

**BOROUGH OF WOODLAND PARK  
COUNTY OF PASSAIC, STATE OF NEW JERSEY  
ORDINANCE NO. 26-01**

**AN ORDINANCE SUPERSEDING ORDINANCE No. 25-18 AND PRIOR ORDINANCES  
ESTABLISHING THE SALARY RANGES AND COMPENSATION CLASSIFICATIONS FOR  
THE EMPLOYEES OF THE BOROUGH OF WOODLAND PARK FOR THE YEAR 2026**

**SECTION 1: PURPOSE**

This ordinance sets forth the compensation classifications and salary ranges for officials and employees of the Borough of Woodland Park for calendar year 2026, superseding Ordinance No. 25-18 and all previous related ordinances.

**SECTION 2: COMPENSATION CLASSIFICATIONS**

Employees are categorized and compensated under the following classifications:

1. Full-Time Salaried Employees – Annual salary, semi-monthly installments.
2. Part-Time Salaried Employees – Fixed annual salary, prorated.
3. Hourly Employees – Hourly pay for actual hours worked.
4. Stipend-Based Positions – Flat-rate compensation not tied to hours.

**SECTION 3: SALARY TABLE – 2026**

The following table reflects the minimum and maximum salary ranges for each approved position title:

Position Title	Minimum Salary	Maximum Salary	CLASSIFICATIONS
<b>Mayor</b>	\$11,787	\$11,787	Part-Time Salaried
<b>Councilmember</b>	\$8,250	\$8,250	Part-Time Salaried
<b>Before &amp; After School Care Administrator</b>	\$3,500	\$3,500	Stipend-Based
<b>Before &amp; After School Care Coordinator</b>	\$3,000	\$3,000	Stipend-Based
<b>Before &amp; After School Care Counselors</b>	\$15.25	\$25.25	Hourly Employees
<b>Before &amp; After School Care Director (2 positions)</b>	\$25.50	\$30.00	Hourly Employees
<b>Business Administrator</b>	\$155,000	\$170,000	Full-Time Salaried
<b>CRS – Community Rating System Coordinator</b>	\$1,500.00	\$1,500.00	Stipend-Based
<b>CRS Assistant Coordinator (2 positions)</b>	\$650.00	\$650.00	Stipend-Based

<b>Chief Municipal Finance Officer (CMFO)/ Treasurer</b>	\$135,000	\$150,000	Full-Time Salaried
<b>CJIS (Criminal Justice Information Services)</b>	\$3,500	\$3,500	Stipend-Based
<b>Clerical/Admin Help</b>	\$15.25	\$19	Hourly Employees
<b>Code Enforcement Officer</b>	\$40,000	\$55,000	Full-Time Salaried
<b>Court Clerk</b>	\$20	\$23	Hourly Employees
<b>Court Officer</b>	\$19	\$22	Hourly Employees
<b>Custodial Services (Municipal)</b>	\$18	\$20	Hourly Employees
<b>Custodial Services (Schools)</b>	\$33	\$37	Hourly Employees
<b>Custodial Services - (Schools – Supervisor)</b>	\$110	\$125	Per-Weekend
<b>Deputy Municipal Clerk: Board Health Secretary / Registrar</b>	\$40,000	\$55,000	Full-Time Salaried
<b>Director of Information Technology (IT): Municipal MIS (Management Information Systems) and Broadcasting</b>	\$105,000	\$120,000	Full-Time Salaried
<b>Director of Recreation / Open Space</b>	\$85,000	\$100,000	Full-Time Salaried
<b>Electrical Inspector</b>	\$36	\$41	Hourly Employees
<b>Electrical Subcode Official</b>	\$14,000	\$16,000	Full-Time Salaried
<b>Emergency Truck Driver</b>	\$21	\$24	Hourly Employees
<b>Facilities Scheduler</b>	\$1,200	\$1,200	Stipend-Based
<b>Filing Help</b>	\$15.25	\$19	Hourly Employees
<b>Fire Official</b>	\$55,000	\$70,000	Full-Time Salaried
<b>Fire Prevention Specialist 1</b>	\$28	\$32	Hourly Employees
<b>Fire Prevention Specialist 2</b>	\$20	\$22	Hourly Employees
<b>Fire Protection Subcode Official</b>	\$6,500	\$7,500	Part-Time Salaried
<b>Laborers Grade A</b>	\$17	\$19	Hourly Employees
<b>Laborers Grade B</b>	\$15	\$17	Hourly Employees
<b>Media Technician/Broadcasting</b>	\$75	\$75	Hourly Employees
<b>Municipal Alliance Coordinator</b>	\$3,575	\$3,575	Stipend-Based

