

MONROE TOWNSHIP, MIDDLESEX COUNTY

ORDINANCE NO.: O-12-2018-049

ORDINANCE OF THE TOWNSHIP OF MONROE
AMENDING CHAPTER 78 OF THE CODE OF THE TOWNSHIP OF MONROE
ENTITLED "PERSONNEL POLICIES AND PROCEDURES"

BE IT ORDAINED by the Township Council of the Township of Monroe, in the County of Middlesex, New Jersey as follows:

Section 1. Chapter 78 - of the Code of the Township of Monroe, which chapter establishes personnel policies and procedures within the Township of Monroe shall be amended as follows: (new text in **red** and **underlined**, text to be deleted is **struck**)

§ 78-32.1. **Extended sick leave.** [Amended 7-2-12 by Ord. No. O-7-2012-018]

Paragraph 1 and 2 to be amended and 4 to be removed as follows:

In the event that any employee, with four (4) or more years of continuous service commencing with the date on which status as a permanent employee was obtained, suffers a debilitating sickness or injury during the course of employment, the township may provide his or her gross pay for a period of ninety (90) calendar days, limited to one (1) leave in a twelve (12) month period. At the start of an employee's ninth (9th) year of employment, there will be no limit on the number of leaves in a twelve (12) month period. **Extended sick leave may not be utilized until an employee has used all previously accumulated paid time off (i.e sick, vacation and personal time) before he/she is eligible to use extended sick leave time, including any leave awarded during the period of absence.** Such requests shall be made in writing, with medical substantiation, to the Business Administrator. The decision whether to grant extended sick leave shall be at the discretion of the Business Administrator after consultation with the ~~Clinical Coordinator~~ **Director of Health and Human Resources.**

After ninety (90) consecutive days of administrative sick leave, an employee may **make a** request ~~that the Business Administrator obtain authorization from the Township Council~~ for an additional extended sick leave of up to ninety (90) days **which must be approved by the Business Administrator.**

~~During any period of extended sick leave, an employee will accumulate sick days in accordance with any union contract formula or at the rate of one (1) day per month. Extended sick leave may not be utilized until an employee has used all previously accumulated sick leave awarded during the period of absence.~~

§ 78-34. **Maternity leave for employees hired prior to May 1, 2011.**

Paragraph 1 to be amended as follows:

To be eligible for Maternity leave employees must have 2 years of continuous full-time service with the Township as of the date of birth of the child. ~~Maternity leave shall be granted to full-time employees with two (2) years or more of full-time service. Paid leave shall consist of twelve (12) weeks in any twenty-four (24) month period regardless of whether those days are before or after delivery. **The 60-day leave must be consecutive calendar days and shall run concurrently with the FMLA/FLA.**~~

§ 78-34.1. **Maternity leave for employees hired after May 1, 2011.**

Paragraph 1 to be amended as follows:

To be eligible for Maternity leave employees must have 2 years of continuous full-time service with the Township as of the date of birth of the child. ~~Maternity leave shall be granted to full-time employees with two (2) years or more of full-time service. Paid leave for full-time employees hired after May 1, 2011 shall consist of sixty (60) calendar days in any twenty-four (24) month period regardless of whether those days are before or after delivery. **The 60-day leave must be consecutive calendar days and shall run concurrently with the FMLA/FLA.**~~

§ 78-45. Paydays.

Employees are paid weekly on Fridays. Each paycheck includes earnings for all work performed by the employee through the end of the previous payroll period, as certified by the employee's supervisor to the Payroll **Finance** Department.

An **It shall be mandatory all** employees may choose to have his checks distributed to him personally by his department head or have it **will be** deposited directly into his **their** bank account. The Treasurer's Office **Finance Department** computes all deductions and adjustments for all checks. Questions concerning deductions and net pay should be directed to the Treasurer's Office **Finance Department**. In the event that there are any verified discrepancies in an employee's pay, they will be corrected and adjusted in the next pay period after verification.

Effective January 1, 2020 all employees will be paid on a semi-monthly basis, which is 24 pay periods per year. Paydays will be on the 15th and 30th of every month, if that happens to be a holiday or weekend the payday will be the previous workday.

Special items such as a clothing allowance, if applicable, may be included in an employee's regular paycheck, in the township's discretion or as set forth in a collective bargaining agreement.

§ 78-55. Use of equipment and vehicles.

Paragraph to be added to end of section as follows:

The Township may install a global positioning system (GPS) in Township-owned vehicles. In implementing these GPS systems, the Township will ensure compliance with federal, state and local laws governing such usage. The intent of the GPS is to provide an effective deploying resource, improved operational efficiency and customer service. Department Heads will oversee the implementation and operation of the program in their department.

§ 78-58. Smoking.

In accordance with state law and the township's goal of providing a healthy work environment, smoking is not permitted inside any public building **or any municipal owned vehicle.**

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

Section 3. If any section, paragraph, subsection, clause or provisions of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged, and the remainder of the Ordinance shall be deemed valid and effective.

