

ORDINANCE NO. 15-13

AN ORDINANCE OF THE TOWNSHIP COMMITTEE AMENDING AND SUPPLEMENTING ORDINANCE NO. 14-2012 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 January 1, 2013, 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 or bi-weekly basis (*) as follows:

2013

1. Township Committee.....	\$ 6,120.00
2. Municipal Judge.....	33,005.00
3. Municipal Prosecutor.....	21,945.00
4. Director-Office Emergency Management.....	5,778.00
5. Plumbing Sub-Code Official.....	21,214.00
6. Tax Assessor*..... (Based on a work week of twenty-one (21) hrs. per/wk.)	44,571.00
7. Chairman, Site Plan Exemption Committee*.....	2,500.00
8. Elevator Sub-Code Official/Elevator Inspector, H.H.S.*	29,512.00
9. Municipal Public Defender.....	5,654.00
10. Building Facilities Coordinator*.....	2,500.00
11. Health Officer Shared Services*.....	5,000.00
12. Part-Time Assistant to Property Maintenance Officer/ Zoning Officer.....	No Compensation
13. Part-Time Human Resource Specialist.....	25,500.00

SECTION 2. Section 2 of Ordinance No. 14-2012 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 2013: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2012 Salary Ordinance and was receiving a salary of \$86,990.00. 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 2013 Schedule "A", Group X, Maximum \$88,730.00, effective January 1, 2013. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at \$86,990.00, the same as in 2012."

SECTION 3. Section 2, Schedule "A" of Ordinance No. 14-2012 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

**TOWNSHIP OF HANOVER
SALARY GUIDE 2013 A**

GROUP	STEP A	STEP B	STEP C	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
I	27,316	29,744	32,172	34,600	37,028	39,456	41,884	44,312	2,428
II	29,497	32,126	34,755	37,384	40,013	42,642	45,271	47,900	2,629
III	32,059	34,913	37,767	40,621	43,475	46,329	49,183	52,037	2,854
IV	34,759	37,867	40,975	44,083	47,191	50,299	53,407	56,515	3,108
V	37,597	40,969	44,341	47,713	51,085	54,457	57,829	61,201	3,372
VI	40,379	44,021	47,663	51,305	54,947	58,589	62,231	65,873	3,642
VII	42,605	46,467	50,329	54,191	58,053	61,915	65,777	69,639	3,862
VIII	46,095	50,287	54,479	58,671	62,863	67,055	71,247	75,439	4,192
IX	49,826	54,368	58,910	63,452	67,994	72,536	77,078	81,620	4,542
X	54,115	59,060	64,005	68,950	73,895	78,840	83,785	88,730	4,945
XI	57,959	63,283	68,607	73,931	79,255	84,579	89,903	95,227	5,324
XII	62,411	68,151	73,891	79,631	85,371	91,111	96,851	102,591	5,740
XIII	67,340	73,560	79,780	86,000	92,220	98,440	104,660	110,880	6,220
XIV	72,313	79,017	85,721	92,425	99,129	105,833	112,537	119,241	6,704

**TOWNSHIP OF HANOVER
SALARY GUIDE 2013 A-1**

GROUP	STEP A	STEP B	STEP C	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
I	28,038	30,538	33,038	35,538	38,038	40,538	43,038	45,538	2,500
II	30,286	32,986	35,686	38,386	41,086	43,786	46,486	49,186	2,700
III	32,910	35,840	38,770	41,700	44,630	47,560	50,490	53,420	2,930
IV	35,693	38,893	42,093	45,293	48,493	51,693	54,893	58,093	3,200
V	38,615	42,078	45,541	49,004	52,467	55,930	59,393	62,856	3,463
VI	41,475	45,222	48,969	52,716	56,463	60,210	63,957	67,704	3,747
VII	43,754	47,726	51,698	55,670	59,642	63,614	67,586	71,558	3,972
VIII	47,349	51,654	55,959	60,264	64,569	68,874	73,179	77,484	4,305
IX	51,188	55,862	60,536	65,210	69,884	74,558	79,232	83,906	4,674

SECTION 4. *For the Department Heads listed below, there is hereby established the following salary ranges:*

2013 Business Administrator/Township Clerk Salary Range:

During calendar year 2013, the following salary range shall apply to this dual position of Business Administrator/Township Clerk:

\$100,000.00 to \$147,669.00

2013 Chief of Police Salary Range:

During calendar year 2013, the following salary range shall apply to this position of Chief of Police:

\$125,000.00 to \$131,186.00

2013 Chief Finance Officer/Certified Tax Collector/Treasurer Salary Range:

During calendar year 2013, the following salary range shall apply to the multiple position of Chief Municipal Finance Officer/Certified Tax Collector/Treasurer:

\$72,000.00 to \$123,918

2013 Construction Official/Building Sub-Code Official/Zoning Officer Salary Range:

During calendar year 2013, the following salary range shall apply to the multiple position of Construction Official & Building Sub-Code Official/Zoning Officer:

\$64,000.00 to \$106,613.00

2013 Superintendent of Public Works, Buildings and Grounds and Park Maintenance Salary Range:

During calendar year 2013, the following salary range shall apply to the position of Superintendent of Public Works, Buildings and Grounds and Park Maintenance:

\$64,000.00 to \$106,613.00

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
	Account Clerk	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 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
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 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 SubCode 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
JOB GROUP X	Health Administrator – Registered Environmental Health Specialist	A or C
	Recreation & Park Administration Department Superintendent	C
JOB GROUP XI	Health Administrator - Health Officer	A or C
JOB GROUP XII	Assistant Township Engineer	A or C
JOB GROUP XIII		C or D
JOB GROUP XIV	Township Engineer Health Officer/Environmental Specialist	A or C A or C