<b>Municipal Clerk (RMC) / QPA:</b> Municipal Search Officer/Search Officer of Issuance of Certifications & Subdivisions/Relocation Officer OEM; Deputy Registrar; Public Agency Compliance Officer/Qualifying Purchasing Agent	\$120,000	\$135,000	Full-Time Salaried
<b>Municipal Court Administrator</b>	\$65,000	\$85,000	Full-Time Salaried
<b>Municipal Court Judge</b>	\$20,000	\$35,000	Part-Time Salaried
<b>Municipal Housing Liaison</b>	\$6,000	\$6,000	Stipend-Based
<b>OEM Coordinator</b>	\$10,400	\$10,400	Stipend-Based
<b>Park Ranger</b>	\$15.25	\$21	Hourly Employees
<b>Planning &amp; Zoning Secretary (Stipend per Board)</b>	\$2,815.40	\$2,815.40	Stipend-Based
<b>Planning Bd Secretary / Bd of Adj Sect-Special Mtgs</b>	\$28	\$34	Hourly Employees
<b>Plumbing Subcode Official</b>	\$17,000	\$20,000	Part-Time Salaried
<b>Police Chaplain</b>	\$2,800	\$2,800	Stipend-Based
<b>Police Chief</b>	\$195,000	\$220,000	Full-Time Salaried
<b>Police Deputy Chief</b>	\$175,000	\$195,000	Full-Time Salaried
<b>Police Radio Dispatcher</b>	\$19	\$21	Hourly Employees
<b>Public Works Superintendent:</b> Water Distribution Operator; Licensed Waste Water Collection System Operator; Fire Signal System Superintendent; Storm Water Coordinator	\$150,000	\$165,000	Full-Time Salaried
<b>Public Works Assistant Superintendent</b>	\$125,000	\$140,000	Full-Time Salaried
<b>Recreation Clerk</b>	\$23	\$26	Hourly Employees
<b>Recycling Coordinator</b>	\$3,250	\$3,250	Stipend-Based
<b>Recycling Program Aide</b>	\$40,000	\$55,000	Full-Time Salaried
<b>Recycling Staff</b>	\$17	\$19	Hourly Employees
<b>School Traffic Guards</b>	\$20	\$23	Hourly Employees
<b>Secretary to Mayor &amp; BA</b>	\$50,000	\$65,000	Full-Time Salaried
<b>Senior Coordinator</b>	\$5,875	\$5,875	Stipend-Based
<b>Special Police/Constables</b>	\$24	\$27	Hourly Employees

<b>Spray Park Attendant</b>	\$12	\$16	Hourly Employees
<b>Summer Camp Counselor</b>	\$12	\$16	Hourly Employees
<b>Summer Camp Counselor – Head</b>	\$13	\$17	Hourly Employees
<b>Summer Camp Counselor – Teacher</b>	\$15	\$18	Hourly Employees
<b>Summer Camp - Administrator</b>	\$1,500	\$1,500	Stipend-Based
<b>Summer Camp - Director</b>	\$7,500	\$7,500	Stipend-Based
<b>Summer Camp - Assistant Director (2 positions)</b>	\$4,650	\$4,650	Stipend-Based
<b>Tax Assessor</b>	\$25,000	\$35,000	Part-Time Salaried
<b>Tax Assessor - Assistant</b>	\$37	\$42	Hourly Employees
<b>Tax Collector / Collector of Water Consumer Accounts</b>	\$60,000	\$75,000	Full-Time Salaried
<b>UCC Plan Review</b>	\$28	\$32	Hourly Employees

#### **SECTION 4: PAYMENT SCHEDULES**

- Full-time salaried employees: semi-monthly
- Part-time salaried employees: monthly or semi-monthly
- Hourly employees: biweekly
- Stipends: based on timeline or function schedule

#### **SECTION 5: LONGEVITY AND ADDITIONAL COMPENSATION**

- Longevity per union contract or agreement
- Overtime: per Borough policy and FLSA

#### **SECTION 6: EFFECTIVE DATE**

This ordinance shall take effect January 1, 2026, upon final passage and publication as required by law.

