



BOROUGH OF WESTWOOD

TELEPHONE 201-664-7100 * 101 WASHINGTON AVENUE * WESTWOOD, NJ 07675

Administration

April 16, 2024

Sergeant Fortunat
Westwood Police Department
101 Washington Avenue
Westwood, NJ 07675

Re: Terms of Employment – Position of Lieutenant - REVISED

Dear Sergeant Fortunat:

The purpose of this correspondence is to provide the terms of employment for the position of Lieutenant of the Westwood Police Department.

1. **Salary:** \$185,000 commencing April 16, 2024, with future salary increases being at the discretion of the Borough of Westwood, subject to the provisions of N.J.S.A. 40A:14-179. This offer is inclusive of all ancillary terms (i.e.- clothing allowance, longevity, etc.) having been factored in.
2. **Overtime:** As Lieutenant, you shall not be entitled to departmental overtime. Private detail and non-departmental overtime shall be permitted at 16 hours maximum per month unless authorized by the Chief of Police. As Lieutenant, you are entitled to the four-hour minimum recall for any traffic detail.
3. **Sick Leave:** Fifteen working days of sick leave per calendar year, based on an 8-hour day, totaling 120 hours per year. At the end of each calendar year, unused sick time shall be added to the allotment for the following year. Such an accumulation will continue indefinitely during the course of your employment. Any accrued sick days as of the effective date of your promotion shall be deemed added to your sick bank.
4. **Terminal Leave:** Upon retirement as recognized by NJ PFRS, you shall be entitled to receive terminal leave as per the PBA contract dated January 1, 2021 through December 31, 2025, with payout over a three period if the amount exceeds \$60,000.
5. **Vacation:** Vacation shall be accrued as per the PBA contract with respect to full-time sworn police employees.
6. **Comp Time:** As Lieutenant in the Westwood Police Department, you shall not be entitled to Comp Time.
7. **Borough Cell Phone:** You will be provided with a Borough issued cell phone for your use in connection with departmental business.

8. **Health Insurance:** Health insurance shall be provided as per the Borough of Westwood Employee Handbook, subject to the provisions of Chapter 78, or such other law as, during the course of your employment, may relate to employee contributions towards health insurance.
9. **Hours of Work:** Schedule as determined by Chief of Police. If you remain on a Pitman Schedule, you shall be afforded the appropriate amount of Pitman time back to reach 2080 annual work hours.
10. **Bereavement Leave:** Bereavement Leave shall be provided as per the Borough of Westwood Employee Handbook.
11. **Personal Day:** Six (6) Personal Day(s) or forty-eight (48) hours, shall be provided.
12. **Holidays:** You shall be entitled to the paid holidays per the Borough of Westwood Employee Handbook.
13. **Life Insurance:** Life insurance policy as currently provided in the amount of \$10,000 will continue.
14. **Additional Compensation:** In addition to such compensation as is set forth in Item 1, you shall be eligible to receive such additional compensation as the Borough may, in its sole discretion, award to you pursuant to the Borough's Employee Merit Review Program.

Sincerely,

BOROUGH OF WESTWOOD



Durene M. Ayer
Borough Administrator

Agreed and accepted this 16th day of April 2024.


Michael Fortunat



BOROUGH OF WESTWOOD

TELEPHONE 201-664-7100 * 101 WASHINGTON AVENUE * WESTWOOD, NJ 07675

Administration

May 7, 2024

Lt. Mark Foley
Westwood Police Department
101 Washington Avenue
Westwood, NJ 07675

Re: Revised Terms of Employment - AMENDED

Dear Lt. Foley:

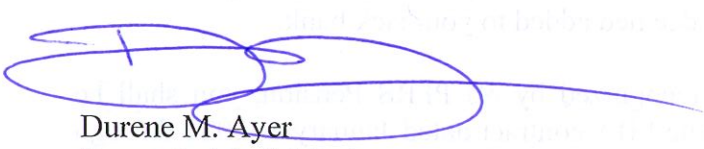
The purpose of this correspondence is to revise the terms of employment for the position of Lieutenant of the Westwood Police Department with respect to terminal leave, outside duty, and vacation.

1. **Salary:** \$183,103 commencing October 14, 2022, with future salary increases being at the discretion of the Borough of Westwood, subject to the provisions of N.J.S.A. 40A:14-179. This offer is inclusive of all ancillary terms (i.e.- clothing allowance, longevity, etc.) having been factored in.
2. **Overtime:** As Lieutenant, you shall not be entitled to departmental overtime. Private detail and non-departmental overtime shall be permitted at 16 hours maximum per month unless authorized by the Chief of Police. As Lieutenant, you are entitled to the four-hour minimum recall for any traffic detail.
3. **Sick Leave:** Fifteen working days of sick leave per calendar year, based on an 8-hour day, totaling 120 hours per year. At the end of each calendar year, unused sick time shall be added to the allotment for the following year. Such an accumulation will continue indefinitely during the course of your employment. Any accrued sick days as of the effective date of your promotion shall be deemed added to your sick bank.
4. **Terminal Leave:** Upon retirement as recognized by NJ PFRS Pension, you shall be entitled to receive terminal leave as per the PBA contract dated January 1, 2021 through December 31, 2025, with payout over a three year period if the amount is \$60,000 or greater.
5. **Vacation:** Vacation shall be accrued as per the PBA contract with respect to full-time sworn police employees.
6. **Comp Time:** As Lieutenant in the Westwood Police Department, you shall not be entitled to Comp Time.
7. **Borough Cell Phone:** You will be provided with a Borough issued cell phone for your use in connection with departmental business.