SECTION 7. 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, 2013 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
2013 Salary Guide "C"

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,000	43,011	13.74	23.63
II	26,990	46,492	14.83	25.55
III	29,330	50,524	16.12	27.76
IV	31,800	54,865	17.47	30.15
V	34,400	59,407	18.90	32.64
VI	36,940	63,959	20.30	35.14
VII	38,980	67,610	21.42	37.15
VIII	42,170	73,244	23.17	40.24
IX	45,580	79,240	25.04	43.54
X	49,510	86,149	27.20	47.33
XI	53,030	92,463	29.14	50.80
XII	57,100	99,605	31.37	54.73
XIII	61,610	107,649	33.85	59.15
XIV	66,160	115,778	36.35	63.61
XV	85,000	132,991	46.70	73.07

TOWNSHIP OF HANOVER
2013 Salary Guide "D"

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,650	44,210	12.33	21.25
II	27,710	47,754	13.32	22.96
III	30,110	51,872	14.48	24.94
IV	32,650	56,393	15.70	27.11
V	35,330	61,019	16.99	29.34
VI	37,950	65,732	18.25	31.60
VII	40,030	69,477	19.25	33.40
VIII	43,320	75,229	20.83	36.17
IX	46,830	81,458	22.51	39.16

SECTION 8. Definition of Part-Time Employment: The Township defines a part-time employee as an individual serving twenty-eight (28) hours or less in any week with respect to any month, and less than one hundred thirty (130) total hours with respect to any month. Part-time employees are not eligible to receive medical or dental insurance coverages, vacation time, sick or personal leave or any other economic or non-economic benefit applicable to full-time employees.

Effective July 1, 2013, any current part-time employee serving more than twenty-eight (28) hours in any week shall be reduced to twenty-eight (28) hours or less depending on the work load requirements of the employee's department or bureau.

Any person hired as a new or replacement part-time employee on or after the adoption of this Salary Ordinance shall serve not more than twenty-eight (28) hours in any week with respect to any month and less than one hundred thirty (130) total hours with respect to any month, and shall not be entitled to receive any type of medical or dental insurance coverages, vacation time, sick or personal leave or any other economic or non-economic benefit applicable to full-time employees.

Under no circumstances shall any part-time employee of the Township serve more than twenty-eight (28) hours in any week, or serve one hundred thirty (130) or more total hours in any month.

SECTION 9. The rates of pay and/or salary ranges for the following part-time employees shall be as follows during calendar year 2013:

1.	School Crossing Guard (In Charge).....	\$ 16.34 per hr.
2.	School Crossing Guards:	
	First Full Year.....	\$14.21 per hr.
	Second Full Year.....	14.86 per hr.
	Third Full Year.....	15.51 per hr.

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|--------|------------------|-----------------|
| 3. | Office/Clerical: | |
| Step 1 | | \$15.00 per hr. |
| Step 2 | | 16.34 per hr. |
| Step 3 | | 17.68 per hr. |
| Step 4 | | 19.01 per hr. |
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4. Substitute Part-Time Plumbing Inspector H.H.S.....30.60 per hr.
 5. Part-time Registered Environmental Health Inspector \$24.00 to \$36.89 per hr.
 6. Per Diem Police Dispatchers..... 19.94 Per hr.
 7. Police Matrons - At the lump sum rate of \$57.21 for the first three (3) hours of service and at the rate of \$19.07 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 27.34/hr.
 9. Part-Time Professional Arborist/Forester
(Funded by Township's Tree Fund).....\$25.00 to 38.26/hr.
 10. Substance Awareness Coordinator.....\$10.20/hr.
 11. Municipal Housing Liaison.....\$23.35/hr.

SECTION 10. 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 11. 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 2013:

1. Part-Time Recreation Department Office Staff... \$7.50 to 10.97/hr.
2. Swim Team Coach..... \$400-\$1,785/Season
3. Swimming Pool Manager..... \$3,500-\$10,200/Season
4. Asst. Pool Manager..... \$3,000-\$8,100/Season
5. Lifeguards..... \$ 7.00-\$15.30/hr.
6. Director/Summer Playground Program.....\$21.00-\$23.46/hr.
7. Assistant Directors/
Summer Playground Program..... \$10.00-\$17.34/hr.
8. Counselor/Summer Playground Program..... \$1000-\$2,040/Season
9. Custodian/Fourth of July..... \$25.00 to \$60.00/hr.
10. Swim Instruction by Certified Lifeguards:
 - a. Group Lessons.....\$44.88/per Person* per Course
 - b. Individual Lessons.....\$16.83/per Lesson*
 - c. Lifesaving Instruction..... \$44.88/per Person* per Course
11. Community Center Proctors..... \$ 10.20/hr.
12. Community Activities Coordinator..... \$ 10.00 to15.30/hr.
13. Badge Checkers – Bee Meadow Pool..... \$ 6.00 to 12.24/hr.
14. Bee Meadow Pool Office Staff..... \$ 6.00 to 12.24/hr.
15. Pool Activities Coordinator.....\$ 2,500.00 - \$ 4,080.00

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 12. During calendar year 2013, 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 2013 shall receive an increment up to \$.30 per hour for each previous year of service.

SECTION 13. 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, 2013. 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, 2013, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective January 1, 2013 through the date of retirement. No other exceptions shall be made."

SECTION 14. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

SECTION 15. This Ordinance shall take effect in accordance with law.

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

ATTEST:

Ronald F. Francioli, Mayor

Joseph A. Giorgio, Township Clerk

DATE OF INTRODUCTION: April 25, 2013

DATE OF ADOPTION: May 9, 2013

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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 9th day of May, 2013, at a meeting duly convened, of said Body.

Joseph A. Giorgio, Township Clerk