

COLLECTIVE BARGAINING AGREEMENT

by and between

WEST VINCENT TOWNSHIP

and

**DISTRICT COUNCIL 88,
AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**

January 1, 2016 through December 31, 2019

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ARTICLE 1

PREAMBLE

This agreement entered into by West Vincent Township, hereinafter referred to as the Employer, and District Council 88, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other terms and conditions of employment (the "Agreement").

ARTICLE 2

RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and other terms and conditions of employment for all classifications of employees encompassed in the unit certified by the Pennsylvania Labor Relations Board as Case No. PERA-R-08-312-E for the duration of this Agreement.

ARTICLE 3

MAINTENANCE OF MEMBERSHIP AND DUES CHECKOFF

Section 1

An employee who has failed to maintain membership on grounds that s/he has failed to pay the requisite dues shall, within twenty (20) calendar days following receipt of a written demand from the Union requesting the employee's discharge be subject to discharge by the Employer; provided, however, that the employee did not tender payment. The Union shall provide the Employer with a copy of the written demand at the time it is issued to employee.

Section 2

The Employer shall deduct the Union biweekly membership dues from the pay of those employees who individually request in writing that such deductions be made. The rate at which dues or fees are to be deducted and the amount of the annual assessment shall be certified to the Employer by the Union, and the Employer shall deduct Union dues at this rate from employees' regular biweekly salary and wages. The aggregate deductions of all employees shall be remitted together with an itemized statement to the Union by the last day of the succeeding month, after such deductions are made. Payments and the itemized statements shall be submitted to AFSCME Council 13, 4031 Executive Park Drive, Harrisburg, PA 17111.

Section 3

The Union shall indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of the action taken or not taken by the Employer under the provisions of this Article.

**ARTICLE 4
MANAGEMENT RIGHTS**

Except as specifically and directly limited by the written terms of this Agreement, the right of the Employer to manage, control, and direct its workforce is preserved. This includes, but is not limited to, the right to assign, reassign, schedule and reschedule work hours, shifts, and shift systems; to hire, layoff, recall, transfer or fill a vacancy in rank positions; to establish new technology, equipment or methods and policies to control said technology usage in the workplace; to establish, combine or change competence and ability; to promulgate, amend or add to reasonable rules and regulations; and to issue general directives, orders, codes of conduct or procedures describing policy in the implementation of policy in all public functions.

**ARTICLE 5
WAGES****Section 1— Wage Schedule**

- (a) Employees shall be compensated at the hourly rates reflected in the wage schedule attached to this Agreement and marked as Appendix "A" reflecting the following increases in each year of the Agreement: Each employee shall receive a three percent (3%) across the board increase to the base hourly wage, which increase shall become effective January 1, 2016. This increase shall remain in effect through December 31, 2016. Thereafter, on January 1, 2017 and on the first day of January of each succeeding year during the term of this contract, each employee shall receive a three percent (3%) across the board increase to the base hourly wage.
- (b) When any position not listed on the wage schedule is established, and the new position falls with the certification defined by the PLRB, the Employer will notify the Union and negotiate the appropriate wage rate for the new position. Should the parties disagree over whether the new position falls within the bargaining unit as defined by the PLRB, the parties shall file a Joint Petition for Unit Clarification with the PLRB.

- (c) Should the parties be unable to agree upon the appropriate wage rate for a new position that is determined to fall within the defined bargaining unit within ten (10) business days from commencement of negotiations, the dispute shall be submitted directly to arbitration pursuant to the procedures set forth in Article 19 of this Agreement. The arbitrator shall be authorized to determine the appropriate pay grade for the position, taking into consideration the pay rates for other bargaining unit positions, the qualifications required for the position, as well as pay for similar positions at comparable employers.

Section 2— Pay Period

The wages of employees shall be paid bi-weekly, and each paycheck shall compensate the employee for all hours worked during the preceding two-week pay period. In the event that a scheduled payday is a holiday, the succeeding work day shall be the payday.

Section 3 — Payroll Deductions

In addition to those deductions required by law (income tax, social security, unemployment compensation insurance, and workers' compensation insurance), and the aforementioned Union dues or fair share fees, the Employer shall deduct an employee's contribution to the Employer's non-uniform pension plan as required by the Employer's Pension Plan Ordinance.

The Employer shall also make other deductions as may be specifically set forth in this Agreement.

ARTICLE 6 HOURS OF WORK

Section 1 — Hours

- (a) The regular hours of work each day shall be consecutive, except for interruptions for meal or rest periods. References to consecutive hours of work in the balance of this Article shall be construed generally to include meal and break periods.
- (b) A full-time employee is any employee who is regularly scheduled to work an average of 40 or more hours per week in any 26-week period. All other employees shall be considered part-time.

