

BOROUGH OF GARWOOD

ORDINANCE NO. 21-20

Adopted:

Introduced: _____
Motion: _____
Seconded: _____

Public Hearing: _____
Motion: _____
Seconded: _____

AN ORDINANCE TO AMEND CHAPTER 30 (PERSONNEL POLICIES) OF THE CODE OF THE BOROUGH OF GARWOOD.

BE IT ORDAINED by the Mayor and Council of the Borough of Garwood:

SECTION 1. Sections 30-1, 30-2, 30-3, 30-6, 30-7, 30-13, 30-16 and 30-31 in Chapter 30 (Personnel Policies) of the Code of the Borough of Garwood are hereby amended to read as follows (Insertions are indicated by underlining; deletions are indicated by ~~strikethroughs~~):

§ 30-1. Purpose and disclaimers.

A.-G. No change.

H. Administrative employees of this policy are the ~~Borough Administrator/Clerk~~, Borough Administrator, Borough Clerk, Chief Financial Officer and Chief of Police.

L.-N. No change

§ 30-2. General employment practices.

A. No change

B. Statement of policy:

(1) No change

(2) The application for employment form, to be obtained at the office of the Borough Administrator/~~Clerk~~, shall be completed by all persons seeking employment.

(3) The Borough Administrator/~~Clerk~~ will administer and coordinate the hiring process for certain positions vacancies to ensure compliance with contractual, legal and equal opportunity requirements.

(4) No change

(5) No change

- (6) The Borough Administrator/Clerk or other employee so designated will, for each employee, establish and maintain a personal history file and maintain a complete and accurate record of the attendance, vacations, sick leave, overtime, and other pertinent information.

§ 30-3. Vacation leave.

A. The subject of this section is vacation leave.

B. Statement of policy:

(1) No change.

(2) (Reserved)

~~(2) All non-bargaining unit full-time employees, excluding civilian police dispatchers, hired prior to January 1, 1998, shall accrue vacation time on the basis of the following schedule:~~

Calendar Year of Employment	Vacation Days Earned
1st year	5 days 1st year
2nd through 5th year	10 days per year
6th through 10th year	15 days per year
11th through 15th year	18 days per year
16th through 20th year	20 days per year
21st through 25th year	25 days per year
25th and over	30 days per year

(3) No change.

(4) No change.

(5) No change.

(6) No change.

(7) Employees hired after October 1 of any year (year one) are eligible to carry over unused vacation days earned in year one to year two. Prior approval from the Borough Administrator/Clerk is required.

(8) Vacation time must be used in the calendar year earned. Any remaining time at the close of the year will be automatically forfeited, unless permitted to be carried over by Borough Administrator/Clerk.

Carrying over of vacation. Upon written request from an employee up to five days may be carried over into the following year with the approval of the Borough Administrator. Written request must be received by December 15th. All carry over days must be used in the following calendar year. Employees are not permitted to carry over days from multiple years.

- (9) No change.
- (10) No vacation time may be taken during the first three months immediately following appointment or employment unless approved at the time of hiring.
- (11) All vacations are subject to the approval of the appropriate department head and the Borough Administrator/~~Clerk~~ and will be scheduled so as not to unreasonably interfere with the operation of the department to which the employee is assigned.
- (12) No change.
- (13) No change.
- (14) No change.
- (15) No change.

§ 30-6. Holidays.

- A. No change
- B. Statement of policy:

- (1) The Borough shall celebrate the following holidays off with pay for regular full-time and regular part-time nonunion employees except civilian police dispatchers:

New Year's Day	Columbus Day
Martin Luther King Day	Election Day
Presidents' Day	Veterans Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day
	New Year's Eve

- (2) No change.
- (3) No change.
- (4) No change.
- (5) Because the ~~Borough Administrator/Clerk's office~~ Borough's offices are open on Election Day and the staff of the Borough Hall ~~Administrator/Clerk and Municipal Court~~ is required to work, ~~one floater holiday~~, one additional personal day will be granted ~~will be added either to another holiday in the annual calendar or to the employee's personal leave, at the recommendation of the Borough Administrator/Clerk and upon approval from the Mayor and Council.~~ This does not apply to the Chief of ~~Police Superintendent of Public Works, or civilian police dispatchers,~~ or members of

collective bargaining units.

- (6) No change.
- (7) No change.
- (8) No change.
- (9) School crossing guards are not entitled to paid holidays.

§ 30-7. Personal leave.

A. The subject of this section is personal leave.

B. Statement of policy:

- (1) Regular full-time and regular part-time non-contractual employees are entitled to two personal days each year, with pay, which may be used for personal business in accordance with the following:
 - (a) For an employee with less than one year of service starting on or after January 1 but on or before June 30, ~~will receive two personal days may be taken. one personal leave day may be taken on or before June 30, and a second personal day may be taken between July 1 and December 31, inclusive, in the year of hire.~~
 - (b) No change.
 - (c) No change.
 - (d) No change.
 - (e) No change.
- (2) No change.
- (3) All requests for personal time are subject to the approval of the appropriate department head or Borough Administrator/~~Clerk~~ and will be scheduled so as not to unreasonably interfere with the operation of the department to which the employee is assigned.
- (4) No change.
- (5) No change.
- (6) No change.

(7) No change.

§ 30-13. Compensatory time and overtime.

A. The subject of this section is compensatory time and overtime.

B. Statement of policy:

(1) No change.

(2) The following exempt employees shall receive additional days off in lieu of compensatory time:

(a) Chief of Police, Borough Administrator, Borough Clerk, ~~Assistant Administrator~~ Chief Financial Officer and Superintendent of Public Works shall receive an additional six vacation days ~~paid working days off~~ annually and shall be earned as follows: one day for January and February; one day for March and April; one day for May and June; one day for July and August; one day for September and October; one day for November and December.

(b) Municipal Court Administrator shall receive an additional three vacation days ~~paid working days off~~ annually and shall be earned as follows: one day for January to April; one day for May to August; one day for September to December.

(c) ~~Compensatory Days must be taken within one year of earning.~~ Deleted.

C. Department heads are accountable and responsible for authorizing, controlling, managing and verifying the accumulation, earning, and use of compensatory time and submitting monthly reports to the Borough Administrator/~~Clerk~~ on the prescribed form.

§ 30-16. Retirement.

A. The subject of this section is retirement.

B. Statement of policy:

(1) No change.

(2) No change.

(3) No change.

(4) Any employee eligible to retire in a calendar year shall notify the ~~Borough Clerk~~/Administrator, in writing, of his or her intention to retire at least 60 days prior to the planned retirement date.

(5) No change.

(6) No change.

C. No change.

§ 30-21. Employee resignation.

Statement of policy:

A. An employee who intends to resign must notify the ~~Borough Clerk~~/Administrator, in writing, at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and coworkers by providing information concerning their current projects and help in the training of a replacement. No vacation time will be afforded during the two-week period.

B. Employees must return all keys and equipment prior to their last day of employment.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 3. If any portion of this ordinance shall be determined to be invalid, such determination shall not affect the validity of the remaining portions of said ordinance.

SECTION 4. This ordinance shall take effect upon final passage and publication in accordance with law.

ATTEST:

SARA TODISCO, Mayor

CATHERINE D. CAMERON, R.M.C.
Borough Clerk

RECORDED VOTE

INTRODUCTION:

ADOPTION:

COUNCILMAN BENOIT
COUNCILMAN GRAHAM
COUNCILMAN INCE
COUNCILMAN KEARNEY
COUNCILMAN LAZAROW
COUNCIL PRESIDENT BLUMENSTOCK