

<b>ORDINANCE #</b>	<b>24-3316</b>
Introduction Date:	5/21/2024
Hearing Date:	6/5/2024
Passage Date:	6/5/2024
Effective Date:	7/3/2024

**AN ORDINANCE TO ESTABLISH THE 2024 SALARIES, WAGES OR COMPENSATIONS OF AND FOR THE OFFICERS AND EMPLOYEES OF THE CITY OF SUMMIT, IN THE COUNTY OF UNION, AND THE STATE OF NEW JERSEY**  
*(Establish 2024 Salaries - Union and Non-Union Employees)*

*Ordinance Summary: This ordinance establishes salary ranges for all city employees for 2024.*

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, as follows:

**SECTION 1. PURPOSE**

Salaries, wages, incentive, longevity payments and other compensation as set forth in Schedules A, B, C, D, E, and F, which are attached hereto and made a part hereof, are hereby fixed for the respective officers and employees of the City of Summit at the respective rates and sums shown therein, effective as of January 1, 2024.

**SECTION 2. PAYMENT**

All salaries, wages, incentive, longevity payments and other compensation for full-time and regular part-time employees shall be paid in bi-weekly installments within the ranges and according to the conditions herein set forth.

School Crossing Guards shall be paid in bi-weekly installments from October 1 to June 30.

**SECTION 3. SALARIES**

Salaries for the various positions of employment in the City of Summit shall be at or within the range of the minimum and maximum amounts as provided on Schedules A, B, C, D, E, and F, attached hereto and made a part hereof.

All individuals hired by the City of Summit or its Boards and Departments will be hired at the minimum step level in the position classification. Under exceptional circumstances, approval may be given to consider credit for experience outside of the City of Summit in the same position or type of work as their employment with the City of Summit. In such instances, upon approval of the Board, Common Council, or City Administrator, an individual may be hired on a step level above the minimum.

Regular part-time employees whose positions have been listed within the normal system of job group classifications will be paid at the level of the appropriate job group, with their salaries pro-rated according to their hours of work.

**SECTION 4. LONGEVITY**

Full time regular employees hired on or before July 1, 1999, except as otherwise covered by a collective bargaining agreement, are entitled to longevity payments in addition to their base salary as set forth in Personnel Policies and Procedures Manual Section Four, 4-14.

#### **SECTION 5. HOLIDAY PAY**

For Police Officers, Sergeants, Lieutenants, Captains and Chief in the Police Department and Firefighters, Lieutenants, Battalion Chiefs, Deputy Chief and Chief in the Fire Department, holiday pay shall be incorporated into base salary so that it will be part of the regular pay received as wages every two (2) weeks.

All other Departments will be granted thirteen (13) paid holidays as set forth in Personnel Policies and Procedures Manual Section Three, 3-1. City offices will be closed in accordance with State Law or schedule established by the City Administrator.

#### **SECTION 6. OVERTIME**

##### **1. Police Department:**

Provisions shall be in accordance with the current contract between the City of Summit and P.B.A. Local #55.

##### **2. Fire Department:**

Provisions shall be in accordance with the current contract between the City of Summit and F.M.B.A. Local #54

##### **3. Division of Public Works:**

Provisions shall be in accordance with the current contract between the City of Summit and Local 469 (IBT).

##### **4. Fair Labor Standards Act:**

Notwithstanding any other provisions of this ordinance, overtime compensation shall be paid in accordance with the provisions of the Fair Labor Standards Act (FLSA) as they apply to units of local government. If any provisions of this ordinance are administratively found to be in conflict with provisions of FLSA, the City Administrator shall ensure that the requirements of federal law and regulations, when issued, are met.

#### **SECTION 7. HEALTH INSURANCE, GROUP LIFE INSURANCE AND DENTAL PLAN**

The City shall provide for each full-time regular employee the following:

- a. Basic health insurance as provided by the State Health Benefits Program or such other program as may be chosen by the Common Council.
- b. Group Life Insurance and Accidental Death Benefits for full-time employees only.
- c. Employees eligible for basic health insurance shall be allowed to enroll their dependents up to the age set by current statutes.
- d. All employees, including those covered by either collective bargaining agreements or memoranda of agreements, shall pay contributions by way of payroll deduction towards the cost of health insurance premiums in accordance with the provisions of P.L. 2010 Ch. 2 and P.L. 2011 Ch. 78, which are incorporated by reference as if set forth herein at length.

