AGREEMENT

Between

HIGH BRIDGE BOROUGH

CLERICAL EMPLOYEES

OCT 19 2026

and

TEAMSTERS LOCAL UNION NO. 469
AN AFFILIATE OF THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS

JANUARY 1, 2025 - DECEMBER 31, 2030

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PREAMBLE AND RECOGNITION

A. This agreement entered into this __ day of _____, 2026, by and between Borough of High Bridge located in the County of Hunterdon hereinafter called the "Employer", and Local 469 duly appointed representative as certified in Docket RO – 2026 – 026 hereinafter called the "Union", represents the complete and final understanding on all bargainable issues between the Employer and the Union.

B. The Employer hereby recognizes Teamsters Local Union No. 469 an Affiliate of the International Brotherhood of Teamsters as the exclusive representative for the purposes of collective negotiations with respect to wages, hours of work and other negotiable terms and conditions of employment for all regularly employed white collar clerical employees including the Tax Collector/QPA/Finance Assistant, Deputy Clerk, part time Clerical staff, and any additional clerical titles that may be established, but excluding all other employees, managerial executive confidential employees, professional employees, police, craftsmen and supervisors within the meaning of the Act.

C. The Employer will notify the Union of additions and deletions to the payroll of covered employees as they occur. The Employer will notify the Union of any new hires.

ARTICLE I UNION REPRESENTATION

A. Upon notification to and approval by the appropriate supervisor, the privilege of the steward to leave his work at a reasonable time during working hours without loss of pay is extended with the understanding that the time will be reasonable, will be devoted solely to the proper handling of legitimate Union Business, and will not unduly interfere with the normal working operations of the Borough. The Union agrees that it will notify the Borough in writing as to the name of the employee designated as steward and the Union further agrees that the privilege of attending the legitimate Union business during the work hours shall not be abused.

B. The Borough recognizes the rights of the Union to designate job stewards. There shall be one Union Steward designated for the unit. The authority of job stewards and alternates so designated by the Union shall be limited to, and shall not exceed, the following duties and activities.

C. The investigation and presentation of grievances and all other Union business in accordance with the provisions of this agreement and shall not exceed 1 hour and provided such business does not interfere with normal working operations of the Borough.

D. The collection of dues when authorized by appropriate local Union action;

1. The transmission of such messages and information which originate with, and are authorized by the local Union or its officers; provided such messages and information;

2. Have been reduced to writing, or if not reduced to writing, are of a routine nature and do not involve work stoppages slowdowns, refusal to handle goods, or any other interference with the Borough's business.

3. Job stewards have no authority to take strike action or any other action interrupting the Borough's business.

E. The Borough recognizes these limitations upon the authority of job stewards and their alternates; and shall not hold the Union liable for any unauthorized acts, provided the Union takes all reasonable affirmative action to prevent and/or stop any unauthorized acts.

F. The Borough in so recognizing such limitations shall have the authority to impose proper discipline, including discharge, in the event the shop steward has taken unauthorized strike action, slowdown, or work stoppages in violation of this agreement.

G. Stewards shall be permitted to investigate, present and process grievances on or off the property of the Borough, without loss of time or pay. Such time spent in handling grievances shall be considered working hours in computing daily and/or weekly overtime. The Borough will release employees to investigate, present grievances without loss of pay provided that such time is during the Employee's scheduled work day.

H. A duly authorized representative of the Union designated in writing, after notice to the Borough Administrator, during reasonable business hours, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for the investigation of complaints arising under this Agreement, provided, however, that there is no interruption of the Employer's working schedule.

I. 1. The Borough will notify the Union in writing of all promotions, demotions, transfers, suspensions, and discharges.

2. The Borough will notify the Union in writing prior to a layoff.

ARTICLE II MANAGEMENT RIGHTS

A. The Union recognizes that the management of all operations, the control of their properties and the maintenance of order and efficiency is vested in the Employer. Nothing contained herein shall be construed to deny or restrict the Employer of its rights, responsibilities and authority under R. S. 40A:1-1 et. seg. or any national, state, county or local laws or regulations.

ARTICLE III MAINTENANCE OF WORK OPERATIONS

A. The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., The concerted failure to report for duty or willful absence of any employee from his position, or stoppage of work, or absence in whole or in part, from the full, faithful and proper performances of the employee's duties of employment), work stoppage, slow-down, walk-out or other illegal job action against the Employer.

B. In the event of a strike, slow-down, walk-out or job action, it is covenanted and agreed that participation in any or all such activity by any Union member shall be deemed grounds for termination of employee or employees.

C. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slow-down, or other activity aforementioned or from supporting any such activity by any other employee or group of employees of the Employer and that the union will publicly disavow each action and order all such members who participate in such activities to cease and desist from same immediately and return to work, and take such other steps as may be necessary under the circumstances to bring about compliances with the Union order.

ARTICLE IV GRIEVANCE PROCEDURE

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

B. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any management member of the Department.

C. With regard to employer, employee, or the Union the term "grievance" as used herein means an appeal by an individual employee or group of employees or the Union on their behalf, from the interpretation, application or violation of this Agreement.

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

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

Step Two: If no written agreement can be reached within ten (10) calendar days on the initial discussion with the Department Head, the employee or the Union may present the grievance in writing within ten (10) calendar days thereafter to the immediate supervisor or his designated representative. The written grievance at this step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable section of this contract violated, and the remedy requested by the grievant. The immediate supervisor or his designated representative will answer the grievance in writing within ten (10) calendar days of receipt of the written grievance.

Step Three: If the Union wishes to appeal the decision of the Department Head, such appeal shall be presented in writing to the Borough Council or its designee within ten (10) calendar days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Borough Council or designee shall respond in writing to the grievance within thirty (30) calendar days of the submission.

Step Four: Within ten (10) calendar days of the Borough Council or it designees decision, the Union may apply to the Public Relations Commission (PERC) for arbitration. The selection of an Arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously with the application to PERC, the Union will send notice to the employer of its application for arbitration.

E. The decision of the arbitrator shall be in writing and shall include the reasons for such decision.

F. The decision of the Arbitrator shall be binding upon the employer and the Union Employee.

G. The parties direct the Arbitrator to decide, as a preliminary question, whether he had jurisdiction to hear and decide the matter in dispute.

H. The cost for the services of the arbitrator shall be borne equally by the Borough and the Union.

I. The Arbitrator shall have no authority to add or modify any terms of this Agreement or establish new terms or conditions under this Agreement.

J. Upon prior notice and authorization of the Department Head or his designee, the designated Union Representative shall be permitted as a member of the Grievance Council to confer with employees and the Borough on specific grievance in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided, the conduct of said business does not diminish the effectiveness of the Employer or require the recall of off-duty employees.

K. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for the decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied and the grievant may proceed to the next step. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for proceeding the grievance at any step in the grievance procedure.

ARTICLE V BULLETIN BOARD

A. Employer will maintain bulletin boards in suitable places mutually agreed on between Employer and Union, to be used solely by Union for posting notices. Notices shall be restricted to the following types, except that additionally notice may be posted by mutual consent.

1. Notices of union recreational and social affairs;
2. Notices of Union elections, appointments, and results of Union elections.
3. Notices of Union Meetings and educational classes.

The Borough reserves the right to remove from the bulletin board any documents which are political in nature that are not related to Union elections or Union issues.

ARTICLE VI SALARY AND HOURS OF WORK

A. Salaries shall be as follows:

1. The base salary for the Tax Collector shall be as follows:

January 1, 2025	$50,309
January 1, 2026	$51,819
January 1, 2027	$53,373
January 1, 2028	$54,974
January 1, 2029	$56,624
January 1, 2030	$58,322

2. The base salary for the Finance Assistant shall be as follows:

January 1, 2025	$40,331
January 1, 2026	$41,541
January 1, 2027	$42,787
January 1, 2028	$44,070
January 1, 2029	$45,393
January 1, 2030	$46,754

3. The base salary for the Qualified Purchasing Assistant shall be as follows:

January 1, 2025	$10,300
January 1, 2026	$10,609
January 1, 2027	$10,927
January 1, 2028	$11,255
January 1, 2029	$11,593
January 1, 2030	$11,941

4. The base salary for the Administrative Assistant shall be as follows:

July 1, 2025	$56650
January 1, 2026	$58530
January 1, 2027	$60100
January 1, 2028	$61903
January 1, 2029	$63760
January 1, 2030	$65673

5. Hourly wages for part-time employees with certifications shall be as follows:

July 1, 2025	$25.46
January 1, 2026	$26.22
January 1, 2027	$27.01
January 1, 2028	$27.82
January 1, 2029	$28.66
January 1, 2030	$29.52

6. Hourly wages for part-time employees without certifications shall be as follows:

January 1, 2026	$22.50
January 1, 2027	$23.18
January 1, 2028	$23.87
January 1, 2029	$24.59
January 1, 2030	$26.08

B. The Tax Collector, QPA, and Finance Assistant shall be a salaried position and will not be compensated by overtime rates by the Borough.

