

**ORDINANCE NO. 2013-11**  
**AN ORDINANCE OF THE TOWNSHIP OF WEST DEPTFORD**  
**FIXING SALARY GRADES, POSITIONS AND RANGES OF**  
**OFFICIALS AND EMPLOYEES OF THE TOWNSHIP**  
**OF WEST DEPTFORD**

**BE IT ORDAINED** by the Township Committee of the Township of West Deptford, in the County of Gloucester and State of New Jersey as follows:

Section 1. The purpose of this ordinance is to establish classification titles, salary grade levels and salary ranges for all Classified and Exempt personnel employed by the Township of West Deptford as defined and determined in accordance with the provisions of the Township's Personnel Ordinance, Chapter 47, adopted December 19, 1974, and in subsequent amendments. The actual compensation to be paid to each employee within the salary grade levels established by this ordinance, together with other benefits to be paid each employee, and the method and standards by which each employee is to be compensated are more fully set forth in the Township of West Deptford's "Detailed Line Item Budget," "Personnel Ordinance" and negotiated "Employee/Employer Labor Agreements." The provisions of said documents will not be repeated in this ordinance verbatim because of their length.

Section 2. Classification titles, base salary grade levels, and base salary ranges for officers and employees of the Township of West Deptford shall be fixed as indicated herein below:

SCHEDULE "A"

<u>SALARY GRADE LEVEL</u>		<u>CLASSIFIED SERVICE POSITION</u>					<u>SALARY RANGE</u>
1		Cashier Clerk Typist					\$19,666 - \$26,818
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>			
\$19,666	\$21,451	\$23,242	\$25,032	\$26,818			
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2		Custodial Aide Receptionist/Telephone Operator					\$20,181 - \$31,013
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>			
\$20,181	\$22,891	\$25,600	\$28,311	\$31,013			
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<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>				<u>SALARY RANGE</u>
3	Administrative Clerk Assessing Clerk Billing Clerk Budget Account Clerk Building Maintenance Workers Clerk Bookkeeper Deputy Court Clerk Tax Clerk Violations Clerk				\$27,014 - \$36,838
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$27,014	\$29,468	\$31,931	\$34,385	\$36,838
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4	Senior Administrative Clerk Senior Assessing Clerk Senior Billing Clerk Senior Budget Account Clerk Senior Building Maintenance Workers Senior Deputy Court Clerk Senior Tax Clerk Senior Violations Clerk				\$27,604 - \$37,637
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$27,604	\$30,111	\$32,619	\$35,127	\$37,637
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5	Executive Secretary				\$28,715 - \$39,146
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$28,715	\$31,322	\$33,930	\$36,540	\$39,146
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6	Police Clerk				\$29,341 - \$38,858
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$29,341	\$31,443	\$33,538	\$35,631	\$38,858
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7	Construction Control Person/ Technical Assistant				\$30,577 - \$41,400
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$30,577	\$33,122	\$35,881	\$38,641	\$41,400
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8	Administrative Secretary				\$40,801 - \$54,217
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$40,801	\$43,854	\$46,958	\$50,057	\$54,217

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<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>	<u>SALARY RANGE</u>
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9	Public Works Laborer Laborer/Road Maintenance	\$28,585-55,212
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<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$28,585	\$35,235	\$41,900	\$48,552	\$55,212

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10	Animal Control Warden Shuttle Bus Driver Truck Driver Meter Reader/Repairman	\$30,010-56,649
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<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$30,010	\$36,641	\$43,334	\$49,962	\$56,649

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11	Dispatcher (Public Works)	\$30,914-57,552
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<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$30,914	\$37,544	\$44,229	\$50,863	\$57,552

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12	Equipment Operator Maintenance Repairman W/S Maintenance Repairman	\$36,466-58,450
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<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$36,466	\$41,965	\$47,461	\$52,955	\$58,450

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13	Mechanic	\$36,744-58,730
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<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$36,744	\$42,242	\$47,740	\$53,234	\$58,730

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14	Housing Inspector	\$36,575 - \$58,624
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<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$36,575	\$42,085	\$47,602	\$53,111	\$58,624

<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>	<u>SALARY RANGE</u>		
15	Police Officer (1/1/13 to 12/31/13)	\$42,971-84,687		
<u>5<sup>TH</sup> CLASS</u>	<u>4<sup>TH</sup> CLASS</u>	<u>3<sup>RD</sup> CLASS</u>	<u>2<sup>ND</sup> CLASS</u>	<u>1<sup>ST</sup> CLASS</u>
\$42,971	\$53,391	\$63,821	\$74,248	\$84,687

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16	Detective (1/1/13 TO 12/31/13)	\$89,261
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17	Corporal (Patrol 1/1/13 to 12/31/13)	\$89,261
	Corporal (Detective 1/1/13 to 12/31/13)	\$90,730

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18	Sergeant (Patrol 1/1/13 to 12/31/13)	\$93,854
	Sergeant (Detective 1/1/13 to 12/31/13)	\$98,186

SCHEDULE "B"  
EXEMPT SERVICE POSITIONS

<u>SALARY GRADE LEVEL</u>	<u>POSITION</u>	<u>SALARY RANGE</u>
19	Court Administrator Fire Inspector	\$30,312 - \$51,376

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20	Deputy Tax Collector	\$37,567 - \$51,700
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21	Foreman Tax Collector	\$50,763 - \$69,040
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22	Senior Foreman Purchasing Agent Code Enforcement Officer/ Housing Inspector Assistant Superintendent of Roads Assistant Treasurer Vehicle/Equipment Maintenance Supervisor Payroll/Employee Benefits Supervisor	\$60,773 - \$78,852
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23	Fire Official Recreation Director/Public Liaison/ IT Coordinator Director of Planning & Inspections Construction Official/Building Subcode Official Lieutenant Water Project Superintendent Deputy Public Works Manager	\$67,196 - \$108,005
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24	Chief Financial Officer Treasurer Deputy Chief of Police Public Works Manager	\$69,391 - \$117,141
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25	Chief of Police Administrator	\$95,468 - \$137,611
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Firearms Permit Secretary	NOT TO EXCEED \$2,034
Escrow Secretary	NOT TO EXCEED \$3,043
Recording Secretary/ Recreation Commission	NOT TO EXCEED \$6,408
Zoning Board of Adjustment Secretary	NOT TO EXCEED \$3,433
Deputy Clerk	NOT TO EXCEED \$15,600
Board of Health Secretary	NOT TO EXCEED \$2,502
Planning/Zoning Board Recording Secretary	NOT TO EXCEED \$7,721
Assistant Administrative Aide	NOT TO EXCEED \$16,399
Municipal Court Prosecutor	NOT TO EXCEED \$23,535
Municipal Court Judge	NOT TO EXCEED \$32,582
Township Mayor	NOT TO EXCEED \$5,000
Township Committee	NOT TO EXCEED \$5,000
Township Clerk	NOT TO EXCEED \$14,796
Public Defender	NOT TO EXCEED \$16,466
Zoning Officer	NOT TO EXCEED \$28,122
Deputy Zoning Officer	NOT TO EXCEED \$18,472
LOSAP Officer	NOT TO EXCEED \$1,936
Building Subcode Official	NOT TO EXCEED \$2,121
Plumbing Subcode Official	NOT TO EXCEED \$43,150
Electrical Subcode Official	NOT TO EXCEED \$27,373
Registrar	NOT TO EXCEED \$3,113
Deputy Registrar	NOT TO EXCEED \$1,756
Emergency Management Coordinator	NOT TO EXCEED \$10,886
Building Inspector	NOT TO EXCEED \$27,883
Dep. Emerg. Mgmt. Coord.	NOT TO EXCEED \$5,444
TAC Officer	NOT TO EXCEED \$7,518

EXEMPT SERVICE POSITIONS "C"

HOURLY RATE

Bailiff	\$11.70
Intern	\$9.64 - \$14.32
Seasonal Clerical Assistant	\$7.25 - \$11.47
School Crossing Guard	\$9.76 - \$11.64
Recreation Aide	\$8.59 - \$11.93
Seasonal Laborer	\$8.34 - \$11.59
Park Rangers	\$8.68 - \$12.31
Seasonal Administrative Aide	\$8.26 - \$12.89
Special Police Officers	\$9.03 - \$14.89
Janitor, Nutrition Center	\$9.66 - \$11.53
Summer Recreation Director, Assistant Summer Recreation Director, Clinic Directors	\$9.27 - \$23.44
Seasonal Code Enforcement Officer	\$15.15 - \$18.63

EXEMPT SERVICE POSITIONS "D"

SCHEDULE "E"

RiverWinds Redevelopment Agency

Full-Time

<u>SALARY GRADE LEVEL</u>	<u>CLASSIFIED SERVICE POSITION</u>					<u>SALARY RANGE</u>
I	Lifeguard					\$19,815 - \$27,020
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$19,815	\$21,616	\$23,421	\$25,222	\$27,020	
II	Clerk					\$25,715 - \$35,064
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$25,715	\$28,055	\$30,391	\$32,730	\$35,064	
III	Administrative Clerk Building Maintenance Worker Front Desk Clerk Head Lifeguard					\$27,014 - \$36,838
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$27,014	\$29,469	\$31,931	\$34,385	\$36,838	

V		Recreation Specialist		\$28,723 - \$55,479
<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$28,723	\$38,844	\$42,098	\$48,787	\$55,479

EXEMPT SERVICE POSITIONS

SALARY RANGE

Manager	\$65,834 - \$69,340
Program Coordinator	\$36,878 - \$54,601
Maintenance Foreman	\$50,772 - \$67,044

PART-TIME

POSITIONS

Babysitter	\$7.75 - \$10.56
Teen Room Attendant	\$7.75 - \$10.56
Aquatics Instructor	\$8.35 - \$16.12
Instructor	\$20.00 - \$35.00
Climbing Wall Attendant	\$8.35 - \$11.17
Custodian	\$8.35 - \$14.88
Front Desk Cashier	\$9.54 - \$12.40
Front Desk Attendant	\$8.35 - \$11.17
Gym Attendant	\$7.75 - \$10.56
Lifeguard	\$9.54 - \$14.88
Weight Room Attendant	\$8.35 - \$11.17
All-Purpose Attendant	\$8.35 - \$14.88
Rock Climbing Specialist	\$8.35 - \$14.88

Section 3. Salary increases shall be granted upon satisfactory performance and shall have no relationship to length of service of said employee. The Township Committee may grant increases provided that each resulting salary is within the salary range set forth in Salary Schedules "A" and "B". Salary increases shall be based upon the availability of funds appropriated for salary administration by the Township Committee and shall be based upon merit, as determined by an evaluation of the employee's job performance or any collective bargaining contract entered into by the Township.

Section 4. New employees hired by the Township may be eligible for merit increases following the completion of six (6) months continuous service. The Township Committee shall make such determination after giving full consideration to the recommendations of the employee's Departmental Supervisor and Township Administrator. The salary of each new Police Officer hired by the Township shall be as provided in the then current collective bargaining agreement.

Section 4.01. The salary for each new Public Works employee hired by the Township shall, after five (5) full years from anniversary date of service, increase to the salary of

Public Works employees within the same job classification as defined by the current contract.

Section 4.02. ANNUAL SICK LEAVE BUYBACK: Employees maintaining a minimum of 90 days in his/her sick leave bank qualify for participation in a program of annual sick time buyback. Only sick leave earned and not used in the prior calendar year shall qualify for the annual buyback program. Unused sick leave shall be cashed out at 50% of its current cash value.

At the beginning of each year, the Township Treasurer shall forward to each eligible employee a detailed listing of the amount of hours in the employee's sick bank and the total number of hours eligible for buyback. Utilizing the same form, the employee will indicate how many hours he/she wishes to sell back to the Township from the total hours of remaining sick leave. Once submitted, the number of hours requested for buyback may not be increased, but the employee may elect not to cash any or all sick time out by notifying the Township Treasurer in writing on or before January 31<sup>st</sup>. Payment for unused sick time shall be received with the first pay in March.

Section 5. PROMOTION: An employee promoted to a higher hourly or salary grade level position shall receive a promotional salary increase commencing the effective date of the promotion. The rate of pay of the promoted employee shall be on the step increases shall be in addition to any other increase for which the employee is eligible under the provisions of this ordinance.

Section 6. DEMOTION: In the case of demotions, the employee shall be assigned a new grade level position and reduced in pay or hourly rate as determined by the Township Committee. The rate of pay of the demoted employee shall be on the step determined by their length of service within the salary range of the new salary grade level as determined by the new Classification Title.

Section 7. RECLASSIFICATION: If a position is reclassified, and a new higher salary grade level is established for said position, the compensation of the affected employee shall be placed within the salary range of his new grade level position on the step determined by their length of service. The affected employee shall then be eligible for the same annual salary increase provided under this ordinance, if it has not previously been received. If an employee's current pay is greater than the maximum pay rate under the new classification, the employee's rate of compensation may be reduced to the maximum pay of the



new salary grade level. Pay changes caused by position reclassification shall take effect on the effective date of such reclassification.

Section 8. All ordinances and provisions thereof inconsistent with the provisions of this ordinance be and the same are repealed with the exception of any person currently receiving, under a prior ordinance or ordinances, a salary higher than herein provided for.

Section 9. If any section, paragraph, subdivision, clause or provisions of this ordinance shall be adjudged invalid; such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this ordinance shall be deemed valid and effective.

Section 10. This ordinance shall take effect after final adoption and publication thereof retroactive to January 1, 2013.

**TOWNSHIP OF WEST DEPTFORD:**

By:   
RAYMOND CHINTALL, Mayor

ATTEST:

  
AMY LESQ/RMC, Township Clerk

**PLEASE TAKE NOTICE** that the foregoing Ordinance of the Township of West Deptford was passed on second reading by the Township Committee at its meeting on October 17, 2013, held at the Municipal Building located at 400 Crown Point Road, Thorofare, New Jersey, after a public hearing was held thereon. Copies of the Ordinance are available for inspection in the Office of the Township Clerk.

AMY LESO, RMC Township Clerk

