

AGREEMENT BETWEEN

THE BOROUGH OF GLASSBORO

AND

THE COMMUNICATIONS WORKERS OF AMERICA, AFL–CIO

Local 1085



January 1, 2022 — December 31, 2025

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## **PREAMBLE**

THIS AGREEMENT is entered into between the BOROUGH OF GLASSBORO, (hereinafter referred to as "the Borough" or "the Employer"), and the COMMUNICATIONS WORKERS OF AMERICA (hereinafter referred to as "the Union") for the purpose of establishing wages, hours, benefits, and other terms and conditions of employment, together with procedures for the fair and amicable resolution of disputes and grievances pertaining thereto.

Now, THEREFORE, in consideration of the mutual covenants and understandings expressed herein, the parties agree as follows.

## **ARTICLE 1 RECOGNITION**

**1.1 Exclusive Representation.** The Employer recognizes the Union as the exclusive representative of all white-collar employees of the Borough, except for managerial executives, confidential employees, supervisors, police, fire employees, casual employees, craft employees, and professional employees, for the purpose of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment. It is understood that the position of Deputy Borough Clerk will be restored to the unit if and when it should become nonconfidential.

**1.2 Preservation of Unit Work.** Duties ordinarily performed by bargaining unit employees may not be assigned to employees outside the unit.

## **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

**2.1 Respect and Dignity.** The Employer and the union shall each endeavor to ensure that all dealings between them are characterized by mutual responsibility and that all employees and representatives of the parties are treated in accordance with accepted standards of courtesy and respect for individual dignity.

**2.2 Non-Discrimination.** No employee will be discriminated against on the basis of race, religion, national origin, sex, marital status, age, disability, sexual or affectional orientation, domestic partnership or civil union status, gender identity, liability for military service, genetic

information, political affiliation, atypical cellular or blood trait, or participation in Union activities.

### **ARTICLE 3**

#### **UNION RIGHTS**

**3.1 Union Access.** Union representatives shall have access to employee work areas to investigate grievances and for other purposes related to Union representation.

**3.2 Union Bulletin Boards.** The Employer will provide a bulletin board in each building where employees are stationed, in a centrally located work area, to be used exclusively by the Union for notices and other information to employees.

**3.3 Personnel Data.** During the first week of each month, the Borough Administrator will furnish to the Local Union office and the Local Vice President a monthly listing of all new hires, terminations, title changes, and reassignments from one department to another within the bargaining unit. Upon reasonable prior request, the Borough Administrator/or Designee will also furnish to the Union a list of home address for employees represented by the Union.

**3.4 Union Leave.** Upon official request by the Union, employees shall be permitted to take time off, without pay, to attend conferences, meetings, workshops, or other activities related to union representation, subject to reasonable operational requirements of the Employer. In addition, any employee who is elected or appointed to an office in the Union may be granted an unpaid leave of absence to serve in such office. Requests for union leave shall not be unreasonably denied.

**3.5 Time off for Negotiations.** There shall be no loss of pay for members, no more than four, of the Union's bargaining committee to participate in contract negotiations during the work day.

### **ARTICLE 4**

#### **UNION SECURITY**

**4.1 Dues Checkoff.** The Employer shall deduct regular Union dues from an employee's pay when so authorized in writing by the employee. The amount of such deductions shall be certified to the Employer by the Secretary-Treasurer of the Union. The Employer shall remit the dues to the Union on a monthly

basis, no later than 21 days following the month in which the deductions were made, together with a list of employees from whose pay such deductions were made. The list shall include each employee's Social Security number, base weekly pay, and the amount of dues deducted for the month. A copy of such list shall also be forwarded to the Local President. Dues deductions for employees in the bargaining unit shall not be made for any other employee organization.

**4.2 Withdrawal of Dues Checkoff.** In the event an employee withdraws his or her authorization for dues deduction by written notice to the Employer, deductions shall be halted in accordance with the New Jersey Workforce Democracy Enhancement Act.

## **ARTICLE 5**

### **MANAGEMENT RIGHTS**

**5.1 Rights Retained.** The Borough hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and invested in it by the laws and Constitution of the State of New Jersey and of the United States, the following rights:

- (a) The execution, management and administrative control of the Borough and its properties and facilities, and the activities of its employees.
- (b) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment, and to promote and transfer employees and/or utilize personnel by the most appropriate means and effective manner as determined by the Employer.
- (c) To suspend, demote, discharge, or take other disciplinary action for good and just cause according to law, subject to the grievance procedure.
- (d) To lay off employees in the event the Employer determines that there is a lack of work or lack of funds.
- (e) To make rules of procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of employees needed for any particular time, and to be in sole charge of the quality of the work required.
- (f) To make such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety, and/or the effective operation of the Borough after advance notice thereof to the employees to require compliance by the employees is

recognized. It is understood that any changes in the Employer's personnel policies and procedures are presented to the Union when distributed to department heads or within 10 days after adoption, whichever is sooner.

In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Borough, the adoption of policies, rules, regulations, and practices in the furtherance thereof, and the express use of judgment and discretion in connection therewith, shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of New Jersey and of the United States. Nothing contained herein shall be construed to deny or restrict the Borough of its rights, responsibilities, and authority under any national, state, county or local law or regulation.

## **ARTICLE 6**

### **HOURS OF WORK**

**6.1 Maintenance of Working Hours.** The current hours of work, including meals, shift schedules, and breaks, shall continue.

**6.2 Work Schedules.**

(a) It is understood that all full-time employees covered by this Agreement, except at the Senior Center, have a regular workweek of 40 hours, consisting of eight working hours daily in an eight-hour shift, Monday through Friday. Lunch hours shall be considered worked time. Starting and stopping times, as to full-time employees covered by this Agreement, are as follows:

- (1) Borough Hall: 8:30 AM - 4:30 PM
- (2) Highway Department: 7:00 AM - 3:00 PM or 6:00 AM - 2:00 PM (summer only)
- (3) Economic Development: 8:30 AM - 4:30 PM
- (4) Fire Prevention: 8:30 AM - 4:30 PM
- (5) Bus Service: 8:30 AM - 4:30 PM
- (6) Court Office: 8:00 AM - 4:00 PM
- (7) Construction and Planning Departments: 8:30 AM - 4:30 PM
- (8) Water & Sewer Department: 8:00 AM - 4:00 PM or 8:30 AM - 4:30 PM

The Borough reserves the right to adjust the hours of operation.

- (b) Employees at the Senior Center shall have a full-time workweek of 32.5 hours, from 8:30 AM to 3:00 PM, Monday through Friday, and shall be permitted to eat lunch while working.
- (c) Part-time employees will be scheduled to work a portion of the regular full-time work week. A part-time employee who works a full eight-hour work day will be entitled to the same working hours for the day (including meals and breaks) as a full-time employee.

## **ARTICLE 7**

### **OVERTIME**

**7.1 Definition of Overtime.** Overtime shall be understood as time worked in excess of 40 hours per week or eight hours per day. For purposes of determining the 40-hour threshold, all paid leave as well as unpaid union leave shall be counted as time worked.

**7.2 Overtime Compensation.** Employees shall be compensated for overtime at the rate of one and one-half times the employee's regular rate. Compensation shall be in cash or compensatory time off at the employee's option, as designated under the Fair Labor Standards Act.

Employees shall be responsible for using compensatory time off with reasonable promptness. No more than 40 hours accumulated compensatory time shall be carried over to the following year.

Employees who retire or resign shall be compensated for up to 40 hours compensatory time that has been carried over from the previous year at a rate of \$25.00 per hour, not to exceed \$1,000. Compensatory time earned in the year of separation will be paid at the employee's current rate.

Under no circumstances shall an employee accumulate more than 100 hours of compensatory time. Accrued compensatory time off shall be used in the same manner as vacation leave, except that it may be used in hourly increments. The Borough reserves the right to approve the use of compensatory time off in accordance with operational requirements, but in no case will requests be unreasonably denied. In case of scheduling conflicts between employees, preference will be given to those requests which are submitted first; if two or more request is simultaneously, seniority will prevail.

**7.3 Equalization of Overtime.** The Borough shall offer available overtime opportunities as equitably as possible among qualified employees.

**7.4 Mandatory Overtime.** No employee shall be forced to work overtime if another qualified employee is willing and available to perform the work.

## **ARTICLE 8**

### **SALARIES AND WAGES**

**8.1 Job Titles and Salary Ranges.** Every bargaining-unit employee shall be classified according to the proper job title in Appendix A, and each job title in turn shall have an assigned full-time salary range number as indicated. The salary ranges corresponding to each range number shall be as set forth in Appendix B. Part-time employees shall receive the corresponding hourly rate. Whenever new jobs are created or existing jobs are materially changed, the parties shall immediately negotiate concerning the appropriate salary range prior to implementation.

**8.2 Starting Salaries.** The starting salary for employees in each title shall be the minimum of the range, except as follows:

- (a) Employees who move from one unit title to another unit title on the same range shall have no change in salary.
- (b) Employees who are promoted or demoted from one unit title to another shall receive the appropriate adjustment as provided in Section 8.5.
- (c) Employees with significant prior experience performing the same type of work may be hired at a rate not to exceed 110% of the minimum, but in no event higher than any current employee in the same title with equal or greater experience.

**8.3 Across-the-Board Adjustments.** Employees shall receive the following across-the-board salary adjustments:

- (a) As of January 1, 2022, every employee currently on the payroll shall receive an increase of 2.25% added to his or her base salary.
- (b) As of January 1, 2023, every employee currently on the payroll shall receive an increase of 2.25% added to his or her base salary.
- (c) As of January 1, 2024, every employee currently on the payroll shall receive an increase of 2.25% added to his or her base salary.
- (d) As of January 1, 2025, every employee currently on the payroll shall receive an increase of 2.25% added to his or her base salary.

**8.4 Increments.** Incremental raises shall be given as follows:

- (a) As of January 1 of each year, every employee with at least one year of service whose base salary does not exceed the maximum of his or her range shall receive an annual increment to be added to his or her base salary, except that the resulting salary shall not exceed the maximum. Increments shall be equal to 3.0% of the minimum for the range.



(b) As of January 1 of each year, any employee with less than one year of service shall receive a pro-rated increment, which shall be computed as follows:

(Amount of regular increment) x (Months of completed services as of January 1)  $\div$  12

**8.5 Promotional/De-Motional Pay.** Any employee who is promoted to a higher title shall receive a new base salary equal to 5% above his or her previous salary, but not less than the minimum salary of the new range. Any employee demoted to a lower title shall receive a new base salary equal to 4.76% less than the previous salary, but not more than the maximum of the new range.

**8.6 Paydays and Pay Periods.** The current schedule of paydays and pay periods shall continue. Upon proper authorization, the Borough shall make direct deposit to the employee's bank account by means of electronic transfer whenever feasible.

## **ARTICLE 9 SPECIAL PAY**

**9.1 Out-of-Title Pay.** No employee shall be authorized to work in a higher classification without advance written authorization from the Department Head. No employee shall be paid for work in a higher classification in the absence of said prior written authorization from the Department Head.

**9.2 Call-in-Pay.** Employees who are contacted after hours to perform work outside of their regular shifts shall receive a minimum of one hour of pay at the applicable rate for work that is performed by telephone or facsimile contact. However, if the employee is required to report to the Borough Hall or if the contact occurs on a holiday, he/she shall receive a minimum of two hours of pay. Compensation in cash or compensatory time earned will be as follow:

- ❖ Hours 1-50 at the discretion of the employee.
- ❖ Hours 51-100 at the discretion of the Department Head.

**9.3 On-Call Duty.** Employees who are on call shall be issued cell phones and/or any other electronic devices to complete their on-call duties. If the employee is required to be on call, the employee shall receive on-call pay equal to eight hours at 1.5 times the employee's hourly rate for every week of required on-call duty.

## **ARTICLE 10**

### **HEALTH BENEFITS**

**10.1 Medical Insurance.** Health benefits will be provided through the Borough's insurance carrier under the terms and conditions of the applicable plan. Eligibility for benefits are determined through the carrier and subject to the threshold of the Affordable Care Act. The employee shall contribute towards the cost of the health/prescription coverage as required by New Jersey law. That contribution shall never be less than the 6% of dependent cost.

(a) The amount of the employee's annualized contribution will be divided into uniform installments, which will be deducted from each pay on a pre-tax basis, pursuant to a premium-only cafeteria plan adopted under Section 125 of the Internal Revenue Code.

**10.2 Prescription Plan.** Employee will be afforded prescription coverage through the SHBP medical plan in which they are enrolled. Employees will be responsible for co-payment as required by such plan.

**10.3 Vision Care Plan.** The current vision care plan shall be continued.

**10.4 Dental Plan.** Borough retirees, employees and their dependents shall receive on a yearly basis a \$100 reimbursement, per person, for cleaning and x-rays. At the employee's expense, the employer shall continue to provide optional dental insurance for employees in accordance with the current plan. Employees who elect to enroll in the optional dental plan may also enroll their dependents. It is understood that any employee enrolled in the optional dental plan will not be eligible for the \$100 reimbursement.

**10.5 Continuation of Benefits.** Employer-paid health benefits will continue throughout the duration of any paid leave as well as any unpaid leave which qualifies under the state Family Leave Act or the Federal Family and Medical Leave Act. Employees or their dependents shall be permitted to continue their health benefits at their own expense in accordance with the federal COBRA provisions. In addition, employees on unpaid leaves of absence shall be permitted to continue their health benefits after employer-paid coverage ceases by paying the monthly premiums themselves.

**10.6 Post-Retirement Medical Benefits.** Any employee who retires on a New Jersey State-Administered pension shall be entitled to continue his or her medical and prescription benefit as set forth in Sections 10.1 and 10.2, provided any one of the following conditions apply:

- (a) The employee has at least 25 years of credited service in a state-administered pension system and at least 20 years of service with the Borough.

- (b) The employee is 62 or older and has at least 15 years of service with the Borough.
- (c) The employee has retired on a State disability pension.

Retirees shall pay health benefits contributions as required by law, but in no case less than 6% of the premium cost for dependent care using NJ DIRECT 10 as the base plan. Retirees shall pay the same medical co-pays as active employees and shall pay prescription co-pays according to the schedule for retirees set by the State Health Benefits Program.

## **ARTICLE 11**

### **VACATION LEAVE**

**11.1 Annual Allowances.** Employees who work at least 20 hours per week on a regular basis shall accrue paid vacation leave as follows, based on length of service. For part-time employees who work 20 hours per week but less than 40 hours per week, the amount of vacation leave shall be prorated.

- (a) During the first two calendar years of employment, two vacation days for every three months of service completed, but in no event more than 10 vacation days per year;
- (b) As of January 1 following the employee's first anniversary of service, 10 vacation days per year;
- (c) As of January 1 following the employee's fourth anniversary of service, 15 vacation days per year;
- (d) As of January 1 following the employee's ninth anniversary of service, 20 vacation days per year;
- (e) As of January 1 following the employee's fourteenth anniversary of service, 25 vacation days per year;
- (f) As of January 1 following the employee's nineteenth anniversary of service, 30 vacation days per year (for employees hired prior to 1/1/1998);
- (g) For employees who had at least 20 years of service as of January 1, 1998, 33 vacation days per year.

**11.2 Vacation Carryover.** Employees may carry over up to 10 unused vacation days from one calendar year to another. Additional days may be carried over only if such additional leave was not taken by reason of the pressure of Borough business. It is understood that all vacation leave carried over must be used by May 31<sup>st</sup>.

**11.3 Payment for Unused Vacation Leave.** Upon termination of employment, an employee shall be paid for any unused vacation leave remaining to his or her credit and will not be mandated to take time off in lieu of monetary benefits.

**11.2 Scheduling of Vacation Leave.** A window period will be provided from January 1 through March 1 during which employees may submit vacation requests. If any requests submitted during this period are in conflict, seniority shall prevail. In all other cases where a scheduling conflict arises outside the window period, preference will be given to those vacation requests which are submitted first, except that if two or more requests are received simultaneously, seniority shall prevail. The Borough reserves the right to approve vacations in accordance with operational requirements, but in no case will vacation requests be unreasonably denied. The scheduling of vacations shall be at the discretion of the Department Head.

## **ARTICLE 12 HOLIDAYS**

**12.1 Designated Holidays.** The following paid holidays shall be granted to all employees:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King's Birthday	Fourth of July	Thanksgiving
Juneteenth	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Christmas Eve
Good Friday	General Election Day	Christmas Day

If a designated holiday falls on a Saturday, it shall be observed on Friday; if the holiday falls on Sunday, it shall be observed on Monday.

**12.2 Additional Holidays.** Additional paid holidays may be granted at the discretion of the Employer.

**12.3 Pay for Holiday Work.** Any employee who works on a holiday shall be paid one and one-half times his or her regular rate for such work in addition to the normal holiday pay. Alternatively, the employee may elect to receive compensatory time off, in lieu of cash, at the same rate.

## **ARTICLE 13 SICK AND DISABILITY LEAVE**

**13.1 Sick Leave.** Any employee covered by this Agreement who is unable to perform his or her assigned duties because of personal illness, injury, or other health condition, shall be entitled to receive sick leave with pay. Sick leave may also be used to enable an employee to obtain care or treatment

of a health condition if such services could not reasonably have been scheduled outside working hours. The following conditions shall apply:

- (a) An employee, after completion of one (1) month of employment, shall be entitled to sick leave on the basis on one (1) working day per month, not to exceed ten (10) working days per calendar year. Such accrual shall continue until the start of the calendar year following the employee's first anniversary. Thereafter employees shall be entitled to ten (10) sick days per calendar year.
- (b) Part-time employees shall be entitled to a proportionate amount of paid sick leave.
- (c) Sick leave not taken by an employee shall accumulate from year to year, except that under no circumstances will an employee be permitted to accrue more than 100 sick days.
- (d) Full-time employees who retire or resign in good standing shall be paid for their unused/accumulated sick leave at a rate of \$50 per day, not to exceed \$5,000. No such payments shall be made for part-time employees or employees who do not complete their probationary period.
- (e) Sick leave benefits shall not accumulate during any unpaid leave of absence or disciplinary action which exceeds thirty (30) days.
- (f) Sick leave may be used in one-half hour increments.
- (g) Paid sick leave may be used, for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member. "Family member" means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

**13.2 Reporting and Verification of Sick Leave.** Employees shall contact their supervisors to request sick leave at the beginning of each work day or as soon as possible thereafter if circumstances prevent immediate notice, unless approval has already been given for such leave. In the absence of the supervisor, employees shall contact the Borough Clerk or Borough Administrator. The employee may be required, where reasonable, to produce a doctor's certificate verifying the need for sick leave, provided the employee is notified of such requirement on a timely basis. Failure to produce a doctor's certificate when reasonably required may be cause for denial of sick

leave but shall not constitute a disciplinary infraction. The employee may be required to produce a doctor's certificate verifying the need for earned sick leave of three or more consecutive days or where the circumstances surrounding the use of sick leave give good cause for possible abuse (e.g., use of sick leave in conjunction with a holiday). In any instance where sick leave abuse is suspected, management shall have the right to require documentation verifying the need for sick leave. Failure to provide proper documentation will be considered abuse of sick leave, which will be cause for disciplinary action. The Borough may also require an employee to be examined by a physician appointed and paid by the Borough in order to verify the need for sick leave or to verify the employee's fitness to return to duty.

**13.3 Disability Leave.** An employee, who is medically disabled as a result of illness or injury, including any medical disability related to pregnancy, but excluding illnesses or injuries covered by Section 13.4, shall be granted paid disability leave pursuant to the schedule set forth in Appendix C.

- (a) An employee shall not be entitled to paid disability benefits unless he or she has been unable to work for a continuous period of eight (8) calendar days. During this initial period an employee will be required to use paid sick leave, if available, for the absence. Beginning with the eighth day of disability, the employee will begin receiving paid disability leave.
- (b) An employee who has a remaining balance of paid sick days must use such leave to supplement any half-pay disability leave pursuant to Appendix C.
- (c) When disability leave benefits set forth Appendix C are exhausted, an employee must return to work for a minimum of six (6) months before the employee is eligible to receive disability leave benefits again. The period in which the disability leave days may be used is the 12-month period beginning with the first disability leave day.
- (d) In order to be deemed "medically disabled" and thus eligible to receive paid disability leave, an employee must present to the Borough Administrator reasonable medical documentation regarding the nature and extent of his or her disability and the projected duration of the period of disability, provided that a specific diagnosis or other clinical information will not be required. The Employer may adopt a disability certification form to be used by employees for this purpose. The Employer has the right to request updated and /or new documentation of the employee's medical disability every 30 days (or sooner if a previously approved leave is to be extended). Such documentation shall be provided to the Borough Administrator. The Employer will keep information related to the employee's medical condition confidential to the greatest extent possible. In addition, if the period of disability exceeds

sixty (60) days, the Employer may require that the employee submit to a confirmatory medical exam, at its expense, by a physician selected by the Employer.

- (e) In case of an employee who requests paid disability leave for maternity, it will be ordinarily presumed (unless indicated otherwise by appropriate medical evidence) that the period of disability will begin four weeks before delivery and will continue until six weeks after delivery. An employee who anticipates taking such leave will be responsible for submitting the request to her department head or to the Borough Administrator two months prior to the expected delivery date if the need is foreseeable, together with appropriate medical documentation. The Borough Administrator will approve or disapprove the request in writing within two weeks.

**13.4 Work-Related Disability Leave.** In case of absence due to injury or illness arising out of or in the course of the employee's job, the employee will be entitled to full pay during such absence, which shall be offset by any temporary payments made to the employee pursuant to the Workers' Compensation Law.

