

**EMPLOYMENT AGREEMENT BETWEEN THE BOROUGH OF  
BRADLEY BEACH AND LEONARD A. GUIDA TO SERVE AS CHIEF  
OF POLICE**

**ARTICLE I**  
**RECOGNITION**

**THIS AGREEMENT**, entered into on this 16 day of June, 2008, by and Between Bradley Beach Borough, in the County of Monmouth, New Jersey (Hereinafter referred to as the Borough, and Leonard A. Guida hereinafter referred to as the Chief of Police, hereby establishes the following terms and conditions of employment for the Position of Chief of Police. This agreement represents the complete and final understanding on All bargaining issues between the Borough and the Chief of Police.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

The Borough hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon 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, except those limited by the specific and express terms of this agreement, and then only to the extent that such specific and express terms hereof are in conformance with the Constitution and the laws of New Jersey and of the United States.

**ARTICLE III**  
**RESPONSIBILITIES OF THE CHIEF OF POLICE**

Pursuant to state law, the Ordinances of the Borough and the regulations and policies established by the appropriate authority, the responsibilities of the appointed Chief of Police shall include the responsibility to:

- a) Conduct and manage the day to day operations of the Police Department:
- b) Administer and enforce rules, regulations and special emergency directives regarding the disposition and discipline of the police Force, its officers, and personnel:
- c) Have, exercise, and discharge the functions, powers and duties of the police force:
- d) Delegate such of his authority as he may deem necessary for the Efficient operation of the force to be exercised under his direction and supervision:
- e) Prescribe the duties and assignments of all subordinates and other personnel: and
- f) Report at least monthly at the regular meeting(s) of the borough council.

**ARTICLE IV**  
**WORKWEEK**

1. The Chief of Police shall spend sufficient time at his job to insure the smooth and Responsible operation of the Police Department over which he has supervisory control
  - a) Not to exceed 40 hours a week without compensation equal to the overtime provision in the Police Union Contract.
2. The Chief of Police shall be entitled to utilize personal days as provided in Article X

**ARTICLE V**  
**SICK LEAVE**

1. Sick leave is hereby defined to mean an absence from the post of duty by the Chief of Police, while in good standing, due to illness, accident injury, disability, and exposure to contagious Disease or the necessity to attend to and care for a seriously ill member of his immediate family.

2. in the event the Chief of Police requires leave due to any of the above-stated reasons, not caused by other employment or business ventures, he may request and shall be granted a leave of Absence, with full pay, as herein provided.

3. If the Chief of Police is absent from work on sick leave and is unable to report for duty for five or more consecutive working days, the borough may require a physician of its choice to provide a medical statement concerning the need for sick leave. In the alternative, the Township may require the Chief of Police to submit acceptable medical evidence substantiating the need for sick leave.

4 The term immediate family for the purpose of this Article shall include the following:  
a) spouse; b) parent; c) step-parent; d) child; e) foster child; and f) any other relative residing in the Chief of Police' s household.

5. Sick leave shall accrue for the Chief of Police at the rate of fourteen working days in every calendar year of employment, and shall accumulate from year to year, to be used as set Forth herein.

6. In the event the Chief of Police has taken less than two sick days leave in any calendar year, he shall receive additional vacation days in the ensuing year in accordance with the following schedule:

Zero sick days taken .....Two additional vacations days

One sick day taken .....One additional vacation day

The Chief of Police shall receive three extra vacation days for the second year and three extra vacation days for each consecutive, continuous year thereafter if no sick leave is taken.

7. The Chief of Police upon retiring for length of service, in lieu of accepting a cash separation payment for accumulated sick leave, as provided above, shall have the option, if such option is

exercise in writing, to receive terminal leave time equal to the Chiefs total accumulated sick leave, being the total time of accumulated sick leave at the pay scale of the Chief at the time of retirement.

8. The Chief of Police, at his option, may be paid for any portion of his accumulated sick leave bank upon request when exercised in writing.

## **ARTICLE VI**

### **INJURY LEAVE**

1. In the event the Chief of Police becomes disable by reason of work-related injury or Illness and is unable to perform his duties, then, in addition to any sick leave benefits otherwise Provided for in this agreement, the Chief of Police shall be entitled to full pay for a period of 180 days

2. When injured while working, whether slight or severe, the Chief of Police must make an Immediate report, if practicable, prior to the end of the shift. Failure to report any injury may Result in the failure of the Chief of Police to receive compensation under this Article.

3. In the event the boroughs physician certifies the Chief of Police fit to return to active Duty, injury leave benefits granted under this Article shall be terminated. However, if the Chief Of Police disputes the determination of the borough physician, then the borough and the Chief Of Police shall mutually agree upon a third physician, who shall then examine the Chief of Police. The cost of the third physician shall be borne equally by the borough and the Chief of Police. The determination of the third physician as to the Chief of Police' s fitness to return to Active duty shall be final and binding upon the parties. In the event the this physician also Certifies the Chief of Police fit to return to active duty, any injury leave benefits granted under This Article shall be terminated.

4. In the event the Chief of Police is granted any injury leave, the borough's sole Obligation shall be to pay the Chief of Police the difference between his regular pay and any Compensation, disability, or other payments received from other sources.

**ARTICLE VII**  
**FUNERAL LEAVE**

1. In the event of death in the Chief of Police=s immediate family (herein defined as either A spouse, parent, stepparent, grandparent, sibling, child, foster child, stepchild, grandchild, parent-in-law, daughter-in-law or son-in-law) or any other relatives residing in the Chief of Police=s home, the Chief of Police shall be granted time off, without loss of pay, commencing no later than the day of the funeral, but in no event to exceed five consecutive calendar days.

**ARTICLE VIII**  
**VACATIONS**

1. The Chief of Police shall be entitled to five weeks of vacation time annually with each week consisting of five (5) working days.

2. The Chief of Police shall be entitled to schedule his vacation time, provided that the Chief of Police shall not take vacation leave unless suitable [subordinate] is available to assume control. This subordinate will be selected at the discretion of the Chief of Police.

3. Vacation time shall be computed from the original day of employment. Any unused vacation time maybe carried over to the following year. Any unused and accrued vacation time shall be compensated for by the borough as straight time when the Chief of Police becomes separated, either voluntarily of involuntarily, or retires from employment with the borough.

**ARTICLE IX**  
**HOLIDAY TIME**

1. The Chief of Police shall be entitled to fifteen paid holidays per calendar year.

The following will be recognized as holidays under this agreement:

New Years Day; Washington's Birthday; Good Friday; Memorial Day; Independence Day; Martin Luther King Day; Columbus Day; Labor Day; Veterans Day; Thanksgiving Day; Christmas Eve; Christmas Day; Lincoln's Birthday; Easter and Employees Birthday.

a) The fifteen holidays herein above referred to shall be paid as straight time and included in the annual base salary of the Chief of Police.

**ARTICLE X**  
**PERSONAL DAYS**

1. The Chief of Police may utilize six days a year for leave for personal, Business, household, or family matters as described below.

2. Business means an activity that requires the presence of the Chief of Police during the Workday and is of such a nature that it cannot be attended to at a time outside of the workday.

3. Personal, household, and family refer to matters when the Chief of Police's Absence from duty is necessary for the welfare of the Chief of Police or his family.

**ARTICLE XI**  
**INSURANCE, HEALTH, WELFARE AND EYE EXAMINATIONS**

1. The Borough shall maintain medical insurance coverage for the benefit of the Chief of Police and his family (herein defined as a spouse or dependant) at levels of not less than those Presently in effect. The Borough shall have the right to change insurance coverage as long as it Is equal to or better than the benefits currently provided. At no time shall The Chief of Police receive less medical insurance coverage than that which is received by any

Other member of the Police Department.

