

*as revised
& adopted*

ORDINANCE NO. 14 - 12

AN ORDINANCE TO ESTABLISH A SCHEDULE OF SALARIES, WAGES AND COMPENSATION OF THE PUBLIC OFFICIALS, OFFICERS AND EMPLOYEES OF THE BOROUGH OF WESTWOOD IN THE COUNTY OF BERGEN, AND TO ESTABLISH A METHOD OF PAYMENT OF SUCH COMPENSATION DURING CALENDAR YEAR 2014.

SECTION 1

That the annual salaries of the following public officials of the Borough of Westwood shall be paid quarterly and fixed in the amounts set opposite their respective titles.

Mayor	\$4,000 - 8,000
Councilmembers	\$3,000 - 7,000

SECTION 2

That the annual base salaries excluding longevity of the following officers and employees of the Borough of Westwood shall be paid in bi-weekly installments and fixed within the ranges set opposite their respective titles.

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Borough Administrator	\$67,600	\$165,000
Administrative Asst	28,000	55,000
Borough Clerk	30,000	65,000
Deputy Borough Clerk	20,000	50,000
Secretary	20,000	42,000
Gen Office Clerk	12,000	25,000
CFO / Treasurer	60,000	85,000
Tax Collector/Acct Payable Clk	35,000	55,000
Payroll Clerk	20,000	50,000
Tax Assessing Clerk/Sect	12,000	30,000
Tax Assessor	30,000	94,000
Housing Officer	20,000	25,000
Municipal Judge (PT)	15,000	43,000
Court Administrator	25,000	65,000
Deputy Court Administrator	20,000	40,000
Court Assistant (PT)	15.00/hr	20.00/hr
Prosecutor (PT)	10,000	25,000
Public Defender (PT)	3,000	12,000
Welfare Director (PT)	20,000	45,000
Chief of Police	100,000	165,000
Captain	100,000	159,000
Lieutenant	100,000	140,000

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Police Records Clerk	15,000	38,000
Dispatcher (PT)	10.00 hr	22.00hr
Dispatcher	20,000	50,000
School Specials/Guards	10.00 hr	22.00/hr
Special Pol-OffClass2 PT	10.00 hr	25.00/hr
Recreation Director	30,000	80,000
Recreation Asst/Supv (PT)	7.15 hr	30.42/hr
Recreation Aides (PT)	7.15 hr	20.00/hr
Van Driver	12.00 hr	15.00/hr
Pre School Teacher & Aide	11.00 hr	35.00/hr
Construction Official	18,000	104,000
Building Sub-Code Official		
Zoning Official	10,000	50,000
Asst Zoning Officer	5,000	30,000
Sub-Code Electrical	18.00/hr	42.50/hr
Sub-Code Plumbing	18.00/ hr	52.50/hr
Sub-Code Fire	18.00/ hr	42.50/hr
Sub-Code Property Maint	18.00/ hr	37.50/hr
Technical Ass't	20,000	55,000
Clerk/Zoning & Planning Asst	20,000	42,000
Secy Planning/Zoning (PT)	100.00/per mtg.	210.00/per mtg.
Secretary (PT)	15.00/ hr	25.00/hr
Fire Prevention Official	25,000	70,000
Fire Inspector (PT)	12.40 hr	40.00/hr
Fire Prevention Secretary	15.00/hr	25.00/hr
Tax Search Officer		1.00
Assessment Search Officer		1.00
Superintendent DPW	50,000	115,000
Foreman, DPW	40,000	85,000
Assistant Foreman	40,000	75,000
Recycling Coordinator (PT)	1,000	4,160
C-2 Wastewater Operator	2,500	3,000
Facilities Maintenance	20,000	45,000
OEM Coordinator	2,500	5,000
OEM Deputy	750	3,500

School Specials shall be paid for a maximum of three (3) emergency school closings if declared.

SECTION 3

Except as to employees who are covered by collective bargaining agreements, this ordinance and the Personnel Ordinance also know as Employee's Manual of the Borough of Westwood adopted the 15th day of June 2010 and amended on the 15th day of April, 2011 and again on March 15, 2012 (resolution 12-128) shall define and limit all economic, fringe, medical, vacation, retirement and other entitlements of Borough employees.

