

**COLLECTIVE BARGAINING**

**AGREEMENT**

Between

Township of Montclair  
Essex County

and the

Communications Workers of America  
AFL-CIO  
Local 1040

**Non-Supervisory Bargaining Unit**

**JANUARY 1, 2020 THROUGH DECEMBER 31, 2026**

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## TABLE OF CONTENTS

TITLE		PAGE NO.
	PREAMBLE	1
ARTICLE 1	RECOGNITION	2
ARTICLE 2	DUES AND REPRESENTATION FEE CHECK OFF	3
ARTICLE 3	MANAGEMENT RIGHTS	4
ARTICLE 4	UNION RIGHTS	5
ARTICLE 5	GRIEVANCE PROCEDURE	6
ARTICLE 6	DISCIPLINE FOR CAUSE	9
ARTICLE 7	SENIORITY	10
ARTICLE 8	NON-DISCRIMINATION	10
ARTICLE 9	LABOR/MANAGEMENT MEETINGS	11
ARTICLE 10	EMPLOYMENT OPPORTUNITY POSTINGS	11
ARTICLE 11	HEALTH AND SAFETY	11
ARTICLE 12	COMPENSATION AND WAGES	12
ARTICLE 13	LONGEVITY PAY	13
ARTICLE 14	RETIREMENT AND PENSION	14
ARTICLE 15	HOURS OF WORK	14
ARTICLE 16	LAYOFF AND RECALL	15
ARTICLE 17	ACCESS TO PERSONNEL FILE	15

<b>ARTICLE 18</b>	<b>HOLIDAYS</b>	<b>15</b>
<b>ARTICLE 19</b>	<b>VACATION LEAVE WITH PAY</b>	<b>16</b>
<b>ARTICLE 20</b>	<b>SICK LEAVE</b>	<b>16</b>
<b>ARTICLE 21</b>	<b>PERSONAL LEAVE</b>	<b>17</b>
<b>ARTICLE 22</b>	<b>BEREAVEMENT LEAVE</b>	<b>17</b>
<b>ARTICLE 23</b>	<b>LEAVES OF ABSENCE</b>	<b>17</b>
<b>ARTICLE 24</b>	<b>TRAVEL ALLOWANCE</b>	<b>18</b>
<b>ARTICLE 25</b>	<b>HEALTH BENEFITS AND INSURANCE</b>	<b>18</b>
<b>ARTICLE 26</b>	<b>SEPARABILITY AND SAVINGS CLAUSE</b>	<b>19</b>
<b>ARTICLE 27</b>	<b>TRAINING AND EDUCATION</b>	<b>20</b>
<b>ARTICLE 28</b>	<b>PROBATIONARY PERIOD</b>	<b>20</b>
<b>ARTICLE 29</b>	<b>STATE OF EMERGENCY</b>	<b>21</b>
<b>ARTICLE 30</b>	<b>SHOE ALLOWANCE</b>	<b>21</b>
<b>ARTICLE 31</b>	<b>NO STRIKE/NO LOCKOUT</b>	<b>22</b>
<b>ARTICLE 32</b>	<b>FULLY BARGAINED CLAUSE</b>	<b>22</b>
<b>ARTICLE 33</b>	<b>TERM OF AGREEMENT</b>	<b>23</b>

## **PREAMBLE**

This Agreement, entered into by the Township of Montclair (hereinafter referred to as the "Employer") and the Communications Workers of America, AFL-CIO, (hereinafter referred to as the "Union") is the sole agreement between the parties.

The purpose of the Agreement is to promote harmonious relations between the Employer and the Union, and establish an equitable and peaceful procedure for the resolution of differences, establishment of rates of pay, hours of work, and other conditions of employment.

The Employer and the Union agree that the working environment shall be characterized by mutual respect and dignity for all individuals

**ARTICLE 1  
RECOGNITION**

- A. In accordance with certification by the State of New Jersey, Public Employment Relations Commission ("PERC"), Docket Number R0-2003-089, the Employer recognizes the Communications Workers of America, AFL-CIO as the exclusive collective negotiation agent for all regularly employed white-collar non-supervisory, professional and non-professional employees of Montclair Township serving in the following titles:

- Activities Coordinator
- Administrative Assistant
- Assistant to Tax Assessor
- Assistant Township Planner
- Assistant Treasurer
- Chief Water Pumping Station Operator
- Director of Nursing
- Engineering Supervisor
- Environmental & Code Coordinator
- Financial Assistant
- Forester/Arborist
- Junior Engineer
- Operations Supervisor
- Operations Supervisor II
- Planning Technician
- Production Manager - CATV
- Project Administrator
- Registrar of Vital Statistics
- Senior Activities Coordinator
- Senior Accountant
- Shop Supervisor
- Supervising Mechanic
- Supervisor of Administration
- Supervisor of Solid Waste Services
- Supervisor of Water Administration
- Technical Assistant
- Videographer
- Webmaster

- B. All managerial executives, confidential employees, supervisory employees, craft employees, police, casual employees and all other employees of the Employer (including but not limited to those represented in other bargaining units) are excluded from this bargaining unit.
- C. In the event that the Employer decides to create and/or use a new permanent title, that title shall be added to this bargaining unit unless it is

that of a supervisory, managerial, or confidential nature or applicable to another bargaining unit of the Employer. If the Employer creates a new position, prior to filling it, the Employer shall notify the Union of the Employer's views concerning inclusion or exclusion in the negotiation unit and if included in the unit, the salary range that the Employer intends to assign to the position. If the Union disagrees, within two (2) weeks after the Union's receipt of the Employer's notification, the Union may advise of its intent to negotiate. Any dispute as to inclusion or exclusion (i.e., unit composition), if not resolved through face to face negotiations, may be submitted to PERC for disposition pursuant to clarification of unit proceedings. Any dispute as to the salary range to be assigned to the position, if not resolved through face-to-face negotiations, may be submitted to PERC for disposition pursuant to impasse procedures (i.e., mediation and fact-finding).

