

**ORDINANCE NO. 1-13**

**AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER AMENDING AND SUPPLEMENTING SECTION 61-13. (2) ENTITLED "HOLIDAYS." UNDER CHAPTER 61 OF THE CODE OF THE TOWNSHIP ENTITLED SALARIES AND COMPENSATION; PERSONNEL POLICIES**

**WHEREAS**, it is the desire of the Township Committee to clarify the Township's holiday pay treatment policy as set forth under Section 61-13 (2) entitled "Holidays." as described in Chapter 61 of the Code of the Township entitled Salaries and Compensation; Personnel Policies.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Hanover in the County of Morris and State of New Jersey as follows:

**SECTION 1.** §61-13. (2) entitled "Holidays." Under Chapter 61 of the Code of the Township entitled Salaries and Compensation; Personnel Policies. Is hereby amended and supplemented to read in its entirety as follows:

"§61-13. (2). In order to receive holiday pay treatment for a designated holiday, permanent part-time administrative, clerical and blue collar employees working less than 35 hours per week must work the scheduled day before and the scheduled day after a designated holiday. These permanent part-time employees must have a consistent and established weekly work schedule in order to qualify for holiday pay. (Example: a permanent part-time employee working a consistent three (3) day schedule such as every Monday, Wednesday and Friday. This example for illustrative purposes only).

It shall be the responsibility of the Business Administrator and/or a department head or bureau supervisor to prepare the established schedule for each permanent part-time employee under his/her supervision by December 15<sup>th</sup> prior to the beginning of every new calendar year. These schedules shall be reviewed and approved by the Township Chief Municipal Finance Officer in his capacity as Payroll Officer."

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency.

**SECTION 4.** If any word, phrase, clause, section or provision of this ordinance shall be found by any Court or competent jurisdiction to be unenforceable, illegal or unconstitutional, such word, phrase, clause, section, or provision shall be severable from the balance of the ordinance and the remainder of the ordinance shall remain in full force and effect.

**SECTION 5.** This ordinance shall take effect immediately upon final passage and publication as required by law.

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

DATE OF INTRODUCTION: January 10, 2013

DATE OF ADOPTION: January 24, 2013

## **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 10<sup>th</sup> day of January, 2013, 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 24<sup>th</sup> day of January, 2013, 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: January 17, 2013