

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**JULY 15, 2021**

## **RESOLUTION ASSIGNING 2021 SALARIES AND RATES OF PAY, AND TERMS AND CONDITIONS OF EMPLOYMENT FOR CERTAIN EMPLOYEES**

### **RESOLUTION 21-07-15-70**

**WHEREAS**, the Board of Fire Commissioners sets the salaries and rates of compensation for certain employees not covered by Collective Bargaining Agreements, or other salary guidance, and

**WHEREAS**, The Board similarly promulgates the terms and conditions of employment for certain non-contractual employees, and

**WHEREAS**, funds exist to compensate these employees as the Board has directed herein.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT No. 3, TOWNSHIP OF HANOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY** as follows:

1. The following salaries shall be implemented consistent with the satisfactory completion of their Employee Evaluation, and
2. The following employees shall be compensated as indicated:  
James M. Schultz, Administrator  
\$36.50 Per Hour retroactive to January 1, 2021
3. The Board similarly authorizes payment of retroactive salaries in accordance with the above 2, and
4. The Board adopts the Terms and Conditions of Employment for certain non-contractual employees, attached hereto.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the **15<sup>th</sup>** day of **July, 2021**.

**Steven J. Cornine, Secretary**

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## **TERMS AND CONDITIONS OF EMPLOYMENT NON-CONTRACTUAL ADMINISTRATIVE PERSONNEL**

The terms and conditions described herein shall be reserved for non-emergency services personnel, working in an administrative capacity for the District. These personnel shall be considered as essential personnel, whereas their duties and responsibilities are necessary for the continued uninterrupted operation of the Fire District.

### **Paid Time Off**

- PTO shall be calculated based on the number of years worked, and consistent with the corresponding schedule of 'weeks off' in the FMBA Collective Bargaining Agreement, in equivalent weeks off.

<b>First six months</b>	<b>No PTO</b>
<b>Six Month Anniversary</b>	<b>Two Weeks</b>
<b>One through Four Years</b>	<b>Three Weeks</b>
<b>Five through 11 years</b>	<b>Five Weeks</b>
<b>12 through 19 years</b>	<b>Five and ½ weeks</b>
<b>Years 20 and above</b>	<b>Six weeks</b>

- PTO shall be used for matters of illness, vacation, personal leave, or necessary leave which cannot be attended to outside of work hours.
- PTO may be accumulated to a maximum of 300 hours
- Upon separation from the District, except in the event of a disciplinary matter, the employee shall be paid for any unused PTO, pro-rated to the last year
- PTO shall be retroactive to January 1, 2021

### **Salary**

- Salary shall be adjusted each year consistent with a satisfactory job performance evaluation, and based on the recommendation of the Personnel Committee. Said increases in salaries shall be approved by resolution by the Board.

### **Holidays**

- When a Holiday, or day recognized as a Holiday falls on a weekday, the employee will be credited for five (5) hours worked.
- An employee covered herein, whom opts to work on the day of Holiday, or observance of a Holiday, shall be compensated at their normal rate of pay.

### **Overtime**

- Employees covered herein are not subject to overtime pay.

### **Benefits**

- An employee covered by these Terms and Conditions shall be entitled to the following:
  - Applicable Pension
    - In the event that the employee is not eligible for a State pension, the Board may elect, where allowable, to enter into a 401(k) or similar
  - Life Insurance

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## Certification

I, **Steven J. Cornine**, Secretary of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the 15<sup>th</sup> day of **July, 2021** duly adopted the attached resolution;

### **21-07-15-70 RESOLUTION ASSIGNING 2021 SALARIES AND RATES OF PAY, AND TERMS AND CONDITIONS OF EMPLOYMENT FOR CERTAIN EMPLOYEES**

This resolution was introduced by Commissioner:

**Cornine**    **Davidson**    **DeSimone**    **Dugan, Jr.**    **O'Hare**

and was seconded by Commissioner

**Cornine**    **Davidson**    **DeSimone**    **Dugan, Jr.**    **O'Hare**

## Record of the Vote

	<b>Cornine</b>	<b>Davidson</b>	<b>DeSimone</b>	<b>Dugan, Jr.</b>	<b>O'Hare</b>
<b>Yes</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>No</b>					
<b>Abstain</b>					
<b>Absent</b>					

**Steven J. Cornine, Secretary**