## **ARTICLE 2 DUES AND REPRESENTATION FEE CHECK OFF**

- A. In accordance with N.J.S.A. 52:14-15.9e, the Employer, upon receipt of a duly executed authorization-assignment form acceptable to the Employer, agrees to deduct from each pay period, the established Union dues. It is further agreed that the Employer shall remit such deductions to the Union prior to the 10th day of the month following the month for which such deduction is made. Dues shall be remitted by the Employer to the Union, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO, 501 Third Street, N.W., Washington, DC 20001-2797 together with a report in computerized format with the following data:

1. Employee Name: Last, First
2. Middle Initial
3. Social Security Number
4. Employee Home Address (Including Zip Code +4)
5. CWA Local Number
6. Work Location
7. Dues Deducted This Reporting Period
8. Gross Weekly Base Wage
9. Full or Part Time Status
10. Gender

A copy of the report listing shall also be sent to the Local President. Dues shall be two (2) hours pay each month based on a forty (40) hour workweek or such other amount as may be certified to the Employer by

the Union at least thirty (30) days prior to the month in which the deduction of Union dues is to be made.

- B. The Employer further agrees to deduct, upon receipt of a duly executed authorization, Communications Workers of America Committee on Political Action Fund (PAF) contributions and remit to the Union.
- C. The Employer will make every effort to immediately cease deduction of Union dues when a worker transfers out of a bargaining unit that is not represented by the Union,
- D. Withdrawal of membership authorizations for the deductions of dues shall be in accordance with applicable statutes, court decisions and terms of the agreement set forth between CWA and the bargaining unit member on the membership/dues authorization card, or equivalent document.
- E. Once dues are transmitted to the Union, their disposition shall be the sole exclusive responsibility of the Union. The Secretary Treasurer of the Union shall certify to the Employer the amount of Union dues and shall notify the Employer of any changes in dues structure forty-five (45) days in advance of the requested change of such charge.
- F. The Union shall indemnify the Township from all liability resulting from and/or caused by dues deduction provided the dues have been transmitted to the Union.

### **ARTICLE 3 MANAGEMENT RIGHTS**

- A. The Union recognizes that an area of responsibility must be reserved to management if it is going to function effectively. In recognition of this principle, it is agreed that the following responsibilities are not subject to collective negotiation and management representatives of the Township of Montclair, unless specifically modified by this agreement, retain the exclusive right:
  - 1. to the executive management and administrative control of the Township government and its properties and facilities; to make all plans and decisions on matters involving operations;

2. to hire all employees and, subject to the provisions of law, determine their qualifications; to promote, transfer, assign, or lay-off employees to meet the needs of the Township;
  3. to determine the necessity of overtime and the amount of overtime required;
  4. to demote, suspend, discharge or take disciplinary action against employees in accordance with established procedures;
  5. to determine the duties in any job classification.
- B. The foregoing enumeration of Management's Rights shall not be deemed to exclude other rights of management not specifically set forth herein. The Township of Montclair, therefore, retains all discretion, authority and prerogatives not otherwise clearly and specifically limited by this agreement.

#### **ARTICLE 4 UNION RIGHTS**

- A. The Union shall be afforded a collective total of ten (10) paid days to be used by either the Non-Supervisory (or Supervisory) bargaining Units to attend Union conferences, meetings, conventions or training sessions. Written notice from the Union of the authorization of delegates to utilize such leave time shall be given to the Employer at least three (3) business days in advance of the date(s) of such absence.
- B. The employer shall recognize two (2) Union Stewards and one (1) alternate for the bargaining unit. The Union will submit the names of the Steward and alternate to the Employer.
- C. There shall be no loss of pay for employees for time spent either as a grievant, witness, Union representative or Union recorder in any of the following proceedings:
1. All disciplinary or meetings or hearings
  2. The Grievance Procedure, which includes arbitration
  3. Departmental Hearings
  4. Unfair Labor Practice matters
  5. NJ Public Employment Relations Commission proceedings
  6. Contract Negotiations and Labor Relations meetings



- D. The Union shall have the right to distribute information dealing with proper legitimate Union business to employees during non-working hours (lunch and before/after work). In addition, the Union shall be provided an area to display a Union bulletin board for the purpose of posting materials relating to Union matters at each building location.
- E. The Employer will provide the Union an allotted reasonable space for a file cabinet for Union literature and resources.
- F. Local Union Officers or representatives shall be permitted on Employer premises during working hours for the purpose of attending meetings, investigating grievances, or representing employees. The Union will provide three days notification to the Employer.
- H. Local Union meetings may be held on the Township premises during non-working hours. Location of these meetings shall be dependent upon whatever space is available at the discretion of the Employer. All meetings, whether special or monthly, held during working hours shall not be held without prior consent being given by the Employer.
- I. The Union shall have the right to meet newly hired employees within the employees first 30 days of employment

## **ARTICLE 5 GRIEVANCE PROCEDURE**

- A. Purpose:
  - 1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure shall be kept as informal as may be appropriate.
  - 2. Nothing herein contained shall be construed as limiting the right of any employee to discuss a matter informally with an appropriate member of the administration and have the grievance adjusted without the intervention of the Union.
  - 3. This constitutes the sole and exclusive method for resolving grievances between the parties covered by the Agreement.
- B. Definitions: The term "grievance" shall be defined as a dispute or complaint arising between the parties and concerning the application or interpretation of this agreement.