8. **Health Insurance:** Health insurance shall be provided as per the Borough of Westwood Employee Handbook, subject to the provisions of Chapter 78, or such other law as, during the course of your employment, may relate to employee contributions towards health insurance.
9. **Hours of Work:** Schedule as determined by Chief of Police. If you remain on a Pitman Schedule, you shall be afforded the appropriate amount of Pitman time back to reach 2080 annual work hours.
10. **Bereavement Leave:** Bereavement Leave shall be provided as per the Borough of Westwood Employee Handbook.
11. **Personal Day:** Six (6) Personal Day(s) or forty-eight (48) hours, shall be provided.
12. **Holidays:** You shall be entitled to the paid holidays per the Borough of Westwood Employee Handbook.
13. **Life Insurance:** Life insurance policy as currently provided in the amount of \$10,000 will continue.
14. **Additional Compensation:** In addition to such compensation as is set forth in Item 1, you shall be eligible to receive such additional compensation as the Borough may, in its sole discretion, award to you pursuant to the Borough's Employee Merit Review Program.

Sincerely,

BOROUGH OF WESTWOOD



Durene M. Ayer
Borough Administrator

Agreed and accepted this 8th day of May 2024.



Mark Foley



BOROUGH OF WESTWOOD

TELEPHONE 201-664-7100 * 101 WASHINGTON AVENUE * WESTWOOD, NJ 07675

Administration

April 16, 2024

Lieutenant Hurtuk
Westwood Police Department
101 Washington Avenue
Westwood, NJ 07675

Re: Terms of Employment – Position of Captain - REVISED

Dear Lieutenant. Hurtuk:

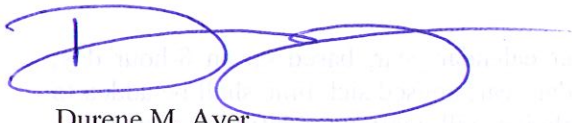
The purpose of this correspondence is to provide the terms of employment for the position of Captain in the Westwood Police Department.

1. **Salary:** \$200,000 commencing April 16, 2024, with future salary increases being at the discretion of the Borough of Westwood, subject to the provisions of N.J.S.A. 40A:14-179.
2. **Overtime:** As Captain, you shall not be entitled to departmental overtime. Private detail and non-departmental overtime shall be permitted at 16 hours maximum per month unless authorized by the Chief of Police. As Captain, you are entitled to the four-hour minimum recall for any traffic detail.
3. **Sick Leave:** Fifteen working days of sick leave per calendar year, based on an 8-hour day, totaling 120 hours per year. At the end of each calendar year, unused sick time shall be added to the allotment for the following year. Such an accumulation will continue indefinitely during the course of your employment. Any accrued sick days as of the effective date of your promotion shall be deemed added to your sick bank.
4. **Terminal Leave:** Upon retirement as recognized by NJ PFRS, you shall be entitled to receive terminal leave as per the PBA contract dated January 1, 2021 through December 31, 2025, with payout over a three period if the amount exceeds \$60,000.
5. **Vacation:** Vacation shall be accrued as per the PBA contract with respect to full-time sworn police employees.
6. **Comp Time:** As Captain in the Westwood Police Department, you shall not be entitled to Comp Time.
7. **Borough Cell Phone:** You will be provided with a Borough issued cell phone for your use in connection with departmental business.
8. **Health Insurance:** Health insurance shall be provided as per the Borough of Westwood Employee Handbook, subject to the provisions of Chapter 78, or such other law as, during the course of your employment, may relate to employee contributions towards health insurance.

9. **Hours of Work:** Schedule as determined by Chief of Police. If you remain on a Pitman Schedule, you shall be afforded the appropriate amount of Pitman time back to reach 2080 annual work hours.
10. **Bereavement Leave:** Bereavement Leave shall be provided as per the Borough of Westwood Employee Handbook.
11. **Personal Day:** Six (6) Personal Day(s) or forty-eight (48) hours, shall be provided.
12. **Holidays:** You shall be entitled to the paid holidays per the Borough of Westwood Employee Handbook.
13. **Life Insurance:** Life insurance policy as currently provided in the amount of \$10,000 will continue.
14. **Additional Compensation:** In addition to such compensation as is set forth in Item 1, you shall be eligible to receive such additional compensation as the Borough may, in its sole discretion, award to you pursuant to the Borough's Employee Merit Review Program.

Sincerely,

BOROUGH OF WESTWOOD



Durene M. Ayer
Borough Administrator

Agreed and accepted this 16th day of April 2024.



John Hurtuk