ORDINANCE NO. 16- 2023

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER AMENDING AND SUPPLEMENTING ORDINANCE NO. 26-2022 AND CHAPTER 61 OF THE CODE OF THE TOWNSHIP ENTITLED SALARIES AND COMPENSATION; PERSONNEL POLICIES WHICH CHAPTER ESTABLISHES REGULATIONS AND RATES OF COMPENSATION FOR THE OFFICERS AND FULL-TIME AND PART-TIME CIVILIAN NON-UNION EMPLOYEES OF THE TOWNSHIP OF HANOVER

BE IT ORDAINED, by the Township Committee of the Township of Hanover in the County of Morris and State of New Jersey, as follows:

SECTION 1. Section 1 of the above entitled Ordinance is hereby amended and supplemented to read as follows:

"Section 1. Effective January 1, 2023, the following officers and employees shall be compensated on an annual basis and shall be paid quarterly in March, June, September and December of each year as follows:

2023

1. Township Committee	$ 7,662.00
2. Municipal Judge	$ 41,328.00
3. Municipal Prosecutor	$ 27,479.00
4. Director-Office of Emergency Management	$ 7,236.00

SECTION 2. Effective January 1, 2023, the following officers and employees shall be compensated on an annual basis and shall be paid monthly of each year as follows:

1. Elevator Sub-Code Official/Elevator Inspector, H.H.S.	$ 36,952.00
2. Municipal Public Defender	$ 7,079.00

SECTION 3. Effective January 1, 2023, the following officers and employees shall be compensated on an annual basis and shall be paid twice monthly (24 pays) of each year as follows:

1. Tax Assessor - Based on a twenty-one hour (21) work week ($2,325.33) per pay based on a twice monthly payroll)	$ 55,808.00
2. Chairman, Site Plan Exemption Committee	$ 2,500.00
3. Building Facilities Coordinator	$ 2,500.00
4. Open Public Records Act Coordinator	$ 4,000.00
5. Police Open Public Records Act Coordinator	$ 2,500.00

"EMPLOYEE PERFORMANCE EVALUATION"
RELATING TO SALARY INCREMENTS

SECTION 4. Any non-union civilian employee who has reached the maximum step on any Schedule "A" or "A-1" adopted by way of a prior Ordinance or under Schedule "A" or "A-1" as set forth herein, shall only receive an increase, if he/she receives a satisfactory Job Performance Evaluation in accordance with the Township's Employee Evaluation System, otherwise, said employee shall remain at his/her existing salary.

The following serves as an example of what is intended by this paragraph concerning the application of the job performance evaluation as it relates to salary increments for those employees covered by either Schedule "A" or Schedule "A-1" for the year 2023: Individual Y was in Group X of Schedule "A" at the Maximum Step under the 2022 Salary Ordinance and was receiving a salary of $107,871. Upon the adoption of this Ordinance, this individual shall not receive any increase in salary unless he/she shall receive a satisfactory performance evaluation in which case his/her salary will be that provided for in the 2023 Schedule "A", Group X, Maximum $111,105, effective January 1, 2023. In the event that the individual shall receive an unsatisfactory performance evaluation, his/her salary shall remain at $107,871, the same as in 2022."

SECTION 5. Section 2, Schedule "A" of Ordinance No. 15-2021 is hereby deleted in its entirety and the following new Guide is inserted in its place and stead:

TOWNSHIP OF HANOVER
SALARY GUIDE 2023 A

GROUP	STEP 5
I	55,504
II	59,994
III	65,153
IV	70,760
V	76,630
VI	82,475
VII	87,199
VIII	94,467
IX	102,199
X	111,105
XI	119,243
XII	128,458
XIII	138,829
XIV	149,319

TOWNSHIP OF HANOVER
SALARY GUIDE 2023 A-1

GROUP	STEP 5
I	57,010
II	61,584
III	66,890
IV	72,743
V	78,705
VI	84,784
VII	89,598
VIII	97,019
IX	105,043

SECTION 6. *For the Department Heads listed below, there is hereby established the following salary ranges:*

