

Township of South Hackensack
Bergen County, New Jersey

ORDINANCE NO. 2013-06

**AN ORDINANCE TO FIX THE SALARIES, RETAINERS,
AND CONTRACTUAL SERVICE CHARGES OF CERTAIN
OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF
SOUTH HACKENSACK FOR 2013**

BE IT ORDAINED by the Township Committee of the Township of South Hackensack, County of Bergen, New Jersey, as follows:

Section I. Salaries

The salaries and retainers of the officers and employees of the Township of South Hackensack hereinafter named are hereby **fixed for the year 2013, unless specified otherwise, at the sums hereinafter specified:**

Administration

Township Committee Members (5)	2,400
Township Clerk	60,000
Acting Municipal Clerk (per week)	250
Deputy Township Clerk	21,081
Tax Assessor	14,455
Clerk Typist (salary)	12,534
Clerk Typist (hourly)	15-30
Collector of Taxes	41,928
Deputy Collector of Taxes	1,500
Planning Board Attorney (retainer)	2,500
Zoning Board Attorney (retainer)	2,500
Planning Board Secretary	3,642
Adjustment Board Secretary	3,642
Township Attorney-retainer	52,000
Emergency Management Coordinator	4,963
Municipal Housing Liaison	2,975
Shade Tree Commission – Secty.	2,000

Finance

Accounts Payable Clerk/Finance Assistant	25,000-40,000
Acting Municipal Treasurer-hourly	25 per hour
Chief Financial Officer	22,000

Health Dept.

Board of Health Secretary	1,000
Registrar of Vital Statistics	4,000
Dep. Registrar of Vital Statistics	3,490

Municipal Court

Municipal Court Judge	13,000
Municipal Court Administrator	50,000
Deputy Court Administrator/Violations Clerk	\$12-\$16 per hour
Prosecutor	7,500
Public Defender	5,000

Department of Public Works

	2012	2013	2014
Asst. Superintendent	88,305	88,305	88,305
Superintendent	98,760	98,760	98,760
Wastewater License	5,000	5,000	5,000
CPWM Certification	1,500	1,500	1,500
Stormwater Admin.	2,000	2,000	2,000
CPR Compensation	1,400	1,400	1,400
Clothing Allowance	600	600	600
Cleaning Allowance (clothing)	250	250	250
Part-time laborer		15-20.00 per hour	
Part-time snow removal		20.00 per hour	

Police Department

Chief	140,404
Deputy Chief	135,760
Detective Differential	1,000

APPENDIX "A-1" SALARY SCALE			
	Effective 1/1/2010	Effective 1/1/2011	Effective 1/1/2012
Captain	129,527	132,117	134,760
Lieutenant	123,172	125,636	128,148
Serfeant	116,733	119,068	121,449
Patrolman			
After 5 Years	110,344	112,551	114,802
After 4 Years	103,864	105,941	108,060
After 3 Years	95,667	97,580	99,532
After 2 Years	82,787	84,443	86,132
After 1 Year	69,023	70,404	71,812
Balance of 1st Year	51,650	52,683	53,736
Academy Upon Hire	43,456	44,325	45,212
APPENDIX "A-2" SALARY SCALE			
APPLICABLE FOR EMPLOYEES HIRED AFTER JULY 1, 2005			
Captain	129,527	132,117	134,760
Lieutenant	123,172	125,636	128,148
Sergeant	116,733	119,068	121,449
Patrolman			
After 8 Years	110,344	112,551	114,802
After 7 Years	105,540	107,651	109,804
After 6 Years	100,743	102,758	104,813
After 5 Years	93,554	95,425	97,334
After 4 Years	85,051	86,752	88,487
After 3 Years	76,786	78,321	79,888
After 2 Years	68,406	69,774	71,170
After 1 Year	60,027	61,228	62,452
Balance of 1st Year	51,650	52,683	53,736
Academy Upon Hire	43,456	44,325	45,212

Crossing Guards

Crossing Guards – Permanent (annual)	6,000***
Crossing Guards – Temporary (hourly)	13

