

ORDINANCE NO. 2015-25
AN ORDINANCE OF THE TOWNSHIP OF WEST DEPTFORD
FIXING SALARY GRADES, POSITIONS AND RANGES OF
OFFICIALS AND EMPLOYEES OF THE TOWNSHIP
OF WEST DEPTFORD

BE IT ORDAINED by the Township Committee of the Township of West Deptford, in the County of Gloucester and State of New Jersey as follows:

Section 1. The purpose of this ordinance is to establish classification titles, salary grade levels and salary ranges for all Classified and Exempt personnel employed by the Township of West Deptford as defined and determined in accordance with the provisions of the Township's Personnel Ordinance, Chapter 47, adopted December 19, 1974, and in subsequent amendments. The actual compensation to be paid to each employee within the salary grade levels established by this ordinance, together with other benefits to be paid each employee, and the method and standards by which each employee is to be compensated are more fully set forth in the Township of West Deptford's "Detailed Line Item Budget," "Personnel Ordinance" and negotiated "Employee/Employer Labor Agreements." The provisions of said documents will not be repeated in this ordinance verbatim because of their length.

Section 2. Classification titles, base salary grade levels, and base salary ranges for officers and employees of the Township of West Deptford shall be fixed as indicated herein below:

SCHEDULE "A"

<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>					<u>SALARY RANGE</u>
1	Cashier Clerk Typist					\$20,460 - \$27,901
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>		
\$20,460	\$22,318	\$24,180	\$26,043	\$27,901		
.....						
2	Custodial Aide Receptionist/Telephone Operator					\$20,996 - \$32,266
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>		
\$20,996	\$23,815	\$26,634	\$29,455	\$32,266		
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<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>					<u>SALARY RANGE</u>
3	Administrative Clerk Assessing Clerk Billing Clerk Budget Account Clerk Building Maintenance Workers Clerk Bookkeeper Deputy Court Clerk Tax Clerk Violations Clerk					\$28,105 - \$38,326
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$28,105	\$30,658	\$33,221	\$35,774	\$38,326	
.....						
4	Senior Administrative Clerk Senior Assessing Clerk Senior Billing Clerk Senior Budget Account Clerk Senior Building Maintenance Workers Senior Deputy Court Clerk Senior Tax Clerk Senior Violations Clerk					\$28,719 - \$39,157
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$28,719	\$31,330	\$33,936	\$36,546	\$39,157	
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5	Executive Secretary					\$29,875 - \$40,727
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$29,875	\$32,587	\$35,300	\$38,015	\$40,727	
.....						
6	Police Clerk					\$30,526 - \$40,428
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$30,526	\$32,712	\$34,892	\$37,163	\$40,428	
.....						
7	Construction Control Person/ Technical Assistant					\$31,812 - \$43,073
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$31,812	\$34,460	\$37,330	\$40,201	\$43,073	
.....						
8	Administrative Secretary					\$42,449 - \$56,407
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$42,449	\$45,626	\$48,855	\$52,079	\$56,407	

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<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>					<u>SALARY RANGE</u>		
	9	Public Works Laborer Laborer/Road Maintenance					\$29,157 - \$56,316	
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>		
\$29,157	\$33,683	\$38,210	\$42,737	\$47,264	\$51,791	\$56,316		
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	10	Animal Control Warden Shuttle Bus Driver Truck Driver Meter Reader/Repairman					\$30,610 - \$57,782	
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>		
\$30,610	\$35,139	\$39,666	\$44,193	\$48,719	\$53,246	\$57,782		
.....								
	11	Dispatcher (Public Works)					\$31,532 - \$58,703	
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>		
\$31,532	\$36,061	\$40,591	\$45,119	\$49,647	\$54,176	\$58,703		
.....								
	12	Equipment Operator Maintenance Repairman W/S Maintenance Repairman					\$37,195 - \$59,619	
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>		
\$37,195	\$40,933	\$44,670	\$48,407	\$52,144	\$55,882	\$59,619		
.....								
	13	Mechanic					\$37,479 - \$59,905	
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>		
\$37,479	\$41,216	\$44,953	\$48,691	\$52,428	\$56,165	\$59,905		
.....								
	14	Housing Inspector					\$38,052 - \$60,992	
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>				
\$38,052	\$43,785	\$49,525	\$55,256	\$60,992				

