

**ORDINANCE NO. 23-2014**

**AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER AMENDING AND SUPPLEMENTING ORDINANCE NO. 15-2013 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**

***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, 2014, 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:

**2014**

1. Township Committee.....	\$ 6,242.00
2. Municipal Judge.....	33,665.00
3. Municipal Prosecutor.....	22,384.00
4. Director-Office of Emergency Management.....	5,894.00

**SECTION 2.** Effective January 1, 2014, the following officers and employees shall be compensated on an annual basis and shall be paid monthly of each year as follows:

1. Plumbing Sub-Code Official.....	21,638.00
2. Elevator Sub-Code Official/Elevator Inspector, H.H.S.	30,102.00
3. Municipal Public Defender.....	5,767.00

**SECTION 3.** Effective January 1, 2014, 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 .....	\$45,462.00
(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. Health Officer Shared Services .....	5,000.00
6. Part-Time Human Resource Specialist.....	26,010.00

**SECTION 4.** Section 2 of Ordinance No. 15-2013 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 2014: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2013 Salary Ordinance and was receiving a salary of \$75,000.00. 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 2014 Schedule "A", Group X, Maximum \$76,500.00, effective January 1, 2014. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at \$75,000.00, the same as in 2013."

**SECTION 6.** Section 2, Schedule "A" of Ordinance No. 15-2013 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

**TOWNSHIP OF HANOVER  
SALARY GUIDE 2014 A**

GROUP	STEP A	STEP B	STEP C	STEP I	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
I	27,862	30,339	32,816	35,293	37,770	40,247	42,724	45,201	2,477
II	30,087	32,769	35,451	38,133	40,815	43,497	46,179	48,861	2,682
III	32,700	35,611	38,522	41,433	44,344	47,255	50,166	53,077	2,911
IV	35,454	38,624	41,794	44,964	48,134	51,304	54,474	57,644	3,170
V	38,349	41,788	45,227	48,666	52,105	55,544	58,983	62,422	3,439
VI	41,187	44,902	48,617	52,332	56,047	59,762	63,477	67,192	3,715
VII	43,457	47,396	51,335	55,274	59,213	63,152	67,091	71,030	3,939
VIII	47,017	51,293	55,569	59,845	64,121	68,397	72,673	76,949	4,276
IX	50,823	55,456	60,089	64,722	69,355	73,988	78,621	83,254	4,633
X	55,197	60,241	65,285	70,329	75,373	80,417	85,461	90,505	5,044
XI	59,118	64,548	69,978	75,408	80,838	86,268	91,698	97,128	5,430
XII	63,659	69,514	75,369	81,224	87,079	92,934	98,789	104,644	5,855
XIII	68,687	75,031	81,375	87,719	94,063	100,407	106,751	113,095	6,344
XIV	73,759	80,597	87,435	94,273	101,111	107,949	114,787	121,625	6,838

**TOWNSHIP OF HANOVER  
SALARY GUIDE 2014 A-1**

GROUP	STEP A	STEP B	STEP C	STEP I	STEP 2	STEP 3	STEP 4	STEP 5	INCREMENT
I	28,599	31,149	33,699	36,249	38,799	41,349	43,899	46,449	2,550
II	30,892	33,646	36,400	39,154	41,908	44,662	47,416	50,170	2,754
III	33,568	36,557	39,546	42,535	45,524	48,513	51,502	54,491	2,989
IV	36,407	39,671	42,935	46,199	49,463	52,727	55,991	59,255	3,264
V	39,387	42,919	46,451	49,983	53,515	57,047	60,579	64,111	3,532
VI	42,305	46,127	49,949	53,771	57,593	61,415	65,237	69,059	3,822
VII	44,629	48,680	52,731	56,782	60,833	64,884	68,935	72,986	4,051
VIII	48,296	52,687	57,078	61,469	65,860	70,251	74,642	79,033	4,391
IX	52,212	56,979	61,746	66,513	71,280	76,047	80,814	85,581	4,767

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

**2014 Business Administrator/Township Clerk Salary Range:**

During calendar year 2014, the following salary range shall apply to this dual position of Business Administrator/Township Clerk:

**\$100,000.00 to \$150,622.00**

**2014 Chief of Police Salary Range:**

During calendar year 2014, the following salary range shall apply to this position of Chief of Police:

**\$125,000.00 to \$148,329.00**

**2014 Chief Finance Officer/Certified Tax Collector/Treasurer Salary Range:**

During calendar year 2014, the following salary range shall apply to the multiple position of Chief Municipal Finance Officer/Certified Tax Collector/Treasurer:

**\$72,000.00 to \$126,396**

**2014 Construction Official/Building Sub-Code Official/Zoning Officer Salary Range:**

During calendar year 2014, the following salary range shall apply to the multiple position of Construction Official & Building Sub-Code Official/Zoning Officer:

**\$64,000.00 to \$108,745.00**

**2014 Superintendent of Public Works, Buildings and Grounds and Park Maintenance Salary Range:**

During calendar year 2014, the following salary range shall apply to the position of Superintendent of Public Works, Buildings and Grounds and Park Maintenance:

**\$64,000.00 to \$108,745.00**

**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	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	C
	Junior Account Clerk	C
	P/T Clerk/Support Services	C
	Senior Clerk Typist	C
	P/T Floater/Clerical Support Services OPRA/Other Assignments	C
JOB GROUP III	Account Clerk	C
	Assistant Control Person/Account Clerk To the Construction Official/ Zoning Officer/Property Maintenance Officer	C
	Engineering Aide I	C
	General Secretary	C
	P/T Assistant to Superintendent of Recreation & Park Admin. Department	C
	P/T Municipal Recycling Enforcement Coord.	C
JOB GROUP IV	P/T Municipal Housing Liaison Recreation & Park Administration Program Coordinator	C
	Senior Account Clerk	C
	F/T Deputy Municipal Court Administrator	C
	P/T Deputy Municipal Court Administrator	A or C
	Secretary to Chief of Police	C
	Technical Assistant to the Construction Official/Zoning Officer/Property Maintenance Officer	C
	Recreation & Park Administration Department Program Coordinator	C
	Recreation & Park Admin. Department Senior Account Clerk/Board Secretary	C
	Secretary to the Health Department/ Deputy Registrar of Vital Statistics	C
	Assistant to Superintendent of Public Works/Recycling Coordinator	C

JOB GROUP V	Senior Account Clerk/Payroll Clerk	C
	Administrative Secretary	C
	Certified Municipal Court Administrator	C
	Engineering Aide II	C
	Management Analyst/Project Coordinator	C
JOB GROUP VI	Secretary to the Planning Board And Board of Adjustment/Land Use Administrator	C
	Public Health Nurse	C
	Executive Secretary I	C
	Police Dispatcher	A-1 or D
JOB GROUP VII	Assistant to Chief Financial Officer/ Tax Collector	C
	Executive Assistant	C
	Executive Secretary II	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	C
	Registered Environmental Health Specialist	C
JOB GROUP IX	DPW Operations Manager	A-1 or D
	DPW Park Maintenance Division Supervisor	A-1 or D
	P/T Junior Engineer	C
	Assistant Business Administrator	C
	Public Health Nurse Supervisor	C
	Registered Environmental Health Inspector 2 (Senior Registered Environmental Health Specialist)	C
	Assistant Building Inspector/Assistant Zoning Officer/Assistant Property/ Maintenance Officer	C
	P/T Electrical SubCode Official/Electrical Inspector & Assistant Zoning Officer/ Property Maintenance Inspector	C
	P/T Fire Protection Sub-Code Officer/ Assistant Property Maintenance Officer	C
JOB GROUP X	Health Administrator – Registered Environmental Health Specialist	C
	Recreation & Park Administration Department Superintendent	C
JOB GROUP XI	Health Administrator - Health Officer	C

JOB GROUP XII	Assistant Township Engineer	C
JOB GROUP XIII		C or D
JOB GROUP XIV	Township Engineer	C
	Health Officer/Environmental Specialist	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, 2014 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  
C Salary Guide  
2014**

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,000	43,871	13.74	24.10
II	26,990	47,422	14.83	26.06
III	29,330	51,534	16.12	28.32
IV	31,800	55,962	17.47	30.75
V	34,400	60,595	18.90	33.29
VI	36,940	65,238	20.30	35.85
VII	38,980	68,962	21.42	37.89
VIII	42,170	74,709	23.17	41.05
IX	45,580	80,825	25.04	44.41
X	49,510	87,872	27.20	48.28
XI	53,030	94,312	29.14	51.82
XII	57,100	101,597	31.37	55.82
XIII	61,610	109,802	33.85	60.33
XIV	66,160	118,094	36.35	64.89
XV	85,000	135,651	46.70	74.53

