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| Bernards Township Logo | Ordinance of the Township of Bernards1 Collyer Lane, Basking Ridge, NJ 07920908-204-2510; www.bernards.org |

##### ORDINANCE #2391

An Ordinance to Amend Salary Ordinance #2345,

Fixing the Compensation of Certain Officers and Employees of the Township of Bernards on and After May 29, 2018

**BE IT ORDAINED**, by the Township Committee of the Township of Bernards in the County of Somerset, that Ordinance #2345 is replaced in its entirety with the following:

1. This ordinance shall be known and may be referred to as the Bernards Township Salary Ordinance.

2(a.) The annual base salaries of the following officers and employees of the Township of Bernards which,together with benefits now or hereafter provided by Township Ordinance or Resolution, shall be in lieu of all fees, now or hereafter provided by law, are hereby fixed and established as follows:

| **POSITION** | GRADE |
| --- | --- |
| Accounting Specialist | 5 |
| Administrator | 19 |
| Administrator/Chief Financial Officer | 20 |
| Administrative Assistant | 5 |
| Administrative Associate | 3 |
| Administrative Coordinator | 7 |
| Animal Control Officer | 6 |
| Assistant Animal Control Officer  | B |
| Assistant Director of Parks & Recreation | 11 |
| Assistant to the Municipal Clerk | 4 |
| Assistant Township Engineer | 13 |
| Building Inspector | 5 |
| Building Sub-Code Official | 9 |
| Bus Driver | B |
| CAD Operator | 3 |
| Chief Financial Officer | 17 |
| Chief Financial Officer/Human Resources Officer | 17 |
| Chief Inspector | 7 |
| Chief of Police | 17 |
| Civil Engineering Technician | 5 |
| Community Service Manager | 10 |
| Community Service Supervisor | B |
| Construction Code Inspector- Plumbing, Electrical, Fire and Building Sub Codes | 5 |
| Construction Official | 13 |
| Court Security Officer | C |
| Crossing Guard | B |
| Custodian | B |
| Deputy Chief of Police | 16 |
| Deputy Court Administrator | 5 |
| Deputy Municipal Clerk | 5 |
| Deputy Tax Collector | 5 |
| Deputy Tax Assessor | 10 |
| Development Control Officer/Housing Administrator | 10 |
| Director of Parks & Recreation | 15 |
| Document Imaging/Records Retention Clerk | 3 |
| Electrical Sub Code Official | 9 |
| Field Inspector | 3 |
| Finance Assistant | 3 |
| Fire Official | 10 |
| Fire Prevention Inspector | 5 |
| Fire Sub Code Official | 9 |
| GIS Specialist 1 | 7 |
| Human Resources Assistant Manager | 10 |
| Human Resources Generalist | 8 |
| Human Resources Manager | 13 |
| Human Resources Officer | 15 |
| Information Technology Technician | 5 |
| Information Technology Director | 15 |
| Information Technology Manager | 12 |
| Intern | B |
| Landfill Attendant | B |
| Library Director | 15 |
| Librarian | 5 |
| Library Assistant | 1 |
| Library Bookkeeper | 4 |
| Library Program Coordinator- Children | 5 |
| Library Program Coordinator- Adults | 7 |
| Library Shelver | A |
| Library Technician | 1 |
| Municipal Clerk | 12 |
| Municipal Clerk/Assistant Township Administrator | 13 |
| Municipal Court Administrator | 11 |
| Payroll Specialist | 6 |
| PC Technician | 3 |
| Police Matron | B |
| Police Support Specialist | 5 |
| Plumbing Sub-Code Official | 9 |
| Principal Technical Assistant to the Construction Official | 7 |
| Project Coordinator – Department of Public Works | 10 |
| Public Works Supervisor | 12 |
| Purchasing Agent | 11 |
| Records Specialist | 2 |
| Recreation Assistant | 3 |
| Recreation Coordinator | 6 |
| Recreation Programs Manager | 8 |
| Senior Administrative Assistant | 6 |
| Senior Deputy Court Administrator | 6 |
| Senior Librarian | 8 |
| Senior Library Assistant | 3 |
| Senior Library Technician | 3 |
| Senior Records Specialist | 3 |
| Senior Staff Engineer | 10 |
| Senior Supervising Librarian  | 10 |
| Smoke Detector Inspector | B |
| Staff Engineer | 7 |
| Superintendent of Public Works | 15 |
| Supervising Librarian | 9 |
| Supervisor of Treasury Services | 11 |
| Tax Assessment Associate | 6 |
| Tax Assessor | 13 |
| Tax Collector | 11 |
| Technical Assistant – Assessor’s Office | 5 |
| Technical Assistant to the Construction Official | 5 |
| Teen Services Librarian | 5 |
| Township Engineer | 17 |
| Township Planner | 13 |
| Township Surveyor | 10 |
| Treasurer | 13 |
| Violations Clerk | 3 |
| Zoning Officer | 7 |

