

MAURICE RIVER TOWNSHIP

ORDINANCE NO. 645

AN ORDINANCE FIXING SALARIES AND COMPENSATION OF CERTAIN OFFICERS AND EMPLOYEES OF MAURICE RIVER TOWNSHIP, CUMBERLAND COUNTY, NEW JERSEY.

BE IT ORDAINED by the Township Committee of Maurice River Township that:

1. A. The annual salary of the following designated officers and employees shall be paid every other week at a sum equal to the annual salary divided by the number of pay periods in the calendar year:

| OFFICE | SALARY RANGE FOR YEAR 2016 | |
|------------------------------------------------------|----------------------------|-------------|
| Township/Municipal Clerk | 16,609.00 | - 48,902.00 |
| Deputy Municipal Clerk | 5,200.00 | - 16,283.00 |
| Chief Financial Officer | 8,332.00 | - 21,747.00 |
| Tax Assessor | 14,991.00 | - 19,110.00 |
| Tax Collector | 15,300.00 | - 37,880.00 |
| Township Committee Member | | 10,933.00 |
| Township Committee Member designated Chairman | | 11,648.00 |
| Judge of Municipal Court | 12,695.00 | - 25,144.00 |
| Municipal Court Administrator | 18,186.00 | - 38,003.00 |
| Deputy Municipal Court Administrator | 1,984.00 | - 2,175.00 |
| Municipal Prosecutor | | 12,614.00 |
| Construction Official/Zoning Officer | 8,495.00 | - 55,516.00 |
| Construction Official | 8,305.00 | - 27,170.00 |
| Housing/Zoning Officer | 7,421.00 | - 14,666.00 |
| Electrical Subcode Official | 6,018.00 | - 8,209.00 |
| Plumbing Subcode Official | 1,360.00 | - 5,301.00 |
| Fire Protection Subcode Official | 1,468.00 | - 4,023.00 |
| Fire Official | 1,401.00 | - 3,208.00 |
| Municipal Emergency Management Coordinator | 2,704.00 | 2,760.00 |
| Deputy Municipal Emergency Management Coordinator #1 | 1,918.00 | 1,958.00 |
| Deputy Municipal Emergency Management Coordinator #2 | 1,918.00 | 1,958.00 |
| Certified Public Works Manager | 1,333.00 | 1,360.00 |
| Building Maintenance Worker/Groundskeeper | 7,955.00 | 8,115.00 |
| Building Service Worker | 3,615.00 | - 6,294.00 |
| Land Use Board Secretary | 7,884.00 | - 16,881.00 |

1. B. The annual salary of the following designated officers and employees shall be paid every other week at a sum equal to the annual salary divided by the number of pay periods in the calendar year:

| | | |
|----------------------------------------------------|-----------|-------------|
| Title 10 Municipal Court Administrator, Schedule A | | 44,236.00 |
| Municipal Court Administrator, Schedule B | 18,200.00 | - 38,012.00 |
| Supervisor of Senior Citizen Activities | 22,412.00 | 34,138.00 |

2. A. The wages of the following designated employees, paid on an hourly basis, shall be paid every other week for a total of 26 pay periods in the calendar year:

| TITLE | Rate Range | Maximum Hourly Rate |
|------------------------------------------|---------------|---------------------------|
| Title per Council 18 Schedule A | | |
| Title 1 Clerk/Clerk Typist/Account Clerk | | 21.34 |
| Title 1P Senior | 21.89 | - 22.96 |
| Title 1P Principal Clerk | 23.41 | - 24.31 |
| Title 2 Senior Clerk | | 23.02 |
| Title 2 P Principal Clerk | 23.46 | - 24.36 |
| Title 3 Principal Clerk | | 24.41 |
| Title 4 Principal Clerk | | 24.47 |

| TITLE | Rate Range | Maximum Hourly Rate |
|------------------------------------------------------|-------------------|----------------------------|
| Title per Council 18 Schedule A | | |
| Title 5 Deputy Municipal Clerk | | 25.84 |
| Title 6 Supervisor, Road Department or Public Works | 28.36 - | 31.09 |
| Title 7 Heavy Equipment Operator | | 26.45 |
| Title 7P Supervisor, Road Department or Public Works | 28.28 - | 30.99 |
| Title 8 Truck Driver | | 25.68 |
| Title 8P Heavy Equipment Operator | | 26.40 |
| Title 8P Supervisor, Road Department or Public Works | 28.24 - | 30.93 |
| Title 9 Senior Citizens Program Aide | | 18.42 |

| Titles Per Council 18 Schedule B | | |
|-----------------------------------------|---------|-------|
| Supervisor, Public Works | 19.72 - | 30.52 |
| Supervisor, Road Department | 18.44 - | 28.01 |
| Heavy Equipment Operator | 13.36 - | 25.98 |
| Truck Driver | 11.76 - | 25.31 |
| Laborer | 10.18 - | 19.85 |
| Clerk | 11.44 - | 20.87 |
| Senior Clerk | 13.04 - | 22.51 |
| Principal Clerk | 14.64 - | 23.84 |
| Clerk Typist | 11.44 - | 20.87 |
| Senior Clerk Typist | 13.04 - | 22.51 |
| Principal Clerk Typist | 14.64 - | 23.84 |
| Account Clerk | 11.44 - | 20.87 |
| Senior Account Clerk | 13.04 - | 22.51 |
| Principal Account Clerk | 14.64 - | 23.84 |
| Senior Citizens Program Aide | 9.10 - | 15.51 |
| Deputy Municipal Clerk | 11.44 - | 25.25 |

Part-time/Seasonal/Temporary Titles (Non-Union):

| | | |
|--------------------------------------|---------|-------|
| Deputy Municipal Court Administrator | 11.44 - | 19.69 |
| Maintenance Worker 1 Grounds | 10.18 - | 19.85 |
| Clerical | 11.44 - | 20.87 |
| Municipal Court Attendant | 13.38 - | 22.72 |

3. A. Hourly employees will be compensated at the rate of time and one-half for all authorized overtime hours accrued in excess of normal hours of established workweek.
3. B. Hourly employees shall be compensated at the rate of double-time for work on holidays plus the regular rate of pay for the holiday.
3. C. Hourly employees shall be compensated at the rate of double-time for work on Sundays.
3. D. Hourly employees shall be compensated for a minimum two-hour call in time payable at time and one-half. When called in for a snow storm emergency or any other bonafide emergency, said employee shall receive a minimum four (4) hours pay at time and one-half. For purposes of this paragraph "emergencies" shall not include attendance at meetings or returning to work place for routine matters. The Township Committee shall reserve the right to limit the number of employees who are called in for said emergencies.
4. The annual vacation schedule of Township employees designated in paragraphs 1. B. and 2. A. of this Ordinance, whose normal workweek is twenty-five (25) hours or more, and in respect to employee date of hire, shall be in accordance with the provisions of the contract between Cumberland Council #18 and Maurice River Township.

Employee's vacation leave is not cumulative and must be taken within the year earned. Where in any calendar year an employee's vacation or any part thereof is not utilized, upon approval of the Governing Body, the vacation entitlement will accumulate and shall be utilized during the next succeeding calendar year only. Any carry-over vacation time must be used by December 31 of the succeeding year or it shall be considered forfeited.

5. Sick and personal leave apply only to those employees whose normal work week is twenty-five

(25) hours or more per week and shall be granted in accordance with the provisions of the contract between Cumberland Council #18 and Maurice River Township.

6. Vacation and sick leave for part-time employees shall be prorated per the Leave Entitlement Schedule delineated in N.J.A.C. 4A:3-3.8.
7. All employees designated in paragraphs 1. B. and 2. A. of this Ordinance shall receive Holiday Leave in accordance with the provisions of the contract between Cumberland Council #18 and Maurice River Township.
8. All employees designated in paragraphs 1. B. and 2. A. of this Ordinance shall be granted a leave of absence with pay not to exceed three (3) consecutive days due to the death of a member of their household or member of their immediate family. Immediate family is defined as mother, father, spouse, mother-in-law, father-in-law, brother, sister, child, grandfather, grandmother, grandchild, son-in-law or daughter-in-law.
9. All employees designated in paragraphs 1.B. and 2.A. of this Ordinance whose normal work week is twenty-five (25) hours or more will be granted three (3) personal leave days, with pay, during a year.
10. Upon full retirement after a minimum of ten (10) years of service and a minimum age of fifty-five (55) years, full time employees will be paid 100% of their unused accumulated sick time up to the maximum of \$9,000.00, or upon death the money will be paid to their estate.
11. An employee shall receive time off without loss of pay when performing jury duty, upon proof of attendance of same.

The aforesaid salaries, rates and policies shall be effective from January 1, 2016 for all employees on the payroll at the time of final adoption of this Ordinance. This Ordinance shall take effect upon its passage and publication and in accordance with the provisions of NJSA 40A:9-165. Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

Andrew Sarclette, Mayor

ATTEST:

Patricia Gross, Deputy Mayor

Denise Peterson, Municipal Clerk

J. Roy Oliver, Committeeman

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| First Reading | <u>November 19, 2015</u> |
| Publication | <u>November 25, 2015</u> |
| Public Hearing | <u>December 17, 2015</u> |
| Adoption | <u>December 17, 2015</u> |
| Publication of Notice of Adoption | <u>December 23, 2015</u> |