

ORDINANCE 2018-16

**AN ORDINANCE ESTABLISHING SALARY, WAGES
HOLIDAYS, SICK LEAVE, VACATIONS AND OTHER
BENEFITS OF EMPLOYMENT OF CERTAIN OFFICIALS
AND NON-UNION EMPLOYEES OF THE BOROUGH OF
BAY HEAD OCEAN COUNTY, NEW JERSEY, FOR THE
CALENDAR YEAR 2019 THROUGH 2022**

BE IT ORDAINED, by the Borough Council of the Borough of Bay head, in the County of Ocean and State of New Jersey, as follows:

Section 1. Salaries and Wages. The following salaries and wages shall be paid, effective January 1, 2018 to the officials and employees set forth below:

<u>TITLE</u>	<u>ANNUAL SALARY RANGE</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Borough Administrator	35,000	170,000
Public Works Supervisor	27,500	120,000
Equipment Operator	30,000	90,000
Recycle Attendant	30,000	60,000
Skilled Laborer	30,000	60,000
Municipal Clerk/Registrar/ Pension Certifying Officer/ Public Agency Compliance Officer/ JIF Fund Commissioner/ Personnel Officer/ Public Information-Media Contact/ Health Department Liaison	30,000	130,000
Tax Collector/Search Officer/ Sewer Collector	15,000	50,000
Chief Financial Officer	30,000	160,000
Assistant Chief Financial Officer	5,000	20,000
Deputy Municipal Clerk/ Deputy Registrar	1,500	30,000
Technical Assistant	5,000	30,000
Secretary-Planning Board	10,000	40,000
Administrative Assistant-Finance and Tax	30,000	60,000
Court Administrator	15,000	30,000
Police Dispatcher/Police Secretary/ Police Matron/Police Data Entry Operator	20,000	70,000
Director/Deputy Emergency Management Coord.	3,000	10,000
Collection System Operator	5,000	20,000
Municipal Court Judge	7,500	28,000
Tax Assessor	8,000	30,000
Construction Official	5,000	40,000
Electric Sub-Code Inspector	2,000	7,000
Fire Sub-Code Inspector	2,000	7,000
Plumbing Sub-Code Inspector	2,000	7,000
Zoning Official	20,000	60,000

The employees listed above shall be paid biweekly in 26 or 27 equal installments on every other Friday.

<u>TITLE</u>	<u>ANNUAL SALARY RANGE</u>	
	MINIMUM	MAXIMUM
Mayor	1,500	3,000
Councilmember	1,000	2,500
Emergency Management Coordinator	1,000	5,000
Recycling Coordinator	2,000	5,000
Qualifying Purchasing Agent	250	1,000

The employees listed above shall be paid on a quarter-annual basis.

<u>TITLE</u>	<u>HOURLY RANGE</u>	
	Min. per/hour	Max. per/hour
Laborer	9.00	21.00
School Crossing Guard	9.00	21.00
Beach Crossing Guard	9.00	21.00
SLEO II	9.00	21.00
SLEO I	9.00	21.00
Deputy Court Administrator	10.00	30.00
Alternate Deputy Court Administrator	10.00	25.00
Deputy Construction Official	10.00	35.00
Deputy Code Enforcement/Zoning Official	10.00	30.00
Assistant Technical Assistant	15.00	30.00
Summer Recreation Program Coordinator	15.00	40.00
Assistant Summer Program Coordinator	9.00	30.00
Alternate Part-time Fire Sub-Code Inspector	20.00	45.00
Alternate Part-time Plumbing Sub-Code Inspector	20.00	45.00
Alternate Part-time Electrical Sub-Code Inspector	20.00	45.00
Snow Plow Driver	15.00	30.00
Special Police Interpreter	15.00	20.00
Deputy Police Matron	15.00	20.00
Field Inspector – Assessor	9.00	30.00
Code Enforcement Officer	15.00	30.00

	Minimum	Maximum
Deputy Court Administrator Per court session	100.00	140.00
Deputy Court Administrator Per call out	60.00	75.00
Alternate Deputy Court Administrator Per court session	100.00	140.00
Alternate Deputy Court Administrator Per call out	60.00	75.00

The employees listed above shall be paid bi-weekly on Friday.

Section 2. Longevity Pay

- A. All full-time non-union permanent employees, 35 or more hours weekly, shall receive twenty-five dollars per year for every year of service up to ten years of service, payable on the anniversary of the start of employment of the employees.
- B. All full-time non-union permanent employees, 35 or more hours weekly, shall be eligible for thirty-five dollars per year for every year of service above ten years of service and less than sixteen years of service, payable on the anniversary date of the start of employment of the employee.

- C. All full-time non-union permanent employees, 35 or more hours weekly, shall be eligible for fifty dollars per year for every year of service above fifteen years of service payable on the anniversary date of the start of employment of employee.
- D. The longevity schedule shall not pertain to non-union employees hired after October 3, 2006.

Section 3. Sick Leave

- A. All full-time non-union permanent employees, 35 or more hours weekly, are permitted fifteen sick leave days per year. The amount of such leave not taken shall accumulate from year to year up to a maximum amount of 200 days.
- B. Any employee qualifying for compensation shall be paid for up to 1/2 of accumulated sick days at the rate of compensation set forth herein, but not to exceed the total sum \$20,000. (Article 1 of Chapter 46-2. Compensation entitlement)

Section 4. Vacation Time

- A. Vacation time will be granted on the following basis to all full-time permanent non-union employees, 35 or more hours weekly:

0 to 1 year of employment	7 working days
2 to 4 years of employment	13 working days
5 to 8 years of employment	18 working days
9 to 13 years of employment	21 working days
14 to 18 years of employment	23 working days
19 or more years of employment	25 working days

No compensatory pay will be given if vacation days are not taken. Up to ten (10) days can be carried over into the following year.

Section 5. Personal Leave

- A. All full-time non-union permanent employees, 35 or more hours weekly, shall be entitled to four personal leave days each year without deductions from any other leave time permitted. Employees of the Public Works Department shall notify the Supervisor of Public Works at least three days in advance, and in his absence shall notify the Chairman of the Public Works Committee. All other employees shall notify the Municipal Clerk at least three days in advance.
- B. If less than three days' advance notice is given, entitlement to personal leave shall be discretionary.
- C. No compensatory pay will be given if the personal leave days are not taken, nor can said days be accrued.

Section 6. Holidays

- A. The following holidays will be observed by the Borough of Bay Head during the 2018 through 2022 calendar years:**

**New Year's Day
Martin Luther King, Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas
Day before Legal Holiday of Christmas**

In the event of any of the aforementioned paid holidays fall on a Saturday or Sunday, said holiday shall be deemed to have fallen on a regular working day. If the holiday falls on a Saturday, the holiday will be taken on Friday, and if the holiday falls on Sunday, the holiday will be taken on Monday.

Section 7. Health Insurance

The hospital, medical and dental insurance premiums, including family coverage, of all full-time permanent municipal employees shall be paid by the Borough of Bay Head. The Borough will provide health benefit insurance for the employee and his family in accordance with the State Health Benefits Program, as administered by the Division of Pensions, Department of the Treasury, State of New Jersey. The employee shall contribute 50% of the required contribution at the highest level (Year 4) under Chapter 78, P.L. 2011 to the cost of medical insurance. Payroll deductions for statutorily required employee deductions shall be made in accordance with state law. The municipality shall have the right, in its sole discretion, to select the insurance carrier(s).

Section 8. Overtime Compensation

- A. All non-union employees listed under Section 1 of this Ordinance whose yearly compensation rate is based upon a designated number of hours per week, will be paid overtime consisting of time and one half for hours worked in excess of the regular work day consisting of eight consecutive hours and for hours worked in excess of forty hours in any one week. All such overtime is to be authorized by the Committee Chairman.**

Compensation of four hours' minimum shall be paid to employees for unscheduled work not occurring at the beginning or end of a regular workday.

Compensation of four hours minimum to be taken in compensatory time off may be taken by the Municipal Clerk for attendance at Council Meetings.

Compensation of hours worked can be taken in compensatory time off by the Planning Board Clerk for attendance at Planning Board meetings.

Section 9. Clothing Allowance

A. Public Works full time non-union permanent employees shall be entitled to a clothing allowance. In 2009 an allowance of \$400.00 was added to the employee salary. No future compensation will be given.

Section 10. If any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this Ordinance.

Section 11. All Ordinances or parts of Ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency.

Section 12. This Ordinance shall take effect immediately upon final passage and publication as required by law.

ATTEST:

APPROVED:

Patricia M. Applegate, Municipal Clerk

William W. Curtis, Mayor

Introduced on First Reading: November 5, 2018
Introduced on Second Reading: December 3, 2018
Approved on Second Reading: December 3, 2018

ATTEST:

APPROVED:

Patricia M. Applegate, Municipal Clerk

William W. Curtis, Mayor