

Township Of Berkeley
Personnel Action Form

EMPLOYEE NAME: Lauren Pellegrino

HIRE DATE: 7/5/2023

DEPARTMENT CODE: 20100-00

SUPERVISOR: Jay Delaney

EMPLOYEE EMAIL ADDRESS: lpellegrino@berkeleypersonnel.org

____ APPOINTMENT

____ RESIGNATION/RETIREMENT

____ PROMOTION

____ RESIGNATION (Not In Good Standing)

____ TRANSFER

____ DISCIPLINARY ACTION

____ DEMOTION

____ COMPLETION OF WORKING TEST PERIOD

___X___ SALARY ADJUSTMENT

____ LEAVE OF ABSENCE

____ REHIRE

____ TITLE CHANGE

____ OTHER

HOURS: 40 35 PART TIME/HOURLY SEASONAL CLEAN COMMUNITY GRANT FULL TIME

EXPLANATION OF ACTION:

* Taking on add'l duties for Mayor's Office, BA office & FT Dept.
CURRENT BASE SALARY \$55,000.

PROPOSED CHANGE \$65,000.

EFFECTIVE DATE OF ACTION June 20, 2025

N/A
Department Head

Date

John A. Bacchione
Mayor

6/24/2025
Date

J. Delaney
Administrator

6/23/2025
Date

Paul Bodine
CFO

6/25/25
Date

FOR HUMAN RESOURCE USE ONLY:

Current title:

title code:

Contract:

Step:

Grade:

CAMPS

PAYROLL

Township Of Berkeley
Personnel Action Form

EMPLOYEE NAME: Lauren Pellegrino

HIRE DATE: 7/5/2023

DEPARTMENT: Administration

SUPERVISOR: Scott Tirella

ACTION REQUESTED:

____ APPOINTMENT

____ RESIGNATION/RETIREMENT

X PROMOTION

____ RESIGNATION (Not In Good Standing)

____ TRANSFER

____ DISCIPLINARY ACTION

____ DEMOTION

____ COMPLETION OF WORKING TEST PERIOD

____ LEAVE OF ABSENCE

____ SALARY ADJUSTMENT

____ REHIRE

____ TITLE CHANGE

____ OTHER

HOURS: 40 35 PART TIME/HOURLY SEASONAL CLEAN COMMUNITY GRANT FULL TIME

EXPLANATION OF ACTION:

Lauren has taken on additional job duties including an appointment to the Municipal housing liaison, IT tasks and confidential Administrative duties. Her title is changing to Confidential Assistant, title #06977 which is unclassified.

CURRENT BASE SALARY \$39,140.00

PROPOSED CHANGE \$55,000.00

EFFECTIVE DATE OF ACTION 10/25/24

SALARY ACCOUNT

T- 03-00 - 065 - 000 - 000 \$15,000.00
4-01-20-100-000-011 \$20,000.00
4-01-20-110-001-011 \$20,000.00

Department Head

Date

John A. Bacchione
Mayor

10/22/2024
Date

Scott Tirella
Administrator

10/22/2024
Date

Christopher Manolis
CFO

10/23/2024
Date

FOR HUMAN RESOURCE USE ONLY:

Current title: UA
Grade:

title code: 06977
Step:

New Title: Confidential Asst.

Contract: None

Township Of Berkeley
Personnel Action Form

EMPLOYEE NAME: Lauren Pellegrino

HIRE DATE: 2/2/2024

DEPARTMENT: Administration

SUPERVISOR: Michael Tier

ACTION REQUESTED:

____ APPOINTMENT

____ RESIGNATION/RETIREMENT

____ PROMOTION

____ RESIGNATION (Not In Good Standing)

____ TRANSFER

____ DISCIPLINARY ACTION

____ DEMOTION

____ COMPLETION OF WORKING TEST PERIOD

____ LEAVE OF ABSENCE

____ SALARY ADJUSTMENT

____ REHIRE

X TITLE CHANGE

____ OTHER

HOURS: 40 35 PART TIME/HOURLY SEASONAL CLEAN COMMUNITY GRANT FULL TIME

EXPLANATION OF ACTION:

Lauren was hired as a full time clerk 1 on 2/2/24, classified employee in the white collar union. As of 5/9/24, she is transferring to Administration as an unclassified, non union secretary, title 07086.

CURRENT BASE SALARY \$32,424.40

PROPOSED CHANGE \$38,000.00

EFFECTIVE DATE OF ACTION 5/09/24

SALARY ACCOUNT 01 - 20 - 110 - 000 - 011
01 - 20 - 100 - 000 - 011

Dept 20110-00 50%
Dept 20-100-00 50%

Department Head

Date

John A. Baschione
Mayor

5/14/2024
Date

Administrator

Date

Anthony Mawla
CFO

5/14/24
Date

FOR HUMAN RESOURCE USE ONLY:

Current title: Clerk 1 title code: 01245 New Title: Sec.
Grade: Step: # 07086

Contract: Non

File

Township Of Berkeley
Personnel Action Form

EMPLOYEE NAME: Lauren Pellegrino

HIRE DATE:

DEPARTMENT: Tax Assessor

SUPERVISOR: Eric Zanetti

ACTION REQUESTED:

☒ APPOINTMENT

☐ RESIGNATION/RETIREMENT

☐ PROMOTION

☐ RESIGNATION (Not In Good Standing)

☐ TRANSFER

☐ DISCIPLINARY ACTION

☐ DEMOTION

☐ COMPLETION OF WORKING TEST PERIOD

☐ SALARY ADJUSTMENT

☐ LEAVE OF ABSENCE

☐ TITLE CHANGE

☐ REHIRE

☐ OTHER

HOURS: 40 (35) PART TIME/HOURLY SEASONAL CLEAN COMMUNITY GRANT FULL TIME

EXPLANATION OF ACTION:

Lauren is being hired as a full time clerk 1 in the tax assessors office. She started as a seasonal employee and is now becoming full time with benefits. Lauren has a 90 day working test period prior to becoming a permanent clerk 1. She is in the white collar union and will receive pro-rated benefit time for 2024.

CURRENT BASE SALARY

\$15.13

PROPOSED CHANGE

\$32,424.40

EFFECTIVE DATE OF ACTION

February 2, 2024

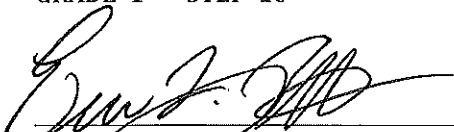
SALARY ACCOUNT

150.011

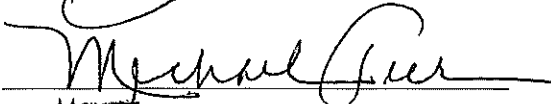
4-01-20-150.000-011

GRADE 1 STEP 10

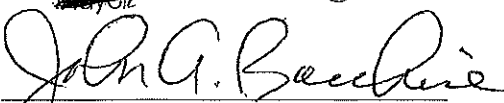
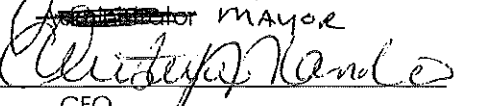
77 Sick
77 Vac
19.25 pro
6 floating


Department Head

1/31/24
Date


Mayor

1/31/24
Date


~~John G. Beuchine~~ Mayor

CFO

1/31/24
Date

Grade 1/step 10

FOR HUMAN RESOURCE USE ONLY:

Current title:

title code:

New Title:

Contract: