

# RESOLUTION OF THE TOWNSHIP OF WASHINGTON

*Morris County, New Jersey*

**No. R-62-13**

**Date of Adoption:** May 20, 2013

**Title or Subject: TOWNSHIP EMPLOYEES' BENEFITS - 2013**

**BE IT RESOLVED** by the Township Committee of the Township of Washington, County of Morris, State of New Jersey, that the following employees' benefits are hereby established and are made available to all full-time non-contracted employees of the Township of Washington, unless otherwise provided:

## SECTION I - BUSINESS HOURS

- A. Administrative Offices: For January through May and September through December: 8:00 A.M. to 4:00 P.M., Monday through Friday. On the first Monday of the months of January through May and September through December inclusive, the hours of operation will be from 8:00 A.M. to 7:00 P.M. On the Friday following the first Monday of these months, the hours of operation will be from 8:00 A.M. to 12:30 P.M. except for May, November and December when the half-days shall be May 24, November 20 and December 23 respectively. Starting on June 3rd, during the months of June, July and August and through September 3, 2013, the hours of operation will be from 7:30 A.M. to 5:00 P.M., Monday through Thursday. The Administrative Offices will be closed on Fridays during the months of June, July and August and through September 2, 2013. Offices which are staffed by only one employee may be closed for lunch hours, but it is expected that another employee will handle telephone calls and visitors where possible. Offices which are staffed by more than one employee are expected to remain open through any lunch hours.
- B. Department of Public Works: Non-contracted Administrative Personnel to work the same hours as above unless ordered otherwise.
- C. Police Department: Non-contracted Administrative Personnel to work the same hours as above unless ordered otherwise.

## SECTION II - HOLIDAYS

- A. All non-contracted employees shall receive paid holidays as follows:

Tuesday, January 1, 2013	New Year's Day
Monday, January 21, 2013	Martin Luther King Day (Optional)
Monday, February 18, 2013	Presidents' Day
Friday, March 29, 2013	Good Friday
Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 14, 2013	Columbus Day (Optional)
Thursday, November 28, 2013	Thanksgiving Day
Friday, November 29, 2013	Day after Thanksgiving
Tuesday, December 24, 2013	Christmas Eve
Wednesday, December 25, 2013	Christmas Day

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- B. Optional holidays may be taken either on the stated date or after the stated date during the calendar year at the employee's discretion but at such time as not to jeopardize the work of their office and with the Administrator's or Chief Financial Officer's approval. If the optional holiday is not taken by the end of the calendar year, it shall lapse.

**SECTION III - VACATION LEAVE – FULL TIME EMPLOYEES**

- A. Vacation time shall be determined as follows:
  - 1. Any non-contracted employee hired January 1, 2013 through June 30, 2013 shall receive one week paid vacation.
  - 2. Any non-contracted employee hired July 1, 2013 through October 1, 2013 shall receive 2 1/2 days paid vacation.
  - 3. Any employee hired October 2, 2013 through December 31, 2013 will not be eligible for vacation until the following year.
- B. All non-contracted employees who have completed their three-month probation on or before January 1, 2013 shall be eligible for ten (10) paid vacation days to be taken at the discretion of the employee but not at any time which would jeopardize the efficient and effective operation of their office.
- C. All non-contracted employees who have not completed their three-month probation prior to January 1, 2013 shall be entitled to 7 ½ days paid vacation.
- D. All non-contracted employees who have completed a minimum of five years of service as of December 31, 2013 shall be eligible for fifteen (15) paid vacation days to be taken at the discretion of the employee but not at any time which would jeopardize the efficient and effective operation of their office.
- E. All non-contracted employees who have completed a minimum of ten years of service as of December 31, 2013 shall be eligible for twenty (20) paid vacation days to be taken at the discretion of the employee but not at any time which would jeopardize the efficient and effective operation of their office.
- F. All non-contracted employees who have completed a minimum of sixteen years of service as of December 31, 2013 shall be eligible for one additional paid vacation day per year to a maximum of twenty five (25) paid vacation days to be taken at the discretion of the employee, but not at anytime which would jeopardize the efficient and effective operation of their office.

**SECTION III - VACATION LEAVE – FULL TIME EMPLOYEES (Continued)**

- G. No employee shall be permitted to take any vacation leave without the prior consent of either the Department Head or the Administrator.
- H. Employees who are not covered under collective bargaining agreements may carry over up to five (5) earned vacation days from the previous year provided that this earned vacation is used by June 30. If carry-over vacation is not used by this date, earned days shall lapse.

**SECTION IIIA – VACATION LEAVE CERTAIN PART-TIME EMPLOYEES**

After the completion of one full year of service, any part-time employee who is scheduled to work weekly on an annual basis and averages over 18 hours per week in house will be eligible for one week paid vacation. Vacation time will be based on average hours per week worked (ex. average hours 15/week- paid 15 hours/week) and will be predetermined by the Chief Financial Officer and agreed upon on an individual basis on the anniversary of each full year of service. Vacation days may not be carried over or paid out.

**SECTION IV - PERSONAL LEAVE**

- A. Personal time shall be determined as follows:
  - 1. All non-contracted employees who are hired prior to July 1, 2013 shall be eligible for three paid personal leave days.
  - 2. All non-contracted employees hired July 1, 2013 through October 1, 2013 shall be eligible for one paid personal day in that year.
  - 3. Any employee hired October 2, 2013 through December 31, 2013 will not be eligible for paid personal leave until the following year.
- B. Personal leave may not be taken until the end of the probationary period. Unused personal leave days expire at the end of each calendar year.

**SECTION V - SICK LEAVE**

- A. Sick time shall be determined as follows:
  - 1. Any non-contracted employee hired January 1, 2013 through June 30, 2013 shall receive five sick days.
  - 2. Any non-contracted employee hired July 1, 2013 through October 1, 2013 shall be eligible for 2 ½ sick days.
  - 3. Any non-contracted employee hired October 2, 2013 through December 31, 2013 will not be eligible for paid sick time until the following year.

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- B. All non-contracted employees who have completed their three month probation prior to January 1, 2013 shall be entitled to ten (10) days sick leave during the 2013 calendar year.
- C. All non-contracted employees who have not completed their three month probation prior to January 1, 2013 shall be entitled to 7 ½ days paid sick leave in 2013.
- D. On the first pay period of 2014, all employees who are not covered under collective bargaining agreements shall receive pay for fifty percent of any unused 2013 sick days. All employees shall have the option of banking any unused sick time up to thirty (30) days on an hour for hour basis in lieu of the 50% payment. This banked sick time can be used only for extended sick leave. There will be no pay out for unused banked sick leave.
- E. In addition to the sick leave granted above, the following benefits shall be available:

In addition to the annual ten (10) days sick leave, any full time employee hired before January 1, 2013 who incurs a single major illness, hospitalization and recuperation which extends more than twenty-eight days, will be granted paid sick leave from the twenty-ninth (29<sup>th</sup>) calendar day to the one hundred and eighty-second day (182<sup>nd</sup>) calendar day. In order to get to the twenty-ninth (29<sup>th</sup>) calendar day, annual sick time and banked sick time must be used first followed by all other benefit time (personal/vacation time.) Not having enough time to bridge the 28 day gap is not grounds for any disciplinary action by the Township and extended sick leave will still commence on the 29<sup>th</sup> day. Proof of eligibility for extended benefits will be required in the form of a Doctor's certification along with a waiver releasing medical history to the Township Administrator.

In addition, the Township reserves the right to send the employee to a Township-selected doctor appointed by the Township Committee (expenses paid by the Township).

Employees hired after January 1, 2013 will have to complete three (3) years of service before utilizing any extended sick leave.

An employee may donate any of their benefit time to another employee including those who have not reached the three (3) year qualifier to be used exclusively for extended sick leave.

Employees may only utilize the full allotment (182 days of paid/unpaid absence from work) of this extended sick leave once every two (2) years when they are unable to perform their job. Reoccurrence of the same injury, illness or disability or any new major illness or hospitalization will be reviewed on a case by case basis by Administration to determine eligibility.

**SECTION VI - SALARY ADJUSTMENTS**

- A. Annual salary adjustments or cost of living increases are given at the discretion of the Mayor and the Township Committee.
- B. All non-contracted employees who have not completed their three month probation prior to January 1, 2013 shall not be eligible for any salary adjustment or cost of living increase for 2013.

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**SECTION VII - LONGEVITY**

**PLAN A**

<u>Salary Range</u>	<u>7-10 Years</u>	<u>11-14 Years</u>	<u>15+ Years</u>
20,000-29,999	800	1,000	1,200
30,000-39,999	1,150	1,350	1,550
40,000-49,999	1,400	1,600	1,800
50,000-59,999	1,750	2,075	2,375
60,000-69,999	1,950	2,275	2,600
70,000-79,999	2,250	2,625	3,000
80,000-99,999	2,850	3,325	3,800
100,000+	3,150	3,675	4,200

**PLAN A - EMPLOYED AFTER 01/01/2002**

<u>Salary Range</u>	<u>7-14 Years</u>	<u>15+ Years</u>
Under 40,000	1,000	1,500
40,000-80,000	1,500	2,000
Over 80,000	2,000	2,500

Longevity shall be computed from the appointment date of employment, and shall be reported as pensionable earnings.

**SECTION VIII - USE OF PRIVATE VEHICLES FOR OFFICIAL PURPOSES**

Use of private vehicles for official purposes shall require the prior approval of the Administrator. In such instances, reimbursement shall be made at the rate of thirty (30) cents per mile to defray all costs involved.

**SECTION IX – FURLOUGHS**

There will be no furlough days for Non-Contracted Administrative Personnel for the year 2013.

**SECTION X - FURTHER BENEFITS**

Effective July 1, 2009, Washington Township made the NJ Direct 15 State Health Benefit Plan its base plan for all non-contracted employees.

Employees will contribute to their Health Insurance costs as directed by the State of New Jersey Pension and Health Benefits Reform Act. (Chapter 78, P.L. 2011)

If an employee chooses to enroll in a more expensive plan, in addition to the contribution noted above he/she will pay the difference in cost through additional payroll deductions.

All employee contributions will be made through payroll deductions, using pre-tax dollars (under IRS Section 125 Premium Only Plan). If benefits begin part way through a calendar year, the contribution will be pro-rated for that year. Employees who waive health insurance coverage (opt-out) will not be required to contribute toward the cost of said coverage.

The Township shall continue insurance coverage for employees who retire with at least twenty-five years of service in the New Jersey State Pension System and 20 years with Washington Township at the rate for family, husband/wife or single coverage, depending on the employee’s marital status. Coverage ends at the year Medicare coverage commences or 65 years of age, whichever is sooner.

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The Township Committee retains the right to further amend, increase or decrease such benefits as it feels are in the best interest of the employees and the Township of Washington.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF WASHINGTON**

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**Deborah A. Burd, Acting Township Clerk**

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**Kenneth W. Short, Mayor**

*I, Deborah A. Burd, Acting Township Clerk, do hereby certify that the foregoing resolution was adopted at a meeting of the Township Committee held on May 20, 2013..*

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**Deborah A. Burd, Acting Township Clerk**

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**Date**