

ORDINANCE NO. 31-2011

AN ORDINANCE OF THE TOWNSHIP COMMITTEE AMENDING AND SUPPLEMENTING ORDINANCE NO. 14-2008 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 EMPLOYEES OF THE TOWNSHIP OF HANOVER

**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 July 1, 2011, the rate of compensation of each officer and employee whose compensation shall be on an annual basis and shall be payable quarterly in March, June, September and December of each year or on a monthly basis (\*) as follows:

**2011**

1. Township Committee.....	\$ 6,000.00
2. Municipal Judge.....	31,724.00
3. Municipal Prosecutor.....	21,093.00
4. Director-Office Emergency Management.....	5,554.00
5. Plumbing Sub-Code Official.....	20,390.00
6. Fire Official / Fire Protection Sub-Code Officer .....	11,557.00
7. Tax Assessor..... (based on a work week of twenty-one (21) hrs per/wk)	42,840.00
8. Chairman, Site Plan Exemption Committee*.....	2,500.00
9. Elevator Sub-Code Official/ Elevator Inspector, H.H.S.*.....	28,366.00
10. Municipal Public Defender.....	5,434.00
11. Building Facilities Coordinator.....	2,500.00
12. Health Officer Shared Services.....	5,000.00

**SECTION 2.** Section 2 of Ordinance No. 27-94 is hereby amended and supplemented to read as follows:

## **"EMPLOYEE PERFORMANCE EVALUATION**

### **RELATING TO SALARY INCREMENTS**

**Section 2.** Any 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 2011: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2008 Salary Ordinance and was receiving a salary of \$83,614.00. 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 2011 Schedule "A", Group X, Maximum \$85,285.00, effective July 1, 2011. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at \$83,614.00, the same as in 2008."

**SECTION 3.** During calendar year 2011, the Chief of Police shall receive a salary of \$126,092.00.

**SECTION 4.** Section 2, Schedule "A" of Ordinance No. 14-2008 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

**TOWNSHIP OF HANOVER  
SALARY GUIDE 2011 A**

GROUP	STEP A	STEP B	STEP C	STEP I	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
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I	26,255	28,588	30,921	33,254	35,587	37,920	40,253	42,586	2,333
II	28,352	30,878	33,404	35,930	38,456	40,982	43,508	46,034	2,526
III	30,814	33,557	36,300	39,043	41,786	44,529	47,272	50,015	2,743
IV	33,409	36,396	39,383	42,370	45,357	48,344	51,331	54,318	2,987
V	36,137	39,378	42,619	45,860	49,101	52,342	55,583	58,824	3,241
VI	38,811	42,312	45,813	49,314	52,815	56,316	59,817	63,318	3,501
VII	40,951	44,663	48,375	52,087	55,799	59,511	63,223	66,935	3,712
VIII	44,305	48,334	52,363	56,392	60,421	64,450	68,479	72,508	4,029
IX	47,891	52,257	56,623	60,989	65,355	69,721	74,087	78,453	4,366
X	52,014	56,767	61,520	66,273	71,026	75,779	80,532	85,285	4,753
XI	55,709	60,827	65,945	71,063	76,181	81,299	86,417	91,535	5,118
XII	59,987	65,504	71,021	76,538	82,055	87,572	93,089	98,606	5,517
XIII	64,725	70,703	76,681	82,659	88,637	94,615	100,593	106,571	5,978
XIV	69,505	75,949	82,393	88,837	95,281	101,725	108,169	114,613	6,444
XV	-	-	-	103,076	110,222	117,368	124,514	131,660	7,146

**TOWNSHIP OF HANOVER  
SALARY GUIDE 2011 A-1**

GROUP	STEP A	STEP B	STEP C	STEP I	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
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I	26,949	29,352	31,755	34,158	36,561	38,964	41,367	43,770	2,403
II	29,110	31,705	34,300	36,895	39,490	42,085	44,680	47,275	2,595
III	31,632	34,449	37,266	40,083	42,900	45,717	48,534	51,351	2,817
IV	34,307	37,382	40,457	43,532	46,607	49,682	52,757	55,832	3,075
V	37,116	40,444	43,772	47,100	50,428	53,756	57,084	60,412	3,328
VI	39,865	43,467	47,069	50,671	54,273	57,875	61,477	65,079	3,602
VII	42,055	45,873	49,691	53,509	57,327	61,145	64,963	68,781	3,818
VIII	45,511	49,649	53,787	57,925	62,063	66,201	70,339	74,477	4,138
IX	49,200	53,692	58,184	62,676	67,168	71,660	76,152	80,644	4,492

2011 Business Administrator/Township Clerk Salary Range: During calendar year 2011, the following salary range shall apply to this dual position:

**\$100,000.00 to \$136,578.00**

**SECTION 5.** 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 6.** The following schedule represents the job position titles and applicable salary ranges for the Township's management and non-management civilian employees:

**SCHEDULE "B"**

	<b><u>UNDER SALARY SCHEDULE</u></b>	<b><u>APPLICABLE SALARY RANGES</u></b>
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

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.	C	
JOB GROUP IV	P/T Municipal Housing Liaison	A or C	
	Program Coordinator	A or C	
	Senior Account Clerk	A or C	
	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 Admin. 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	
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	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	
	DPW Division Supervisor Of Buildings and Grounds	A-1 or D	
	DPW Sanitation Division Supervisor	A-1 or D	
	DPW Road Division Supervisor	A-1 or D	

JOB GROUP VIII	General Office Supervisor/ Deputy Township Clerk Registered Environmental Health Specialist	A or C A or C
JOB GROUP IX	DPW Operations Mgr. DPW Park Maintenance Division Supervisor Junior Engineer Assistant Business Administrator Public Health Nurse Supervisor Registered Environmental Health Inspector 2 (Sr. Registered Environmental Health Specialist) Assistant Building Inspector/Assistant Zoning Officer/Assistant Property/ Maintenance Officer Electrical SubCode Official/Electrical Inspector & Assistant Zoning Officer/ Property Maintenance Inspector	A-1 or D A-1 or D  A or C A or C A or C  A or C  A or C A or C
JOB GROUP X	Health Administrator – Registered Environmental Health Specialist Recreation & Park Administration Department Superintendent6-	A or C C
JOB GROUP XI	Health Administrator - Health Officer	A or C
JOB GROUP XII	Construction Official/Building Sub-Code Official/Zoning Officer/Property Maintenance Officer Assistant Township Engineer Full Time Professional Planner Public Works, Buildings & Grounds And Park Maintenance Dept. Super.	  A or C A or C A or C A-1 or D
JOB GROUP XIII		C or D
JOB GROUP XIV	Township Engineer Chief Financial Officer (inc. positions of Treasurer & Tax Collector) Health Officer/Environmental Specialist	A or C A or C A or C
JOB GROUP XV	Business Administrator/Township Clerk	A or C

**SECTION 7.** Individuals hired for the first time in any of the job position classifications set forth in Section 5. 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 within their respective job group range shall only be eligible to receive the annual cost of living adjustment when such adjustment is determined 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 supervisor.

**TOWNSHIP OF HANOVER**  
**A Salary Guide**  
**2011**

<b>Group</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>	<b>Minimum Hourly Rate</b>	<b>Maximum Hourly Rate</b>
I	25,000	41,341	13.74	22.71
II	26,990	44,686	14.83	24.55
III	29,330	48,562	16.12	26.68
IV	31,800	52,734	17.47	28.97
V	34,400	57,100	18.90	31.37
VI	36,940	61,475	20.30	33.78
VII	38,980	64,984	21.42	35.71
VIII	42,170	70,400	23.17	38.68
IX	45,580	76,163	25.04	41.85
X	49,510	82,804	27.20	45.50
XI	53,030	88,873	29.14	48.83
XII	57,100	95,737	31.37	52.60
XIII	61,610	103,469	33.85	56.85
XIV	66,160	111,282	36.35	61.14
XV	85,000	127,826	46.70	70.23

**TOWNSHIP OF HANOVER**  
**A-1 Salary Guide**  
**2011**

<b>Group</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>	<b>Minimum Hourly Rate</b>	<b>Maximum Hourly Rate</b>
I	25,650	42,493	12.33	20.43
II	27,710	45,900	13.32	22.07
III	30,110	49,858	14.48	23.97
IV	32,650	54,203	15.70	26.06
V	35,330	58,650	16.99	28.20
VI	37,950	63,179	18.25	30.37
VII	40,030	66,779	19.25	32.11
VIII	43,320	72,308	20.83	34.76
IX	46,830	78,295	22.51	37.64

**SECTION 8.** The rates of pay and/or salary ranges for the following part-time employees shall be as follows during calendar year 2011:

