

ORDINANCE NO. 10-2015

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER AMENDING AND SUPPLEMENTING ORDINANCE NO. 23-2014 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, 2015, 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:

2015

1. Township Committee.....	\$ 6,367.00
2. Municipal Judge.....	34,338.00
3. Municipal Prosecutor.....	22,832.00
4. Director-Office of Emergency Management.....	6,012.00

SECTION 2. Effective January 1, 2015, the following officers and employees shall be compensated on an annual basis and shall be paid monthly of each year as follows:

1. Elevator Sub-Code Official/Elevator Inspector, H.H.S.	30,704.00
2. Municipal Public Defender.....	5,882.00

SECTION 3. Effective January 1, 2015, 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	\$46,371.00
(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. Community Affairs/Public Policy Coordinator.....	5,000.00

SECTION 4. Section 2 of Ordinance No. 23-2014 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 2015: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2014 Salary Ordinance and was receiving a salary of \$75,373.00. 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 2015 Schedule "A", Group X, Maximum \$76,881.00, effective January 1, 2015. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at \$75,373.00, the same as in 2014."

SECTION 6. Section 2, Schedule "A" of Ordinance No. 23-2014 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

**TOWNSHIP OF HANOVER
2015 SALARY RANGE GUIDE "A"**

Group	Step 5
I	46,108
II	49,841
III	54,137
IV	58,794
V	63,672
VI	68,534
VII	72,452
VIII	78,491
IX	84,921
X	92,316
XI	99,073
XII	106,736
XIII	115,358
XIV	124,059

**TOWNSHIP OF HANOVER
2015 SALARY RANGE GUIDE "A-1"**

Group	Step A	Step B	Step C	Step 1	Step 2	Step 3	Step 4	Step 5	Increment
I	29,171	31,772	34,373	36,974	39,575	42,176	44,777	47,378	2,601
II	-	-	-	-	-	-	-	51,173	-
III	-	-	-	-	-	-	-	55,582	-
IV	-	-	-	-	-	-	-	60,438	-
V	-	-	-	-	-	-	-	65,396	-
VI	-	-	-	-	-	-	-	70,734	-
VII	-	-	-	-	-	-	-	74,446	-
VIII	-	-	-	-	-	-	-	80,615	-
IX	-	-	-	-	-	-	-	87,290	-

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

2015 Business Administrator/Township Clerk Salary Range:

During calendar year 2015, the following salary range shall apply to this dual position of Business Administrator/Township Clerk:

\$100,000.00 to \$153,635.00

2015 Chief of Police Salary Range:

During calendar year 2015, the following salary range shall apply to this position of Chief of Police:

\$125,000.00 to \$151,296.00

2015 Chief Finance Officer/Certified Tax Collector/Treasurer Salary Range:

During calendar year 2015, the following salary range shall apply to the multiple position of Chief Municipal Finance Officer/Certified Tax Collector/Treasurer:

\$72,000.00 to \$128,923

2015 Construction Official / Building Sub-Code Official / Zoning Officer Salary Range:

During calendar year 2015, the following salary range shall apply to the multiple position of Construction Official & Building Sub-Code Official/Zoning Officer:

\$64,000.00 to \$110,920.00

2015 Superintendent of Public Works, Buildings and Grounds and Park Maintenance Salary Range:

During calendar year 2015, the following salary range shall apply to the position of Superintendent of Public Works, Buildings and Grounds and Park Maintenance:

\$64,000.00 to \$110,920.00

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	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
	P/T Floater/Clerical Support Services OPRA/Other Assignments	A or C
	P/T Violations Bureau Clerk	A or C
	Account Clerk	A or C
JOB GROUP III	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.	A or C
	P/T Municipal Housing Liaison Recreation & Park Administration Program Coordinator	A or C
	Senior Account Clerk	A or C
JOB GROUP IV	F/T 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/Project Coordinator	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
	P/T Human Resource Specialist	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	Registered Environmental Health Specialist	A or C
JOB GROUP IX	General Office Supervisor/ Deputy Township Clerk	A or C
	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 Sub-Code 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
	P/T Plumbing Sub-Code Official/Plumbing Inspector	A or C
JOB GROUP X	Health Administrator – Registered Environmental Health Specialist	A or C
	Recreation & Park Administration Department Superintendent	A or C

JOB GROUP XI	Health Administrator - Health Officer	A or C
JOB GROUP XII	Assistant Township Engineer	A or C
JOB GROUP XIII		A or C or D
JOB GROUP XIV	Township Engineer Health Officer/Environmental Specialist	A or C A or 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, 2015 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
2015 SALARY RANGE GUIDE "C"**

<u>Group</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>	<u>Minimum Hourly Rate</u>	<u>Maximum Hourly Rate</u>
I	25,000	44,748	13.74	24.59
II	26,990	48,370	14.83	26.58
III	29,330	52,565	16.12	28.88
IV	31,800	57,081	17.47	31.36
V	34,400	61,807	18.90	33.96
VI	36,940	66,543	20.30	36.56
VII	38,980	70,341	21.42	38.65
VIII	42,170	76,203	23.17	41.87
IX	45,580	82,442	25.04	45.30
X	49,510	89,629	27.20	49.25
XI	53,030	96,198	29.14	52.86
XII	57,100	103,629	31.37	56.94
XIII	61,610	111,998	33.85	61.54
XIV	66,160	120,456	36.35	66.18

**TOWNSHIP OF HANOVER
2015 SALARY RANGE GUIDE "D"**

<u>Group</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>	<u>Minimum Hourly Rate</u>	<u>Maximum Hourly Rate</u>
I	25,650	45,996	12.33	22.11
II	27,710	49,683	13.32	23.89
III	30,110	53,967	14.48	25.95
IV	32,650	58,671	15.70	28.21
V	35,330	63,484	16.99	30.52
VI	37,950	68,388	18.25	32.88
VII	40,030	72,284	19.25	34.75
VIII	43,320	78,269	20.83	37.63
IX	46,830	84,749	22.51	40.74

SECTION 11. The rates of pay and/or salary ranges for the following part-time employees shall be as follows during calendar year 2015:

1. School Crossing Guard:
(In Charge)..... \$ 17.67 per hr.

2. School Crossing Guards:
First Full Year..... \$15.49 per hr.
Second Full Year..... 16.16 per hr.
Third Full Year..... 16.82 per hr.

3. Office/Clerical:
Step 1..... \$15.61 per hr.
Step 2..... 17.00 per hr.
Step 3..... 18.39 per hr.
Step 4..... 19.78 per hr.

4. Substitute Part-Time Construction Code Inspectors.....\$30.00 to \$33.12 per hr.

5. Part-time Registered Environmental Health Inspector \$24.00 to \$38.38 per hr.

6. Per Diem Police Dispatchers..... 20.75 Per hr.

7. Police Matrons - At the lump sum rate of \$59.92 for the first three (3) hours of service and at the rate of \$19.84 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 \$33.12/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 39.81/hr.
- 11. Substance Awareness Coordinator.....\$11.30/hr.
- 12. Municipal Housing Liaison.....\$24.30/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.....\$70.00/hr.
 - Extra-Duty Side-Jobs Overtime.....105.00/hr.
 - Extra-Duty Side-Jobs Ravine/Met Life.....100.00/day
 - Administrative Fee Paid to Township..... 10.00/hr.
 - Cost for Use of a Township Police Vehicle.....\$25.00/hr. to Maximum of \$125.00

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 2015:

- 1. Part-Time Recreation Department Office Staff... .. \$7.50 to \$11.41/hr.
- 2. Swim Team Coach..... \$400-\$1,850/Season
- 3. Swimming Pool Manager..... \$3,500-\$10,600/Season
- 4. Asst. Pool Manager..... \$3,000-\$8,425/Season
- 5. Lifeguards..... \$ 7.50-\$15.92/hr.
- 6. Director/Summer Playground Program.....\$21.00-\$24.41/hr.

- 7. Assistant Directors/
Summer Playground Program..... \$10.00-\$18.04/hr.
 - 8. Adult Counselors for Summer Playground Program..... \$12.23/hr. to \$21.68/hr.
 - 9. Summer Plus Camp Program – Camp Counselor..... \$7.50/hr. to \$11.22/hr.
 - 10. Custodian/Fourth of July..... \$25.00 to \$60.00/hr.
 - 11. Swim Instruction by Certified Lifeguards:
 - a. Group Lessons.....\$46.50/per Person* per Course
 - b. Individual Lessons.....\$17.50/per Lesson*
 - c. Lifesaving Instruction..... \$46.50/per Person* per Course
- * In addition, a 10% administrative fee shall be charged to each participant to cover Township costs.
- 11. Community Center Proctors..... \$ 10.61/hr.
 - 12. Badge Checkers – Bee Meadow Pool..... \$ 6.00 to \$12.73/hr.
 - 13. Bee Meadow Pool Office Staff..... \$ 6.00 to \$12.73/hr.
 - 14. Pool Activities Coordinator.....\$ 10.00 to \$15.30/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 2015, 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 2015 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, 2015. 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, 2015, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective January 1, 2015 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

DATE OF INTRODUCTION: March 12, 2015

DATE OF ADOPTION: March 26, 2015

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 12th day of March, 2015, 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 March, 2015, 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: March 19, 2015