

RESOLUTION OF THE TOWNSHIP OF WASHINGTON

Morris County, New Jersey

No. R-76-08

Date: May 19, 2008

Title or Subject: TOWNSHIP EMPLOYEES' BENEFITS - 2008

BE IT RESOLVED by the Township Committee of the Township of Washington, County of Morris, State of New Jersey, that, pursuant to Ordinance #RO-11-08 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: Effective April, May and September through December: 8:00 A.M. to 4:00 P.M., Monday through Friday. On the third Monday of the months of April, 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 third Monday of these months, the hours of operation will be from 8:00 A.M. to 12:30 P.M. During the months of June, July and August, the hours of operation will be from 7:45 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. Offices which are staffed by only one employee may be closed for lunch hours, but it is expected that another employee 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: 8:00 to 4:00 P.M. - Non-contracted Administrative Personnel unless ordered otherwise.
- C. Police Department: Non-contracted Administrative Personnel to work 8:00 A.M. to 4:00 P.M. unless ordered otherwise.

SECTION II - HOLIDAYS

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

Tuesday, January 1, 2008	New Year's Day
Monday, January 21, 2008	Martin Luther King Day (Optional)
Monday, February 18, 2008	President's Day
Friday, March 21, 2008	Good Friday
Monday, May 26, 2008	Memorial Day
Friday, July 4, 2008	Independence Day
Monday, September 1, 2008	Labor Day
Monday, October 13, 2008	Columbus Day (Optional)
Thursday, November 27, 2008	Thanksgiving Day
Friday, November 28, 2008	Day after Thanksgiving
Thursday, December 25, 2008	Christmas
Friday, December 26, 2008	Day after Christmas

- 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

- A. Vacation time shall be determined as follows:
1. Any non-contracted employee hired January 1, 2008 through June 30, 2008 shall receive one week paid vacation.
 2. Any non-contracted employee hired July 1, 2008 through October 1, 2008 shall receive 2 ½ days paid vacation.
 3. Any employee hired October 2, 2008 through December 31, 2008 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, 2008 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, 2008 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, 2008 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, 2008 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, 2008 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.

- 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 IV - PERSONAL LEAVE

- A. Personal Time shall be determined as follows:
 - 1. All non-contracted employees who are hired prior to July 1, 2008 shall be eligible for three paid personal leave days.
 - 2. All non-contracted employee hired July 1, 2008 through October 1, 2008 shall be eligible for one paid personal day in that year.
 - 3. Any employee hired October 2, 2008 through December 31, 2008 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, 2008 through June 30, 2008 shall receive five sick days.
 - 2. Any non-contracted employee hired July 1, 2008 through October 1, 2008 shall be eligible for 2 ½ sick days.
 - 3. Any non-contracted employee hired October 2, 2008 through December 31, 2008 will not be eligible for paid sick time until the following year.

- B. All non-contracted employees who have completed their three month probation prior to January 1, 2008 shall be entitled to ten (10) days sick leave during the 2008 calendar year.

- C. All non-contracted employees who have not completed their three month probation prior to January 1, 2008 shall be entitled to 7 ½ days paid sick leave in 2008.
- D. Based upon merit, service, and extenuating circumstances, the Administrator may determine extensions of sick leave up to (5) working days beyond an employee’s earned allotment.
- E. On the first pay period of 2009, all employees who are not covered under collective bargaining agreements shall receive pay for fifty percent of any unused 2008 sick days.
- F. In addition to the sick leave granted above, the following benefits shall be available:

Each full-time employee shall receive additional sick leave in the amount of seven (7) days for each year of service up to a maximum of 28 days under the following circumstances:

Hospitalization for major illness, recuperation from which required the employee to miss more than ten (10) consecutive working days: The added sick leave shall apply only to those days over and above the ten (10) consecutive work days missed due to hospitalization or recuperation. A doctor’s certificate will be required to establish eligibility. In addition to the sick leave granted for any single major illness or hospitalization which extends more than twenty-eight days, paid sick leave will be granted from the 29th calendar day to the 182nd day. Proof of eligibility for extended benefits will be required in the form of a doctor’s certificate and may require examination and certification by a doctor appointed by the Township Committee. Employees may only utilize the full allotment of this extended sick leave once every two (2) years when they are unable to perform their job. Each request for use of extended sick leave must be for a separate and distinct injury, illness or disability. Reoccurrence of the same injury, illness or disability will not qualify for a subsequent allotment of extended sick leave over and above the total 180 days.

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, 2008 shall not be eligible for any salary adjustment or cost of living increase for 2008.

SECTION VII - LONGEVITY

<u>PLAN A</u>				<u>PLAN A - EMPLOYED AFTER 01/01/2002</u>		
Salary Range	7-10 Years	11-14 Years	15+ Years	Salary Range	7-14 Years	15+ Years
20,000 - 29,999	800	1,000	1,200	Under 40,000	1,000	1,500
30,000 - 39,999	1,150	1,350	1,550	40,000 - 80,000	1,500	2,000
40,000 - 49,999	1,400	1,600	1,800	Over 80,000	2,000	2,500
50,000 - 59,999	1,750	2,075	2,375			
60,000 - 69,999	1,950	2,275	2,600			

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70,000 - 79,999	2,250	2,625	3,000
80,000 - 89,999	2,550	2,975	3,400
90,000 - 99,999	2,850	3,325	3,800
100,000+	3,150	3,675	4,200

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 - FURTHER BENEFITS

Any employees hired after July 1, 2008 will be required to pay 20% of the health benefit premium cost incurred by the Township for their health insurance.

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 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.

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

Judith L. Madden, Acting Municipal Clerk

Tracy Tobin, Mayor

I, Judith L. Madden, Acting Municipal Clerk, do hereby certify that the foregoing resolution was adopted at a meeting of the Township Committee, held on May 19, 2008.

Judith L. Madden, Acting Municipal Clerk

Date