matrons, and all "civilian" personnel, such as office and clerical employees, electrical repairmen, auto mechanics or employees on assignment from other departments.
2. Unless otherwise indicated, the terms "police officers", "police officer", "detective", "employee", or "employees", when used in this Agreement shall refer to persons represented by the PBA Local 4 in the above-defined unit.

## ARTICLE II

### ASSOCIATION SECURITY

1. Upon the request of the Association, the City shall deduct a representation fee from the wages of each employee who is not a member of the Association.
2. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the unit.
3. The amount of said representation fee shall be certified to the employer by the Association, which amount shall not exceed 85% of the regular membership dues, fees and assessments charged by the Association to its own members.
4. The Association agrees to indemnify and hold the employer harmless against any liability, cause of action or claims of loss whatsoever arising as a result of said deductions.
5. The employer shall remit the amounts deducted to the Treasurer of the Association on a weekly basis.
6. The Association shall establish and maintain at all times, a demand and return system as provided by N.J.S.A. 34: I3A-5 .5(c) and 34: I3A-5.6 (L.1979., c.477, 2(c) and (3)) and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the employer shall immediately cease making such deductions.

ARTICLE IIIASSOCIATION MAINTENANCE OF MEMBERSHIP

1. Employees covered by this Agreement and who are members of the Association at the time of execution shall be members for the duration of this Agreement, and the City will not honor revocations from any employee covered by this provision, except as provided herein.
2. Employees not members of the Association and who desire membership shall confirm their desire to join for the duration of this Agreement by initiating their Association application forms and dues deduction authorization forms.
3. All deductions under this Article shall be subject to revocation by the employees who executed such assignments, upon giving at least thirty (30) days written notice, immediately prior to the expiration date of the Agreement to the PBA Local 4 and the City Comptroller. The City Comptroller and the City Treasurer shall thereafter cease withholding any monies under such assignments.

ARTICLE IVASSOCIATION BUSINESS LEAVE

1. Meetings between representatives of the City and of the PBA Local 4, for the negotiation of terms of the Agreement or the handling of grievances as prescribed herein, shall be scheduled during the non-working time of affected employees, except by mutual agreement between the Director and/or Business Administrator and the PBA Local 4 representative.
2. The Executive Board of the PBA Local 4, comprised of the President, Vice President, Treasurer, Financial Secretary, Sgt. at Arms, Recording Secretary, and State Delegate shall be granted time off from duty, and shall suffer no loss of regular pay for the meetings of the Executive Board and the meetings of the PBA Local 4 when such take place at a time when such officers are scheduled to be on duty, provided that said time off does not adversely impact the operations of the police department. "Meetings" is defined to mean the regular monthly meeting and any emergency meeting, not to exceed three emergency meetings per year. The PBA Local 4 agrees to provide the City within ten (10) days subsequent to the PBA Local 4 election, a list of Executive Board members and delegates. Any revision to said list will be communicated in writing to the Director or Designee.
3. The members of the Executive Board of the PBA Local 4 and/or their designees, not to exceed a total of four, will be granted time off from duty without loss of regular pay to attend conventions of the Association. The extent of the time will be limited to five (5) days per member per calendar year. Application for time off will be made in writing to the Director of Police or his/her designee not less than two (2) weeks in advance. Authorized representatives of the Association shall be granted such additional leave as mandated by applicable New Jersey Statutes.
4. The State Delegate of the PBA Local 4 will be allowed one (1) day leave a month to attend State PBA Local 4 delegate meetings provided said meetings are scheduled. Attendance at all other PBA Local 4 delegate meetings will be at the discretion of the Director, provided application for the leave is made in writing to the Director or his/her designee not less than one (1) week in advance.
5. The PBA Local 4 agrees to use every effort to schedule meetings so as to minimize the number of employees granted time off from duty. It is understood that such time off refers solely to the time period required to attend such meetings.



ARTICLE VASSOCIATION RESPONSIBILITIES AND PRIVILEGES

1. The PBA Local 4 shall have the right to visit the Director, Headquarters, and other police facilities at reasonable hours to conduct PBA Local 4 business. The PBA Local 4 will not abuse this right.
2. The PBA Local 4 shall receive copies of all general orders, rules and regulations, and communications affecting wages, hours, and other terms and conditions of employment for employees covered by this Agreement. Notice shall be furnished to the PBA Local 4 at least forty-eight (48) hours prior to their implementation. Provision of such notice shall not be construed as an admission by the City of an obligation to negotiate with regard to the subject matter of said order, rule, regulation or communication.
3. The PBA Local 4 may use the Department, e-mail, mail or message routing system and Department mailboxes. Such use shall be reasonable. The PBA Local 4 shall pay for its own postage and stationery.
4. The City agrees to provide Room B-12 or a comparable room for use by the PBA Local 4.
5. The City shall provide a copy of the annual statistical report of the Director to the PBA Local 4 as soon as it is available to the City.
6. The right to address police recruits shall be exercised by no labor organization other than the PBA Local No. 4. It is understood and agreed between the parties herein that this provision does not apply to any voluntary employee organization other than a labor organization.
7. A. The President of the Association shall be assigned to a day tour and, except in emergencies, shall be entitled to administer the provisions of this Agreement. The President will report his/her location to the Director of Police.  
  
B. In an absence of the President which exceeds 14 days, the Vice President of the Association or his/her designee shall be assigned to a day tour so that he/she may assume the duties of the President.
8. The PBA Local 4 President and State Delegate shall be granted time off without loss of pay to attend funerals held in the State of New Jersey for all police officers killed in the line of duty. Time off for such funerals outside of the state but within the metropolitan area may be requested. Such requests shall not be unreasonably denied.
9. With the prior approval of the Director, the Special Event Chairperson or their designee (up to two people) may be granted time off without loss of pay to attend those events, provided that such time off does not adversely impact the operations of the police department.