- e. The City shall reimburse retirees for a portion of the cost of their health and major medical insurance for themselves upon retirement, as set forth in Personnel Policies and Procedures Manual Section Four, 4-3.  
Employees covered by the terms of labor agreements between the City and PBA Local #55 or FMBA Local #54 are not eligible for this reimbursement.
- f. The City shall provide Dental Insurance Coverage for full-time regular employees and their eligible dependents. The maximum contribution for each employee paid by the City shall be \$39.00 per month or as provided by current labor agreements. Any cost above that limit shall be borne by the employee through a program of payroll deductions.

**SECTION 8. INCENTIVE PAYMENTS**

**School Guards:**

- a. Sick day incentive pay of two days will be paid to each guard who is not absent during the school year.
- b. If and when school is closed for inclement weather, payment, for up to four (4) days, will be paid in one lump sum upon the completion of the school year.

**SECTION 9. SALARY INCREMENTS**

Any employee whose performance review shows acceptable performance shall receive an increment in accordance with the step level of the position classification until the maximum for the position is reached.

Unless prohibited under the terms of a union agreement, a department head may withhold all or part of a salary increase from an employee for reasons of poor performance. This will be limited to situations in which the employee has received prior written notice of a performance problem and has failed to correct the problem. This action may be taken only with the approval of the city administrator.

Monthly anniversary dates for step increases and longevity shall be in accordance with Section 2-3 of the City’s personnel policies.

**SECTION 10. STEP LEVELS AND JOB CLASSIFICATIONS**

**All City Employees Hired Prior to July 1, 2016:**

All City employees hired prior to July 1, 2016 (except members of the Police and Fire Department who will be governed by Schedules C and D) will be eligible to have salary adjustments within the ranges of Schedule B or E, as appropriate and as indicated below:

<b>Performance Rating</b>	<b>Salary Increment</b>
<b>Unsatisfactory:</b> The employee’s performance is unsatisfactory, job standards are not being met, and major improvement is required.	0 steps
<b>Needs Improvement:</b> The employee is making acceptable progress but needs improvement to meet the performance standards and criteria for the position. Progress is slower than would normally be expected.	0-2 steps
<b>Meets Standards:</b> The employee meets the job standards for the position. Progress in developing skills is at an acceptable pace. The employee exhibits no significant problems.	3 steps
<b>Exceeds Standards:</b> The employee performs well above expected standards, exceeding normal performance standards and expectations	4 steps

in most areas.

**All City Employees Hired On or After July 1, 2016:**

All City employees hired on or after July 1, 2016 (except members of the Police and Fire Department who will be governed by Schedules C and D) will be eligible to have salary adjustments within the ranges of Schedule E or F, as appropriate and as indicated below:

<b>Performance Rating</b>	<b>Salary Increment</b>
<b>Unsatisfactory:</b> The employee’s performance is unsatisfactory, job standards are not being met, and major improvement is required.	0 steps
<b>Needs Improvement:</b> The employee is making acceptable progress but needs improvement to meet the performance standards and criteria for the position. Progress is slower than would normally be expected.	0-1 step
<b>Meets Standards:</b> The employee meets the job standards for the position. Progress in developing skills is at an acceptable pace. The employee exhibits no significant problems.	1 step
<b>Exceeds Standards:</b> The employee performs well above expected standards, exceeding normal performance standards and expectations in most areas.	2 steps

**SECTION 11. CITY PERSONNEL OFFICER**

The City Administrator is hereby appointed as City Personnel Officer. The City Treasurer/Chief Financial Officer is hereby authorized to administer the provisions of this ordinance.

**SECTION 12.**

For budget purposes, the salaries and wages of employees of the Board of Health are included in this Ordinance.

**SECTION 13.**

All ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect 20 days after date of publication in accordance with N.J.S.A. 40A: 9-165.

Dated: June 5, 2024

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing ordinance was duly passed by the Common Council of said City at a regular meeting held on Wednesday, June 5, 2024.

