

ORDINANCE NO. 8-2017

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER AMENDING AND SUPPLEMENTING ORDINANCE NO. 09-2016 AND CHAPTER 61 OF THE CODE OF THE TOWNSHIP ENTITLED SALARIES AND COMPENSATION; PERSONNEL POLICIES WHICH CHAPTER ESTABLISHES REGULATIONS AND RATES OF COMPENSATION FOR THE OFFICERS AND FULL-TIME AND PART-TIME CIVILIAN NON-UNION EMPLOYEES OF THE TOWNSHIP OF HANOVER AND SECTION 61-13.C. ENTITLED "DESIGNATED HOLIDAYS" UNDER CHAPTER 61 OF THE CODE

BE IT ORDAINED, by the Township Committee of the Township of Hanover in the County of Morris and State of New Jersey, as follows:

SECTION 1. Section 1 of the above entitled Ordinance is hereby amended and supplemented to read as follows:

"Section 1. Effective January 1, 2017, the following officers and employees shall be compensated on an annual basis and shall be paid quarterly in March, June, September and December of each year as follows:

2017

| | |
|---|-------------|
| 1. Township Committee..... | \$ 6,624.00 |
| 2. Municipal Judge..... | 35,726.00 |
| 3. Municipal Prosecutor..... | 23,755.00 |
| 4. Director-Office of Emergency Management..... | 6,255.00 |

SECTION 2. Effective January 1, 2017, the following officers and employees shall be compensated on an annual basis and shall be paid monthly of each year as follows:

| | |
|--|-----------|
| 1. Elevator Sub-Code Official/Elevator Inspector, H.H.S. | 31,944.00 |
| 2. Municipal Public Defender..... | 6,120.00 |

SECTION 3. Effective January 1, 2017, the following officers and employees shall be compensated on an annual basis and shall be paid twice monthly (24 pays) of each year as follows:

| | |
|--|-------------|
| 1. Tax Assessor | \$48,244.00 |
| (Based on a work week of twenty-one (21) hrs. per/wk.) | |
| 2. Chairman, Site Plan Exemption Committee | 2,500.00 |
| 3. Building Facilities Coordinator | 2,500.00 |
| 4. Open Public Records Act Coordinator..... | 2,500.00 |
| 5. Community Affairs/Public Policy Coordinator..... | 3,500.00 |
| 6. HR Specialist Administrative Aide..... | 3,500.00 |

SECTION 4. Section 2 of Ordinance No. 09-2019 is hereby amended and supplemented as a new Section 5. to read as follows:

"EMPLOYEE PERFORMANCE EVALUATION"

RELATING TO SALARY INCREMENTS

SECTION 5. Any non-union civilian employee who has reached the maximum step on any Schedule "A" or "A-1" adopted by way of a prior Ordinance or under Schedule "A" or "A-1" as set forth herein, shall only receive an increase, if he/she receives a satisfactory Job Performance Evaluation in accordance with the Township's Employee Evaluation System, otherwise, said employee shall remain at his/her existing salary.

The following serves as an example of what is intended by this paragraph concerning the application of the job performance evaluation as it relates to salary increments for those employees covered by either Schedule "A" or Schedule "A-1" for the year 2017: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2016 Salary Ordinance and was receiving a salary of \$94,163.00. Upon the adoption of this Ordinance, this individual shall not receive any increase in salary unless he/she shall receive a satisfactory performance evaluation in which case his/her salary will be that provided for in the 2017 Schedule "A", Group X, Maximum \$96,047.00, effective January 1, 2017. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at \$94,163.00, the same as in 2016."

SECTION 6. Section 2, Schedule "A" of Ordinance No. 09-2016 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

**TOWNSHIP OF HANOVER
SALARY GUIDE 2017 A**

Group Step 5

| | |
|------|---------|
| I | 47,977 |
| II | 51,858 |
| III | 56,324 |
| IV | 61,172 |
| V | 66,246 |
| VI | 71,302 |
| VII | 75,377 |
| VIII | 81,660 |
| IX | 88,353 |
| X | 96,047 |
| XI | 103,077 |
| XII | 111,047 |
| XIII | 120,015 |
| XIV | 129,073 |