10. With the prior approval of the Director, the Chairperson of the Police Department Blood Bank may be granted time off without loss of pay during the time the Blood Bank is held at Headquarters, provided that such time off does not adversely impact the operations of the Police Department.
11. All requests for time off in Sections Nine (9) and Ten (10) shall be made in writing to the Director within two (2) weeks of the time requested and will be at the discretion of the Director.

ARTICLE VIASSOCIATION NEGOTIATION COMMITTEE

1. Up to two (2) members of the Association Negotiations Committee shall be granted time off from duty and shall suffer no loss of regular pay for meetings between the City and the Association for the purpose of negotiating the terms of an agreement when such meetings take place at a time during which such members are scheduled to be on duty, provided that attendance at said meetings does not adversely impact the operations of the Police Department.
2. Up to two (2) members of the Negotiations Committee shall be granted reasonable time off from normally-assigned duties in order to prepare for scheduled negotiations with the City. The names of the Negotiating Committee shall be given to the Director of Police.

ARTICLE VIIINTENTION TO COMMENCE NEGOTIATIONS

The parties to this Agreement shall commence negotiations for a successor agreement, or in the case of an agreed reopening provision, shall commence negotiations pursuant to such re-opening provision, no later than ninety (90) days prior to the expiration of this Agreement.

## ARTICLE VIII

### GRIEVANCE PROCEDURE AND ARBITRATION

#### 1. Procedure

- Step 1. In the event that any difference or dispute arises between the City and the Association or the employees over the application or interpretation of the terms of this Agreement, an earnest effort shall be made within ten (10) working days after the occurrence of the grievance or employee knowledge thereof, to settle such difference immediately between the aggrieved employee and his/her immediate supervisor for the purpose of resolving the matter informally. For the purpose of this Article, the term "party", "parties", or "party or parties to the Agreement" shall refer to the Association and/or the City.
- Step 2. If no satisfactory agreement is reached, then the grievance shall be reduced to writing and submitted to the employee's commanding officer.
- Step 3. If no satisfactory agreement is reached within three (3) calendar days after Step 2, then a conference will be arranged with the Division Commander and/or Director or Designee.
- Step 4 (a) Should no acceptable agreement be reached within an additional three (3) calendar days, then the matter shall be submitted to the Director, who shall have five (5) days to submit his/her decision. The Director's decision shall be given in writing to the aggrieved employee with a copy to the Association.
- (b) The aggrieved employee has a right to representation by an official of the Association in Steps 1, 2, 3 and 4 above. the parties may, by mutual agreement, waive Steps 1, 2, 3 and 4.
- Step 5. Arbitration.
- (a) Within two (2) weeks of the transmittal of the written answer by the Director, if the grievance is not settled to the satisfaction of both parties, either party to the Agreement, but not the employee, may request that the grievance be submitted to arbitration as hereinafter set forth.
- (b) Either party may submit grievance to P.E.R.C., the New Jersey State Board of Mediation, or the American Arbitration Association requesting that an impartial Arbitrator be appointed in accordance with their rules and regulations.
- (c) The Arbitrator shall have the authority to hear the dispute and issue an award which shall be binding on both parties and the grievant. The Arbitrator shall have no right to vary or modify the terms and conditions of the Agreement and shall decide the dispute within thirty (30) days after the hearing has been closed. The expense of arbitration shall be borne equally by both

parties. Only the City or the Association shall have the right to submit a grievance to arbitration.

## 2. General Provisions

Nothing contained herein shall prevent any employee from presenting his/her own grievance and representing himself/herself provided notification of all meetings, steps and grievance answers are given to the Association and a member of the Association is given the opportunity to be present at all steps of the grievance procedure. The employee, however, may not demand arbitration. The steps provided for herein may be waived by mutual agreement of the parties

ARTICLE IXBAN ON STRIKES

1. It is recognized that the prevention of crime, the preservation of law and order and protection of life and property are the responsibility of members of the Police Department, and it is further recognized that the need for continued and uninterrupted operation of the Police Department is of paramount importance to the citizens of the community; therefore, there shall be no interference with such operations.
2. Since adequate procedures have been provided for the equitable settlement of grievances arising out of this Agreement, the parties hereto agree that there shall not be and that the Association, its officers, members, agents, or principals will not engage in, encourage, sanction, or suggest strikes, slowdowns, mass resignations, mass absenteeism, or other suspensions or of interferences with normal work performance.
3. The Director shall have the right to discipline, up to and including discharge, any employee who is in violation of this Article.

ARTICLE XDISCIPLINE AND DISCHARGE

1. It is agreed that nothing herein shall in any way prohibit the Director from discharging or otherwise disciplining any employee, regardless of his/her seniority, for just cause subject to New Jersey Civil Service Commission Rules and Regulations.
2. In the event an employee receives discipline not to exceed five (5) days suspension, the disciplining may be subject to the Grievance and Arbitration provisions herein.



ARTICLE XIRULES AND REGULATIONS

1. The Director may establish and enforce binding rules and regulations in connection with the operation of the Police Department and maintenance of discipline, provided such rules and regulations are not in conflict with the provisions of this Agreement. The PBA Local 4 shall receive copies of all general orders, rules and regulations, and communications affecting wages, hours, and other terms and conditions of employment for employees covered by this Agreement. Notice shall be furnished to the PBA Local 4 at least forty-eight (48) hours prior to their implementation. Provision of such notice shall not be construed as an admission by the City of an obligation to negotiate with regard to the subject matter of said order, rule, regulation or communication. It is understood that application of this Agreement shall not in any way hamper enforcement of the departmental rules and regulations.
2. It is understood that employees shall comply with all rules and regulations of the Department and orders or directives issued by the Director or his/her designee.  
Employees shall promptly and efficiently execute the instructions and orders of superior officers. If an employee or employees believe a rule, regulation, instruction or order of an officer or other superior is unreasonable or unjust, the employee or employees shall comply with the rule, regulation, order or instruction and may later file a grievance which shall be handled in accordance with the Grievance Procedure set forth in Article VIII of this contract.
3. In the event that an employee or employees shall refuse to comply with a rule or regulation or shall refuse to execute promptly and efficiently an instruction or order of a superior officer, appropriate action shall be taken by the superior officer within the framework of department rules and regulations. Any action taken is subject to the right of the employee or employees to file a grievance.