## **ARTICLE 14**

### **SPECIAL PAID LEAVES**

**14.1 Personal Days.** Full-time employees with at least one year of service shall be allowed five (5) personal days off annually without loss of pay. Part-time employees shall be entitled to a pro-rated share. The following conditions shall apply to the use of personal days:

- (a) Except in an emergency, 48 hours' notice to the appropriate department head shall be required.
- (b) Personal days shall not accumulate from year to year. Employees who have not utilized their personal time off by year end shall convert their time unused as follows:

Hours for Hour Compensatory Time  
Or

One (1) Personal Day for Two (2) Sick Days to be added to the Employees Sick Bank

- (c) Personal days may be used in increments of no less than one (1) hour; however, the minimum increment allowed will be at the discretion of the Department Head.

- (d) The Borough reserves the right to approve the use of personal days in accordance with operational requirements, but in no case will requests be unreasonably denied. In case of scheduling conflicts between employees, preference will be given to those requests which are submitted first; if two or more requests are received simultaneously, seniority will prevail.

**14.1 Jury Duty/Witness Leave.** Any employee who is summoned for jury duty or who is subpoenaed to appear as a witness in any legal proceeding involving the Borough of Glassboro shall be permitted time off for such purpose without loss of pay.

**14.2 Military Leave.** Employees in the military service, including the New Jersey National Guard or United States Armed Forces Reserves, shall be entitled to leave as required by law.

**14.3 Bereavement Leave.**

- (a) In case of death in an employee's immediate family, the employee shall be entitled to three (3) days' paid leave per occurrence for attendance at a viewing or funeral, or to make family arrangements incidental to such bereavement.
1. If the employee must travel more than 150 miles each way to attend the funeral, a total of five (5) days shall be permitted. Paid sick leave may also be used in case of bereavement if additional time off is needed for the loss of an employee's spouse, child, or parent.
- (b) Employees shall be granted one day off in case of death of an aunt, uncle, niece, nephew, or first cousin.
- (c) For purposes of subsection (a), "immediate family" shall be defined as spouse, children (including in-laws), parents (including in-laws), brothers and sisters (including in-laws), grandparents, grandchildren, step-parents, foster parents, stepchildren, foster children, domestic partners, and any relatives who resided in the employee's home.
- (d) Reasonable documentation shall be produced by the employee if requested by the Borough. The failure to provide reasonable documentation upon request may subject the employee to loss of pay for the absent days of work.

**14.4 Emergency Closings.** If a state of emergency covering Glassboro is declared by the Governor of New Jersey due to inclement weather or other emergency which is expected to cause imminently hazardous travel conditions, employees shall be excused from work without loss of pay. In all other cases of adverse weather or other emergency, the Borough



may, at its discretion, excuse the employees from work without loss of pay. Employees who are required to work in the above cases while the rest of the work force is excused shall receive compensatory time off on an hour-for-hour basis.

## **ARTICLE 15**

### **LEAVES OF ABSENCE WITHOUT PAY**

#### **15.1 Conditions.**

- (a) Leaves of absence without pay may be granted for up to six months at the discretion of the Administrator if the leave does not cause undue operational disruption. In exceptional circumstances, the Administrator may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Borough. The Borough may, in its discretion, which shall not be unreasonably denied, grant the privilege of a leave of absence without pay.
- (b) Requests for leave will be submitted in writing to the supervisor thirty (30) days in advance whenever practicable. The supervisor shall forward his or her recommendation to the Borough Administrator. The Borough Administrator/or Designee shall respond to the employee's request within fifteen (15) days of receipt of the request from the supervisor.
- (c) The employee has the option to use any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit.
- (d) Upon exhaustion of any paid leave utilized for a leave of absence under this policy, and assuming that all other forms of unpaid leave (FMLA, FLA, etc.) are exhausted, the availability of health benefits will be subject to termination under COBRA guidelines, unless the employee agrees to pay the full cost of such benefits.
- (e) No sick leave, holiday, vacation benefits, or any other benefits shall accrue while the employee is on leave of absence without pay. The employee's anniversary date shall be adjusted to reflect the length of the absence for the purpose of computing longevity. The employee will receive no pension credit for the period of the leave of absence because no contribution will be remitted on the employee's behalf.
- (f) Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended

vacation time. A personal is granted with the understanding that the employee intends to return to work for the Borough. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

**15.2 Family and Medical Leave.** In the case of leaves that qualify under the New Jersey Family Leave Act (FLA) and/or the federal Family and Medical Leave Act (FMLA), eligible employees with at least one (1) year of service shall enjoy all rights and benefits under those laws, including continued health benefits for a period of 12 weeks while on leave. Eligible employees shall consult the Borough's Family and Medical Leave Policy, attached as Appendix E, for applicable procedures, entitlements and rules related such leave. Any such leave taken under the FMLA or FLA shall run concurrently to any disability leave taken pursuant to Article 13.

**15.3 New Jersey Paid Family Leave Insurance.** The Employer will comply with the requirements of the Paid Family Leave Act, P.L. 2008, c. 17, for employees taking up to six weeks of leave to care for family members with serious health conditions or to be with their children in the first year of life or the first year after adoption. The Employer will not require employees taking family leave to use sick leave, vacation, or other paid leave provided by the Employer, but employees who do elect to use paid leave provided by the Employer will not have their benefit days under the Paid Family Leave Act reduced as a result. No employee will be subject to discharge or other adverse personnel action because of his or her use of paid family leave.

## **ARTICLE 16**

### **MISCELLANEOUS BENEFITS**

**16.1 Educational Assistance.** The Borough shall continue to provide reimbursement for tuition and books to any employee with at least one year of service who successfully completes a course of study leading to improvement of the employee's knowledge and skills on the job (to be determined by the Borough Administrator). Requests for educational assistance must be submitted to the Borough Administrator prior to enrollment. The maximum reimbursement to an employee shall be \$1,500 per year, provided the employee achieves a B average or better for such course.

- (a) At its discretion, the Borough may provide reimbursement for educational costs beyond the entitlement specified above. Likewise, the Borough may provide paid release time if necessary

for an employee to attend classes leading to improvement of the employee's knowledge and skills on the job.

**16.2 Deferred Compensation Plan.** The Borough shall continue to provide the current deferred compensation plan to employees.

**16.3 Credit Union Checkoff.** The Borough shall continue to provide for employees to participate in the South Jersey Federal Credit Union through payroll deductions.

## **ARTICLE 17**

### **TRAVEL**

**17.1 Reimbursement for Use of Private Automobiles.** Employees who are authorized to use their personal vehicles for travel in the course of work shall be reimbursed at the IRS standard mileage rate for business use, in addition to tolls and parking expenses.

**17.2 Meal Expenses.** In the event an employee is required to travel in the course of work and is unable to return for meals, the employee shall be reimbursed for reasonable meal expenses.

## **ARTICLE 18**

### **INDEMNIFICATION OF EMPLOYEES**

**18.1 Tort Claims.** The Employer will provide for the defense and indemnification of any employee with respect to damages resulting from any tort or any civil violation of state or federal law arising out of the employee's job, provided the employee's acts did not constitute fraud, malice, willful misconduct, or intentional wrongdoing.

## **ARTICLE 19**

### **HEALTH AND SAFETY**

**19.1 Safe and Healthy Workplace.** The Borough shall take necessary measures to insure that the workplace is free of recognized hazards which may cause serious injury or illness to employees.

**19.2 Safety Committee.** The Union shall have the right to appoint a representative to serve on the Borough's safety committee. The committee shall investigate and make recommendations concerning conditions in the

workplace that may be hazardous, promote safe work practices, and review compliance with applicable laws and regulations pertaining to occupational safety and health. Periodic meetings of the committee shall be held during the work day without loss of pay.

## **ARTICLE 20**

### **JOB OPENINGS**

**20.1 Posting.** All job openings shall be conspicuously posted to the break room(s) and in each department on a designated bulletin board for a period of at least five working days prior to filling such vacancies and prior to any outside advertising, during which time employees may apply for the posted positions. Notices shall be on Borough letterhead, dated, and signed by the Borough Administrator, and shall specify the deadline for submitting applications. A copy of each posting shall be furnished to the Local President and the Local Vice President of the Union on the same day the posting begins.

**20.2 Filling of Positions.** All applicants for job openings will be duly considered. Preference shall be given according to seniority so long as such preference would not result in the selection of a less qualified employee.

## **ARTICLE 21**

### **LAYOFF AND RECALL**

**21.1 Notice of Consultation with Union.** In case of an anticipated layoff, the Borough will give written notice to the Union at least 60 days in advance and shall provide opportunity for consultation regarding alternatives.

**21.2 Procedures for Layoffs.** Whenever the workforce is to be reduced, The Borough will identify the duties to be eliminated or combined and shall give 45 days' written notice to all employees in the bargaining unit. Employees in the affected job functions shall be laid off in reverse order of seniority, except that any such employee who is qualified to perform the duties of a different position with minimal training (*i.e.*, as would normally be given a new employee in the position) shall have bumping rights over less senior employees in such positions.

**21.3 Procedures for Recalls.** Whenever a position is established or re-established, qualified employees who have been laid off within the previous 24 months shall be notified in writing and shall be given preference for re-hire according to seniority.

## **ARTICLE 22**

### **EVALUATIONS AND PERSONNEL FILES**

**22.1 Inspection of Personnel Files.** Upon request, every employee shall be permitted to inspect his or her official personnel file.

**22.2 Evaluation Procedures.** Employee performance evaluations may be conducted annually or as deemed necessary by the Employer. Employees will be informed of the criteria to be used in advance of the evaluation period. A copy of the completed evaluation shall be furnished to the employee, together with an opportunity to discuss the results with the supervisor who conducted the evaluation. If the employee disagrees with the evaluation, he or she may attach comments to the official record and/or appeal the evaluation through Step 2 of the grievance procedure.

## **ARTICLE 23**

### **SENIORITY**

**23.1 Seniority Defined.** Seniority shall be measured by continuous employment with the Borough, without break in service. Part-time service shall be counted on a pro-rata basis, using 2080 paid hours as equivalent to one year of full-time service. After five years of service, an employee will receive credit for any prior service with the Borough, to be added to the employee's seniority. Service shall be deemed broken when an employee resigns, retires, is discharged (unless reinstated), or is laid off (unless recalled).

**23.2 Resignations.** An employee may resign in good standing by giving two weeks' notice, except that in an emergency shorter notice shall be sufficient. The Employer may also consent to shorter notice. An employee may rescind his or her resignation at any point prior to the effective date, provided an offer of employment to fill the position has not already been accepted.

## **ARTICLE 24**

### **DISCIPLINARY ACTIONS**

**24.1 Just Cause for Discipline.** Discipline shall be imposed for just cause only, of which the Employer shall bear the burden of proof. In addition, discipline shall be progressive in nature and corrective in aim.

**24.2 Notice of Disciplinary Action.** Written notices of disciplinary action shall be provided to the employee setting forth the charges, the alleged acts upon which the charges are based, and the nature of the discipline to be imposed. Copies of all disciplinary notices shall be furnished to the Union promptly after being issued to the employee.

**24.3 Union representation.** Any employee who is subject to questioning by the Employer and reasonably believes that discipline may result is entitled to have a Union representative present during such questioning.

**24.4 Appeal Procedures.** Appeals of disciplinary actions may be made through the grievance procedure.

## **ARTICLE 25**

### **GRIEVANCE PROCEDURE**

**25.1 Purpose.** The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment, consistent with applicable laws, regulations, contractual obligations, operational requirements, and standards of fairness. Nothing herein shall be construed as limiting the right of any employee or Union representative to discuss a grievance informally with an appropriate supervisor or other management representative.

**25.2 Grievance Definition.** The term "grievance" shall mean an appeal of the interpretation, application, or violation of written policies, agreements, or administrative decisions affecting the terms and conditions of employment.

#### **25.3 General Provisions.**

- (a) Formal grievances as provided for in this Article shall be filed by the Union only. The grievant may be an individual employee, a group of employees, or the Union itself.
- (b) The grievant shall be represented at all stages of the grievance procedure by representatives appointed by the Union.
- (c) Employees designated as Union officers or shop stewards shall be afforded reasonable opportunity to investigate and process grievances during working hours without loss of pay, provided that permission is obtained in advance from the appropriate supervisor if time away from the job is required.
- (d) Grievances shall be filed within 30 days after the grievant knew or should have known of the occurrence giving rise to the grievance. Time limits for filing or responding to grievances at

any step may be extended by consent of the parties. If no response is received to a grievance within the stipulated time limit, the grievance may be advanced to the next step at the Union's discretion.

- (e) Both parties shall have the right to produce and examine witnesses at any step of the grievance procedure.
- (f) Grievance conferences shall be held during the work day whenever possible, without loss of pay for employees whose attendance is required.
- (g) Formal grievances shall be presented in writing, utilizing a grievance form supplied by the Union. Responses shall likewise be in writing and shall include reasons for the decision.

#### **25.4 Grievance Steps.**

**(a) Step 1.** The grievance shall be presented first to the immediate supervisor, except that if the supervisor does not have authority to resolve the grievance, this step may be skipped. The supervisor shall meet with the grievant and Union representative upon request in an effort to resolve the matter. A written response shall be furnished to the grievant and the Union representative within ten days after receipt of the grievance. If the matter is not resolved, the grievance may be submitted to Step 2 within ten days after receipt of the supervisor's response.

**(b) Step 2.** The grievance shall next be submitted to either the Borough Administrator or Human Resource Director, who shall schedule a conference upon request to address the matter. The Administrator or Designee shall forward his decision to the grievant and the Union representative within ten days after receipt of the grievance. Upon receipt of the Administrator's response, the Union shall have 10 days to submit any unresolved grievance to Step 3.

**(c) Step 3.** The grievance shall be forwarded to the Borough Clerk for consideration by the Borough Council, which shall hear the matter and render a decision within 30 days.

**25.5 Arbitration.** If the grievance remains unresolved, the Union may submit the matter for arbitration. The following procedures shall apply: (a) The Union shall request the assignment of an arbitrator by the Public Employment Relations Commission within 45 days after receipt of the Step 3 decision. The arbitrator shall be selected by the parties in accordance with the procedures of the Commission.

- (b) The arbitrator shall schedule a hearing as expeditiously as possible, in consultation with the parties. An award shall be

issued in writing within 30 days after the hearing or, if applicable, 30 days after the receipt of post-hearing briefs.

- (c) The arbitrator shall not add to, subtract from, or modify the terms of this Agreement, but shall interpret the Agreement in harmony with applicable law.
- (d) If the decision is in favor of the grievant, the arbitrator shall have authority to fashion an appropriate remedy, which may include but is not limited to reinstatement, back pay, interest, and the granting of specific benefits.
- (e) The arbitrator's decision shall be final and binding on the parties.
- (f) The fees and expenses of the arbitrator shall be borne equally by the parties. All other expenses incident to arbitration shall be borne by the party incurring them.

## **ARTICLE 26**

### **GENERAL PROVISIONS**

**26.1 Fully-Bargained Clause.** This Agreement incorporates the complete and final understanding and settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, except as set forth below:

- (a) At any time during the term of this Agreement, either party may reopen negotiations with respect to new or existing job titles and the salary ranges to which they should be assigned.

**26.2 Severability and Savings.** If any provision of this Agreement is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be void, but all other provisions not affected thereby shall continue in full force and effect.

**26.3 Term of Agreement.** This Agreement shall be effective retroactively to January 1, 2018 and expire on December 31, 2021. All terms and conditions of this Agreement shall remain in effect until a successor Agreement is reached between the Borough and CWA, provided both parties are working towards negotiating a successor Agreement.

**26.4 Negotiation of Successor Agreement.** The parties shall commence negotiations for a successor Agreement on or after October 1, 2025.



IN WITNESS to this Agreement, the parties have caused their duly authorized representatives to affix their signatures below.

**FOR THE EMPLOYER**

**FOR THE UNION**

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**APPENDIX A**  
**TITLES AND RANGE NUMBERS**

- 1     Administrative Assistant 1
- 2     Bus Driver  
       Revenue Clerk 1
- 3     Senior Citizen Program Coordinator  
       Administrative Assistant 2  
       Revenue Clerk 2  
       Accounts Payable Clerk  
       Payroll Clerk
- 4     Administrative Assistant 3  
       Revenue Clerk 3
- 5     Administrative Assistant 4             Payroll Coordinator  
       Deputy Court Administrator 1  
       Accounts Payable Coordinator
- 6     Technical Assistant Construction Office  
       Deputy Court Administrator 2  
       Assistant Tax Collector
- 7     Deputy Tax Collector

## APPENDIX B

	2022			2023			2024			2025		
	MIN	MAX	INC	MIN	MAX	INC	MIN	MAX	INC	MIN	MAX	INC
	2.25%		3%	2.25%		3%	2.25%		3%	2.25%		3%
1	\$31,947	\$43,291	\$958	\$32,666	\$44,265	\$980	\$33,401	\$45,261	\$1,002	\$34,153	\$46,279	\$1,025
2	\$33,544	\$45,751	\$1,006	\$34,299	\$46,780	\$1,029	\$35,071	\$47,833	\$1,052	\$35,860	\$48,909	\$1,076
3	\$40,774	\$58,501	\$1,223	\$41,691	\$59,817	\$1,251	\$42,629	\$61,163	\$1,279	\$43,588	\$62,539	\$1,308
4	\$42,813	\$60,846	\$1,284	\$43,776	\$62,215	\$1,313	\$44,761	\$63,615	\$1,343	\$45,768	\$65,046	\$1,373
5	\$49,561	\$67,724	\$1,487	\$50,676	\$69,248	\$1,520	\$51,816	\$70,806	\$1,554	\$52,982	\$72,399	\$1,589
6	\$52,038	\$69,385	\$1,561	\$53,209	\$70,946	\$1,596	\$54,406	\$72,542	\$1,632	\$55,630	\$74,174	\$1,669
7	\$53,569	\$71,425	\$1,607	\$54,774	\$73,032	\$1,643	\$56,006	\$74,676	\$1,680	\$57,266	\$76,356	\$1,718

Hourly equivalents are calculated by dividing the annual amounts shown above by 2080, except at the Senior Citizen Center, where the divisor is 1560.

**APPENDIX C**  
**DISABILITY LEAVE BENEFIT SCHEDULE**

Completed Years of Service	Weeks of Leave at Full Pay	Weeks of Leave at Half Pay	Total Weeks of Leave
1	4	2	6
2	4	7	11
3	4	12	16
4	4	17	21
5	8	18	26
6	8	23	31
7	8	28	36
8	8	33	41
9	12	34	46
10	12	40	52
15	14	38	52
20	16	36	52
25	18	34	52
30	20	32	52

**APPENDIX D**  
**JOB DESCRIPTIONS**

**ACCOUNTS PAYABLE COORDINATOR**

**TITLE:**

Accounts Payable Coordinator

**DEFINITION:**

This employee working under very limited supervision, performs the more difficult and complex work relating to the day to day processing of Accounts Payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

**EXAMPLES OF WORK:**

Receive and verify invoices and requisitions for goods and services.

Verify that transactions comply with financial policies and procedures.

Encumber and distributes Purchase Order for all Borough departments.

Reviews all invoices for appropriate documentation and approval prior to payment.

Prepares Bill List for Borough Council meetings.

Prepare all Bill List check runs and manual checks when required.

Answers all vendor inquires or direct calls to appropriate department.

Maintain updated vendor files.

Prepare end of year 1099 reporting.

Maintaining and balancing books of account.

Preparing bank deposits.

Maintain Developer Escrow file.

Duties may also include certain payroll functions listed under the job description for Payroll Clerk.

Assist the Chief Financial Officer and/or the Assistant Finance Officer with monthly and year-end reporting.

**REQUIREMENTS:**

One (1) or more years of experience in Accounts Payable work. Will be required to demonstrate proficiency in general computer (particular proficiency with MS Office products, including but not limited to Excel and Word), mathematical and office skills.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of the proper methods and procedures involved in the purchase of equipment, materials, and/or supplies.

Knowledge of the common book of accounts and of the procedures used in keeping financial records and checking financial documents.

Ability to read, comprehend and interpret rules and regulations and apply them to specific situations.

Ability to organize clerical work and develop effective work methods.

Ability to do arithmetic calculations quickly and accurately.

Ability to use various office machines.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## ACCOUNTS PAYABLE CLERK

### **TITLE:**

Accounts Payable Clerk

### **DEFINITION:**

This employee under supervision performs intermediate level clerical work relating to the day to day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Receive and verify invoices and requisitions for goods and services.

Verify that transactions comply with financial policies and procedures.

Encumber and distributes Purchase Order for all Borough departments.

Reviews all invoices for appropriate documentation and approval prior to payment.

Prepares Bill List for Borough Council meetings.

Prepare all Bill List check runs and manual checks when required.

Answers all vendor inquires or direct calls to appropriate department.

Maintain updated vendor files.

Prepare end of year 1099 reporting.

Maintaining and balancing books of account. Preparing bank deposits.

Maintain Developer Escrow file.

Duties may also include certain payroll functions listed under the job description for Payroll Clerk.

### **REQUIREMENTS:**

One (1) or more years of experience in clerical work. Will be required to demonstrate proficiency in general computer (particular proficiency with MS Office products, including but not limited to Excel and Word), money handling, account reconciliation, mathematical and office skills.

### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of the common book of accounts and of the procedures used in keeping financial records and checking financial documents.

Ability to read, comprehend and interpret rules and regulations and apply them to specific situations.

Ability to organize clerical work and develop effective work methods.

Ability to do arithmetic calculations quickly and accurately.

Ability to use various office machines.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.



## ADMINISTRATIVE ASSISTANT 1

### **TITLE:**

Administrative Assistant 1

### **DEFINITION:**

This entry level employee works under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Enters or types documents from handwritten draft into draft or final form, according to prescribed formats, by transferring information onto letters, reports, schedules, and itinerary.

Enters or types addresses on envelopes, or information on forms, form letters, or other form-type documents.

Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.

Enters or types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, tapes, or other recording equipment.

Utilizes printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail. Maintains prepared mailing lists.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express. Assembles materials for distribution.

Hand stamps letters, papers, and other documents.  
Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides general, routine information in person or over the telephone; refers complicated or nonroutine inquiries to appropriate staff.

May assist in requisitioning, storing, and distributing office supplies.

Schedules administrative proceedings as required; may process requests for scheduling changes.

Operates various types of office and mail processing machines such as a keyboard equipment, typewriter, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing print ribbons.

Key enters or types simple or routine reports and/or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

NOTE: Applicants will be required to demonstrate proficiency in general computer and office skills: 0-2 years of experience.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of office routines, equipment, and practices after a period of training.

Ability to operate an alphanumeric keyboard or typewriter with speed and accuracy, to produce documents such as letters, memos, reports, charts, forms and other materials.

Ability to format, use, and prepare forms, charts and other documents.

Ability to proofread documents and correct errors.

Ability to understand, remember, and carry out oral and written directions.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make simple arithmetic calculations and tabulations.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## **ADMINISTRATIVE ASSISTANT 2**

### **Administrative Assistant 2**

#### **DEFINITION:**

This employee, under supervision, performs clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work; may provide guidance and assistance to other staff; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

#### **DISTINGUISHING CHARACTERISTICS:**

Employees in this title perform clerical work requiring experience and familiarity with the Borough's procedures and rules and may involve limited exercise of independent judgment. Work is performed with considerable independence and is reviewed upon completion.

#### **EXAMPLES OF WORK:**

Can perform all duties of an Administrative Assistant 1.

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to supervisor for resolution.

#### **EXPERIENCE:**

One (1) year of experience in clerical work.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

All knowledge and abilities of an Administrative Assistant 1.

Knowledge of office routines, equipment, and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to provide guidance and assistance to staff.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand. Remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials and members of the public concerned with the work of the department.

Ability to sort, index, file and pull varied types of materials using an established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency or related units after a period of training.

Ability to read, write, speak, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## **ADMINISTRATIVE ASSISTANT 3**

### **Administrative Assistant 3**

#### **DEFINITION:**

An employee in this title, under limited direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

#### **DISTINGUISHING CHARACTERISTICS:**

Employees in this title perform clerical work requiring experience and familiarity with the Borough's procedures and rules and may involve moderate exercise of independent judgment. Work is performed with considerable independence and is reviewed upon completion.

#### **EXAMPLES OF WORK:**

Can perform all duties of an Administrative Assistant I, 2.

Applies organizational rules, regulations, policies, and procedures.

Receives, screens, reviews and verifies documents.

May take the lead over clerical staff in a limited capacity.

May provide, under infrequent circumstances, assignment, instruction, and on-the-job training to lower level clerical staff.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers the more complex problems to supervisor for resolution.

#### **EXPERIENCE:**

Three (3) years or more of experience in clerical work; two (2) years of which must have been performing duties at or equivalent to the Administrative Assistant 2 level.

High School Diploma or G.E.D.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

All knowledge and abilities of an Administrative Assistant 1 and 2.

Knowledge of office routines, equipment, and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to take the lead over lower level clerical staff, in very limited circumstances.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

**REQUIREMENTS:**

High School Diploma or G.E.D.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known abilities. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## ADMINISTRATIVE ASSISTANT 4

### Administrative Assistant 4

#### **DEFINITION:**

Under direction, supervises, plans and coordinates the activities of one (1) or more clerical unit(s) or functions involved in the processing of documents in a variety of functions; performs highly responsible and varied clerical work; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

#### **DISTINGUISHING CHARACTERISTICS:**

Employees in this title perform clerical work requiring experience and familiarity with the Borough's procedures and rules and involve a high level of independent judgment. Work is performed with considerable independence and is reviewed upon completion.

#### **EXAMPLES OF WORK:**

Can perform all duties of an Administrative Assistant 1, 2, 3.

Interprets and applies organizational rules, regulations, policies, and procedures.

Receives, screens, reviews and verifies documents.

May take the lead over clerical staff.

May provide, on a more regular basis, assignment, instruction, and on-the-job training to clerical staff.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers the more complex problems to supervisor for resolution.

#### **EXPERIENCE:**

Five (5) years or more of experience in clerical work; three (3) years of which must have been performing duties at or equivalent to the Administrative Assistant 3 level.

High School Diploma or G.E.D.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**



Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

All knowledge and abilities of an Administrative Assistant 1, 2 and 3.

Knowledge of office routines, equipment, and practices.

Knowledge of organizational rules, regulations, policies, and procedures.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to take the lead over lower level clerical staff.

Ability to assign work, instruct and provide on-the-job training to clerical staff.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

#### **REQUIREMENTS:**

High School Diploma or G.E.D.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation are made to their known abilities. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## ASSISTANT TAX COLLECTOR

### **TITLE:**

Assistant Tax Collector

### **DEFINITION:**

Assists in the administration of the Tax Collector's Office; does other related duties. Under the direction of the Tax Collector, assists in the overall operation of the Tax Collector's Office and takes lead over the other office staff. In the absence of the Tax Collector and Deputy Tax Collector, may supervise over office staff.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Assists the tax collector in reviewing and recommending policies to the local governing body that would affect normal operations of the tax collection function.

Aids the tax collector in consultations with the municipal CFO and municipal administrator, regarding the exact format and amount of information outlined on tax bills and information regarding tax appeals.

Receives ad valorem tax duplicates from the tax assessor.

Assists in the timely preparation and mailing of all final tax bills after the tax collector establishes the accuracy of said tax duplicates.

Assists in establishing appropriate accounting and recording procedures as required by state statute to enhance efficient and accurate record keeping utilizing modern accounting techniques and system controls to provide detailed and timely data for audits.

Assists the tax collector in the receipt, reconciliation, deposit, and recording of all cash received to special account ledgers, tax lien ledgers, foreclosed property ledgers, and delinquent ledgers.

Assists the tax collector in developing and implementing administrative procedures for dealing with delinquent accounts to increase the percentage rate of collection and reduce the rate of uncollected or delinquent accounts including telephoning, personal visits, newspaper releases of delinquent accounts, and/or separate mailing for delinquent accounts.

Assists in establishing and maintaining accurate listing of all unpaid tax items.

Assists in preparing a listing of properties to be sold, accurate descriptions of all properties, the name of the owner and listing of all taxes, assessments, and other charges for preparation of tax sale.

Aids the tax collector in the distribution of public notices of the time and place of all tax sales, which include a description of said property and total amount due at the time of the sale, and the placing of notices in designed public places.

Assists in the conduct of tax sales on all delinquent property at least once each year.

Assists in delivering certificates of sale to all purchasers.

Assists in the distribution of notifications concerning homestead rebates, tenant rebates, and notification to respective owners regarding their eligibility for federal flood insurance.

Handles and monitors pilot accounts for billing, notices and information.

Will be required to learn to utilize various typed of electronic and/or manual recording and computerized information systems used by the agency, office or related units.

May handle complex mail or over the counter inquiries, receives cash, check, and/or credit cards for payment of fees, taxes, pilots, water/sewer, etc.

Prepares water/sewer permits as needed.

Makes arrangements and monitors utility for compliance.

Calculates and processes settlement information for utility.

Generates work orders for settlements, rereads, repairs, etc.

**EXPERIENCE:**

Two (2) years of experience in either municipal tax collection administration, or in the collection and recording of municipal tax and utility revenues, or in preparing, maintaining, or auditing records of municipal tax and utility accounts.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of principles and practices of bookkeeping and their application to the tax collector's office.

Knowledge of office methods, procedures, and the use of standard office equipment.

Knowledge of data processing applications as they relate to the functions of the collections office.

Ability to work with professional auditors and/or accountants to maintain and accounting system suitable for municipal accounting.

Proficient in word and excel spreadsheets.

Ability to prepare accurate and complete reports on status of tax collection on a current basis.

Ability to establish and maintain effective working relationships with other employees and the public. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Person with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation are made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## **BUS DRIVER**

### **TITLE:**

Bus Driver

### **DEFINITION:**

Under direction of a supervisor in the Department of Parks and Recreation, operates a light duty passenger bus; carries out pickup and/or delivery of passenger assignments; does related work as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Operates and maintains a bus used for the transporting of passengers to their destination.

Makes special or routine trips to deliver passengers.

Makes minor repairs and adjustments to bus assigned to operate.

Assists with the loading and unloading of passengers.

Sees that the bus is properly maintained and serviced in good working order.

Prepares factual reports and keeps simple records.

May be required to assist in lifting the belongings of passengers when working in a setting, which provides direct services to clients who have physical needs.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the Borough.

### **REQUIREMENTS:**

High School diploma or G.E.D

### **LICENSE:**

Appointees will be required to possess a valid New Jersey Commercial Driver's License (CDL) and passenger endorsement for the class and type of vehicle to be operated, issued by the New Jersey Motor Vehicle Commission.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of the proper methods of operating a bus.

Knowledge of highway safety principles and of state and municipal traffic laws and regulations.

Knowledge of the principal parts of a bus, of the common indications of their malfunction and of the proper methods of preventive maintenance.

Knowledge of minor repair procedures, which can be done without recourse to the repair shop.

Ability to assist with the loading and unloading of passengers as required.

Ability to drive a modern bus under varying road, traffic, and weather conditions.

Ability to understand, remember, and carry out oral and written directions.

Ability to make minor adjustments and repairs to bus, to change and repair tires tubes, to check and replenish gasoline, oil, and radiator and battery water, and to keep the vehicle in clean and safe running condition and available for immediate use.

Ability to make periodic safety checks of the bus being operated, to check the function of the brakes, condition of tires, exhaust system, drive train, suspension, lights, wipers, horn, exit doors, and allied equipment.

Ability to keep simple records and perform basic clerical duties.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the Borough.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## DEPUTY COURT ADMINISTRATOR 1

### **TITLE:**

Deputy Court Administrator 1

### **DEFINITION:**

This employee working under direction of the Municipal Court Administrator or Deputy Court Administrator 2 assists in supervising and/or performing quasi-judicial and administrative functions related to the operation of a municipal court; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Assists the Municipal Court Administrator or Deputy Court Administrator 2 in planning, developing, coordinating and implementing procedures for efficient/effective operation of a municipal court.

Assigns duties to court personnel and supervises/evaluates their performance.

Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies.

May implement programs designed to achieve objectives of the municipal court.

Participates in case processing, which includes determining whether a summons or warrant should be issued, interacting with defendants/witnesses/attorneys, docketing, recording payments/fines, scheduling trial calendars, operating recording machine during court proceedings, and so forth.

Determines whether alleged facts justify issuance of either a summons or warrant for the arrest of the defendant; if a warrant for arrest is issued, may determine bail amount consistent with parameters established by statutes and Rules of the Court.

Required to be on call.

Accepts complaints and takes oaths.

Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas.

May prepare court calendar.

May arrange court sessions, ensuring courtroom facilities are available and appropriate staff have been assigned.

May assist the Municipal Court Judge in the arraignment of defendants.

Where authorized, sets conditions of pretrial release in accord with bail schedules promulgated by the Administrative Office of the Courts or by the Municipal Court Judge.

May receive and disburse bail, fines, costs, and other court revenues.

May monitor court accounting/auditing systems.

May maintain property controls/inventories.

May supervise the filing of complaints, processes, court records, cashbooks, court dockets, traffic control sheets, statistical records, reports, and files.

Answers correspondence, memos, and inquiries.

Monitors the physical condition of the court premises and maintains decorum therein.

Provides information and responds to issues or complaints involving court operations.

Maintains records and files.

Prepares statistical reports as required by the municipality, vicinage level judicial managers, and/or the Administrative Office of the Courts.

May recommend changes in office procedure.

May work on special projects.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate.

**EXPERIENCE:**

One (1) year of experience in work related to the administrative operation of a court, law office, or government agency, including the preparation and/or processing of legal documents.

**NOTE:** *Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.*

**SPECIAL NOTE:** *Effective September 13, 2011, all newly appointed deputy municipal court administrators, who are not certified municipal court administrators pursuant to N.J.S.A.2B:1211, must obtain conditional accreditation within six (6) months of the date of appointment. All newly appointed, non-certified deputy municipal court administrators must obtain full accreditation within three (3) years of the date of appointment. A non-certified deputy municipal court administrator, who fails to obtain conditional accreditation or accreditation within the time frames provided above, will*



*be ineligible to remain in that title. The Municipal Court Administrator Certification Board may grant an extension of time upon a showing of good cause.*

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of methods, techniques, and procedures used in planning/implementing work activities.

Knowledge of office procedures.

Knowledge of methods used to prepare statistical and other reports containing findings, conclusions, and recommendations.

Knowledge of general accounting and budget methods.

Knowledge of methods used to establish/maintain records and files.

Ability to organize assigned work and develop effective work methods.

Ability to give assignments and instructions to individuals/groups.

Ability to coordinate administrative/clerical functions, staff, and facilities.

Ability to interpret applicable laws, ordinances, rules, regulations, and procedures.

Ability to prepare clear, concise, and accurate reports, including those of a statistical nature.

Ability to take and maintain a firm/correct stand when controversial matters are considered.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## DEPUTY COURT ADMINISTRATOR 2

### **TITLE:**

Deputy Court Administrator 2

### **DEFINITION:**

This employee working under direction of the Municipal Court Administrator assists in supervising and/or performing quasi-judicial and administrative functions related to the operation of a municipal court; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Assumes responsibilities of Municipal Court Administrator in their absence.

Assists the Municipal Court Administrator in planning, developing, coordinating, and implementing procedures for efficient/effective operation of a municipal court.

Assigns duties to court personnel and supervises/evaluates their performance.

Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies.

Assists with monthly bank reconciliations.

May implement programs designed to achieve objectives of the municipal court.

Assists Municipal Court Administrator with budget preparation.

Participates in case processing, which includes determining whether a summons or warrant should be issued, interacting with defendants/witnesses/attorneys, docketing, recording payments/fines, scheduling trial calendars, operating recording machine during court proceedings, and so forth.

Determines whether alleged facts justify issuance of either a summons or warrant for the arrest of the defendant; if a warrant for arrest is issued, may determine bail amount consistent with parameters established by statutes and Rules of the Court.

Accepts complaints and takes oaths.

Required to be on call.

Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas.

May prepare court calendar.

May arrange court sessions, ensuring courtroom facilities are available and appropriate staff have been assigned.

May assist the Municipal Court Judge in the arraignment of defendants.

Calls and swears witnesses at trial of cases.

Where authorized, sets conditions of pretrial release in accord with bail schedules promulgated by the Administrative Office of the Courts or by the Municipal Court Judge.

May receive and disburse bail, fines, costs, and other court revenues.

May monitor court accounting/auditing systems.

May maintain property controls/inventories.

May supervise the filing of complaints, processes, court records, cashbooks, court dockets, traffic control sheets, statistical records, reports, and files.

Answers correspondence, memos, and inquiries.

Monitors the physical condition of the court premises and maintains decorum therein.

Provides information and responds to issues or complaints involving court operations.

Maintains records and files.

Prepares statistical reports as required by the municipality, vicinage level judicial managers, and/or the Administrative Office of the Courts.

May recommend changes in office procedure. May work on special projects.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate.

**EXPERIENCE:**

Five (5) years of experience in work related to the administrative operation of a court, law office, or government agency, including the preparation and/or processing of legal documents.

**NOTE:** *Current certification as a Municipal Court Administrator issued by the New Jersey*

*Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.*

**SPECIAL NOTE:** *Effective September 13, 2011, all newly appointed deputy municipal court administrators, who are not certified municipal court administrators pursuant to N.J.S.A.2B:12l l, must obtain conditional accreditation within six (6) months of the date of appointment. All newly appointed, non-certified deputy municipal court administrators must obtain full accreditation within three (3) years of the date of appointment. A non-certified deputy municipal court administrator, who fails to obtain conditional accreditation or accreditation within the time frames provided above, will be ineligible to remain in that title. The Municipal Court Administrator Certification Board may grant an extension of time upon a showing of good cause.*

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of methods, techniques, and procedures used in planning/implementing work activities.

Knowledge of office procedures.

Knowledge of methods used to prepare statistical and other reports containing findings, conclusions, and recommendations.

Knowledge of general accounting and budget methods.

Knowledge of methods used to establish/maintain records and files.

Ability to organize assigned work and develop effective work methods.

Ability to give assignments and instructions to individuals/groups.

Ability to coordinate administrative/clerical functions, staff, and facilities.

Ability to interpret applicable laws, ordinances, rules, regulations, and procedures.

Ability to prepare clear, concise, and accurate reports, including those of a statistical nature.

Ability to take and maintain a firm/correct stand when controversial matters are considered.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## DEPUTY TAX COLLECTOR

### **TITLE:**

Deputy Tax Collector

### **DEFINITION:**

Performs duties under the direct supervision of the tax collector in accordance with legally-prescribed responsibilities. In the absence of the Tax Collector, will supervise office personnel.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Takes direction from the tax collector on various issues and paperwork as needed for the smooth operation of the department. In the absence of the tax collector, counter clerk, or other staff positions, or during heavy workload times, will perform all duties of the position requiring assistance.

Dealing with the public, legal requirements, a variety of filing, record keeping, recording documents as official record, typing correspondence, etc.

Assist with the reconciliation of the daily receipts, and prepares daily bank deposits.

Oversee accuracy and efficiency of all counter transactions.

Verify accuracy of daily work completed by clerks.

Detailed telephone support disseminating tax information and various legal requirements of conducting business with office.

Performs other clerical duties as required or as directed by the tax collector for the effective functioning of the tax department and in cooperation with other departments.

### **REQUIREMENTS:**

Completed tax collection I, II, & III.

### **EDUCATION:**

4 year degree or may substitute 2 years' full time in tax collection.

### **KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

High level of spoken and written communication skills

Attention to organization, processing detail, and legal requirements.

Ability to understand various laws such as property taxation in order for the smooth operation of the tax department.

An extremely high level of accuracy is required for all duties of the position.

Knowledge and usage of adding machines, cash register, etc. is required.

**MINIMUM ACCPETABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## PAYROLL CLERK

### **TITLE:**

Payroll Clerk

### **DEFINITION:**

This employee under supervision performs intermediate level clerical work relating to the review, verification, and preparation of payroll and benefits, requiring extensive knowledge of procedures.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Reviews and checks payroll or payroll and personnel records, statements, documents, certificates, or time and attendance records.

Process employee data (new hires, changes, additional earnings)

Process employee Time & Attendance data from Time system to payroll and reconcile variances.

Process accurately employee pay.

Prepares and reports quarterly and annual state and federal wage reports.

Assigned as one of the Borough's Certifying Officer whom certifies the accuracy and validity of all documents and forms set to the Division of Pensions and Benefits.

Prepares quarterly report to reconcile pension and loan deductions.

Processes pension membership applications, beneficiary changes, retirement and loan applications, as well as health insurance applications and changes.

Completes unemployment requests for wage and separation information.

Computes overtime, emergency rates, and leaves of absence requiring the interpretation and application of relevant rules and regulations concerning salary increments, bonuses and authorized deductions.

Prepares and processes personnel and/or payroll forms with responsibility for ensuring that all pertinent information has been included and is accurate; ensures that all applicable rules, regulations, and procedures are adhered to.

Advises supervisor or management of relevant deadlines, changes in rules and regulations, and related information.



Handles special requests for information in accordance with prescribed rules and regulations.

Assists employees in completing and processing forms and applications relating to benefits, retirement, insurance, payroll deductions, and record changes.

Compiles statistical and other data.

Keeps current with changes in rules and regulations.

Prepares payroll-related letters, memoranda and reports.

Prepares purchase orders for payments to payroll agencies via ACH and checks.

Contacting banks and insurers to resolve problems,

Maintaining and balancing books of account; preparing bank deposits; reconciling bank balances and paying bills as authorized.

Conducts special studies when requested of certain payroll procedures and reports findings.

Prepares, reviews, checks, and certifies reports, applications and other documents when difficult determinations are required.

Assists in the maintenance and ensuring confidentiality of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

One (1) or more years of experience in clerical work and or the preparation and processing of payroll.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of the rules and regulations concerning salary increments, bonuses, and authorized deductions.

Knowledge of the common book of accounts and of the procedures used in keeping financial records and checking financial documents.

Ability to read, comprehend and interpret rules and regulations and apply them to specific situations.

Ability to accurately prepare detailed, technical and confidential payroll forms and documents.

Ability to organize clerical work and develop effective work methods.

Ability to do arithmetic calculations quickly and accurately.

Ability to use various office machines.

Ability to keep confidential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## **PAYROLL COORDINATOR**

### **TITLE:**

Payroll Coordinator

### **DEFINITION:**

This employee working under very limited supervision, performs the more difficult and complex clerical work relating to the review, verification, and preparation of payroll and benefits, requiring extensive knowledge of procedures.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Reviews and checks payroll or payroll and personnel records, statements, documents, certificates, or time and attendance records.

Process employee data (new hires, changes, additional earnings)

Process employee Time & Attendance data from Time system to payroll and reconcile variances.

Develop in depth understanding of Payroll Database to be able to create on demand reports.

Process accurately employee pay.

Prepares and reports quarterly and annual state and federal wage reports.

Assigned as the Borough's Certifying Officer whom certifies the accuracy and validity of all documents and forms set to the Division of Pensions and Benefits.

