



# BOROUGH OF HADDONFIELD

Camden County, New Jersey

June 26, 2023

2023-11

## AN ORDINANCE ESTABLISHING THE SCHEDULE OF SALARIES AND WAGES FOR CERTAIN EMPLOYEES TO BE PAID BY THE BOROUGH OF HADDONFIELD, COMMENCING ON THE FIRST PAY OF APRIL 2023

The Board of Commissioners of the Borough of Haddonfield, County of Camden and State of New Jersey, do ordain, as follows:

### SECTION I

The following base pay rates or minimum and maximum pay ranges are effective for the first pay date in April 2023, unless another effective date is specified, for the listed positions. All positions are 3 Steps unless otherwise noted.

Effective April 1, 2023 = 2.00%	Weekly or Hourly Based		Annual Based on 52 Wks.
	Minimum	Maximum	
<b>A) OFFICIALS, ADMINISTRATOR, AND PART-TIME</b>			
Commissioners		\$123.00	\$6,396.00
Administrator		\$3,118.75	\$162,175.00
Director of Senior Citizen Services		\$28.09/hr.	
Recreation Director		\$180.69	\$9,395.88
Emergency Management Coordinator		\$67.20	\$3,494.40
<b>B) MEMBERS OF FIRE DEPARTMENT</b>			
Fire Chief		\$572.32	\$29,760.64
Administrative Assistant to Fire Chief		\$572.32	\$29,760.64
EMT/Station Attendant (7 Steps)	\$1,119.47	\$1,370.30	\$71,255.60
Part-Time EMT/Station Attendants (Steps Effective 4/1/2017)			
Step 1: 1-4 years		\$20.53/hr.	
Step 2: 5-9 years		\$22.05/hr.	
Step 3: 10-14 years		\$23.89/hr.	
Step 4: 15-19 years		\$25.72/hr.	
Step 5: 20+ years		\$27.57/hr.	
Part-Time Fire Official (Effective 4/1/2011)		\$28.88/hr.	
Part-Time Fire Inspector (effective 4/1/2011)		\$21.77/hr.	
<b>C) BOROUGH HALL STAFF</b>			
Borough Clerk	\$1,379.25	\$1,468.39	\$76,356.28
Deputy Borough Clerk – uncertified	\$988.31	\$1,047.64	\$54,477.28
Deputy Borough Clerk – certified	\$1,106.14	\$1,166.66	\$60,666.62
Administrative Assistant	\$1,008.07	\$1,068.59	\$55,566.68
Finance Clerk	\$1,008.07	\$1,068.59	\$55,566.68
Tax Collector/Registrar	\$1,209.98	\$1,273.93	\$66,244.36
Purchasing Agent		\$3,200.00	\$3,200.00



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Qualified Purchasing Agent		\$5,000.00	\$5,000.00
Assessor's Clerk		\$680.26	\$35,373.60
Assessor (Full Day Office/Half Day Field Work, Included Added Assessments)		\$917.95	\$47,733.88
Assessing Field Inspector –smaller line items		\$18.87 each	
Assessing Field Inspector – larger line items		\$26.52 each	
Community Development Director	\$1,146.53	\$1,217.53	\$63,311.56
Zoning Officer	\$957.24	\$1,013.54	\$52,704.08
Construction Official/Fire, Plumbing, Electrical, Mechanical & Building Inspector	\$1,995.83	\$2,123.23	\$110,407.96
Construction Official – Shared Service		\$1,509.62	\$78,500.00
Subcode Inspector – Shared Service		\$442.31	\$23,000.00
Plumbing Sub-Code Official		\$28.846/hr.	\$1,500.00
Plumbing Inspector		\$133.6538	\$6,950.00
Fire Sub-Code Official		\$165.61/day	
Electrical Inspector		\$165.61/day	
Sidewalk Inspector		\$18.25/hr.	
Enforcement Officer/Clean Communities	\$1,008.07	\$1,068.59	\$55,566.84
Technical Assistant to Construction Official	\$1,008.07	\$1,068.59	\$55,566.84
<b>D) PUBLIC WORKS SUPERVISORS AND STAFF</b>			
Public Works Superintendent (7 Steps)	\$2,208.24	\$2,358.20	\$122,626.52
Public Works Foreman (7 Steps)	\$1,468.20	\$1,555.02	\$80,861.04
Administrative Assistant (40 hours)	\$1,206.45	\$1,272.39	\$66,164.28
<b>E) POLICE DEPARTMENT</b>			
Police Chief		\$2,680.58	\$139,390.16
Administrative Assistant (40 hours)	\$1,206.45	\$1,272.39	\$66,164.28
Meter Control Officer		\$19.06/hr.	
School Crossing Attendants		\$19.06/hr.	
<b>F) PART-TIME AND TEMPORARY EMPLOYEES - ALL DEPARTMENTS</b>			
Positions not otherwise specified		\$15.00/hr.	\$35.00/hr.