C. Grievance Procedure:

1. STEP 1

The Union Steward or other authorized representative, with or without employee, shall present the grievance or dispute in writing within ten (10) working days of the event(s) which gave rise to the grievance or within (10) working days after he/she would reasonably be expected to know its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. A meeting shall be scheduled with the employee's supervisor to discuss the facts and attempt to resolve the issue.

Step 1 may be waived by mutual agreement between the parties.

2. STEP 2

If the grievance is not settled through Step 1, the same shall be presented in writing to the Department Head by the grievant and the Union Steward or other authorized representative within seven (7) working days of the informal discussion at Step 1. The Department Head shall issue a written response within seven (7) working days following receipt of the Union's written request for Step 2 consideration.

3. STEP 3

If the grievance is not resolved at Step 2, the same shall be presented in writing to the Township Manager by the grievant and the Union Steward or other authorized representative within seven (7) working days of the written decision at Step 2. The Township Manager shall meet with the Union representative within seven (7) working days and shall render a written decision within ten (10) working days of the Step 3 meeting.

4. STEP 4

- a. Within thirty (30) working days of receipt of the decision at Step 3, the Union Steward or other authorized representative may file for arbitration. Failure to file within this time period shall be deemed a waiver of the grievance. Either party may institute arbitration proceedings when the Grievance Procedure has been exhausted. Arbitration shall be filed with the State of New Jersey Public Employment Commission only.

- b. The Grievance Procedure may be utilized for those matters involving minor or major disciplinary actions imposed by the Employer or any employee.
- c. The parties shall meet at least ten (10) working days prior to the date of the arbitration to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing. The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement.
- d. The arbitrator shall have the full power to hear the grievance and make a decision which shall neither modify, add to, nor subtract from the terms of this Agreement. The arbitrator shall confine him/herself to the precise issue submitted for arbitration and shall have no authority to determine any issues not so submitted to him/her, nor shall the arbitrator submit observations or declarations of opinions which are not essential in reaching the determination. Accordingly, the arbitrator shall have no authority to exercise judgment except as to findings of violations of this Agreement and/or referenced policies and/or to remedies, if any, as restricted hereby. The decision shall be rendered within thirty (30) days of the written submissions of the parties or the hearing, if no written submissions are entered.
- e. The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement. The cost of the arbitrator and his/her expenses shall be borne equally by the parties. However, any late cancellation fees shall be paid by the party responsible for the late cancellation. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring same.
- f. The arbitrator shall have the full power to hear the grievance and make a decision, which decision shall neither modify, add to, nor subtract from the terms of the Agreement and the referenced policies. He/She shall confine himself/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her, nor shall he/she submit observations or declaration of opinions which are not essential in reaching the determination. The decision shall be rendered within thirty (30) days of the hearing. The arbitrator shall have no authority to prescribe a monetary award, excluding back wages and loss of benefits, as a penalty for a violation of this Agreement.

- g. The decision or award of the arbitrator shall be final and binding on the Township of Montclair and the Union.

5. Miscellaneous Provisions

- a. Time limits shall be strictly adhered to and may be waived by mutual consent of the parties in writing.
- b. Grievances must be presented on prepared forms and be signed by the employee.
- c. Failure on the part of the Township to respond to the grievance within the time limits set forth in Step 1 through 3 shall be deemed a denial and the Union may move to the next step. Failure of the Union to proceed to the next step within the appropriate time frame shall be deemed a waiver of the grievance.
- d. Grievance resolutions or decisions at Steps 1 through 3 shall not constitute precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representative of both parties.
- e. There shall be no loss of pay for employees for time spent either as a grievant, a witness or Union Representative in any Step of the Grievance Procedure.

**ARTICLE 6  
DISCIPLINE FOR CAUSE**

- A. No employee shall be disciplined without just cause. Any disciplinary action asserted against the employee, or any agent or representative thereof, shall be subject to the Grievance Procedure set forth in this Agreement.
- B. Discipline shall be progressive in nature, consistent, and corrective in intent. The degree of discipline shall be related to: (1) the seriousness of the employee's proven offense; and (2) the record of the employee and his/her service with the Employer.
- C. Any discipline which results in a removal or suspension pending removal shall not be imposed without an informal review by the Township Manager, unless there is imminent threat to health or safety.
- D. An employee may have Union representation if there exist reasonable grounds to believe that discipline will occur directly as the result of an interview with an Employer representative. The non-availability of a Union representative shall not serve as a reason to unduly delay the meeting. The representation shall not apply to informal and general discussions of

Employer operations and individual performance.

- E. Copies of any disciplinary action and/or specifications shall be transmitted to the Local Union as soon as is feasible but shall not exceed seventy-two (72) hours after such notice.
- F. If the Employer takes disciplinary action against an employee and if the Union files appropriate appeal action, through the grievance procedure, the Employer agrees to provide the Union with copies of all documentation upon which it shall rely to support the disciplinary action within a reasonable period of time before any hearing date scheduled, but no later than forty-eight (48) work hours prior to any hearing date scheduled. Any such documentation which becomes known for the first time within the forty-eight (48) work hour period shall be provided as soon as possible thereafter, prior to the commencement of such hearing. The Union shall provide discovery to the Employer in a similar manner adhering to the same timeframes.
- G. Any appeal relating to a disciplinary matter must be filed by the employee within twenty (20) working days of delivery of the notice of discipline and is subject to the provisions of the grievance procedure. Disciplinary appeals will commence at Step 3 of the Grievance Procedure.
- H. The Employer will continue to offer an Employee Assistance Program to assist an employee with emotional difficulties, and/or drug or alcohol abuse.

