

**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**COMMUNICATIONS WORKERS OF AMERICA, LOCAL 1038**

**And**

**HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY OF THE  
CITY OF ATLANTIC CITY**

**WHITE COLLAR AND CRAFT EMPLOYEES**

**April 1, 2021 to March 31, 2024**

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## PREAMBLE

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by and between the Housing Authority & Urban Redevelopment Agency of the City of Atlantic City (hereinafter called the "Authority"), and the Communications Workers of America Local 1038, with offices at 451 Glassboro Road, Woodbury Heights, N.J. 08097 (hereinafter called "CWA" or the "Union"), has as its purpose the promotion of harmonious relations between the Authority and the Union; the establishment of rates of pay, hours of work, and other conditions of employment; and represents the complete and final understanding on all bargainable issues between the Authority and the Union.

## RECOGNITION

In accordance with the Certification of Representation of the New Jersey Public Employment Relations Commission ("PERC"), the Authority recognizes the Union as the sole and exclusive representative of all of its full-time and part-time White Collar and Craft employees employed by the Authority, as set forth on Schedule A annexed hereto and made a part hereof.

## ARTICLE 1. DUES CHECK OFF

A. The Authority agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the CWA. Such deductions shall be in the amount of 1.15 (1.15%) percent of the employees' gross wages. Such deductions shall be made in compliance with Chapter 123, Public Laws of 1974, N.J.S.A. (R.S.) 52:14-15.94, as amended, and members shall be eligible to withdraw such authority during July of each year that this Agreement is in effect.

B. A Check Off shall commence for each employee who signs a properly dated authorization card supplied by the Union and verified by the Treasurer of the Union during the month following the filing of such card with the Authority.

C. The aggregate deductions from all employees shall be remitted to the Treasurer of the Union, together with the list of the names of all employees for whom the deductions were made, by the fifteenth (15<sup>th</sup>) day of the succeeding month after such deductions were made.

D. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish the Authority written notice thirty (30) days prior to the effective date of such change and shall furnish to the Authority official notification on the letterhead of the Union and signed by the President of the Union advising of such changes in deductions.

E. The Union will provide the necessary "Check Off Authorization" forms and the Union will secure the signature of its members on the forms and deliver the signed forms to the Authority's Director of Finance.

F. Unless an employee withdraws authorization for the deduction of Union dues in writing, the Authority will continue to deduct dues.

G. The Union agrees to indemnify, defend and hold the Authority harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Authority in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Union to the Authority or in reliance upon the official

notification on the letterhead of the Union and signed by the President of the Union, advising of such changes in deductions.

## ARTICLE 2. UNION RIGHTS

A. The Authority shall allow the Union to purchase and place one (1) bulletin board of a size and type mutually agreed to at an approved location for the exclusive use of the Union at all work sites. The Union shall have the use of the bulletin board for the posting of notices relating to meetings and official business of the Union. Any item from the Union must either be on Union letterhead or signed by the Union President and the Union shall solely be responsible for all content placed on said board. If the Authority claims that material of a derogatory, inflammatory, insulting or demeaning nature against the Authority, any employee / supervisor of the Authority or any resident / citizen / landlord / tenant and/or business owner in Atlantic City is posted, the Authority shall immediately notify the Union Representative of such claim and the parties shall immediately discuss said posting.

B. Union officials and duly authorized Union representatives not employed by the Authority, whose names have been submitted to and acknowledged by the Authority, shall be admitted to the premises of the Authority on Union business. The Union shall notify the Authority five (5) work days in advance of such visit. The Union shall have the opportunity to meet with employees before the start of the work shift, during lunch or breaks or after the completion of the work shift and/or during the period of a grievance investigation. Permission for such visits will not be unreasonably denied. These visits will not interfere with the operations of the Authority.

C. The President or designees of the bargaining unit may use up to five (5) days, and no more than fifteen (15) days combined between the three (3) bargaining units, for Union business each contract year with pay, to attend conferences, conventions or seminars, which are directly related to Union business. They must provide one (1) weeks' notice for such leave.

D. To the extent permitted by New Jersey law, including but not limited to the Tort Claims Act, the Authority shall provide defense and indemnification to all personnel covered by this Agreement, in the lawful performance of their job duties, while in the actual employ of the Authority.

E. The Union has the sole right and discretion to designate no more than three (3) stewards and three (3) alternates annually in writing by January 15<sup>th</sup> and notify the Authority of such stewards and alternates and any change(s) in such within ten (10) calendar days of same. Stewards and/or alternates shall not contact bargaining unit members during the work day if such contact interferes with the operations of the Authority.

F. Members of the bargaining unit who, by mutual agreement between the Union and the Authority, participate during working hours in conferences and meetings with the Authority which involve or derive from its collective bargaining agreement, shall suffer no loss of pay.

G. Members of the bargaining unit who directly participate in conferences, grievance proceedings, arbitration and/or negotiation sessions held in the City off Authority property shall be allowed up to one-half (½) hour beyond the cessation of the conferences/proceedings sessions to return to their work assignment(s). They shall give their Supervisor reasonable notice in advance of their desire to attend such proceeding(s).

H. The Authority shall allow one (1) bargaining unit member to attend all Board meetings. Employees shall be released from duty and shall suffer no loss of pay as a result of attendance at such meetings.

I. Within thirty (30) days of the ratification of this Agreement, the Authority shall provide the Union with a Seniority list of Unit employees. This list shall include the following: Name, Address, Date of Hire, Current Job Title and Salary.

J. On a quarterly basis, the Authority shall forward to the Union a list of the following:

1. Names of newly hired employees with their addresses, dates of hire, titles and salaries.
2. Names of employees who have been promoted
3. Names of employees who have been terminated.
4. Names of employees who have resigned.
5. Names of employees who have retired.

### **ARTICLE 3. SENIORITY**

A. For purposes of promotions, demotions or layoffs, as well as for the purpose of accruing benefits payable hereunder, including but not limited to vacations and sick leave, seniority shall be defined as continuous full time employment with the Authority from the date of hire, excluding unpaid leaves of absence and/or unpaid discipline (suspension/termination, etc.) and/or as noted herein. The Authority still reserves the right to promote / demote based on factors / qualifications in which seniority is not a condition of such decision.

B. An employee's date of hire is the date that the employee is hired for full-time permanent employment and is physically on the premises and available for work and begins his/her probationary period. Seasonal, interim and/or part-time employment is not counted as part of any probationary period and is not credited for the purposes of accruing benefits hereunder, including but not limited to vacation leave.

C. There shall be one (1) seniority list for all full-time employees as it relates to vacation selection, personal day selection, and overtime assignments. When there are no remaining Civil Service employees covered under the provisions of this collective bargaining agreement, then the list shall apply to all applicable unit employees as to layoffs.

D. All seniority shall be lost if any of the following occur:

1. Discharge for cause.
2. Resignation or retirement.
3. Absence for three (3) consecutive work days without prior approved leave from, or notice to, the employer.
4. Engaging in any new full-time or part-time employment without authorization during a period of leave.
5. Employees who have been on layoff status in excess of six (6) months.

6. Failure of a laid off employee to report for work upon recall within seven (7) calendar days after acknowledgement of receipt of the recall notice, unless authorized by the Executive Director or designee. Acknowledgement shall be as defined as in Article 14.

#### **ARTICLE 4. NO STRIKE NO LOCKOUT**

A. The Union (its officers, agents, representatives) and employees agree not to in any way, directly or indirectly, authorize, cause, assist, encourage, participate in, ratify or condone any strike, sit-down, slowdown, cessation or stoppage of work, or other interference with or interruption of work. Inciting, inducing or participating in any such activity shall constitute cause for suspension, discharge or other discipline.

B. The Union will discourage and will take whatever steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walk-out or other job action against the Authority.

C. The Authority agrees that it will not engage in a lockout or other similar action because of any proposed changes in the Agreement or disputes over matters relating to this Agreement.

D. Nothing contained in this Agreement shall be construed to limit or restrict the Authority in its right to seek and obtain such judicial relief as it may be entitled to under the law.

#### **ARTICLE 5. WORK RULES**

A. The Authority may establish reasonable and necessary rules of work and conduct for employees. Such rules will be equitably applied and enforced.

B. The Authority agrees to notify the Union in writing twenty (20) working days prior to the implementation of any rules of work and/or conduct for employees that are established by the Authority pursuant to paragraph "A" above. Working days are defined as Monday through Friday, whether the employee(s) work(ed) those days or not.

C. Any and all policies or regulations will be posted by the Authority five (5) days prior to implementation, except in those cases where an emergency exists as determined by the Authority.

D. In no case will the Authority establish work rules that are in violation of this Agreement.

#### **ARTICLE 6. NON-DISCRIMINATION AND HARASSMENT**

A. The Authority and the Union agree that neither of them will discriminate or harass, or cause discrimination, harassment, bullying and/or hostility against, any employee because of sex, race, creed, color, religion, national origin, nationality, citizenship status, civil union or domestic partnership status, ancestry, age, pregnancy or pregnancy-related medical condition, childbirth or childbirth-related medical condition, breastfeeding, marital status, civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information (including refusal to submit to a genetic test or make available the results of a genetic test to the Authority), disability (including

AIDS or HIV infection), liability for service in the United States Armed Forces, and/or any other characteristic protected by law.

B. It is the policy of the Authority that employees should be able to work in an environment free from discrimination and/or harassment of any kind. The Authority and the Union agree that the working environment shall be characterized by mutual respect for the common dignity to which all individuals are entitled.

C. Harassment shall also include sexual harassment, as that term is defined by law and/or by the Authority's policies.

D. All references to employees in this Agreement designate all sexes, and wherever a pronoun and/or adjective denoting any gender is used, it shall be construed to include all employees.

E. The Authority shall not discriminate against any employee or prospective employee in hiring, promotion, demotion, transfer, reassignment, recruitment, layoff, dismissal, compensation, or training.

F. The Authority is committed to fair recruitment and selection practices and does not permit discrimination of any kind in its hiring procedures.

#### **ARTICLE 7. MILITARY LEAVE**

A. Military leave will be handled in conformity with all applicable federal and state laws.

B. An employee who is a member of the United States Armed Services, including the Active Duty Military, Military Reserves or National Guard, is entitled to unpaid military leave for that period of time in which the employee is ordered to fulfill military obligations. The cumulative length of leave may not exceed five years and the employee may, but cannot be required to, use vacation or any other accrued paid leave during their unpaid military leave. The employee will be eligible for re-employment, including seniority and other related benefits they would have attained had they been continuously employed.

C. Upon completion of a period of service, the employee shall notify the Authority of their intent to return to a position of employment as follows:

- For a period of service less than thirty-one (31) days, the employee shall give such notice by reporting to the employer on the first regularly scheduled work period following the completion of service, time for safe travel, and an eight hour rest period.
- For a period of service of more than thirty-one (31) days but less than one hundred and eighty-one (181) days, the employee shall give such notice by submitting an application for reemployment within 14 days of completing their service.
- For a period of service exceeding one hundred and eighty (180) days, the employee shall give such notice by submitting an application for reemployment within ninety (90) days of completing their service.

D. Under New Jersey law, reserve members will receive full pay for the first thirty (30) workdays of leave in a calendar year, except members of the New Jersey National Guard,



who will receive full pay for the first ninety (90) days of leave in a calendar year. All additional leave will be without pay but without loss of time.

#### **ARTICLE 8. SAFETY IN THE WORKPLACE**

A. The Authority will provide staff members with a workplace safe from recognized occupational hazards. The Authority will conduct its operations in a manner that safeguards employee health and safety, and in so doing will abide by all applicable laws, regulations, and internal standards.

B. Employees are required to report work-related injuries to their supervisor and to the Personnel Officer immediately if practicable, but not later than twenty-four (24) hours after the injury. Employees are required to know and follow procedures pertaining to safety in and evacuation of the Authority's facilities.

C. Employee complaints of unsafe and unhealthful conditions shall be reported to their immediate supervisor and shall be investigated within five (5) working days of the employee's complaint. Corrective action shall be initiated immediately to remedy the condition within safety guidelines. The Union will receive a written investigation report within ten (10) days of the completion of investigation and the promulgation of a written report, if any. Working days are defined as Monday through Friday, whether the employee(s) work(ed) those days or not.

D. Employees shall not be required to work under conditions which are unsafe or unhealthful.

#### **ARTICLE 9. VEHICLES**

A. Only employees who are required to drive as part of their job duties are required to have a valid driver's license in the State of New Jersey.

B. Authority-owned vehicles are only permitted to be used on Authority business. Any passengers within an Authority-owned vehicle must be on Authority business.

C. When an employee of the Authority is required to use his/her personally owned automobile in the conduct of the Authority's business, the automobile must be insured in accordance with State of New Jersey laws and regulations and the employee must have a valid driver's license in the State of New Jersey. The Authority will reimburse the employee at the IRS rate for mileage and tolls.

D. The insurance policy does not have a provision for vandalism, only accident. However, the Authority will provide coverage up to the set amount as stated in the current policy for vandalism to residents' vehicles.

#### **ARTICLE 10. ACCESS TO PERSONNEL FILES**

A. The Authority complies with all Federal, State and local laws regarding access to personnel files and employees may have access to their personnel records. The Personnel Officer or other designated Authority representative will be present during the review of such files, and will honor reasonable requests from employees for copies of documents contained in their personnel files at no cost for the first copy of documents contained in their personnel files.

Employees must provide a written request for additional copies of documents contained in their personnel files. The cost of the copies will be paid by the employees.

B. The employee's right to review the contents of his/her personnel file extends to all information, confidential letters or references received from third parties that may be kept in the employee's personnel file. Documents of anonymous, unsubstantiated origin will not be placed in the employees' personnel file.

C. Employees shall be granted access to their personnel files within three (3) business days of submitting a written request for review of their personnel files.

#### **ARTICLE 11. JOB DESCRIPTIONS**

A. The New Jersey Civil Service Commission approves all written Career Service job descriptions and changes thereto, where applicable. Current descriptions of Career Service titles in use at the Authority are available from the Authority's Personnel Officer and/or the New Jersey Civil Service Commission.

B. Any new title authorized for use by the Authority will be negotiated for inclusion or exclusion from the bargaining unit where applicable pursuant to the recognition clause.

C. Job descriptions of any/all new or changed titles shall be forwarded to the Union within five (5) working days of the effective date of the creation of and/or change in a title. Terms and conditions of the new or changed title shall be fully negotiable, where applicable.

#### **ARTICLE 12. RESIGNATIONS**

A. An employee who wishes to voluntarily terminate his/her employment with the Authority in good standing must submit a written letter of resignation to his/her immediate supervisor and department head at least two (2) weeks in advance. Copies of the resignation should be forwarded to the Personnel Officer and the Executive Director.

B. Any employee who fails to comply with the two (2) week notice requirement, or who is absent from work for five (5) consecutive days without notifying an appropriate Authority supervisor or manager, shall be considered to have abandoned his/her job and shall be deemed to have resigned not in good standing, pursuant to N.J.A.C. 4A:2-6.2, or to have resigned not in good standing and terminated immediately if not covered by the rules and regulations of the New Jersey Civil Service Commission.

#### **ARTICLE 13. RETIREMENTS**

A. The Authority's employees who are members of the Public Employees Retirement System (PERS) may retire upon meeting the age and service requirements established by the New Jersey Division of Pensions and Benefits. Any employee who is contemplating retirement under PERS should begin the process at least six (6) months in advance by meeting with the Personnel Officer for pre-retirement counseling. In conformity with State law, the Authority does not have a mandatory retirement age.

B. All permanent Career Service and unclassified Authority employees are required to join the New Jersey Public Employees Retirement System (PERS).

C. Any employee who was hired on or after January 1, 2007 or retires under PERS after January 1, 2007 shall be paid a maximum of fifteen thousand (\$15,000.00) dollars for accumulated sick time. Payments shall be made upon receipt of retirement approval from PERS. Employees who resign, are dismissed, are removed or elect deferred retirement shall not receive monetary compensation for unused sick leave days. Employees who have used more sick time than they have accrued and earned at the time of separation shall reimburse the Authority for the full value of unearned sick time.