- |     |   |                            |
|-----|---|----------------------------|
| 1.  | School Crossing Guard<br>(In Charge).....   | \$ 15.71 per hr.           |
| 2.  | School Crossing Guards:   |                            |
|     | First Full Year.....  | \$13.66 per hr.            |
|     | Second Full Year.....   | 14.28 per hr.              |
|     | Third Full Year.....  | 14.91 per hr.              |
| 3.  | Office/Clerical:  |                            |
|     | Step 1.....   | \$14.42 per hr.            |
|     | Step 2.....   | 15.71 per hr.              |
|     | Step 3.....   | 16.99 per hr.              |
|     | Step 4.....   | 18.27 per hr.              |
| 4.  | Part-Time Plumbing Inspector H.H.S.....   | 30.00 per hr.              |
| 5.  | Part-time Registered Environmental Health Inspector 1   | \$24.00 to \$35.46 per hr. |
| 6.  | Per Diem Police Dispatchers.....  | 19.17 per hr.              |
| 7.  | Police Matrons - At the lump sum rate of \$54.99 for the first three (3) hours of service and at the rate of \$18.33 per hour pro rated for actual time worked after the first three (3) hours. |                            |
| 8.  | Part-Time Assistant Property Maintenance/Zoning Officer...  | \$20.00 to 26.27/hr.       |
| 9.  | Part-Time Professional Arborist/Forester<br>(Funded by Township's Tree Fund).....   | \$25.00 to 36.77/hr.       |
| 10. | Substance Awareness Coordinator.....  | \$10.00/hr.                |
| 11. | Civilian DARE/SSRS.....   | \$32.15/hr.                |
| 12. | Municipal Housing Liaison.....  | \$22.44/hr.                |

**SECTION 9.** 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.....	\$60.00/hr.
Extra-Duty Side-Jobs Overtime.....	90.00/hr.
Administrative Fee Paid to Township.....	8.00/hr.
Cost for Use of a Township Police Vehicle (Cost Per 8 hour Day Per Vehicle).....	100.00

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

**SECTION 10.** 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 2011:

1. Part-Time Recreation Department Office Staff... ..\$7.50 to 10.75/hr.
2. Swim Team Coach..... \$400-\$1,750/Sea.
3. Swimming Pool Manager.....\$3,500-\$10,000/Sea.
4. Asst. Pool Manager.....\$3,000-\$8,000/Sea.
5. Lifeguards..... \$ 7.00-\$15.00/Hr.
6. Director/Summer Playground Program.....\$12.00/\$18.00
7. Assistant Directors/  
Summer Playground Program.....\$10.00-\$17.00/Hr.
8. Counselor/Summer Playground Program..... \$1000-\$2,000/Sea.
9. Custodian/Fourth of July..... \$25.00 to \$60.00/Hr.

- 10. Swim Instruction by Certified Lifeguards:
    - a. Group Lessons.....\$40.00/per Person\* per Course
    - b. Individual Lessons.....\$15.00/per Lesson\*
    - c. Lifesaving Instruction..... \$40.00/per Person\* per Course
- \* In addition, a 10% administrative fee shall be charged to each participant to cover Township costs.

- 11. Community Center Proctors..... \$ 7.00 to 10.00/Hr.
- 12. Community Activities Coordinator.....\$ 10.00 to15.00/Hr.
- 13. Pool Concession Manager..... \$ 10.00 to15.00/Hr.
- 14. Pool Concession Worker.....\$ 5.00 to 7.00/Hr.
- 15. Badge Checkers - Bee Meadow Pool..... \$ 6.00 to 12.00/Hr.
- 16. Bee Meadow Pool Office Staff..... \$ 6.00 to 12.00/Hr.
- 17. Pool Activities Coordinator.....\$ 2,500.00 - \$ 4,000.00

18. 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 11.** During calendar year 2011, 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 \$8.75 an hour.

B. Individuals rehired as seasonal and summer employees during calendar year 2011 shall receive an increment of \$.25 per hour for each previous year of service.

**SECTION 12.** All salaries and rates of compensation for the job position classifications described under Job Position Classification Schedule "B", in conformance with the above des Salary Guides, shall be effective and retroactive to January 1, 2011.

Only those 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 July 1, 2011, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective July 1, 2011 through the date of retirement. No other exceptions shall be made."

**SECTION 13.** All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

**SECTION 14.** This Ordinance shall take effect in accordance with law.

ATTEST:

TOWNSHIP OF HANOVER  
COUNTY OF MORRIS  
STATE OF NEW JERSEY

\_\_\_\_\_  
Joseph A. Giorgio, Township Clerk

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John T. Sheridan, Mayor

DATE OF INTRODUCTION: November 21, 2011  
DATE OF ADOPTION: December 19, 2011

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**CERTIFICATION**

I, Joseph A. Giorgio, Township Clerk of the Township of Hanover, County of Morris and State of New Jersey, do hereby certify the foregoing to be a true copy of an ordinance adopted by the Township Committee of said Township on the 21<sup>st</sup> day of November, 2011, at a meeting duly convened, of said Body.

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Joseph A. Giorgio, Township Clerk