**TOWNSHIP OF HANOVER
SALARY GUIDE 2017 A-1**

| <u>Group</u> | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Increment</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|------------------|
| I | 30,349 | 33,055 | 35,761 | 38,467 | 41,173 | 43,879 | 46,585 | 49,291 | 2,706 |
| II | - | - | - | - | - | - | - | 53,237 | - |
| III | - | - | - | - | - | - | - | 57,826 | - |
| IV | - | - | - | - | - | - | - | 62,884 | - |
| V | - | - | - | - | - | - | - | 68,042 | - |
| VI | - | - | - | - | - | - | - | 73,286 | - |
| VII | - | - | - | - | - | - | - | 77,454 | - |
| VIII | - | - | - | - | - | - | - | 83,872 | - |
| IX | - | - | - | - | - | - | - | 90,813 | - |

SECTION 7. *For the Department Heads listed below, there is hereby established the following salary ranges:*

2017 Business Administrator/Township Clerk Salary Range:

During calendar year 2017, the following salary range shall apply to this dual position of Business Administrator/Township Clerk:

\$100,000 to \$159,812

2017 Chief of Police Salary Range:

During calendar year 2017, the following salary range shall apply to this position of Chief of Police:

\$125,000 to \$157,409

2017 Chief Finance Officer/Certified Tax Collector/Treasurer Salary Range:

During calendar year 2017, the following salary range shall apply to the multiple position of Chief Municipal Finance Officer/Certified Tax Collector/Treasurer:

\$72,000 to \$134,135

2017 Construction Official / Building Sub-Code Official / Zoning Officer Salary Range:

During calendar year 2017, the following salary range shall apply to the multiple position of Construction Official & Building Sub-Code Official/Zoning Officer:

\$64,000 to \$115,405

2017 Superintendent of Public Works, Buildings and Grounds and Park Maintenance Salary Range:

During calendar year 2017, the following salary range shall apply to the position of Superintendent of Public Works, Buildings and Grounds and Park Maintenance:

\$64,000 to \$115,405

SECTION 8. In any instance, in connection with this Salary Ordinance and the Schedules set forth above, that an employee shall have his or her Job Classification altered, said employee shall receive compensation at a rate not less than that received by the employee in the year prior to the change of Classification and, in addition, shall not receive the annual increment which is provided for in the Salary Guide except for an adjustment which shall be determined by the Business Administrator/Township Clerk and recommended to the Township Committee. "All individuals employed by the Township in either a management or non-management civilian position, may be hired and classified within the minimum Step Ranges of A, A-1, B, C or D as set forth with the approval of the Township Committee".

SECTION 9. The following schedule represents the job position titles and applicable salary ranges for the Township's management and non-management civilian employees:

SCHEDULE "B"