Approved:

Dr. Elizabeth Fagan, Mayor

City Clerk

<p><b>SCHEDULE A</b>  <b>CITY OF SUMMIT</b>  <b>POSITION CLASSIFICATION SCHEDULE</b></p>
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<b>GENERAL GOVERNMENT</b>	<b>JOB GROUP</b>
City Administrator	21
City Treasurer/Chief Financial Officer	18
City Clerk	17
Chief Communications Officer	16
Tax Assessor	16
Tax Collector	14
Assistant City Treasurer	14
Human Resources Manager	15
Assistant City Administrator	12
Deputy City Clerk	12
Deputy Tax Assessor	12
Deputy Tax Collector	12
Qualified Purchasing Agent	12
Assistant to the City Administrator	11
Staff Assessor/Field Assessor	11
Senior Payroll Clerk	9
Administrative Assistant	8
Assistant Deputy City Clerk	8
Communications Specialist	8
Senior Accounting Clerk	8
Tax Assessor Clerk	8
Payroll Clerk	8
Accounting Clerk	6
Staff Assistant III	6
Staff Assistant II	5
Assistant Accounting Clerk	4
Staff Assistant I	4
Secretarial Assistant	3
<b>COMMUNITY PROGRAMS</b>	
Director	19
Assistant Director – Facilities	14
Assistant Director - Programs	13
Senior Program Supervisor	12
Program Supervisor	10
Senior Coordinator	10
Office Manager	9
Administrative Assistant	9

Superintendent of Public Works	16
Land Use Manager	15
Facilities Manager	14
Public Works Manager	14
Assistant Director	13
Administrative Manager	11
Office Manager	10
Administrative Assistant	8
Land Use Assistant	6
Staff Assistant III	6
Staff Assistant II	5

### **CODE ENFORCEMENT**

Construction Official/Chief Inspector	16
Subcode Officials (Plumbing, Electrical, Fire, Building)	14
Building Inspector/Plan Reviewer	13
Building Inspector	12
Code Enforcement Officer and Zoning Officer	12
Assistant Zoning Officer	10
Code Inspector	8
Housing Inspector/Zoning Assistant	8
Assistant Building Inspector	7
Housing Inspector	7
Lead Inspector	7
Property Maintenance Inspector	7
Technical Assistant	7
Technical Assistant to Construction Official (TACO)	8
Staff Assistant III	6
Staff Assistant II	5

### **ENGINEERING**

City Engineer	17
Assistant City Engineer	15
Assistant Engineer	13
Engineering Assistant	11
Senior Engineering Aide	8

### **HEALTH**

Health Officer	18
Senior Sanitarian (Senior REHS)	13
Sanitarian (REHS)	12
Secretary of Board of Health/Registrar of Vital Statistics	10
Deputy Registrar	8
Staff Assistant II	5

### **PARKING SERVICES AGENCY**

Parking Services Director	17
Parking Manager	14
Field Supervisor/Parking Enforcement Officer	11
Administrative Assistant	8
Parking Enforcement Officer/Collection/Technician	8
Parking Services Clerk	7
Collection Assistant	5
Parking Enforcement Officer	5
Staff Assistant II	5
Parking Enforcement Officer Trainee	4
Parking Services Bookkeeper	4

## **PUBLIC WORKS**

Superintendent of Public Works	16
Public Works Manager	14
Assistant Superintendent of Public Works	13
Maintenance and Project Manager	12
Foreman	11
Assistant Foreman	9
Mechanic	9
Golf Course Maintenance Worker	9
Senior Transfer Station Operator	9
Buildings & Grounds Operator	8
Equipment Operator	8
Recycling Collection Driver	8
Spray Application Operator	8
Utility Station Operator	8
Transfer Station Tractor Driver	8
Tree Climber	8
Senior Maintenance Worker	8
Lead Driver	7
Tree Climber Trainee	6
Truck Driver	6
Senior Custodian	6
Custodian	5
Maintenance Worker	5
Janitor	4

## **PUBLIC SAFETY**

Office Manager	9
Administrative Assistant	8
Records Clerk II	7
Administrative Clerk	6
Records Clerk I	6

