

**TOWNSHIP OF WILLINGBORO  
ORDINANCE 2022 -11**

**AMENDMENT TO 2022 SALARY ORDINANCE  
SALARIES, WAGES, AND OTHER COMPENSATION FOR NON-  
CONTRACTUAL EMPLOYEES AND OFFICIALS OF THE  
TOWNSHIP OF WILLINGBORO**

Be it ordained by the Township Council of the Township of Willingboro in the County of Burlington and the state of New Jersey, as follows:

**SECTION 1 – Non-Contractual, Clerical, Supervisors, and Confidential Employees**

1a. - Establishment of paygrades and classifications for non-contractual, clerical, supervisors, and confidential employees:

Grade	Classification	Grade	Classification
4	Clerk I	12	<del>Deputy Township Clerk</del>
4	Keyboarding Clerk I	14	Public Information Officer
7	Clerk II	14	Administrative Assistant
7	Keyboarding Clerk II	14	Technical Support Specialist
9	Clerk III	15	Recreational Program Specialist
		15	<del>Emergency Medical Technicians</del>
		15	<del>Senior Code Enforcement Officer</del>
9	Keyboarding Clerk III	16	Network Specialist
9	Deputy Municipal Court Administrator	17	Municipal Court Administrator
		17	Qualified Purchasing Agent
10	Clerk IV	17	Administrative Assistant III
10	Administrative Clerk	17	Executive Secretary/ <del>Executive Assistant</del>
10	Sr. Benefits Clerk <i>Confidential</i>		

1b. - Establishment of the pay scale for non-contractual, clerical, supervisors, and confidential employees effective July 1, 2022:

**“As established in Attachment A”**

All salary increases and other benefits for Section 1 will follow the AFSCME Contract.

**SECTION 2 – Elected Officials**

2a. Establishment of a schedule of salaries for Elected Officials:

Base Salaries for Elected Officials shall be increased annually in an amount not less than 100% of the cost-of-living adjustment for the Philadelphia-South Jersey area as determined by statistics provided by the US Department of Labor for all consumers CPU-I.

**TOWNSHIP OF WILLINGBORO  
ORDINANCE 2022 -11**

Base Salaries 2022:

Mayor	\$18,544.00
Deputy Mayor	\$17,849.00
Councilperson	\$17,204.00

**SECTION 3 – Executive Employees**

**3a Establishment of a schedule of titles and ranges for executive employees**

**Range I**

- Municipal Court Judge
- Deputy Tax Assessor
- Deputy Tax Collector
- Deputy Township Clerk
- Deputy Municipal Department Head
- Asst. Superintendent of Public Works**
- Asst. Director of Information Technology**

**Range II**

- Director of Information Technology
- Code Enforcement Officer/Construction**
- Official
- Deputy Township Manager
- Tax Assessor

**Range III**

- Director of Parks and Recreation
- Executive Director of Community Affairs/Aging
- Tax Collector
- Deputy Fire Chief/ Emergency
- Personnel Officer
- Superintendent of Public Works
- Municipal Department Head - Support Service

**Range IV**

- Director of Public Works
- Township Clerk [Salary to be determined by Council]

**Range V**

- Director of Finance/Chief Finance Officer
- Fire Chief /EMT

**Range VI**

- Township Manager [Salary to be determined by Council]
- Director of Public Safety

**3b Establishment of annual salaries for executive employees**

	<b>Salary Minimum</b>	<b>Salary Maximum</b>
Range I	\$50,000	\$90,000
Range II	\$60,000	\$100,000
Range III	\$70,000	\$110,000
Range IV	\$80,000	\$120,000
Range V	\$90,000	\$130,000
Range VI	\$120,000	\$160,000

**TOWNSHIP OF WILLINGBORO  
ORDINANCE 2022 -11**

If an employee assumes an "Acting" title, they shall receive a stipend equal to the amount necessary for them to be compensated at the minimum salary of the corresponding range if their current salary is below that minimum salary. If an employee assumes an "Acting" title and their current salary is above the minimum, they shall receive up to a \$5,000 stipend if the stipend does not increase their salary above the maximum. Stipends are payable in addition to the base salary, based on a 26-week payroll cycle, and are not to be used in the calculation of any contractual, cost of living increases an employee may receive. Stipends are not to be rolled into base salary and will be discontinued immediately, once the employee is no longer serving in that "Acting" role. At no time may any employee fill more than one "Acting" role simultaneously.

**3c Deferred Compensation Contribution**

The Township shall match the deferred compensation contribution of eligible executive employees at a rate not to exceed \$1,300 per year for Range II, III, IV, and V and \$2,620 per year for Range VI.

3d Health Insurance will be provided upon retirement, for eligible executive employees after completing 20 years of full-time service with Willingboro Township. Willingboro Township will pay the cost of health care premiums in the amount of 50% of the cost of coverage for the Single Plan or 50% of the cost of coverage for the Husband-and-Wife Plan, for whichever plan the employee was enrolled in during the three-year preceding their retirement date. If the employee enrolls in a private healthcare insurance plan other than the plan in which the Township is currently participating, the Township will only pay the equivalent amount of the premium that would have been incurred if the employee were to remain in the plan in which the Township is currently participating. If the employee retires before the age of 65, Willingboro Township will pay the cost of health care premiums until the retired employee reaches eligibility for Medicare Part A. Eligibility is governed by N.J. Chapter 48, P.L. 1999.

3 e All other benefits for full-time executive employees will follow the LESA Contract.

**3 f Uniform Allowance**

The uniform allowance for the Fire and Deputy Fire/EMT Chief will match the Superior Fire Officer's Contract.

**3g. Annual Salary Increase: On July 1<sup>st</sup> of each year, subject to subsections i and ii below, Executive Employees shall receive a salary increase of not less than 100% of the cost-of-living adjustment for the Philadelphia-South Jersey areas determined by statistics provided by the US Department of Labor for all consumers CPU-I; provided, however,**

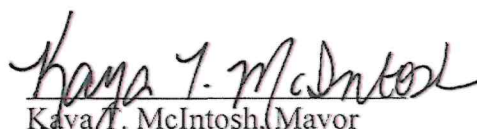
**i. Executive Employees whose salaries will exceed or be at the maximum salaries set forth in Section 3b. above as a result of the CPI increase shall receive an increase to base salary up to the maximum amount, with the remaining CPI adjustment amount being paid as lump sums, not to base, allocated one-half (1/2) payable in the Pay Period 13 paycheck and the other one-half (1/2) payable in the Pay Period 26 paycheck.**

**TOWNSHIP OF WILLINGBORO  
ORDINANCE 2022 -11**

**ii. Executive Employees whose salaries are at or exceed the maximum salaries set forth in Section 3b. above shall receive a CPI adjustment amount not to exceed the CPI adjustment to the maximum salary, paid as lump sums, not to base, allocated one-half (1/2) payable in the Pay Period 13 paycheck and the other one-half (1/2) payable in the Pay Period 26 paycheck.**

Final Reading on October 18, 2022

Councilmember	Motion	2 <sup>nd</sup>	Yea	Nay	Recuse	Abstain	Absent
Councilman Anderson		X	X				
Councilwoman Perrone	X		X				
Councilwoman Worthy							X
Deputy Mayor Whitfield			X				
Mayor McIntosh			X				

  
 Kaya J. McIntosh, Mayor

Attest:



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 Brenda Bligen, MBA  
 Acting Township Clerk