

BOROUGH OF HIGHLAND PARK
Ordinance No. 21-2024

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED, "AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF EACH OFFICER AND EMPLOYEE OF THE BOROUGH OF HIGHLAND PARK AND THE METHOD OF PAYMENT OF SUCH COMPENSATION"

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHLAND PARK, AS FOLLOWS:

1. Section 1 of the Highland Park Salary Ordinance is amended and supplemented to read as follows:

- I. Personnel Policies and Procedures Handbook of the Borough of Highland Park, as may be amended by Resolution of the Mayor and Council, outlines those personnel policies and procedures for employees and supervisors, including but not limited to:
 - A. Salaries herein set forth, shall be paid twice monthly on the fifteenth day of each month and on the last day of each month. In the event either the fifteenth day or the last day of the month is a weekend or holiday, then payment shall be made on the last work day preceding such date. Nothing hereinafter set forth shall prevent payment for services of a special nature beyond the regular or routine business of the official or employed, or as otherwise specified by resolution of Council.
 - B. Paid Holidays for all non-uniform Borough employees shall be as outlined in the Personnel Policy and Procedures Handbook, or the appropriate collective bargaining agreement. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday.
 - C. The hereinafter established rate of compensation is intended to remunerate such officials and employees for their regular hours of work without intending to compensate in any way for overtime wages that may become due to them because of services, which they should be called upon to render. Eligibility for overtime is as specified in the ***Borough Personnel Policy and Procedures Handbook*** for non-union administrative employees, and in the appropriate collective bargaining agreement for union employees.
 - D. The Borough of Highland Park reserves the right to pay a salary to a new or old employee at any figure within the established range for such new and/or old employee's duties.
 - E. The adoption of this ordinance shall not operate so as to decrease the present rate of compensation to any official or employee.
 - F. The classified service shall consist of the following positions. The range scale refers to compensation range limits, which shall be paid as set forth herein:

<u>Range Scale</u>	<u>Position</u>
1	Clerk, Planning Board
1	Clerk, Zoning Board of Adjustment
1	Registrar of Vital Statistics
1	Deputy Registrar of Vital Statistics
1	Qualified Purchasing Agent
1	Public Defender
1	Recycling Coordinator
1	Municipal Alliance Coordinator
1	Clean Communities Coordinator
1	Communications Liaison
2	Mayor
2	Council President
2	Council Member
2	Fire Inspector
2	Capital Projects Manager
3	Tax Assessor Clerk
3	Policy Assistant to the Mayor
3	Fire Sub-code Official
4	Electrical Sub-code Official/Inspector
4	Plumbing Sub-code Official/Inspector
4	Building Inspector
4	Building Sub-code Official
4	Zoning Sub-code Official
4	Construction Official
5	Redevelopment Director
5	Planning Board, Redevelopment and Zoning Board of Adjustment Clerk
5	Zoning Officer
6	Public Information Officer
6	Public Information Officer/Confidential Aide to Mayor
7	Municipal Court Judge
7	Municipal Prosecutor
9	Assistant to Mayor & Council

9	Assistant to the Borough Administrator
9	Assistant to the Borough Administrator/Project Manager
9	Administrative Secretary
9	Administrative Assistant
9	Fire Inspector/Firefighter
9	Public Safety Director
9	Emergency Services Director
10	Deputy Borough Clerk
10	Human Resources Coordinator
10	Communications Coordinator
10	Recreation Program Coordinator
10	Senior Program Coordinator
10	Teen Center Coordinator
10	Deputy Superintendent, Public Works
10	Assistant Finance Officer
10	Fire Official
10	Firefighter Supervisor
10	Firefighter
10	Tax Assessor
10	IT Coordinator
10	Utility Accounts Manager
10	Payroll & Benefits Coordinator
10	Tax Collector
11	Director, Department of Code Enforcement
11	Building Inspector
11	Construction Official
12	Community and Economic Development Director
13	Municipal Court Administrator
14	Director of Fire Safety
15	Foreman, Public Works
15	Planner
16	Borough Clerk
16	Director of Finance
17	Director of Community Services
17	Director of Code Enforcement and Construction Official
17	Superintendent of Public Works
18	Chief Financial Officer
18	Borough Administrator
19	Borough Attorney
21	Chief of Police
H-3	Farmers' Market Site Supervisor
H-3	Seasonal Laborer
H-3	Clean Communities Laborer
H-3	Seasonal Recreation
H-4	Miscellaneous Part-time Clerical Employee
H-4	On-Call Firefighter
H-14	Misc. Recreation Program Employee
H-14	Part-Time Administrative Assistant
H-16	Special Law Enforcement Officer II

G. Compensation Schedule for General Officials and Employees paid on an hourly basis:

<u>Range Scale</u>	<u>Minimum</u>	<u>Maximum</u>
H-1	NJ Minimum Wage	\$ 13.26
H-2	NJ Minimum Wage	14.28
H-3	NJ Minimum Wage	15.30
H-4	NJ Minimum Wage	25.50
H-5	9.84	17.34
H-6	10.63	19.38
H-7	11.00	21.42
H-8	12.00	22.44
H-9	13.00	23.46
H-10	14.00	24.48
H-11	15.00	25.50
H-12	16.00	26.52
H-13	18.00	27.54
H-14	19.00	40.80
H-15	20.00	32.64
H-16	21.00	34.68
H-17	22.00	35.70

H. Compensation Schedule for Professional/Management/Administrative Employees paid on an annual basis:

<u>Range Scale Number</u>	<u>Minimums</u>	<u>Maximums</u>
1	\$ 1	\$ 11,444
2	\$ 3,522	16,282
3	\$ 7,043	21,656
4	\$ 10,563	26,010
5	\$ 14,084	37,088
6	\$ 17,606	43,208
7	\$ 21,128	49,451
8	\$ 24,649	55,571
9	\$ 28,170	61,751
10	\$ 31,691	78,030
11	\$ 35,212	78,338
12	\$ 38,000	80,786
13	\$ 42,254	83,232
14	\$ 45,000	90,002
15	\$ 49,298	97,922
16	\$ 50,000	<u>115,000</u>
17	\$ 56,339	120,686
18	\$ 59,848	130,560
19	\$ 63,382	132,600
20	\$ 66,903	134,643
21	\$85,000	183,600

- I. Any non-union Borough employees will be paid according to the annual salary resolution adopted by the Mayor and Council.
- J. Employees in the Department of Public Works shall be paid as set forth in the adopted collective bargaining agreement.
- K. Employees in the Teamsters IBW 64 Bargaining Unit shall be paid as set forth in the adopted collective bargaining agreement.
- L. The Compensation Schedule for employees in the CWA Library Bargaining Unit shall be paid as set forth in the adopted collective bargaining agreement
- M. Police Department:
 - 1. Superior Officers shall be paid according to the adopted collective bargaining agreement.
 - 2. Sergeants and Police Officers shall be paid according to the adopted collective bargaining agreement.

Introduced on first reading
by title: June 15, 2021

ADOPTED: July 6, 2021
ATTEST:

APPROVED: July 6, 2021

Joan Hullings
Borough Clerk

Gayle Brill Mittler
Mayor

Latest update 6/12/18; 12/3/19; 2/4/20; 8/18/20; 7/6/21