

BOROUGH OF AVALON

Department of Administration
Division of Human Resources

Charles E. Schlager, Jr.
Human Resource Officer
humanresources@avalonboro.org

September 1, 2022

Via Regular Mail and electronic mail

Ms. Brittany A. Conrad
430 Sheridan Blvd.
Cape May, New Jersey 08204

email brittconrad89@gmail.com

RE: Offer of Employment with the Borough of Avalon

Dear Brittany:

I am pleased to inform you that Mayor Pagliughi has approved your employment and has authorized me to make the following offer of employment:

1. **POSITION:** You are being offered a full-time position in the Division of Tax Collection & Utility Payments ("Division") in the Department of Revenue & Finance. You will receive a more complete job description prior to your start date. The position is full-time Tax/Utilities Clerk. Your duties will be divided between part-time tax clerk and part-time utilities clerk which together will be a full time position. You will be expected to work 35 hours per week following the same work schedule for employees of Borough Hall. The hours of work expected for this position are separate and distinct from any hours worked with the Avalon Rescue Squad,

2. **SALARY AND EFFECTIVE DATE:** If you accept this offer of employment, you will start on **September 19, 2022** (which is the start of a new payroll period) and you will be paid a full-time salary of \$ 37,000.00 per year. While your present employment status with the Avalon Rescue Squad Inc. is not impacted by this offer of employment with the Division of Tax Collection & Utility Payments, and any wages, and benefits which you receive, or are entitled to by virtue of this

position, shall be separate and distinct from any wages/benefits received from your employment with the Avalon Rescue Squad. At no time, can these wages/benefits be combined.

3. PROBATIONARY APPOINTMENT: Your initial appointment will include a probationary period of four (4) months (and may be extended to six (6) months) from your initial start date or the date on which you first report. (Borough Code § 5-2.1) The initial probationary period will expire January 19, 2023 and may be extended for an additional 60 days in the sole discretion of your Department or Division Head.

4. DUTIES: Your duties will be to assist the Tax Collector who also serves concurrently as the Collector of Utility Payments in receiving and posting tax and utility payments as well as general clerical duties and such other duties as may be assigned by the Tax Collector or the Director of Revenue and Finance.

You may occasionally be assigned on a temporary basis to other offices for special assignments as circumstances may require.

5. TERM OF OFFICE; REMOVAL: As a Tax/Utility Clerk, and following a four month probationary term as required by Avalon Borough Code Section 5-2.1, you will serve during good behavior and efficiency. You will be subject to removal "for cause" as defined in the Borough's Employee Personnel Handbook.

6. BENEFITS: As a full-time employee you will be entitled to be covered under the Borough's Health Benefits Program after 60 days of continuous employment following your initial start date. You will also receive a card for prescription medications and co-pays to physicians and other health care providers. You will also be covered under the Borough's vision plan. (If you have medical benefits from another source (a spouse, for example) and produce proof of coverage which is satisfactory to the Borough, you may be eligible for a monetary payment in lieu of health benefits under certain circumstances. You will need to discuss your particular circumstances with either the Borough CFO or the Human Resource Officer.

7. PRE-EMPLOYMENT SCREENING: The Borough reserves the right to require a pre-employment medical exam and/or drug test to be conducted by a

physician or health care provider and/or certified laboratory prior to your commencement of employment or at any time during the four-month probationary employment. The Borough shall be responsible for the cost of any such examination/test. The Borough further reserves the right to obtain an abstract of your New Jersey Driving Record as a condition of your employment and also periodically during your employment only if part of your job duties will require the use of a Borough owner motor vehicle.

The Borough will also require a Criminal History Background Check in accordance with Borough Code §5-28.2.

The pre-employment drug screening and Criminal History Background Check MUST be completed prior to your commencing your full-time employment unless otherwise approved by the Division of Human Resources.

The Borough, through the Human Resource Officer, reserves the right to withdraw this offer of employment, or to terminate your employment, in the exercise of its sole judgment and discretion, should any of the foregoing screenings result in an unsatisfactory result.

6. REQUIREMENTS FOR EMPLOYMENT: You are not required to possess any State Licenses or Certifications as a condition of your appointment to the designated position.

You may be required to possess a current valid New Jersey Driver's License if your duties should involve the operation of a Borough owned motor vehicle and you must have a satisfactory driving record, as evidenced by a certified driver's abstract issued by the New Jersey Motor Vehicle Commission and which is acceptable to the Borough's insurance carrier and the Borough's Safety Coordinator to permit you to operate Borough-owned motor vehicles.

7. CONSENT: By accepting this offer of employment, you also consent and authorize the Borough to conduct any background screening or investigation which is specifically mentioned in this letter. You further agree to execute such written authorizations for such information at the request of the Borough.

8. ADDITIONAL TRAINING: Borough policy is to encourage all employees to

pursue training that will increase your skills and better enable you to perform your duties or to advance. During your employment with the Borough, you may be requested or required to take additional training courses by your Department/Division Head. You may also volunteer to take such course(s) subject to the approval of your Department/Division Head and the Business Administrator. Under either circumstance, the Borough will pay the cost of such training or course of instruction. Successfully passing such courses and receiving additional or advanced certifications will be considered in any future salary increases.

If the Borough approves courses or certifications that are not required but which you wish to take to advance your career, and you leave resign your employment, then you may, under certain circumstances as described below, and unless excused from doing so as stated herein, be responsible to reimburse the Borough for all sums expended for such instruction if you:

- withdraw from the course of instruction prior to its completion without the prior approval of your Department or Division Head;
- resign your position with the Borough either prior to the completion of the course; or resign from your employment after satisfactorily completing the course or becoming certified in accordance with the following scale:
 - i. within 12 months of completion or certification – 100% reimbursement
 - ii. after 12 months of completion or certification but within 24 months – 50 % reimbursement
- fail to pass any final examination or achieve a certificate of satisfactory completion or certification in a particular position, except as noted below.

The terms of reimbursement shall be decided upon by the Business Administrator in consultation with the Human Resources Officer, Chief Financial Officer and your Department / Division Head. In addition, for good cause, the Business Administrator, either on his own initiative or on the recommendation of either your Department/Division Head or the Division of Human Resources, may waive any reimbursement requirement or portion thereof.

9. (intentionally omitted)

10. **ENTIRE AGREEMENT:** You acknowledge that the terms of employment outlined herein represent the entire offer of employment by the Borough. There are no other representations or promises of any type or nature, except for those set forth herein. All Borough employees are subject to the provisions of the Avalon Employee Personnel Handbook. All employees are required to read that Handbook and to become familiar with the policies set forth therein.

A second copy of this letter is enclosed, and I ask that you kindly sign and date same acknowledging the accuracy of the items and matters contained herein. Once you have done so, please return a signed copy to the Business Administrator and it will become part of your personnel file. Please retain the second copy for your records.

We welcome you to the Borough and on behalf of the Mayor, Borough Council, and Borough Administration extend our very best wishes for a happy and successful career with the Borough.

Sincerely,

Charles E. Schlager

Charles E. Schlager, Esq.
Human Resource Officer

ADDITIONAL REQUIRED SIGNATURES APPEAR BELOW

APPROVED:

Scott Wahl

Scott Wahl, Business Administrator

APPROVED:

James V. Craft, CFO

James V. Craft, Director of Revenue and

Finance

ACCEPTANCE

I HAVE READ THE FOREGOING LETTER OFFERING EMPLOYMENT WITH THE BOROUGH OF AVALON AS DETAILED THEREIN. I AGREE TO THOSE TERMS AND CONDITIONS AND I HEREBY ACCEPT SUCH EMPLOYMENT.

DATE: SEPTEMBER 6 2022



Brittany A. Conrad, Employee