



# BOROUGH OF HADDONFIELD

Camden County, New Jersey

May 10, 2011

2011-03

## AN ORDINANCE ESTABLISHING THE SCHEDULE OF SALARIES AND WAGES FOR CERTAIN EMPLOYEES TO BE PAID BY THE BOROUGH OF HADDONFIELD, COMMENCING ON THE FIRST PAY OF APRIL 2011

The Board of Commissioners of the Borough of Haddonfield, County of Camden and State of New Jersey, do ordain, as follows:

### SECTION I

The following base pay rates or minimum and maximum pay ranges are effective for the first pay date in April 2011, unless another effective date is specified, for the listed positions. All positions are 5 Steps unless otherwise noted.

Effective April 1, 2011 = 1.125%	Weekly or Hourly Based		Annual
	Minimum	Maximum	Based on 52 Weeks
<b>A) OFFICIALS, ADMINISTRATOR &amp; PART-TIME</b>			
Commissioners		\$106.33	\$5,529.31
HIF Commissioner and Special Consultant		\$29.17	\$1,517.08
Planning Board Solicitor		\$81.05	\$4,214.69
Zoning Board Solicitor		\$81.05	\$4,214.69
Administrator (7 Steps)	\$1,766.96	\$2,309.11	\$120,073.64
Assessor (Half Day Office/Half Day Field Work)		\$415.43	\$21,602.44
Assessor (Full Day Office/Half Day Field Work, Included Added Assessments)		\$693.27	\$36,050.17
Fire Sub-Code Official/Inspector	\$126.82	\$131.87	\$6,857.08
Director of Senior Citizen Services	\$462.31	\$479.06	\$24,911.09
Recreation Director	\$116.94	\$135.74	\$7,058.48
Summer Recreation Employees	\$6.50/hr.	\$30.00/hr.	
Summer Recreation Activity Coordinator (6 weeks)	\$482.78	\$579.32	\$3,475.95
School Crossing Attendants		\$13.36/hr.	
Crows Woods Coordinator		\$14.07/hr.	
Sidewalk Inspector		\$14.07/hr.	
Clean Communities Officer		\$14.07/hr.	
<b>B) MEMBERS OF FIRE DEPARTMENT</b>			
Fire Chief		\$423.77	\$22,036.27
Administrative Assistant to Fire Chief		\$423.77	\$22,036.27
EMS Coordinator (7 Steps)	\$878.14	\$1,009.29	\$52,482.99
EMT/Station Attendant (7 Steps)	\$828.89	\$1,014.60	\$52,759.20
Part-Time EMT/Station Attendants		\$15.21/hr.	
Part-Time Fire Official (Effective 4/1/2011)		\$230.77	\$12,000.00
Part-Time Fire Inspector (Effective 4/1/2011)	\$15.00/hr.	\$20.00/hr.	



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## C) BOROUGH HALL STAFF

Accounting Supervisor	\$772.88	\$872.86	\$45,388.74
Assistant to the Administrator/Deputy Clerk	\$1,052.91	\$1,209.22	\$62,879.57
Clerk/Typist (Community Development Office)	\$655.13	\$744.75	\$38,726.75
Chief Financial Officer	\$1,024.73	\$1,176.86	\$61,196.85
Clerk/Typist (Administration Office)	\$655.13	\$744.75	\$38,726.75
Clerk Typist (Administration/Tax Offices)	\$655.13	\$744.75	\$38,726.75
Purchasing Agent		\$2,000.00	\$2,000.00
Tax Clerk/Cashier/Deputy Registrar	\$701.57	\$783.94	\$40,764.94
Zoning Officer	\$1,039.40	\$1,181.89	\$61,458.19
Assistant Community Development Director/Zoning Officer	\$1,142.69	\$1,299.50	\$67,573.83
Assist to Zoning Officer/Planning & Zoning Board Secretary (Full-Time)	\$655.13	\$744.75	\$38,726.75
Assist to Zoning Officer/Planning & Zoning Board Secretary/Assessor's Clerk	\$655.13	\$744.75	\$38,726.75
Assessor's Clerk (Part-Time 12 hours)	\$18.58/hr.	\$21.18/hr.	
Community Development Director/Construction Code Official/Plumbing, Building, Electrical, Fire Sub-code Official and Inspector	\$1,569.18	\$1,756.26	\$91,325.42
Building Sub-Code Inspector	\$10.00/hr.	\$25.00/hr.	
Zoning Inspector	\$10.00/hr.	\$25.00/hr.	
Borough Clerk/Office Manager (Admin. Office)	\$955.89	\$1,087.23	\$56,535.71
Chief Financial Officer/Tax Collector/Treasurer/Tax Search Officer	\$1,121.97	\$1,296.36	\$67,410.81
Assistant Tax Collector/Alternate Deputy Registrar	\$733.39	\$829.74	\$43,146.52
Assistant Tax Collector/Registrar	\$745.08	\$841.68	\$43,767.55