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| **SALARY GRADES AND RANGES** |
|   |   |   |   | **35 Hour Work Week** | **40 Hour Work Week** |
| **Grade** | **Min** | **Mid** | **Max** | **Min** | **Mid** | **Max** | **Min** | **Mid** | **Max** |
| A | $7.25  | -- | $13.00  | N/A | N/A |
| B | $7.75  | -- | $23.00  | N/A | N/A |
| C | $10.00  | -- | $28.00  | N/A | N/A |
| 1 | $13.15  | $17.92  | $22.69  | $23,931  | $32,615  | $41,298  | $27,560  | $37,379  | $47,198  |
| 2 | $14.82  | $19.66  | $24.51  | $26,967  | $35,789  | $44,612  | $31,056  | $41,021  | $50,985  |
| 3 | $16.11  | $21.94  | $27.76  | $29,315  | $39,923  | $50,531  | $33,760  | $45,755  | $57,750  |
| 4 | $16.52  | $22.73  | $28.93  | $30,072  | $41,365  | $52,659  | $34,632  | $47,407  | $60,182  |
| 5 | $18.11  | $24.89  | $31.66  | $32,961  | $45,296  | $57,630  | $37,960  | $51,912  | $65,863  |
| 6 | $19.10  | $26.30  | $33.49  | $34,768  | $47,860  | $60,953  | $40,040  | $54,850  | $69,660  |
| 7 | $20.84  | $28.74  | $36.64  | $37,928  | $52,306  | $66,685  | $43,680  | $59,946  | $76,211  |
| 8 | $22.28  | $30.63  | $38.98  | $40,547  | $55,749  | $70,950  | $46,696  | $63,891  | $81,086  |
| 9 | $23.82  | $32.75  | $41.69  | $43,347  | $59,610  | $75,874  | $49,920  | $68,317  | $86,713  |
| 10 | $26.05  | $35.82  | $45.59  | $47,410  | $65,192  | $82,975  | $54,600  | $74,714  | $94,828  |
| 11 | $28.63  | $39.19  | $49.76  | $52,099  | $71,331  | $90,563  | $60,000  | $81,750  | $103,500  |
| 12 | $30.42  | $41.90  | $53.38  | $55,357  | $76,257  | $97,157  | $63,752  | $87,394  | $111,036  |
| 13 | $32.75  | $45.37  | $58.00  | $59,602  | $82,581  | $105,560  | $68,640  | $94,640  | $120,640  |
| 14 | $35.73  | $49.11  | $62.50  | $65,020  | $89,382  | $113,744  | $74,880  | $102,437  | $129,993  |
| 15 | $38.70  | $53.04  | $67.39  | $70,438  | $96,541  | $122,644  | $81,120  | $110,642  | $140,164  |
| 16 | $44.85  | $61.61  | $78.37  | $81,622  | $112,124  | $142,625  | $94,000  | $128,500  | $163,000  |
| 17 | $46.76  | $65.20  | $83.65  | $85,095  | $118,673  | $152,250  | $98,000  | $136,000  | $174,000  |
| 18 | $47.88  | $65.94  | $84.00  | $87,145  | $120,012  | $152,880  | $100,360  | $137,540  | $174,720  |
| 19 | $52.35  | $72.55  | $92.75  | $95,272  | $132,040  | $168,808  | $109,720  | $151,322  | $192,923  |
| 20 | $57.31  | $78.86  | $100.42  | $104,303  | $143,533  | $182,763  | $120,120  | $164,496  | $208,872  |