Section 2 — Work Week

Monday through Friday Operations

For full-time employees, the work week shall consist of five consecutive eight-hour work days, Monday through Friday.

All full-time road workers will work forty hours per week, eight hours per day, Monday through Friday, between the hours of 6:30 a.m. and 2:30 p.m., inclusive of a 30-minute lunch break as required by weather or road conditions, and extra hours as needed and approved by the Roadmaster. All road workers are also required to take two (2) fifteen (15) minute breaks: one each in the morning and afternoon.

All part-time workers' schedules shall be at the full discretion of the Roadmaster or Township Manager.

All other full-time administrative employees shall work from 8:30 a.m. to 4:30 p.m.

ARTICLE 7 MEAL AND BREAK PERIODS

Section 1 —Break Periods

All employees' work schedules shall provide for a thirty (30) minute meal period during each work shift. All employees' work schedules shall provide for a fifteen (15) minute break period during each one-half shift. The break period shall be scheduled at the middle of each one-half shift whenever this is feasible.

ARTICLE 8 OVERTIME

Section 1 — Overtime Pay or Compensatory Time

- (a) Any employee who works more than forty (40) hours in a work week shall be compensated at one and one-half (1 ½) times their regular hourly rate for all hours worked in excess of forty (40).
- (b) Any employee, other than the Park Maintenance Worker, who works on a Sunday and approved holidays of any work shall receive double time for all work performed. Overtime must be pre-approved by the Township Manager, unless the road worker is called in to work by the Roadmaster and/or Police Chief.

ARTICLE 9 CALL TIME

Any employee who is scheduled to report for work, or who is called to the workplace outside his or her regular schedule, and who presents himself for work, shall be paid at the appropriate rate (i.e. straight time or overtime) for all hours worked or a minimum of three (3) hours, whichever is greater. An employee called to the workplace outside his or her regular schedule shall be permitted to leave immediately upon completion of the specific task giving rise to the call-in.

ARTICLE 10 HOLIDAYS

Section 1 —Holidays Recognized and Observed

The following days shall be recognized and observed as paid holidays:

New Year's Day	Christmas Eve Day
President's Day	Christmas Day
Good Friday	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving
General Election Day	

When any holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday.

Section 2 —Holiday Pay

- (a) Qualifying Employees who perform no work on a holiday shall be paid their current hourly rate of pay, including any applicable shift differential, times the number of hours in their regular work day. A "Qualifying Employee" is an employee who works the day before and the day after the holiday, unless the day before or the day after a holiday is a scheduled or approved day off. A Qualifying Employee shall be eligible for Holiday Pay. The Park Maintenance Worker shall not be entitled to holiday pay.
- (b) If a holiday is observed on an employee's scheduled day off or while the employee is on sick leave or vacation, he or she shall receive holiday pay for the unworked holiday, and the day shall not be charged to the employee's vacation or sick time.

- (c) Any employee who works on an approved holiday shall be paid double time.
- (d) The Roadmaster, Police Chief, and Township Manager reserve the right to call in road workers on holidays.

ARTICLE 11 VACATION

Section 1 — Vacation

Full-time employees shall earn vacation according to their seniority determined as of the date of an employee's employment (date of most recent hire). Those employees leaving before the end of the year shall receive vacation pay prorated from the date of the most recent hire. Employees terminated for just cause shall not have their vacation prorated and shall receive no vacation pay. Preference for scheduled vacation will be given according to seniority within job category. The maximum number of employees on vacation at any one time shall be at the sole discretion of the Township. Each week of eligible vacation pay shall be computed on the basis of the applicable employee's normal work week.

Section 2

The vacation year shall be January 1st through December 31st. Entitlement to vacation shall be based upon years of service. Entitlement shall accrue only after the completion of the first year of employment. Vacation entitlement shall be as follows:

1 to 2 years of service	five days
2 to 5 years of service	ten days
5 to 15 years of service	fifteen days
15 years of service or more	twenty days

Vacation time shall not accrue during periods of long-term disability (30 days or more), overtime, or paid or unpaid leaves of absence.

Section 3

Vacation for part-time employees will be based on the average number of hours worked per week during the preceding year (e.g. an employee who worked an average of twenty (20) hours would be entitled to half of the vacation days for the years of service which apply, or two and one-half (2 ½) days of vacation with one (1) year of service, five (5) days of vacation with two (2) to four (4) years of service, etc.).