C. The Technical Assistant to the Construction Official shall receive a $2000 annual stipend in addition to their hourly rate.

D. The Assistant Recycling Coordinator shall receive a $2000 annual stipend into the pensionable base.

E. The Administrative Assistant shall be compensated for any hours over 35 hours per week. All compensatory time granted shall be at the appropriate overtime rate of one and one-half times the hourly rate. The Technical Assistant to the Construction Official shall be compensated for hours worked outside of her normally scheduled office hours, i. e. time worked from home, in fifteen minute increments that shall be added to the timesheet.

F. The Tax Collector and Administrative Assistant shall work a thirty five (35) hour work week inclusive of paid time off. Part time employees shall work an average of 20 to 28 hours weekly and a minimum of 1040 to a maximum of 1456 hours per year inclusive of paid time off. Employees shall have the flexibility to perform work duties on an as needed basis provided the minimum standard is adhered to and the parties mutually agree.

ARTICLE VII VACATIONS

A. Employees shall receive vacation as follows:

	Days
1. 6 months – 1 year	14
2. From one (1) year through four (4) years of service	19
3. From five (5) years through nine (9) years of service	24
4. From ten (10) years through fourteen (14) years of service	29
5. From fifteen (15) thought nineteen (19) years of service	34
6. From twenty (20) years of service and on	39

B. The above allotment of vacation time includes three (3) personal days.

C. All employees will be allowed to carry over vacation time which must be utilized in the proceeding calendar year.

ARTICLE VIII SICK LEAVE

A. Sick leave is hereby defined to mean absence from post or duty because of illness which makes it impossible for the employee to perform the duties of his position, accident or exposure to a contagious disease requiring isolation. Sick leave may also be used for short periods for the attendance of the employee upon a member of the immediate family who is seriously ill.

B. The appointing authority may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Such request shall not be arbitrary nor capricious. Abuse of sick leave shall be cause for disciplinary action.

C. During protracted periods of illness or disability of an employee, the Business Administrator may require interim reports on the condition of the patient at weekly or bi-weekly periods, from the attending physician and/or a Borough medical physician. When under medical care, employees are expected to conform to the instructions of the attending physician.

D. The rules which follow apply to the payment of salaries during periods of illness or disability for regular permanent full-time employees.

1. No employee shall be allowed to work and endanger the health and well-being of other employees and if the employee's condition warrants, the employee may be directed to take sick leave. The Business Administrator may direct the employee to a medical physician at Employer's expense for an opinion as to the eligibility of the employee to be absent from work.

E. The recommendation of the appointed medical physician as well as those of the attending physician as to the justification for the absence from duty on account of disability or illness or of the fitness of the employees to return to duty shall be considered by the Business Administrator. The Borough Council or its designee reserves the right in such cases where there is a difference of professional, opinion between the Employer physician and the personal physician, to require the employee to submit to an examination by a third doctor at employer expense.

F. In charging an employee with sick leave, the smallest unit to be considered is thirty (30) minute increments.

G. In the event that an employee is eligible to receive state or federal disability payments including Social Security, sick leave will be reduced to a rate such that the combination of sick leave and disability payments will equal the employee's normal compensation until sick leave is exhausted. As a prerequisite to receiving any benefits under this Article, an employee will be required to apply for state or federal disability benefits including Social Security, and to furnish proof of such application to the Employer, along with the proof of receipt or denial of such benefits.

H. Each full time employee shall be granted seven days of sick leave each calendar year. For full time employees, this shall equate to forty nine (49) hour. Part time employees shall accrue one hour per thirty hours worked up to forty hours per year. Employees can carry over up to forty (40) hours of unused sick time each year. The employee may accumulate up to one hundred eighty (180) hours of sick time.

ARTICLE IX FUNERAL LEAVE

A. An employee will be granted wages up to five (5) days and will be paid during the absence from work of permanent full-time employees when such absence is caused by the death and attendance at the funeral for mother, father, sister, brother, spouse, children, and up to three (3) days for other relatives such as grandparents, mother-in-law, father-in-law, brother-in-law, and sister-in-law and step-parents. All days shall be consecutive working days and shall commence between the day of death and the day of the funeral.

B. Reasonable verification of the death may be required by the employer.

C. After the expiration of the bereavement leave the employee has the option of using accumulated vacation and personal days in order to extend his/her time off.

ARTICLE X INSURANCE/PENSION

A. If High Bridge Borough elects to leave the current benefits provider, it will provide equal to or better insurance, prescription drug and dental plans to the employees and retirees.

B. The Borough shall provide medical insurance, including prescription and dental coverage, to all employees and their spouse, and eligible dependents. All employees shall contribute to their selected insurance plan as follows: according to the Chapter 78 schedule.

C. The employer shall enroll all permanent full-time employees covered by the Agreement under the Public Employment Retirement System upon satisfactory completion of the probationary period.

D. HEALTH INSURANCE – Any employee hired prior to July 1, 2024 shall receive retiree health coverage as described in the High Bridge Borough Employee Handbook as amended on July 10, 2023. Should the benefits described the handbook be changed by a later version, employees hired prior to July 1, 2024 and the employer shall continue to be bound to the conditions described in the July 10, 2023 version of the handbook.

E. The Employer agrees that employees will be entitled to a 25% reimbursement up to $5000 if using Health Insurance other than the Borough's insurance. The reimbursement rate will be based on the average of the health plans offered by the Borough in the appropriate employee category. Individuals who opt out of the health plans offered by the Borough can opt back in during any future open enrollment period or qualifying life event.

F. Employees shall be enrolled in the New Jersey Public Employees Retirement System (NJ PERS). In the event an employee is ineligible to enroll in PERS, they shall receive a stipend for $5000 into their pensionable base salary as alternate retirement compensation.

ARTICLE XI HOLIDAYS

A. The Borough hereby designates the following holidays:

New Year's Day
Martin Luther King Day

President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

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

C. Should an official holiday occur while an employee is on sick or vacation leave the employee shall not have that holiday charged against sick or vacation leave.

D. Any employee who is on leave of absence (i.e. injury leave or any other leave) shall not be eligible for paid holidays which fall during the employee's leave of absence.

E. Employees who do not work on the observed holiday shall receive their regular daily rate of pay for such day provided that any absence occurring on the day before or the day after the holiday has been authorized and/or paid for by the employer. If the absence is due to illness, the employer may request reasonable proof of such illness.

ARTICLE XII WORK INCURRED INJURY

A. Employees who are injured, whether slightly or severely, while working, must make an immediate report to the Department Head.

B. Employees may not return to work without a certification from the attending physician that he/she is capable of returning to work.

C. An employee who is disabled by an injury incurred in the direct performance of his duty or by reasons as a direct result of or arising out of his employment and who qualifies for workmen's compensation benefits shall receive leave with pay which shall not be charged against accumulated sick leave.

D. Any employee who suffers a work-connected injury or disability, the Borough shall continue to fund the employees' health benefits for up to a year subject to Chapter 78 contributions.

E. Nothing herein contained shall be considered to be in derogation or restrictive of any statute now in effect limiting the period during which municipal employees may be compensated for leave on account of disability or of illness (such as N.J.R.S. 40:11-8 and 40: 11-9), but these provisions are to be construed and administered in conjunction therewith.

ARTICLE XIII MILITARY LEAVE

A. Any full-time employee who is a member of the National Guard, Naval Militia, Air National Guard or a Reserve component of any of the armed forces of the United States and is required to engage in field training shall be granted a military leave of absence with pay for the period of such training as is authorized by law. This paid leave of absence shall be in addition to his vacation.

B. When an employee not on probation has been called to active duty or inducted into the military or naval forces of the United States, he shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service and all employee benefits shall cease. Such employee may be reinstated without loss of privileges or seniority accrued to the last day worked, provided he reports for duty with the Employer within sixty days following his honorable discharge for the military service and provide he has not voluntarily extended the length of his military service.

C. If the military service occurs during a time of war, reinstatement will be allowed up to three (3) months after the date of honorable discharge unless the employee is incapacitated at the time of discharge, in which case reinstatement will be allowed up to three (3) months following his recovery so long as the recovery occurs within two (2) years from the date of discharge.

ARTICLE XIV LEAVE OF ABSENCE WITHOUT PAY

A. Any employee may request a leave of absence without pay, not to exceed one (1) year, after one year of continuous service by submitting in writing all facts bearing on the request to his supervisor, who will

append his recommendations and forward request to employer. Any request for extension of time shall be at the discretion of the employer. Such leave of absence shall not be deemed part of the term of employment. Holidays occurring within the period of an excused absence or leave of absence are part of the absence if the employee is not available for work.

ARTICLE XV DISCRIMINATION AND COERCION

A. The Employer and the Union agree that there shall be no discrimination against any employee because of age, race, creed, color, religion, marital status, sex, national origin or political affiliation.

B. The Employer and the Union agree that all employees covered under the Agreement have the right without fear of penalty or reprisal to form, join and assist any employee organization or to refrain from any such activity.

ARTICLE XVI PROBATIONARY PERIOD

A. All employees promoted and/or hired during the term of this Agreement shall serve a probationary period of ninety (90) calendar days from the date of hire. During this probationary period, the Employer reserves the right to fire and/or demote a probationary employee for any reason. An employee is fired and/or demoted shall not have recourse through the grievance procedure set forth in this Agreement. The probationary period may be extended by mutual agreement between the Borough and the Union for a period up to ninety (90) days.

ARTICLE XVII SEPARABILITY AND SAVINGS

A. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XVIII JURY DUTY

A. Any permanent employee who is subpoenaed for jury duty as certified by the clerk of the court shall be paid by the Borough his/her daily rate of pay. The employee shall notify the department head upon receipt of a summons for jury duty. If an employee is dismissed prior to 2:00 p.m. the employee will be obligated to return to work that day in order to receive pay for that day. The Borough will not be obligated to pay an employee under the provisions of this agreement if he/she volunteers for such court duty.

ARTICLE XIX DISCIPLINE AND DISCHARGE

A. The parties agree that nothing herein shall in anyway prohibit the employer from disciplining any employee covered by this Agreement regardless of seniority, for just cause. Discipline shall be progressive in nature. Notice of discharge or suspension shall be served upon the Union at the same time it is served upon the employee involved. The Employer agrees that it will furnish the Union with a hearing, if requested, within 48 hours of any discharge or suspension.

B. In the event that an employee feels that he has been discharged or suspended unjustly, said employee or the Union, shall have the right to file a grievance, which must be in writing, with the employer within ten (10) calendar days from the time of discharge or suspension. Said grievance shall be initiated at the second step of the grievance procedure as herein provided. If no grievance is filed within the time period specified, then said discharge or suspension shall be deemed to be absolute unless such time period is extended by mutual agreement of the parties.

ARTICLE XX DUES CHECK OFF

A. The Employer agrees, for each of its employees covered by this Agreement, who in writing authorizes the employer to do so, that it will deduct from the earnings payable to such employee, the monthly dues and initiated fees, if any, for each such employee membership in the Union. Deduction shall be made from the first payroll in each month and initiation fees shall be deducted in four consecutive payroll periods immediately following the completion of the probationary period.

B. The Union dues deducted from an employee pay will be transmitted to the Secretary Treasurer of the Union Local 469 by check within ten (10) working days after the first period in which deductions are made each month thereafter, and said dues deductions will be accompanied by a list showing names of all employees for whom the deductions were made.

C. The Union agrees to furnish written authorization in accordance with the State statute (N.J.S.A. 52:14-15.9e) from each employee authorizing these deductions. The Union further agrees to be bound by all provisions of said State statute, as well as other applicable provisions of law pertaining to dues check off.

D. The Union agrees to indemnify the Borough for any actions taken at the recommendation of the Union concerning the collection of dues.

ARTICLE XXI FULLY-BARGAINED AGREEMENT

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargaining issues which were or could have been the subject of negotiations. During the term of this Agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE XXII PROMOTIONS

A. Promotions are to be offered to the most senior qualified employees in the bargaining unit. When all qualifications are equal, seniority shall prevail. If, after a 90-day trial period, it is determined that the person is unqualified or unable to fulfill that position, it will be offered to the next senior person. Employee will be returned to his/her original position.

ARTICLE XXIII TRAINING, EDUCATION AND CONFERENCES

A. All professional memberships, conferences, training and educational expenses including travel and lodging shall be paid by the Borough not to exceed $3000 per year. Any additional expenses that exceed this allotment shall require Council approval. This allotment shall be used to maintain all licenses that are required by the Borough of High Bridge.

B. Additional certificates will be compensated at an amount mutually agreed to by the parties.

ARTICLE XXIV DURATION

A. This Agreement shall be in full force and effect as of January 1, 2025 and remain in effect to and including December, 31, 2030 without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no soon than ninety (90) nor later than sixty (60) days prior to the expiration of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals High Bridge, New Jersey on this 19th day of October, 2026.

TEAMSTERS LOCAL 469

BY: _____

Christina Montorio

Business Agent

HIGH BRIDGE BOROUGH

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