

**TOWNSHIP OF WARREN
ORDINANCE NO. 2011-01**

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 AMENDS ORDINANCE 04-28, ORDINANCE 04-36 , AND ORDINANCE 05-17, AND ORDINANCE 07-66.

BE IT ORDAINED by the Township Committee of the Township of Warren, in the County of Somerset and State of New Jersey in accordance with N.J.S.A. 40A:9-165, as follows:

1. The ranges for salaries or wages to be paid to the following officer's and employees of the Township of Warren are hereby fixed and determined and the officer's and employee's 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, at amounts or rates not less than the respective minimum nor more than the respective maximum, as follows:

35 HOUR WORKWEEK STRUCTURE:

TITLE	MINIMUM	MIDPOINT	MAXIMUM
GRADE 12:	\$94,818	\$123,251	\$151,684
TOWNSHIP ADMINISTRATOR			
GRADE 11:	\$75,782	\$98,553	\$121,323
CONSTRUCTION OFFICIAL			
GRADE 10:	\$62,891	\$81,806	\$100,721
CHIEF FINANCIAL OFFICER			
TOWNSHIP CLERK			
GRADE 9:	\$53,855	\$69,517	\$85,179
ASSESSOR P.T. / F.T.			
TAX COLLECTOR			
RECREATION DIRECTOR			
CERTIFIED ENVIRO. HLTH SPEC PT/FT			
GRADE 8:	\$46,144	\$59,035	\$71,927
COURT ADMINISTRATOR			
ENGINEERING TECHNICIAN			
SUBCODE OFFICIAL			
SUBCODE INSPECTOR			
FIRE MARSHAL PT.			

GRADE & TITLE	MINIMUM	MIDPOINT	MAXIMUM
GRADE 7:	\$40,843	\$51,927	\$63,011
EXECUTIVE ASSISTANT			
ADMINISTRATIVE ASSISTANT			
ASS'T. PURCHASING AGENT			
ENGINEERING INSPECTOR			
TECHNICAL ASSISTANT			
DEPUTY TOWNSHIP CLERK			
FIRE INSPECTOR PT			
MUNICIPAL COURT JUDGE			
GRADE 6 – SEE GRADE 6A			
GRADE 5:	\$32,891	\$41,084	\$49,276
ADMINISTRATIVE SECRETARY			
ASSISTANT TO ASSESSOR			
DEPUTY COURT ADMINISTRATOR			
SECRETARY			
GRADE 4:	\$29,638	\$36,987	\$44,337
ACCOUNT CLERK			
VIOLATIONS CLERK MUNI CT.			
CLERK/REGISTRAR			
CLERK TO BOARD OR COMMISSION I.E. PLANNING BOARD OR BD OF AD.			
SR. ACCOUNTS CLERK			
CLERK TYPIST			
***GRADE 3:	\$21,325	\$26,626	\$35,000
RECEPTIONIST			
SECRETARY – RECORDS/POLICE			
SR. RECORDS SPECIALIST-POLICE			
GRADE 2:	\$19,156	\$23,976	\$28,795
GRADE 1:	\$17,229	\$21,566	\$25,903

GRADE & TITLE	MINIMUM	MIDPOINT	MAXIMUM
MISCELLANEOUS POSITIONS:			
PUBLIC DEFENDER	\$10,000		\$25,000
TOWNSHIP ATTORNEY	\$15,000		\$30,000
MUNICIPAL PROSECUTOR	\$20,000		\$35,000
ANIMAL CONTROL OFFICER	\$12,000		\$22,000
DATA PROCESSING COORDINATOR P.T.	\$5,000		\$20,000
TOWNSHIP COMMITTEE	\$5,000		\$8,000
ZONING ENF OFFICER PT	\$10,000		\$20,000
PUBLIC WORKS HOURLY EMPLOYEES			
	CURRENT		
ASST. MECHANIC/UTILITY PERSON	26.14		
BLDG. & GROUNDS MAINTAINER	26.56		
CUSTODIAN	VACANT		
EQUIPMENT OPERATOR	28.44		
FOREMAN	32.16		
JR. LABORER	\$7.50-\$14.00		
LABORER	18.73		
MECHANIC	30.74		
MECHANIC FOREMAN	33.52		
TRUCK DRIVER	25.14		
CUSTODIAN PART TIME	21.09		
HOURLY EMPLOYEES			
	MINIMUM	MAXIMUM	
ACCOUNT CLERK P.T.	\$7.50	\$24.00	
CLERK TYPIST P.T.	\$7.50	\$24.00	
DISPATCHER P.T.	\$15.00	\$25.00	
FIRE INSPECTOR P.T.	\$28.00	\$30.00	
PLAYGROUND ASST.	\$7.15	\$15.00	
POLICE MATRON P.T.	\$15.00	\$25.00	
ZONING ENFORCEMENT OFFICER P.T.	\$20.00	\$30.00	
SUBCODE INSPECTOR P.T.	\$20.00	\$35.00	
FIRE MARSHAL P.T.	\$25.00	\$40.00	
ASSISTANT TO TAX ASSESSOR	\$21.00	\$23.00	
CERTIFIED ENVIRO. HLTH. SPEC P/T	\$8,000	\$12,000	