#### **ARTICLE 7 SENIORITY**

- A. Seniority, which is defined as continuous employment with the Employer from date of hire, including an employee's leave of absence with or without pay, shall be given due consideration by the Employer.
- B. In the event the employer institutes a layoff action, the Employer agrees to layoff employees in reverse seniority order within their job classification.

#### **ARTICLE 8 NON-DISCRIMINATION**

The Employer and the Union agree there shall be no discrimination against any employee because of age, sex, marital status, race, color, creed, religion, national origin, physical handicap, political affiliation, political activity, armed forces obligation, sexual orientation, Union membership, or participation in Union activities.

**ARTICLE 9  
LABOR/MANAGEMENT MEETINGS**

The Employer and the Union will establish a labor/management committee composed of Union representatives and Managerial personnel to discuss issues or concerns. The meetings will be held as needed and scheduled upon a request from either the Employer or the Union. The request for a meeting will include agenda items for discussion.

All labor/management meetings will be held at mutually agreeable times.

**ARTICLE 10  
EMPLOYMENT OPPORTUNITY POSTINGS**

The Employer will post all employment opportunities and job vacancies applicable to this unit for a minimum of ten (10) calendar days before the Employer will interview for the position. All postings will be posted on municipal departmental bulletin boards. The Employer shall maintain a bulletin board in each building location or department.

**ARTICLE 11  
HEALTH & SAFETY**

- A. Health and safety are a concern of the Employer and the Union. The Employer and the Union mutually recognize the need for a safe and healthful work environment for all employees.
- B. The Employer agrees to provide for satisfactory workplace sanitation, ventilation, cleanliness, light, noise levels, and health and safety in general. The Employer further agrees to comply with federal, state, and local health and safety laws and regulations.
- C. Either party shall give as prompt notice as can reasonably be given to the other upon discovery of a health hazard.
- D. The Employer and the Union shall communicate and exchange information regarding health and safety hazards of all employees.
- E. The Employer and the Union agree to discuss and resolve Health and Safety concerns via the labor/management committee addressed in this bargained agreement. The purpose of the Committee is to make recommendations to the Employer concerning the improvement or

modification of working conditions which represent health and safety hazards to employees.

## **ARTICLE 12 COMPENSATION & WAGES**

Compensation and wages increases shall be based on the existing salary schedule (See Appendix A) and will be amended as follows:

Effective January 1, 2020, two steps will be added to the salary guides between steps 4 and 5 and 5 and 6. The new Top will be at Step 8.

Effective and retroactive to January 1, 2020 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase, Step 8 shall be adjusted to reflect a two percent (2.0%) salary increase

Effective and retroactive to January 1, 2021 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase. Step 8 shall be adjusted to reflect a two percent and one quarter (2.25%) salary increase

Effective and retroactive to January 1, 2022 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase. There will be no increases for Step 8.

Effective and retroactive to July 1, 2022 steps 3 through 7 in Appendix A will receive no salary increase. Step 8 shall be adjusted to reflect a two percent and three quarter (2.75%) salary increase

Effective and retroactive to January 1, 2023 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase. Step 8 shall be adjusted to reflect a two percent and three quarter (2.75%) salary increase

Effective and retroactive to January 1, 2024 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase. Step 8 shall be adjusted to reflect a three percent (3.0%) salary increase

Effective and retroactive to January 1, 2025 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase. Step 8 shall be adjusted to reflect a three percent (3.0%) salary increase

Effective and retroactive to January 1, 2026 steps 3 through 7 in Appendix A shall be adjusted to reflect a one percent (1.0%) salary increase. There will be no increases for Step 8.

Effective and retroactive to July 1, 2026 steps 3 through 7 in Appendix A will receive no salary increase. Step 8 shall be adjusted to reflect a three percent and one quarter (3.25%) salary increase

Entitlement to full step salary increments shall accrue as of an employee's anniversary date of hire commencing with the employee's first year anniversary of hire.

Employees who are not at the maximum of their salary range will also receive a one-step salary increment increase each year until they reach the maximum of their salary range.

Employees who have retired during the contract period will receive the retroactive compensation increases for the period of the beginning of this contract until their last day of employment.

The Employer and the Union agree to continue to negotiate a revised salary guide delineating all job titles and the corresponding salary range for each title on the bargaining unit. Except as may be so agreed otherwise, it is agreed that all employees are properly classified as to job titles and salary ranges.

If an employee at the request of the Employer is required to complete or perform work or an assignment that is of an extraordinary nature and unusually time-consuming, the employee may petition the Employer for additional compensation prior to performing the assignment.

A ninety (90) day training period for work in higher rank exists with no additional compensation to the employee. After completion of this period, if any employee works more than thirty (30) consecutive days in the higher position, he/she will receive the pay of the higher position.

### **ARTICLE 13 LONGEVITY PAY**

Each employee who has been an employee of the Township for a continuous period of five years, in addition to their regular rate of pay, shall receive longevity pay from and after the anniversary date of employment which shall be based on the total number of years of service as an employee of the Township before June 1, 1994 as follows:

After 5 years but less than 10 years	2.0% of salary
After ten years but less than 15 years	3.5% of salary
After 15 years but less than 20 years	5.0% of salary



After 20 years but less than 25 years	6.5% of salary
After 25 years or more	8.0% of salary

Each new employee hired after June 1, 1994 will receive a service incremental pay as follows:

After 5 years but less than 10 years	0.5% of salary
After ten years but less than 15 years	1.0% of salary
After 15 years but less than 20 years	1.5% of salary
After 20 years but less than 25 years	2.0% of salary
After 25 years or more	2.5% of salary

Longevity payments will be included in the employee's paycheck but will not become part of the employee's base salary for the purpose of computing future years of longevity.