*** Permanent crossing guards shall be paid \$6000 annually over a 52 week period and shall work on school days at such times as prescribed by the Chief of Police. They shall be entitled to two (2) paid sick days per calendar year. Additional days of missed work shall be deducted from the annual salary at a rate of \$15 per missed hour of work. Crossing Guards shall not be eligible to collect unemployment compensation for periods of time when school is not in session.*Effective July 1, 2013*

Dispatchers

1 st yr. (hired on or after 6/1/98)	26,000
After 1 st yr.	29,000
After 2 nd yr.	32,000
After 3 rd yr.	35,000

After 4 th yr.	40,000
After 5 th yr.	45,000
After 6 th yr.	57,668
Part time – hourly	10-15

Officers of the Volunteer Fire Department

For Administrative Duties:

Chief	2,428
Deputy Chief	1,876
Captain	1,544
Lieutenant (2)	1,324
Training	1,324
Equipment	1,324
LOSAP Officer	1,324

Officers of the Volunteer Ambulance Corps

For Administrative Duties

Chief	1,544
Captain	1,214
1st Lieutenant	992
2 nd Lieutenant	992
Training Officer	882
LOSAP Officer	1,324

Construction Dept.

Construction Dept.

Construction Code Official	7,500
Electrical Sub-Code	7,944
Plumbing Sub-Code	7,944
Fire Sub-Code	5,000
Building Sub-Code	7,500
Zoning Enforcement Officer	6,288
Property Maintenance Inspector (1)	1,500
Technical Assistant	18,207

Fire Prevention Bureau

Fire Prevention Official	15,300
Fire Prevention Inspector/Secretary	6,577
Fire Prevention Inspector	6,365
Fire Prevention Inspectors – First Year	3,182

Recreation Department

Director	3,569
Assistant Director	2,648
Aides	1,530-2,652
Secretary/Treasurer	2,334

Section II. Clothing Allowance

The clothing allowance is hereby fixed for the year 2013, at the following respective sums, hereinafter specified:

Firefighters – Active Pursuant to Section 14-11 of the Township Code	\$600 yearly
Firefighters – Retired prior to January 1, 1991 And pursuant to Section 14-11 of the Township Code	\$225 per year
Firefighters – Retired on or after January 1, 1991 And pursuant to Section 14-11 of the Township Code	\$350 per year
Firefighters – Retired on or after January 1, 2002 Having served as firefighters for at least 25 full Consecutive years and pursuant to Section 14-11 Of the Township Code	the same amount of clothing allowance paid to active firefighters
Ambulance Corps – Active as defined by the Ambulance Corps bylaws	\$600
Ambulance Corps – Retired after 25 years of Service as defined by the Ambulance Corps bylaws	\$225
Ambulance Corps – Retired on or after January 1, 2008 having served as ambulance corps for at least 25 full consecutive years and pursuant to Section 14-11 of the Township Code	the same amount of Clothing allowance paid to active ambulance members at time of retirement

Section III. Holidays

(a) All full time personnel shall receive time off with pay for the following holidays:

- | | |
|----------------------------------|-------------------|
| 1. New Year's Day | 9. Columbus Day |
| 2. Martin Luther King's Birthday | 10. Election Day |
| 3. Lincoln's Birthday | 11. Veterans' Day |

- | | |
|---------------------|-------------------------------|
| 4. Presidents' Day | 12. Thanksgiving Day |
| 5. Good Friday | 13. Friday after Thanksgiving |
| 6. Memorial Day | 14. Christmas Eve (1/2 day) |
| 7. Independence Day | 15. Christmas Day |
| 8. Labor Day | 16. New Year's Eve (1/2 day) |

(b) Should a holiday fall on a Saturday or Sunday, it may be celebrated and compensated accordingly on the day preceding or the day following such a holiday at the discretion of the employer.

(c) This section shall not apply to any employee who has either contracted either individually or as part of a bargaining unit with the Township of South Hackensack, containing terms contradictory to those terms contained in this section; in such cases, the terms of such contract shall prevail and any such employee governed by that contract shall be paid or benefited as more specifically provided therein.

Section IV. Personal Days

(a) Each full time employee shall receive three (3) Personal Days subject to Department Head approval. Said days must be used within the year or will be deemed waived.