Prepares quarterly report to reconcile pension and loan deductions.

Processes pension membership applications, beneficiary changes, retirement and loan applications, as well as health insurance applications and changes.

Completes unemployment requests for wage and separation information.

Computes overtime, emergency rates, and leaves of absence requiring the interpretation and application of relevant rules and regulations concerning salary increments, bonuses and authorized deductions.

Prepares and processes personnel and/or payroll forms with responsibility for ensuring that all pertinent information has been included and is accurate; ensures that all applicable rules, regulations, and procedures are adhered to.

Advises supervisor or management of relevant deadlines, changes in rules and regulations, and related information.

Handles special requests for information in accordance with prescribed rules and regulations.

Assists employees in completing and processing forms and applications relating to benefits, retirement, insurance, payroll deductions, and record changes.

Compiles statistical and other data.

Keeps current with changes in rules and regulations.

Prepares payroll-related letters, memoranda and reports.

Prepares purchase orders for payments to payroll agencies via ACH and checks.

Contacting banks and insurers to resolve problems,

Maintaining and balancing books of account; preparing bank deposits; reconciling bank balances and paying bills as authorized.

Assist Chief Financial Officer in preparing reports and correspondence, including year-end reports; assist in preparation of the municipal budget; and may perform various accounting functions listed under Accounts Payable Clerk.

Assists staff in the development of new and revised personnel and/or payroll policies and procedures.

Conducts special studies when requested of certain payroll procedures and reports findings.

Prepares, reviews, checks, and certifies reports, applications and other documents when difficult determinations are required.

Assists in the maintenance and ensuring confidentiality of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

Five (5) years or more of experience in the preparation and processing of payroll.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of the rules and regulations concerning salary increments, bonuses, and authorized deductions.

Knowledge of the common book of accounts and of the procedures used in keeping financial records and checking financial documents.

Ability to read, comprehend and interpret rules and regulations and apply them to specific situations.

Ability to accurately prepare detailed, technical and confidential payroll forms and documents.

Ability to organize clerical work and develop effective work methods.

Ability to do arithmetic calculations quickly and accurately.

Ability to use various office machines.

Ability to keep confidential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## REVENUE CLERK 1

### **TITLE:**

Revenue Clerk 1

### **DEFINITION:**

Entry-level employee working under close supervision performs routine, repetitive noncomplex tasks, which involve computing, classifying, verifying, and recording numerical data.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.

Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.

Prepares records of cash receipts.

Posts noncomplex disbursements, deductions, and remittances paid and due, and checks.

Refers errors and irregularities to superiors.

Gives basic information in person and over the telephone.

Through the mail and over the counter, receives cash, checks, and/or credit card for payment of fees, taxes, water fees, etc.

Maintains a cash box, collects payments and makes change.

Reconciles own cash, checks, and/or credit card received and verifies amount with register tape, receipts, terminals, etc., to ensure correct amount received at end of day.

Assists in mailing of tax and utility bills. Replenished forms as needed for public.

Follows established guidelines and computes interest of bills, which are delinquent.

May answer the phone and transfer calls.

Answers inquiries from customers at the counter or over the phone, such as late charges fees, rates, taxes, etc. Refers to others when needed.

Maintains records and files.

Will be required to learn to utilize various types of electronics and/or manual recording and information systems used by the agency, office, or related units.

**REQUIRMENTS:**

*NOTE: Persons holding this title will be required to demonstrate proficiency in general computer money handling, account reconciliation, mathematical and office skills; 0-2 years of experience.*

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of office routines, equipment, and practices after a period of training.

Ability to perform routine, repetitive, and noncomplex tasks involved in keeping financial and/or records of a mathematical nature.

Knowledge of basic arithmetic functions.

Ability to understand, remember, and carry out oral and written directions.

Ability to compare numerical/verbal-data, and select appropriate information for forms.

Knowledge of arithmetic computation such as discount and interest, and of how to add, subtract, multiply, and divide all units of measure. To be trained to calculate interest and billing.

Ability to deal courteously with the public.

Ability to perform work requiring constant/close attention to clerical and numerical detail. Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.



## REVENUE CLERK 2

**TITLE:** Revenue  
Clerk 2

**DEFINITION:**

This employee working under limited supervision performs all aspects of the duties of a Revenue Clerk 1 in addition to the following duties.

***NOTE:*** *The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

**EXAMPLES OF WORK:**

Performs more involved and intricate tasks in keeping accounts.

Makes basic arrangements and monitors utility for compliance.

Posts accounting information to data transaction forms to reflect correct accounting category or code and utilization of funds in accord with specific guidelines.

May assist in collection/compiling data for inclusion in budget requests, financial statements, and other reports.

Refers complex errors and irregularities to superiors.

Maintains standardized double entry bookkeeping records involving making entries in journals and posting to ledgers and other records, which entail variations in the transactions, recorded, clearly established guidelines exist for the actions required, and with no problems in identifying the proper account classification or in balancing and reconciling accounts.

May prepare complex financial statements by adding or subtracting totals to provide specific information needed.

Post and totals cash, checks, and/or credit cards received and verifies amount with register tape, receipts, terminal, etc., to ensure correct amount received.

Totals cash, checks, and credit card for bank deposit.

Calculates and processes settlement information for utility.

Reports to lien holders and processes their subsequent payments.  
Generates work orders for settlements, rereads, repairs.

Verifies information, accepts payment, and disburses utility permits.

Follows established guidelines and computes interest of bills, which are delinquent

Answers inquiries that are more difficult from customers at the counter or over the phone, such as late charge fees, rates, taxes, etc.

Should be proficient with various types of electronic and/or manual recording and information systems used by the office.

### **REQUIREMENTS:**

NOTE: Persons holding this position will be required to demonstrate proficiency in general computer money handling, account reconciliation, mathematical and office skills; 2-4 years of experience.

### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough.

Knowledge of office methods, practices, and equipment and of performing routine and nonroutine, tasks involved in keeping financial and/or other records of a mathematical nature.

Ability to apply arithmetic principles and to correct computational errors.

Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.

Ability to establish and maintain good working relationships with coworkers.

Ability to deal courteously and knowledgeably with the public.

Ability to perform work requiring constant/close attention to clerical and numerical detail.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Proficient in word and excel spreadsheets.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCPETABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## **REVENUE CLERK 3**

### **TITLE:**

Revenue Clerk 3

### **DEFINITION:**

Employee working under very limited supervision performs all aspects of the duties of a Revenue Clerk 1 and Revenue Clerk 2. Takes the lead over Revenue Clerk 1 and Revenue Clerk 2.

*NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

May prepare complex financial statements by adding or subtracting totals to provide specific information needed.

Records changes into recording system.

Monitors extensions and follows up on delinquencies. Schedules turn offs for non-compliance.

Maintains established records/files where selection and classification of data may require difficult decisions.

May handle more complex mail and over the counter inquiries, receives cash, checks, and/or credit cards for payment of fees, taxes, water fees, etc.

Maintains records and files.

Handles and monitors accounts for billing, notices and pilot information.

### **REQUIREMENTS:**

Experience in a municipal finance environment. Will be required to demonstrate proficiency in general computer (particular proficiency with MS Office products, including but not limited to Excel and Word), money handling, account reconciliation, mathematical and office skills.

### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Ability to represent the Borough in a professional manner to deliver the most positive public image - how residents, vendors, coworkers, etc. perceive you is a reflection on the Borough. Knowledge of

office routines, practices, and equipment and of performing routine and nonroutine, tasks involved in keeping financial and/or records of mathematical nature.

Preparing and printing of utility bills and delinquent notices.

Processes more complex work orders including meter and billing adjustments.

Processes cash receipt for w/s permits.

Reconciles bank accounts.

Knowledge of basic and highly advanced arithmetic functions.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.

Knowledge of arithmetic computation such as discount and interest, and of how to add, subtract, multiply, and divide all units of measure.

Ability to apply arithmetic principles and to correct computational errors.

Ability of numerical record keeping, data gathering and other clerical procedures used in a specific establishment.

Ability to count and record numerical data.

Ability to establish and maintain good working relationships with coworkers.

Ability to deal courteously with the public.

Ability to maintain records and files.

Ability to perform work requiring constant/close attention to clerical and numerical detail.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCPETABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## SENIOR CITIZEN PROGRAM COORDINATOR

### **TITLE:**

Senior Citizen Program Coordinator

### **DEFINITION:**

This employee working under direction assists in planning programs in providing social, recreational, and educational activities for senior citizens; does other related duties as required.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Does routine clerical duties such as typing, filing, answering telephones, relaying messages, operating a switchboard, and acting as a receptionist.

Oversees and participates in recreational program activities in a recreation center or other facility.

Ensures program guidelines and safety practices as followed; immediately responds to potentially hazardous situations to avoid accidents or injury; reports all accidents to supervisor.

Assists with curriculum planning and developing specific activities; implements program plans and makes recommendations for new activities.

Demonstrates and explains the concepts, techniques, procedures, rules and regulations used in the recreation program.

Assists in directing tournaments, socials, dances, seminars and other special events.

Maintains inventory of supplies and equipment; ensures the proper use of equipment.

Prepares and maintains records and reports of plans, program activities, and attendance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### **REQUIREMENTS:**

#### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of safety practices and procedures as they relate to various recreational activities.

Ability to plan and conduct effective instructional tasks.

Ability to promote and organize recreation programs.

Ability to instruct, lead and motivate participants.

Ability to effectively organize program activities.

Ability to identify potentially dangerous or hazardous situations.

Ability to maintain discipline and enforce safety policies and procedures.

Ability to establish and maintain good working relationships with participants, associates and the public.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

High School Diploma or G.E.D.

## TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

### **TITLE:**

Technical Assistant to the Construction Code Official

### **DEFINITION:**

Under direction provides technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes; does other related duties.

***NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.*

### **EXAMPLES OF WORK:**

Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction official.

Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official.

Aids the public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.

Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts.

Determines and requests prior approvals and plan review in accordance with the Uniform Construction Code.

Determines the type of certificate required at job conclusion.

Consults with solicitors, architects, owners, and contractors on compliance problems.

Reviews inspection logs for overdue inspections, and may take appropriate action for noncompliance according to Uniform Construction Code regulations.

Gathers information and data to answer inquiries and to prepare reports.

Maintains inspection logs for all sub codes.

Monitors plan review deadlines.

Provides a variety of code services to the public in one or more functional areas.



Prepares reports, narratives and correspondence.

Maintains records and files.

Provides support and technical assistance to staff; may provide guidance to clerical staff.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

High School Diploma or G.E.D.

**EXPERIENCE:**

Two (2) years of experience in work involving the processing, review, and issuance of construction permits.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**NOTE:**

*Appointees will be required to possess Technical Assistant to the Construction Code Official certification, from the New Jersey Division of Community Affairs. Division of Codes and Standards Licensing Unit.*

**KNOWLEDGE AND ABILITIES:**

Knowledge of provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local construction official.