2(b). Seasonal and Parks and Recreation Part-Time Employees

The compensation of the following Seasonal and Parks and Recreation department part-time employees of the in the Township of Bernards shall be as follows:

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| **Position** | **Grade/Range** |
| Assistant Pool Manager | $5,300-8,250 Per season |
| Assistant Camp Site Supervisor | S2 |
| Bus Aide | S1 |
| Customer Relations  | S1 |
| Camp/Group Counselor | S1 |
| Camp/Group Leader | S1 |
| Golf Course Operation Supervisor | S2 |
| Golf Course Ranger | S1 |
| Golf Course Shift Supervisor | S2 |
| Gym Supervisor | S2 |
| Lifeguard | S2 |
| Park Ranger | S1 |
| Pool Maintenance | S1 |
| Pool Management Pre-Season & Early Bird Swim | S2 |
| Pool Manager | $9,000-$19,250 Per season |
| Professional Assistant | S1 |
| Professional Instructor | S3 |
| Public Works Grounds –Seasonal | S1 |
| Senior Customer Relations | S1 |
| Camp Site Supervisor | S2 |
| Swim Instructor | S2 |
| Swim Team Assistant Coach | $500-$1,500 Per season |
| Swim Team Coach | $1,200-$2,000 Per season |
| Therapeutic Recreational Aide | S1 |

**Salary Ranges**

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| --- | --- | --- |
| **Grade** | **Minimum** | **Maximum** |
| S1 | $7.25 | $11.00 |
| S2 | $7.75 | $21.00 |
| S3 | $20.00 | $60.00 |

2(c). The compensation of the following employees of the Police Department within the Township of Bernards, based on an hourly rate of payment, shall be and is hereby established as follows:

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| --- | --- |
| **Position** | **Range** |
| Class I Special Officer | $15.00 per hour |
| Class II Special Officer | $20.00- $35.00 per hour |
| Office of Emergency Management Coordinator | $25.00- $30.00 per hour |
| Special Officer – Outside Duty | $50.00 per hour |

2(d). The compensation of the employee(s) assuming additional duties of the Administration Department within the Township of Bernards, based on an increase to their annual base salary, shall be and is hereby established as follows:

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| **Position** | **Range** |
| Assistant Administrator (limited to 2) | $5,000-$10,000 Per Year |

2(e). The compensation of per diem employees for the Construction Department within the Township of Bernards, based on an hourly rate of payment, shall be and is hereby established as follows:

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| **Position** | **Range** |
| Per Diem Sub-Code Official | $45-65 Per Hour |
| Per Diem Inspector | $30-50 Per Hour |

3.(a). (i) For the purposes of sections 2(a) of this Ordinance:

1. "Base salary" shall mean that part of an employee's monetary compensation, stated in annualized or hourly terms as the case may be, upon which future percentage increases are to be calculated.
2. "Salary" shall mean an employee's base salary plus any monetary compensation paid to the employee, as defined in the Pay for Performance Compensation Program.
3. "Increase" shall mean an increase in an employee's monetary compensation, whether paid as an addition to base salary as a merit, assumption of additional duties, or otherwise.
4. "Merit increase" shall mean an increase, which is awarded based upon annual review of an employee's performance.
5. "Grade cap" shall mean the maximum base salary within the grade classification for an employee's position, as set forth in this ordinance as amended from time to time.
6. Per the Township’s Pay-for-Performance Compensation Program, employees are granted a Merit Increase effective within the timing and budget as determined by the Township Committee. The Merit Matrix provides the increase percent eligibility based on performance levels. Increases to base salary are recommended by employees’ supervisors and approved by Human Resources within the budgetary framework. The merit increase to base will be paid in the employee’s regular payroll cycle.
7. If an employee's base salary is below the grade cap, all or a portion of any increase may be added to the base salary, provided that such addition does not cause the resulting base salary to exceed the grade cap by more than 2%.
8. For any employee whose base salary was set under a previous salary ordinance and exceeds the grade cap stated in section 2(a) above, such employee's grade cap shall be deemed to be equal to the employee's base salary at the time this ordinance is adopted. Such employee's base salary may not be raised above that figure unless a future amendment to section 2(a) increases the grade cap to an amount higher than such base salary.
9. In no event shall the total salary paid to an employee in any year exceed the approved Pay for Performance increases without Township Committee approval.

