

ORDINANCE NO. 14-2012

AN ORDINANCE OF THE TOWNSHIP COMMITTEE AMENDING AND SUPPLEMENTING ORDINANCE NO. 31-2011 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 January1, 2012, 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:

	<u>2012</u>
1. Township Committee.....	\$ 6,000.00
2. Municipal Judge.....	32,358.00
3. Municipal Prosecutor.....	21,515.00
4. Director-Office Emergency Management.....	5,665.00
5. Plumbing Sub-Code Official.....	20,798.00
6. Fire Official / Fire Protection Sub-Code Officer	11,788.00
7. Tax Assessor..... (Based on a work week of twenty-one (21) hrs. per/wk.)	43,697.00
8. Chairman, Site Plan Exemption Committee*	2,500.00
9. Elevator Sub-Code Official/Elevator Inspector, H.H.S.*	28,933.00
10. Municipal Public Defender.....	5,543.00
11. Building Facilities Coordinator.....	2,500.00
12. Health Officer Shared Services.....	5,000.00
13. Part-Time Assistant to Property Maintenance Officer/ Zoning Officer.....	No Compensation
14. Part-Time Human Resource Specialist.....	\$25,000.00

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 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 2012: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2011 Salary Ordinance and was receiving a salary of \$85,285.00. 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 2012 Schedule "A", Group X, Maximum \$86,990.00, effective January 1, 2012. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at \$85,285.00, the same as in 2011."

SECTION 3. During calendar year 2012, the Chief of Police shall receive a Salary of \$128,614.00.

SECTION 4. Section 2, Schedule "A" of Ordinance No. 31-2011 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

**TOWNSHIP OF HANOVER
SALARY GUIDE 2012 A**

GROUP	STEP A	STEP B	STEP C	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
I	26,780	29,160	31,540	33,920	36,300	38,680	41,060	43,440	2,380
II	28,919	31,496	34,073	36,650	39,227	41,804	44,381	46,958	2,577
III	31,430	34,228	37,026	39,824	42,622	45,420	48,218	51,016	2,798
IV	34,077	37,124	40,171	43,218	46,265	49,312	52,359	55,406	3,047
V	36,860	40,166	43,472	46,778	50,084	53,390	56,696	60,002	3,306
VI	39,587	43,158	46,729	50,300	53,871	57,442	61,013	64,584	3,571
VII	41,770	45,556	49,342	53,128	56,914	60,700	64,486	68,272	3,786
VIII	45,191	49,301	53,411	57,521	61,631	65,741	69,851	73,961	4,110
IX	48,849	53,302	57,755	62,208	66,661	71,114	75,567	80,020	4,453
X	53,054	57,902	62,750	67,598	72,446	77,294	82,142	86,990	4,848
XI	56,823	62,043	67,263	72,483	77,703	82,923	88,143	93,363	5,220
XII	61,187	66,814	72,441	78,068	83,695	89,322	94,949	100,576	5,627
XIII	66,020	72,118	78,216	84,314	90,412	96,510	102,608	108,706	6,098
XIV	70,895	77,468	84,041	90,614	97,187	103,760	110,333	116,906	6,573

**TOWNSHIP OF HANOVER
SALARY GUIDE 2012 A-1**

GROUP	STEP A	STEP B	STEP C	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
I	27,488	29,939	32,390	34,841	37,292	39,743	42,194	44,645	2,451
II	29,692	32,339	34,986	37,633	40,280	42,927	45,574	48,221	2,647
III	32,265	35,138	38,011	40,884	43,757	46,630	49,503	52,376	2,873
IV	34,993	38,130	41,267	44,404	47,541	50,678	53,815	56,952	3,137
V	37,858	41,253	44,648	48,043	51,438	54,833	58,228	61,623	3,395
VI	40,662	44,336	48,010	51,684	55,358	59,032	62,706	66,380	3,674
VII	42,896	46,790	50,684	54,578	58,472	62,366	66,260	70,154	3,894
VIII	46,421	50,642	54,863	59,084	63,305	67,526	71,747	75,968	4,221
IX	50,184	54,766	59,348	63,930	68,512	73,094	77,676	82,258	4,582

2012 Business Administrator/Township Clerk Salary Range:

During calendar year 2012, the following salary range shall apply to this dual position of Business Administrator/Township Clerk:

\$100,000.00 to \$139,310.00

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"

	<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	
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	A or C
	Registered Environmental Health Specialist	A or C
JOB GROUP IX	DPW Operations Mgr.	A-1 or D
	DPW Park Maintenance Division Supervisor	A-1 or D
	Junior Engineer	A or C
	Assistant Business Administrator	A or C
	Public Health Nurse Supervisor	A or C
	Registered Environmental Health Inspector 2 (Sr. Registered Environmental Health Specialist)	A or C
	Assistant Building Inspector/Assistant Zoning Officer/Assistant Property/ Maintenance Officer	A or C
	Electrical SubCode Official/Electrical Inspector & Assistant Zoning Officer/ Property Maintenance Inspector	A or C
JOB GROUP X	Health Administrator – Registered Environmental Health Specialist Recreation & Park Administration Department Superintendent	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	A or C
	Assistant Township Engineer	A or C
	Full Time Professional Planner	A or C
	Public Works, Buildings & Grounds And Park Maintenance Dept. Super.	A-1 or D
JOB GROUP XIII		C or D

JOB GROUP XIV	Township Engineer	A or C
	Chief Financial Officer (inc. positions of Treasurer & Tax Collector)	A or C
	Health Officer/Environmental Specialist	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.