2. Upon retirement, and after Twenty-five years of service with the Police Department, the Chief of Police shall be entitled to receive, at no cost to him, insurance coverage at levels Not less than those presently in effect along with a drug prescription plan, as though the Chief of Police were still employed by the borough. Upon his death, his spouse will receive insurance coverage as if the Chief of Police were still living, so long as she does not remarry. This will also be provided at no cost to the Chief of Police or his spouse.

3. The Borough shall supply the Chief of Police with necessary legal advice and counsel in The defense of charges filed against him in the performance of his duties in accordance with the laws of the State of New Jersey and of the United States. The selection of an attorney shall be made by the Chief of Police, The Borough shall similarly be responsible for indemnification and counsel in connection with all claims, including compensatory and punitive damages, for actions filed subsequent to the expiration of this agreement.

4. The Borough shall provide reasonable Dental and Optical coverage for the Chief of Police and his dependants. This coverage shall be comparable to existing coverage currently provided by the collective bargaining agreement between the borough and PBA Local Fifty.

## ARTICLE XII

### CLOTHING ALLOWANCE

1. The Chief of Police and the Borough agree that there shall be a clothing allowance provided to the Chief of Police in the amount of \$ 1200.00 payable to the Chief of Police on April 15<sup>th</sup> of each calendar year.

2. The Chief of Police shall also be entitled to a total allowance for the cleaning and maintenance of his clothing and uniforms in the sum of \$ 500.00 yearly. This allowance shall be paid in full on April 15<sup>th</sup> of each calendar year. This allowance is not for the purchase or replacement of uniforms or clothing, but is to offset the cost of cleaning and maintaining these items.

3. The Borough shall replace any clothing or personal items damaged or destroyed in the line of

duty, or reimburse the Chief of Police for the cost of replacing such items, provided reasonable replacement costs are mutually agreed to between the Borough and the Chief of Police.

4. It shall be left to the professional discretion of the Chief of Police as to when he should wear formal or informal uniform or plain clothes.

**ARTICLE XIII**  
**PERSONAL CAR**

1. The Borough agrees to supply the Chief of Police with an unmarked automobile to be used for police work and for his personal use. The make and model of the automobile shall be determined by the Borough. However, it shall not be a Pre-owned vehicle. The vehicle shall be a full-sized, four-door car and shall be equipped with such equipment as is needed for police work.

2. The Chief of Police shall be permitted to use the car for his personal use. There shall be no limit on the use of the automobile for police work or anything associated with police work, such as attending meetings, school outings, trips, conferences, and any other traveling needed to carry out the duties of the Chief of Police.

3. The Borough shall pay all expenses for the operation and upkeep of the automobile, such as car insurance, tires, gas, oil changes, and any other necessary repairs.

4. The automobile shall not be used by anyone other than the Chief of Police, except that the Chief of Police may designate other members of the Police Department, as appropriate, to use the Vehicle for a designate police purpose.

**ARTICLE XIV**

**SALARY**

1. The Annual base salary for the Chief of Police shall be as follows:

Effective January 1, 2008 \$104,445.18

Effective January 1, 2009 \$109,145.21

Effective January 1, 2010 \$114,056.74

2. The Annual salary of the Chief of Police will always remain no less than 5% above the next highest salaried officer listed in the borough ordinance.

**ARTICLE XV**

**LONGEVITY**

1. The Chief of Police shall be paid, in addition to and together with his annual base salary, additional compensation based upon his length of service, this compensation shall be 12% of the annual base salary.

**ARTICLE XVI**

**EDUCATIONAL PROGRAMS/LAW ENFORCEMENT CONFERENCES**

1. The Chief of Police shall be permitted to attend and be compensated for, at his regular salary, any school, seminar or retraining session conducted or sponsored by the International Association of Chiefs of Police, New Jersey State Association of Chiefs of Police, New Jersey State Police, Federal Bureau of Investigations, or any other educational program of a management or supervisory nature. All expenses, such as travel, room, food, tuition, special clothing, books, or any other charges connected with the educational program shall be borne by the Borough. In no event shall the Borough be required to pay or reimburse the Chief of Police for expenses of any class, course, school, or educational program unrelated to police activities.