ARTICLE XIIFLEXIBILITY OF ASSIGNMENT

1. Employees, regardless of regular assignment, may be reassigned to perform any duty related to their profession as police officers.
2. An exception can be made where employees are on the medical "limited duty" list and cannot perform a particular duty.
3. Employees who act in a higher title for more than six (6) months shall, after said time, be paid for such work at the higher rate of pay, but the employees' longevity shall be based on his/her pay in his/her permanent position.
4. When a senior employee is assigned to perform the duties of a higher rank after all attempts to hire a Superior Officer have been exhausted, the employee so assigned shall be paid the rate of the first step of the higher rank. To be eligible for such higher rank pay, the employee must perform the duties of said higher rank for the entire tour of duty.

ARTICLE XIIISENIORITY

1. Seniority is defined to mean the accumulated length of continuous service with the Department, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to an absence for bona fide illness or injury certified by a physician not in excess of one (1) year, or for a military leave of absence.
2. Seniority shall be lost, and employment terminated if any of the following occur:
  - (a) Discharge.
  - (b) Resignation.
  - (c) Failure to return promptly upon expiration of authorized leave.
  - (d) Absence of five (5) consecutive working days without leave or notice.
  - (e) Absence for illness or injury for more than one (1) continuous year.

ARTICLE XIVLONGEVITY

1. All full-time, permanent employees of the Police Department covered by this Agreement shall be entitled to longevity pay in accordance with the schedule contained in this Article. Longevity pay shall be applied on the basis of the employee's anniversary date, as follows: If the employee's anniversary date falls between January 1st and June 30th, he/she shall be entitled to adjusted longevity pay retroactive to January 1; if the employee's anniversary date falls between July 1 and December 31, he/she shall be entitled to adjusted longevity pay retroactive to July 1. Longevity pay, in the case of salary increases, will be credited retroactively to the January 1st preceding the execution date of this contract and will accordingly be computed on the new base salary.
2. The scale of longevity pay shall be as follows:

5th year of employment to the completion of 9th year -	2%
10th year of employment to the completion of 14th year -	4%
15th year of employment to the completion of 19th year -	6%
20th year of employment to the completion of 24th year -	8%
25th year of employment and over -	12%

ARTICLE XVWORKWEEK

1. It is agreed that the normal work week for employees performing police department duties shall be Monday through Sunday, for a maximum average total of 40 hours per week.
2. Work schedules shall be at the discretion of the Director. However, the Police Director retains the right to assign any Police Officer to the time and places when and where police officers are most needed.
3. Employees assigned to the Patrol Division will be scheduled on a seniority basis.
4. In non-emergency situations, unless mutually agreed upon by the affected employee, a normal work weeks' notice will be given for any changes in the assigned days or hours to be worked by said employee.
5. On the declaration of an official emergency, as defined by N.J.S.A. 40A:14-133 and N.J.S.A. 40A:14-134, the provisions above shall not apply.
6. The parties agree to a four and four schedule for patrol and four and three schedules for detectives working in an investigative capacity and other special units. The City shall provide the PBA Local 4 with advanced notice of work hour changes. Advance notice shall mean seven (7) calendar days except when such notice is not possible. Upon demand, the Director shall meet and discuss such work hour changes with the PBA Local 4.

ARTICLE XVIEXCHANGE OF WORKING DAYS

An exchange or "swap" of a complete or partial tour of duty with another employee may occur only with the prior approval of the Director or his/her designee. All "swap" requests must be submitted to the Director or his/her designee at least five (5) days prior to the anticipated "swap". Approvals of "swaps" shall not be arbitrarily and capriciously denied. The five (5) day notice may be waived in cases of special need.

ARTICLE XVIISICK LEAVE

1. The present sick leave plan pertaining to non-occupational injuries and illness shall continue in effect for the duration of the Agreement and is as follows: The City may provide for granting leaves of absence with pay not exceeding one (1) year, to members and officers of its Police Department and force who shall be injured, ill or disabled from any cause, provided that the examining physician appointed by the City shall certify to such injury, illness or disability.
2. Attendance Incentive: Effective July 1, 2018, Any Local 4 member who does not use a sick day for an entire calendar year will receive a one-time payment of \$1,500.00 by April 1 of the following year. In accordance with this provision's requirements, any employee who does not use a sick day in two consecutive years shall receive an additional increase of \$1,000 for a total of \$2,500. For year 2018, the payout will be 1,000.

ARTICLE XVIIIINJURY LEAVE

1. Whenever an employee shall be injured, ill or disabled from any cause, except in connection with outside employment, so as to be physically unfit for duty during the period of such disability, the City may grant a leave of absence with pay up to a maximum of one (1) year commencing from date of such injury, illness or disability.
2. Any payment from temporary disability insurance or Worker's Compensation insurance received by the Employee shall be credited towards the pay referred to in Paragraph 1 of this Article.
3. Injury, illness or disability must be evidenced by a certificate of a physician designated by the Department to examine the employee.
4. Whenever a civil suit is instituted in connection with his/her employment, the employee must notify the Director immediately upon institution of suit.



ARTICLE XIXLEAVE WITHOUT PAY

1. Any covered employee desiring leave without pay for personal reasons, up to a maximum period of ninety (90) days, shall make a request in writing to the Director not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reason for the leave and time requested. Leaves may be granted or denied at the discretion of the Director. Extensions of such leaves may be granted provided that the employee requests the Director to grant an extension. Said requests must be made at least two (2) weeks prior to the date on which the initial leave or subsequent leaves would terminate. Falsification of the reason for leave or failure to return promptly at the expiration of a leave shall be considered reason for summary discharge. Leaves shall be granted or denied in writing. At the request of the Director, returning employees may be required to undergo a physical examination by the Department physician prior to reinstatement.
2. An absence of an employee from duty, including an absence for a single day or part of a day, except as provided by the terms of this Agreement, which is not authorized by a specific grant of leave of absence under this provision, shall be deemed to be an absence without leave. Any employee who absents himself for five (5) consecutive working days without authorized leave shall be deemed to have resigned, unless such absence is held justifiable by the Director, subject to the Grievance Procedure.
3. Childbirth leave without pay for a period of not more than one (1) year may be granted to any employee for the birth or adoption of a child. The provision shall be interpreted in accordance with the Civil Rights Act of 1964, as amended. The City also agrees to comply with the New Jersey and Federal Family Leave Laws.
4. During a leave of absence without pay, an employee does not accrue vacation time or holidays.