Any new, replacement full-time or permanent part-time non-union civilian employee hired by the Township on or after January 1, 2012 through July 26, 2012, the date of adoption of this ordinance, must first complete their six (6) month probationary period 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 2012 C

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,000	42,168	13.74	23.17
II	26,990	45,580	14.83	25.04
III	29,330	49,533	16.12	27.22
IV	31,800	53,789	17.47	29.55
V	34,400	58,242	18.90	32.00
VI	36,940	62,705	20.30	34.45
VII	38,980	66,284	21.42	36.42
VIII	42,170	71,808	23.17	39.45
IX	45,580	77,686	25.04	42.68
X	49,510	84,460	27.20	46.41
XI	53,030	90,650	29.14	49.81
XII	57,100	97,652	31.37	53.65
XIII	61,610	105,538	33.85	57.99
XIV	66,160	113,508	36.35	62.37
XV	85,000	130,383	46.70	71.64

TOWNSHIP OF HANOVER
Salary Guide 2012 D

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,650	43,343	12.33	20.84
II	27,710	46,818	13.32	22.51
III	30,110	50,855	14.48	24.45
IV	32,650	55,287	15.70	26.58
V	35,330	59,823	16.99	28.76
VI	37,950	64,443	18.25	30.98
VII	40,030	68,115	19.25	32.75
VIII	43,320	73,754	20.83	35.46
IX	46,830	79,861	22.51	38.39

SECTION 8. The rates of pay and/or salary ranges for the following part-time employees shall be as follows during calendar year 2012:

1. School Crossing Guard
(In Charge)..... \$ 16.02 per hr.

2. School Crossing Guards:
 - First Full Year..... \$13.93 per hr.
 - Second Full Year..... 14.57 per hr.
 - Third Full Year..... 15.21 per hr.

3. Office/Clerical:
 - Step 1..... \$14.71 per hr.
 - Step 2..... 16.02 per hr.
 - Step 3..... 17.33 per hr.
 - Step 4..... 18.64 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 \$36.17 per hr.

6. Per Diem Police Dispatchers..... 19.55 Per hr.

7. Police Matrons - At the lump sum rate of \$56.10 for the first three (3) hours of service and at the rate of \$18.70 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 26.80/hr.
- 9. Part-Time Professional Arborist/Forester
(Funded by Township's Tree Fund).....\$25.00 to 37.51/hr.
- 10. Substance Awareness Coordinator.....\$10.00/hr.
- 11. Civilian DARE/SSRS.....\$32.79/hr.
- 12. Municipal Housing Liaison.....\$22.89/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 2012:

- 1. Part-Time Recreation Department Office Staff... \$7.50 to 10.75/hr.
- 2. Swim Team Coach..... \$400-\$1,750/Season
- 3. Swimming Pool Manager..... \$3,500-\$10,000/Season
- 4. Asst. Pool Manager..... \$3,000-\$8,000/Season

5. Lifeguards..... \$ 7.00-\$15.00/Hr.
6. Director/Summer Playground Program.....\$21.00-\$23.00/Hr.
7. Assistant Directors/
Summer Playground Program..... \$10.00-\$17.00/Hr.
8. Counselor/Summer Playground Program..... \$1000-\$2,000/Season
9. Custodian/Fourth of July..... \$25.00 to \$60.00/Hr.
10. Swim Instruction by Certified Lifeguards:
 - a. Group Lessons.....\$44.00/per Person* per Course
 - b. Individual Lessons.....\$16.50/per Lesson*
 - c. Lifesaving Instruction..... \$44.00/per Person* per Course

* In addition, a 10% administrative fee shall be charged to each participant to cover Township costs.
11. Community Center Proctors..... \$ 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 10.00/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 2012, 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 2012 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 described Salary Guides, shall be effective and retroactive to January 1, 2012. 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, 2012, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective January 1, 2012 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.

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

DATE OF INTRODUCTION: June 28, 2012

DATE OF ADOPTION: July 26, 2012

NOTICE OF INTRODUCTION

NOTICE IS HEREBY GIVEN, That the foregoing Ordinance was submitted in writing at a meeting of the Township Committee of the Township of Hanover, in the County of Morris and State of New Jersey, held on the 28th day of June, 2012, introduced and read by title and passed on first reading and the Governing Body will further consider the same for second reading and final passage thereof at a meeting to be held on the 26th day of July, 2012, at 8:30 o'clock in the evening prevailing time, at the Municipal Building, 1000 Route 10, Whippany, in said Township of Hanover, at which time and place a public hearing will be held thereon by the Governing Body and all persons and citizens in interest shall have an opportunity to be heard concerning same.

JOSEPH A. GIORGIO, TOWNSHIP CLERK
TOWNSHIP OF HANOVER
COUNTY OF MORRIS
STATE OF NEW JERSEY

DATED: July 5, 2012