Employees who are members of a collective bargaining agreement shall be entitled to the compensation and benefits set forth

in said agreements and shall not receive any economic and fringe benefits not set forth in said document.

No person who is not a member of a collective bargaining agreement shall receive benefits set forth in any such agreement, rather persons not so covered shall have their terms and conditions of employment defined and limited by this ordinance, or specific employment letters, and the aforementioned Borough personnel ordinance.

SECTION 4

The hourly rate of the Foreman, and Assistant Foreman, Department of Public Works shall at a rate of pay that is one (1) percent more than the hourly rate of pay for the position of Crew Chief A. The Foreman and Assistant Foreman shall also be eligible for overtime.

SECTION 5

The salaries and wages of the employees of the Free Public Library of Westwood are established by the Resolution of the Board of Trustees of the Westwood Free Public Library.

SECTION 6

The gross appropriation for salaries and wages for the Board of Health for the year 2014 shall not exceed \$135,000.

SECTION 7

This section containing the schedule for the Department of Public Works is established by contract. The Borough and Department of Public Works Union representatives are negotiated a contract in good faith. The terms and conditions of the contract will expire on December 31, 2014
Refer to Contract for terms and conditions.

**** SEE ATTACHED SCHEDULE B ****

SECTION 8

This section is reserved for Police Officers' salaries as established by contract for the period January 1, 2010 through December 31, 2014.

Police Department

**** SEE ATTACHED SCHEDULE A ****

SECTION 9

The Borough Attorney and Borough Engineer, shall receive compensation at the hourly rate agreed to in the professional services agreement for additional services rendered and authorized by resolution of the Borough Mayor and Council. Further, all such payments will be made only upon receipt of vouchers with detailed breakdowns of activities reflecting services rendered on a daily basis. In addition to the Attorney's salary set forth in section 2 the hourly rate compensation referenced herein will be paid for services by the Borough Attorney in connection with (a) any proceeding before any court or administrative tribunal: (b) codifications, bonding and zoning ordinances: (c) extraordinary matters arising outside the ordinary course of business referred to the Attorney by the Council.

Such other compensation shall not be drawn from salary and wage accounts in the effective Municipal Budget. Said amounts to be computed in accordance with the standing agreement with said Attorney.

SECTION 10

Reasonable compensation will be paid to Attorneys representing the Planning Board and Zoning Board for their services.

SECTION 11

The duties and terms of employment of the several officers and employees shall be as heretofore, except as otherwise provided by statute, or as shall be set forth in any subsequent ordinance or ordinances of the Governing Body.

All regular non contractual employees who retire or voluntarily leave Borough employment over 55 years of age and having not less than 5 years of continuous, full time service shall be paid in cash for any unused and unpaid sick days on the basis of the following schedule; one (1)

days pay for each four (4) unused sick days for up to and including the first forty (40) banked sick days; One (1) additional days pay for each two (2) unused, banked, sick days for the next 80 days of unused sick leave (41 through 120). For a total of fifty (50) sick days. Unpaid sick pay accumulated during employment with the Borough shall be used for the required computation.

SECTION 12

The Borough Treasurer shall present bi-weekly to the Governing Body for approval, warrants drawn to the order of the Borough of Westwood Payroll account.

At the first meeting of the Governing Body in January of each year, there shall be approved an account to be designated "The Borough of Westwood Payroll account", and from time to time the Borough Treasurer, upon receipt of a warrant for the amount due such Payroll account shall deposit the same to the credit of the Payroll account, charging the appropriate budgetary accounts therewith.

The Borough Treasurer shall thereafter draw checks on said Payroll account to the employees entitled to payment therefrom.

At each regular meeting of the Governing Body the Borough Treasurer shall submit for approval or ratification as the cause may be, the necessary payrolls for the amount due to the several officers and employees for compensations. The payroll shall be considered by the Governing Body in due course and approved if found to be correct.

In case of error or adjustment in the payroll, it shall be the duty of the Borough Treasurer to see that such error or adjustment is properly corrected and appropriate record made thereof.

Such officers as may be determined by the Governing Body are hereby authorized to sign warrants drawn in favor of the Payroll account, upon due notice that the appropriate payrolls have been approved by the proper committees and by the proper certifying authorities, which certifying authorities and committees shall be those designated in a resolution such as mentioned in Section XI hereof.

SECTION 13

This ordinance shall be operative as of January 1, 2014, and salaries shall be adjusted in accordance with the 2014 salary budget and shall not exceed the amounts set forth as maximum and as provided herein.

SECTION 14

The 2014 Salary Ordinance repeals the 2013 Salary Ordinance and any and all amendments there to. This ordinance shall take effect immediately upon publication in the manner provided by law.

SECTION 15

The mileage reimbursement amount will be at whatever the current IRS rate is at the time the usage is incurred.

SECTION 16

All payments made under this ordinance shall be subject to the provisions of any and all Executive Orders provided for the stabilization of prices, rents, wages and salaries, together with any and all rules, regulations, orders, and directions, court decisions and determinations.

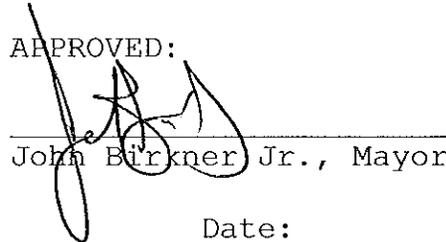
This ordinance shall take effect immediately upon publication in the manner provided by law.

ATTEST:



Karen Hughes
Borough Clerk

APPROVED:



John Birkner Jr., Mayor

Date:

SCHEDULE A

BASE WAGES

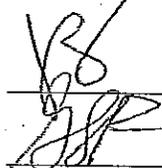
(All Pay Rates Effective January 1st of the Year Indicated)

Patrol Officers:

Years of Service	2010	2011	2012	2013	2014
0 - 6 Months	\$34,957	\$36,181	\$37,447	\$38,758	\$40,114
6 mos. - 1 yr.	\$51,384	\$53,182	\$55,043	\$56,970	\$58,964
1 - 2 yrs.	\$63,297	\$65,513	\$67,806	\$70,179	\$72,635
2 - 3 yrs.	\$71,595	\$74,101	\$76,694	\$79,379	\$82,157
3 - 4 yrs.	\$76,620	\$79,302	\$82,077	\$84,950	\$87,923
4 - 5 yrs.	\$90,846	\$94,026	\$97,317	\$100,723	\$104,248
5 - 6 yrs.	\$100,031	\$103,532	\$107,155	\$110,906	\$114,788
6 +	\$111,270	\$115,164	\$119,195	\$123,367	\$127,685

Sergeant of Police:

Years of Service	2010	2011	2012	2013	2014
	\$122,193	\$126,470	\$130,896	\$135,478	\$140,219

APPROVED: 

BOROUGH

ASSOCIATION

DPW - SCHEDULE "B"

SALARIES

1. The rates of pay for the various positions listed below have been increased from the previous contract at the following rates: (1.75%) for 2011; (1.75%) for 2012; (2%) for 2013; and (2%) for 2014.

<u>Position</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Laborers	29.85	30.37	30.98	31.60
Laborer / Mechanic	31.18	31.72	32.36	33.00
Education Step 1	plus .50 more than Laborers rate			
Education Step 2	plus an additional .50 over Step 1 totaling 1.00			
Education Step 3	plus an additional .50 over Step 2 totaling 1.50			
Crew Chief B	plus 1.00 more than Laborers rate			
Crew Chief A	plus 2.00 more than Laborers rate, maximum rate is 3.50 over Laborers rate			

2. Steps In Grade: New employees will have their wages phased in according to a Step System as set forth below:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Hire Rate	14.06	14.31	14.59	14.88
Upon completion of:				
3 months				
6 months	16.87	17.16	17.51	17.86
9 months				
12 months	18.84	19.17	19.56	19.95
15 months				
24 months	20.81	21.17	21.59	22.03
36 months	22.50	22.89	23.35	23.82
48 months	25.86	26.32	26.84	27.38
60 months	27.56	28.05	28.61	29.18
72 months (Laborer)	29.75	30.27	30.88	31.50

The Borough reserves the right to hire persons from outside of the Department for skilled positions and to place them at a compensation level commensurate with their experience notwithstanding the above Schedule.

RSH