**SCHEDULE B  
CITY OF SUMMIT  
SALARY AND WAGE PLAN**

Job Group	Minimum	Maximum
1	31,332	45,738
2	33,486	48,885
3	35,986	52,525
4	38,844	56,703
5	42,310	67,521
6	45,365	72,389
7	47,214	74,520
8	49,127	76,295
9	52,155	83,133
10	55,683	88,828
11	60,093	87,727
12	66,051	105,394
13	70,548	108,735
14	75,995	121,261
15	81,716	122,700
16	88,137	154,232
17	94,425	160,629
18	100,283	164,243
19	106,304	192,692
20	113,061	193,653
21	128,112	221,972

**Miscellaneous & Part-Time**

	Minimum	Maximum
Assistant Construction Official I (Annual)		\$2,000.00
Assistant Construction Official II (Annual)		1,000.00
Chief of Auxiliary Police Department (Annual)		2,000.00
Public Defender (Annual)		14,637.00
Secretary, Planning Board (Annual)		5,000.00
Emergency Management Coordinator (Annual)		3,000.00
Deputy Emergency Management Coordinator (Annual)		3,000.00
Municipal Judge (Annual)		56,549.00
Municipal Prosecutor (Annual)		39,791.00
Pool Manager (Per Season)	6,700.00	18,000.00
Assistant Pool Manager (Per Season)	5,000.00	12,000.00
Swim Coach (Per Season)	400.00	3,000.00
Activity Leader/Instructor	20.00	100.00
Assistant Camp Director	15.00	20.00
Camp Counselor	15.00	18.00
Camp Director	15.00	23.00
Camp Specialist	15.00	18.00
Court Security Officer	15.00	25.00



<b>Miscellaneous &amp; Part-Time</b>	<b>Minimum</b>	<b>Maximum</b>
Custodian/Utility Worker	15.00	24.00
Golf/Pool Attendant	15.00	20.00
Golf Ranger	15.00	20.00
Gym Supervisor	15.00	20.00
Lifeguards	15.00	16.00
Maintenance/Collection Assistant	18.00	24.00
Parking Bookkeeper	19.00	32.00
Parking Enforcement Officer	18.00	23.00
Parking Services Ambassador	15.00	18.00
P/T Clerical Assistant	15.00	24.00
P/T Program Supervisor	30.14	40.75
P/T Public Information Officer	32.53	43.98
P/T Office Assistant I	21.03	28.43
P/T Office Assistant II	22.90	30.97
P/T Office Assistant III	24.56	33.20
Program Coordinator	15.00	30.00
Recreation Program Aide	15.00	30.00
Restroom Attendant/Maintenance (per open/close)	10.00	12.00
School Crossing Guards (per day)	50.00	50.00
Senior Coordinator	30.00	40.00
Senior Citizen Recreation Specialist	15.00	30.00
Slide/Deck Attendant	15.00	17.00
Special Events Aide	15.00	30.00
Special Needs Instructor	25.00	200.00
Special Needs Coordinator	17.00	30.00
Sports Coordinator	15.00	30.00

<b>SCHEDULE C</b> <b>CITY OF SUMMIT</b> <b>POLICE DEPARTMENT SALARY AND WAGE PLAN</b>
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Table A (Hired before 1/1/19):

Rank		<u>Officer</u>	<u>Sergeant</u>	<u>Lieutenant</u>
	Start	43,500		
	Step 1	49,834	135,119	154,317
	Step 2	55,518	146,969	163,618
	Step 3	61,201		
	Step 4	66,884		
	Step 5	72,567		
	Step 6	78,251		
	Step 7	83,934		
	Step 8	89,617		
	Step 9	95,301		
	Step 10	100,986		
	Step 11	128,685		
	1	2		
Captain	171,799	179,980		
Chief	188,979	192,194		

Table B (Hired after 1/1/19):

Rank		<u>Officer</u>	<u>Sergeant</u>	<u>Lieutenant</u>
	Start	49,127		
	Step 1	53,424	135,119	154,317
	Step 2	57,522	146,969	163,618
	Step 3	61,933		
	Step 4	66,683		
	Step 5	71,798		
	Step 6	77,304		
	Step 7	83,234		
	Step 8	89,618		
	Step 9	96,492		
	Step 10	103,894		
	Step 11	111,863		
	Step 12	128,685		
	1	2		
Captain	171,799	179,980		
Chief	188,979	192,194		

