

ORDINANCE NO. O-13-33
TOWNSHIP MEETING DATE - September 24, 2013

ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION OF GOVERNMENT), ARTICLE XI (DEPARTMENT OF ADMINISTRATION) SECTION 2-48 (ABSENCE OR DISABILITY OF ADMINISTRATOR) OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF FREEHOLD, COUNTY OF MONMOUTH, STATE OF NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Freehold, County of Monmouth, State of New Jersey, as follows additions are underlined, and deletions are in [~~brackets~~]:

I

Chapter 2, Administration of Government, Article XI, Department of Administration, Section 2-48, Absence or disability of Administrator, is hereby amended to read as follows:

2-48 Terms of Employment.

The following terms of employment shall apply to the position of Municipal Administrator:

A. Exclusive Employment. The Employee shall denote full-time employment to his/her position as Municipal Administrator and shall hold no other employment unless specifically permitted by formal action of the Township Committee.

B. Compensation. The Employee's annual salary shall be as set by Resolution of the Township Committee.

C. Vacation Days. The Employee shall be entitled to vacation days set forth in Ordinance Section 47-11A(1), plus five (5) days for a total of seventeen (17) vacation days for each year of employment in years one (1) through five (5). Vacation days shall, on an annual basis, be used or forfeited by December 31st of each calendar year or upon termination, as applicable; except that a maximum of five (5) unused vacation days may be carried over at the end of each year; but must be used by April 30 of the next year; otherwise any of those five (5) carryover vacation days not used will expire.

D. Sick Leave. The Employee shall be entitled to fifteen (15) days annual paid sick leave, which shall accumulate from year to year if unused to a maximum of ninety (90) sick days. Upon termination or retirement all sick days accumulated shall expire and there shall be no payment for same.

E. Automobile. The Township of Freehold provides neither a car nor a car allowance to the Municipal Administrator.

F. Other Benefits. The Township shall provide only usual fringe benefits available to all department head employees.

G. Dues and Expenses. The Employee shall represent the Township at such service clubs and community organizations as shall be approved by the Governing Body. All such related dues and expenses shall be henceforth paid by the Employee.

H. Personnel Manual. The Township's Personnel Manual has been given to the Employee. It does not represent a Contract. Its terms may be changed from time to time, unilaterally, by the Township.

I. Conventions. The Employee shall be required to pay all expenses of professional conventions which are attended.

J. Longevity. Compensation for longevity shall not apply.

~~2-48.~~ K. Absence or disability of Administrator. During the absence or disability of the Municipal Administrator, the [Assistant] Municipal Administrator of the Township shall designate the Township employee to perform the duties of the Municipal Administrator, unless otherwise directed by the Township Committee. If such designation is not made by the Township Administrator, the Township Committee shall make the designation. Absence or disability shall be limited to three months, after which time the absence or disability may be deemed a vacancy.

II

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

III

If any section, subparagraph, sentence, clause or phrase of this Ordinance shall be held to be invalid, such decision shall not invalidate the remaining portion of this Ordinance.

IV

This Ordinance shall take effect upon adoption and publication according to law.

EXPLANATORY STATEMENT:

This Ordinance sets forth the terms of employment for the position of Municipal Administrator.