

ORDINANCE 2021-09

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

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, 2021 to the officials and employees set forth below:

<u>TITLE</u>	<u>ANNUAL SALARY RANGE</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Governing Body:		
Mayor	\$ 1,500	\$ 5,500
Councilmember	\$ 1,000	\$ 4,500

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

Administrative Office:		
Borough Administrator	\$35,000	\$170,000
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
Deputy Municipal Clerk/ Deputy /Registrar	\$ 1,500	\$ 75,000
Chief Financial Officer	\$30,000	\$160,000
Assistant Chief Financial Officer	\$ 5,000	\$ 20,000
Deputy Chief Financial Officer	\$ 1	\$ 1,000
Tax Collector/Search Officer/ Sewer Collector	\$15,000	\$ 50,000
Administrative Assistant-Finance and Tax	\$30,000	\$ 60,000
Tax Assessor	\$ 8,000	\$ 30,000

The positions listed above shall be paid biweekly in 26 or 27 equal installments on every other Friday through December 31, 2021. Effective January 1, 2022 positions listed above shall be paid on a bi-monthly basis.

Public Works:		
Public Works Supervisor	\$27,500	\$120,000
Assistant Public Works Supervisor	\$20,000	\$ 80,000
Equipment Operator	\$30,000	\$ 90,000
Recycle Attendant	\$30,000	\$ 70,000
Skilled Laborer	\$30,000	\$ 70,000
Collection System Operator	\$ 5,000	\$ 35,000

The positions listed above shall be paid biweekly in 26 or 27 equal installments on every other Friday through December 31, 2021. Effective January 1, 2022 positions listed above shall be paid on a bi-monthly basis.

Municipal Court:		
Municipal Court Judge	\$ 7,500	\$ 28,000
Court Administrator	\$ 15,000	\$ 30,000

The positions listed above shall be paid biweekly in 26 or 27 equal installments on every other Friday through December 31, 2021. Effective January 1, 2022 positions listed above shall be paid on a bi-monthly basis.

Police Department:

Administrative Assistant	\$20,000	\$ 80,000
Police Dispatcher/Police Secretary/ Police Matron/ Police Data Entry Operator	\$20,000	\$ 70,000
Director/Deputy Emergency Management Coordinator	\$ 3,000	\$ 10,000

The positions listed above shall be paid biweekly in 26 or 27 equal installments on every other Friday through December 31, 2021. Effective January 1, 2022 positions listed above shall be paid on a bi-monthly basis.

Building / Construction / Planning / Zoning / Code Enforcement:

Construction Code Official	\$ 5,000	\$ 40,000
Technical Assistant Construction Office	\$ 5,000	\$ 30,000
Secretary-Planning Board	\$ 10,000	\$ 40,000
Electric Sub-Code Inspector	\$ 2,000	\$ 10,000
Fire Sub-Code Inspector	\$ 2,000	\$ 10,000
Plumbing Sub-Code Inspector	\$ 2,000	\$ 10,000
Zoning Official	\$ 5,000	\$ 60,000
Code Enforcement Officer	\$ 2,000	\$ 15,000

The positions listed above shall be paid biweekly in 26 or 27 equal installments on every other Friday through December 31, 2021. Effective January 1, 2022 positions listed above shall be paid on a bi-monthly basis.

Miscellaneous Titles:

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>	
	<u>Min. per/hour</u>	<u>Max. per/hour</u>
Laborer	\$12.00	\$25.00
School Crossing Guard	\$12.00	\$25.00
Beach Crossing Guard	\$12.00	\$25.00
Special Law Enforcement Officer – Class II	\$12.00	\$25.00
Special Law Enforcement Officer – Class I	\$12.00	\$25.00
Deputy Court Administrator	\$12.00	\$35.00
Alternate Deputy Court Administrator	\$12.00	\$35.00
Deputy Construction Official	\$12.00	\$35.00
Deputy Code Enforcement/Zoning Official	\$12.00	\$30.00
Assistant Technical Assistant Construction Office	\$15.00	\$30.00
Summer Recreation Program Coordinator	\$15.00	\$40.00
Assistant Summer Program Coordinator	\$11.10	\$30.00
Construction Code Official	\$20.00	\$45.00
Alternate Part-time Construction Official	\$20.00	\$45.00
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	\$25.00
Deputy Police Matron	\$15.00	\$25.00
Field Inspector – Assessor	\$12.00	\$35.00
Code Enforcement Officer	\$15.00	\$35.00

In no case will the hourly rate be less than the statutory minimum wage.

	<u>Minimum</u>	<u>Maximum</u>
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 through December 31, 2021. Effective January 1, 2022 positions listed above shall be paid on a bi-monthly basis.

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. All part-time employees shall accumulate one (1) hour of sick leave for every thirty (30) hours worked. The amount of such leave not taken shall accumulate from year to year.
- C. Any employee qualifying for compensation shall be paid for up to ½ 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 fulltime 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:

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 the employee's 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 employees shall not be entitled to a clothing allowance. The Borough shall purchase clothing (five (5) borough tee shirts with pocket, three (3) winter sweatshirts, two (2) pairs of work pants, and two (2) pairs of safety boots per year) and necessary safety equipment for each full time employee.

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: May 3, 2021
Introduced on Second Reading: June 7, 2021
Approved on Second Reading: June 7, 2021

ATTEST:

APPROVED:

Patricia M. Applegate, Municipal Clerk

William W. Curtis, Mayor