#### **ARTICLE 14. LAYOFF**

A. For reasons of economy or efficiency or other related reasons, the Authority may have to conduct reductions in force and/or demotions. Such layoffs and/or demotions imply no delinquency or misconduct on the part of an affected employee. Layoffs and/or demotions shall be conducted in accordance with the New Jersey State Civil Service Commission rules and regulations where applicable.

B. Layoffs and/or demotions of employees not covered by the rules and regulations of the New Jersey State Civil Service Commission shall be conducted in the manner delineated below:

1. The Authority will provide written notice to the Union and all affected employees at least twenty (20) calendar days in advance of the layoff and/or demotion.

2. In the event of a layoff and/or demotion employees shall be laid off/demoted on the basis of seniority, so long as the Authority has the sole right to deviate from the layoff and/or demotion process herein where an employee's qualifications require him/her to remain on the payroll.

3. Laid off employees shall be recalled on the basis of seniority via a registered letter and regular mail to the employee's last known address on file with the Authority. The Union shall also be copied on said notice. A laid off employee must notify the Authority, in writing, of any change in his/her home address and/or telephone number and/or email address within seventy-two (72) hours of the change. Employees recalled from a layoff must respond to the recall notice within seven (7) calendar days of receipt of the notice by contacting the Authority in writing via registered mail and/or fax with a receipt.

4. Employees who fail to report to work after being recalled from a layoff shall be considered to have resigned and shall be deemed to have waived all rights to reemployment.

5. Laid off employees shall maintain reemployment rights to the position they held before the layoff for a period of six (6) consecutive months from the date of the layoff.

6. Employees affected by a layoff shall be paid for all unused accrued vacation time and compensatory time, as covered in Articles 23 and 25 of this Agreement.

#### **ARTICLE 15. PROBATIONARY EMPLOYMENT**

A. Newly hired probationary employees may be separated from their employment by action of the Executive Director or designee at any time without recourse for the employee.

B. Every newly hired employee shall be subject to a probationary period of ninety (90) days commencing on his/her first permanent day of work at the Authority as defined below. The Authority may extend the probationary period for an additional forty-five (45) days with notice to the Union within two (2) weeks of the extension. During the probationary period, an employee may be removed from employment at any time for any reason or for no reason.

C. All employees promoted on or after January 1, 2020 shall be subject to a probationary period of ninety (90) days commencing on their first (1st) day of promotion. The Authority may extend the probationary period an additional forty-five (45) days with notice to the Union within two (2) weeks of the extension. If during the probationary period a promoted employee has not demonstrated the ability to perform the duties of the new position, he/she shall retain the right to return to his/her previously held title at his/her former rate of pay.

#### **ARTICLE 16. JOB POSTINGS & PROMOTIONS**

A. Vacant positions in the Authority shall be filled, whenever possible, by promoting qualified, lower level employees. Promotions shall be based on merit, to be ascertained by Authority testing, whenever applicable.

B. All employees who have completed one (1) year of service, and who meet the minimum qualifications of the vacant position, may compete for promotion, where applicable.

C. All new and vacant positions will be posted on all Union bulletin boards, agency webpage and sent via agency email to the employees advising of the nature of the position and the qualifications required and salary thereof. Said notice shall be posted for ten (10) consecutive workdays. Working days shall be defined as Monday through Friday whether the employee(s) work(ed) those days or not.

D. All promotions shall be made by awarding the position to the most qualified employee possessing the ability and experience to perform the job, who bids for that position.

E. A copy of all postings will be sent to the local Union office when posted.

F. Employees who wish to apply shall submit applications to the designated Authority individual.

G. No employee shall perform the duties of an Acting Position without express written approval from the Executive Director of his/her designee. Whenever an employee has performed the duties of an Acting Position in a higher classification for more than fourteen (14) accumulated working days within a sixty (60) day period (excluding vacation periods), he/she shall receive the starting hourly rate, or a ten (10%) percent increase on his/her hourly rate, whichever is higher. Such rate shall not exceed the maximum for the Acting Position. Assignments to an Acting Position shall be made at the discretion of the Executive Director or his/her designee. Working days shall be defined as Monday through Friday, whether the employee(s) work(ed) those days or not.

#### **ARTICLE 17. TUITION PAYMENT PROGRAM**

A. The Authority may provide Tuition reimbursement for employees who take educational courses that enhance their ability to perform their present job or may qualify the employee for a higher rated job. The Department Director and Executive Director must both give

prior written approval to any request for tuition reimbursement for any program or course. Failure to obtain such prior written approval will result in the denial of any reimbursement. The Authority will pay up to two (2) courses per year at a recognized facility as long as the employee gets at least a "C" or "Pass" and is able to carry out his/her job responsibilities. The employee will submit a tuition bill and course grade for reimbursement.

B. Authority Requested Training: The Authority will pay, in advance, fees for Authority initiated and sponsored training. All requests should be made to the immediate supervisor for approval by the Department Director.

### **ARTICLE 18. WORK HOURS**

A. When non-emergency schedule changes are made by the Authority the maximum possible notice, which shall be at least fourteen (14) days, shall be given to the affected employees. This includes but is not limited to change in hours or work location.

#### **B. Administrative and Clerical Employees**

1. The regular workweek for employees covered by this Agreement is work thirty-two and one-half (32½) hours per week, six and one-half (6½) hours per day. Lunch break shall be one (1) hour and shall be unpaid.

2. Authority administrative (including supervisory staff), and clerical employees will be paid overtime compensation in the form of Compensatory Time Off ("CTO") as follows: CTO at one (1) times the number of hours worked beyond thirty-two and one-half (32½) hours per week, with a maximum of forty (40) hours per week. Overtime will be paid at the rate of time and one-half (1½) of the employee's base pay after the completion of forty (40) hours of work in any scheduled work week. All holiday hours and personal leave hours not worked will be considered time worked for the computing of overtime; all other paid or unpaid leave time shall not count.

3. Overtime assignments must be approved in advance by the employee's supervisor or department head. Approval must be in writing to be effective for scheduled, non-emergency overtime.

4. An employee is considered late when he/she reports to work after his/her scheduled time of arrival or the time of expected return to duty. On those rare occasions when an employee cannot report on time, the employee must notify his/her supervisor as far in advance as possible, indicating his/her anticipated time of arrival at work. Notification does not preclude the Authority from taking disciplinary action.

5. Administrative staff who receive a work-related call while off duty, either at home or via cell phone, will receive compensatory time off in lieu of compensation.

#### **C. Maintenance and Protective Service Employees**

1. Maintenance and protective service employees of the Authority, including maintenance and protective service supervisors, covered by this Agreement shall work forty (40) hours per week, eight (8) hours per day, five (5) days per week, according to schedules adopted by the Authority management in conjunction with bargaining unit agreements. Lunch break shall be one-half (½) hour and shall be unpaid.

2. Because the Authority is committed to maintaining and securing its dwelling units seven (7) days per week, twenty-four (24) hours per day, maintenance and security staff must be available to serve residents on weekends and in emergencies.

3. Effective upon execution of this Agreement, maintenance and protective service employees who are called in to work will be guaranteed a minimum of two (2) hours straight time wages for the period of time called into work.

4. Overtime will be paid to maintenance and protective service employees at the rate of time and one-half (1½) of the employee's base pay after the completion of forty (40) hours of work in any scheduled work week. All holiday hours and personal leave hours not worked will be considered time worked for the computing of overtime; all other paid or unpaid leave time shall not count.

5. Overtime assignments must be approved in advance by the employee's supervisor or department head. Approval must be in writing to be effective for scheduled, non-emergency overtime.

6. An employee is considered late when he/she reports to work after his/her scheduled time of arrival or the time of expected return to duty. On those rare occasions when an employee cannot report on time, the employee must notify his/her supervisor as far in advance as possible, indicating his/her anticipated time of arrival at work. Notification does not preclude the Authority from taking disciplinary action.

7. Maintenance staff who receive a work-related call while off duty, either at home or via cell phone, will be compensated at a regular rate of pay for his/her time.