## D) PUBLIC WORKS SUPERVISORS AND STAFF

Public Works Superintendent (7 Steps)	\$1,427.63	\$1,766.97	\$91,882.30
Assistant Public Works Superintendent	\$1,252.13	\$1,427.78	\$74,244.76
Public Works Foreman	\$1,207.08	\$1,306.15	\$67,919.84
Tree Specialist		\$103.25	\$5,369.00
Administrative Assistant (40 hours)	\$844.47	\$948.67	\$49,331.04
Administrative Assistant (35 hours)	\$740.26	\$831.45	\$43,235.39

## F) PART-TIME AND TEMPORARY EMPLOYEES

- ALL DEPARTMENTS

Positions not otherwise specified	\$6.50/hr.	\$32.00	
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<b>Effective October 1, 2011 = 1.45%</b>	Weekly or Hourly Based	Annual
	Minimum	Based
	Maximum	on 52 Weeks

## A) OFFICIALS, ADMINISTRATOR, AND PART-TIME

Commissioners		\$107.87	\$5,609.33
HIF Commissioner and Special Consultant		\$29.59	\$1,538.83



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Planning Board Solicitor		\$82.23	\$4,275.71
Zoning Board Solicitor		\$82.23	\$4,275.71
Administrator (7 Steps)	\$1,792.58	\$2,342.59	\$121,814.79
Assessor (Half Day Office/Half Day Field Work)		\$421.45	\$21,915.59
Assessor (Full Day Office/Half Day Field Work, Included Added Assessments)		\$703.32	\$36,572.77
Fire Sub-Code Official/Inspector	\$128.66	\$131.87	\$6,857.08
Director of Senior Citizen Services	\$469.01	\$479.06	\$24,911.09
Recreation Director	\$118.64	\$135.74	\$7,058.48
Summer Recreation Employees	\$6.50/hr.	\$30.00/hr.	
Summer Recreation Activity Coordinator (6 weeks)	\$489.78	\$587.72	\$3,526.32
School Crossing Attendants		\$13.55/hr.	
Crows Woods Coordinator		\$14.27/hr.	
Sidewalk Inspector		\$14.27/hr.	
Clean Communities Officer		\$14.27/hr.	

## B) MEMBERS OF FIRE DEPARTMENT

Fire Chief		\$429.91	\$22,355.56
Administrative Assistant to Fire Chief		\$429.91	\$22,355.56
EMS Coordinator	\$890.87	\$1,023.92	\$53,244.08
EMT/Station Attendant	\$840.91	\$1,029.31	\$53,524.21
Part-Time EMT/Station Attendants		\$15.43/hr.	
Part-Time Fire Official (Effective 4/1/2011)		\$230.77	\$12,000.00
Part-Time Fire Inspector (Effective 4/1/2011)	\$15.00/hr.	\$20.00/hr.	

## C) BOROUGH HALL STAFF

Accounting Supervisor	\$784.09	\$885.52	\$46,046.86
Assistant to the Administrator/Deputy Clerk	\$1,068.18	\$1,226.75	\$63,791.19
Clerk/Typist (Community Development Office)	\$664.63	\$755.54	\$39,288.01
Chief Financial Officer	\$1,039.59	\$1,193.92	\$62,084.07
Clerk/Typist (Administration Office)	\$664.63	\$755.54	\$39,288.01
Clerk Typist (Administration/Tax Offices)	\$664.63	\$755.54	\$39,288.01
Purchasing Agent		\$2,000.00	\$2,000.00
Tax Clerk/Cashier/Deputy Registrar	\$711.74	\$795.31	\$41,355.97
Zoning Officer	\$1,054.47	\$1,199.03	\$62,349.43
Assistant Community Development Director/Zoning Officer	\$1,159.26	\$1,318.34	\$68,553.82
Assist to Zoning Officer/Planning & Zoning Board Secretary (Full-Time)	\$664.63	\$755.54	\$39,288.01
Assist to Zoning Officer/Planning & Zoning Board Secretary/Assessor's Clerk	\$664.63	\$755.54	\$39,288.01
Assessor's Clerk (Part-Time 12 hours)	\$18.85/hr.	\$21.49/hr.	
Community Development Director/Construction Code Official/Plumbing, Building, Electrical, Fire Sub-code Official and Inspector	\$1,591.93	\$1,781.73	\$92,649.74
Building Sub-Code Inspector	\$10.00/hr.	\$25.00/hr.	
Zoning Inspector	\$10.00/hr.	\$25.00/hr.	