ARTICLE XXMILITARY LEAVE

P.B.A. Local 4 unit members shall receive military leave in accordance with State and Federal law

ARTICLE XXIFUNERAL LEAVE

1. Leave with pay, not to exceed five (5) days, shall be granted to an employee in the event of the death of the employee's current spouse, domestic/civil union partner, children, step or foster children, brothers, sisters, parents of an employee, and any dependents other than those previously identified residing in the employee's household. For purposes of this provision, a "dependent" is any individual whom the employee may claim as a dependent for federal income tax purposes.
2. Leave with pay, not to exceed three (3) days, shall be granted to an employee in the event of a death of the employee's current parents-in-law, current brothers-in-law, current sisters-in-law, or grandparents of employee or current spouse.
3. One (1) working day of Funeral Leave shall be allowed in the event of a death of a blood-related aunt or uncle.
4. Special cases will be referred to the Director.
5. Leave with pay as provided for in this section is intended to be used for the purpose of grieving, handling necessary arrangements, and attending the funeral of the deceased member of the immediate family and shall not be accumulated. If the employee does not attend the funeral of the deceased, pay allowance (as provided in this section) will not be allowed.

ARTICLE XXIIOVERTIME

1. Whenever an employee works in excess of his/her regularly-assigned work week or work schedule, in addition to any other benefits to which he/she may be entitled, he/she shall receive overtime pay for such work at one and one-half times the base hourly rate which he/she receives for his/her regularly-assigned duty in accordance with the City ordinance. In the event of an official emergency, overtime will be compulsory.
2. Whenever overtime work is required, such work shall be offered to all employees on a revolving seniority list maintained by the City and provided to the PBA Local 4. Such work shall not be offered to employees on "limited duty" for medical reasons but shall otherwise be offered in rotation by seniority on a non-discriminatory and as equal a basis as possible. For this balancing purpose only, the refusal of an offer of overtime shall be deemed an acceptance.
3. Payment for overtime work shall be made in the week following the week in which the overtime work was performed.
4. When an employee has completed his/her tour of duty, is excused from duty, but later is recalled to his/her official police duties, the employee shall be guaranteed a minimum two (2) hours pay at time and one-half (the equivalent of three hours pay at straight time). This provision shall not apply to court appearances in civil actions.
5. Off-duty police action shall be compensated in accordance with the Agreement from the commencement of the employee's involvement in the incident while in the City of Elizabeth.

## ARTICLE XXIII

### HOLIDAYS

1. An employee not required to work shall nevertheless receive wages based upon their regularly scheduled work day. As such, an officer working an eight (8) hour day shall receive eight (8) hours pay, an officer working a ten (10) hour day shall receive ten (10) hours pay, an officer working an eleven (11) hour day shall receive eleven (11) hours pay, etc. for the following holidays:
  - New Year's Day
  - Martin Luther King, Jr.'s Birthday Lincoln's Birthday
  - Washington's Birthday Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Columbus Day
  - Election Day
  - Veteran's Day
  - Thanksgiving
  - Friday after Thanksgiving Christmas
  - One floating holiday
  
2. In the interest of efficient operation, employees may be released, even though scheduled to work on the holidays, or the day celebrated as the holiday, provided that an employee shall be required to take time off only if he/she has in excess of ten (10) days due him/her.
  
3. In order to be eligible for participation in the Holiday Sell Back Program at the end of each year, the PBA Local 4 unit member must retain a bank of five (5) days for the remainder of the calendar year. When eligible PBA Local 4 unit members work on any of the above holidays, or if the holiday falls within the employee's vacation period, he/she is credited with a day of time off, to be awarded at a future date to be determined by his/her commanding officer. Holiday time shall be credited by mutual agreement of the employee and his/her commanding officer. Eligible Employees earning holiday time off under Section 1 of this Article, may cash in up to fourteen (14) days of holiday time. Employees may sell back up to a maximum of seven (7) days in the first pay period in July and the remaining days, not to exceed 14, in December of the same year. The hours cashed out shall be deducted from the employee's holiday time allotment. An employee seeking to cash out holiday time or vacation time under this Section must submit a written request to the Director or his designee no later than June 1st for the July days and September 1st for the December days.

4. Upon retirement a member will be able to receive a payment for accumulated unused holiday and comp time for an amount up to thirty-six-thousand dollars (\$36,000.00) in two annual payments of eighteen thousand (\$18,000.00) each. The member will go out on terminal leave for any time accumulated over the amount of thirty-six thousand dollars (\$36,000.00) and will notify the Police Director of their intent to retire as early as possible to allow for staffing adjustments should they be necessary.
5. Extra holidays declared to be such by the President, Governor or Mayor shall be granted to employees as additional time off.