Longevity shall accrue on the basis of an employee's anniversary date.

Employee's hired after September 1, 1998 will not receive a longevity or service incremental pay.

#### **ARTICLE 14 RETIREMENT & PENSION**

All employees shall enroll and participate in the New Jersey Public Employees Retirement System.

Employee and spouse will be entitled to health care insurance coverage upon retirement under the rules of the New Jersey State Health benefits program, effective April 1, 2007, and under the following conditions: must attain the age of 62, have fifteen (15) years of employment with the Township of Montclair, and contribute twenty (20%) percent of premium costs, with the Township contributing eighty (80%) percent.

#### **ARTICLE 15 HOURS OF WORK**

The regular work week shall consist of thirty-five (35) working hours per week. Employees shall be entitled to a one (1) hour lunch break daily.

Employees, not eligible for overtime compensation under the FLSA, that, with the approval of their Department Head, exceed their normal work hours, shall be permitted to flex their schedule to adjust for those hours. The accrued hours must with the approval of the Department Head, be taken within thirty (30) days from the date they were accrued. Exceptions to extend that time frame, may be granted by

approval of the Department Head and the Township Manager. All time must be approved in advance by the Department Head.

**ARTICLE 16  
LAYOFF & RECALL**

In the instance of a layoff, employees shall be laid-off in reverse seniority order. Laid-off employees shall be returned to work in seniority order within their job classification. An employee may assert his seniority right to bump a less senior employee within their job classification.

**ARTICLE 17  
ACCESS TO PERSONNEL FILE**

- A. Employees shall, upon request, have an opportunity to review his/her personnel folder.
- B. Employees shall be given a copy and required to sign for any derogatory or negative file entries of their job duties. If an Employee desires, they will be allowed to write a letter of explanation concerning any derogatory or negative file entry. The letter of explanation will be placed in the Employee's personnel file.
- C. The Union will receive a copy of updated job descriptions as soon as they are available and once they have been updated, should there be any changes to a job description employees will receive the new job description immediately.

**ARTICLE 18  
HOLIDAYS**

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Lincoln's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day

Independence Day

If the Township of Montclair declares a holiday or observance as established by appropriate authority, proclamation, or order, the bargaining unit shall receive holiday compensation.

Employees who work on a holiday at the direction of a Department Head will receive compensatory time on an hour for hour basis for all hours worked. The accumulation of compensatory time shall be subject to the compensatory bank of 84 hours.

**ARTICLE 19  
VACATION LEAVE WITH PAY**

All employees will accumulate one day of vacation leave per month from their original date of hire until the end of the calendar year. After the initial calendar year of service employee will receive vacation days at the beginning of the year. Employees will accumulate vacation time as follows:

1 through 5 years	12 days a year
5 through 8 years	14 days a year
9 through 13 years	17 days a year
14 through 18 years	19 days a year
19 + years	23 days a year

Vacation must be taken within one year of accrual, unless authorized and approved by the Township Manager.

**ARTICLE 20  
SICK LEAVE**

All employee shall earn one point zero eight (1.08) of paid sick days a month in their initial year of employment. After one year of employment they will be advanced thirteen (13) days of paid sick at the beginning of the year.

All employees covered by this agreement may accumulate up to 100% of their unused annual sick leave allowance; provided, however, that their overall accumulation does not exceed 225 days for those employees employed by the Township prior to January 1, 1963, and 130 days for those employed after January 1, 1963.

Terminal leave will be capped at \$5,000.00 for employees hired after June 1, 1994.

**ARTICLE 21  
PERSONAL LEAVE**

All employees covered by this agreement shall receive four (4) personal days of leave per year.

**ARTICLE 22  
BEREAVEMENT LEAVE**

Employees shall be granted five days of leave upon a death in the employee's immediate family. Immediate family shall include an employee's father, mother, grandmother, grandfather, sister, brother, spouse, civil partner, son, daughter, foster child, step child or anyone making his/her home with an employee's family.

Employees shall be granted up to three days of leave for an employee's current mother or father in-law.

Employees shall be granted one day of bereavement leave upon the death of an uncle, aunt, niece, nephew or first cousin.

**ARTICLE 23  
LEAVES OF ABSENCE**

Family & Medical Leave Act and the Family Leave Act

The Employer shall abide by the Family and Medical Leave Act and the New Jersey Family Leave Act. Written application must be made through the Human Resources Department and approved by the Department Head and Township Manager. The employee must provide thirty (30) days advance notice when the leave is "foreseeable" events like planned medical treatment. For medical emergencies, the employee must give notice as promptly as possible.

Jury Duty

Any employee who is called and serves on a jury, shall be granted paid leave for that period of time which he/she is officially involved with the court in such capacity. Any payment other than for expenses reimbursement shall be turned over to the Department of Finance.

Military Leave

Any regular full-time employee of the Township of Montclair, who is a member of the National Guard or Reserve components of the military service of the United

States and is required to perform active duty for training periods (normally two weeks), shall be granted a leave of absence with pay for the period of such training.

This leave of absence with pay shall be in addition to his/her vacation leave and shall not pay more than the difference between the employee's regular Township pay and that paid by the National Guard or Reserve components.

