

**O-20-07**  
**TOWNSHIP OF MONTCLAIR**

**ORDINANCE AMENDING SALARY ORDINANCE O-18-035 FOR THE MANAGEMENT (NON-UNION) GROUP FOR YEAR 2019 THROUGH YEAR 2024**

March 24, 2020 (date of introduction)  
April 21, 2020 (date of public hearing)

**BE IT ORDAINED** by the Mayor and Council of the Township of Montclair as follows:

Section 1. The following enumerated offices, positions and employments in the Township of Montclair, in the County of Essex, hereby are created, except as statute otherwise provides, and the respective salary ranges hereby are fixed as the amount to be paid to holders of the said respective offices, positions and employments and shall receive as a salary, pay or compensation therefor an amount within the salary range as set forth for such office, position and employment. The provisions of this ordinance when adopted shall take effect as of January 1, 2019.

	2019		2020		2021		2022		2023		2024	
	MIN.	MAX.	MIN.	MAX.	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
Township Manager		191,475		198,177		203,626		209,226		216,026		223,047
Chief of Police		192,510		199,248		204,727		210,357		217,194		224,253
Fire Chief		184,620		189,236		194,439		199,787		206,280		212,984
Deputy Chief – Police		178,020		183,361		188,403		193,584		199,876		206,372
Deputy Chief – Fire		169,740		174,832		179,640		184,580		190,579		196,773
Township Attorney		138,010		141,460		145,350		149,348		154,201		159,213
Judge		86,531		88,694		91,133		93,639		96,682		99,825
Assistant Township Attorney		60,690		62,207		63,918		65,676		67,810		70,014
Township Prosecutor		500 Per Session		500 Per Session		500 Per Session		500 Per Session		500 Per Session		500 Per Session
Director of Community Services	119,410	160,188	119,410	164,193	119,410	168,708	119,410	173,347	119,410	178,981	119,410	184,798
Director of Utilities	96,276	160,188	96,276	164,193	96,276	168,708	96,276	173,347	96,276	178,981	96,276	184,798
Director of Finance/Chief Financial Officer	119,410	160,188	119,410	164,193	119,410	168,708	119,410	173,347	119,410	178,981	119,410	184,798
Municipal Tax Assessor	112,523	153,000	112,523	156,825	112,523	161,138	112,523	165,569	112,523	170,950	112,523	176,506
Director of Health & Human Services	107,282	142,163	107,282	145,717	107,282	149,724	107,282	153,841	107,282	158,841	107,282	164,003
Township Clerk (hired before 1/1/04)	103,480	137,406	103,480	140,841	103,480	144,715	103,480	148,694	103,480	153,527	103,480	158,516
Director of Planning & Community Development	107,282	131,336	107,282	134,620	107,282	138,322	107,282	142,126	107,282	146,745	107,282	151,514
Deputy Township Manager	96,276	127,287	96,276	130,469	96,276	134,057	96,276	137,743	96,276	142,220	96,276	146,842

Director Admin/Code Enforcement/Environmental Affairs	96,276	127,287	96,276	130,469	96,276	134,057	96,276	137,743	96,276	142,220	96,276	146,842
Comptroller	85,827	118,408	85,827	121,368	85,827	124,706	85,827	128,135	85,827	132,299	85,827	136,599
Director of Human Resources	85,827	118,408	85,827	121,368	85,827	124,706	85,827	128,135	85,827	132,299	85,827	136,599
Director of Information Technology	85,827	118,408	85,827	121,368	85,827	124,706	85,827	128,135	85,827	132,299	85,827	136,599
Township Clerk (hired after 1/1/04)	85,827	118,408	85,827	121,368	85,827	124,706	85,827	128,135	85,827	132,299	85,827	136,599
Director of Recreation & Cultural Affairs	96,276	127,287	96,276	130,469	96,276	134,057	96,276	137,743	96,276	142,220	96,276	146,842
Municipal Tax Collector	87,879	114,631	87,879	117,496	87,879	120,728	87,879	124,048	87,879	128,079	87,879	132,242
Municipal Court Administrator	80,214	104,432	80,214	107,042	80,214	109,986	80,214	113,011	80,214	116,684	80,214	120,476
Superintendent of Public Works	80,214	104,432	80,214	107,042	80,214	109,986	80,214	113,011	80,214	116,684	80,214	120,476
Superintendent of Parking	80,214	104,432	80,214	107,042	80,214	109,986	80,214	113,011	80,214	116,684	80,214	120,476
Qualified Purchasing Agent	80,214	104,432	80,214	107,042	80,214	109,986	80,214	113,011	80,214	116,684	80,214	120,476
Principal Accountant/Payroll Manager	75,027	103,546	75,027	106,135	75,027	109,054	75,027	112,053	75,027	115,694	75,027	119,454
Executive Assistant to Township Manager	67,276	89,450	67,276	91,686	67,276	94,208	67,276	96,798	67,276	99,944	67,276	103,192
Deputy Township Clerk	62,017	83,404	62,017	85,489	62,017	87,840	62,017	90,256	62,017	93,189	62,017	96,218
Animal Shelter Director	50,000	81,600	50,000	83,640	50,000	85,940	50,000	88,303	50,000	91,173	50,000	94,136
Public Health Nurse	59,028	81,299	59,028	83,332	59,028	85,623	59,028	87,978	59,028	90,837	59,028	93,789
Administrative Services Coordinator	57,192	77,970	57,192	79,919	57,192	82,117	57,192	84,375	57,192	87,117	57,192	89,949
HRIS Coordinator	57,192	77,970	57,192	79,919	57,192	82,117	57,192	84,375	57,192	87,117	57,192	89,949
Supervisor of Payroll & Pensions	57,192	77,970	57,192	79,919	57,192	82,117	57,192	84,375	57,192	87,117	57,192	89,949
Administrative Assistant	47,695	65,766	47,695	67,410	47,695	69,263	47,695	71,168	47,695	73,481	47,695	75,869
HR Generalist	47,695	63,216	47,695	64,796	47,695	66,578	47,695	68,409	47,695	70,632	47,695	72,928
Payroll Administrator	47,695	63,216	47,695	64,796	47,695	66,578	47,695	68,409	47,695	70,632	47,695	72,928
Project Specialist	43,732	57,948	43,732	59,397	43,732	61,030	43,732	62,709	43,732	64,747	43,732	66,851
Information Technology Help Desk Technician	43,732	53,535	43,732	54,873	43,732	56,382	43,732	57,933	43,732	59,815	43,732	61,759
Secretary	37,070	48,999	37,070	50,224	37,070	51,605	37,070	53,024	37,070	54,747	37,070	56,527
Office of Emergency Management Coordinator	10,000	40,800	10,000	41,820	10,000	42,970	10,000	44,152	10,000	45,587	10,000	47,068

Section 2. An employee hired prior to May 31, 1994 who shall have been an employee of the Township for a continuous period of five years, in addition to his/her regular salary, shall receive a service incremental pay from and after the anniversary date of his/her employment which shall be based upon the total number of years of his/her service as an employee of the Township as follows:

After five years but less than ten	2.0% of salary
After ten years but less than fifteen	3.5% of salary
After fifteen years but less than twenty	5.0% of salary
After twenty years but less than twenty-five	6.5% of salary
After twenty-five or more years	8.0% of salary

NOTE: Employees hired after June 1, 1994 and on or before September 1, 1998 will receive a service incremental pay as follows:

After five years but less than ten	0.5% of salary
After ten years but less than fifteen	1.0% of salary
After fifteen years but less than twenty	1.5% of salary
After twenty years but less than twenty-five	2.0% of salary
After twenty-five or more years	2.5% of salary

NOTE: Employees hired after September 1, 1998 shall NOT be entitled to receive a service incremental pay.

NOTE: Employees appointed by the Township Council may receive incremental pay at the discretion of the Township Council and subject to budget availability.

Section 3. For employees covered by this Ordinance hired on or after March 1, 2018, all increments for any given year will be determined by the Township Manager according to the anniversary date of hiring or promotion. Salary advancements within salary ranges shall not be considered automatic. Any and all salary advancements, or denial thereof, shall be determined by the Township Manager.

Section 4. Employees covered by this ordinance shall be entitled to four (4) personal days per year. An employee who commences employment under this ordinance after May 1 shall be entitled to two (2) personal days for that calendar year.

Section 5. Employees hired after October 1, 1993 will have terminal leave capped at \$5,000.00.

Section 6. Subject to law and contractual obligations, the Manager is authorized to establish and implement temporary and special compensations and stipends in any department.

Section 7. A Police Chief and a Deputy Chief who shall have been an employee of the Township for a continuous period of five years, in addition to his/her regular salary, shall receive a service incremental pay from and after the anniversary date of his/her employment which shall be based upon the total number of years of his/her service as an employee of the Township as follows:

Upon completion of 5 years	2%
Upon completion of 10 years	4%
Upon completion of 15 years	6%
Upon completion of 20 years	8%
Upon completion of 24 years or more	10%

A Police Chief and a Deputy Chief who shall have been hired after July 1, 1994:

Upon completion of 5 years	2%
Upon completion of 10 years	3%
Upon completion of 15 years	5%
Upon completion of 20 years	6%
Upon completion of 24 years or more	8%

Section 8. A Police Chief and a Deputy Chief hired on or after July 1, 1994 will have a \$18,750 cap on terminal leave.

Section 9. A Fire Chief and a Deputy Chief who shall have been an employee of the Township for a continuous period of five years, in addition to his/her regular salary, shall receive a service incremental pay from and after the anniversary date of his/her employment which shall be based upon the total number of years of his/her service as an employee of the Township as follows:

Upon completion of 5 years but less than 20 years	2%
Upon completion of 10 years but less than 20 years	4%
Upon completion of 15 years but less than 20 years	6%
Upon completion of 20 years but less than 24 years	8%
Upon completion of 24 years or more	10%

New Hires after July 1, 1994

Upon completion of 5 years but less than 20 years	2%
Upon completion of 10 years but less than 20 years	3%
Upon completion of 15 years but less than 20 years	5%
Upon completion of 20 years but less than 24 years	6%
Upon completion of 24 years or more	8%

Section 10. A Fire Chief and a Deputy Chief hired on or after July 1, 1994 will have a \$13,000 cap on terminal leave.

Section 11. A Fire Chief and a Deputy Chief hired after January 1, 2009 will NOT be entitled to receive service incremental pay.