

CRANBURY TOWNSHIP ORDINANCE 05-08-13

AN ORDINANCE OF THE TOWNSHIP OF CRANBURY AMENDING "AN ORDINANCE FIXING THE SALARIES, WAGES AND BENEFITS FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF CRANBURY PROVIDING FOR THE MANNER OF PAYMENT THEREOF, AND RATIFYING SALARIES AND PAYMENTS TO EMPLOYEES AND OFFICIALS PREVIOUSLY PAID

SECTION 1. The following salaries, wages and fees shall be paid to the various Township Officials and employees of the Township of Cranbury as hereinafter specified, effective, January 1, 2008 unless otherwise noted:

TITLE	ANNUAL SALARY RANGE			
	Minimum Salary	Maximum Salary	Minimum Hourly Rate	Maximum Hourly Rate
Police Administrative Assistant			\$18.00	\$30.00

**A. PAID HOLIDAYS**

All full-time employees (except members of the bargaining unit whose salaries, benefits and working conditions are governed by a separate agreement), shall be entitled to eleven (11) paid holidays annually as follows:

1. New Years Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas

**B. PERSONAL DAYS**

All full-time employees shall be entitled to three (3) personal days per year (they cannot be carried over) and must be approved by the Department Head. Any personal time of less than one-half hour shall be charged as one-half hour.

All part-time employees receive personal days on a pro-rata basis where such part-time personnel normally work at least 15 regularly scheduled hours per week (or based on employment agreement with the Township Administrator).

**C. SICK PAY**

All full-time employees shall be entitled to sick days in accordance with the following standards:

During the first calendar year of employment, Township employees shall be entitled to 1.75 sick days for each calendar quarter or portion thereof that they have actually worked for the Township. Thereafter, Township employees shall be entitled to seven (7) sick days per calendar year that they have actually worked. **Said sick days may be accumulated to a maximum of 120 days. There would be a one – time buyout of 50% of accumulated sick leave upon retirement, with one year written notice, not to exceed \$15,000.00.** The purpose hereof is to ensure that employees will be

compensated within the framework hereof for days during which they shall become ill and unable to work. It is not intended that sick days will be considered days off as a matter of right and unrelated to illness.

In the event any employee is required to be absent because of sickness in excess of three (3) consecutive days, a doctor's certificate evidencing said illness will be required to be furnished to the Township at the time said employee returns to work. In the event that any such day or portion thereof is taken on the day prior to, or the day immediately after a vacation or holiday, said employees will likewise furnish a doctor's certificate evidencing said illness to the Township at the time of returning to work. Sick time is to be taken in no less than one half hour increments. Any sick time of less than one half hour shall be charged as one-half hour.

All part-time employees receive sick days on a pro-rata basis where such part-time personnel normally work at least 15 regularly scheduled hours per week (or based on employment agreement with the Township Administrator).

#### **D. VACATION PAY**

All full-time employees of the Township of Cranbury shall be entitled to annual vacation days in accordance with the following formula:

1. Any full-time employee commencing employment after July 1<sup>st</sup> of a given year shall not be entitled to receive a vacation during the first calendar year of employment. Any employee commencing employment before July 1<sup>st</sup> of a given year shall be entitled to receive one-half (1/2) day vacation for each full month of employment during said first calendar year,
2. During the second through the fifth years of employment, all employees shall be entitled to receive a vacation totaling ten (10) working days per year.
3. During the sixth through the fifteenth years of employment, all employees shall be entitled to receive a vacation totaling fifteen (15) working days per year.
4. From the sixteenth year and thereafter, all employees shall be entitled to receive a vacation totaling twenty (20) working days per year.
5. All vacation days must taken during the particular year, except that not exceeding five (5) vacation days may be taken within the first six months or, by July 1<sup>st</sup>, of the following year.
6. No employee shall be entitled to receive additional compensation for vacation days not taken in accordance with the above.
7. Other leave negotiated as part of an offer of employment shall be approved by the Township Committee and set by letter of the Administrator.

Any vacation time of less than one-half hour shall be charged as one-half hour.

All part-time employees receive vacation days on a pro-rata basis where such part-time personnel normally work at least 15 regularly scheduled hours per week (or based on employment agreement with the Township Administrator).

#### **E. BEREAVEMENT LEAVE**

In the event of the death of a husband, wife, parent, sibling, son, daughter, grandparent, or individual who was primarily responsible for raising the employee, the employee will be granted up to a five (5) day leave. For the death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, domestic partner, civil union status, niece or nephew, the employee will be granted up to a four (4) day leave. This leave will be with pay. This bereavement leave, if scheduled during a time when other excused leave has been granted, will not be in addition to that leave. A one-day leave of absence with pay may be granted by the Township Administrator, at his/her discretion, to an employee in case of death of other relative(s) or friends, as appropriate, in order to attend funeral or burial services. The Township Administrator may extend bereavement leave if such extension is in the best interest of the employee and the Township. Each case will be considered on a case-by-case basis and shall not establish a precedent.

#### **F. APPROVAL OF LEAVE**

Leave shall not be taken unless approved by the department head. The leave of a department head must be approved by the Administrator.

### G. POLICE DEPARTMENT

The Police Chief shall receive salary increases, longevity, perfect attendance payments, sick leave, holidays or holiday pay, physical exams and clothing allowances in accordance with the Police Salary Ordinance. The Police Chief is an overtime exempt employee. The Police Secretary shall receive a clothing allowance of \$700.00 per year and the School Crossing guards shall receive a clothing allowance of \$275.00 per year. These expenses will be reimbursed by voucher and approved by the Chief of Police.

### H. HEALTH BENEFITS

Full-time employees are eligible to enroll in the Township's health benefit programs. For purposes of determining eligibility, a full-time employee is defined as one who works a minimum of thirty-hours a week.

**Full-time employees who are at least 62 years of age and who have 15 total years of service with Cranbury Township, or have 25 years of total years of service with Cranbury Township will upon retirement from Cranbury Township be entitled to full medical and dental coverage paid for by the Township. If the retiree is married, the coverage will cover the cost of "employee and spouse".**

### SECTION II.

If any section, paragraph, sentence, clause or phrase in the Ordinance is for any reason held or determined to be unconstitutional or invalid, the same shall not affect the remainder of this Ordinance.

### SECTION III.

All ordinances, or parts of ordinances, inconsistent herewith are hereby repealed.

### SECTION IV.

This ordinance shall take effect upon its passage and publication according to law.

The ordinance published herewith was introduced and passed upon first reading at a meeting of the governing body of the Township of Cranbury, in the County of Middlesex, State of New Jersey, held on May 19, 2008. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held in the meeting room of Town Hall, 23-A North Main Street, in the Township of Cranbury on June 9, 2008 at 7:00 P.M., and during the week prior to and up to and including the date of such meeting, copies of said ordinance will be made available at the Clerk's Office to the members of the general public who shall request the same.

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Kathleen R. Cunningham, Clerk