When a regular full-time employee has been called to active duty or inducted into the Military Forces of the United States, he/she shall be granted a leave of absence without pay. The employee must report back to work within sixty (60) days of his/her honorable discharge or relinquish his/her right to his/her position unless a service related injury or illness prohibits reporting back to work within the limit. In this circumstance, the Township Manager may extend the reporting date.

#### Leave of Absence Without Pay

The Township Manager may grant the privilege of a leave of absence without pay for a period not to exceed six (6) months. Such leave of absence may be renewed for an additional six (6) months by formal action of the Township Manager.

In order that the status of an employee on leave of absence without pay and that of a substitute, if any, may be determined, leaves of absence without pay will only be awarded for definite stipulated periods.

Any employee may return to duty before expiration of his/her leave without pay only with the approval of the Township Manager.

### **ARTICLE 24 TRAVEL ALLOWANCE**

Any employee that is authorized to use their personal vehicle for Township business, at the request of Employer, will receive a travel allowance equal to the designated Internal Revenue Service rate.

### **ARTICLE 25 HEALTH BENEFITS & INSURANCE**

The Employer agrees to provide, coverage equal to or better than, in sum, the State Health Benefits Plan for all employees and their dependents as defined under the respective policies of insurance. The Employer also agrees to provide major medical insurance to all employees and their dependents. The premium costs for said programs shall be paid for by the Employers, except for employee contribution required under P.L. 2010, C2 and P.L.2011, c.78, whichever is greater. The definition of the insurance carrier is as follows:

New Jersey State Health Benefits Plan or substantially similar.

Full-time and Part-time employees who continually and consistently work in excess of thirty (30) hours a week will be covered by the New Jersey State Health Benefits Plan or substantially similar plan.

Prescription Plan

The Township will provide a prescription plan with a co-pay of \$5.00 for generic drugs and \$10.00 for brand name drugs to all eligible employees covered under this agreement

Dental Plan

The Township will provide Dental insurance to all regular full-time employees and their dependents covered under this agreement.

Short-Term Disability Insurance Plan

Employees covered by this agreement, who regularly work thirty (30) hours or more per week are covered by short term disability insurance provided by the Township of Montclair. Such insurance provides the employee who is unable to report to work due to illness or injury with 66-2/3 % of his/her salary for a maximum of twenty-six (26) weeks with an exclusion period of seven (7) days.

Vision Plan

The Township will provide a vision plan to all employees covered under this agreement, covering one exam per year and a new lens and frame every two (2) years, in network only

New employees will be eligible for health insurance sixty (60) days after their initial day of employment.

**ARTICLE 26  
SEPARABILITY AND SAVINGS CLAUSE**

If any article or section of this Agreement or of any supplements or riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of the Agreement and of any supplements or riders thereto, or the application of such article or section to persons or circumstances other than those

as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any article or section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of either party, for the purpose of arriving at a mutually satisfactory replacement for such article or section.

## **ARTICLE 27 TRAINING AND EDUCATION**

An employee shall be entitled to apply for and receive reimbursement of tuition costs for certified or degreed programs of higher education after the successful completion of each course. An employee may be reimbursed up to a maximum of eighteen (18) credits per year. Employees must receive prior approval of the Department Head and courses must be job related. The payments schedule will be up to \$175 per credit.

The Township will pay or reimburse the cost of fees for all certification programs or licenses required by an employee to perform the functions or duties of their job or position. An application of payment must be submitted to the Township.

The Township will provide time off with pay for employees to attend seminars or conferences that are required to maintain any certification or license that is a requirement of his/her employment with the Township. Employees must receive prior approval of the Department Head.

The Township will pay for or reimburse the cost of those seminars or conferences up to a maximum of \$500 annually. Prior approval from the Department Head is required.

## **ARTICLE 28 PROBATIONARY PERIOD**

- A. All newly appointed full-time and part-time Employees shall be subject to a probationary employment period of ninety (90) days.
- B. The purpose of the probationary period is to evaluate the Employee's performance and conduct and to determine whether or not the employee merits regular status. *During the probationary period the employer may terminate an employee with or without cause.* However, when an employee is given an opportunity on a trial or provisional basis to qualify for promotion

by serving in a new classification, his/her permanency in his/her regular permanent job classification shall be continued during such trial or provisional period and he/she shall have the opportunity to return to such permanent classification in the event the promotional opportunity shall not become permanent provided, there is no discharge action for cause.

- C. An Employee's probationary period may be extended, by the Employer, for an additional ninety (90) days provided notice of such an extension is served to both the Union and the employee within ten (10) working days following the completion of the original ninety (90) day period.
- D. An Employee who successfully complete their probationary period, or any extension thereof, shall receive written notification from the employer of their status. A copy of the written notification will be provided to the Union. Such employee (s) shall have seniority credit and credit for benefits provided by the employer retroactive to the commencement of work.

#### **ARTICLE 29 STATE OF EMERGENCY**

- A. In the event that a State of Emergency declared by the Governor results in the closure of roads, non-essential personnel shall not be required to report to work and will be paid. Local OEM travel bans do not apply to Township of Montclair municipal employees traveling to, from or in the course of municipal government work.
- B. In the event of a disaster (hurricane, earthquake, act of war, terrorist attack or threat, etc.) where the Township closes the building, all employees will be compensated for that day or days. Those required to report for work will be given additional compensatory time for this time worked.
- C. The Employer shall provide the Union with an updated essential personnel list on a yearly basis.