40 HOUR WORKWEEK STRUCTURE:

GRADE AND TITLE	MINIMUM	MIDPOINT	MAXIMUM
GRADE 12A	\$108,363	\$140,858	\$173,354
POLICE CHIEF			
GRADE 11A	\$86,608	\$112,632	\$138,655
SUPERINTENDENT DPW			
GRADE 10A	\$71,875	\$93,492	\$115,110
ASSIST SUPERINTENDENT DPW			
GRADE 9A	\$61,548	\$79,448	\$97,348
GRADE 8A	\$52,736	\$67,469	\$82,202
GRADE 7A	\$46,677	\$59,345	\$72,013
GRADE 6 A			
DISPATCHER / STEP 6	\$45,000	\$52,185	\$65,000
DISPATCHER / STEP 5	\$43,000	\$52,185	\$62,925
DISPATCHER / STEP 4	\$41,000	\$52,185	\$62,925
DISPATCHER / STEP 3	\$39,000	\$52,185	\$62,925
DISPATCHER / STEP 2	\$37,000	\$52,185	\$62,925
DISPATCHER / STEP 1	\$35,000	\$52,185	\$62,925
GRADE 5A			
ADMINISTRATIVE SECRETARY	\$37,590	\$46,953	\$56,316
GRADE 4A	\$33,872	\$42,271	\$50,670
GRADE 3A	\$24,371	\$30,430	\$38,003
GRADE 2A	\$21,893	\$27,401	\$32,908
GRADE 1A	\$19,690	\$24,647	\$29,604

2. 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 schedule's in consultation with Department Supervisors.

3. **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 is 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 time salary for hours over 40 per week at an hourly rate of pay to be established as follows (Full-time salaried employee who works a 40 hour week):

- Overtime between 35-40 hours shall be paid at straight time.*

-Annual salary divided by 2,080 equals hourly rate.

-Full-time salaried employee who works a 35 hour week;
-annual salary divided by 1,820 equals hourly rate.

Part-time salaried employee and annual hours for fixed salary to be worked as established by the Township Administrator.

Overtime shall be paid on the following basis:

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

Time cards or time sheets shall be used to determine actual time worked.

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 reported on time sheets. The Township Administrator may approve comp time in lieu of paid overtime if said approval is in the economic interests of the Township and if consistent with applicable contracts or personal 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.

4. Employees shall be granted vacation, sick time and holiday benefits in accordance with the Personnel Policies, other Township policies and regulations and labor contracts that are in effect or become effective in the future.
5. 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 the same are different) shall receive medical insurance coverage through a standard plan as offered for major medical coverage and hospitalization for employees and their dependents and dental insurance for the employees only, except as otherwise provided by labor contracts or as established by the Warren Township Committee from time to time.

The above coverage may be contributory on the part of the employee at such amounts that are determined annually by the Township Committee or as established in labor contracts. The Township Committee may establish a charge for dependent coverage in the State Health benefits Plan traditional plan as authorized by Section 9.2.D of the 1993 N.J. Public Employees Benefits Manual as heretofore supplemented and amended, or as supplemented or amended in the future and 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 above coverage is in addition to coverage provided by 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 is further described in section of the personnel policy.

The standard plan referred to above shall be the ****Direct 15** (see below) offered by the State Health Benefits Plan or another insurance plan selected by the Township Committee.

****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 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. Employees hired before August 15, 2007 or as may be further described in applicable labor contracts, may enroll in HMO coverage but must pay the difference between Direct 10 and the 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 of P.L. 2010 shall contribute 1.5% of their salary for Health Insurance coverage as described by the approved labor contract and as further described in the Resolution 2010-110 or as amended.

Employees may waive coverage and receive a stipend as further provided in Resolution 2008-239 & 2010-110 as amended and consistent with law.

6. **Administration:**

The administration of the salary and wage plan established by this Ordinance shall be the responsibility of the Township Administrator. 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 may be established by Resolution, and shall be made available to existing and potential employees in a format to be determined by the Township Administrator.

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

8. 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.

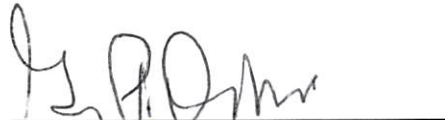
9. All provisions set forth herein are subject to the provisions of the Personnel Policy of the Township of Warren and other Township policies and regulations, the same being subject to modification and amendment at the pleasure of the Warren Township Committee and further subject to the provisions of any and all collective bargaining agreement(s) that are in effect or come into effect in the future. 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. For all terms of employment, an employee must look to the Personnel Policy of the Township of Warren and other Township policies, rules and regulations.

ATTEST:

WARREN TOWNSHIP



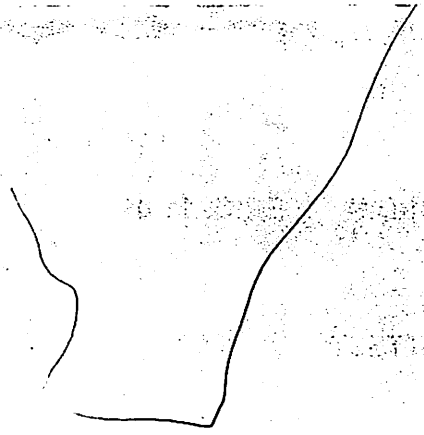
Patricia A. DiRocco, RMC
Township Clerk



Gary P. DiNardo, Mayor

INTRODUCED: February 17, 2011
ADOPTED March 17, 2011
EFFECTIVE March 24, 2011

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