#### **ARTICLE 19. BREAKS & LUNCHES**

A. Breaks: Authority employees are entitled to two (2) paid fifteen (15) minute breaks during the workday, one (1) during each half of the day. Paid breaks are to be scheduled at the discretion of the employee's supervisor and should be confined to the Authority premises. Breaks may not be taken in conjunction with the employee's scheduled arrival, lunch, or departure time.

B. Lunches:

1. Administrative (including supervisory staff), clerical, and tenant services employees are entitled to a one (1) hour, unpaid lunch period each workday. Lunch periods are normally scheduled and taken, at the supervisor's discretion, for one hour, between 12:00 p.m. and 2:00 p.m. If an employee's regular work schedule makes it impractical to observe this lunch period, the employee's supervisor may establish an alternative one hour lunch period, with the approval of the appropriate Authority department director.

2. Maintenance and protective service employees are entitled to a one-half (½) hour, unpaid lunch period, to be taken during the mid-portion of their work shift, at the supervisor's discretion.

3. Employees working during the scheduled lunch period and/or break in order to meet the needs of the Authority, with their supervisors' approval, will be compensated for the lunch time missed. If the time is worked, the time shall be paid as per the Authority policy, at the overtime rate, if applicable.

## ARTICLE 20. HOLIDAYS

A. Effective April 1, 2021, all Authority employees will/may receive the following paid holidays:

New Year's Day  
Dr. Martin Luther King's Birthday  
President's Day  
Memorial Day  
Juneteenth (as established by Federal law)  
Independence Day  
Labor Day  
Columbus Day  
General Election Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

B. When any holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When the holiday falls on a Sunday, it will be observed on the succeeding Monday.

C. Employees who accept an assignment or are scheduled to work on a holiday, but who fail to report without supervisory approval or without reasonable cause, will not receive holiday pay and may be subject to disciplinary action. Employees who accept an assignment or are scheduled to work on a holiday, and actually work such, will be compensated at two and one-half (2½) times of their base rate of pay for all hours worked up to their normal work hours per day, and one and one-half (1½) times their base rate for all hours worked beyond their normal work hours per day.

## ARTICLE 21. CLASSIFICATIONS AND COMPENSATION PLAN

A. Wages:

1. Retroactive to April 1, 2021, the base salary of each unit employee will be increased by \$1,000.00 per employee.

2. Retroactive to April 1, 2022, the base salary of each unit employee will be increased by \$1,000.00 per employee.

3. Effective on the date of execution of the Agreement, the base salary of each unit employee will be increased by \$1,000.00 per employee.

4. Within thirty (30) days of execution of the Agreement, the base salary of each unit employee will be increased by the above-referenced \$3,000.00.

B. The parties will insert the Job Classifications titles and salary ranges for each classification. The Authority will notify the Union within twenty (20) calendar days in writing of its request to establish any new job classifications and any changes to the existing classifications. Any changes will include the rate of pay and description of job duties. The Authority will meet with the Union to discuss the new or changed job classifications. The Union has the right to negotiate the effects of any and all changes in said job classifications and to take any disputes to binding arbitration.

C. All employees who are required to hold/maintain a CDL driver's license and must use that license in the performance of their job duties for the Authority shall receive a stipend of two hundred fifty (\$250.00) dollars per year. This stipend will be paid in a separate check during the first (1<sup>st</sup>) two (2) weeks of December to cover the preceding twelve (12) months.

D. All employees who receive a useable Black Seal license will be paid a supplement of seven (\$7.00) dollars per day for a full day that the license is useable and the employee is assigned to a boiler room. Those licensed employees who are assigned to a boiler room will be paid an additional supplement of thirty-five (\$35.00) dollars per week for a possible total of seventy (\$70.00) dollars per week. This additional thirty-five (\$35.00) dollars supplement shall only apply to an employee having a current license who is assigned boiler room duties for at least five (5) days a week.

E. Upon notification, the Authority will reimburse the employee all costs of the renewal fees for the following licenses: CDL and Black Seal. The employee must give the Personnel Officer eight (8) weeks' notice prior to the expiration of his or her license.

F. Clothing Maintenance Allowance: Employees who are required to wear a uniform will receive a uniform and an annual clothing maintenance allowance of four hundred and fifty dollars (\$450.00). This allowance will be paid to the employee for the laundering and maintenance of his/her work uniforms. Uniforms will be distributed pursuant to practice and with the same number of uniforms to each employee, including the necessary outdoor gear.

G. Employees who are assigned additional work duties or functions outside of their regular job responsibilities shall receive additional compensation per hour of ten (10%) percent of their total annual compensation. This shall apply after working two (2) consecutive days in the additional responsibilities and will be applied retroactively to the first day worked for all hours performing additional out-of-title job functions.

## **ARTICLE 22. PROMOTION COMPENSATION**

A. Upon promotion, an employee will receive a ten (10%) percent increase to their total annual compensation, or up to five (5%) percent above the minimum of the range of the new position, whichever is higher.

B. Upon promotion to a supervisor position, the employee shall be at a rate that is five (5%) percent higher than the rate of his or her highest paid subordinate. The Authority will hire subordinate employee(s) at a rate that is, at a minimum, five (5%) percent less than the rate of the employee's supervisor. In instances in which the Authority transfers an employee to a subordinate position in order to maintain the efficiency of Authority operations, and the employee is paid at a rate that is higher than that of the supervisor in question due to the employee's longevity, the supervisor's rate will not be adjusted.

## **ARTICLE 23. COMPENSATORY TIME OFF**

A. The payment of Compensatory Time Off (CTO) is discussed in Article 18.

B. The accumulation of compensatory time off is limited to sixty (60) hours per employee. Compensatory time off shall be taken during the calendar year in which it is worked,



except that CTO earned during the last quarter of the calendar year shall be used by the end of the first quarter of the next calendar year.

C. Upon separation from the Authority, employees will receive cash compensation at their final rate of pay for any CTO balance up to sixty (60) hours. Those employees who had an excess of CTO time beyond sixty (60) hours as of January 1, 2004 will be compensated for those excess CTO hours above sixty (60) at the base rate of pay which was in effect on January 1, 2004 (exclusive of any special increase that may have been in effect for temporary work assignments/duties).

#### **ARTICLE 24. INCLEMENT WEATHER COMPENSATION**

In the event of inclement weather, the Executive Director will determine if the Authority's offices will remain open. Employees may receive information in this regard by calling the Authority's main phone number for a taped message or viewing public access television or tuning to local radio. If the offices are not officially closed, employees are expected to report to work at their normal starting time. If any employee cannot make it to work, he/she should notify his/her supervisor and request appropriate personal, vacation or compensatory time off for the hours missed. If Authority offices are officially closed, employees will be paid for their normal workday as though it were a declared leave day. This shall not apply to those employees required to work irrespective of whether the Authority offices are open or closed.

#### **ARTICLE 25. LEAVE TIME**

##### **A. Vacation Time**

1. All current full-time employees who were hired prior to July 1, 2007 earn paid vacation leave monthly, credited on the fifteenth (15<sup>th</sup>) day of the month, based on their seniority, as follows:

Up to one (1) year of service - one (1) day per month

Beginning one (1) through four (4) years - 15 days per year (1.25 per month)

Beginning five (5) through nine (9) years - 18 days per year (1.5 per month)

Beginning ten (10) through fourteen (14) years - 21 days per year (1.75 per month)

Beginning fifteen (15) through twenty (20) years - 25 days per year (2.08 per month)

Beginning twenty-one (21) or more years - 30 days per year (2.5 per month)

2. All full-time employees hired after July 1, 2007 earn paid vacation leave monthly, credited on the fifteenth (15<sup>th</sup>) day of the month, based on their seniority, as follows:

1st year of service - 1 day per month

2-4 years of service - 12 days per year

5-9 years of service - 15 days per year

10+ years of service - 20 days per year

3. Employees may carry forward up to one (1) years' worth of unused vacation time for reasons of business necessity only if approved by the Executive Director or designee. Employees who do not use said leave time in the following year shall forfeit such unused time.

4. While vacation leave is an employee entitlement, the scheduling and granting of employee vacation requests is a supervisory prerogative necessary to minimize disruption to Authority operations. Vacation leave may be requested and approved in increments of one-half ( $\frac{1}{2}$ ) hour or more. Employee vacation requests must be made, in writing, to the supervisor, as far in advance as possible but at least one (1) day in advance for a single day and at least three (3) days in advance for two (2) to nine (9) consecutive days. Employees requiring ten (10) or more consecutive days' vacation must submit a written request, through their supervisors, to the Executive Director at least ten (10) days in advance. Same day vacation requests shall not be telephoned in or granted, except under inclement weather conditions or personal or family emergencies. In the event of a conflict in the scheduling of vacation days, the determination as to which employee will be granted the use of vacation leave shall be based on the timeliness of the request. If the requests were submitted on the same day, the determination shall be made based on seniority.

5. Employees on approved unpaid leave shall not accrue any vacation benefits. Employees shall not be charged vacation leave for any official holiday which falls during the employee's scheduled, approved vacation. Employees who separate from employment with the Authority in good standing shall be paid for the full value of all earned, unused vacation time.

6. If the employee has no sick leave balance, he/she may charge such time against other accrued paid leave if available with the Executive Director or designee's approval. The Executive Director or designee's approval shall be non-grievable.

#### **B. Personal Leave**

1. All employees are entitled to four (4) personal leave days per year. Personal leave time may be used in increments of one-half (0.5) hour or more.

2. New employees earn their personal leave days at the rate of one (1) day per month over the first four (4) months of employment. All other employees are advanced the four (4) days at the beginning of each calendar year. Personal leave days must be used in the calendar year in which they are granted and may not be carried over from year to year. Employees are not compensated for unused personal leave days.

3. Twenty-four (24) hour notice in writing, except in an emergency, shall be given to the employee's supervisor in order to apply for and be considered for such leave. The supervisor shall make every effort to grant the personal day request in keeping with the needs of the Authority. Except in an emergency, personal days may only be attached to a vacation or a holiday with prior approval by the employee's supervisor. If an employee requests leave on Good Friday, such leave shall not be unreasonably withheld.

#### **C. Sick Leave**

1. Paid sick leave benefit is to be used prudently and strictly to cover absences from work due to personal illness, exposure to contagious disease, attendance upon a

seriously ill family member or partner, and for any other reasons set forth in law or Authority policy.

"Family member" is defined as spouse, civil union partner, domestic partner, son, daughter, mother, father, brother, sister, grandparent, grandchild, great-grandparent, great-grandchild, mother-in-law, father-in-law, or other relatives who reside with the employee. The terms "domestic partner" and "civil union partner" are defined by the laws of the State of New Jersey.

2. Employees are required to notify their supervisor that they will be using sick leave by their scheduled reporting time. Sick leave may be used in increments of one (1) hour or more, for nonemergency medical purposes such as physician and dentist appointments and medical tests.

3. New employees earn their sick leave at the rate of one and one quarter (1¼) days per month, during their first calendar year of employment. Other employees are advanced fifteen (15) sick leave days per year, earned at the rate of one and one-quarter (1¼) days per month. If an employee has been advanced sick leave and he or she leaves prior to the end of the year, he or she shall be required to reimburse the Authority for time that has been advanced but not earned. Unused sick leave accumulates from year to year and is available to cover serious, unanticipated long-term illness and for any other reason described in section (C)(1) above.

4. If an employee is out on sick leave for three (3) or more consecutive days, or for fifteen (15) or more workdays in a single calendar year, documentation that the leave is being taken for a permitted purpose shall be required. Failure to produce the required documentation may result in disciplinary action, up to and including termination.

5. Abuse of sick leave of any sort shall be subject to disciplinary action. The Authority shall require a medical certification whenever there is a proven pattern of abuse.

6. The Authority shall also have the right to require medical certification at any other time at the expense of the Authority. Such request shall not be made in a random manner or with disparate impact upon any group of employees.

D. **Bereavement Leave.** Full-time employees will be granted up to three (3) working days with pay following the death of an immediate relative. An immediate relative is defined as a spouse, significant other, civil union partner, domestic partner, child, step-child, daughter-in-law, son-in-law, grandchild, great grandchild, parent, step-parent, grandparent, great grandparent, sibling, niece, nephew, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any person related by blood or marriage residing in an employee's household. The Authority reserves the right to ask for proof of death. An employee may use any accrued sick, vacation, or personal leave if they need more than three (3) working days off following the death of an immediate relative or if they need any time off following the death of any other individual.

E. **Court Leave**

1. Any employee who is summoned to perform jury duty, who is subpoenaed to appear as a witness before a court, legislative committee, judicial or quasi-judicial proceeding and who is a party to any action, unless the employee is a plaintiff in an Authority matter, shall be excused from their normal work duties, with pay in order to fulfill this civic obligation.

2. Copies of the jury duty summons or subpoena must be given to the employee's supervisor within three (3) days of receipt. Employees who perform jury duty or who appear as witnesses shall request a certificate of attendance from the court and provide a copy of the certificate to their supervisor.

3. Only employees who receive a subpoena to be a witness in a case which is directly related to the business of the Authority will be given the same level of absence with pay as granted above for jury duty with the following exception: an employee who is a plaintiff in a case in which he/she has brought against the Authority will not be eligible for such compensation and will be required to utilize his/her vacation, compensatory and/or personal leave time. Such time off shall not be unreasonably denied.

F. **Leaves of Absence Without Pay.** The Executive Director may grant full time permanent employees an unpaid leave of absence for up to ninety (90) calendar days. Requests for such leave must be made in writing and shall include a detailed explanation of the need for the requested leave. Unpaid leaves of absence for full time permanent employees may be extended for an additional ninety (90) calendar days, when requested in writing and approved by the Executive Director and shall not be unreasonably denied. Said denial of either leave request shall be non-grievable.

G. **Family and Medical Leave.** The Federal Family and Medical Leave Act provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave per year. Employees who have worked for the Authority for at least twelve (12) months and for at least 1,250 hours of service during the previous twelve (12) month period may be eligible. The New Jersey Family Leave Act provides eligible employees with similar protection, but reduces the hours of service requirement to 1,000 hours during the previous twelve (12) month period. Eligible employees may be granted unpaid leave to care for their child following birth or adoption, to care for a child placed in their foster care, to care for an immediate family member with a serious health condition, or for a serious health condition that renders them unable to perform their job.

The Federal Family and Medical Leave Act also provides eligible employees who are the spouse, child, parent, or next of kin of a covered servicemember with up to twenty-six (26) weeks of unpaid, job-protected leave per year to care for the servicemember.

Requests for leave must be submitted in writing to the Executive Director. The period of leave must be supported by a healthcare provider's certification. Approved leave may include the use of any accrued vacation, sick, and personal leave at the employee's request. The portion of the leave that runs beyond the exhaustion of all vacation, sick, and personal leave will be without pay. Health benefits shall be maintained during the period of leave at the level and under the conditions coverage would have been provided if the employee had not been on leave.

H. **Domestic Violence Leave.** The New Jersey Security and Financial Empowerment Act provides employees with up to twenty (20) days of unpaid leave per year. Employees who have worked for the Authority for at least twelve (12) months and for at least 1,000 hours of service may be eligible. Eligible employees may be granted leave for any domestic violence incident or sexually violent offense committed against them or their child, parent, spouse, domestic partner or civil union partner. Leave may be used to seek medical attention, counseling, legal assistance or relocation, as well as to participate in legal proceedings. Leave must be taken within one year of a qualifying incident or offense.

Employees must provide written notice to the Executive Director to the extent practicable under the circumstances. In addition, employees must provide proof that they qualify for leave. Approved leave must include the use of any accrued vacation and sick leave, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay.

**I. Donated Leave**

1. The Authority has established a donated leave program which allows Authority employees to voluntarily donate a portion of their earned sick and/or vacation time to other Authority employees who have exhausted their own earned leave time and who:

a. Suffers from a catastrophic health condition or injury that necessitates the employee's prolonged absence from work; or

b. Is needed to care for a member of their immediate family who is suffering from a catastrophic health condition or injury.