(b) This section shall not apply to any employee who has either contracted either individually or as part of a bargaining unit with the Township of South Hackensack, containing terms contradictory to those terms contained in this section; in such cases, the terms of such contract shall prevail and any such employee governed by that contract shall be paid or benefited as more specifically provided therein.

Section V. Longevity

Certain employees who have qualified for the same as hereinafter provided shall receive additional compensation known as "Longevity Pay" in addition to their regular salary which shall be paid in increments added to their installments of regular salary. The amount of such "Longevity Pay" shall be calculated on the first day of each year. For the purpose of calculating the number of years during which a qualifying employee has been employed, the first year of employment shall be counted only if the employee commenced employment before the first day of July in that first year. Specifically excluded from the payment of longevity compensation as provided herein shall be any employee whose employment has been contracted with the Township either individually or as part of a bargaining unit if that employee's contract contains terms governing compensation for longevity contradictory to those contained herein; in that case, the terms of the contract shall prevail and such employee whose employment has been so contracted shall be compensated for longevity as provided in his or her contract.

Longevity pay shall be paid to each of the three qualifying classes of employees as follows:

1. Every full-time employee hired before January 1, 1996, and having been in the continuous, uninterrupted employment of the Township since such hiring shall be entitled to the following:

- a. One (1%) percent after one (1) year and up to and including four (4) years of full time service.
- b. Two (2%) percent after four (4) years of full time service.
- c. Four (4%) percent after eight (8) years of full time service.
- d. Six (6%) percent after twelve (12) years of full time service.
- e. Eight (8%) percent after sixteen (16) years of full time service.
- f. Ten (10%) percent after twenty years of full or part time service, which shall be the maximum longevity payment any full time or part time employee with twenty years of service shall be entitled.

2. Every full-time employee hired on or after January 1, 1996, having been in the continuous, uninterrupted employment of the Township since such hiring shall be entitled to the following:

- a. One-half (1/2%) percent after one (1) year and up to and including four (4) years of full time service.
- b. One (1%) percent after four (4) years of full time service.
- c. Two (2%) percent after eight (8) years of full time service.
- d. Three (3%) percent after twelve (12) years of full time service.
- e. Four (4%) percent after sixteen (16) years of full time service.
- f. Five (5%) percent after twenty years of full or part time service, which shall be the maximum longevity payment any full time or part time employee with twenty years of service shall be entitled.

3. Every full or part-time employee having been in continuous, uninterrupted employment of the Township as either a full or part-time employee or both for more than 20 years shall be entitled to the following:

- a. Ten (10%) percent after twenty years of full or part time service for employees hired before January 1, 1996 and Five (5%) percent after twenty years of full or part time service for employees hired on or after January 1, 1996, which shall be the maximum longevity payment any full time or part time employee with twenty years of service shall be entitled.

Section VI. Dispatcher Hours of Work/Overtime/Holidays

- (a) Full time dispatchers work schedule shall be five days of work, followed by two days off. The work chart and schedule shall be prepared by the Police Chief.
- (b) Full time dispatchers shall be paid overtime (time and one half) for all work performed in excess of eight (8) hours in any day.

- (c) Full time Dispatchers shall be paid an additional day's pay should due to scheduling, they work one of the holidays listed in Section III.
- (d) If a full time dispatcher is not scheduled to work a Holiday, there will be no additional compensation.

Section VII. Election Compensation

- (a) Full time employees shall be compensated in addition to any regular compensation and /or time off as follows:
 - 1. All work performed beyond the regular workday to perform the functions necessary to conduct a primary, school or special election shall be compensated at a rate of \$100 per election.
 - 2. All work performed beyond the regular workday to perform the functions necessary to conduct a General Election shall be compensated at a rate of \$300 per election.

Section VIII. Vacation

(a) Full time employees of the Township of South Hackensack shall be entitled to an annual vacation period according to length of service as follows:

First year after six (6) months of service	one (1) week vacation
Two (2) through five (5) years of service	two (2) weeks vacation
Six (6) through twelve (12) years of service	three (3) weeks vacation
Thirteen (13) through sixteen (16) years of service	four (4) weeks vacation
more than Sixteen (16) years	five (5) weeks vacation

(b) Vacation must be taken during each current year and shall not be cumulative, unless approved by the Township Committee prior to the end of the year.

(c) This section shall not apply to any employee who has either contracted either individually or as part of a bargaining unit with the Township of South Hackensack, containing terms contradictory to those terms contained in this section; in such cases, the terms of such contract shall prevail and any such employee governed by that contract shall be paid or benefited as more specifically provided therein.

Section VII. Funeral Leave

(a) Each full time employee shall be entitled to be absent without loss of pay because of attendance at the funeral of any of the following named relatives:

- 1. One (1) day absence with full pay while attending the funeral of an uncle, aunt,

brother-in-law, sister-in-law, niece, and nephew.

2. Five (5) days absence with full pay in the event of the death of the employees spouse, child, mother, father, grandchild, brother, sister, parents-in-law, grandparents, grandparents-in-law, or another relative member of the employees household. The employer reserves the right to verify the legal relationship of the family member of the employee.

(b) This section shall not apply to any employee who has either contracted either individually or as part of a bargaining unit with the Township of South Hackensack, containing terms contradictory to those terms contained in this section; in such cases, the terms of such contract shall prevail and any such employee governed by that contract shall be paid or benefited as more specifically provided therein.

Section X. Accumulated Sick Time

(a) Full time employees shall accumulate sick days on the basis of sixteen (16) days of such leave per year. Unused sick days may be accumulated from year to year according to the following schedule:

1. After twenty-five (25) years of full time service to the Township, or twenty-five (25) years of PERS service, a full time employee shall be compensated for unused sick days to a maximum of ninety-five (95) days.

2. After twenty (20) years of full time service, each employee who is separated due to voluntary resignation or retirement shall be compensated for one half of the unused accumulated sick days to a maximum of seventy-five (75) days.

3. After fifteen (15) years of full time service, each full time employee who is separated due to voluntary resignation or retirement shall be compensated for one half of the unused accumulated sick days to a maximum of sixty (60) days.

4. After ten (10) years of full time service, each full time employee who is separated due to voluntary resignation or retirement, shall be compensated for one half unused accumulated sick days to a maximum of forty-five (45) days.

5. After five (5) years of full time service, each full time employee who is separated due to voluntary resignation or retirement, shall be compensated for one quarter unused accumulated sick days to a maximum of twenty-two and one half (22 1/2) days.

(b) There will be no compensation paid to an employee who is separated due to voluntary resignation under five years of service, or is terminated for cause or required to resign as an alternative to disciplinary action.

(c) When a full time employee has depleted his accumulated sick days, vacation, or other accumulated time for any bona fide illness, not in the line of duty, the Township Committee may pass a Resolution granting the employee up to three months sick leave with pay each year which

shall include any sick days accumulated during the current year.

(d) Any full time employee entitled to ninety-five (95) accumulated sick days shall serve notice in writing to the Township Clerk by January 15th of the retirement year. Upon retirement, the ninety-five (95) days compensation will be based on their base pay for that year. Credit toward accumulated sick days will be based on unused sick days as of the year 1973.

(e) This section shall not apply to any employee who has either contracted either individually or as part of a bargaining unit with the Township of South Hackensack, containing terms contradictory to those terms contained in this section; in such cases, the terms of such contract shall prevail and any such employee governed by that contract shall be paid or benefited as more specifically provided therein.

Section XI.

(a) Salaries, retainers, compensation or benefits provided for herein shall be retroactive to January 1, 2013, except where noted otherwise, except as to any employee who has either contracted either individually or as part of a bargaining unit with the Township of South Hackensack and whose contract provides otherwise.

Section XII.

(a) All parts of Ordinances inconsistent with this Ordinance are hereby amended to the extent of such inconsistencies and this Ordinance shall take effect after passage and publication as provided by law.

Approved:

Attest:

Frank Cagas, Mayor

Donna L. Gambutti, Township Clerk

Date of Introduction: June 13, 2013

Motion: Brugger

Second: Eckel

Roll Call Vote: Brugger, Cagas, Eckel, Regan & Stefano

Adoption: July 11, 2013

Motion: Brugger

Second: Cagas

Roll Call Vote: Brugger, Cagas, Eckel, Regan & Stefano