| | <u>UNDER SALARY SCHEDULE</u> | <u>APPLICABLE SALARY RANGES</u> |
|---------------|--|---------------------------------|
| JOB GROUP I | Clerk Typist | A or C |
| | P/T Dial-A-Ride Dispatcher | A-1 or D |
| | P/T Dial-A-Ride Driver | A-1 or D |
| | P/T Custodian | A-1 or D |
| | P/T Assistant to Custodian | A-1 or D |
| | P/T Park Maintenance Worker | A-1 or D |
| JOB GROUP II | Support Services Secretary/Senior Clerk Typist in Police Department | A or C |
| | Junior Account Clerk | A or C |
| | P/T Clerk/Support Services | A or C |
| | Senior Clerk Typist | A or C |
| | P/T Floater/Clerical Support Services | A or C |
| | OPRA/Other Assignments | |
| JOB GROUP III | Account Clerk | A or C |
| | Assistant Control Person/Account Clerk To the Construction Official/ Zoning Officer/Property Maintenance Officer | A or C |
| | Engineering Aide I | A or C |
| | General Secretary | A or C |
| | P/T Assistant to Superintendent of Recreation & Park Admin. Department | A or C |
| | P/T Municipal Recycling Enforcement Coord. | A or C |
| | | |
| JOB GROUP IV | P/T Municipal Housing Liaison Recreation & Park Administration Program Coordinator | A or C |
| | Senior Account Clerk | A or C |
| | F/T Deputy Municipal Court Administrator | A or C |
| | P/T Deputy Municipal Court Administrator | A or C |
| | Secretary to Chief of Police | A or C |
| | Technical Assistant to the Construction Official/Zoning Officer/Property Maintenance Officer | A or C |
| | Recreation & Park Administration Department Program Coordinator | A or C |
| | Recreation & Park Admin. Department Senior Account Clerk/Board Secretary | A or C |
| | Secretary to the Health Department/ Deputy Registrar of Vital Statistics | A or C |
| | Assistant to Superintendent of Public Works/Recycling Coordinator | A or C |
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|----------------|--|--|--------|
| JOB GROUP V | Senior Account Clerk/Payroll Clerk | A or C | |
| | Administrative Secretary | A or C | |
| | Certified Municipal Court Administrator | A or C | |
| | Engineering Aide II | A or C | |
| | Management Analyst/Project Coordinator | A or C | |
| JOB GROUP VI | Secretary to the Planning Board And Board of Adjustment/Land Use Administrator | A or C | |
| | Public Health Nurse | A or C | |
| | Executive Secretary I | A or C | |
| | Police Dispatcher | A-1 or D | |
| JOB GROUP VII | Assistant to Chief Financial Officer/ Tax Collector | A or C | |
| | Executive Assistant | A or C | |
| | Executive Secretary II | A or C | |
| | Human Resource Specialist | A or C | |
| | DPW Division Supervisor Of Buildings and Grounds | A-1 or D | |
| | DPW Sanitation Division Supervisor DPW Road Division Supervisor | A-1 or D A-1 or D | |
| JOB GROUP VIII | Registered Environmental Health Specialist | A or C | |
| JOB GROUP IX | General Office Supervisor/ Deputy Township Clerk | A or C | |
| | DPW Operations Manager | A-1 or D | |
| | DPW Park Maintenance Division Supervisor | A-1 or D | |
| | P/T Junior Engineer | A or C | |
| | Assistant Business Administrator | A or C | |
| | Public Health Nurse Supervisor | A or C | |
| | Registered Environmental Health Inspector 2 (Senior Registered Environmental Health Specialist) | A or C | |
| | Assistant Building Inspector/Assistant Zoning Officer/Assistant Property/ Maintenance Officer | A or C | |
| | P/T Electrical Sub-Code Official/Electrical Inspector & Assistant Zoning Officer/ Property Maintenance Inspector | A or C | |
| | P/T Fire Protection Sub-Code Officer/ Assistant Property Maintenance Officer | A or C | |
| | P/T Plumbing Sub-Code Official/Plumbing Inspector | A or C | |
| | JOB GROUP X | Health Administrator – Registered Environmental Health Specialist | A or C |
| | | Recreation & Park Administration Department Superintendent | A or C |

| | | |
|----------------|---|-------------|
| JOB GROUP XI | Health Administrator - Health Officer | A or C |
| JOB GROUP XII | Assistant Township Engineer | A or C |
| JOB GROUP XIII | | A or C or D |
| JOB GROUP XIV | Township Engineer | A or C |
| | Professional Planner | A or C |
| | Health Officer/Environmental Specialist | A or C |

SECTION 10. Individuals hired for the first time in any of the job position classifications set forth in Section 5. Entitled "Schedule "B" listed above, or any current employee promoted to a higher job group classification, shall be compensated within their respective job group range as set forth below in Salary Guide "C" or "D" at a salary to be determined by the Township Committee. A person hired or promoted within their respective job group range shall only be eligible to receive the annual cost of living adjustment when such adjustment is determined and authorized by the governing body. In order to be eligible to receive a cost of living adjustment, an employee must receive a satisfactory job performance evaluation from his/her department head.

Any new, replacement full-time or permanent part-time non-union civilian employee hired by the Township on or after January 1, 2017 up to and including the date of adoption of this ordinance, must first complete his/her six (6) month probationary period of service and receive a satisfactory job performance evaluation in order to qualify for the 2% cost of living adjustment retroactive to the first date of employment.

**TOWNSHIP OF HANOVER
SALARY GUIDE 2017 C**

| <u>Group</u> | <u>Minimum Salary</u> | <u>Maximum Salary</u> | <u>Minimum Hourly Rate</u> | <u>Maximum Hourly Rate</u> |
|--------------|-----------------------|-----------------------|----------------------------|----------------------------|
| I | 25,000 | 46,556 | 13.74 | 25.58 |
| II | 26,990 | 50,324 | 14.83 | 27.65 |
| III | 29,330 | 54,688 | 16.12 | 30.05 |
| IV | 31,800 | 59,387 | 17.47 | 32.63 |
| V | 34,400 | 64,304 | 18.90 | 35.33 |
| VI | 36,940 | 69,231 | 20.30 | 38.04 |
| VII | 38,980 | 73,183 | 21.42 | 40.21 |
| VIII | 42,170 | 79,282 | 23.17 | 43.56 |
| IX | 45,580 | 85,773 | 25.04 | 47.13 |
| X | 49,510 | 93,250 | 27.20 | 51.24 |
| XI | 53,030 | 100,084 | 29.14 | 54.99 |
| XII | 57,100 | 107,816 | 31.37 | 59.24 |
| XIII | 61,610 | 116,523 | 33.85 | 64.02 |
| XIV | 66,160 | 129,000 | 36.35 | 70.88 |

**TOWNSHIP OF HANOVER
SALARY GUIDE 2017 D**

| <u>Group</u> | <u>Minimum Salary</u> | <u>Maximum Salary</u> | <u>Minimum Hourly Rate</u> | <u>Maximum Hourly Rate</u> |
|--------------|-----------------------|-----------------------|----------------------------|----------------------------|
| I | 25,650 | 47,854 | 12.33 | 23.01 |
| II | 27,710 | 51,691 | 13.32 | 24.85 |
| III | 30,110 | 56,147 | 14.48 | 26.99 |
| IV | 32,650 | 61,041 | 15.70 | 29.35 |
| V | 35,330 | 66,049 | 16.99 | 31.75 |
| VI | 37,950 | 71,151 | 18.25 | 34.21 |
| VII | 40,030 | 75,205 | 19.25 | 36.16 |
| VIII | 43,320 | 81,431 | 20.83 | 39.15 |
| IX | 46,830 | 88,173 | 22.51 | 42.39 |

SECTION 11. The rates of pay and/or salary ranges for the following part-time employees shall be as follows during calendar year 2017:

1. School Crossing Guard:
(In Charge)..... \$ 18.38 per hr.

2. School Crossing Guards:
First Full Year..... \$15.80 per hr.
Second Full Year..... 16.12 per hr.
Third Full Year..... 17.50 per hr.

3. Office/Clerical:
Step 1..... \$16.24 per hr.
Step 2..... 17.69 per hr.
Step 3..... 19.14 per hr.
Step 4..... 20.58 per hr.

4. Substitute Part-Time Construction Code Inspectors..... \$30.00 to \$34.46 per hr.

5. Part-time Registered Environmental Health Inspector.. \$24.00 to \$39.15 per hr.

6. Per Diem Police Dispatchers..... 21.59 Per hr.

7. Police Matrons - At the lump sum rate of \$61.92 for the first three (3) hours of service and at the rate of \$20.64 per hour pro-rated for actual time worked after the first three (3) hours.

8. Part-Time Senior Assistant Property Maintenance/
Zoning Officer..... \$20.00 to \$34.46/hr.

- 9. Part-Time Assistant to Property Maintenance Officer/
Zoning Officer..... No Compensation
- 10. Part-Time Professional Arborist/Forester
(Funded by Township's Tree Fund).....\$25.00 to 65.00/hr.
- 11. Substance Awareness Coordinator.....\$11.78/hr.
- 12. Municipal Housing Liaison.....\$27.73/hr.

SECTION 12. The following rates of pay shall apply to Special Municipal Court sessions, DWI Court sessions and the off duty employment of police officers performing side jobs:

- 1. For additional special Municipal Court sessions including DWI Court sessions, the Municipal Court Judge, the Municipal Prosecutor and the Public Defender shall be paid at the rate of \$125.00 per hour but not to exceed following amounts:
 - A. Municipal Court Judge not to exceed \$800.00 per session.
 - B. Municipal Prosecutor not to exceed \$600.00 per session.
 - C. Public Defender not to exceed \$600.00 per session.
- 2. Outside Employment of Police Officers in the Performance of
 - Extra-Duty Side-Jobs.....\$70.00/hr.
 - Extra-Duty Side-Jobs Overtime.....105.00/hr.
 - Extra-Duty Side-Jobs Ravine/Met Life.....100.00/day
 - Administrative Fee Paid to Township..... 10.00/hr.
 - Cost for Use of a Township Police Vehicle.....\$25.00/hr. to Maximum of \$125.00

All payments to police officers for off-duty outside employment shall be processed through the Township's Finance Department.