Section 4. This Ordinance shall take effect upon final passage and publication as provided by law.


SO ORDAINED as aforesaid.


STEPHEN DALINA, Council President

RECORDED VOTE – INTRODUCTION – December 3, 2018						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Baskin			X			
Councilwoman Cohen	X		X			
Councilman Dipierro			X			
Council V. President Schneider		X	X			
Council President Dalina			X			

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at a meeting of the Monroe Township Council held on December 3, 2018. Said Ordinance will again be read and considered for final passage at the next scheduled meeting of the Monroe Township Council to be held on December 26, 2018 at 7:00 p.m. at the Monroe Township Municipal Building, 1 Municipal Plaza, Monroe Township, New Jersey 08831. At said time and place all persons having an interest in the foregoing Ordinance will be granted an opportunity to be heard concerning the same prior to consideration for final passage by the Council.



PATRICIA REID, Township Clerk

RECORDED VOTE – SECOND READING & FINAL ADOPTION– December 26, 2018						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Baskin		X	X			
Councilwoman Cohen	X		X			
Councilman Dipierro			X			
Council V. President Schneider			X			
Council President Dalina			X			

ORDINANCE NO.: O-12-2018-049

**ORDINANCE OF THE TOWNSHIP OF MONROE
AMENDING CHAPTER 78 OF THE TOWNSHIP CODE
ENTITLED “PERSONNEL POLICIES AND PROCEDURES”**

MAYORAL APPROVAL

By virtue of the Optional Municipal Charter Law of 1950 and Chapter 3, Section 19 of the Code of the Township of Monroe, my approval of this Ordinance is effected by the affixing of my signature hereto.



GERALD W. TAMBURRO, Mayor

Date signed: 12/27/18



Township of Monroe

County of Middlesex

PATRICIA REID
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ
08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

Affidavit of Publication

I, Patricia Reid, Township Clerk, of the Township of Monroe, County of Middlesex, State of New Jersey, do hereby certify that the attached legal notice is a true copy of such notice, which was published in the Home News Tribune, the official newspaper of Monroe Township and a newspaper of general circulation in the County of Middlesex on December 7, 2018.



Patricia Reid, Township Clerk

Ad Number: 0003286221

Run Dates: 12/07/18

MONROE TOWNSHIP
NOTICE OF PENDING ORDINANCE

ORDINANCE NO.: O-12-2018-049

NOTICE IS HEREBY GIVEN THAT AN ORDINANCE ENTITLED:

"ORDINANCE OF THE TOWNSHIP OF MONROE AMENDING CHAPTER 78 OF THE CODE OF THE TOWNSHIP OF MONROE ENTITLED "PERSONNEL POLICIES AND PROCEDURES" has been introduced and passed on first reading at the regular meeting of the Monroe Township Council held on December 3, 2018 and will be further considered for final passage after a Public Hearing during the council meeting to be held on December 26, 2018 at 7:00 p.m. in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831. At said time and place, all persons will be granted the opportunity to be heard concerning this Ordinance prior to its consideration for adoption by Council.

The purpose of this Ordinance is to amend Chapter 78 "Personnel Policies and Procedures" Sections 32.1 "Extended Sick Leave", 34 and 34.1 "Maternity Leave", 45 "Paydays", 55 "Use of Equipment and Vehicles" and 58 "Smoking" of the Monroe Township Code.

The proposed Ordinance in its entirety can be viewed on the Township website, www.monroetwp.com and is on file in the Municipal Clerk's Office. Copies may be obtained without charge between the hours of 8:30am and 4:30pm. Monday through Friday.

Patricia Reid, Municipal Clerk
(\$27.28)

0003286221-01



Township of Monroe


County of Middlesex

PATRICIA REID
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ
08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

Affidavit of Publication

I, Patricia Reid, Township Clerk, of the Township of Monroe, County of Middlesex, State of New Jersey, do hereby certify that the attached legal notice is a true copy of such notice, which was published in the Home News Tribune, the official newspaper of Monroe Township and a newspaper of general circulation in the County of Middlesex on January 4, 2019.



Patricia Reid, Township Clerk

Ad Number: 0003318965

Run Dates: 01/04/19

MONROE TOWNSHIP NOTICE OF FINAL ADOPTION

Notice is hereby given that the following entitled Ordinance was introduced and passed on First Reading at the regular meeting of the Monroe Township Council held on December 4, 2018. Furthermore, this Ordinance was adopted after a Public Hearing was held at the December 26, 2018 special meeting of the Monroe Township Council at One Municipal Plaza, Monroe Township, N.J. 08831 and was thereafter approved and signed by the Mayor on December 27, 2018.

ORDINANCE NO. O-12-2018-049

"ORDINANCE OF THE TOWNSHIP OF MONROE AMENDING
CHAPTER 78 OF THE CODE OF THE TOWNSHIP OF MONROE
ENTITLED "PERSONNEL POLICIES AND PROCEDURES"

PATRICIA REID, R.M.C
Monroe Township Municipal Clerk

(\$18.48)

0003318965-01