2023 Business Administrator Salary Range:

During calendar year 2023, the following salary range shall apply to this dual position of Business Administrator/Township Clerk:

$100,000 to $195,000

2023 Township Clerk Salary Range:

During calendar year 2023, the following salary range shall apply to the position of Township Clerk:

$80,000 to $100,000

2023 Chief of Police Salary Range:

During calendar year 2023, the following salary range shall apply to the position of Chief of Police:

$125,000 to $185,000

2023 Chief Finance Officer/Certified Tax Collector/Treasurer Salary Range:

During calendar year 2023, the following salary range shall apply to the multiple positions of Chief Municipal Finance Officer/Certified Tax Collector/Treasurer:

$80,000 to $175,000

2023 Construction Official / Building Sub-Code Official / Zoning Officer Salary Range:

During calendar year 2023, the following salary range shall apply to the multiple position of Construction Official & Building Sub-Code Official/Zoning Officer:

$65,000 to $115,000

2023 Superintendent of Public Works, Buildings and Grounds and Park Maintenance Salary Range:

During calendar year 2023, the following salary range shall apply to the position of Superintendent of Public Works, Buildings and Grounds and Park Maintenance:

$65,000 to $137,000

2023 License - Certification – Accreditation

Any department or bureau head, first line supervisor or employee who has earned a license, certification or accreditation required by his/her position, and attained in order to increase and enhance his/her knowledge and expertise directly related to his/her position and professional experience, shall receive a one-time salary adjustment of $1,500 or $750 depending on the license, certification or accreditation. The one-time adjustment shall be added to the base salary.

The following certifications would qualify for the $1,500 adjustment:

Registered Municipal Clerk, Certified Municipal Finance Officer, Certified Tax Collector, Land Use Administrator, Register of Vital Statistics, Certified Municipal Court Administrator, Qualified Purchasing Agent, Certified Public Works Manager, Certified Park and Recreation Executive and Certified Park and Recreation Professional, New Jersey State Association of Chiefs of Police Accredited Chief Executive-Chief of Police Certification Program and/or Accredited Chief Executive-Chief of Police Advanced Certification Program.

The following accreditation would qualify for the $750 adjustment:

Deputy Court Administrator Accreditation and Certified Pool and Spa Operator.

SECTION 7. In any instance, in connection with this Salary Ordinance and the Schedules set forth above, that an employee shall have his or her Job Classification altered, said employee shall receive compensation at a rate not less than that received by the employee in the year prior to the change of Classification and, in addition, shall not receive the annual increment which is provided for in the Salary Guide except for an adjustment which shall be determined by the Business Administrator and recommended to the Township Committee. "All individuals employed by the Township in either a management or non-management civilian position, may be hired and classified within the minimum Step Ranges of A, A-1, B, C or D as set forth with the approval of the Township Committee".

SECTION 8. The following schedule represents the job position titles and applicable salary ranges for the Township's management and non-management civilian employees:

2022 SCHEDULE "B"

JOB GROUP CLASSIFICATIONS		**APPLICABLE *SALARY RANGES***
JOB GROUP I		
	Clerk Typist	A or C
	P/T Dial-A-Ride Dispatcher	A-1 or D
	P/T Dial-A-Ride Driver	A-1 or D
	P/T Custodian	A-1 or D
	P/T Assistant to Custodian	A-1 or D
	P/T Park Maintenance Worker	A-1 or D
JOB GROUP II		
	Administrative Clerk/Planning Office Clerk	A or C
	Support Services Secretary/Senior Clerk Typist in Police Department	A or C
	Junior Account Clerk	A or C
	P/T Clerk/Support Services	A or C
	Senior Clerk Typist	A or C
	P/T Floater/Clerical Support Services OPRA/Other Assignments	A or C
	P/T Violations Clerk	A or C
JOB GROUP III		
	Account Clerk	A or C
	Assistant Control Person/Account Clerk To the Construction Official/ Zoning Officer/Property Maintenance Officer	A or C
	Engineering Aide I	A or C
	General Secretary	A or C
	Police Records Administrative Assistant	A or C
	Recreation Clerk/Account Clerk	A or C
JOB GROUP IV		
	Administrative Assistant to the Chief of Police	A or C
	Senior Account Clerk	A or C
	Technical Assistant to the Construction Official/Zoning Officer/Property Maintenance Officer	A or C
	Recreation Department Office Manager / Recreation Commission Board Secretary	A or C
	Secretary to the Health Department/ Deputy Registrar of Vital Statistics	A or C