#### **ARTICLE 30 SHOE ALLOWANCE**

Effective January 1, 2017, a shoe allowance of \$150 annually will be provided to the following titles with the submission of a receipt to the Department Head: (1) Engineering Supervisor; (2) Forester/Arborist; (3) Junior Engineer; (4) Supervising Mechanic; (5) Supervisor of Solid Waste; and (6) Supervisor of Water Administration.



**ARTICLE 31  
NO STRIKE/NO LOCKOUT**

In consideration of the Employer's commitment cited in this Article, the Union will not strike against the Employer.

In consideration of the Union's commitment cited in this Article, the Employer will not lockout employees.

**ARTICLE 32  
FULLY BARGAINED CLAUSE**

- 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 collective negotiations. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law in the area of collective negotiations, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain or negotiate with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.
  
- B. The parties agree that they have fully bargained and agree upon all terms and conditions of employment set forth in this Agreement. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargain able issues, which were or could have been subject to negotiations.

**ARTICLE 33  
TERM OF AGREEMENT**

This Agreement shall be effective on January 1, 2020 through December 31, 2026 and from year to year. Negotiations for a successor Agreement shall begin not later than one hundred-twenty (120) days prior to the expiration date of this Agreement. This Agreement shall remain in full force and effect during the period of negotiations and until this Agreement is replaced by a new Agreement.

**For the Township of Montclair**

Tully  
6/8/2020  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For the Communications Workers of  
America, AFL-CIO**

Carol L. Wade 6/8/2020  
Scott L. Barrett CWA Rep. 6/8/20  
Durand Malle 6/8/2020  
Sam P. Hu, Bargaining Representative

## Appendix A

**2020**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	43,398	44,984	45,777	46,570	47,363	48,634
9.5	56,037	58,283	61,135	63,405	64,540	65,674	66,809	68,616
9.6	56,574	58,842	61,720	64,011	65,156	66,300	67,446	69,270
10	60,770	63,201	66,287	68,742	69,969	71,196	72,423	74,379
10.5	63,001	65,527	68,733	71,284	72,559	73,834	75,110	77,142
11	67,390	70,119	73,575	76,332	77,710	79,088	80,465	82,654
12	73,075	76,027	79,769	82,750	84,241	85,732	87,223	89,591
13	79,273	82,510	86,606	89,875	91,510	93,144	94,779	97,369
14	86,827	90,348	94,807	98,363	100,141	101,919	103,698	106,520
15	95,123	99,025	103,955	107,896	109,866	111,836	113,807	116,924
16	101,133	106,163	112,306	117,387	119,928	122,469	125,009	128,813

**2021**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	43,832	45,434	46,235	47,036	47,837	49,728
9.5	56,037	58,283	61,746	64,039	65,185	66,331	67,477	70,160
9.6	56,574	58,842	62,337	64,651	65,808	66,963	68,120	70,829
10	60,770	63,201	66,950	69,429	70,669	71,908	73,147	76,053
10.5	63,001	65,527	69,421	71,997	73,285	74,572	75,861	78,877
11	67,390	70,119	74,311	77,095	78,487	79,879	81,270	84,513
12	73,075	76,027	80,567	83,578	85,083	86,589	88,095	91,608
13	79,273	82,510	87,472	90,774	92,425	94,075	95,727	99,559
14	86,827	90,348	95,755	99,347	101,142	102,938	104,735	108,916
15	95,123	99,025	104,995	108,975	110,965	112,954	114,945	119,554
16	101,133	106,163	113,429	118,561	121,128	123,694	126,259	131,711

**January 1, 2022**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	44,270	45,888	46,697	47,506	48,315	49,728
9.5	56,037	58,283	62,363	64,679	65,837	66,994	68,152	70,160
9.6	56,574	58,842	62,960	65,298	66,466	67,633	68,801	70,829
10	60,770	63,201	67,620	70,123	71,376	72,628	73,878	76,053
10.5	63,001	65,527	70,115	72,717	74,018	75,318	76,620	78,877
11	67,390	70,119	75,054	77,866	79,272	80,678	82,083	84,513
12	73,075	76,027	81,373	84,414	85,934	87,455	88,976	91,608
13	79,273	82,510	88,347	91,682	93,349	95,016	96,685	99,559
14	86,827	90,348	96,713	100,340	102,153	103,968	105,782	108,916
15	95,123	99,025	106,045	110,065	112,075	114,084	116,094	119,554
16	101,133	106,163	114,563	119,747	122,339	124,931	127,522	131,711

**July 1, 2022**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	44,270	45,888	46,697	47,506	48,315	51,096
9.5	56,037	58,283	62,363	64,679	65,837	66,994	68,152	72,089
9.6	56,574	58,842	62,960	65,298	66,466	67,633	68,801	72,777
10	60,770	63,201	67,620	70,123	71,376	72,628	73,878	78,144
10.5	63,001	65,527	70,115	72,717	74,018	75,318	76,620	81,046
11	67,390	70,119	75,054	77,866	79,272	80,678	82,083	86,837
12	73,075	76,027	81,373	84,414	85,934	87,455	88,976	94,127
13	79,273	82,510	88,347	91,682	93,349	95,016	96,685	102,297
14	86,827	90,348	96,713	100,340	102,153	103,968	105,782	111,912
15	95,123	99,025	106,045	110,065	112,075	114,084	116,094	122,842
16	101,133	106,163	114,563	119,747	122,339	124,931	127,522	135,333

