

ORDINANCE 2023-11

AN ORDINANCE OF THE TOWNSHIP OF MEDFORD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY, ESTABLISHING MINIMUM AND MAXIMUM SALARIES AND WAGES FOR OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MEDFORD

BE IT ORDAINED by the Township of Medford, County of Burlington, State of New Jersey that:

SECTION 1: The minimum and maximum hourly and annual salary ranges for each officer and employee of the Township of Medford shall be and are hereby fixed as in Schedule A attached hereto and made a part hereof.

SECTION 2: The Township Manager may give any officer and/or employee of the Township of Medford, except the Township Manager, who is at any time receiving less than the maximum compensation of salary as herein provided, increments of salary during the calendar year, not to exceed the maximum compensation provided for within the limits of available appropriations.

SECTION 3: The Township Manager of the Township of Medford may hire any new employee at any hourly or annual rate between the minimum and maximum salary provided for such officer or position within the limits of available appropriations.

SECTION 4: Employees at wage levels I and II who are not exempt from the Fair Labor Standards Act, shall receive time and one half their hourly rate for hours worked in excess of forty (40) hours in a work week. This class of employees shall receive time and one half in addition to holiday pay for work performed during normal working hours on any legal holiday established by the Township Council. Seasonal employees shall receive straight time when work is performed on a holiday.

SECTION 5: Officers and employees, exempt from the Fair Labor Standards Act, at wage level V, will be eligible to earn compensatory time for hours worked in excess of 35/40 hours in a work week; however, no more than 14/16 hours may be carried. Upon separation of employment for any reason the Township will not buy back these hours.

SECTION 6: Any person employed on a part-time basis, other than those at job titles listed at levels II and V of Schedule A, holding a job title listed at levels I, III and V shall be paid at a part-time rate or at an hourly rate designated by the Township Manager.

SECTION 7: The annual salaries and wages and terms of employment of employees represented by the Medford Township Police Officers Association, Medford Township Superior Officers Association, UAW Public Works employees, UAW Department of Public Utility employees and IAFF Firefighters Local 3091 Shop 25F and Shop 25E are established by Collective Bargaining Agreements and are not included in this ordinance.

SECTION 8: All existing ordinances and laws of the Township inconsistent herewith are repealed to the extent of such inconsistency.

SECTION 9: If a section, sentence, clause, provision or portion of this ordinance shall be held to be invalid or unconstitutional by a Court of Competent Jurisdiction, such holdings shall not affect or impair any other section, sentence, clause, provision or portion of this ordinance.

SECTION 10: This ordinance shall take effect upon its final passage and publication according to law for all employees who are employed by the Township of Medford at the date of final passage of said ordinance.

SCHEDULE A

I. Full-time Employees, Hourly Rates of Pay, Overtime Non-exempt

Hourly Wage Range

Administrative Assistant II	14.00	25.00
Assistant Foreperson	15.00	40.00
Assistant Zoning Officer	20.00	35.00
Building Inspector	15.00	35.00
Cashier	14.00	35.00
Compliance & Operations Officer	30.00	50.00
Deputy Court Administrator	15.00	25.00
Deputy Municipal Clerk	15.00	25.00
Deputy Tax Assessor	22.00	32.00
Deputy Tax Collector	14.00	25.00
Executive Assistant	17.50	45.00
Field Representative	16.00	27.00
Fiscal Officer	14.00	25.00
Foreperson	17.50	40.00
Municipal Registrar	14.00	25.00
Office Manager	20.00	35.00
Planning/Zoning Assistant	15.00	25.00
Qualified Purchasing Agent	14.00	25.00
Records Clerk	14.00	25.00
Sub-Code Official	14.00	50.00

II. Part-time Employees, Hourly Rates of Pay, Overtime Non-exempt

Administrative Assistant I	14.00	25.00
Building Inspector	15.00	35.00
Court Substitutes	15.00	65.00
Crossing Guards	14.00	25.00
Deputy Court Administrator	15.00	30.00
EMT	15.00	25.00
Multi-Trade Inspector	15.00	50.00
Police Services	20.00	25.00
Seasonal Employees & Per Diem Employees	15.00	40.00
SLEO III Officer	30.00	40.00
Special Officers	14.00	50.00
Sub-Code Official	15.00	50.00
Violations Clerk	15.00	23.00

III. Full-time Officials & Employees, Annual Salary, Overtime Exempt

Assistant Director Public Works & Utilites	50,000	107,000
Chief Financial Officer	40,000	100,000
Construction Official	40,000	107,000
Director Public Works & Utilities	75,000	115,000
Director Planning & Enforcement	75,000	100,000
Fire Chief	75,000	137,000
Human Resource Coordinator	29,000	50,000
Municipal Court Administrator	30,000	70,000
Police Chief	75,000	180,000
Tax Assessor	40,000	107,000
Tax Collector	40,000	100,000
Township Clerk	30,000	100,000
Township Manager	75,000	160,000
Zoning Officer	50,000	95,000

IV. Part-time Elected Officials**Annual Salary**

Governing Body Member	4,900	5,500
-----------------------	-------	-------

V. Part-time Officials & Employees, Annual Salary**Salary Range**

Claims Coordinator	500	3,000
Clean Community Coordinator	1,000	3,000
Housing Officer/Municipal Liason	5,000	9,000
Municipal Alliance Coordinator	1,500	3,000
Municipal Judge	20,000	40,000
Open Space Coordinator	20,000	45,000
Recycling Coordinator	1,000	3,000
Recording Secretary	4,000	5,500
Safety Coordinator	800	3,500

Township of Medford

Notice of Final Adoption

Ordinance 2023-11

“An Ordinance of the Township of Medford, County of Burlington, State of New Jersey,
Establishing Minimum and Maximum Salaries and Wages for Officers and Employees of the
Township of Medford”

Notice is hereby given that the Ordinance as entitled above was adopted following second reading and public hearing at a regular meeting of the Township Council of the Township of Medford, County of Burlington, State of New Jersey, held at the Public Safety Building, 91 Union Street, Medford, New Jersey on September 5, 2023.



Katherine E. Burger
Municipal Clerk