#### **SECTION 7: UNION-REPRESENTED EMPLOYEES**

Employees not listed in this ordinance are covered under one or more collective bargaining agreements approved by the Borough of Woodland Park. For such union-represented employees, all terms and conditions of compensation, including but not limited to salary, longevity, overtime, benefits, and other related matters, shall be governed by the provisions of the applicable collective bargaining agreement.

Where any conflict exists between this ordinance and a duly executed collective bargaining agreement, the terms of the collective bargaining agreement shall prevail.

## **SECTION 8: SALARY EFFECTIVE DATE & PAYMENT METHOD**

Said salaries shall be effective January 1, 2026 unless otherwise specified above and shall be paid in equal monthly installments, with the exception of all full-time employees whose salaries shall be paid in equal semi-monthly installments. Those positions designated as Retainers shall be paid on an hourly basis, with the exception of Library personnel.

## **SECTION 9: LONGEVITY PAY**

In addition to the salaries hereinabove set forth, union-represented employees shall be entitled to longevity pay in accordance with the agreed upon terms and conditions documented in the respective union contracts. Longevity pay for full-time non-union permanent employees, who have documented agreements with the Borough, shall be paid in accordance with those agreements. For all other full-time permanent employees working in the listed titles in this ordinance that were hired prior to January 1, 1996, longevity pay shall be based upon years of consecutive and cumulative service to the municipality. Longevity pay is not reflected in the salaries stated above.

All periods of service shall be computed from January 1 of the year of full-time permanent appointment unless the date of said appointment took place on or after July 1, in which case said period of service shall be computed from January 1 of the following year. If an employee leaves Borough employment in the year the longevity is due, they shall be entitled to longevity pro-rated on the basis of 1/12 for each completed month of service. Leaves of absence, unless due to illness or a service-connected disability, will disqualify an employee from receiving longevity, as they shall not have had consecutive and cumulative service.

## **SECTION 10: OVERTIME COMPENSATION**

Overtime pay shall be provided to such full-time officers and employees as authorized by the Mayor or Administrator at the respective officer or employee's straight-time rate per hour, unless otherwise provided by law. Police, Road, and Sewer personnel covered by an authorized labor contract shall be paid 150% of the hourly rate for hours worked in excess of the normal workday or workweek.

## **SECTION 11: MUNICIPAL CLERK ELECTION DUTIES**

The Municipal Clerk and Deputy Municipal Clerk shall receive compensation as fixed annually by the Borough Council. In addition, when required to be present at an election or election-related function outside normal municipal hours (e.g., late-night registration, primary election day, general election day), they shall receive additional pay calculated at 1.5 times the then-current hourly rate.

## **SECTION 12: RETIREMENT – UNUSED SICK LEAVE**

All present employees who have completed a minimum of ten (10) years of continued service with the Borough and are either covered by labor agreements or are permanent full-time employees shall, upon retirement as defined by the respective Retirement System, be compensated for unused and accumulated sick leave as follows:

- a. The employee shall receive a lump sum cash payment at their current rate of pay on a one-for-two basis, up to a maximum of \$10,000.
- b. Employees hired before May 21, 2010 are eligible for terminal leave for any remaining unused sick leave, on the basis of one day for every two days accrued.
- c. Employees must notify the employer of intent to retire by April 1 of the retirement year. Payment will be provided on the retirement date or in April, whichever is later. Late notices will result in payment during the first pay period of the following January. Employees may elect to defer payment to the next calendar year by submitting such request in writing.

## **SECTION 13: RETIREE HEALTH BENEFITS**

All employees covered by labor agreements hired prior to January 1, 1995, and present permanent full-time employees not covered by labor agreements but hired prior to January 1, 1995, shall be entitled to health insurance benefits upon retirement, provided they have completed a minimum of 25 years of continued service or 15 years of service and reached age 62, in accordance with N.J.S.A. 40A:10-23.

## **SECTION 14: REPEALER**

This ordinance shall take effect after final passage and publication as required by law. All ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed.

Attest:

Approve:

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Sandra Olivola, Municipal Clerk

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Tracy Kallert, Mayor

**Introduced: January 8, 2026**

**Adopted: January 21, 2026**