

RESOLUTION R:304-2023

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE
AUTHORIZING THE MAYOR TO EXECUTE A PERMANENT SIDE LETTER
AGREEMENT BETWEEN THE TOWNSHIP OF MONROE AND
UNITED FOOD & COMMERCIAL WORKERS UNION LOCAL 360**

WHEREAS, the Township of Monroe (hereinafter referred to as “the Township”) previously entered into a Collective Bargaining Agreement (CBA) with United Food & Commercial Workers Union Local 360 (hereinafter referred to as “UFCW 360”) effective from January 1, 2022 to December 31, 2025; and

WHEREAS, the Township and UFCW 360 agreed to a Trial Schedule from September 5, 2023 to December 31, 2023, under a Side Letter of Agreement wherein Administrative and Clerical employees worked four (4) ten (10) hour days Monday through Thursday each week; and

WHEREAS, this Trial Schedule was initially adopted to determine the feasibility of this schedule as a permanent option for the aforementioned employees; and

WHEREAS, upon diligent review and positive feedback from both employees and the administration, it has been determined that the Trial Schedule provides operational efficiency, financial benefits to the taxpayers through utility and fuel savings, and improved work-life balance for employees; and

WHEREAS, it is found to be in the best interest of the Township residents and the municipality as a whole to make this Trial Schedule permanent for the remainder of the CBA term; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe as follows:

1. The Mayor is hereby authorized to execute a Permanent Side Letter Agreement with UFCW 360, effective January 1, 2024, wherein the Administrative and Clerical employees of the municipal building and the clerical staff at the Pfeiffer Community Center will be scheduled to work four (4) ten (10) hour days Monday through Thursday of each week for the remainder of the CBA.
2. Under this Permanent Schedule, Sick Time, Personal Time, and Holidays shall be administered as follows:
 - a. Sick Time and Personal Time will be calculated on a day-for-day basis, with one (1) day equating to ten (10) hours.
 - b. Holidays will be compensated at ten (10) hours. In instances where a holiday falls or would have been observed on a Friday, employees will receive ten (10) hours of time per Friday holiday, to be accrued in a holiday bank for use within the current calendar year.
 - c. All employees not scheduled for 40 hours per week will have their time prorated accordingly.
3. This Permanent Side Letter Agreement shall not modify, alter, or replace any other provisions of the existing CBA except as explicitly stated herein.

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4. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution.
5. This Resolution shall take effect immediately and a copy shall be made available for public inspection at the offices of the Township Clerk.

ADOPTED at a meeting of the Township Council of the Township of Monroe on December 11, 2023.

TOWNSHIP OF MONROE

CNCL. PRES. CAROLANN FOX

ATTEST:

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

CERTIFICATION OF CLERK

The foregoing Resolution was duly adopted at a meeting of the Township Council of the Township of Monroe, County of Gloucester, State of New Jersey, held on the 11th day of December 2023 in the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

ROLL CALL VOTE

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Cncl. Pres. Fox				
Tally:				