	Assistant to Superintendent of Public Works / Recycling Coordinator	A or C
JOB GROUP V		
	Senior Account Clerk/Payroll Clerk	A or C
	Administrative Secretary	A or C
	Engineering Aide II	A or C
	Management Analyst/Project Coordinator	A or C
	Communications Officer/Project Coordinator	A or C
JOB GROUP VI		
	Recreation and Park Administration Department Assistant Superintendent	A or C
	Public Health Nurse	A or C
	Executive Secretary I	A or C
	Police Dispatcher	A-1 or D
	PT or F/T Deputy Municipal Court Administrator	A or C
JOB GROUP VII		
	Assistant to Chief Financial Officer/ Tax Collector	A or C
	Executive Secretary II	A or C
	DPW Buildings and Grounds Division Supervisor	A-1 or D
	DPW Sanitation Division Supervisor	A-1 or D
	DPW Road Division Supervisor	A-1 or D
	DPW Parks Maintenance Division Supervisor	A-1 or D
	DPW Fleet Supervisor	A-1 or D
	Information Technology Specialist	A or C
JOB GROUP VIII	P/T or F/T Registered Environmental Health Specialist	A or C
	Executive Assistant/Human Resources Assistant	A or C
	Deputy Township Clerk	A or C
	Certified Secretary to Planning Board and Board of Adjustment/Land Use Administrator	A or C
JOB GROUP IX	DPW Operations Manager	*A or C*
	Junior Engineer	*A or C*
	Engineer/CAD Operator	*A or C*
	Full Time or Part Time Engineering Inspector	*A or C*
	Assistant Business Administrator	*A or C*
	Assistant Building Inspector/Assistant	*A or C*
	Zoning Officer/Assistant Property Maintenance Officer	*A or C*
	P/T Electrical Sub-Code Official/Electrical Inspector	*A or C*
	P/T Fire Protection Sub-Code Official/Fire Protection Inspector	*A or C*

	P/T Plumbing Sub-Code Official/Plumbing Insp.	*A or C*
		A or C
JOB GROUP X	Human Resources Manager	A or C
	Health Administrator – Registered Environmental Health Specialist	A or C
	Recreation & Park Administration Department Superintendent	A or C
	Design Engineer/Project Manager	A or C
	Public Health Nurse Supervisor	A or C
	Certified Municipal Court Administrator	A or C
	Registered Environmental Health Inspector 2 (Sr. Registered Environmental Health Specialist)	A or C
JOB GROUP XI		
	Health Administrator - Health Officer	A or C
JOB GROUP XII		
	Assistant Township Engineer	A or C
JOB GROUP XIII	N/A	
JOB GROUP XIV		
	Township Engineer	A or C
	Professional Planner	A or C
	Health Officer/Environmental Specialist	A or C

SECTION 9. Individuals hired for the first time in any of the job position classifications set forth in Section 5. Entitled "Schedule "B" listed above, or any current employee promoted to a higher job group classification, shall be compensated within their respective job group range as set forth below in Salary Guide "C" or "D" at a salary to be determined by the Township Committee. A person hired or promoted within their respective job group range shall only be eligible to receive the annual cost of living adjustment when such adjustment is determined and authorized by the governing body. In order to be eligible to receive a cost of living adjustment, an employee must receive a satisfactory job performance evaluation from his/her department head.

Any new, replacement full-time or permanent part-time non-union civilian employee hired by the Township on or after January 1, 2023 up to and including the date of adoption of this ordinance, must first complete his/her six (6) month probationary period of service and receive a satisfactory job performance evaluation in order to qualify for the cost of living adjustment retroactive to the first date of employment. This regulation also includes promotions that require a six (6) month probationary period.

TOWNSHIP OF HANOVER
SALARY GUIDE 2023 C

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,000	53,850	13.74	29.59
II	26,990	58,216	14.83	31.99
III	29,330	63,264	16.12	34.76
IV	31,800	67,700	17.47	37.75
V	34,400	74,387	18.90	40.87
VI	36,940	80,087	20.30	44.00
VII	38,980	85,058	21.42	46.74
VIII	42,170	91,713	23.17	50.39
IX	45,580	99,221	25.04	54.52
X	49,510	107,872	27.20	59.27
XI	53,030	115,777	29.14	63.61
XII	57,100	124,721	31.37	68.53
XIII	61,610	134,793	33.85	74.06
XIV	66,160	149,227	36.35	81.99

TOWNSHIP OF HANOVER
SALARY GUIDE 2023 D

Group	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
I	25,650	55,357	12.33	26.61
II	27,710	59,797	13.32	28.75
III	30,110	64,950	14.48	31.23
IV	32,650	70,612	15.70	33.95
V	35,330	76,405	16.99	36.73
VI	37,950	82,307	18.25	39.57
VII	40,030	86,997	19.25	41.83
VIII	43,320	94,200	20.83	45.29
IX	46,830	101,998	22.51	49.04

SECTION 10. The rates of pay and/or salary ranges for the following part-time Employees shall be as follows during calendar year 2023:

1. School Crossing Guard:
   (In Charge) — N/A.
2. School Crossing Guards: — $21.29 per hour.
3. Substitute Part-Time Construction Code Inspectors — $30.00 to $39.94 per hr.
4. Part-time Registered Environmental Health Inspector — $24.00 to $44.39 per hr.
5. Per Diem Police Dispatchers — $24.97 per hour
6. Police Matrons - At the lump sum rate of $71.61 for the first three (3) hours of service and at the rate of $23.87 per hour pro-rated for actual time worked after first three (3) hours.

7. Part-Time Senior Assistant Property Maintenance/ Zoning Officer	$20.00 to $45.00/hr.
8. Part-Time Professional Arborist/Forester	$25.00 to 73.73/hr.
9. Substance Awareness Coordinator	$250/quarterly report
10. Municipal Housing Liaison	$47.98/hr.
11. Class III Special Law Enforcement Officer	$25.00 to $37.00/hr.
12. Undergraduate and Graduate Internship Rates	$20.00 to $30.00/hr.

SECTION 11. The following rates of pay shall apply to Special Municipal Court sessions, DWI Court sessions and the off-duty employment of police officers performing side jobs:

1. For additional special Municipal Court sessions including DWI Court sessions, the Municipal Court Judge, the Municipal Prosecutor and the Public Defender shall be paid at the rate of $125.00 per hour but not to exceed following amounts:

    A. Municipal Court Judge not to exceed $800.00 per session.
    B. Municipal Prosecutor not to exceed $600.00 per session.
    C. Public Defender not to exceed $600.00 per session.

2. Outside Employment of Police Officers in the Performance of

Extra-Duty Side-Jobs	$70.00/hr.
Extra-Duty Side-Jobs Overtime	$105.00/hr.
Extra-Duty Side-Jobs Ravine/Met Life	$100.00/day
Administrative Fee Paid to Township	$10.00/hr.
Cost for Use of a Township Police Vehicle	$25.00/hr. to (Maximum of $125.00)

All payments to police officers for off-duty outside employment shall be processed through the Township's Finance Department.