## ARTICLE XXIV

### VACATION

1. Employees covered by this Agreement shall be entitled to vacation leave with pay according to the following schedule:  
  
 Less than one (1) year of continuous service - one (1) day per month of service prior to January 1st of each year;  
  
 One (1) year to completion of five (5) years of continuous service - fifteen (15) working days;  
  
 Six (6) years to completion of fifteen (15) years of continuous service - twenty (20) working days;  
  
 Sixteen (16) years of continuous service and over - twenty-five (25) working days.
2. Upon attaining twenty (20) years of continuous service with the City, the employee shall receive five (5) extra vacation days for that anniversary year only and an additional vacation day upon *commencement* of twenty (20) years of service, which shall be provided from year to year.
3. In computing vacation eligibility, the employee must have completed his/her 1st, 5th and 15th years of continuous service as of January 1st, the starting date of the vacation period.
4. Vacation time may be used in the year it has been earned; however, any unused vacation may be carried forward into the next succeeding year only. Should circumstances warrant, this provision may be waived by the Business Administrator and the Police Director.
5. The vacation period shall be from the 1st day of January through the 31st day of December of the following year.
6. Vacations will coincide with the work schedules of the "A & B" Platoons (no longer beginning on Monday). Vacation selection shall be made in accordance with each officer's seniority compared to others in his/her shift. Each officer will take ~~at~~ four consecutive day prime time vacation pick before making his/her additional vacation picks. Every officer will get at least one prime time vacation pick so long as the Department's efficiency is not jeopardized. The prime-time vacation pick periods are from Memorial Day to Labor Day and the weeks that include Thanksgiving, Christmas and New Year's Day. The prime-time vacation pick period has been amended to approximate as closely as possible the vacation recess of the children in the Elizabeth School system.

No more than 10% of each shift shall be permitted to utilize vacation time at the same time unless specifically authorized by the Police Director in writing. For instance, if there are thirty (30) officers on a shift, no more than three (3) officers shall be permitted to utilize vacation time at the same time.

This Section modifies General Order No. 126 issued 2/26/98.

7. Any employee of the Department covered by this Agreement, who is entitled to vacation leave at the time of retirement, shall receive the earned vacation which has not been taken, effective thirty (30) days prior to the day of retirement. It is understood and agreed that the retiring employee must give sufficient notice of retirement to enable him/her to use up accrued time off, or such time will be forfeited. In the event that an employee is entitled to vacation leave at the time of his/her death, his/her widow(er) or his/her estate, shall receive the earned vacation pay on the same basis as an employee who is retiring.
8. The widow(er) or estate shall also receive earned pay for any accrued time that is owed to the employee as a result of accumulated, non-compensatory overtime.



ARTICLE XXVINSURANCE

1. All employees covered by this Agreement and eligible members of their families shall be entitled to full coverage of Blue Cross and Blue Shield hospitalization plans, including Rider "J" of the New Jersey Blue Cross and Major Medical Insurance. Active employees will contribute towards the premium as set forth in subsection 10, below.
2. The City acknowledges that the rules and regulations of the State Health Benefits Commission established that Chapters 88, P.L. 1974:
  - (a) Applies to all eligible present and future pensioners of the employer and their dependents;
  - (b) Continues as long as the State is paying the cost of its eligible pensioners and their dependents in accordance with the provisions of Chapter 75, Public Laws of 1972.
  - (c) Provides for local employer reimbursement of Federal Medicare premiums for eligible pensioners and/or their spouses, as well as the payment of health premiums required by the program, on a basis comparable to the reimbursement made by the State to its eligible pensioners and their spouses in accordance with the provisions of Chapter 75, Public Laws of 1972.
  - (d) Requires the local employer to pay the full cost of such premiums and Medicare charges.
3. For those employees who are members of a State or locally-administered retirement system, the City hereby agrees to pay the premium or periodic charges for the benefits provided to all eligible retired employees and their dependents covered under the program including survivors, if such employees retired from a State or locally-administered retirement system effective after the date the employer adopted the State Health Benefits Program on a benefit based on a twenty-five (25) years or more of service credited in such retirement system and also to reimburse such retired employees for their premium charges under Part B of the Federal Medicare Program covering the retired employees and their spouses in accordance with the regulations of the State Health Benefits Commission.
4. All employees covered by this Agreement and eligible members of their families will be covered by a Prescription Drug Plan. The premiums will be paid by the City.

Effective January 1, 2019, employees shall pay a prescription co-pay according to the following:

Retail (30-day supply)

Generic mandated unless there is no generic equivalent with the following co-pay:

Generic co-pay \$ 3.00

Brand name \$ 10.00

Mandated Mail Order Maintenance Drugs (90-day Supply) Mail

order co-pay \$ 0.00 for generic

NOTE: Communication from the physician, written or verbal, must be submitted stating that the generic is not acceptable. In the event that a brand name drug is specifically prescribed by the physician, the co-pay shall be the generic co-pay rate.

5. All employees covered by this Agreement and eligible members of their families will be covered by a dental plan. The premiums will be paid by the City.
6. Employees will be entitled to coverage under the City's vision care program.
7. Any proposed change in the insurance program(s) sought or initiated by the City shall have as the condition precedent a sixty (60) day notice period given to the PBA Local 4. At the time of the initial notice of the intended change, the City shall supply the PBA Local 4 with full details of the proposed change including, but not limited to, the full insurance plan document and all materials necessary to fully evaluate the program. This provision shall not apply to proposed changes sought or initiated by the insurance carrier; in which case, the City shall provide notice to the PBA Local 4 as soon as possible.
8. In the event that there are legislative changes covering health benefits during the contract period for which the City may give notice of re-opener for health benefits, then the PBA Local 4 shall have the right to re-open the salary increases (percentages) for the remaining years of the contract.

9. The City shall comply with all requirements set forth in the New Jersey Worker's Compensation Statute, N.J.S.A. 34:15-1, et seq., regarding medical treatment for on-the- job injuries. (Refer also to Article XVIII, Injury Leave).
10. The City shall freeze the amount of the employee's health care contribution rate at the PBA Local 4 unit member's current rate as of July 1, 2018. This contribution will change only if the member's status (i.e. single, married, children, family) changes.
11. All other insurance benefits presently in effect shall be maintained throughout the period of this Agreement.

## ARTICLE XXVI

### INSURANCE AND LEGAL REPRESENTATION

1. The City and the PBA Local 4 agree to be bound by the mandatory provisions of N.J.S.A. 40A:14-155, which reads as follows:

Whenever a member or officer of a municipal police department or force is a defendant in any action or legal proceeding arising out of and directly related to the lawful exercise of police powers in furtherance of his official duties, the governing body of the municipality shall provide said member or officer with necessary means for the defense of such action or proceeding, but not for his defense in a disciplinary proceeding instituted against him by the municipality or in a criminal proceeding instituted as a result of the complaint on behalf of the municipality. If any such disciplinary or criminal proceeding instituted by or on behalf of the complaint of the municipality shall be dismissed or finally determined in favor of the member or officer, he/she shall be reimbursed for the expense of his defense.

