

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
O R D I N A N C E**

ORDINANCE NO. 015-2024

**AN ORDINANCE ESTABLISHING SALARY RANGES FOR THE
TOWNSHIP OF UPPER FOR THE CALENDAR YEAR 2024**

BE IT ORDAINED by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

SECTION 1: TITLE: This Ordinance shall be known as the Salary Ordinance of 2024.

SECTION 2: SALARIES: Salary ranges for the various officials and employees of the Township of Upper for the calendar year 2024 shall be as follows:

<u>POSITION</u> (P/T denotes "Part-Time Position")	<u>MINIMUM</u>	<u>MAXIMUM- 2024</u>
<u>A. ADMINISTRATIVE / REVENUE AND FINANCE:</u>		
Mayor	3,750.00	6,000.00
Township Committee Member	7,000.00	13,500.00
Township Administrator	15,000.00	125,000.00
Personnel Officer	15,000.00	125,000.00
Township Clerk	15,000.00	125,000.00
Deputy Township Clerk	15,000.00	80,000.00
Chief Financial Officer	15,000.00	125,000.00
Assistant Municipal Treasurer	15,000.00	80,000.00
Township Tax Assessor	15,000.00	100,000.00
Tax Assessor P/T	No Min.	65.00/Hr.
Deputy Tax Assessor	15,000.00	80,000.00
Township Tax Collector	15,000.00	120,000.00
Assistant Municipal Tax Collector	15,000.00	80,000.00
Senior Account Clerk	15,000.00	80,000.00
Keyboarding Clerk 2	15,000.00	75,000.00
Keyboarding Clerk 1	15,000.00	70,000.00
Keyboarding Clerk 1 (P/T)	10.00/Hr.	30.00/Hr.
Purchasing Agent/QPA	No Min.	5,000.00
Registrar of Vital Statistics/CMR(P/T)	No Min.	5,000.00
Deputy Reg. Vital Statistics (P/T)	No Min.	3,000.00
Alt. Deputy Reg. Vital Statistics (P/T)	No Min.	3,000.00
Public Information Officer	No Min.	10,000.00
Data Information Coordinator/COOP	No Min.	3,500.00
Fund Commissioner	No Min.	3,500.00
Alt. Fund Commissioner	No Min.	1,000.00
Claims Coordinator	No Min.	2,000.00
Mun. Improvement Official (P/T)	No Min.	1,850.00
Tax Search Officer (P/T)	No Min.	1,850.00
Director of Public Asst. (P/T)	No Min.	1,000.00
Assistant Personnel Officer (P/T)	No Min.	7,000.00
Benefits Coordinator(P/T)	No Min.	10,000.00
Safety Coordinator	No Min.	3,500.00
Asst. Safety Coordinator	No Min.	1,500.00
Municipal Housing Liaison	No Min.	3,000.00
Passport Acceptance Agent	No Min.	1,000.00
ADA Coordinator	No Min.	3,000.00
Wellness Coordinator	No Min.	2,000.00
IT Specialist	No Min.	45.00/Hr.
Recreation Finance Coordinator	No Min.	5,000.00

B. MUNICIPAL COURT:

Municipal Judge (P/T)	15,000.00	60,000.00
Municipal Court Administrator	15,000.00	100,000.00
Deputy Mun. Court Administrator	15,000.00	80,000.00

C. CODE ENFORCEMENT / ZONING ENFORCEMENT:

Construction Official	15,000.00	100,000.00
Building Subcode Official (P/T)	No Min.	7,000.00
Electrical Subcode Official (P/T)	No Min.	38,000.00
Electrical Inspector (P/T)	No Min.	30,000.00
Fire Sub-Code Off. (P/T)	No Min.	4,900.00
Zoning Officer	15,000.00	100,000.00
Assistant Zoning Officer (P/T)	No Min.	3,000.00
Supervisor Code Enforcement/Parking (Seasonal)	1,000.00	3,000.00
Code Enforcement Officer	No Min.	10,000.00
Code Enforcement Officer (P/T)	18.00/Hr.	35.00/Hr.
Housing Officer/Code Enforce. (P/T)	No Min.	35.00/Hr.
Fire Prevention Official (P/T)	No Min.	3,000.00
Plumbing Sub-Code Official (P/T)	No Min.	38,000.00
Plumbing Inspector (P/T)	No Min.	6,600.00
Fire Protection Subcode Official (P/T)	No Min.	25,000.00
Fire Protection Inspector (P/T)	No Min.	5,000.00
Temp. Building Subcode Official	No Min.	200.00/day
Temp. Construction Official	No Min.	200.00/day
Temp. Elect. Subcode Official/Inspector	No Min.	43.00/Hr.
Temp. Plumbing Subcode Official	No Min.	35.00/Hr.
Temp. Fire Protection Subcode Official	No Min.	35.00/Hr.
Technical Assistant to the Construction Official	No Min.	80,000.00
Technical Assistant to the Construction Official (P/T)	No Min.	35.00/Hr.
Lead Inspector	No Min.	50.00/Hr.