Section 4

Up to a maximum of five (5) unused vacation days may be carried over to the next year but not beyond. At the employee's option, the employee may cash in up to five (5) unused vacation days at the end of the calendar year.

Section 5

Upon separation from employment, the employee shall be paid any pro rata share of vacation that he/she has earned and has not taken. This value will be calculated from the original date of employment and the entitlement will be calculated by subtracting the vacation used by the employee from the total amount of vacation earned (including reimbursement as provided in this section). This section shall not apply to employees terminated by the Township for just cause.

Section 6

Vacations of more than three (3) days in a row must be scheduled at least three (3) weeks in advance to prevent adverse effects on critical work schedules and commitments.

Section 7

No more than two (2) weeks of vacation time shall be taken at one time.

**ARTICLE 12
SICK LEAVE**

Compensation shall be allowed for absences from work due to sickness for all full time employees (40 hours per week) as set forth below.

Sick leave shall accrue based on 1/2 day per every month of employee service (6 days per year), up to a maximum of thirty-five (35) days total accrued time. Sick leave in excess of three (3) consecutive days will only be granted with pay to the employee who, upon his return, produces a signed certificate from an attending physician. The medical certificate shall be submitted with the time card in order for the employee to be paid. For sick leave in excess of seven (7) consecutive days to be granted with pay, the Board of Supervisors may, at its discretion, require the employee to visit a physician selected by the Township for the purpose of securing an independent diagnosis. The physician will be selected from the medical panel posted as part of the Employer's workers' compensation insurance coverage. The Employer shall incur/reimburse for the cost of this second opinion if the cost is not covered by the employee's health insurance

plan.

If an employee appears to be abusing or misusing sick leave, in the sole discretion of the Employer, the Employer may require a medical certificate from the employee's physician even in instances where the amount of sick leave is less than three (3) consecutive days.

Accrued sick leave shall be paid to an employee receiving lost wages through workers' compensation only in the case where the workers' compensation payments are less than the employee's regular hourly rate or weekly salary and only in the amount necessary to match the employee's regular pay rate. In no event shall the amount of sick leave to which an employee is entitled exceed the limits imposed herein.

Employees must call the office within fifteen minutes of the start of work to indicate sick time is being taken and the expected duration.

The Township will provide to members covered under this collective bargaining agreement short and long-term disability in conjunction with what is currently offered to Township officers.

Sick leave does not accrue during periods of long-term disability (30 days or more), overtime, or leaves of absence. In the event a person's employment is terminated by the Township, the balance of any accrued sick leave will not be paid to the employee.

Using sick days in excess of that which an employee is entitled will result in either: (1) vacation time being charged, or (2) wages deducted.

ARTICLE 13 PERSONAL LEAVE

Full-time employees are eligible to take four (4) days of personal leave per calendar year, after completing their first year of service. Personal leave shall not be accrued or carried over to the next year or cashed in at the end of the year. Unused personal leave will not be paid upon separation of employment.

ARTICLE 14 OTHER PAID LEAVES

Section 1 —Bereavement Leave

In the event of the death of a spouse (i.e. domestic partner), child, parent, step-parent, brother, sister, aunt or uncle, grandparent, mother or father in law, and/or the employee's legal guardian, of a full time employee, the employee shall be entitled to up to three (3) days of bereavement leave. Such employee shall provide immediate notice to the Township and be granted a leave of absence with pay as set forth in the subsections below. Any bereavement benefits shall be used promptly to allow employees to attend funeral or other services for the deceased.

Section 2 — Civil Leave

(a) The Employer will grant civil leave with pay to any employee who is required to report for jury duty. Evidence of the need for civil leave in the form of a jury summons shall be presented to the employee's immediate supervisor as far in advance as possible.

(b) Employees on civil leave shall be paid the difference, if any, between the compensation they receive in the form of jury service and their regular wages for each day of service.

ARTICLE 15 HEALTH & WELFARE BENEFITS

Section I. Health Insurance

Full-time Employees shall be entitled to medical and prescription benefits under the Delaware Valley Health Insurance Trust plans, or a substantially similar plans (referred to herein as the "Plan"), subject to the provisions of this Article. A true and correct copy of the Plan's specifications are attached hereto and incorporated herein by reference as Exhibit "A," Eligible dependents of a plan participant are entitled to medical coverage as long as the plan participant remains employed with the Township.

Employer shall be responsible for the Plan participants' deductibles set forth in the Plan.

Effective January 1, 2016, and each year thereafter, Plan participants shall, through a payroll deduction or any other means established by the Township from time to time pursuant to its customary payroll practices, pay the cost of the medical Plan coverage which is more than 105% of the cost paid by the Employer for the Employee's medical Plan during the prior coverage year.