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Borough Clerk/Office Manager (Administration Office)	\$969.75	\$1,102.99	\$57,355.73
Chief Financial Officer/Tax Collector/Treasurer/Tax Search Officer	\$1,138.24	\$1,315.16	\$68,388.18
Assistant Tax Collector/Alternate Deputy Registrar	\$744.02	\$841.77	\$43,772.10
Assistant Tax Collector/Registrar	\$755.88	\$853.88	\$44,401.99
<b>D) PUBLIC WORKS SUPERVISORS AND STAFF</b>			
Public Works Superintendent (7 Steps)	\$1,448.33	\$1,792.59	\$93,214.74
Assistant Public Works Superintendent	\$1,270.29	\$1,448.48	\$75,321.11
Public Works Foreman	\$1,224.58	\$1,325.09	\$68,904.64
Tree Specialist		\$103.25	\$5,369.00
Administrative Assistant (40 hours)	\$856.71	\$962.43	\$50,046.14
Administrative Assistant (35 hours)	\$750.99	\$843.51	\$43,862.31
<b>F) PART-TIME AND TEMPORARY EMPLOYEES</b>			
- ALL DEPARTMENTS			
Positions not otherwise specified	\$6.50/hr.	\$32.00	

## SECTION II

### Regulations for Pay Classification System

(a) Wage rates for all permanent full time employees and certain permanent part time employees as determined by the Borough Administrator, are part of the Pay Classification System. The Borough Administrator shall determine equal increments for each position. Each increment shall be considered a step. The Borough Administrator shall annually review the salary of each salaried employee covered by this plan for the purpose of determining whether said employee shall be entitled to a step increase. The Borough Administrator may advance an employee in that employee's grade until the maximum step has been reached subject to budgetary limitations.

(b) New employees shall be paid the minimum step for his/her grade except that the Borough Administrator shall have the discretion to determine whether said new employee has qualifications greater than the minimum qualifications for the classification. In the greater qualification situation, the employee may receive a salary in a higher step.

(c) When an employee is promoted to a position in a higher classification, his/her salary shall be increased to the minimum rate for the higher classification subject to the discretion of the Borough Administrator. In the case of overlapping ranges, the salary of promoted employee shall be increased to the step immediately above his present salary, subject to the discretion of the Borough Administrator. When an employee is demoted to lower classification, he/she shall be paid at a rate which is within the approved range for the lower classification. The rate of pay shall be determined by the Borough Administrator.



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(d) When a Public Works Supervisor is the qualified State required licensed individual designated by the Borough to be responsible for either the Water Treatment, Water distribution System or Sewer Collection System operation, the Administrator may increase the individual's weekly base salary by a maximum of \$85.49 per week for each license.

## SECTION III

### Overtime Pay, Pay Dates and Longevity Pay

Except as stated below, time worked, when approved by the Administrator or his/her designee, which is in excess of regularly scheduled hours, will be paid at time and one half of the base rate of pay including longevity and education pay (where applicable). Department Supervisors and Office Heads are not eligible for overtime pay except for circumstances as determined by the Administrator. The Administrator may, at his/her discretion, approve compensatory time off for these management positions guided by the number of previously approved hours worked beyond regularly scheduled hours.

Salaries normally shall be paid on Friday of the week following the work week in which the salary was earned. If requested in writing, salaries may be paid in advance of vacations.

All officials and employees who have completed 15 years of service as of December 31, 2008 shall receive longevity pay as described below. Percentages used in the formula are only for the purpose of arriving at a dollar figure for individual salaries. The longevity figure which the employee will receive in the current year is the final dollar figure reached by using years of service, individual current year salaries and applicable percentages.

<u>YEARS OF SERVICE</u>	<u>PERCENTAGE LONGEVITY PAYMENT</u>
5 YRS	1.00%
10 YRS	2.50%
15 YRS	5.00%
20 YRS	7.75%
24 YRS	11.75%

All officials and employees who have not completed 15 years of service as of December 31, 2008 shall receive longevity pay as described below. Percentages used in the formula are only for the purpose of arriving at a dollar figure for individual salaries. The longevity figure which the employee will receive in the current year is the final dollar figure reached by using years of service, individual current year salaries and applicable percentages.

<u>YEARS OF SERVICE</u>	<u>PERCENTAGE LONGEVITY PAYMENT</u>
5 YRS	1.00%
10 YRS	2.50%
15 YRS	3.50%
20 YRS	4.50%
24 YRS	5.50%



## **BOROUGH OF HADDONFIELD**

**Camden County, New Jersey**

**May 10, 2011**

No officials or employee hired after January 1, 2009 will be included in Longevity pay.

Longevity applies to the current year base salary only and not to educational incentives (where applicable). "Years of Service" means all time served with the Borough including previous periods of employment as long as previous separation was in good standing.

### **SECTION IV**

All Ordinances or parts of Ordinances which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

### **SECTION V**

If any section or provision of this ordinance shall be held unconstitutional or invalid by any court, the remaining sections and provisions shall, notwithstanding such holding, remain and be in full force and effect.

### **SECTION VI**

This Ordinance shall take effect immediately upon passage and publication as required by law.

First Reading – April 26, 2011  
Second Reading – May 10, 2011

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE, ACCURATE, AND COMPLETE COPY OF THE ORDINANCE ADOPTED BY THE BOARD OF COMMISSIONER, BOROUGH OF HADDONFIELD, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AT THEIR REGULARLY SCHEDULED MEETING ON MAY 10, 2011.

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Deanna Bennett, Borough Clerk