D. PUBLIC SAFETY / EMERGENCY MANAGEMENT:

Mun. Emergency Management Coordinator (P/T)	No Min.	35,000.00
Coord. 911 Emergency Response, RTK	No Min.	2,000.00
Deputy Right to Know	No Min.	1,000.00
Deputy Director Emergency Management (P/T)	No Min.	4,100.00
Assistant Emergency Management (P/T)	No Min.	1,200.00
Parking Enforcement Officer (P/T)	18.00/Hr.	35.00/Hr.
Parking/Code Enforcement Officer (Seasonal)	18.00/Hr.	45.00/Hr.
Lifeguard, 1st yr. to 2 nd yr. (Seasonal)		18.00/Hr.
Lifeguard, 3rd yr. to 4th yr. (Seasonal)		18.70/Hr.
Lifeguard, 5th yr. and higher (Seasonal)		19.00/Hr.
EMT/Lifeguard (Seasonal)		22.00/Hr.
Chief Lifeguard (Seasonal)		32.50/Hr.
Captain Lifeguard (Seasonal)		31.50/Hr.
Senior Lieutenant (Seasonal)		27.50/Hr.
Lieutenant Lifeguard (Seasonal)		25.50/Hr.
Senior Lifeguard (Seasonal)		22.50/Hr.
Emergency Medical Technician 10+ year	15,000.00	63,000.00
Emergency Medical Technician 6-9 year	15,000.00	61,000.00
Emergency Medical Technician-4-5 year	15,000.00	59,000.00
Emergency Medical Technician-2-3 year	15,000.00	57,000.00
Emergency Medical Technician- 1 st year	15,000.00	55,000.00
Emergency Medical Technician-(P/T)-10+ year		28.00/Hr.
Emergency Medical Technician-(P/T)-6-9 year		26.00/Hr.
Emergency Medical Technician-(P/T)-4-5 year		24.00 Hr.
Emergency Medical Technician-(P/T)-2-3 year		23.00/Hr.
Emergency Medical Technician (P/T)-1 st year	No Min.	22.00/Hr.
EMT/Parking Enforcement Officer (Seasonal)		Add'l 2.00/Hr.

School Traffic Guard (P/T)	No Min.	20.00/Hr.
Chief Emergency Medical Technician	15,000.00	125,000.00
Deputy Chief Emergency Medical Technician	15,000.00	125,000.00
Sr. Emergency Medical Technician	15,000.00	80,000.00
Supervising Emergency Medical Technician	15,000.00	82,000.00

E. PUBLIC WORKS / SPORTS AND RECREATIONAL PROGRAMS:

Superintendent of Public Works	12,500.00	125,000.00
Assistant Public Works Superintendent	12,500.00	125,000.00
General Supervisor Public Works	12,500.00	100,000.00
Supervisor Sanitation	12,500.00	100,000.00
Supervising Mechanic	12,500.00	100,000.00
Supervising Carpenter	12,500.00	100,000.00
Supervisor Equipment Operator	12,500.00	100,000.00
Supervisor Maintenance Repairer	12,500.00	100,000.00
Maintenance Supervisor, Grounds	12,500.00	100,000.00
Maintenance Worker 3, Grounds	12,500.00	100,000.00
Sr. Carpenter (0-9 yrs.)	No Min.	70,548.00
Sr. Carpenter (10 or more yrs.)	No Min.	71,608.00
Carpenter (0-9 yrs.)	No Min.	68,427.00
Carpenter (10 or more yrs.)	No Min.	69,487.00
Carpenter's Helper	No Min.	66,305.00
Senior Mechanic (0-9 yrs.)	No Min.	70,548.00
Senior Mechanic (10 or more yrs.)	No Min.	71,608.00
Mechanic (0-9 yrs.)	No Min.	68,427.00
Mechanic (10 or more yrs.)	No Min.	69,487.00
Mechanics Helper (0-9 yrs.)	No Min.	66,305.00
Mechanics Helper (10 or more yrs.)	No Min.	67,366.00
Equipment Operator (0-9yrs.)	No Min.	68,427.00
Equipment Operator (10 or more yrs.)	No Min.	69,487.00
Truck Driver, Heavy (0-9 yrs.)	No Min.	66,305.00
Truck Driver, Heavy (10 or more yrs.)	No Min.	67,366.00
Truck Driver (0-9 yrs.)	No Min.	64,182.00
Truck Driver (10 or more yrs.)	No Min.	65,244.00
Laborer 1, Probational	No Min.	37,280.00
Laborer 1, 1st year	No Min.	50,785.00
Laborer 1, 2nd year	No Min.	53,245.00
Laborer 1, 3rd year	No Min.	55,707.00
Laborer 1, 4th year	No Min.	58,169.00
Laborer 1, 5th year	No Min.	60,631.00
Laborer 1 (6-9 yrs.)	No Min.	62,511.00
Laborer 1 (10 or more yrs.)	No Min.	64,248.00
Laborer (P/T)	No Min.	17.92/Hr.
Laborer (Seasonal)	No Min.	17.92/Hr.
Sr. Sanitation Inspector	No Min.	71,608.00
Sanitation Inspector (0-9 yrs.)	No Min.	69,487.00
Sanitation Inspector (10 or more yrs.)	No Min.	70,548.00
Recycling Coordinator (P/T)	No Min.	5,700.00
Assistant Recycling Coordinator (P/T)	No Min.	2,850.00
Building Maintenance Worker (0-9 yrs.)	No Min.	49,725.00
Building Maint. Worker (10 or more yrs.)	No Min.	50,785.00
Maint. Worker 2, Grounds (0-9 yrs.)	No Min.	68,427.00
Maint. Worker 2, Grds (10 or more yrs.)	No Min.	69,487.00
Maintenance Repairer (0-9 yrs.)	No Min.	68,427.00
Maintenance Repairer (10 or more yrs.)	No Min.	69,487.00
Senior Maintenance Repairer	No Min.	70,548.00
Maint. Worker 1, Grounds (0-9 yrs.)	No Min.	66,305.00
Maint. Worker 1, Grds (10 or more yrs.)	No Min.	67,366.00
Beach Sweeper (Seasonal)	No Min.	18.00/Hr.
Playground Safety Inspector	No Min.	1,000.00
Boat Ramp Attendant	No Min.	17.00/Hr.

Backflow Prevention Technician	No Min.	1,000.00
CDL Training Coordinator	No Min.	2,000.00
Air Brake Specialist	No Min.	1,000.00
Automotive Refrigerant Specialist	No Min.	1,000.00
Assistant CDL Training Coordinator	No. Min	1,000.00

F. BOARD OF HEALTH / ZONING BOARD / PLANNING BOARD:

Secretary Planning Board		
Per Meeting		200.00
Secretary Zoning Board of Adjustment		
Per Meeting		200.00
Secretary Board of Health (P/T)	No Min.	550.00

G. TOWNSHIP COMMITTEE MEETING ATTENDANCE: The Township Administrator, Township Clerk, Chief Financial Officer and Personnel Officer, in lieu of receiving compensatory time for attendance at meetings during non-business hours will receive \$200.00 per meeting.

H. MILEAGE: The standard rate per mile in accordance with I.R.S. regulations.

I. ADDITIONAL COMPENSATION-REWARD-HOLIDAY GIFT CARD:

Additional Compensation: In addition to the salary set forth in this Ordinance, the Township Committee may compensate any employee or Department for additional work not to exceed a total amount of \$5,000.00 for the year. Said additional compensation shall be by resolution of the Township Committee setting forth the amount of the additional compensation. Said additional compensation shall be based on the following: Employees or Departments that meet one or all of the following criteria, may receive additional compensation in accordance with this salary ordinance.

- a. A departmental staffing shortage which lasted 6 months or more.
- b. A savings to the Township of \$20,000 or more through the execution of official duties.
- c. A catastrophic life event which would result in a hardship for the employee.

Reward: In addition to the salary set forth in this Ordinance, the Township Committee may award any employee a Reward for Conduct Above and Beyond the Call of Duty.

Holiday Food Gift Card or Article of Clothing: In addition to the salary set forth in this Ordinance, the Township Committee may provide each employee in the Township with a Holiday Food Gift Card or certificate in the amount of \$50 in advance of the Thanksgiving Holiday. Part-time employees may only receive up to half of the consideration. In lieu of a Holiday Gift Card, the Township may provide an Article of Clothing to the employee of equal value.

J. EDUCATIONAL CERTIFICATION PAY RAISE: In addition to the salary ranges set forth in this Ordinance upon resolution of the Township Committee, the Township Committee may give an increase in salary of \$1,000.00 to any employee that has satisfied educational certification requirements for his or her position in accordance with current Township policy. The Township Committee shall by resolution fix the pay increase in this regard and certify that the employee has satisfied the educational certification requirement.

K. ADDITIONAL PAY TO CREW OF SANITATION VEHICLES: Laborers employed in the collection of trash and assigned to the rear of a trash truck shall, in addition to any other compensation payable pursuant to this Ordinance, receive an additional sum to be known as “Hazardous Duty Pay”, which shall be payable at the rate of \$.25 per hour.

L. ADDITIONAL PAY TO SEASONAL LIFEGUARDS: Lifeguards will receive an additional sum which shall be payable in accordance with the following schedule:

- Lifeguards who work a total of 300 hours in the same summer season as of August 20th will receive an additional \$1.00 per hour bonus for each hour worked during the current season.
- Lifeguards who work the Saturday proceeding Labor Day until the second weekend after Labor Day will receive a \$25.00 bonus for each full day worked during the current season.
- The above additional compensation only applies to those employees guarding the beaches in the course of their daily duties.

- EMT/Lifeguards assigned by the Division of EMS as the Beach Medic will receive an additional \$4.00 per hour.

M. DEFINING AND COMPENSATION FOR STATUTORY AND EXEMPT CLASSES OF EMPLOYEES:

Statutory Employees:

- The Municipality recognizes the requirement, by appropriate Statute, that every Municipality shall have: a Chief Financial Officer (40A:9-140.10), a Municipal Clerk (40A:9-133), A Tax Collector (40A:9-141) and a Tax Assessor (40A:9-146).
- This above class of employee shall have exempt status under the Fair Labor Standards Act (FLSA) (Section 13(a)(1)) and as defined in section 3 of the “New Jersey Employer-Employee Relations Act” P.L.1941, c.100(C.34:13A-3).
- This class of employees are required to work outside of “Fixed Hours”. This class of employees will be compensated accordingly.
- Compensatory time accumulated as of December 31, 2024 will be paid out at the 2024 rate in the 2025 budget year.
- The Salaries, wages and/or compensation shall be set according to (40A:9-165).

Managerial, Executive, Confidential Employees, including members of the Governing Body and the Mayor :

- This above class of employee shall have exempt status under the Fair Labor Standards Act (FLSA) (Section 13(a)(1))
- These employees are defined in section 3 of the “New Jersey Employer-Employee Relations Act” P.L.1941,c.100 (C.34:13A-3), and The Office of Emergency Medical Services (OEMS).
- This specifically includes Public Works Superintendent, Assistant Public Works Superintendent, Municipal Administrator, Personnel Officer, Chief EMT and Deputy Chief EMT, Committee Members including the Mayor.
- This class of employee is not eligible for Compensatory Time or Overtime. This class of employee is required to work outside of: “Fixed Hours”. This class of employee will be compensated accordingly.
- Compensatory time accumulated as of December 31, 2024 will be paid out at the 2024 rate in the 2025 budget year.
- Salaries, wages and/or compensation shall be set according to (40A:9-165).

SECTION 3: LONGEVITY: In addition to the compensation and benefits otherwise payable, certain employees shall be paid an additional sum based on longevity. Any payment based on longevity shall be in accordance with the following schedule:

<u>YEARS OF SERVICE</u>	<u>AMOUNT OF INCREASE BASED ON LONGEVITY</u>
After 5 years	2%
After 10 years	4%
After 15 years	6%
After 20 years	8%
After 25 years	10%

SECTION 3A: RESTRICTIONS ON LONGEVITY PAYMENTS:

Notwithstanding the provisions of Section 3 hereof, a longevity payment or longevity bonus to any single official, officer or employee of the Township of Upper shall not exceed the sum of Three Thousand (\$3,000.00) Dollars. If, as of January 1, 1997, any such official, officer or employee of the Township of Upper was entitled to a longevity payment in excess of Three Thousand (\$3,000.00) Dollars, then such individual shall be entitled to receive the amount to which he or she would have been entitled as of January 1, 1997 and each such official, officer or employee shall thereafter, in all subsequent years, receive a longevity payment or bonus in the amount paid as of January 1, 1997. In no event shall the amount of longevity payments exceed the sum of Three Thousand (\$3,000.00) Dollars, except for those individuals who are entitled to receive in excess of Three Thousand (\$3,000.00) Dollars as of January 1, 1997 and all such individuals shall in 1997 and all succeeding years be restricted to a payment which does not exceed that which was payable on January 1, 1997.

SECTION 3B: LONGEVITY PAY ABOLISHED FOR CERTAIN EMPLOYEES:

Any official, officer or employee who was employed by the Township of Upper on or after January 1, 1996 shall not be entitled to any longevity payment. Longevity pay is abolished for any and all officials, officers and employees hired on or subsequent to that date.

SECTION 4: RESOLUTION AS TO SALARIES: The salary ranges set forth in this Ordinance are the maximum salaries to be paid for the various positions during 2024 and for such period or periods as this Ordinance shall remain in effect. Such maximum salaries shall be paid for each of the positions indicated unless the Township Committee, by Resolution shall fix a lesser salary, in which event such lesser amount shall be paid.

SECTION 5: EFFECTIVE DATE OF PAYMENT: All salaries authorized by this Ordinance shall be paid commencing as follows:

- (A) As of January 1, 2024 for all officials, officers and employees of the Township who were employed or appointed as of December 31, 2023. For those officials, officers and employees appointed at the Reorganization Meeting of the Township Committee, such persons shall be deemed appointed and employed by the Township as of January 1, 2024. This provision shall not apply to members of a Collective Bargaining Unit.
- (B) The payment of any salary increment and longevity payment for members of a Collective Bargaining Unit shall be made in accordance with the provisions of the Collective Bargaining Agreement currently in effect, any other provisions herein to the contrary notwithstanding.
- (C) Upon the effective date of appointment for all officers and employees appointed subsequent to January 1, 2024.
- (D) Any salary increases provided for in this Ordinance shall not apply to any official, officer or employee of the Township who has resigned or otherwise terminated his or her employment with the Township of Upper prior to the effective date of this Ordinance.

SECTION 6: ANNUAL SALARY INCREASES: Annual salary increases to Statutory Employees, Managerial, Executive or Confidential Employees and non-union employees will be fixed and provided as to the same salary increases given to the members of AFSCME Local 63 employees.

SECTION 7: REPEALER: All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 8: SEVERABILITY: If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance, but shall be confined in its effects to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

SECTION 9: EFFECTIVE DATE: This Ordinance shall take effect immediately upon passage and publication as required by law.

NOTICE IS HEREBY GIVEN THAT THE FOREGOING ORDINANCE WAS INTRODUCED FOR FIRST READING AT A MEETING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE 12TH DAY OF NOVEMBER, 2024 AT THE TOWNSHIP HALL, AND WILL BE TAKEN UP FOR CONSIDERATION AS TO FINAL ADOPTION AT A PUBLIC HEARING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER TO BE HELD ON THE 9TH DAY OF DECEMBER, 2024 AT 6:30 P.M. AT THE TOWNSHIP HALL, TUCKAHOE, NEW JERSEY.

JOANNE R. HERRON, TOWNSHIP CLERK
TOWNSHIP OF UPPER