23	Fire Official Director of Planning & Inspections Construction Official/Building Subcode Official Lieutenant Water/Sewer Superintendent Deputy Public Works Manager	\$69,910 - \$112,368
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24	Chief Financial Officer Treasurer Deputy Chief of Police Public Works Manager	\$72,194 - \$125,270
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25	Acting Administrator	\$76,500 - \$86,700
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26	Chief of Police Administrator	\$97,377 - \$140,363
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Firearms Permit Secretary	NOT TO EXCEED \$2,200
Escrow Secretary	NOT TO EXCEED \$3,500
Recording Secretary/ Recreation Commission Deputy Clerk	NOT TO EXCEED \$6,600
Board of Health Secretary Planning/Zoning Board	NOT TO EXCEED \$15,600
Recording Secretary	NOT TO EXCEED \$2,502
Municipal Court Judge	NOT TO EXCEED \$8,000
Township Mayor	NOT TO EXCEED \$34,000
Township Committee	NOT TO EXCEED \$5,000
Registered Municipal Clerk (Part-time)	NOT TO EXCEED \$5,000
Zoning Officer	NOT TO EXCEED \$20,000
LOSAP Officer	NOT TO EXCEED \$30,000
Plumbing Subcode Official	NOT TO EXCEED \$2,100
Electrical Subcode Official	NOT TO EXCEED \$19,500
Registrar	NOT TO EXCEED \$29,500
Deputy Registrar	NOT TO EXCEED \$3,200
Emergency Management Coordinator	NOT TO EXCEED \$2,000
Building Inspector/Subcode	NOT TO EXCEED \$12,000
Dep. Emerg. Mgmt. Coord.	NOT TO EXCEED \$30,000
TAC Officer	NOT TO EXCEED \$5,444
Deputy Court Clerk	NOT TO EXCEED \$8,000
Recycling Coordinator	NOT TO EXCEED \$16,000
Clean Community Coordinator	NOT TO EXCEED \$5,300
Board/Committee/Commission Recording Secretary	NOT TO EXCEED \$5,300
	NOT TO EXCEED \$1,200 (\$100 per meeting)

<u>EXEMPT SERVICE POSITIONS "C"</u>	<u>HOURLY RATE</u>
Bailiff	\$11.70
Intern	\$9.64 - \$14.32
Seasonal Clerical Assistant	\$8.38 - \$11.47
School Crossing Guard	\$9.76 - \$11.64
Recreation Aide	\$8.59 - \$11.93
Seasonal Laborer	\$8.38 - \$11.59
Park Rangers	\$8.68 - \$12.31
Seasonal Administrative Aide	\$8.38 - \$12.89
Special Police Officers (Off Duty Rate)	\$9.03 - \$14.89
Special Police Officers (Traffic Control)	\$40.00
Janitor, Nutrition Center	\$9.66 - \$11.53
Summer Recreation Director, Assistant Summer Recreation Director, Clinic Directors	\$8.38 - \$23.44
Seasonal Code Enforcement Officer	\$15.15 - \$18.63

EXEMPT SERVICE POSITIONS "D"

SCHEDULE "E"

RiverWinds Redevelopment Agency

Full-Time

<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>					<u>SALARY RANGE</u>
I	Lifeguard					\$20,615 - \$28,111
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$20,615	\$22,489	\$24,367	\$26,241	\$28,111	
II	Clerk					\$26,754 - \$36,480
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$26,754	\$29,188	\$31,618	\$34,052	\$36,480	
III	Administrative Clerk Building Maintenance Worker Front Desk Clerk Head Lifeguard					\$28,105 - \$38,326

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$28,105	\$30,659	\$33,220	\$35,773	\$38,326

EXEMPT SERVICE POSITIONS

SALARY RANGE

Aquatics Supervisor	\$30,000 - \$55,000
Events Manager	\$55,843 - \$70,726
Fitness Supervisor	\$30,000 - \$55,000
Front Desk Manager	\$30,000 - \$55,000
General Manager	\$70,000 - \$85,000
Operations/Marketing Manager	\$65,000 - \$82,000
Program Coordinator	\$31,000 - \$45,500
Program Manager	\$55,000 - \$72,000
Maintenance Foreman	\$35,000 - \$55,000

