

AN ORDINANCE OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF MOUNT ARLINGTON, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING BOROUGH CODE CHAPTER 23 PERSONNEL POLICIES SECTIONS §23-1. SALARY SCHEDULE; §23-2. CLASSIFICATION OF PERSONNEL; §23-3. WORK WEEK DEFINITIONS; AND §23-4. BOROUGH OFFICE HOURS

WHEREAS, the Borough Code Committee reviewed the current Borough Code Chapter 23, Personnel Policies and determined that Section §23-1. Salary schedule; §23-2. Classification of personnel; and §23-3. Work week definitions, need to be amended to reflect current Borough practice and to cure typographical errors; and recommends that the Borough Code be updated; and

WHEREAS, at the request of the Borough Administrator, the Borough Code Committee reviewed Chapter 23, Personnel Policies, Section §23-4. Borough office hours and requested that the governing body review and determine whether the Borough office hours may be adjusted in order to accommodate residents who desire extended office hours; and recommends that the Borough Code be revised accordingly; and

WHEREAS, the Mayor and Council for the Borough of Mount Arlington reviewed and desires to amend and supplement Borough Code Chapter 23, Personnel Policies, Section §23-1. Salary schedule; §23-2. Classification of personnel; and §23-3. Work week definitions; and

WHEREAS, at the March 3, 2015 council meeting the Mayor and Council for the Borough of Mount Arlington reviewed and voted in favor of amending and supplementing Borough Code Chapter 23, Personnel Policies, Section §23-4. Borough office hours.

BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Mount Arlington, County of Morris, and the State of New Jersey, that the Borough Code 3, Personnel Policies, Section §23-1. Salary schedule; §23-2. Classification of personnel; and §23-3. Work week definitions; and are hereby amended and supplemented to read in its entirety as follows:

§ 23-1. Salary schedule.

See separate Resolution adopted each year by the governing body setting salaries and compensation for the current year.¹

§ 23-2. Classification of personnel.

A. Department of Public Works. The following are deemed positions within the Department of Public Works:

- (1) Supervisor of Public Works.
- (2) Department of Public Works senior worker/crew chief.
- (3) Department of Public Works Class I worker.
- (4) Department of Public Works Class II worker.
- (5) Department of Public Works Class III worker.
- (6) Department of Public Works Class IV worker.

B. Police Department. The following are deemed positions within the Police Department:

- (1) Chief of Police.
- (2) Lieutenant.
- (3) Sergeant.
- (4) Patrolman.
- (5) Police matron.

C. Administrative Group. All other officers and employees other than members of the Department of Public Works as defined in Subsection A and members of the Police Department as defined in Subsection B shall be deemed members of the Administrative Group.

§ 23-3. Work week definitions.

A. Types of employees. Full-time and part-time employees shall be defined as follows or by statute:

- (1) Full-time: A job position that requires thirty five (35) or more hours per week.
- (2) Part-time: A job position that requires less than thirty (30) hours per week.

B. Department of Public Works. The standard work week for all full-time employees of the Department of Public Works shall be a minimum of forty (40) hours per week.

C. Police Department. The standard work week shall be as established by the works agreement between the Borough of Mount Arlington and FOP Local No. 78 for those persons covered by said works agreement. As to the Chief of Police, Lieutenant and any other position not included in this works agreement, their work week shall be a minimum of forty (40) hours per week.

D. Administrative Group. The standard work week for all full-time employees of the Administrative Group shall be a minimum of thirty-five (35) hours per week.

§ 23-4. Borough office hours. [Added 12-16-2002 by Ord. No. 02-34]

Regular Business Hours: Borough Hall offices are open for business from 8:30 A.M. to 4:30 P.M. Monday through Friday with office closed one (1) hour for lunch between 1:00 P.M. – 2:00 P.M.

Extended Business Hours: On the second Thursday of every month, with the exception of holidays, Borough Hall offices are open for business from 8:30 A.M. to 7:30 P.M. The Friday following the second Thursday of every month Borough Hall will close at 12:30 P.M.

All employees, with the exception of the Police Department and the Public Works Department, will have the above hours as their normal work hours.

DPW hours are 7:00 AM. to 3:30 P.M. with one-half (1/2) hour for lunch.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed as to such inconsistencies.

SECTION 3. If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

SECTION 4. This Ordinance shall take effect upon final publication as provided by law.

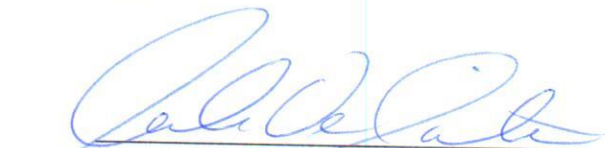
I HEREBY CERTIFY this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Mount Arlington, adopted on April 7, 2015 and will be further considered after a Public Hearing held on May 5, 2015 at the Municipal Building at 10:00 A.M.

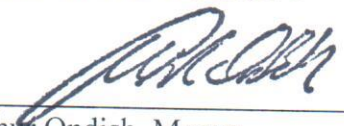
INTRODUCED:

PUBLISHED:

ATTEST:

BOROUGH OF MOUNT ALRINGTON
COUNTY OF MORRIS
STATE OF NEW JERSEY


Linda DeSantis, Borough Clerk


Arthur Ondish, Mayor