2. ACTIONS:

- A. The City agrees to continue in full force and effect insurance coverage now provided by the City to benefit and cover employees, provided said coverage is available to the City.
- B. The City agrees to provide employees with the necessary means for the defense of any action or legal proceeding, civil or criminal in nature, arising out of and directly relating to the lawful exercise of police powers in furtherance of his official duties. The City and President of the PBA Local 4 will agree on the legal counsel retained for the members of the bargaining unit. "Necessary means for the defense of any action or legal proceeding" within the context of this subparagraph 2.b of Article XXVII of this contract shall mean, an outside attorney who, when selected, would owe exclusive allegiance to the member of the bargaining unit covered by this Agreement, free from municipal control, or, the services of an attorney of the employee's choosing, provided that said attorney and the City agree in advance as to the services to be rendered by said attorney and the costs thereof. Nothing herein shall preclude the member of the bargaining unit covered by this Agreement from retaining any attorney of his/her own selection to defend him/her against any action or legal proceeding arising out of and directly related to the lawful exercise of police powers in furtherance of his/her official police duties, but absent advance agreement between said attorney and the City, as to services to be rendered by said attorney and the costs thereof, said costs shall not be the responsibility of the City. In the event that a money judgment is rendered against a member of the bargaining unit covered by this Agreement as the result of the institution of any action or legal proceeding arising out of and directly related to the lawful exercise of police powers in furtherance of his/her official duty, the City agrees to indemnify said member against judgment provided, however, that such indemnification shall be limited to a compensatory damage award and shall not include a punitive damage award.

- C. In the event of the award of a judgment against a member of the bargaining unit covered by this Agreement for punitive or exemplary damages, subject to the provisions of the preceding paragraph, the member may, through the PBA Local 4, petition the City Council of the City for indemnification for the payment of such punitive or exemplary damage judgment. The decision of City Council on the petition shall be final and non-appealable to any other forum. At such hearing on such petition, the PBA Local 4 shall be entitled to present to City Council any information in support of his/her unit member's position that would justify payment of such punitive or exemplary damage judgment by the City.
  - D. All insurance policies ensuring members of the bargaining unit covered by this Agreement are public records on file with the City Clerk and are subject to examination during normal business hours.
  - E. To the extent that the provisions of the above clause are altered by a decision or decisions of the New Jersey Supreme Court after the effective date of this contract, said decision or decisions shall govern the practice between the parties with regard to legal representation covered by this clause.
3. Criminal, Quasi-Criminal and Disciplinary Action Commenced by the City.
- A. The City is not required to and will not provide a member of the bargaining unit covered by this Agreement with the necessary means for the defense of any disciplinary proceeding instituted against the member by the City.
  - B. The City is not required to and will not provide a member of the bargaining unit covered by this Agreement with the necessary means for the defense of any criminal or quasi-criminal proceeding instituted against that member as a result of a complaint on behalf of the City.
  - C. Notwithstanding anything herein above contained to the contrary in Subparagraphs A and B of Paragraph 3 of this Article, in the event that any disciplinary proceeding against the member of the bargaining unit covered by the Agreement, by the City as contemplated within Subparagraph B of Paragraph 3 of this Article, is dismissed or finally determined in favor of that member, she/she shall be reimbursed for the expense of his/her defense.
4. This Article shall be interpreted in accordance with all applicable laws, and with all legal and ethical requirements concerning the provision of legal representation.

ARTICLE XXVIIEMPLOYEE'S RIGHTS DURING DEPARTMENTAL INVESTIGATIONS

1. During the course of their employment, members of the Police Department exercise a portion of the police powers of the City.
2. Inasmuch as police powers and duties involve interaction with the public, it is possible that complaints and questions about an officer's action may arise. A complaint or question may result in an internal investigation. An investigation will be conducted in an impartial and fair manner.
3. All complaints must be professionally, objectively and expeditiously investigated in order to insure a proper and just disposition.
4. Any officer who is the subject of an investigation will be notified immediately.
5. An officer who is the subject of any investigation will retain his or her constitutional rights as interpreted by the United States Supreme Court.
6. No officer will be required to submit to a polygraph test.
7. A police officer may be required to answer questions related to an investigation to the extent that those answers do not conflict with the officer's constitutional right against self-incrimination. Any questions asked must be narrowly and directly related to the performance of the officer's duties and the ongoing investigation. The officer's right against self-incrimination does not include the right to refuse to answer on the grounds that the officer's answer may reveal a violation of a department policy, rule, or regulation that is not a criminal offense.
8. In a situation where the officer utilizes deadly force, a police officer will be provided a forty-eight (48) hour delay before being interviewed with respect to any internal affairs investigation. An officer, however, will be required to provide any necessary information for law enforcement purposes.
9. A police officer must, when so ordered, submit a report detailing his understanding and knowledge of the relevant facts surrounding the investigation. Failure to do so shall be considered an act of insubordination.
10. An officer has the right to have a PBA Local 4 representative or a personal representative present during any questioning and when preparing reports in connection with an investigation under this Article after the investigation has commenced.
11. Any questioning must be conducted in an orderly, non-threatening manner and must be of reasonable duration. The questioning shall be reasonable in length and shall include reasonable respites. Time shall also be provided for personal necessities, meals, telephone calls, and rest periods as are reasonably necessary.
12. The employee shall be informed of the nature of the investigation before any interrogation commences. Sufficient information to reasonably apprise the member of the Department of the allegations will be

provided. If it is known that the member of the department is being interrogated as a witness only, he/she will be so informed at the initial contact.

