

ORDINANCE O:05-2024

**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE
TO AMEND CHAPTER 65 OF THE CODE OF THE TOWNSHIP OF MONROE,
ENTITLED "PERSONNEL POLICIES"**

WHEREAS, the Township Council of the Township of Monroe has recommended a certain amendment to Chapter 65 of the Code of the Township of Monroe and has determined that it is in the best interest of the Township to amend this specific section.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe that Chapter 65 is hereby amended to include the following:

SECTION I. Chapter 65 is hereby amended as follows:

§65-15 Holidays.

A. The Township of Monroe recognizes the following as legal paid holidays:

| | |
|---|---------------------------|
| New Year's (observed) | Fourth of July (observed) |
| Martin Luther King Day | Labor Day |
| Presidents Day | General Election Day |
| Good Friday | Veterans Day |
| Easter Monday | Thanksgiving Day |
| Memorial Day | Friday after Thanksgiving |
| <u>Juneteenth National Independence Day (June 19th)</u> | Christmas Day (observed) |

B. Whenever a holiday falls on a Saturday, the preceding Friday shall be the designated holiday. Whenever a holiday falls on a Sunday, the next Monday shall be the designated day.

§ 65-18 Vacation.

A. Notwithstanding any other written agreements, annual paid vacation shall be earned as follows by all full-time employees **not covered under an employment contract or Collective Bargaining Agreement: for reference in this code, a vacation day is equal to 8 hours.**

(1) During the first 12 months of employment, one day's vacation per month.

(2) After 12 months, but less than three years, 12 days' vacation.

(3) Three years, but less than 10 years, 15 days' vacation.

(4) Ten years, but less than 15 years, 20 days' vacation.

(5) Fifteen years, but less than 20 years, 25 days' vacation.

(6) ~~Twenty years or more, 30 days' vacation.~~ **Employees hired prior to the passing of this ordinance with twenty years or more, 30 days vacation. Employees**

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hired after the passing of this ordinance in February 2024 will not earn vacation days in excess of 25 days.

- B. Employees shall be credited with vacation days, as earned, on their anniversary date. However, if an employee resigns or retires prior to the end of the calendar year, any additional vacation time granted shall be prorated, and any unearned vacation time used shall be charged.
- C. Employees shall be required to request vacation time of five consecutive days or more at least two weeks in advance, in order to facilitate work scheduling.
- D. Supervisors shall schedule vacations to allow for the least amount of disruption of service to the public. when scheduling vacations, seniority shall be considered.
- E. ~~Vacation leave shall not be carried from one year to the next, unless approved by the Mayor. Any request to carry over vacation leave must be in writing and submitted by November 1~~ Vacation leave up to 80 hours can be carried from one year to the next. Any vacation time that is carried over must be used by the end of the first pay period in April. For example, if the pay period ends on April 1, the carry over vacation time must be used by April 1st.
- F. An employee may use vacation leave in increments of 0.25 hours.
- G. Extra compensation shall not be permitted in lieu of unused vacation time. This does not apply to employees who separate in good standing from the Township.

SECTION II. All prior Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION III. If any word, phrase, clause, section or provision in this Ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal, or unconstitutional, such word phrase, clause, section or provision shall be severable from the balance of the Ordinance and the remainder of the Ordinance shall remain in full force and effect.

SECTION IV. This Ordinance shall take effect twenty (20) days after final passage and publication as required by law.

TOWNSHIP OF MONROE

CNCL. PRES., CHELSEA VALCOURT

ATTEST:

Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC

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CERTIFICATION OF CLERK

The foregoing Ordinance was introduced at a meeting of the Township Council of the Township of Monroe held on the 14th day of February, 2024, and will be considered for final passage and adoption at a meeting of the Township Council of the Township of Monroe to be held on 28th day of February, 2024 at the Municipal Building, 125 Virginia Avenue, Williamstown, New Jersey 08094, at which time any person interested therein will be given an opportunity to be heard.

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

ROLL CALL VOTE

1st Reading

| | AYES | NAYS | ABSTAIN | ABSENT |
|----------------------|------|------|---------|--------|
| Cncl. Adams | | | | |
| Cncl. Fox | | | | |
| Cncl. Garbowski | | | | |
| Cncl. Heverly | | | | |
| Cncl. McKinney | | | | |
| Cncl. O'Reilly | | | | |
| Cncl. Pres. Valcourt | | | | |
| Tally: | | | | |

2nd Reading

| | AYES | NAYS | ABSTAIN | ABSENT |
|----------------------|------|------|---------|--------|
| Cncl. Adams | | | | |
| Cncl. Fox | | | | |
| Cncl. Garbowski | | | | |
| Cncl. Heverly | | | | |
| Cncl. McKinney | | | | |
| Cncl. O'Reilly | | | | |
| Cncl. Pres. Valcourt | | | | |
| Tally: | | | | |

The foregoing ordinance was hereby approved by the Mayor of the Township of Monroe on this _____ day of _____, 2024.

MAYOR GREGORY A. WOLFE