Employer shall also provide dental coverage to each full-time Employee.

Employer reserves the right to change or replace the foregoing Plan with a substantially similar plan at any time.

Either party may reopen the contract whenever health care costs are projected to exceed the limits under the law for the imposition of the excise tax or "Cadillac Tax".

Section II. Payment in Lieu of Health Insurance

The Township agrees to pay covered employees the annual sum of Two Thousand Five Hundred Dollars (\$2,500.00), which shall be paid on a pro rata basis in the employee's bi-weekly paycheck.

Section III. Life Insurance

The Township shall supply, at its expense, a life insurance policy totaling the amount of \$ 50,000.00 for accidental death and dismemberment for each covered employee.

ARTICLE 16 RETIREMENT PENSION & 457(b) PLAN

All employees working twenty (20) or more hours shall be enrolled in the Employer's Non-Uniform Pension Plan, subject to the terms of the Plan.

The Employer shall provide a Section 457(b) deferred compensation. The plan will entitle any employee to contribute to said plan to the maximum extent allowed by law. The Township shall contribute a minimum of five percent of the employee's base annual wage (which shall exclude overtime) to the plan.

ARTICLE 17 PROBATIONARY PERIOD

All newly hired bargaining unit members (i.e. "Probationary Employees") shall serve a one (1) year probationary period effective from the date of hire. During this period, the Employer may terminate the employment of a Probationary Employee for any lawful reason (just cause is not required). During this period, a Probationary Employee shall be employed "at will" in accordance with Pennsylvania law and shall have no grievance rights under this Agreement.

Moreover, all newly hired bargaining unit members must successfully complete a thirty (30) day probationary period before they are entitled to any health and welfare benefits as defined in this Agreement.

ARTICLE 18 DISCIPLINE AND DISCHARGE

Following the successful completion of the probationary period, the Employer shall not terminate, demote, or suspend any bargaining unit member without just cause.

ARTICLE 19 GRIEVANCES AND ARBITRATION

Section 1— Grievance Procedure

Bargaining unit members shall have the right to grieve disciplinary action that is less severe than termination, suspension or demotion through Step 3 only, in which case the decision of the Board of Supervisors, shall be final. "Less severe" discipline shall include, but is not limited to: verbal and written reprimands, letters of instruction, and required counseling and/or remedial training. Any other grievance or dispute, which may arise between the parties, including the application, meaning or interpretation of this Agreement, except with regard to those subjects to which arbitration has been expressly waived herein, shall be settled in the following manner:

STEP 1. The Union shall present the grievance in writing to the employees' immediate supervisor within ten (10) working days of the occurrence, or when the employee knew or by reasonable diligence should have known of the occurrence. The supervisor shall then attempt to adjust the matter and shall provide the Union with a written response to the grievance within ten (10) working days.

STEP 2. If the grievance has not been settled at Step 1, it shall be presented in

writing by the Union to the Township Manager within ten (10) working days after the supervisor's response is received. The Township Manager shall provide a written response to the Union within ten (10) working days.

STEP 3. If the grievance still remains unresolved at Step 2, it shall be presented by the Union to the Employer's Board of Supervisors within ten (10) working days after the response of the Township Manager is received. The Board of Supervisors shall respond in writing to the Union within ten (10) working days.

STEP 4. If the grievance is still unsettled after Step 3, the Union may, within ten (10) days after the response of the Board of Supervisors is received, submit the matter to arbitration by sending written notice of intent to proceed to arbitration to the Township Manager. If the parties cannot mutually agree upon an arbitrator, they shall request a panel of seven arbitrators from the Pennsylvania Bureau of Mediation. Within five (5) business days of receipt of the panel from the Bureau of Mediation, the parties shall confer, and each party shall alternately strike a name from the panel. The Union shall strike the first name, and the last person remaining on the list shall be the arbitrator.

Section 2 — Grievance Arbitration

The arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument, and his or her decision shall be final and binding on the parties. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. To the extent the Union requests the attendance of an employee at an arbitration or court hearing, the employee shall be subject to the Employer's call out and leave policies. If the employee has no paid leave available, the employee shall be provided unpaid leave to attend the arbitration or court hearing.

If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

All of the time limits contained in this Article may be extended by mutual agreement. The granting of any extension at any step shall not be deemed to establish precedence.

Section 3 — Exclusions

- a. Verbal and written reprimand; counseling sessions, or other forms of discipline that do not affect the pay or employment status of the employee (i.e., retraining) shall not be grievable under the terms of this Article.