PART-TIME

POSITIONS

Babysitter	\$8.38 - \$10.56
Teen Room Attendant	\$8.38 - \$10.56
Aquatics Instructor	\$8.38 - \$16.12
Instructor	\$20.00 - \$35.00
Climbing Wall Attendant	\$8.38 - \$11.17
Custodian	\$8.38 - \$14.88
Front Desk Cashier	\$9.54 - \$12.40
Front Desk Attendant	\$8.38 - \$11.17
Gym Attendant	\$8.38 - \$10.56
Lifeguard	\$9.54 - \$14.88
Weight Room Attendant	\$8.38 - \$11.17
All-Purpose Attendant	\$8.38 - \$14.88
Rock Climbing Specialist	\$8.38 - \$14.88

Section 3. Salary increases shall be granted upon satisfactory performance and shall have no relationship to length of service of said employee. The Township Committee may grant increases provided that each resulting salary is within the salary range set forth in Salary Schedules "A" and "B". Salary increases shall be based upon the availability of funds appropriated for salary administration by the Township Committee and shall be based upon merit, as determined by an evaluation of the employee's job performance or any collective bargaining contract entered into by the Township.

Section 4. New employees hired by the Township may be eligible for merit increases following the completion of six (6) months continuous service. The Township Committee shall make such determination after giving full consideration to the

recommendations of the employee's Departmental Supervisor and Township Administrator. The salary of each new Police Officer hired by the Township shall be as provided in the then current collective bargaining agreement.

Section 4.01. The salary for each new Public Works employee hired by the Township shall, after five (5) full years from anniversary date of service, increase to the salary of Public Works employees within the same job classification as defined by the current contract.

Section 5. PROMOTION: An employee promoted to a higher hourly or salary grade level position shall receive a promotional salary increase commencing the effective date of the promotion. The rate of pay of the promoted employee shall be on the step increases shall be in addition to any other increase for which the employee is eligible under the provisions of this ordinance.

Section 6. DEMOTION: In the case of demotions, the employee shall be assigned a new grade level position and reduced in pay or hourly rate as determined by the Township Committee. The rate of pay of the demoted employee shall be on the step determined by their length of service within the salary range of the new salary grade level as determined by the new Classification Title.

Section 7. RECLASSIFICATION: If a position is reclassified, and a new higher salary grade level is established for said position, the compensation of the affected employee shall be placed within the salary range of his new grade level position on the step determined by their length of service. The affected employee shall then be eligible for the same annual salary increase provided under this ordinance, if it has not previously been received. If an employee's current pay is greater than the maximum pay rate under the new classification, the employee's rate of compensation may be reduced to the maximum pay of the new salary grade level. Pay changes caused by position reclassification shall take effect on the effective date of such reclassification.

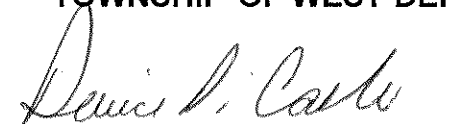
Section 8. All ordinances and provisions thereof inconsistent with the provisions of this ordinance be and the same are repealed with the exception of any person currently receiving, under a prior ordinance or ordinances, a salary higher than herein provided for.

Section 9. If any section, paragraph, subdivision, clause or provisions of this ordinance shall be adjudged invalid; such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this ordinance shall

be deemed valid and effective.

Section 10. This ordinance shall take effect after final adoption and publication thereof retroactive to January 1, 2015.

TOWNSHIP OF WEST DEPTFORD



DENICE DICARLO, Mayor

Attest:



AMY LESO, RMC, Township Clerk

INTRODUCED at a meeting of the Township Committee of the Township of West Deptford, held on December 2, 2015.

ROLL CALL VOTE				
	AYES	NAYS	ABSTAIN	ABSENT
Denice DiCarlo	X			
Jeff Hansen	X			
James Mehaffey	X			
Jerry Maher	X			
Adam Reid	X			
TALLY:	5	0	0	0

ADOPTED at a meeting of the Township Committee of the Township of West Deptford, held on December 16, 2015.

ROLL CALL				
	AYES	NAYS	ABSTAIN	ABSENT
Denice DiCarlo	X			
Jeff Hansen	X			
James Mehaffey	X			
Jerry Maher	X			
Adam Reid	X			
TALLY	5	0	0	0

PLEASE TAKE NOTICE that the foregoing Ordinance of the Township of West Deptford was passed on second reading by the Township Committee at its meeting on December 16, 2015, held at the Municipal Building located at 400 Crown Point Road, Thorofare, New Jersey, after a public hearing was held thereon. Copies of the Ordinance are available for inspection in the Office of the Township Clerk.


 AMY LESO, RMC Township Clerk