



OCEAN COUNTY BOARD OF SOCIAL SERVICES

1027 Hooper Avenue
Toms River, New Jersey

RESOLUTION

April 25, 2023

SALARY RESOLUTION

Resolution 2023-04-01

PROVISIONAL APPOINTMENTS

Hagaman, Ruth, ADM190, Technical Assistant Management Information Systems, effective 04/13/23, \$47,610.43

RETURN TO FORMER TITLE

Spaziano, Penny, FIS073, Keyboarding Clerk 2, effective 04/27/23, \$41,346.60

Certification of Eligibles to Positions

Maravelias, Colleen, ADM107, Accountant, effective 03/30/23, \$62,392.27

Jankowski, April, ADM116, Accountant, effective 03/30/23, \$56,624.08

Cote, James, ADM112, Accountant, effective 03/30/23, \$56,624.08

Kumitis, Catherine, ADM147, Secretarial Assistant, effective 04/27/23, \$49,224.00

Hubler, Ashley, FSS245, Secretarial Assistant, effective 04/27/23, \$51,581.90

Marion, Brock, FSS168, Clerk 1, effective 04/27/23, \$31,445.00

Guddahl, Lauris, FSS148, Receptionist, effective 04/27/23, \$32,906.00

Triolo, Nickolette, SSS033, Clerk 1, effective 04/27/23, \$31,445.00

Rayborn, Joseph, MAP116, Clerk 1, effective 04/27/23, \$31,445.00

The personnel actions listed above will be implemented prior to formal approval.

BE IT FURTHER RESOLVED, that pursuant to the authorization granted by Resolution No. 2020-03-15, all terms, conditions and actions authorized in this Resolution may be immediately implemented prior to formal execution of this Resolution No. 2023-04-01. Formal execution shall be completed as soon as feasible under the circumstances presented by the COVID-19 Crisis.

We certify this to be a true copy
of the Resolution adopted by the
Board of Social Services of the County of
Ocean this 25th day of April 2023

Peter M. Hartney
Chairperson

Barbara A. Miles
Vice Chairperson



OCEAN COUNTY BOARD OF SOCIAL SERVICES

1027 Hooper Avenue
Toms River, New Jersey

RESOLUTION

*Per. Sub. Committee
to date @ 5/23/23
Board.
April 25, 2023*

RESOLUTION ESTABLISHING SALARY AND BENEFITS FOR EXCLUDED ADMINISTRATIVE, CLERICAL, FISCAL & MAINTENANCE EMPLOYEES FOR 2023

Resolution No. 2022-11-32(D)

WHEREAS, on January 1, 2023, the Ocean County Board of Social Services desires to grant a 2.5% increase over the 2022 salaries of the Excluded Administrative, Clerical, Fiscal & Maintenance employees plus any longevity due eligible employees. Except as otherwise indicated, effective January 1, 2023, the annual salaries will be:

NAME	TITLE	2023 SALARY	LONGEVITY AMOUNT	TOTAL 2023 BASE SALARY
Anderson, Dawn (Provisional Promotion effective 6/10/2021)	Principal Account Clerk	\$ 46,043.00	-0-	\$ 46,043.00
Bullock IV, James	Accounting Assistant	\$ 44,915.50	-0-	\$ 44,915.50
Canzoneri, Mary	Secretarial Assistant	\$ 52,889.59	-0-	\$ 52,889.59
Clark, Frank	Senior Accountant	\$ 77,104.33	-0-	\$ 77,104.33
Cote, James (Provisional promotion effective 4/7/2022) (Permanent effective 3/30/2023)	Accountant	\$ 56,624.08	-0-	\$ 56,624.08
Figuroa, Leslie	Accounting Assistant	\$ 44,915.50	-0-	\$ 44,915.50
Hagaman, Ruth (Provisional Promotion effective 4/13/2023)	Tech. Assist. Manag. Info. Systems	\$ 47,610.43	-0-	\$ 47,610.43
Henry, John	Supervising Accountant	\$ 91,726.43	-0-	\$ 91,726.43
Hubler, Melissa (Provisional promotion effective 12/15/2022)	Administrative Secretary	\$ 61,653.51	-0-	\$ 61,653.51
Humphreys, Eric (Provisional effective 3/2/2023)	Personnel Technician	\$ 57,779.00	-0-	\$ 57,779.00
Jankowski, April (Provisional promotion effective 4/7/2022) (Permanent effective 3/30/2023)	Accountant	\$ 56,624.08	-0-	\$ 56,624.08
Lowe, Raymond	Supervising Maintenance Repairer	\$ 70,496.43	-0-	\$ 70,496.43
Luft, Annaliese (Provisional promotion effective 12/9/2022)	Supervising Accountant	\$ 89,708.00	-0-	\$ 89,708.00
Maravelias, Colleen (Promotion effective 3/30/2023)	Accountant Position	\$ 62,392.27	-0-	\$ 62,392.27
Milkovitz, Valerie J.	Senior Accountant	\$ 77,104.33	-0-	\$ 77,104.33
Minetti, David (Provisional effective 2/2/2023)	Tech. Manag. Info. Systems	\$ 49,789.00	-0-	\$ 49,789.00
Morris, Joseph W.	Senior Accountant	\$ 75,164.95	-0-	\$ 75,164.95
Nastasi, Joseph (Provisional effective 8/4/2022)	Administrative Secretary	\$ 58,860.63	-0-	\$ 58,860.63
Novak, Danielle	Legal Secretary	\$ 54,397.81	-0-	\$ 54,397.81
Paluk, Kevin (Provisional effective 10/13/2022)	Network Administrator 1	\$ 78,105.00	-0-	\$ 78,105.00
Plescho-Sinibaldi, Monica (Provisional promotion effective 11/18/2022)	Administrative Secretary	\$ 67,447.59	-0-	\$ 67,447.59
Ponce, Jasmin	Secretarial Assistant	\$ 57,223.04	-0-	\$ 57,223.04
Sommer, Lisa	Secretarial Assistant	\$ 55,390.69	-0-	\$ 55,390.69
Spacek, Dalia	Employee Benefits Clerk	\$ 58,163.70	-0-	\$ 58,163.70
Stawicki, Krysta	Tech. Manag. Info. Systems	\$ 52,161.23	-0-	\$ 52,161.23
Virgilio, Michael	Supervisor Information Technology	\$ 91,726.43	-0-	\$ 91,726.43

WHEREAS, the benefits provided to the above Excluded Administrative, Clerical, Fiscal & Maintenance employees for the period 1/1/2023 – 12/31/2023 are as follows:

*Pen + Ink
Approved @
11/28/23 Bd.*

*Kumitis, Catherine, ADM147, Secretarial Assistant, \$49,224.00
(effective 04/27/23)*

Hours of Work (40 hours per week)

All hours for which an employee is deemed to be in active pay status shall be counted toward the threshold of a forty (40) hour work week. All hours in excess of forty (40) hours shall be compensated at time and a half if wages are paid, or at the Director's or Director's Designee's sole discretion. All overtime must be specifically authorized by the Director or Director's Designee. Maintenance employees required to return to work on an emergency call-out shall receive two (2) hours overtime pay at time and one-half rate for each instance in which the maintenance employee is called upon to return to work beyond the forty (40) hours. Maintenance employees are expected to report to work at their regular starting time or as advised by their supervisor when the agency has a delayed opening. Maintenance employees who report to work at their regularly scheduled time or no later than 8:30 a.m. when the agency has a delayed opening of 2 hours or more (10:30 a.m. or later), will receive a stipend of \$40.00 for each incident.

Education

An employee may request one (1) paid professional day per year. Education reimbursement shall be implemented as enumerated in the current Collective Bargaining Agreement between the Ocean County Board of Social Services and the Office & Professional Employees International Union (OPEIU), Local 153, (Supervisory Unit).

Transportation & Reimbursement

Mileage reimbursement shall be the published Federal IRS rate for business use of a vehicle.

Bereavement Leave

Up to three (3) days per incident upon death of a member of the immediate family as enumerated in the current Collective Bargaining Agreement between the Ocean County Board of Social Services and the Communications Workers of America, Local 1088.

Personal Leave

Four (4) days per calendar year. Personal Days will be prorated for employees at one-third (1/3) Day per month. For the purposes of charging an employee with the unearned part of his/her personal leave, an employee shall be considered to have earned the yearly allowance of 4 personal days after the completion of nine (9) full months of service in the year the employee leaves the employ of the Board.

Sick Leave

One (1) day per month or major fraction thereof during the first calendar year of employment and fifteen (15) working days in every calendar year thereafter, which shall be credited to the employee as of the first of January of each year to be accrued at the rate of one and one-quarter (1-1/4) sick days per month. Upon proof of retirement under P.E.R.S., the employee shall receive remuneration of one-half (1/2) his/her accumulated sick leave up to \$12,000.00 grandfathered to employees hired before 3/20/97 at \$15,000.00. Employees who do not utilize any sick leave from January 1st through June 30th shall be permitted to have one (1) sick day converted to one (1) vacation day. Employees who do not utilize any sick leave from July 1st through December 31st shall be permitted to have one (1) sick day converted to one (1) vacation day. Employees are not eligible for this benefit during the calendar year of the date of hire. An employee who is laid off and subsequently rehired from a Civil Service Commission Special Reemployment List shall receive full credit for all sick leave accumulated at the time of layoff.

Vacation Leave

Vacation leave as enumerated in the current Collective Bargaining Agreement between the Ocean County Board of Social Services and the Communications Workers of America, Local 1088.

Health Insurance

The Board shall provide medical coverage to all employees together with their eligible dependents through NJ State Health Benefits Program, Horizon Blue Cross/Blue Shield of NJ Dental Option Plan administered through Direct Dental Network and Prescription Coverage as enumerated in the current Collective Bargaining Agreement between the Ocean County Board of Social Services and the Communications Workers of America, Local 1088. Employee contributions for the NJ State Health Benefits Program shall be pursuant to the State statutory mandates.

Holidays

New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, General Election Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Longevity Pay

Grandfathered to employees hired on or before 3/20/97 as follows:

7 – 11 years	3.0%
12 – 16 years	4.6%
17 – 21 years	5.7%
22 – 26 years	6.5%
27 – 31 years	7.3%
32 + years	8.0%

Employees hired after 3/20/97 are not eligible to receive Longevity.

Donated Leave

Employees suffering from a catastrophic health condition shall be entitled to participate in a donated leave program, pursuant to the donated leave policy and procedures set forth in the Board's Personnel Handbook. Individuals who are leaving the employ of the Board may elect to donate all or any part of their Sick, Vacation, and Personal time to any individual(s) who are eligible to receive Donated Leave. Employees may receive up to one hundred and eighty (180) days of donated leave and may apply for a sixty (60) day extension, at the discretion of the Board.

BE IT HEREBY RESOLVED, that the Ocean County Board of Social Services authorizes the above salary and benefit package to the Excluded Administrative, Clerical, Fiscal & Maintenance employees.

BE IT FURTHER RESOLVED, that pursuant to the authorization granted by Resolution No. 2020-03-15, all terms, conditions and actions authorized in this Resolution may be immediately implemented prior to formal execution of this Resolution No. 2022-11-32(D) Formal execution shall be completed as soon as feasible under the circumstances presented by the COVID-19 Crisis.

BE IT FINALLY RESOLVED, that authorization is granted to release this resolution prior to formal approval.

We certify this to be a true copy of a
Resolution adopted by the Board of
Social Services of the County of Ocean
on the 25th day of April 2023



Peter M. Hartney
Chairperson



Barbara A. Miles
Vice Chairperson