**SCHEDULE D  
CITY OF SUMMIT  
FIRE DEPARTMENT SALARY AND WAGE PLAN**

RANK	1	2	3	4	5	6	7	8	9	10
Firefighter	45,000	51,576	58,152	64,728	71,304	77,880	84,456	91,032	97,608	120,849
Lieutenant	126,891	131,428	135,967							
Battalion Chief	142,765	147,872	152,979							
Deputy Chief	160,628	181,332								
Chief	190,398	214,060								

**SCHEDULE E  
CITY OF SUMMIT  
PUBLIC WORKS DIVISION SALARY AND WAGE PLAN**

Job Group	Minimum	Maximum (Hired before 1/1/13)	Maximum (Hired after 1/1/13)
4	43,327	70,889	70,889
5	46,789	73,984	73,984
6	50,319	79,553	79,553
7	55,467	82,822	82,822
8	54,463	86,090	86,090
9	58,036	91,748	91,748
11	67,061	105,976	105,976

**SCHEDULE F  
CITY OF SUMMIT  
SALARY AND WAGE PLAN**

Job Group	Minimum	Maximum
1	30,869	42,672
2	32,991	45,608
3	35,454	49,003
4	38,270	52,901
5	41,685	57,632
6	44,695	63,982
7	46,516	70,182
8	48,401	72,974
9	51,384	77,473
10	54,860	81,290
11	59,205	87,727
12	65,075	102,573
13	69,505	105,825
14	74,872	123,300
15	80,508	127,325
16	86,834	150,104
17	93,030	160,629
18	98,801	185,862
19	104,733	186,585
20	111,390	189,118
21	126,219	216,031

**Miscellaneous & Part-Time**

	Minimum	Maximum
Assistant Construction Official I (Annual)		\$2,000.00
Assistant Construction Official II (Annual)		1,000.00
Municipal Housing Liaison (Annual)		12,000.00
Certified Recycling Professional (Annual)		3,000.00
Chief of Auxiliary Police Department (Annual)		2,000.00
Deputy Emergency Management Coordinator (Annual)		3,000.00
Emergency Management Coordinator (Annual)		25,563.00
Municipal Judge (Annual)		52,759.00
Municipal Judge, Alternate (per session)		500.00
Municipal Prosecutor (Annual)		39,791.00
Public Defender (Annual)		14,637.00
Sanitary Sewer Director (Annual Stipend)		6,000.00
Secretary, Planning Board (Annual)		6,000.00
Secretary, Zoning Board (Annual)		6,000.00
Pool Manager (Per Season)	6,700.00	12,000.00
Assistant Pool Manager (Per Season)	5,000.00	10,000.00

Swim Coach (Per Season)	400.00	3,000.00
Communications Specialist	20.00	38.00
<b>Miscellaneous &amp; Part-Time (cont'd)</b>	<b>Minimum</b>	<b>Maximum</b>
Custodian/Utility Worker	15.00	24.00
Part-time Clerical Assistant	15.00	24.00
School Crossing Guards: (Per Day)	50.00	50.00
Lifeguards	15.00	20.00
Slide/Deck Attendant	15.00	17.00
Golf/Pool Attendant	15.00	20.00
Golf Ranger	15.00	20.00
Activity Leader/Instructor	20.00	100.00
Camp Director	15.00	23.00
Assistant Camp Director	15.00	20.00
Camp Specialist	15.00	18.00
Camp Counselor	15.00	18.00
Restroom Attendant/Maintenance (per open/close)	10.00	15.00
P/T Office Assistant I	21.03	29.00
P/T Office Assistant II	22.90	31.00
P/T Office Assistant III	24.56	34.00
Program Coordinator	15.00	30.00
Senior Citizen Recreation Specialist	15.00	30.00
Sports Coordinator	15.00	30.00
Gym Supervisor	15.00	20.00
Special Events Aide	15.00	30.00
Special Needs Instructor	25.00	200.00
Special Needs Coordinator	17.00	30.00
Recreation Program Aide	15.00	30.00
Parking Services Ambassador	15.00	17.00
Maintenance/Collection Assistant	18.00	24.00
Parking Enforcement Officer	18.00	23.00
Parking Bookkeeper	19.00	31.00