

## SALARY ORDINANCE NO. 16-11

### AN ORDINANCE TO AMEND ORDINANCE 18-08 ESTABLISHING SALARIES, HOLIDAYS, BENEFITS AND CERTAIN JOB REGULATIONS OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF JEFFERSON, COUNTY OF MORRIS, STATE OF NEW JERSEY

BE IT ORDAINED by the Township Council of the Township of Jefferson in the County of Morris and State of New Jersey, they being the Governing Body of said township as follows:

SECTION ONE: Ordinance **18-08** is hereby amended and supplemented so as to establish compensation to be paid to township employees and officers and further set forth in Section Three thereof.

SECTION TWO: Sections of Ordinance **18-08** and any and all ordinances are hereby amended to read as follows: All salaries or rate of compensation hereafter shall be effective **January 1, 2011** through **December 31, 2012**, under different dates as mentioned in specific contracts and in accordance with current contracts and shall pertain to employees of the Township of Jefferson.

SECTION THREE: Sections of Ordinance **18-08** and any and all ordinances are hereby amended to read as follows:

(A) The holidays for **2011** and **2012** shall be as per contract presently in existence for that period.

(B) All full-time Township employees, with the exception of Police Chief, Deputy Chief and Police Captain, not covered by a collective bargaining contract, and hired on or before November 1, 1997, shall be eligible for longevity awards in accordance with article thirteen (13) of the White Collar Unit agreement. The Chief of Police, Deputy Chief and Police Captain, shall be eligible for longevity in accordance with Section twelve (12) of the agreement of the PBA Bargaining Unit. Starting the fourth year at 2 percent and increasing one-half percent each year until a maximum of **\$1875.00** for PBA Local 190 members, **\$1,775.00** for OPEIU LOCAL 32 Blue Collar Unit, **\$1,775.00** for OPEIU LOCAL 32 White Collar Unit, and **\$1,875.00** for OPEIU LOCAL 32 Foremen when total longevity is reached. All eligible members shall have longevity become a part of their base salary. Longevity shall be based on each base annual wage. The first day of July is the day upon which the total number of years of service shall be measured. Employees hired after November 1, 1997 for OPEIU LOCAL 32 White Collar Unit, November 1, 1997 for OPEIU LOCAL 32 Blue Collar Unit and April 15, 1992 for OPEIU LOCAL 32 Foremen shall not be eligible for longevity, unless specifically provided for in their Collective Bargaining Contract. PBA Local 190 members have no exception to longevity payment.

(C) Employees in positions deemed to be unclassified by the New Jersey Department of Personnel will earn sick leave benefits in accordance with section 7 of the contract between the Township of Jefferson, and PBA Local 190 (excepting paragraphs B-1 and B-2).

(D) All specific salaries, holidays, vacation, longevity and other allotments of benefits to be granted to the individual members of OPEIU LOCAL 32, International Union of Production, Clerical, and Public Employees, White Collar Unit, OPEIU LOCAL 32 Blue Collar Unit, New Jersey Civil Service Association OPEIU LOCAL 32 Foremen's Unit, P.B.A. Local 190, and

Professional Staff Employees with certain agreements affecting the Municipal Corporation of the State of New Jersey, through their bargaining agents, or direct contract to the governing body. The annual salary, salary range and term of payment of the following officers and employees of the Township of Jefferson shall be as follows:

<b><u>TITLE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
<b>OFFICE OF THE CLERK</b>		
Council President	3,500	5,947
Council Member	3,000	4,957
Township Clerk	37,450	99,623
Deputy Township Clerk	18,000	72,701
Principal Clerk	18,000	50,611
Senior Clerk Typist	18,000	46,374
Deputy Township Clerk P/T	3,000	7,949
Clerk Typist P/T	Min wage	19.9102 p/h
Advisory Board Secretary P/T	Min wage	15.1837 p/h
Assistant Municipal Clerk	18,000	56,954
<b>OFFICE OF THE MAYOR</b>		
Mayor	8,000	9,680
<b>ADMINISTRATION</b>		
Township Administrator	45,000	137,976
Administrative/Confidential Secretary	Min. Wage	76,259
Receptionist/Typist,	19,890	37,450
Clerk/Typist,	19,890	37,450
Clerk Typist P/T	Min wage	19.9102 p/h
Clerk P/T	Min wage	19.9102 p/h
Wedding/Civil Union Services	Min	200.00 per service
<b>FINANCE</b>		
Chief Financial Officer	45,000	108,709
Senior Personnel Technician	19,000	67,962
Principal Payroll/Personnel Clerk	19,000	46,374
Supervisor of Accounts	17,000	51,143
Assistant Municipal Treasurer	26,000	70,891
Assistant Purchasing Agent,	21,000	59,655
Senior Purchasing Assistant	21,000	46,374
Senior Clerk Typist	18,000	46,374
Clerk/Typist,	Min. Wage	37,450
Clerk Typist P/T	Min. wage	19.9102 p/h
<b>TAX ASSESSOR</b>		
Tax Assessor	37,450	114,936

Assessing Clerk	15,000	36,588
Principal Clerk Typist	18,000	52,076
Clerk/Typist,	Min. Wage	37,450

**TAX COLLECTOR**

Municipal Tax Collector/Cashier	15,000	95,200
Account Clerk/Typist	15,000	46,374
Account Clerk	14,000	46,374
Senior Clerk Typist	18,000	46,374
Principal Clerk/Typist	15,000	52,076
Clerk Typist P/T	Min wage	19.9102 p/h

**OFFICE OF THE DIRECTOR DPW**

Principal Clerk/Typist	15,000	52,076
Senior Clerk Typist	18,000	46,374

**MUNICIPAL COURT**

Judge of the Municipal Court	40,000	50,185
Municipal Court Administrator	25,000	81,558
Deputy Court Administrator	15,000	47,805
Assistant Court Administrator	15,000	47,805
Violations Clerk	15,000	35,310
Senior Clerk Typist	18,000	46,374
Clerk/Typist	15,000	37,450
Clerk P/T	15,000	28,847

**PLANNING BOARD**

Technical Assistant Land Use	Min. Wage	25.1930 per hour
Clerk Typist P/T	Min wage	19.9102 per hour
Senior Clerk Typist	18,000	50,184

**BOARD OF ADJUSTMENT**

Technical Assistant Land Use	Min. Wage	25.1930 per hour
Clerk/Typist P/T	Min. Wage	19.9102 per hour
Senior Clerk Typist	18,000	50,184

**ENVIRONMENTAL COMMISSION**

Clerk P/T	Min wage	35.00 per meeting
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**FIRE PREVENTION BUREAU**

Fire Official	1,000	79,842
Fire Inspectors P/T	Min. Wage	33.0000 per hour
Clerk Typist P/T	Min wage	19.9102 p/h

**POLICE DEPARTMENT**

Chief of Police	120,229.00	162,549.00
Deputy Chief	114,504.00	147,772.00
Captain	114,504.00	139,147.00
Lieutenant Step 1	104,095.00	116,329.00
Lieutenant Step 1	109,051.00	121,868.00
Sergeant Step 1	94,632.00	105,753.60
Sergeant Step 2	99,138.00	110,789.34
Academy Step	36,720.00	41,035.62
Police Officer Step 1	50,488.00	56,421.30
Police Officer Step 2	60,709.00	67,844.28
Police Officer Step 3	70,931.00	79,267.26
Police Officer Step 4	76,958.00	86,002.32
Police Officer Step 5	82,984.00	92,736.36
Police Officer Step 6	89,233.00	99,719.28
Police Officer Step 7	90,125.00	100,716.84

Officers working outside employment shall be paid by the following schedule:

Police Officer	65.0000 per hour	65.0000 per hour
Sergeant	65.0000 per hour	65.0000 per hour
Lieutenant	65.0000 per hour	65.0000 per hour
Captain	65.0000 per hour	65.0000 per hour
Deputy Chief	65.0000 per hour	65.0000 per hour
Chief of Police	65.0000 per hour	65.0000 per hour

**POLICE DEPARTMENT CIVILIAN EMPLOYEES**

Police Administrative Clerk	22,000	52,924
Principal Clerk/Typist	27,851	52,076
Senior Police Records Clerk	27,851	52,076
Police Records Clerk	14,000	33,739
Special Law Enforcement Officer, p/t	Min. Wage	28.8814 per hr
Senior Telecommunications Operator	14.1648 per hr	28.1525 per hr
Communications Operator	14.1648 per hr	28.1525 per hr
Communications Operator p/t	14.1648 per hr	20.6141 per hr
Clerk Typist P/T	Min wage	19.9102 p/h
Clerk P/T, Seasonal	Min. Wage	17.1200 per hour
Prosecutor	1,000.00 per session	1291.43 per session

**COMMUNICATIONS**

Communications Coordinator	1,200 per yr.	9,793 per yr.
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**OFFICE OF EMERGENCY MANAGEMENT**

Office of Emergency Management Coordinator	2,000 per yr	25,000 per yr
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**CONSTRUCTION CODE OFFICIAL**

Construction Official	31,000	136,549
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Zoning Officer	4,321	7,205
Supervising Clerk	18,000	49,577
Tech Asst. to Construction Official	18,000	46,374
Senior Clerk Typist	18,000	46,374
Clerk Typist	Min wage	37,450
Clerk Typist P/T	Min wage	19.9102 p/h
Electrical Sub-Code Official	10.000 per hr.	46.0626 per hr.
Code Enforcement Officer	10.000 per hr.	30.8635 per hr.
Electrical Inspector p/t	10.000 per hr.	29.4250 per hr.
Construction/Bldg Inspector p/t	10.000 per hr.	35.6188 per hr.

#### **PLUMBING SUB-CODE**

Plumbing Sub code Official p/t	10.00 p/hr.	31.6650 p/hr.
Plumbing Inspector p/t	10.00 p/hr.	31.6650 p/hr.

#### **DIVISION OF ROADS**

Principal Clerk	18,000	52,076
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#### **HEALTH & WELFARE**

Health Officer	32,000	99,337
Principal Sanitary Inspector	23,000	69,048
Senior Sanitary Inspector	23,000	58,060
Sanitary Inspector	23,000	48,071
Public Health Nurse	15.00 p/hr	30.6442 p/hr.
Registrar Vital Statistics/Admin Clerk	29,751	46,527
Principal Clerk/Typist/Reg. Vital Stats.	15,000	52,076
Principal Clerk/Typist	15,000	52,076
Senior Clerk Typist	18,000	46,374
Clerk/Typist	Min Wage	37,450
Clinic Nurse	8.00 p/hr	19.8052 p/hr.
Environmental Health Specialist	500. per mo	1,329. per mo.

#### **ANIMAL CONTROL**

Animal Control Officer	8.00 p/hr	28.1524 p/hr.
Animal Control Officer, P/T	10.00 p/hr	23.5400 p/hr.
Animal Attendant, P/T	10.00 p/hr	15.3498 p/hr.

#### **RECREATION**

Director of Recreation	38,000	90,069
Recreation Leader	16,000	64,637
Recreation Program Coordinator	16,000	61,506
Principal Clerk/Typist	15,000	52,076
Senior Clerk Typist	18,000	46,374
Clerk Typist,	Min Wage	37,450
Recreation Clerk P/T	10.00 p/hr	20.0000 p/hr
Recreation Aides, P/T,	Min Wage	14.1240 p/hr
Recreation Leader, P/T	Min Wage	23.5400 p/hr
Recreation Maintenance Worker	17.7606 p/hr	26.7967 p/hr

Senior Recreation Maintenance Worker	19.3752 p/hr	26.7373 p/hr
Laborer, P/T	15.6699 p/hr	23.8857 p/hr
Recreation Board Secretary	Min Wage	12.7304 p/hr
Park Attendant p/t	Min Wage	15.4955 p/hr

### **PARKS DEPARTMENT**

Director of Parks	38,000	73,080
Asst. Supervisor Recreation Maint.	16,000	68,480
Recreation Maintenance Worker	17.7606 p/hr	29.2377 p/hr
Senior Recreation Maintenance Worker	19.3752 p/hr	29.9458 p/hr
Laborer	15.6699 p/hr	23.8857 p/hr
Laborer, P/T	10.0000 p/hr	23.8857 p/hr

### **DIAL-A-RIDE**

Supervisor Omni Bus	30,000	42,090
Operator		
Assistant Supervisor Omni Bus	22,000	36,173
Operator		
Omni Bus Operator	10.00 p/hr	18.0363 p/hr
Omni Bus Operator, P/T, Occasional	10.00 p/hr	16.5304 p/hr

### **FIRE SUB-CODE OFFICIAL**

Fire Sub Code Official p/t	1,000	14,275
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### **WATER & SEWER**

Director of Utilities	3,000	107,781
Administrative Clerk	18,000	50,611
Principal Clerk	18,000	50,611
Water Meter Reader	Min wage	17.9622 p/hr
Senior Sewage Plant Operator	25.4403 p/hr	43.2640 p/hr
Water & Sewer Operator	25.4403 p/hr	43.7937 p/hr
Water & Sewer Repairer	23.2875 p/hr	34.3924 p/hr
Laborer	15.6699 p/hr	23.8857 p/hr
Account Clerk	14,000	43,797

### **DEPARTMENT OF PUBLIC WORKS**

Director of DPW	47,356	120,083
Superintendent of Roads	47,356	107,644
Supervisor Roads	38,000	98,323
Assistant Road Supervisor	38,000	74,940
Land Surveyor	38,000	74,940
Senior Construction Inspector	38,000	74,940
Municipal Recycling Coordinator	2,000	4,480
Public Works Inspector	22.3871 p/hr	32.3573 p/hr
Heavy Equipment Operators	25.2954 p/hr	37.6305 p/hr

Mechanics	22.3871 p/hr	34.8825 p/hr
Senior Repairmen/Masons	20.2343 p/hr	39.7699 p/hr
Senior Mechanics	24.2190 p/hr	38.0602 p/hr
Laborer	15.6699 p/hr	24.1726 p/hr
Mechanic's Helper	15.6699 p/hr	24.1726 p/hr
Truck Driver	20.2343 p/hr	31.8507 p/hr
Heavy Truck Driver	21.3107 p/hr	34.7912 p/hr
Supervising Heavy Equipment Operator	26.5500 p/hr	47.2037 p/hr
Engineering Aid	25,000	45,000
Senior Engineering Aid	35,000	66,782
Supervising Diesel Mechanic	24.2190 p/hr	36.5367 p/hr
Garage Attendant	13.5171 p/hr	20.0080 p/hr
Senior Recycling Operator	25.4403 p/hr	32.7518 p/hr
Equipment Operator	22.3871 p/hr	35.3048 p/hr
Road Repairer/Mason	16.7463 p/hr	27.4734 p/hr
Recycling Operator/Seasonal/P/T	16.7463 p/hr	25.9231 p/hr
Diesel Mechanic	22.3871 p/hr	32.3573 p/hr
Building Maint. Worker P/T	Min Wage	17.8401 p/hr
Laborer/P/T	Min Wage	25.5566 p/hr
Principal Clerk	18,000	52,076

#### **PUBLIC LIBRARY**

Library Director	54,154	93,500
Senior Librarian	26.00 p/hr	39.60 p/hr
Librarian	20.10 p/hr	26.00 p/hr
Supervising Library Assistant	15.47 p/hr	24.20 p/hr
Principal Library Assistant	13.30 p/hr	20.27 p/hr
Senior Library Assistant	11.40 p/hr	16.79 p/hr
Library Assistant	8.78 p/hr	14.62 p/hr
Principal Account Clerk	11.40 p/hr	20.13 p/hr
Messenger	81.24 per week	135.40 per week
Building Maintenance Worker	10.00 p/hr	15.00 p/hr

Please be advised that Minimum Wage listed above on all pages reflect State Minimum Wage. In addition, individuals taking minutes for ad hoc, advisory board or regular boards will be paid \$35.00 per meeting.

SECTION FOUR: Normal pay periods for Township employees and officials will be bi-weekly provided that the Township Administrator may establish suitable pay periods as approved by Council or as noted above.

SECTION FIVE: The Township further reserves the right to pay an hourly or salary wage to any new employee between the minimum and maximum amounts set forth in the Ordinance for the title of employment.

SECTION SIX: All Ordinances or parts of Ordinances which may be inconsistent with the terms of the Ordinance are repealed only to the extent of such inconsistency.

SECTION SEVEN: This Ordinance shall take effect after publication and final passage according to law.

**TOWNSHIP COUNCIL OF THE  
TOWNSHIP OF JEFFERSON**

ATTEST:

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**LORI A. HARVIN, Clerk**

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**RICHARD W. YOCUM, President**

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the foregoing Ordinance was introduced and passed by the Township Council at a meeting held on the 7th day of December, 2011, and will be considered for a second reading and final passage at a regular meeting of the Township Council to be held on the 21st day of December, 2011 at 6:00 p.m., at the Municipal Building, located at 1033 Weldon Road, Lake Hopatcong, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

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LORI HARVIN, Clerk

**CERTIFICATION**

I, LORI HARVIN, Clerk of the Township of Jefferson, do hereby certify that the foregoing Ordinance was duly adopted by the Township of Jefferson Council on the 21st day of December, 2011.

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LORI HARVIN, Clerk

INTRODUCED:           December 7, 2011

ADOPTED:             December 21, 2011

RUSSELL W. FELTER, MAYOR

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DATE AND TIME PRESENTED TO MAYOR FOR SIGNATURE: