

**TOWNSHIP OF WARREN
ORDINANCE NO. 20-26**

AN ORDINANCE TO FIX AND DETERMINE SALARY AND WAGE RANGES AND OTHER COMPENSATION AND PERSONNEL BENEFITS TO BE PAID TO CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF WARREN IN THE COUNTY OF SOMERSET, AND AMENDING ORDINANCE 04-28, ORDINANCE 04-36 , AND ORDINANCE 05-17, ORDINANCE 07-66 and ORDINANCE 16-04.

BE IT ORDAINED by the Township Committee of the Township of Warren, in the County of Somerset and State of New Jersey, as follows:

1. In accordance with N.J.S.A. 40A:9-165, the governing body of a municipality, by ordinance, shall fix and determine the salaries, wages and other compensation to be paid to its officers and employees.

2. The ranges for salaries or wages to be paid to the following officers and employees of the Township of Warren are hereby fixed and determined as set forth below. Actual salaries shall be established from time to time by Resolution of the Township Committee or by the Township Administrator, as appropriate, subject to the constraints of the Township Budget, and Personnel Policies and contracts previously approved by the Township Committee as amended from time to time. Actual salaries as established by Resolution shall be at amounts or rates not less than the respective minimum nor more than the respective maximum, as follows:

35 HOUR WORKWEEK STRUCTURE:

GRADE & TITLE	MINIMUM	MIDPOINT	MAXIMUM
GRADE 15:	\$120,000	\$170,000	\$215,000
TOWNSHIP ADMINISTRATOR			
GRADE 14:	\$90,000	\$115,000	\$135,000
CONSTRUCTION OFFICIAL DIRECTOR			
GRADE 13:	\$90,000	\$102,000	\$115,000
CHIEF FINANCIAL OFFICER TOWNSHIP CLERK			
GRADE 12:	\$70,000	\$100,000	\$120,000
CERT ENVIRO HEALTH SPECIALIST TAX ASSESSOR P.T. ELECTRICAL SUBCODE OFFICIAL MUNICIPAL COURT ADMIN. RECREATION DIRECTOR TAX COLLECTOR P.T. HUMAN RESOURCES DIRECTOR			
GRADE 11:	\$70,000	\$88,000	\$98,000
HUMAN RESOURCES MANAGER ENGINEERING TECHNICIAN ASS'T BLDG. SUBCODE OFFICIAL			

GRADE & TITLE	MINIMUM	MIDPOINT	MAXIMUM
GRADE 10:	\$65,000	\$75,000	\$85,000
BLDG/ELECTRICAL INSPECTOR			
ENGINEERING INSPECTOR			
P.T. FIRE SUBCODE OFFICIAL	\$45/HR	\$52/HR	\$60/HR
FIRE MARSHAL P.T. 15 HRS/WEEK	\$30/HR	\$40/HR	\$55/HR
GRADE 9:	\$58,000	\$75,000	\$85,000
LAND USE COORDINATOR			
ASS'T PURCHASING AGENT			
ASS'T TO TAX COLLECTOR			
ADMINISTRATIVE ASSISTANT			
DEPUTY TOWNSHIP CLERK			
EXECUTIVE ASSISTANT			
SR. RECORDS SPEC. POLICE			
TECHNICAL ASSISTANT			
MUNICIPAL COURT JUDGE			
GRADE 8:	\$40,000	\$55,000	\$65,000
ADMINISTRATIVE SECRETARY			
ASS'T TO THE TOWNSHIP CLERK			
RECREATION PROGRAM COORD.			
DEPUTY COURT ADMINISTRATOR			
PAYROLL COORDINATOR FT			
ASSISTANT TAX ASSESSOR FT			
GRADE 7:	\$35,000	\$45,000	\$60,000
CLERK REGISTRAR – BD OF HEALTH			
OFFICE ASS'T / SECRETARY			
SECRETARY			
ACCOUNT CLERK			
VIOLATIONS CLERK – MUNI COURT			
GRADE 6:	\$27,000	\$37,000	\$47,000
RECEPTIONIST – PT			
SECRETARY – RECORDS/POLICE PT			
BUILDING INSPECTOR PT	\$35/HR	\$40.00/HR	\$45/HR
OEM COORDINATOR PT	\$8,000	\$15,000	\$20,000
PAYROLL COORDINATOR PT	\$24/HR	\$34/HR	\$44/HR
ZONING ENFORCEMENT OFFICER PT			
ANNUAL \$....	\$15,000	\$20,000	\$30,000
HOURLY \$....	\$19.23/HR	\$25.64/HR	\$38.46/HR
FIRE INSPECTOR	\$25/HR	\$30/HR	\$45/HR
ACCTS PAYABLE & RECEIVABLE COORD PT	\$22/HR	\$28/HR	\$35/HR
SECRETARY PT	\$20/HR	\$30/HR	\$35/HR
ASSISTANT TO TAX ASSESSOR PT	\$25/HR	\$30/HR	\$40/HR
GRADE 5:	MIN. WAGE 2020 \$11.00/HR	BY LAW: 2022 \$13.00/HR	2024 \$15.00/HR
CLERK TYPIST PT			
SEASONAL HELP PT....			
<i>Summer Recreation Assistant</i>			
<i>Admin Summer Office Assistant</i>			
<i>DPW Summer Laborers</i>			

GRADE & TITLE	MINIMUM	MIDPOINT	MAXIMUM
MISCELLANEOUS POSITIONS:			
TOWNSHIP COMMITTEE	\$7,000		\$12,000
TOWNSHIP ATTORNEY	\$15,000		\$30,000
TAX COLLECTOR PT	\$25,000		\$45,000
ZONING OFFICER	\$10,000		\$25,000
40-HOUR WORK WEEK STRUCTURE:			
GRADE 15A	\$130,000	\$165,000	\$215,000
CHIEF OF POLICE			
GRADE 14A	\$90,000	\$120,000	\$146,000
SUPERINTENDENT OF PUBLIC WORKS			
GRADE 13A	\$75,000	\$97,000	\$119,000
ASS'T SUPERINTENDENT DPW			
DEPARTMENT OF PUBLIC WORKS:			
GRADE 12A	\$42.17		\$43.65
FOREMAN - MECHANIC			
GRADE 11A	\$41.14		\$42.58
FOREMAN - BLDGS & GROUNDS			
GRADE 10A	\$40.46		\$41.88
FOREMAN - ROADS			
GRADE 9A	\$35.79		\$37.04
EQUIPMENT OPERATORS			
GRADE 8A	\$35.47		\$36.71
MECHANICS			
GRADE 7A	\$33.42		\$34.59
BLDGS & GROUNDS MAINTAINER			
GRADE 6A	\$32.89		\$34.04
UTILITY PERSON			
GRADE 5A	\$32.41		\$33.54
TRUCK DRIVERS			
GRADE 4A	\$27.32		\$28.28
CUSTODIANS			
GRADE 3A			
LABORER	\$17.00		\$24.00
JUNIOR LABORER	\$11.00		\$15.00
DISPATCHERS:			
<i>PER CONTRACT, SALARY GUIDE USED FOR DISPATCHERS HIRED AFTER MAY 1, 2016. EXISTING DISPATCHERS NOT IN GUIDE.</i>			
DISPATCHER / STEP 6	\$49,500		\$55,000
DISPATCHER / STEP 5	\$47,300		\$52,800
DISPATCHER / STEP 4	\$45,100		\$50,600
DISPATCHER / STEP 3	\$42,900		\$48,400
DISPATCHER / STEP 2	\$40,700		\$46,200
DISPATCHER / STEP 1	\$38,500		\$44,000
<i>PER CONTRACT AGREEMENT DATED JUNE 18, 2020</i>			
DISPATCHERS / CURRENT	\$55,000		\$90,000

3. The normal full-time work week for all clerical and administrative employees shall be 35 hours, or 1,820 hours per year. The normal full-time work week for all Police and Public Works personnel shall be 40 hours per week, or 2,080 hours per year. The Township Administrator may approve other matters concerning work schedules in consultation with Department Supervisors.

4. Overtime-All Personnel

Any employees, other than an elected or appointed official or an executive, administrative or professional employee as defined by 29CFR part 541 and as provided in Section 13(a) of the Fair Labor Standards Act, who are required to work overtime shall be compensated at a rate of one times salary up to 40 hours per week and one and one-half times salary for hours over 40 per week at an hourly rate of pay to be established as follows:

- For a full-time salaried employee who works a 40-hour week, the hourly rate shall be determined by dividing the annual salary by 2,080.

- For a full-time salaried employee who works a 35-hour week the hourly rate shall be determined by dividing the annual salary by 1,820;

ANNUAL SALARY DIVIDED BY 1,820 EQUALS HOURLY RATE.

The regular hours to be worked for full-time and part-time salaried employees shall be established by the Township Administrator.

