

ORDINANCE NO. 14-24

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER II, ADMINISTRATIVE CODE, SECTION 2-17, OFFICERS AND EMPLOYEES GENERALLY, OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF ROXBURY, COUNTY OF MORRIS, STATE OF NEW JERSEY

BE IT ORDAINED, by the Township Council of the Township of Roxbury, in the County of Morris, and State of New Jersey, as follows:

SECTION 1. Chapter II, Administrative Code, Section 2-17, Officers and Employees Generally, subsection 2-17.12, Personnel Classification System, paragraph b, is hereby amended and supplemented, to read as follows:

"b. The following Personnel Classification Schedule is hereby established for the Township of Roxbury:

| <u>Pay Grade</u> | <u>Position Title</u> |
|------------------|--|
| 3 | Building Inspector |
| 3 | Administrative Aide |
| 4 | Executive Assistant |
| 4 | Recreation Program Director |
| 4 | Assistant to the Collector |
| 4 | Assistant to the Tax Assessor |
| 5 | Executive Assistant to the Manager |
| 5 | Deputy Township Clerk |
| 5 | Assistant to the CFO |
| 5 | Land Use Administrator |
| 5 | Zoning Officer |
| 5 | Assistant to the Township Clerk |
| 6 | Executive Assistant to Chief of Police |
| 6 | Deputy CFO |
| 7 | Tax Collector |
| 7 | Sr. Registered Environmental Health Specialist |
| 7 | Court Administrator |
| 7 | Electrical Inspector |
| 8 | Assistant Director of Public Works |
| 8 | Township Clerk |
| 8 | Tax Assessor |
| 8 | Information Technology Director |
| 8 | Construction Official |
| 8 | Sr. Assistant to the Engineer |

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|----|--|
| 9 | Township Planner |
| 9 | Certified Municipal Finance Officer |
| 9 | Recreation Director |
| 10 | Public Works Director |
| 10 | Township Engineer/Director of the Div. of Public Utilities |
| 10 | Police Chief |
| 10 | Township Manager |

SECTION 2. Chapter II, Administrative Code, Section 2-17, Officers and Employees Generally, subsection 2-17.13, Pay Plan, paragraph e, is hereby amended and supplemented to read as follows:

“e. The pay plan for non-union personnel shall utilize the Personnel Classification Schedule and the following pay plan:

| <u>Grade</u> | <u>Minimum - Maximum</u> |
|--------------|--------------------------|
| 1 | \$0 - \$19,999 |
| 2 | \$0 - \$29,999 |
| 3 | \$0 - \$42,999 |
| 4 | \$0 - \$55,000 |
| 5 | \$0 - \$71,000 |
| 6 | \$0 - \$80,000 |
| 7 | \$0 - \$97,815 |
| 8 | \$0 - \$123,000 |
| 9 | \$0 - \$131,000 |
| 10 | \$0 - \$201,000 |

SECTION 3. Chapter II, Administrative Code, Section 2-17, Officers and Employees Generally, subsection 2-17.15, Unclassified Schedule, is hereby amended and supplemented to read as follows:

"2-17.15 Unclassified Schedule.

In addition to the employees governed by the Classification Schedule, there shall be the following schedule of unclassified titles for those positions which have unique responsibilities or work schedules:

| <u>Title</u> | <u>Minimum – Maximum</u> |
|----------------|--------------------------|
| Mayor | \$0 - \$6,607 |
| Council Member | \$0 - \$6,319 |

| | |
|---------------------------------------|----------------|
| Township Attorney | by contract |
| Municipal Judge | \$0 - \$58,700 |
| Coordinator/Office of Emergency Mgmt. | \$0 - \$17,000 |
| Health HazMat Coordinator | \$0 - \$7,182 |
| Licensing Officer | \$2,367 |
| Interpreter | \$1,500 |

SECTION 4. Chapter II, Administrative Code, Section 2-17, Officers and Employees Generally, subsection 2-17.16, Part-Time Employees, is hereby amended and supplemented to read as follows:

“2-17.16 Part-Time Employees.

For those employees who work part-time/seasonally for the Township and whose job titles are not listed in subsection 2-17.12 above, the following pay plan shall be used:

| <u>Title</u> | <u>Salary</u> |
|--|--|
| Seasonal Laborer | \$0 - \$17.50/hr |
| Snow Plow Driver | \$0 - \$25.00/hr |
| Sergeant-At-Arms/Municipal Court | \$123.96/session Jan-Feb; \$22.89/hr as of 3-1-09 |
| Recreation Counselor – Seasonal* | \$0 - \$18.00/hr |
| Recreation Supervisor – Seasonal* | \$0 - \$23.00/hr |
| Recreation Program Director – Seasonal* | \$0 - \$7,000.00/season |
| Recreation Referee | \$0 - \$25.00/game |
| Recreation Certified Referee | \$0 - \$60.00/game |
| Lifeguard | \$0 - \$19.00/hr |
| Clerical Assistance (temporary or part-time) | \$0 - \$17.50/hr |
| Crossing Guard | \$0 - \$19.50/hr |
| Fire Official/Safety Officer | \$0 - \$46.75/hr |
| Fire Inspectors | \$0 - \$29.00/hr |
| Engineering Inspector | \$0 - \$25.00/hr |
| Plumbing Subcode Official | \$0 - \$42.00/hr |
| Fire Subcode Official | \$0 - \$42.00/hr |
| Public Health Nurse | \$0 - \$46.00/hr |
| Special Police Officer | \$0 - \$45.00/hr |
| Public Assistance Director | \$0 - \$24.00/hr |
| Recreation Program Director | \$0 - \$28.39/hr |
| Skilled Laborer | \$0 - \$25.00/hr |
| Code Enforcement Officer | \$0 - \$28.50/hr |

* Implemented by a seasonal contract

SECTION 5. The provisions of this Ordinance shall prevail except when superseded by formal collective bargaining agreements entered into by the Township of Roxbury and a recognized employee negotiating association.

SECTION 6. All ordinances of the Township of Roxbury which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 7. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

SECTION 8. This Ordinance shall take effect immediately upon final passage, approval and publication as required by law. All salaries noted herein shall be deemed effective January 1, 2024, unless otherwise noted and shall continue in effect until amended.

INTRODUCED: May 21, 2024

ADOPTED: June 11, 2024

Attest:

Amy E. Rhead, RMC
Township Clerk

EFFECTIVE: July 2, 2024