2. The Borough agrees to grant time off, including travel time, and pay all associated and

reasonable expenses for the Chief of Police to attend the annual New Jersey State Association of Chiefs of Police Conference and the annual International Association of Chiefs of Police Conference.

3. The Borough also agrees to pay for the Chief of Police=s dues for membership in the County Chiefs of Police Association, the New Jersey State Association of Chiefs of Police, the International Association of Chiefs of Police, and PBA Local #50.

## **ARTICLE XVII**

### **MISCELLANEOUS PROVISIONS**

1. To the extent that the Borough enters into an employment and/or a collective bargaining agreement with any police or superior officer during the life of this contract which provides for a greater benefit than that set forth herein (e.g. higher clothing allowance, greater longevity, etc.), this Agreement shall be automatically amended to provide for such greater benefit.

2. The Borough shall supply the Chief of Police with use of a cellular telephone, allowing reasonable personal use of same.

3. Should during the life of this agreement, the borough merge, regionalize or share Police service, The Chief of Police shall remain the Chief Law Enforcement Officer with any other entity.

## **ARTICLE XVIII**

### **SEPARABILITY AND SAVINGS**

If any provision of this agreement, or any application of this agreement, is held to be invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

## **ARTICLE XIX**

### **FULLY BARGAINED PROVISION**

This agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargain able issues, which were or could have been the subject of negotiations. During the term of this agreement, neither party will be required to negotiate with respect to any such matter, 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.

## **ARTICLE XX**

### **CONTINUATION OF BENEFITS NOT COVERED BY THIS AGREEMENT**

All employment conditions not covered by this agreement shall continue to be governed, controlled, and interpreted by reference to either the Borough Charter, Ordinances, or Rules and Regulations of the Police Department for the Borough, and any present or past benefits which The Chief of Police customarily enjoys, but that has not been specifically included in this agreement, shall be continued.

## **ARTICLE XXI**

### **PENSIONS**

The Borough shall continue to make contributions as heretofore to provide pension and retirement benefits to the Chief of Police as covered by this agreement under the Police and Firemen's Retirement System pursuant to provisions of the statutes and laws of the State of New Jersey.

**ARTICLE XXII**  
**GRIEVANCE PROCEDURE**

The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to any problem that may arise affecting the terms and conditions of this agreement, and to resolve grievances as soon as possible so as to assure that this procedure will be kept as informal as may be appropriate. The term "Grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement. The following constitutes the sole and exclusive method for resolving grievances between the Chief of Police and the Borough, and shall be followed in its entirety, unless an step is waived by mutual consent.

**STEP ONE**

The Chief of Police shall institute action under the provisions hereof by requesting an informal conference with the Mayor, who shall make every good effort to resolve the issue. If, however, said grievance cannot be resolve at the informal conference, the Chief of Police shall reduce the grievance to writing and present it to the Mayor within ten days after the informal conference. Failure to so act within ten days shall be deemed to constitute an abandonment of the grievance.

**STEP TWO**

The Mayor shall render a decision in writing within fifteen days from the receipt of the grievance.

**STEP THREE**

If the grievance is not settled through steps one and two, either party may refer the matter to the public Employment Relations Commission within ten days after the determination by the Mayor. An Arbitrator shall be selected pursuant to the rules of the Public Employment Relations

Commission. The cost for the service of the Arbitrator shall be borne equally between the Borough and the Chief of Police.

**ARTICLE XXIII**  
**TERM AND RENEWAL**

**THIS AGREEMENT** shall be in full force and effect as of *January 1, 2008*  
and shall remain in effect to, and including, this contract  
Will remain in force until such time as it is re-negotiated by the parties. *DECEMBER 31, 2010*

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the date specified below:

**CHIEF OF POLICE  
FOR THE BOROUGH**

*Leonard A. Guida*  
*6/16/08*

**ON BEHALF OF THE  
BOROUGH**

*Stephen P. Schreder*  
*Mayor, Bradley Board*

*Mary Ann Schreder*  
**CLERK**

**DATED:** *6/16/08*