3(b). If the market permits, the Township Committee may approve the hiring of an employee at a base salary up to 10% below the position’s range minimum. That employee’s base salary shall be increased to at least the position’s range minimum at the time of his or her first merit increase.

3(c). The salary ordinance will be re-evaluated at least once every two years. The structure will be adjusted to reflect changes in the external market.

4. Should the federal minimum wage of $7.25/hour be increased the above minimum wage, base salary rates will automatically increase to comply with the law.

5. The union contract effective July 1, 2017 is in effect for compensation of employees of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America Local 469 union until the contract expires June 30, 2020.

6. The union contract effective January 1, 2016 is in effect for compensation of employees of the Police Department represented by the Bernards Township Police Officers Association Local 357 for both “Police Officers and Detectives” and “Supervisors” until the contract expires on December 31, 2019.

7. The Board of Health of the Township of Bernards is responsible for fixing compensation for the following health department employees:

* Community Assets Coordinator
* Community Programs Coordinator
* Health Officer
* Health Department Consultant
* Health Educator/Youth Services Coordinator
* Principal Registered Environmental Health Specialist
* Registered Environmental Health Specialist I
* Registered Environmental Health Specialist II
* Senior Registered Environmental Health Specialist
* Public Health Nutritionist

8. The Municipal Housing Liaison incumbent receives a stipend of $300.00 per month.

9. Compensation for supervision of the Document Imaging/Records Retention Clerk will be $0.50/hour to $1.20/hour if assigned to a non-exempt employee.

10. The Municipal Court Judge receives an annual salary with no benefits except participation in the state pension plan and health benefits as was mandated by the State at the time of the current incumbent’s initial appointment. The Township Committee sets the annual salary of the Municipal Court Judge at the time of the appointment with the authority, should they choose, to provide for a salary adjustment during the appointment. The salary range of the Municipal Court Judge is $35,000 - $50,000.

11. The Library Board of Trustees has the ability to fix compensation as set above in the appropriate salary range.

12. A position that assumes the formal responsibilities of Assistant Administrator in addition to the regular responsibilities of the position will be reclassified to one grade above the grade specified herein.

13. This Ordinance shall continue in effect from and after its year of adoption, except as it may be amended from time to time.

14. If any portion of this Ordinance shall be declared to be unconstitutional, invalid, or inoperative by a court of competent jurisdiction, those portions which are not unconstitutional, invalid, or inoperative shall remain in full force and effect.

This ordinance shall take effect immediately upon final adoption and publication according to law.

Explanatory Statement

The salary ordinance must be reviewed at least every two years and the ordinance was last revised June 28, 2016. The Township conducted a salary survey and utilized salary data from the New Jersey League of Municipalities to determine the appropriate salary grades and ranges. This Salary Ordinance is updated to reflect changes in external market rates to insure that the Township remains able to attract and retain talent. In addition, this Ordinance reflects the terms of the new Teamster contract, changes in job grades in construction and the municipal court to reflect responsibilities and skills required for the positions. None of the changes in this ordinance will result in an additional headcount.

Terri Johnson, Human Resources Officer

**TOWNSHIP OF BERNARDS**

PUBLIC NOTICE

Ordinance #2391 was introduced and passed on first reading by the Township Committee of the Township of Bernards in the County of Somerset on 5/15/18 and then ordered to be published according to law. It will be further considered for final passage and adoption at a public hearing to be held at a meeting of the Township Committee at the Municipal Building, 1 Collyer Lane, Basking Ridge, NJ on 5/29/18, at 8 P.M., when and where, or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance. A complete text of this ordinance is available in the Office of the Municipal Clerk, 1 Collyer Lane, Basking Ridge, NJ, from 8:30 A.M. to 4:30 P.M., Monday through Friday. Copies are also posted on www.bernards.org.

By Order of the Township Committee

Denise Szabo, Municipal Clerk

**TOWNSIHP OF BERNARDS**

PUBLIC NOTICE

Notice is hereby given that Bernards Township Ordinance #2391 was introduced and passed on first reading at a meeting of the Township Committee on 5/15/18, and was passed on final reading and adopted following a public hearing thereon at a regular meeting of the Governing Body of the Township of Bernards on 5/29/18.

 By Order of the Township Committee

 Denise Szabo, Municipal Clerk