13. Procedures shall be developed to limit the distribution of an employee's home address and telephone number.

ARTICLE XXVIIINON-DISCRIMINATION

1. The provisions of this Agreement shall be applied equally to all Employees without discrimination as to age, sex, marital status, race, color, creed, national origin, sexual orientation, perceived sexual orientation, disability, perceived disability, affectation or political affiliation.
2. There shall be no discrimination, interference, restraint or coercion by the City or any of its representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Association or because of any lawful activities by such employees on behalf of the Association. The Association, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement who are not members of the Association.



ARTICLE XXIXRETENTION OF CIVIL RIGHTS

Employees shall retain all civil rights under New Jersey State law and federal laws, consistent with their authorities and responsibilities as Police Officers, provided, however, this provision shall not be deemed to limit or modify the civil rights of such employees as private citizens.

ARTICLE XXXPERSONNEL FILES

1. The City agrees to permit each employee full inspection and examination of his/her personnel file at least once during each calendar year upon written request by the employee. The inspection shall take place during the employee's off-duty hours and in a private location by the employer at reasonable hours during the day. The employer may require that such inspection and examination take place in the presence of the Director or his/her Designee, and the employee may, at his/her option, have a third party present during such inspection. Written requests for photocopies of documents in personnel files shall be submitted to the Personnel Commander and shall be honored by the City. The Director reserves the right to impose confidentiality requirements on certain documents.
2. In no circumstances shall the employee remove or destroy any documents from the file.
3. An employee may file a written comment concerning any document in his/her file within fourteen (14) calendar days after his/her inspection of the file.
4. In the event charges are preferred against an officer, such officer or his/her counsel or, at the appointment of the officer, a representative of the PBA Local 4, may have access to the contents of the file of the officer against whom charges are pending in order that said officer may properly prepare his/her defense to such charges even if this access exceeds the once yearly inspection described in Paragraph 1 of this Article.
5. Prior to this entry of any critical or negative evaluation in the personnel file, the officer shall be notified of the proposed entry.
6. The contents of the personnel file shall be confidential.
7. Although the City agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection without the employee's full knowledge.

ARTICLE XXXICLOTHING ALLOWANCE

1. Employees shall be responsible for proper maintenance of all clothing purchased. Clothing shall not be used by the employees except during performance of assigned departmental duties. Upon inspection of his/her commanding officer, if an employee's clothing or equipment is judged to be in need of replacement, he/she shall be obligated to replace it.
2. There shall be no change in uniform or uniform specifications during the contract period unless the City and the PBA Local 4 agree to the change in writing, with the initial cost to be borne by the City.
3. The PBA Local 4 and its unit members agree that no future request or proposal shall be made for a stand-alone benefit related to the cost for clothing, uniforms and/or equipment.

## ARTICLE XXXII

### EDUCATION

#### 1. Tuition Reimbursement

- A. Employees enrolled for an associate's or a bachelor's degree program as a matriculated student in a government/employment related discipline shall be reimbursed as set forth below for the cost of tuition or part thereof at the State College rate when approved in advance, in writing by the Business Administrator. Such approval will not be unreasonably withheld. Whatever funds are designated and available to reimburse employees for the expense of taking college courses shall be allocated to such employees by the Business Administrator after consultation and agreement with the PBA Local 4.
- B. Reimbursement will be as follows:
  - (a) any grade of B or better- 100% of State College rate.
  - (b) any grade of C -75% of State College rate.
  - (c) a grade less than a C- 0%.
- C. Every effort will be made to adjust an employee's schedule when necessary so that he/she may take advantage of available college courses.
- D. The taking of any such courses shall be on a voluntary basis only. Reimbursement shall be forfeited if the course requirements are not satisfactorily and fully completed.

#### 2. Criminal Justice & Homeland Security Degree Stipend:

- A. Employees shall receive the following pensionable base increases for having or obtaining an associate's degree, bachelor's degree or master's degree from an accredited college or university for degrees earned in Criminal Justice or Homeland Security only. Eligibility for this provision shall be determined by the Business Administrator.

- B. If the City pays for any portion of the eligible employee's tuition, the stipend will be:

Associate's Degree	1% of <u>pensionable base salary</u>
Bachelor's Degree	2% of <u>pensionable base salary</u>
Master's Degree	3% of <u>pensionable base salary</u>

- C. If the City has not paid for any portion of the employee's tuition and the employee paid the cost of tuition out of pocket and without the benefit of a scholarship or other financial aid, the amount of the increase will be:

Associate's Degree	2% of <u>pensionable base salary</u>
Bachelor's Degree	4% of <u>pensionable base salary</u>
Master's Degree	6% of <u>pensionable base salary</u>

ARTICLE XXXIIIBULLETIN BOARDS

The Association shall have the use of an enclosed and locked bulletin board in Police Headquarters for the posting of notices relating to meetings and official business of the PBA Local 4, only.

ARTICLE XXXIVDEFECTIVE VEHICLES

- A. It shall be the responsibility of each Police Officer to immediately report any defective vehicle to his immediate supervisor.
- B. In the event appropriate City authorities determine that a vehicle is in an unsafe condition, said vehicle shall be removed from service and repaired.

ARTICLE XXXV

WAGES

Annual salaries for covered employees shall be paid pursuant to the following itemization:

POLICE OFFICERS

4year contract 7-01-18 through 6-30-22

		(7-01-2018)	(7-01-2019)	(7-01-2020)	(7-01-2021)
		(2% increase)	(2% increase)	(2% increase)	(2% increase)
1	1 <sup>st</sup> 6 months of employment	42,664	43,517	44,387	45,275
2	2 <sup>nd</sup> 6 months of employment	46,397	47,325	48,272	49,237
3	2 <sup>nd</sup> year of employment	56,262	57,387	58,535	59,706
4	3 <sup>rd</sup> year of employment	64,796	66,092	67,414	68,762
5	4 <sup>th</sup> year of employment	73,328	74,795	76,291	77,817
6	5 <sup>th</sup> year of employment	81,861	83,498	85,168	86,871
7	6 <sup>th</sup> year of employment	90,393	92,201	94,045	95,926
8	7 <sup>th</sup> year of employment	98,922	100,900	102,918	104,976

ARTICLE XXXVIDETECTIVE

- A. In addition to the annual salaries set forth in Article XXXV, employees assigned as Detectives shall receive additional pensionable base pay compensation in accordance with the following schedule:

Detective – Effective July 1, 2018, the Detective Stipend shall be increased from \$3,500.00 to \$3,750.00 per year.