- b. No disciplinary action imposed on a Probationary Employee shall be grievable under the terms of this Article

ARTICLE 20 UNION REPRESENTATION

Section 1 — Union Representatives

Employees selected by the Union to act as Union representatives shall be known as "Stewards." The names of employees selected as stewards, and the names of other Union representatives who may represent employees shall be certified in writing to the Employer by the Local Union.

Section 2 — Labor-Management Meetings

The Employer shall meet quarterly, at a mutually convenient time, with representatives of the Union for the purposes of discussing pending or potential grievances and any other matters of concern between the Employer and the Union. Such meetings shall be held during working hours, at reasonable times and without disruption to Township business, on the Employer's premises, without loss of pay.

ARTICLE 21 HEALTH AND SAFETY

Section 1— Safe Workplace

It is the Employer's responsibility to maintain a healthful and safe work environment for employees. The Employer will take positive action to assure compliance with laws and regulations concerning the health and safety of employees and to protect employees from injury at work. The Employer will not assign employees to any work area while there is a clear and present danger to employee safety and such a danger is not an anticipated part of the normal and expected responsibilities and risks of the job in question. Notwithstanding the foregoing, in no event shall the Employer be compelled to conduct a study or have reports prepared on the condition of certain work areas that are not self-evident to represent a danger to employee safety or health.

Section 2— Government Inspections

The Employer agrees to inform Union as soon as reasonably practical when representatives of any local, state or federal agency involved in the establishment or enforcement of laws concerning or affecting the health and safety of employees are on the premises for an inspection. A designated Union

steward or officer located on the premises shall be allowed to accompany such representatives on inspection tours of the work site to point out deficiencies without loss of pay or leave time.

Section 3 — Workplace Safety Information

- (a) Employees shall be provided with information on all communicable diseases and infestations to which they may be exposed in the workplace. Information provided to employees shall include the symptoms of the diseases, modes of transmission, methods of self-protection, proper workplace procedures, special precautions and recommendations for immunization where appropriate.
- (b) The Employer will provide the Union, upon request, with copies of statistical reports and/or other records or information concerning work-related accidents, if said reports or records exist and are in the control or custody of the Employer. Employer shall be under no obligation to prepare reports or records that do not exist or that are not in its possession.

ARTICLE 22 STRIKES AND LOCKOUTS

Section 1 – Lockouts

No lockout of employees shall be instituted by the Employer during the term of this agreement.

Section 2— Strikes

No strikes of any kind shall be caused or sanctioned by the Union during the term of this agreement. The Employer agrees, however, that it shall not require or assign bargaining unit employees to perform the work of any non-bargaining unit employees who are engaged in a strike.

ARTICLE 23 MISCELLANEOUS PROVISIONS

Section 1 — Pledge Against Discrimination and Coercion

The Employer shall treat all employees fairly, without discrimination as to age, sex, sexual orientation, marital status, race, color, creed, national origin, disability, or political affiliation.

The Employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union or for any other protected activity.

Section 2 — Protective Clothing

The Township will pay road workers the sum of Three Hundred Dollars (\$300.00) per year for the purchase of protective clothing.

Section 3 — Past Practices

The Employer and the Union agree that any conduct of the parties preceding the effective date of this Agreement, which may be viewed as a "past practice," shall not be enforceable against either party unless otherwise explicitly stated in this Agreement.

Section 4 — Zipper (or "No Modification") Clause

The Employer and the Union agree that all items included in the negotiations package of both parties have been discussed during the negotiations leading up to this Agreement. No additional negotiations on this Agreement will be conducted on any item, whether contained herein or not, during the life of this Agreement unless the parties mutually agree to waive this provision of the Agreement in writing.

Section 5 — Scope of the Agreement

This Agreement is intended to reflect the entire agreement between the parties and shall supersede any prior Township policies, procedures or practices.

**ARTICLE 24
SAVINGS CLAUSE**

Should any Article, Section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section, or portion thereof directly specified in the decision. Upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section, or portion thereof.

**ARTICLE 25
DURATION**

This Agreement shall be effective as of the 1st day of January, 2016, and shall remain in full force and effect through the 31st day of December 2019. If both parties agree, the term of this agreement may be extended on a year by year basis upon the same terms and conditions.

IN WITNESS WHEREOF, the parties hereto have set their hands on this

28 day of December 2015.

12/28/15
Date



West Vincent Township

1-4-16
Date



AFSCME DC 88

1-4-16
Date



AFSCME Local 1821F
West Vincent Township