SECTION 13. The rates of pay and/or salary ranges shall apply to the following temporary, seasonal and summer employees of the Recreation and Park Administration Department during calendar year 2017:

- 1. Part-Time Recreation Department Office Staff... \$7.50 to \$11.87/hr.
- 2. Swim Team Coach..... \$400-\$1,922/Season
- 3. Swimming Pool Manager..... \$3,500-\$11,016/Season
- 4. Asst. Pool Manager..... \$3,000-\$8,767/Season
- 5. Lifeguards..... \$ 7.50-\$16.56/hr.
- 6. Director/Summer Playground Program.....\$21.00-\$25.40/hr.

7. Assistant Directors/
Summer Playground Program..... \$10.00-\$18.77/hr.
8. Adult Counselors for Summer Playground Program..... \$12.23/hr. to \$22.55/hr.
9. Summer Plus Camp Program – Camp Counselor..... \$7.50/hr. to \$11.67/hr.
10. Custodian/Fourth of July..... \$25.00 to \$60.00/hr.
11. Swim Instruction by Certified Lifeguards:
 - a. Group Lessons.....\$48.38/per Person* per Course
 - b. Individual Lessons.....\$18.21/per Lesson*
 - c. Lifesaving Instruction..... \$48.38/per Person* per Course

* In addition, a 10% administrative fee shall be charged to each participant to cover Township costs.
12. Community Center Proctors..... \$ 11.04/hr.
13. Badge Checkers – Bee Meadow Pool..... \$ 6.00 to \$13.24/hr.
14. Bee Meadow Pool Office Staff..... \$ 6.00 to \$13.24hr.
15. Pool Activities Coordinator.....\$ 10.00 to \$15.92/hr.
16. Individuals hired as lifeguards who receive an Instructor’s Water Safety Instruction Certification, a Lifeguard Water Safety Instruction Certification and/or a Certified Pool Operator Certification shall be eligible to receive a \$.50 hourly increment upon attainment for either or both during the pool season in which the Certification(s) is/are received.

SECTION 14. During calendar year 2017, all temporary, seasonal and summer employees employed or re-employed as park maintenance workers, public works laborers and administrative and clerical personnel shall receive the following compensation:

- A. Individuals hired for the first time shall receive an hourly rate of \$9.50 an hour.
- B. Individuals rehired as seasonal and summer employees during calendar year 2017 shall receive an increment up to \$.75 per hour for each previous year of service.

SECTION 15. All salaries and rates of compensation for the job position classifications described under Job Position Classification Schedule “B”, in conformance with the above described Salary Guides, shall be effective and retroactive to January 1, 2017. Only those non-union full-time and permanent part-time civilian employees whose positions are classified under Schedule “B” and the Salary Guides listed above, and currently on the payroll of the Township of Hanover at the time of adoption of this Ordinance shall receive retroactive salary adjustments, except those employees who have retired from service on or after January 1, 2017, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective January 1, 2017 through the date of retirement. No other exceptions shall be made."

SECTION 16. Section 61-13.C. entitled "Holidays." Under Chapter 61 of the Township entitled Salaries and Compensation; Personnel Policies is hereby amended and supplemented as follows:

For calendar year 2017, all full-time and permanent part-time civilian employees (including the employees of the Public Works, Buildings and Grounds and Park Maintenance Department) shall receive a holiday on July 3, 2017. Subsequently, beginning in 2018, and in all years thereafter, all full-time and permanent part-time civilian employees shall receive a holiday on the date set aside in January in observance of the birthday of Dr. Martin Luther King, Jr.

The designated holidays for all full-time and permanent part-time civilian employees (including the employees of the Public Works, Buildings and Grounds and Park Maintenance Department) shall be as follows:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

SECTION 17. In case, for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid, the same shall not affect any other section or provision of this Ordinance, except so far as the section or provision so declared unconstitutional or invalid shall be severed from the remainder or any portion thereof.

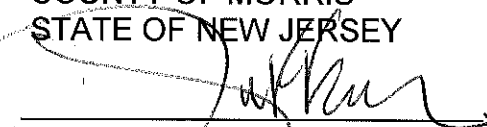
SECTION 18. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are, to the extent of such inconsistency, hereby repealed.

SECTION 19. This Ordinance shall take effect in accordance with law.

TOWNSHIP COMMITTEE
TOWNSHIP OF HANOVER
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:


Joseph A. Giorgio, Township Clerk


Ronald F. Francioli, Mayor

DATE OF INTRODUCTION: March 9, 2017

DATE OF ADOPTION: March 23, 2017