

**TOWNSHIP OF WARREN  
ORDINANCE NO. 16-04**

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, AND ORDINANCE 07-66, AND ORDINANCE 11-01.

**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 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
<b>GRADE 12:</b>	<b>\$105,000</b>	<b>\$140,000</b>	<b>\$175,000</b>
TOWNSHIP ADMINISTRATOR			
<b>GRADE 11:</b>	<b>\$75,800</b>	<b>\$98,600</b>	<b>\$121,300</b>
CONSTRUCTION OFFICIAL			
<b>GRADE 10:</b>	<b>\$75,000</b>	<b>\$92,500</b>	<b>\$110,000</b>
CHIEF FINANCIAL OFFICER FT TOWNSHIP CLERK			
<b>GRADE 9</b>	<b>\$65,000</b>	<b>\$80,000</b>	<b>\$95,000</b>
ASSESSOR P.T. F.T.			
CERT. ENVIRO. HEALTH SPEC.			
RECREATION DIRECTOR			
Tax Collector F.T.			

<b>GRADE &amp; TITLE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>GRADE 8:</b>	<b>\$60,000</b>	<b>\$72,500</b>	<b>\$85,000</b>
Court Administrator			
Engineering Technician			
Subcode Official			
Subcode Inspectors			
Human Resources			
Fire Marshal P.T. 15 hrs./wk	<b>\$27.50</b>	<b>\$30.25</b>	<b>\$33.00</b>
<b>GRADE 7:</b>	<b>\$45,000</b>	<b>\$57,500</b>	<b>\$70,000</b>
Executive Assistant			
Engineering Inspector			
Administrative Assistant			
Ass't. Purchasing Agent			
Technical Assistant			
Deputy Township Clerk			
Municipal Court Judge			
<b>GRADE 6 – SEE GRADE 6A</b>			
<b>GRADE 5:</b>	<b>\$35,000</b>	<b>\$45,000</b>	<b>\$55,000</b>
Administrative Secretary			
Ass't to Assessor PT			
Deputy Court Administrator			
Payroll Coordinator			
A/R & A/P Coordinator			
Clerk Registrar			
Clerk to Board or Comm.			
Secretaries			
Records Clerk			
<b>GRADE 4:</b>	<b>\$25,000</b>	<b>\$35,000</b>	<b>\$45,000</b>
Account Clerk			
Violations Clerk – Muni Court			
Clerk Typist			
Receptionist			
<b>GRADE 3:</b>	<b>\$25,000</b>	<b>\$35,000</b>	<b>\$45,000</b>
<b>GRADE 2:</b>	<b>\$25,000</b>	<b>\$35,000</b>	<b>\$45,000</b>

<b>GRADE &amp; TITLE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>GRADE 1</b>	<b>\$19,156</b>	<b>\$23,976</b>	<b>\$28,795</b>
<b>PART TIME – HOURLY:</b>			
CFO PART TIME	<b>\$40.00</b>	<b>\$45.00</b>	<b>\$50.00</b>
RECEPTIONIST PART TIME	<b>\$15.00</b>	<b>\$20.00</b>	<b>\$25.00</b>
SECRETARY PART TIME	<b>\$17.00</b>	<b>\$22.00</b>	<b>\$27.00</b>
SEASONAL HELP PART TIME	<b>\$8.35</b>	<b>\$10.50</b>	<b>\$15.00</b>
BUILDING INSPECTOR P.T.	<b>\$31.00</b>	<b>\$35.50</b>	<b>\$40.00</b>
<b>MISCELLANEOUS POSITIONS:</b>			
TOWNSHIP ATTORNEY	<b>\$15,000</b>		<b>\$30,000</b>
ANIMAL CONTROL OFFICER	<b>\$15,000</b>		<b>\$22,000</b>
TECHNOLOGY COORDINATOR	<b>\$5,000</b>		<b>\$20,000</b>
TOWNSHIP COMMITTEE	<b>\$6,000</b>		<b>\$10,000</b>
ZONING ENF OFFICER PT	<b>\$12,000</b>		<b>\$22,000</b>
TAX COLLECTOR P/T	<b>\$25,000</b>	<b>\$35,000</b>	<b>\$45,000</b>
CFO PART TIME (SALARIED)	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$70,000</b>
<b>HOURLY EMPLOYEES</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>	
ACCOUNT CLERK P.T.	<b>\$8.50</b>	<b>\$24.00</b>	
CLERK TYPIST P.T.	<b>\$8.50</b>	<b>\$24.00</b>	
DISPATCHER P.T.	<b>\$15.00</b>	<b>\$25.00</b>	
FIRE INSPECTOR P.T.	<b>\$28.00</b>	<b>\$34.00</b>	
PLAYGROUND ASST.	<b>\$8.35</b>	<b>\$15.00</b>	
POLICE MATRON P.T.	<b>\$15.00</b>	<b>\$25.00</b>	
ZONING ENFORCEMENT OFFICER P.T.	<b>\$20.00</b>	<b>\$30.00</b>	
SUBCODE INSPECTOR P.T.	<b>\$20.00</b>	<b>\$35.00</b>	
FIRE MARSHAL P.T.	<b>\$25.00</b>	<b>\$40.00</b>	
ASSISTANT TO TAX ASSESSOR	<b>\$20.00</b>	<b>\$28.00</b>	
SECRETARY	<b>\$18.00</b>	<b>\$25.00</b>	