Overtime shall be paid on the following basis:

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|----|-----------------------|------------|
| 1. | 15 minutes or less | no pay |
| 2. | 16 through 30 minutes | ½ hour pay |
| 3. | 31 through 45 minutes | ¾ hour pay |
| 4. | 46 through 60 minutes | 1 hour pay |

No overtime shall be paid unless authorized in advance by the employee's division or Department Head, Supervisor or the Township Administrator, unless an emergency situation exists. Overtime worked shall be recorded electronically or by other authorized methods, which shall be used to determine actual time worked. The Township Administrator may approve compensatory (comp) time in lieu of paid overtime if said approval is in the economic interests of the Township and if consistent with applicable contracts, Personnel Policies and law.

Other provisions regarding overtime shall be governed by the Personnel Policies, the Fair Labor Standards Act, existing Labor contracts, policies and other appropriate laws and regulations.

5. Employees shall be granted vacation, sick time and holiday benefits in accordance with the Personnel Policy, State and Federal law, other Township policies, regulations and any labor contracts that are in effect at the time the benefits are to be granted. Effective October 29, 2018, NJ Governor signed P.L. 2018 Chapter 10 which shall apply.

6. Each full time salaried and full time hourly employee who works at least thirty-five (35) hours per week (or the hours as may be established by the Rules of the N.J. State Health Benefits Plan, if said Rules are different) shall receive medical insurance coverage through a standard plan (the "Standard Plan") as offered for major medical coverage and hospitalization for employees and their dependents and dental insurance for the employee only and dependents,

shall pay contributions as authorized by the Township Committee or applicable labor contracts.

The above coverage is contributory on the part of the employee at such amounts as are determined PURSUANT TO CHAPTER 78 OF P.L. 2010 annually by the Township Committee or as established in labor contracts. Any employee covered by an HMO shall contribute the amount of the premium which exceeds the amount paid for coverage under the Standard Plan provided by the Township. The Standard Plan referred to above shall be the ****Direct 15** Plan (see below) offered by the State Health Benefits Plan or another insurance plan selected by the Township Committee.

In addition to the benefits described above, employees shall receive benefits through the Public Employee Retirement System (PERS), Police and Fire Retirement System (PFRS), or the Defined Contribution Plan (DCRP) or other pension systems that some or all employees may be enrolled in or as further described in section 7 of the Personnel Policy.

******Any employee hired after August 15, 2007, or as may be described in applicable labor contracts shall be enrolled in the New Jersey Direct 15 offered by the State Health Benefits Plan, or a similar plan selected by the Township Committee. An employee hired after August 15, 2007, may select HMO coverage. The employee must contribute to the difference in cost in order to obtain a higher level coverage, i.e., Direct 10 or HMO coverage.

Other benefits may be offered by the Township subject to employee contribution through payroll deductions, or on a noncontributory basis as determined from time to time by the Township Committee at their sole discretion.

Employees, pursuant to the provisions of Chapter 2 2010, shall contribute a minimum of 1.5% of their salary for Health Insurance coverage as described by the approved labor contract and as further described in Resolution 2010-110 or as amended.

7. Administration:

The administration of the salary and wage plan established by this Ordinance shall be the responsibility of the Township Administrator or designee. The Township Committee, from time to time, upon consultation with or recommendation of the Township Administrator, may establish additional personnel policies or modify existing policies covering holidays, vacations and other regulations governing and regulating personnel of the Township. These policies shall be established by Resolution, and shall be made available to existing and potential employees in a format to be determined by the Township Administrator.

8. All ordinances or parts of ordinances inconsistent with the provision of this Ordinance are hereby repealed.

9. The salary and wage ranges established herein shall be effective following final passage and publication, in accordance with N.J.S.A. 40A:9-165 and 40A:5-49 and shall continue until subsequently amended.

10. All provisions set forth herein are subject to the provisions of the Personnel Policy of the Township of Warren and other Township policies and regulations. The above is also subject to modification and amendment at the pleasure of the Warren Township Committee and further subject to the provisions of any and all collective bargaining agreement(s) that are in effect or come into effect in the future. All policies shall be consistent with Federal and State law. Any

discrepancy between the terms of this Ordinance and the Personnel Policy of the Township of Warren and other Township policies and regulations, as modified and amended in the future, will be resolved in the favor of the said Personnel Policy and other Township policies and regulations. This Ordinance is not intended to set forth all benefits of employment, but only selected items thereof.

ATTEST:

TOWNSHIP OF WARREN

Cathy Reese, RMC

Michael C. Marion, Mayor

INTRODUCED: November 19, 2020

ADOPTED: December 10, 2020

EFFECTIVE: December 17, 2020