## SECTION II

### Regulations for Pay Classification System

(a) Wage rates for all permanent full-time employees and certain permanent part time employees as determined by the Borough Administrator, are part of the Pay Classification System. The Borough Administrator shall determine equal increments for each position. Each increment shall be considered a step. The Borough Administrator shall annually review the salary of each salaried employee covered by this plan for the purpose of determining whether said employee shall be entitled to a step increase. The Borough Administrator may advance an employee in that employee's grade until the maximum step has been reached subject to budgetary limitations.



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(b) New employees shall be paid the minimum step for his/her grade except that the Borough Administrator shall have the discretion to determine whether said new employee has qualifications greater than the minimum qualifications for the classification. In the greater qualification situation, the employee may receive a salary in a higher step.

(c) When an employee is promoted to a position in a higher classification, his/her salary shall be increased to the minimum rate for the higher classification subject to the discretion of the Borough Administrator. In the case of overlapping ranges, the salary of promoted employee shall be increased to the step immediately above his present salary, subject to the discretion of the Borough Administrator. When an employee is demoted to lower classification, he/she shall be paid at a rate which is within the approved range for the lower classification. The rate of pay shall be determined by the Borough Administrator.

## SECTION III

### Overtime Pay, Pay Dates and Longevity Pay

Except as stated below, time worked, when approved by the Administrator or his/her designee, which is in excess of regularly scheduled hours, will be paid at time and one half of the base rate of pay including longevity and education pay (where applicable). Department Supervisors and Office Heads are not eligible for overtime pay except for circumstances as determined by the Administrator. The Administrator may, at his/her discretion, approve compensatory time off for these management positions guided by the number of previously approved hours worked beyond regularly scheduled hours.

Salaries normally shall be paid on Friday of the week following the work week in which the salary was earned. If requested in writing, salaries may be paid in advance of vacations.

All officials and employees who have completed 15 years of service as of December 31, 2008 shall receive longevity pay as described below. Percentages used in the formula are only for the purpose of arriving at a dollar figure for individual salaries. The longevity figure which the employee will receive in the current year is the final dollar figure reached by using years of service, individual current year salaries and applicable percentages.

<u>YEARS OF SERVICE</u>	<u>PERCENTAGE LONGEVITY PAYMENT</u>
5 YRS	1.00%
10 YRS	2.50%
15 YRS	5.00%
20 YRS	7.75%
24 YRS	11.75%

All officials and employees who have not completed 15 years of service as of December 31, 2008 shall receive longevity pay as described below. Percentages used in the formula are only for the purpose of arriving at a dollar figure for individual salaries.



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The longevity figure which the employee will receive in the current year is the final dollar figure reached by using years of service, individual current year salaries and applicable percentages.

<u>YEARS OF SERVICE</u>	<u>PERCENTAGE LONGEVITY PAYMENT</u>
5 YRS	1.00%
10 YRS	2.50%
15 YRS	3.50%
20 YRS	4.50%
24 YRS	5.50%

No officials or employee hired after January 1, 2009 will be included in Longevity pay.

Longevity applies to the current year base salary only and not to educational incentives (where applicable). "Years of Service" means all time served with the Borough including previous periods of employment as long as previous separation was in good standing.

## SECTION IV

All Ordinances or parts of Ordinances which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

## SECTION V

If any section or provision of this ordinance shall be held unconstitutional or invalid by any court, the remaining sections and provisions shall, notwithstanding such holding, remain and be in full force and effect.

## SECTION VI

This Ordinance shall take effect immediately upon passage and publication as required by law.

First Reading – May 22, 2023

Second Reading – June 26, 2023

COMMISSIONERS:	YEA	NAY	ABSTAIN	ABSENT
ROCHE	X			
TROY	X			
BIANCO BEZICH	X			

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF AN ORDINANCE ADOPTED BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF HADDONFIELD AT A MEETING HELD ON APRIL 17, 2023.

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Deanna Bennett, RMC