2. A full program description, including donor and recipient participation requirements, is available from the Personnel Officer.

**J. Effect of Leave on Benefits**

1. During paid leave, enrolled employees shall continue to receive full health insurance and pension benefits.

2. For the duration of an approved FMLA leave and for up to thirty (30) days of approved military leave, the Employer shall pay the employer portion of health benefit premiums. Employees are responsible for paying their contribution, as determined by the State Health Benefits Program, for themselves and their dependents in order to maintain coverage.

3. For any other form of unpaid leave, employees may be eligible to continue coverage under COBRA. The Employer does not pay any portion of the health benefit premiums for such employees.

4. Employees on unpaid leave will receive a schedule for making health benefits premium payments or co-payments. Failure to remit payment to the Authority within thirty (30) calendar days of the due date may result in termination of health benefits coverage for the duration of the approved leave. If the Authority chooses to pay the employee's portion of the premium, the employee will be required to repay these amounts in full to the Authority in accordance with any deadlines established by the Authority. Employees who lose their health benefits coverage may reapply for restoration within sixty (60) calendar days after the original termination of benefits, unless otherwise provided by the State Health Benefits Plan.

5. Employees accrue no seniority, or additional sick or vacation leave, while on unpaid leaves of absence. All pension contributions and disability insurance coverage cease during unpaid leave. Employees may be eligible to purchase additional pension credit for the leave period through the New Jersey State Division of Pension and Benefit.

## **ARTICLE 26. WORKERS' COMPENSATION**

A. Employees who suffer job-related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. Information regarding benefits, coverage, exclusions and other terms and conditions is available and can be obtained from the Personnel Officer.

B. Any occupational injury or illness must be immediately reported to the employee's supervisor. Supervisors of injured employees are required to report injuries and accidents immediately to the Personnel Officer. All required medical treatment must be performed by a Workers Compensation physician appointed by the Authority's insurer. Unauthorized medical treatments may not be covered pursuant to the Workers Compensation Act. Workers Compensation shall be the only source of income provided to an employee injured on the job.

## **ARTICLE 27. EMPLOYEE BENEFITS**

### **A. Medical Benefits**

1. The Authority offers its employees and their eligible dependents medical, dental, prescription drug and vision care benefits. Medical and prescription coverage shall be effective sixty (60) days after the first day of employment. Dental and vision coverage shall be effective on the first of the month following three (3) full months of employment. The types and amounts of coverage available to employees may change from time to time based on the plans available to the Authority. Health benefits remain in effect while persons are in the paid employ of the Authority, subject to limitations imposed by State Health Benefits regulations and Authority policy. Health benefits may continue into retirement provided the retiree meets the service requirements established by the New Jersey Division of Pensions and Benefits. Employees who separate from the Authority may be eligible to purchase group health benefits coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, as amended and supplemented.

2. It is agreed that there shall be a reopening of negotiations limited to the subject of the level of coverage whenever the level of medical, dental, prescription, or vision care benefits coverage may change, unless such change is caused by the State Health Benefits Plan.

3. All employees shall contribute to their medical and prescription coverages pursuant to State law.

4. All copayments and deductibles shall be determined by the State Health Benefits Commission. The provisions of Chapter 78, Public Laws of 2011 shall remain in full force and effect, including as to all applicable retirees, for the contract duration.

B. **Life Insurance.** Employees shall receive a free non-contributory life insurance benefit through the State of New Jersey equal to one and one half (1½) times the employee's base salary earned in the twelve (12) months preceding their death. The benefit shall be pro-rated during the first year of coverage.

C. **Temporary Disability Insurance.** State of New Jersey Temporary Disability Insurance (TDI) that provides income assistance to disabled employees for up to twenty-six (26) weeks covers all fulltime Authority employees. To be eligible for TDI benefits, an employee must

be out of work due to personal illness for an extended period of time, have exhausted all accrued sick leave and be under the care of a licensed physician, dentist, podiatrist, chiropractor, optometrist or psychologist. Claims for TDI benefits must be filed no later than thirty (30) days following the first day of disability.

D. **Short-Term Disability Insurance.** Employees may purchase additional short-term disability insurance to extend the income assistance benefits of TDI. The Authority has contracted with a private insurance carrier to provide this supplemental benefit, which is paid for by interested employees through payroll deduct.

E. **Deferred Compensation.** The Authority offers a Federal Internal Revenue Code Section 457 plan that allows its full-time employees to defer a portion of their income from Federal income taxes and save for their retirement, subject to current IRS regulations. Employees who participate in the deferred compensation program may withhold some of their annual salary, up to the maximum allowed by the IRS regulations, and invest it in a wide range of stocks, bonds, money markets or mutual funds. Federal income taxes are deferred on withheld amounts and accumulated investment earnings until the assets are distributed or when the employee retires, presumably at a lower tax rate. This program is administered on behalf of participating Authority employees by a reputable private investment firm.

F. **Tax Savings Plan.** The Authority has contracted with a private firm to administer a tax savings plan for its employees, as provided for under Section 125 of the Federal Internal Revenue Code. This plan allows participating employees to set aside before-tax dollars to pay for certain medical, dental, and dependent care expense, thereby avoiding federal taxes and saving money.

G. **Dependent Eligibility.** Dependents are eligible for coverage in accordance with State or Federal Law.

## **ARTICLE 28. DISCIPLINE**

A. Employees shall be subject to discipline in accordance with the provisions of the collective bargaining agreement. All disciplinary actions shall also be in compliance with New Jersey laws, statutes, rules and regulations, where applicable.

B. It is the responsibility of the supervisor to enforce and maintain proper discipline. Discipline of an employee shall be consistent with New Jersey Civil Service Commission rules; discipline may be minor or major.

C. Employees may respond to any disciplinary action or hearing decision with a written response. Such response shall be placed in the employee's personnel file at their request.

D. Minor discipline includes any oral or written warning, written reprimand, fine, or suspension without pay for up to five (5) days. This shall apply to Civil Service and non-Civil Service employees.

E. Major discipline, for Civil Service and non-Civil Service employees, shall include termination, disciplinary demotion, suspension or fine of five (5) consecutive days or more. Major discipline, for Civil Service and non-Civil Service employees, shall also mean aggregate suspension of fifteen (15) days or more in a calendar year and/or more than three (3) suspensions or fines of five (5) working days or less in a calendar year.

F. In regard to Civil Service and non-Civil Service employees, the following is a non-exclusive list of possible violations that may affect the employee's status/employment with the Authority:

- Falsification of public records, including attendance and other personnel records
- Failure to report absence
- Chronic or excessive absence and/or tardiness
- Harassment of co-workers, volunteers or visitors
- Theft or attempted theft of property belonging to the ACHA, fellow employee, visitors, volunteers
- Fighting on Authority property at any time
- Being under the influence of intoxicants or illegal drugs on ACHA property at any time during work
- Insubordination
- Failure to perform duties, inefficiency, or substandard performance
- Deliberate destruction or damage to Authority property
- Disorderly conduct, use of abusive and/or obscene language
- Sleeping on the job, having sex on the job, reading and/or presenting pornographic material while on duty, gambling on Authority premises
- Carrying any illegal or unregistered weapon of any kind on the job or during work hours
- Violation of established safety and fire regulations
- Conviction of a Crime
- Conduct unbecoming a public employee
- Soliciting on Authority property during work time
- Unauthorized absence from work area and/or roaming or loitering on the premises during scheduled work hours
- Defacing walls, bulletin board or any other Authority property
- Unauthorized disclosure of confidential Authority information
- Gambling on Authority premises
- Violation of Authority policies, procedures and regulations
- Misuse of public property, including motor vehicles
- Violation of Federal, State and/or Authority regulations concerning drug and alcohol use and/or possession



G. Discipline for an employee shall be imposed for just cause. The Union/Steward will be informed within forty-eight (48) hours by mail or fax when discipline of any nature is to be imposed.

Discipline will be filed within fifteen (15) days from the date on which the act which is the subject of the discipline occurred or fifteen (15) days from the date on which management reasonably should have known of its occurrence. Where the nature of the discipline is the subject of an investigation conducted by a Federal or State agency, discipline will be filed within fifteen (15) days of receipt of notification of the conclusion of the investigation and/or filing of the charges.

