

ORDINANCE # 11-09

AN ORDINANCE OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK AMENDING AND ESTABLISHING CERTAIN BENEFITS FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF NORTH BRUNSWICK

BE IT ORDAINED by the Township Council of the Township of North Brunswick, Middlesex County, State of New Jersey that the following employment provisions shall be applied to all Township employees who are working in full-time positions that are not covered by the provisions of a collective bargaining agreement or employment contract:

Section 1. Vacation Leave - In addition to salaries and wages all township employees except those employees covered by the provisions of collective bargaining agreement or employment contract shall receive vacation leave in accordance with the following schedule:

A. In the first calendar year of employment, the employee shall received one day of vacation leave for each complete month of service up to and including December 31 of that first calendar year. Thereafter, on January 1 of each year an employee shall be granted the following vacation days for based on each completed calendar year:

<u>Years of Service</u>	<u>Vacation Leave days</u>
1 – 5 years	13 days
5-10 years	16 days
10 years	21 days
11 + years	21 days plus one 1 (one) additional day for each 2 (two) years of service after 10

B. The following provisions shall also apply to vacation leave:

1. Prior Service with the Township or other government entity counts toward years of service for vacation entitlement.
2. Unused vacation day carry only to the end of the next succeeding year and unused vacation shall be paid upon separation.
3. In the year that an employee discontinues his/her employment by the Township for any reason, the vacation leave allotted on January 1 of that year shall be pro-rated to the portion of the year the employee was employed. If an employee has exceeded the prorated vacation leave allotted to him/her on this basis, then the employee's final pay shall be adjusted to recoup the value of any vacation leave used in excess of the prorated vacation leave available.

Section 2. Sick leave - In addition to salaries and wages all township employees except those employees covered by the provisions of collective bargaining agreements or employment contracts shall receive sick leave in accordance with the following:

A. In the first calendar year of employment or portion thereof, the employee shall be granted one day of sick leave for each completed calendar month of service through December 31 of that year. In each succeeding year of employment an employee shall be allotted 15 (fifteen) days of sick leave per year on January 1 of each year. Annual sick leave shall be granted and taken in hours based on the regular work day at an employee's regular work site

1. In a year that an employee discontinues their employment with the Township, the fifteen (15) Sick Leave Days newly allotted in that year on January 1 shall be pro-rated to the portion of the year the employee was employed. If an employee has exceeded their accumulated sick leave from prior years and on the prorated basis in their final year of employment, then the employee's final pay shall be adjusted to recoup the