

TOWNSHIP OF SOUTH HACKENSACK  
BERGEN COUNTY, NEW JERSEY

**ORDINANCE NO. 2010-11**

**AN ORDINANCE TO FIX THE SALARIES,  
RETAINERS, AND CONTRACTUAL SERVICE  
CHARGES OF CERTAIN OFFICERS AND  
EMPLOYEES OF THE TOWNSHIP OF SOUTH  
HACKENSACK FOR 2010**

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 2010, unless specified otherwise, at the sums hereinafter specified:

Administration

Township Committee Members (5)	2,400
Township Clerk	73,216
Deputy Township Clerk	37,260
Tax Assessor	13,103
Clerk typist	10,000
Collector of Taxes	18,734
Planning Board Attorney (retainer)	2,500
Zoning Board Attorney (retainer)	2,500
Planning Board Secretary	3,000
Adjustment Board Secretary	3,000
Insurance Fund Commissioner	3,163
Township Attorney (salary)	40,000
Emergency Management Coordinator	4,499
Municipal Housing Liaison	1,500

Finance

Treasurer	55,000
Chief Financial Officer (until 3/31/10)	13,498
Chief Financial Officer (effective 4/1/10)	5,000

Health Dept.

Board of Health Secretary	1,265
Registrar of Vital Statistics	2,531
Dep. Registrar of Vital Statistics	3,163

Municipal Court

Municipal Court Judge	13,000
Municipal Court Administrator	41,101
Deputy Court Administrator/Violations Clerk	\$12-\$16 per hour
Prosecutor	7,500
Public Defender	5,000

Department of Public Works

	2008	2009	2010
1st year	30,000	30,000	30,000
2 <sup>nd</sup> year	35,000	35,000	35,000
3 <sup>rd</sup> year	40,000	40,000	40,000
4 <sup>th</sup> year	44,378	44,953	45,551
5 <sup>th</sup> year	48,756	49,906	51,102
6 <sup>th</sup> year	53,134	54,859	56,653
7 <sup>th</sup> year	64,695	67,283	69,974

Laborer (top step)	64,695	67,283	69,974
Mechanic	70,153	72,959	75,877
Asst. Superintendent	78,503	81,643	84,909
Superintendent	87,797	91,309	94,962
Wastewater License		1,000	1,000
CPR Compensation		1,400	1,400
Emergency Medical Technician (EMT)		1,000	1,000
Part-time laborer			10.00 per hour
Part-time snow removal			10.00 per hour
<u>Crossing Guards</u>			
Crossing Guards-Salary		8,328	
Crossing Guards-Hourly			10.00 per hour
<u>Dispatchers</u>			
1 <sup>st</sup> yr. (hired on or after 6/1/98)		26,000	
After 1 <sup>st</sup> yr.		29,000	
After 2 <sup>nd</sup> yr.		32,000	
After 3 <sup>rd</sup> yr.		35,000	
After 4 <sup>th</sup> yr.		40,000	
After 5 <sup>th</sup> yr.		45,000	
After 6 <sup>th</sup> yr.		51,245	
Part time – hourly			12.00 per hour
<u>Officers of the Volunteer Fire Department</u>			
<u>For Administrative Duties:</u>			
Chief		2,380	
Deputy Chief		1,839	
Captain		1,514	
Lieutenant (2)		1,298	
Training		1,298	
Equipment		1,298	
LOSAP Officer		1,298	
<u>Officers of the Volunteer Ambulance Corps</u>			
<u>For Administrative Duties</u>			
Chief		1,514	
Captain		1,190	
1st Lieutenant		973	
2 <sup>nd</sup> Lieutenant		973	
Training Officer		865	
LOSAP Officer		1,298	
<u>Construction Dept.</u>			
<u>Construction Dept.</u>			
Construction Code Official		7,500	
Electrical Sub-Code		7,788	
Plumbing Sub-Code		7,788	
Fire Sub-Code		7,400	
Building Sub-Code		7,500	
Zoning Enforcement Officer		6,165	
Property Maintenance Inspector (1)		3,500	
Technical Assistant			12,000-15,000
<u>Fire Prevention Bureau</u>			
Fire Prevention Official		15,000	
Fire Prevention Inspector/Secretary		6,448	
Fire Prevention Inspector		6,240	
Fire Prevention Inspectors – First Year		3,120	

Recreation Department

Director	3,569
Assistant Director	2,596
Aides	1,500-2,600
Secretary/Treasurer	2,288

Section II. Clothing Allowance

The clothing allowance is hereby fixed for the year 2010, 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, 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, 2010, 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:

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James Anzevino, Mayor

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Linda LoPiccolo, Township Clerk

Date of Introduction: *November 10, 2010.*

Date of Adoption: *December 9, 2010.*