**2023**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	44,713	46,347	47,164	47,981	48,798	52,501
9.5	56,037	58,283	62,987	65,326	66,495	67,664	68,834	74,072
9.6	56,574	58,842	63,590	65,951	67,131	68,309	69,489	74,778
10	60,770	63,201	68,296	70,824	72,090	73,354	74,617	80,293
10.5	63,001	65,527	70,816	73,444	74,758	76,071	77,386	83,275
11	67,390	70,119	75,805	78,645	80,065	81,485	82,904	89,225
12	73,075	76,027	82,187	85,258	86,793	88,330	89,866	96,716
13	79,273	82,510	89,230	92,599	94,282	95,966	97,651	105,110
14	86,827	90,348	97,680	101,343	103,175	105,008	106,840	114,989
15	95,123	99,025	107,105	111,166	113,196	115,225	117,255	126,220
16	101,133	106,163	115,709	120,944	123,562	126,180	128,797	139,055

**2024**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	45,160	46,810	47,636	48,461	49,286	54,076
9.5	56,037	58,283	63,617	65,979	67,160	68,341	69,522	76,294
9.6	56,574	58,842	64,226	66,611	67,802	68,992	70,184	77,022
10	60,770	63,201	68,979	71,532	72,811	74,088	75,363	82,702
10.5	63,001	65,527	71,524	74,178	75,506	76,832	78,160	85,773
11	67,390	70,119	76,563	79,431	80,866	82,300	83,733	91,902
12	73,075	76,027	83,009	86,111	87,661	89,213	90,765	99,617
13	79,273	82,510	90,122	93,525	95,225	96,926	98,628	108,263
14	86,827	90,348	98,657	102,357	104,207	106,058	107,908	118,438
15	95,123	99,025	108,176	112,278	114,328	116,377	118,428	130,006
16	101,133	106,163	116,866	122,153	124,798	127,442	130,085	143,226

**2025**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	45,612	47,278	48,112	48,946	49,779	55,698
9.5	56,037	58,283	64,253	66,639	67,832	69,024	70,217	78,583
9.6	56,574	58,842	64,868	67,277	68,480	69,682	70,886	79,332
10	60,770	63,201	69,669	72,247	73,539	74,829	76,117	85,183
10.5	63,001	65,527	72,239	74,920	76,261	77,600	78,942	88,346
11	67,390	70,119	77,329	80,225	81,675	83,123	84,570	94,658
12	73,075	76,027	83,840	86,972	88,538	90,105	91,673	102,606
13	79,273	82,510	91,023	94,460	96,177	97,895	99,614	111,511
14	86,827	90,348	99,644	103,381	105,249	107,119	108,987	121,992
15	95,123	99,025	109,258	113,401	115,471	117,541	119,612	133,907
16	101,133	106,163	118,035	123,375	126,046	128,716	131,386	147,523

**Jan 1, 2026**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	46,068	47,751	48,593	49,435	50,277	55,698
9.5	56,037	58,283	64,896	67,305	68,510	69,714	70,919	78,583
9.6	56,574	58,842	65,517	67,950	69,165	70,379	71,595	79,332
10	60,770	63,201	70,366	72,969	74,274	75,577	76,878	85,183
10.5	63,001	65,527	72,961	75,669	77,024	78,376	79,731	88,346
11	67,390	70,119	78,102	81,027	82,492	83,954	85,416	94,658
12	73,075	76,027	84,678	87,842	89,423	91,006	92,590	102,606
13	79,273	82,510	91,933	95,405	97,139	98,874	100,610	111,511
14	86,827	90,348	100,640	104,415	106,302	108,190	110,077	121,992
15	95,123	99,025	110,351	114,535	116,626	118,716	120,808	133,907
16	101,133	106,163	119,215	124,609	127,307	130,003	132,700	147,523

**July 1, 2026**

Group	1	2	3	4	5	6	7	8
9	39,827	41,397	46,068	47,751	48,593	49,435	50,277	57,508
9.5	56,037	58,283	64,896	67,305	68,510	69,714	70,919	81,137
9.6	56,574	58,842	65,517	67,950	69,165	70,379	71,595	81,910
10	60,770	63,201	70,366	72,969	74,274	75,577	76,878	87,951
10.5	63,001	65,527	72,961	75,669	77,024	78,376	79,731	91,218
11	67,390	70,119	78,102	81,027	82,492	83,954	85,416	97,735
12	73,075	76,027	84,678	87,842	89,423	91,006	92,590	105,940
13	79,273	82,510	91,933	95,405	97,139	98,874	100,610	115,135
14	86,827	90,348	100,640	104,415	106,302	108,190	110,077	125,956
15	95,123	99,025	110,351	114,535	116,626	118,716	120,808	138,259
16	101,133	106,163	119,215	124,609	127,307	130,003	132,700	152,318

*Non-Supervisory Salary Groups*

9 – (1) Videographer;

9.5 – (1) Administrative Assistant; (2) Registrar of Vital Statistics

9.6 – (1) Activities Coordinator; (2) Financial Assistant; (3) Technical Assistant

10 – (1) Project Administrator

10.5 – (1) Production Manager - CATV

11 – (1) Assistant to Tax Assessor; (2) Assistant Treasurer; (3) Chief Water Pumping Station Operator; (4) Operations Supervisor II; (5) Senior Activities Coordinator; (6) Senior Accountant; (7) Supervisor of Water Administration

12 – (1) Environmental and Code Coordinator; (2) Forester/Arborist; (3) Junior Engineer; (4) Operations Supervisor; (5) Planning Technician; (7) Webmaster;

13 – (1) Shop Supervisor; (2) Supervisor of Administration; (3) Supervisor of Solid Waste Services;

14 – (1) Assistant Township Planner; (2) Director of Nursing; (3) Engineering Supervisor;

15 –

16 –