H. If an employee is summoned to a meeting, which he/she reasonably believes will lead to disciplinary action, he/she will have the right to have a Union Steward or Union Representative at the meeting.

I. When the immediate supervisor/manager believes that an employee has acted in such a manner that he/she should be subject to disciplinary action, the immediate supervisor/manager should first privately discuss the matter with the employee concerned and the Union representative, if the employee requests such.

J. After the immediate supervisor/manager reviews the materials and the incident and documentation and considers the employee's view, he/she may take the following action: determine the matter does not warrant discipline; issue a verbal reprimand with notations to the employee's personnel file that such action was taken; issue a written reprimand with a copy of the reprimand placed in the employee's personnel file; draft disciplinary charges describing the incident/infraction with appropriate documentation; or draft disciplinary charges describing the incident/infraction and making a recommendation for suspension, demotion, or termination. Potential suspension and termination actions must be approved by the Personnel Officer and the Executive Director. The charges regarding potential suspension and termination actions should be submitted to the Personnel Officer with appropriate documentation supporting the recommendation.

K. Upon request of the Union, the parties will mutually arrange a hearing at the earliest possible date after the proper notice has been given to the employee.

L. A hearing officer will be assigned by the Executive Director or designee. All facts should be presented at this hearing, and both parties afforded the opportunity to present witnesses, documents and make oral arguments before the hearing officer.

M. A report of the hearing and a determination of the extent of disciplinary action, if any, will be made within twenty (20) calendar days by the hearing officer after the close of the record.

N. The Personnel Officer, with the approval of the Executive Director, may determine that an immediate suspension with or without pay may be imposed pending the outcome of the hearing. The employee will be notified of such a determination and the reasons for the decision upon being served with the disciplinary charges, and given an opportunity to respond verbally or in writing.

O. Following a hearing, the Hearing Officer may decide to agree with the recommended Disciplinary action or amend the recommended action to take one (1) or more of the following forms, which are not required to be in the order set forth below:

1. Verbal reprimand, with notations to the employee's personnel file that such action was taken;
2. Written reprimand with a copy of the reprimand placed in the employee's personnel file;
3. Suspension from duty without pay for one (1) or more days;
4. Demotion or payment of a fine as set forth below. Demotion shall include, but not be limited to, a change in job title and/or loss or pay. A fine may be imposed as a form of restitution, in lieu of suspension, where the employee has agreed to payment of a fine as a disciplinary action. The fine may be paid in lump sum or installments, as determined by the Executive Director or designee;
5. Dismissal from the Authority's employ.

P. The Executive Director will review the Hearing Officer's decision and authorize the imposition of the recommended disciplinary action. The Executive Director can, for good cause, amend the recommended action prior to imposition. The Union will be permitted in such a situation to provide written opposition to the Executive Director's decision, only where the action of the Executive Director causes an increased discipline.

Q. All documents in any way connected with the employee's disciplinary history shall be placed permanently in the employee's personnel file and may be viewed in accordance with the terms of this Agreement.

R. Newly hired probationary employees may be separated from their employment by action of the Executive Director or designee at any time without recourse from the employee.

S. An employee who is terminated shall be entitled to payment for any unused "benefit" days.

T. The Union shall be provided with any disciplinary notices/decision given to its members.

U. At any hearing where discipline will be imposed, either party may make a verbatim recording through the use of a certified stenographic reporter (CSR). Such record is to be transcribed and paid for at the request of the party who ordered the CSR. However, if a record is transcribed, the other party shall receive a copy if submitted to appeal.

V. The Union shall be provided with a copy of all written material when such material is to be relied upon in any personnel action resulting in disciplinary proceedings.

W. Employees shall be entitled to receive written notice of any disciplinary action, including the reasons therefore, prior to the action being taken except when immediate suspension is required if an employee is unfit for duty, a hazard to any person, to maintain the health, safety or welfare of the workplace, or effective direction of public services or when criminal charges have been brought against any employee.

X. Supervisors must document all disciplinary actions with facts and dates of any counseling sessions and/or other previous disciplinary actions.

Y. Employees are requested to sign any notice of disciplinary action only to acknowledge its receipt. If an employee refuses to sign, said refusal will be so noted and the notice is to be signed by the supervisor in the presence of the employee.

Z. Nothing in this Agreement shall compel the Union to submit a disciplinary action to arbitration or to represent any employee before the New Jersey Civil Service Commission.

AA. Following the conclusion of the disciplinary process, all cases involving discipline shall be processed through the grievance procedure set forth in Article 29, except that employees covered by the New Jersey Civil Service Commission shall have their cases processed in accordance with those procedures.

BB. Management shall bear the initial burden of proof in all matters at each step relating to discipline.

### **ARTICLE 29. GRIEVANCES**

A. A Contractual Grievance is an allegation by an employee or the Union that a specific provision of this Agreement has been violated. All other allegations as to a violation of a rule, regulation, policy or procedure of the Authority may be submitted to all steps of the grievance procedure. These non-contract grievances may not be submitted to binding arbitration.

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

C. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the Department's supervisory staff and having the grievance adjusted without the intervention of the Union.

D. With regard to employees, the term grievance as used herein means an appeal by an individual employee or groups of employees, from the interpretation, application, or violation of policies, agreements and administrative decisions affecting them, as amended in Section A above.

E. The following constitutes the sole and exclusive method of resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent. The definition of working days is Monday through Friday, excluding holidays, irrespective of whether the employee works the days or not. Grievances may only be formally filed and processed by the CWA/Union.

#### **STEP ONE:**

The aggrieved or the Union shall institute action within ten (10) working days after the event giving rise to the grievance has occurred or ten (10) working days from the time the employee became aware of the event or occurrence giving rise to the grievance by submitting a written grievance to the Immediate Supervisor/Manager. The parties shall schedule a grievance meeting within seven (7) working days from receipt of the grievance. The Supervisor/Manager shall respond in writing, to the Union, within five (5) working days of the Step One meeting. Failure to act within said seven (7) working days shall be deemed to constitute an abandonment of the grievance.

**STEP TWO:**

If the grievance is not resolved at Step One, it may be appealed to the Department Head within fifteen (15) working days from the receipt or non-receipt of the Step One decision. Step Two grievance shall contain the relevant facts and the remedy requested by the grievant. Upon receipt of the grievance, the parties shall schedule a grievance meeting within five (5) working days from the receipt of the grievance. The Department Head shall submit a written decision to the Union within (10) working days of the hearing. Failure to submit a decision within the designated time frame shall be construed as a negative response and may be appealed to Step Three.

**STEP THREE:**

If the Union wishes to appeal the decision of the Department Head, it shall be presented in writing to the Executive Director or designee within ten (10) calendar days. The grievance shall contain the relevant facts and the remedy requested by the grievant. Upon receipt of the grievance, the Executive Director or designee shall review all material and will schedule a hearing within fifteen (15) calendar days. Oral testimony, relevant materials, and witnesses may be presented. The Executive Director shall submit a written decision to the Union within twenty (20) calendar days of receipt of the grievance hearing. Failure to submit a decision within the designated time frame shall be construed as a negative response.

**STEP FOUR:**

1. Any unresolved contractual grievance may be appealed to binding arbitration only by the Union. The Union must file the request for arbitration within fifteen (15) working days after the receipt of the Executive Director's decision or non-decision in Step Three.

2. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration. The Union's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

3. The arbitrator shall be selected in accordance with the panel of arbitrators maintained by the Public Employment Relations Commission (PERC) in accordance with the selection procedures of PERC.

4. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing 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.

5. The decision or award of the arbitrator shall be final and binding on the Employer, the Union and the grievant or grievants to the extent permitted by and in accordance with applicable law and this Agreement.

6. The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement and shall confine his/her decision solely to the interpretation and application of this Agreement. The arbitrator 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 declarations of opinions which are not essential in reaching the determination.

7. The costs of the services of the arbitrator shall be borne equally by the Employer and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

8. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.

### **GENERAL INFORMATION**

All information concerning employee grievances will be held in strict confidence. It is agreed that the individual employee and/or group of employees are entitled to use this grievance procedure and to be represented by the Union. He/she will not be coerced, intimidated or suffer any reprisal as a direct or indirect result of the grievance procedure. The aggrieved employee will be granted necessary time to schedule and attend grievance meetings with the supervisor, department head, executive director, and/or designated hearing officer, so long as it does not impact the operation of the Authority.

Grievances initiated by the Authority shall be filed simultaneously with the appropriate Union Official, designated by the Union, and the relevant shop steward within ten (10) calendar days of the occurrence or event giving rise to the grievance. The Authority and the Union shall schedule a meeting within fifteen (15) calendar days of the grievance filing in an effort to resolve the dispute.

The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If the Authority does not answer the grievance within the time limits in question, the grievance shall be deemed denied. Nothing herein shall prevent the parties from mutually agreeing to extend or shorten the time limits for processing the grievance at any step in the grievance procedure.

It is understood by the parties that only the Union may process grievances involving alleged violations of the Agreement.

### **ARTICLE 30. SEVERABILITY**

A. In the event that any provision of this Agreement between the parties shall be held by operation of law and/or by a court or administrative agency of competent and final jurisdiction to be invalid or unenforceable, the remainder of the provisions of such Agreement shall not be affected thereby but shall be continued in full force and effect.

B. Any specific or general provision of this Agreement notwithstanding, wherever a provision of this contract is determined to be in conflict with the laws of the State of New Jersey, or with rules, regulations or procedures thereunder, the laws, regulations, rules and procedures shall be controlling.

C. This Agreement shall not be modified, altered or changed except by written agreement of the parties.

### **ARTICLE 31. FULLY BARGAINED PROVISIONS**

A. The parties acknowledge that this Agreement represents and incorporates the complete and final understanding and settlement of the parties on all bargainable issues, which were or could have been subject to negotiations. Unless otherwise specially provided in this Agreement, no prior administrative procedure, practice or past practice shall be interpreted or applied so as to enlarge or otherwise conflict with the express terms of this Agreement and all such procedures or practices or past practices shall be considered to have been eliminated.

B. During the term of this Agreement, neither party will be required to negotiate with respect to any such matters, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement, except where there is contract language that permits a re-opener or the parties mutually agree to renegotiate a term and/or condition of employment.

C. This document constitutes the sole and complete agreement between the parties and embodies all of the terms and conditions governing the employment of employees in the Union.

D. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject, without prejudice, which is (or may be) subject to collective bargaining.

### **ARTICLE 32. LEGAL REFERENCES**

A. Nothing contained herein shall be construed to deny or restrict an employee covered by this Agreement such right as he/she may have under any other applicable laws and regulations.

B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law(s), then such provision shall not be deemed valid and the remaining provisions of the Agreement contained herein shall continue in full force and affect.

### **ARTICLE 33. DURATION OF CONTRACT**

The terms and conditions set forth in this Agreement shall become effective on April 1, 2021 and shall continue in full force until March 31, 2024, or until execution of a successor agreement.

### **ARTICLE 34. MANAGEMENT RIGHTS**

A. The Authority hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon it and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including but without limiting the generality of the foregoing the following specific rights:

1. To the executive management and administrative control of all Housing Authority functions, properties and facilities and the activities of Housing Authority employees;

2. To take personnel action subject to the provisions of Civil Service for Civil Service employees and PERC law as amended;
3. To maintain the efficiency of Authority operations;
4. To take all necessary actions to carry out its mission in emergencies (emergency to be construed as a sudden generally unexpected occurrence demanding immediate actions);
5. To exercise control and discretion over its organization and the technology of performing its work;
6. To schedule employee work hours pursuant to the terms of this Agreement;
7. To take disciplinary action after thorough review of the incident.

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

C. It is understood and agreed that the Employer, in its sound discretion, possesses the right, in accordance with applicable laws, to manage all operations, including the direction of the working force and the right to plan, direct and control the operation of all equipment and other property of the Employer, except as modified by this Agreement.

D. Except as specifically otherwise provided in this Agreement, all rights, powers and authority not specifically restricted by this Agreement are retained and remain exclusively and without limitation within the right of management. The Union, on behalf of the employees, recognizes that the primary obligation of this Authority is to serve the public.

### **ARTICLE 35. LABOR-MANAGEMENT COMMITTEE**

A. A Committee composed of representatives of the Union and the Employer shall be established to resolve problems dealing with the implementation of this Agreement, to handle the specific responsibilities assigned to it by this Agreement, and to discuss other labor-management problems that may arise.

B. The Committee shall be composed of no more than three (3) Union Employees, at least one (1) Union Staff Representative, and an equal or lesser number of no more than four (4) Management representatives.

C. The Committee shall meet bi-monthly, unless otherwise agreed to by both parties. Meetings shall not exceed ninety (90) minutes in duration.

D. The Union will provide an Agenda to Management at least five (5) business days in advance of each scheduled meeting.

**(SPACE LEFT DELIBERATELY BLANK)**

**IN WITNESS THEREOF**, the Housing Authority & Urban Redevelopment Agency of the City of Atlantic City and Communications Workers of America have hereunder caused this Agreement to be properly signed by their duly authorized representatives on this 15th day of November 2022.

COMMUNICATIONS WORKERS  
OF AMERICA, AFL-CIO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

HOUSING AUTHORITY & URBAN  
REDEVELOPMENT AGENCY  
OF THE CITY OF ATLANTIC CITY

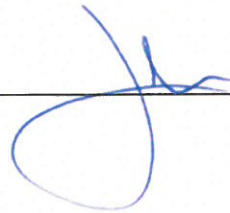
*Stephanie Marshall*

Stephanie Marshall, Board Chairperson  
Board of Commissioners

\_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_





IN WITNESS THEREOF, the Housing Authority & Urban Redevelopment Agency of the City of Atlantic City and Communications Workers of America have hereunder caused this Agreement to be properly signed by their duly authorized representatives on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

COMMUNICATIONS WORKERS  
OF AMERICA, AFL-CIO

*Jolanda Peterson*  
*Funston Pad*

*Arnold*

*Liedre Brock*  
*Shawn M. Ludwig*

Attest: \_\_\_\_\_

HOUSING AUTHORITY & URBAN  
REDEVELOPMENT AGENCY  
OF THE CITY OF ATLANTIC CITY

\_\_\_\_\_, Board Chairperson  
Board of Commissioners

\_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

## SCHEDULE A

The following titles are within the bargaining unit:

Assistant Buyer	\$39,000.00 - \$54,000.00
Assistant Real Estate Officer	(vacant)
Assistant Supervisor of Accounts	(vacant)
Assistant Supervising Heat/AC Mechanic	(vacant)
Assistant Supervisor Maintenance Repair	(vacant)
Bookkeeping Associate	(vacant)
Chief Housing Inspector	(vacant)
Clerical Aide	(vacant)
Clerk	(vacant)
Housing Aide	(vacant)
Housing Assistant Technician	\$29,000.00 - \$39,000.00
Housing Inspector	(vacant)
Information Technology Specialist	\$46,500.00 - \$66,500.00
Messenger/Senior Stock Clerk	(vacant)
Plumber	(vacant)
Principal Account Clerk	\$33,000.00 - \$45,000.00
Program Analyst	(vacant)
Property Coordinator	\$29,000.00 - \$39,000.00
Program Monitor and Department Assistant	(vacant)
Public Housing Modernization Officer	(vacant)
Purchasing Assistant	(vacant)
Receptionist	(vacant)
Relocation Officer	(vacant)
Secretarial Assistant	(vacant)
Secretarial Assistant-Steno	(vacant)
Senior Housing Assistant Technician	\$33,000.00 - \$45,000.00
Social Case Worker	\$33,000.00 - \$45,000.00
Social Service Assistant	(vacant)
Supervising Exterminator	(vacant)
Supervising Maintenance Repairer	\$39,000.00 - \$54,000.00
Supervisor Sanitation	(vacant)
Tenant Interviewer	(vacant)
Tenant Relations Assistant	(vacant)
Training Technician	(vacant)
Vacant Unit Supervising Maintenance Repairer	(vacant)