- B. A Detective shall be assigned a gold badge.
- C. In the event the City seeks to relieve a Police Officer of his or her Detective salary and/or badge, the Police Officer may file a grievance thereon.



ARTICLE XXXVIIMISCELLANEOUS

- A. Effective July 1, 2018, the Firearms Instructor/Armorer will receive additional compensation of \$3,750.00 per year which shall be included in his/her base salary and be pensionable.
- B. Any officer with more than seven (7) years of experience with the City of Elizabeth Police Department as of July 1, 2018 will receive an annual stipend of \$2,900.00 for working the "night shift". Effective July 1, 2018, any officer with more than seven (7) years' experience with the City of Elizabeth shall receive and a stipend of \$1,750.00 for working the "power shift". Stipends for the aforementioned shifts shall be paid in the first pay date in December, provided the employee has to work a minimum of ten (10) months in the calendar year on that shift to be eligible for the stipend. If a member is on vacation, using a holiday or injured on duty, their absence from work will not affect their eligibility for this stipend.
- C. Members of the Department shall be allowed one forty-five (45) minute meal period per tour of duty.
- D. Up to twenty (20) officers assigned to the Detective Bureau or Juvenile Bureau shall be authorized to take home a City vehicle as part of the compensation for being in on call status. Said vehicle shall only be used for transportation to and from work and during the course of related police functions.
- E. The City shall provide each officer with uniform and hat badges, I.D. and I.D. holders, service weapons and holster, weapon magazines and holders, PR24 and PR24 holders, pepper spray and pepper spray holders, and bulletproof vests. The City shall replace the vest periodically as per manufacturer's requirements or as necessary due to reasonable wear and tear.
- F. The City shall annually provide a uniform to each member of the motorcycle unit. The Uniform shall include boots, one winter and one spring weight jacket, gloves, helmet, protective eyewear, pants and rain gear. Payment for this gear shall be by voucher.
- G. Effective July 1, 2018 each unit member of PBA Local 4 shall receive a first responder's stipend of Eight Hundred Dollars (\$800.00) included in the unit member's pensionable base salary.

ARTICLE XXXVIIISEVERABILITY CLAUSE

In the event that any Article or portion of this Agreement is declared invalid by any court of competent jurisdiction, or is invalidated by the judicial determination of any court of competent jurisdiction, said Article or portion of this Agreement shall have no force or effect. However, the invalidity of any Article or portion of this Agreement shall not affect the validity of any remaining Articles or portions of this Agreement, same remaining in full force and effect for the duration of this contract. If a provision of this contract is deemed invalid, then the parties shall meet within a reasonable time to negotiate a provision to replace the provision declared invalid.

ARTICLE XXXIXMAINTENANCE OF STANDARDS

All benefits and other terms and conditions of employment which are beneficial to employees shall be maintained at the highest standards existing on the date of commencement of collective negotiations leading to the execution of this Agreement.

ARTICLE XLEMBODIMENT OF AGREEMENT

This document constitutes the sole and complete agreement between the parties and embodies all the terms and conditions governing the employment of employees. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is or may be subject to collective negotiations.

ARTICLEXLIAPPROPRIATION OF FUNDS

All wages and other financial benefits accruing to employees covered by this Agreement shall be specifically subject to the appropriation of adequate and necessary funds therefore by the Elizabeth City Council in its annual municipal budget or as otherwise allowed by law.

ARTICLE XLIIMANAGEMENT RESPONSIBILITY

1. It is recognized that the management of the Police Department, the control of its properties and the maintenance of order and efficiency are the sole responsibilities of the City. Accordingly, the City, through its Police Department, retains the following rights, except as specifically provided to the contrary in this Agreement including, but not limited to, selection and direction of the forces; to hire, suspend or discharge for cause; to make reasonable and binding rules which shall not be inconsistent with this Agreement, to assign, promote, demote or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work, as provided for in N.J.S.A. 40A:14-143 and the Civil Service Statutes and Rules, or for other legitimate reasons to decide on the number and location of facilities, to determine the work to be performed, amount of supervision necessary, equipment, methods, schedules, together with the selection, procurement, designing, engineering and the control of equipment and materials, and to purchase services of others by contract or otherwise.
2. City-wide benefits granted during the life of this Agreement will include employees covered by this contract.

ARTICLE XLIIITERM OF AGREEMENT

This Agreement shall be in full force and effect from July 1, 2018 through June 30, 2022. If either party wishes to terminate, amend or otherwise modify the terms and conditions set forth herein at the time of expiration, that party must notify the other party in writing not less than ninety (90) days prior to such expiration date.

CITY OF ELIZABETH

ELIZABETH POLICEMEN'S  
BENEVOLENT ASSOCIATION  
ELIZABETH LOCAL NO. 4  
ELIZABETH LOCAL NO. 4

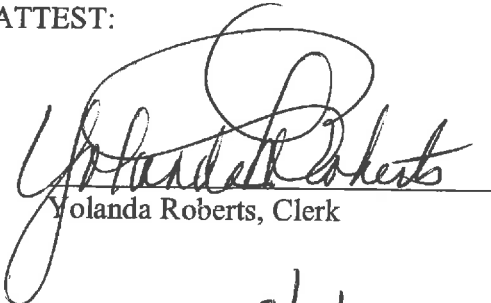
By: 

J. Christian Bollwage, Mayor

By: 

Orlando Barros, President

ATTEST:

  
Yolanda Roberts, Clerk
Date: 8/2/2019

ATTEST:

  
Roger Alves, Vice President
Date: 8/2/19

CITY OF ELIZABETH
APPROVED AS TO FORM
PHYSICAL CONDITIONS
TERMS & CONDITIONS
DESCRIPTION