SECTION 12. The rates of pay and/or salary ranges shall apply to the following temporary, seasonal and summer employees of the Recreation and Park Administration Department during calendar year 2023:

1. Part-Time Recreation Department Office Staff	$12.93/hr.-14.13/hr.
2. Swim Team Coach	$500-$3,500/Season
3. Swimming Pool Manager	$4,000-$15,000/Season
4. Asst. Pool Manager	$3,500-$9,000./Season

5.	Head Lifeguard	$13.25-23.00/hr.
6.	Lifeguards	$12.93-$21.00/hr.
7.	Director/Summer Camp Program	$21.00-$30.00/hr.
8.	Assistant Directors/Summer Camp Program	$12.93-$21.00/hr.
9.	Adult Counselors for Summer Camp Program	$12.93/hr. to $25.00/hr.
10.	Summer Camp Program – Camp Counselor	$12.93/hr. to $22.00/hr.
11.	Proctor/ Custodian Fireworks Celebration	$25.00 to $60.00/hr.

12. Swim Instruction by Certified Lifeguards:
    a. Group Lessons.....$54.75/per Person* per Course
    b. Individual Lessons.....$25.75/per Lesson*
    c. Lifesaving Instruction.....$54.75/per Person* per Course

* In addition, a 10% administrative fee shall be charged to each participant to cover Township costs.

13.	Community Center Proctors	$12.93 to $14.13/hr.
14.	Badge Checkers – Bee Meadow Pool	$12.93 to $15.50/hr.
15.	Bee Meadow Pool Office Staff	$12.93 to $18.00/hr.
16.	Pool Activities Coordinator	$12.93 to $18.50/hr.

17. Individuals hired as lifeguards who receive an Instructor's Water Safety Instruction Certification, a Lifeguard Water Safety Instruction Certification and/or a Certified Pool Operator Certification shall be eligible to receive a $.50 hourly increment upon attainment for either or both during the pool season in which the Certification(s) is/are received.

SECTION 13. During calendar year 2023 all temporary, seasonal and summer employees employed or re-employed as park maintenance workers, public works laborers and administrative and clerical personnel shall receive the following compensation:

A. Individuals hired for the first time shall receive an hourly rate of $14.13 an hour.
B. Returning individuals shall receive an additional $.50 per hour.

SECTION 14. All salaries and rates of compensation for the job position classifications described under Job Position Classification Schedule "B", in conformance with the above described Salary Guides, shall be effective and retroactive to January 1, 2023. Only those non-union full-time and permanent part-time civilian employees whose positions are classified under Schedule "B" and the Salary Guides listed above, and currently on the payroll of the Township of Hanover at the time of adoption of this Ordinance shall receive retroactive salary adjustments,

except those employees who have retired from service on or after January 1, 2023, but prior to the adoption of this Ordinance shall receive retroactive salary adjustments effective January 1, 2023 through the date of retirement. No other exceptions shall be made."

SECTION 15. In case, for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid, the same shall not affect any other section or provision of this Ordinance, except so far as the section or provision so declared unconstitutional or invalid shall be severed from the remainder or any portion thereof.

SECTION 16. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are, to the extent of such inconsistency, hereby repealed.

SECTION 17. This Ordinance shall take effect in accordance with law.

TOWNSHIP COMMITTEE
TOWNSHIP OF HANOVER
COUNTY OF MORRIS
~~STATE OF NEW~~ JERSEY

Thomas "Ace" Gallagher, Mayor

ATTEST:

Krista M. DiGiorgio, Township Clerk

DATE OF INTRODUCTION: April 13, 2023
DATE OF ADOPTION: May 11, 2023

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CERTIFICATION

I, Krista M. DiGiorgio, Township Clerk of the Township of Hanover, County of Morris and State of New Jersey, do hereby certify the foregoing to be a true copy of an Ordinance adopted by the Township Committee of said Township on the 11th day of May, 2023, at a meeting, duly convened, of said Body.

Krista M. DiGiorgio, Township Clerk