**40 HOUR WORKWEEK STRUCTURE:**

<b>GRADE AND TITLE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>GRADE 12A</b>	<b>\$108,363</b>	<b>\$140,858</b>	<b>\$173,354</b>
POLICE CHIEF			
<b>GRADE 11A</b>	<b>\$86,608</b>	<b>\$112,632</b>	<b>\$138,655</b>
SUPERINTENDENT DPW			
<b>GRADE 10A</b>	<b>\$71,875</b>	<b>\$93,492</b>	<b>\$115,110</b>
ASSIST SUPERINTENDENT DPW			
<b>GRADE 9A</b>	<b>\$61,548</b>	<b>\$79,448</b>	<b>\$97,348</b>
<b>GRADE 8A</b>	<b>\$52,736</b>	<b>\$67,469</b>	<b>\$82,202</b>
<b>GRADE 7A</b>	<b>\$46,677</b>	<b>\$59,345</b>	<b>\$72,013</b>
<b>GRADE 6 A</b>			
DISPATCHER / STEP 6	<b>\$45,000</b>		<b>\$65,000</b>
DISPATCHER / STEP 5	<b>\$43,000</b>		<b>\$48,000</b>
DISPATCHER/ STEP 4	<b>\$41,000</b>		<b>\$46,000</b>
DISPATCHER / STEP 3	<b>\$32,000</b>		<b>\$44,000</b>
DISPATCHER / STEP 2	<b>\$37,000</b>		<b>\$42,000</b>
DISPATCHER / STEP 1	<b>\$35,000</b>		<b>\$40,000</b>

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 schedules 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 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:

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

- 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.

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:**

- |    |                       |            |
|----|-----------------------|------------|
| 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 on time sheets, time cards or electronically, 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.

4. Employees shall be granted vacation, sick time and holiday benefits in accordance with the Personnel Policy, other Township policies, regulations and any labor contracts that are in effect at the time the benefits are to be granted.
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 said Rules are different, and/or applicable law) 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 employees only, except as otherwise provided by labor contracts or as established by the Warren Township Committee from time to time.

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.

The above coverage shall be contributory on the part of the employee at such amounts as established in labor contracts or in accordance with Resolution 2010-110 as described in or amended by Resolution 2011-223, as same may be amended by resolution of the Township Committee or by any labor contract. However, in no case shall the employee contribution be less than 1.5% of salary pursuant to Chapter 2, P.L. 2010. 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. 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 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 as further described in 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.

**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 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.

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.

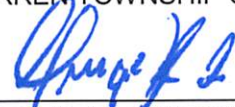
9. All provisions set forth herein are subject to the provisions of the Personnel Policy of the Township of Warren and other Township policies and regulations, the same being subject to modification and amendment at the pleasure of the Warren Township Committee and further subject to the provisions of 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:



Patricia A. DiRocco, RMC,  
Township Clerk

WARREN TOWNSHIP COMMITTEE



George K. Lazo, Mayor

INTRODUCED                      February 25, 2016  
ADOPTED                         March 24, 2016  
EFFECTIVE                        March 31, 2016

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