**TOWNSHIP OF HANOVER**  
**D Salary Guide**  
**2014**

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,650	45,094	12.33	21.68
II	27,710	48,709	13.32	23.42
III	30,110	52,909	14.48	25.44
IV	32,650	57,521	15.70	27.65
V	35,330	62,239	16.99	29.92
VI	37,950	67,047	18.25	32.23
VII	40,030	70,867	19.25	34.07
VIII	43,320	76,734	20.83	36.89
IX	46,830	83,087	22.51	39.95

**SECTION 11.** The rates of pay and/or salary ranges for the following part-time employees shall be as follows during calendar year 2014:

1. School Crossing Guard:  
(In Charge)..... \$ 16.67 per hr.
  
2. School Crossing Guards:  
First Full Year..... \$14.49 per hr.  
Second Full Year..... 15.16 per hr.  
Third Full Year..... 15.82 per hr.
  
3. Office/Clerical:  
Step 1..... \$15.30 per hr.  
Step 2..... 16.67 per hr.  
Step 3..... 18.03 per hr.  
Step 4..... 19.39 per hr.
  
4. Substitute Part-Time Construction Code Inspectors.....30.00 to 32.47 per hr.
  
5. Part-time Registered Environmental Health Inspector \$24.00 to \$37.63 per hr.
  
6. Per Diem Police Dispatchers..... 20.34 Per hr.
  
7. Police Matrons - At the lump sum rate of \$58.35 for the first three (3) hours of service and at the rate of \$19.45 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 32.47/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 39.03/hr.
- 11. Substance Awareness Coordinator.....\$10.40/hr.
- 12. Municipal Housing Liaison.....\$23.82/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.....\$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 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 2014:

- 1. Part-Time Recreation Department Office Staff... \$7.50 to 11.19/hr.
- 2. Swim Team Coach..... \$400-\$1,820/Season
- 3. Swimming Pool Manager..... \$3,500-\$10,400/Season
- 4. Asst. Pool Manager..... \$3,000-\$8,260/Season
- 5. Lifeguards..... \$ 7.50-\$15.61/hr.
- 6. Director/Summer Playground Program.....\$21.00-\$23.93/hr.

- 7. Assistant Directors/  
Summer Playground Program..... \$10.00-\$17.69/hr.
- 8. Adult Counselors for Summer Playground Program..... \$12.23/hr. to \$21.25/hr.
- 9. Summer Plus Camp Program – Camp Counselor..... \$7.50/hr. to \$11.00/hr.
- 10. Custodian/Fourth of July..... \$25.00 to \$60.00/hr.
- 11. Swim Instruction by Certified Lifeguards:
  - a. Group Lessons.....\$45.75/per Person\* per Course
  - b. Individual Lessons.....\$17.15/per Lesson\*
  - c. Lifesaving Instruction..... \$45.75/per Person\* per Course

\* In addition, a 10% administrative fee shall be charged to each participant to cover Township costs.
- 11. Community Center Proctors..... \$ 10.40/hr.
- 12. Badge Checkers – Bee Meadow Pool..... \$ 6.00 to \$12.48/hr.
- 13. Bee Meadow Pool Office Staff..... \$ 6.00 to \$12.48/hr.
- 14. Pool Activities Coordinator.....\$ 10.00 to \$15.00/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 2014, 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 2014 shall receive an increment up to \$.25 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, 2014. 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, 2014, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective January 1, 2014 through the date of retirement. No other exceptions shall be made."

**SECTION 16.** 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 17.** All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are, to the extent of such inconsistency, hereby repealed.

**SECTION 18.** 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

  
\_\_\_\_\_  
John L. Ferramosca, Deputy Mayor

DATE OF INTRODUCTION: April 24, 2014  
DATE OF ADOPTION: May 22, 2014

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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 22<sup>nd</sup> day of May, 2014, at a meeting duly convened, of said Body.

  
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Joseph A. Giorgio, Township Clerk