Ability to establish and maintain cooperative working relationships with local and state government officials, staff members, and the public.

Ability to review applications and other documents for completeness and accuracy.

Ability to provide support, technical assistance and guidance to appropriate levels of professional and clerical staff.

Ability to establish and maintain essential logs, records and files.

Ability to gather and compile information and data.

Ability to perform routine calculations.

Ability to read and interpret laws, rules and regulations and applies them to specific situations.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the Borough.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## **APPENDIX E**

### **BOROUGH OF GLASSBORO FAMILY AND MEDICAL LEAVE POLICY**

The Borough of Glassboro (Borough) will comply with the Family and Medical Leave Act ("FMLA") and the New Jersey Family Leave Act ("NJFLA"). Any employee who desires to take a leave pursuant to those laws shall notify the Borough Administrator in accordance with the applicable procedures, entitlements and rules related to such leave. The following information is to be used as a summary and guide to your rights and responsibilities under the Borough's Family and Medical Leave Policy. Questions of interpretation under this policy will be resolved by reference to the FMLA, NJFLA and regulations issued by the United States Department of Labor.

#### **FAMILY AND MEDICAL LEAVE ACT**

##### **Leave Entitlement**

Under the FMLA, any Borough employee who is eligible under the Act may receive up to twelve (12) weeks of unpaid leave in a twelve (12) month period, for any of the following reasons:

- † Birth of your child, and to care for your newborn child (within twelve (12) months of birth);
- † Placement of a child with you for adoption or foster care (within twelve (12) months of placement);
- † Care for an immediate family member (i.e., your spouse, child or parent) with a serious health condition; or
- † A personal, serious health condition that leaves you unable to perform the essential functions of your job.

##### **Employee Eligibility**

To be eligible under the FMLA, an employee must have, on the date the leave begins:

- † Worked for the Borough for at least twelve (12) months; and
- † Worked at least 1,250 hours (including only those hours actually worked) for the Borough during the twelve (12) months immediately preceding the leave.

Eligible employees may be entitled to up to twelve (12) weeks of unpaid leave during any twelve (12) month period. The calculation of

the twelve (12) month period shall commence with the commencement of the family and medical leave. Should an eligible employee take less than twelve (12) weeks of family and medical leave for any of the above reasons, such employee shall be entitled to take additional leave for any of the above reasons, provided that the total leave taken does not exceed twelve (12) weeks in any consecutive twelve (12) month period, and the other qualifications and restrictions contained in the FMLA are not abridged.

If both spouses are Borough employees, the Borough reserves the right to restrict family medical leave to a total of twelve (12) weeks of unpaid leave in a twelve (12) month period for the birth or adoption of a child or to care for a parent with a serious health condition. The Borough may opt to limit the use of the leave to one spouse at a time.

## **NEW JERSEY FAMILY LEAVE ACT**

### **Leave Entitlement**

Under the NJFLA, any Borough employee who is eligible under the Act may receive up to twelve (12) weeks of unpaid leave in a twentyfour (24) month period, for any of the following reasons:

- † Birth of your child, and to care for your newborn child (within twelve (12) months of birth);
- † Placement of a child with you for adoption or foster care (within twelve (12) months of placement); or
- † Care for a family member (i.e., your spouse, child, parent or spouse's parent) with a serious health condition.

### **Employee Eligibility**

To be eligible under the NJFLA, an employee must have, on the date the leave begins:

- † Worked for the Borough for at least twelve (12) months; and
- † Worked at least 1,000 hours (including those hours actually worked, not including overtime) for the Borough during the twelve (12) months immediately preceding the leave.

Eligible employees may be entitled to up to twelve (12) weeks of unpaid leave during any twenty-four (24) month period. The calculation of the twenty-four (24) month period shall commence with the commencement of the family leave. Should an eligible employee takes less than twelve (12) weeks of family leave for any of the above reasons,

such employee shall be entitled to take additional leave for any of the above reasons provided that the total leave taken does not exceed twelve (12) weeks in any consecutive twentyfour (24) month period, and the other qualifications and restrictions contained in the NJFLA are not bridged.

### **JOB BENEFITS AND RESTORATION**

During an FMLA or NJFLA leave, health benefits shall continue to be provided by the employer for any leave which does not exceed twelve (12) weeks. For any leave which exceeds twelve (12) weeks, the employee must pay the Borough for the costs of the continuation of any health benefits. In addition, an employer's obligation to maintain health benefits stops if and when an employee informs the employer of intent not to return to work at the end of the leave period, or if the employee fails to return to work when the leave entitlement is exhausted.

Sick and vacation leave shall not accrue during a period of unpaid family medical leave. Paid holidays shall not be provided to employees on unpaid family medical leave.

At the employee's option, paid leave which is otherwise available to the employee for such purposes (i.e., sick time, vacation days, etc.) may be substituted for unpaid leave. An employee's FMLA leave shall run concurrently with any sick leave used by the employee, but paid vacation, personal leave, or compensatory time off shall not be counted against an employee's 12-week FMLA or FLA entitlement.

You may not work for another employer or be self-employed during your leave. Your leave may be canceled and disciplinary action taken, including immediate termination, prior to the expiration of the leave period, if you violate this policy. In addition, any employee who willfully misleads the employer related to the nature of or the need for an FMLA or NJFLA leave, or who falsifies documents related to the employee's request for an FMLA or NJFLA leave may be subject to disciplinary action, including immediate termination from his/her employment prior to the expiration of the leave period.

If an employee returns to work within the time period of the family medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority. The employee's restored status will be the same as it would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated, but for the leave, the employee would not have had any new right to be reinstated upon return from leave. Failure to return to work may result in termination of employment.

An employee's request for leave and the taking of leave will not negatively affect an employee's employment or standing with the Borough.

## **ADVANCE NOTICE AND MEDICAL CERTIFICATION**

An employee must request the use of family leave by submitting a written statement of the specific reasons for the leave at least thirty (30) days if possible prior to the anticipated date of delivery, placement or adoption of a child. If a scheduled medical leave for the employee or a family member of the employee is the basis for the request, then the employee must, if possible, provide thirty (30) days written notice. It is the responsibility of the employee who has planned medical treatment to make a reasonable effort to schedule treatment so as not to unduly disrupt Borough operations. The notice must be presented to the Borough Administrator. In addition, employees may be required to certify as to his/her request for the leave.

The Borough may require an employee requesting leave to provide confirmation from a healthcare provider of the need for and probable duration of the leave requested. The confirmation must be provided in an approved Borough format, available from the Borough Administrator within fifteen (15) days of the date the confirmation is requested by the Borough. The Borough reserves the right to obtain, at its expense, an opinion from a second healthcare provider of the Borough's choosing. Should the recommendations of the Borough's healthcare provider differ from that of the employee's, the opinion of a third healthcare provider, chosen jointly by the employee and the Borough, will be obtained at the expense of the Borough, to review the request. In addition, a medical certification may be required by the Borough to support in employee's fitness to return to work from the leave.

The Borough may require an employee using family medical leave to periodically report his/her status and intention to return to work. The Borough may also require the employee to obtain additional written medical certification for the need to continue the leave.

All medical information related to an employee's leave requests and/or an employee's leave shall be kept confidential to the maximum extent possible. All medical certifications will be kept in separate files in the Borough Administrator's office.

## **INTERMITTENT LEAVE**

An employee will normally be granted up to twelve (12) consecutive weeks of family medical leave. Intermittent use of up to twelve (12) weeks of family medical leave may be allowed by the Borough when the employee has established that it is medically necessary to use the leave intermittently. Under the FMLA and NJFLA, intermittent use of up to twelve (12) weeks of leave in the applicable period may be allowed for care of a spouse, child, or parent who has a serious health condition.

The medical certification of the need for intermittent leave provided by the employee's health care provider must specify the expected duration of the intermittent leave. In granting use of intermittent family medical leave, the Borough may require an employee to temporarily transfer to an available alternative position with the equivalent pay and benefits to better accommodate the employee's modified work hours.



**APPENDIX F**  
**Borough of Glassboro**  
**DISABILITY CERTIFICATION**

Please return directly to:  
Borough of Glassboro, Human Resources  
1 South Main Street  
Glassboro, N.J. 08028 or (fax) 856-681-9630

<b>EMPLOYEE NAME:</b>			<b>Social Security#</b>	
Last	First	MI	_____	
<b>Home Address:</b>				
Street	Apt.	City	State	Zip
<b>Date of Birth: (mm/dd/year)</b>		<b>Home Phone:</b>		<b>Gender:</b>
_ / _ / _		( ) _ - _		M/F

I authorize any licensed physician who has examined or treated me to release all necessary information and records to the Borough of Glassboro upon its written request, for the purpose of determining my medical condition for eligibility of disability benefits. I also acknowledge the Borough of Glassboro's right to require me to see a physician designated by the Borough of Glassboro to determine fitness for duty and acknowledge that my failure to see the Borough of Glassboro's designated physician will cause the termination of my disability benefits and/or employment. I hereby certify that the information contained herein and provided by me to the Borough of Glassboro related to this application for disability benefits is true and accurate. I am aware that if the information contained herein is determined to be false and/or misleading that the Borough may take disciplinary action up to and including, but not limited to, termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MEDICAL CERTIFICATE (TO BE COMPLETED BY TREATING PHYSICIAN)**

<b>Physician Name:</b>			<b>Physician Office Phone:</b>		<b>Physician Fax:</b>	
Last	First	MI	( ) _ - _		( ) _ - _	
<b>Physician Address:</b>						
Street	Suite/Floor	City	State	Zip		

1. Patient has been under my care for this period of disability: FROM: \_\_\_\_\_ TO: \_\_\_\_\_
  - a. Patient was last treated by on: \_\_\_\_\_ Frequency of Treatment: \_\_\_\_\_
  - b. Date of patient's next appointment: \_\_\_\_\_
2. Enter the date the patient was first unable to perform his/her regular work due to this disability: \_\_\_\_\_
3. Estimated Return to Work (Give approximate date patient will be able to return to work with or without limitations): \_\_\_\_\_
4. Patient's limitations, upon return to work (be specific: no lifting, kneeling, climbing, limits on activity, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Diagnosis: \_\_\_\_\_ ICD Code: \_\_\_\_\_
6. Clinical data and tests to support diagnosis: \_\_\_\_\_
  - a. If pregnancy, provide estimated date of delivery: \_\_\_\_\_ Birth/C-Section/Other. List any limitations prior to delivery date: \_\_\_\_\_
7. Date (or anticipated date) of Surgery: \_\_\_\_\_ Type of surgery: \_\_\_\_\_
  - a. Is surgery for cosmetic purposes only? Y/N

I certify that the above statements, in my opinion, truly describe the patient's disability and the estimated duration thereof:

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

*Failure of the physician to provide FULL, COMPLETE AND LEGIBLE information or to respond in a timely manner to follow-up inquiries from the Borough of Glassboro will cause a delay in or cancellation of disability benefits for the patient.*

2/2015



