

BOARD OF HEALTH  
CITY OF ENGLEWOOD  
ORDINANCE NO. 15-04

AN ORDINANCE REVISING SECTIONS OF THE  
GUIDELINES FOR EMPLOYEES OF THE DEPARTMENT OF HEALTH  
ENTITLED "PERSONNEL PRACTICES MANUAL OF THE  
DEPARTMENT OF HEALTH, CITY OF ENGLEWOOD (REVISED 2009)"

BE IT ORDAINED, by the Board of Health of the City of Englewood, that the following sections of the "Personnel Practices Manual" be revised as follows:

**1:5-4 OVERTIME**

Straight time shall be paid for any hours worked between 35 hours and 40 hours in a work week. Time and a half premium pay shall be paid for all hours in excess of 40 hours in a work week, as per F.L.S.A.

- A. Scheduled Interruptions for Overtime: Any employee called back on duty for an evening assignment after the normal business day shall receive pay at time and one-half premium rate, even if the weekly hours are less than 40 total. The assignment must be authorized by the Director/Health Officer or the Health Officer who shall also authorize the overtime payments.
  
- C. Weekend Paid Overtime: Employees whose regular scheduled work week is Monday through Friday shall be paid time and one half premium pay for work on Saturday and double time for work on Sunday. Employees whose regular scheduled work week is not Monday through Friday shall be paid time and one half premium pay for the work on the sixth day of the work week and double time for work on the seventh day of their work week.

**1:6-2 PERSONAL DAYS**

For full-time employees hired prior to January 1, 2015, two (2) personal days per year may be taken by each full-time employee not currently in the probationary period. In addition, subject to the aforesaid provisions, two (2) personal days (personal absences) per year may be taken and credited against accumulated "sick leave".

For full-time employees hired after January 1, 2015, one (1) personal day per year may be taken by each full-time employee not currently in the probationary period. In addition, subject to the aforesaid

provisions, one (1) personal day (personal absences) per year may be taken and credited against accumulated "sick leave".

Scheduling of all time such personal time is subject to the advance approval of the Supervisor and the Director/Health Officer. No employee may add a personal day onto a vacation day or legal holiday. The number of personal days may be prorated for new employees based on date of hire.

### **1:6-3 VACATIONS**

C. The following vacation time off with pay shall apply to any classified (union) employee hired prior to January 1, 2015:

Full-Time Regular Employees shall be entitled to vacations as provided below:

Years of Service	Vacation Days Allowed
At least 1 full year, less than 3	13 working days
At least 3 full years, less than 5	15 working days
At least 5 full years, less than 10	17 working days
10 but less than 15 years	20 working days
15 full years and over	25 working days

Full-time Project or Special Service Employees or Trainees shall be entitled to vacation as provided below:

Years of Service	Vacation Days Allowed
Less than 1 year (non-professional employees)	1 day per month of service
At least 1 year, less than 3	13 days
At least 3 years, less than 5	15 days

D. The following vacation time off with pay shall apply to any classified (union) employee hired after January 1, 2015:

Years of Service	Vacation Days Allowed
Less than 1 year	1 day per month
At least 1 full year, less than 3	13 days
At least 3 full years, less than 5	15 days
At least 5 full years, less than 10	17 days
At least 10 years	20 days

**1:7-1 CONDOLENCE LEAVE**

Employees shall be allowed five (5) days condolence leave in the event there is a death in the employee's immediate family, as defined in the current Contract.

**1:7-2 SICK LEAVE**

B. The following additional sick leave will be granted automatically based on the length of service, on a one-time basis per career with the City for catastrophic illness.

More than 1 and through 10 years	15 days
11 through 15 years	30 days
More than 15 years	45 days

Catastrophic illness shall be defined as an illness which prevents an employee from working for a continuous period in excess of 10 working days. Payments of the additional sick leave provided hereunder shall not commence until after said 10-day period.

**1:9 - LONGEVITY PAY**

Any full-time employee hired after January 1, 2012 and before January 1, 2015 shall receive, in addition to his/her annual salary for the calendar year, a longevity payment of one (1%) percent of his/her base salary for each completed four (4) years of service to a maximum of five (5) percent of base salary.

Employees hired after January 1, 2015 shall not receive any longevity pay.

This Ordinance shall take effect upon final passage, and thirty (30) days after the date of first publication, in accordance with law, on June 15, 2015.

James M. Fedorko  
Secretary to the Board

Introduced: May 13, 2015

Published: May 21, 2015

Adopted: June 10, 2015

Published: June 15, 2015

**NOTICE**

**CITY OF ENGLEWOOD  
BOARD OF HEALTH  
ORDINANCE NO. 15-04**

Notice is hereby given that the following Ordinance was introduced at a regular meeting of the Board of Health of the City of Englewood, on Wednesday, May 13, 2015 and will be further considered for final passage and adoption at a meeting of said Board to be held in the Englewood Health Department at 73 S. Van Brunt Street, Englewood, Bergen County, New Jersey on Wednesday, June 10, 2015 at 8:00 p.m., or as soon thereafter as the matter can be heard, at which time any interested party may comment thereon.

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DEPARTMENT OF HEALTH, CITY OF ENGLEWOOD (REVISED 2009)"**

I hereby certify that the foregoing is a true copy of the Title of an Ordinance introduced by the Board of Health of the City of Englewood, Bergen County, New Jersey on May 13, 2015.

Attest:

James M. Fedorko  
Secretary to the Board

**NOTICE OF ADOPTION**

CITY OF ENGLEWOOD  
BOARD OF HEALTH  
ORDINANCE NO. 15-04

Notice is hereby given that the following Ordinance was adopted at a meeting of the Board of Health of the City of Englewood, in the Englewood Health Department at 73 S. Van Brunt Street, Englewood, Bergen County, New Jersey on June 10, 2015 at 8:00 p.m., at which time an opportunity for public comment on the matter was provided.

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I hereby certify that the foregoing is a true copy of the Title of an Ordinance adopted by the Board of Health of the City of Englewood, Bergen County, New Jersey on June 10, 2015.

Attest:  
James M. Fedorko  
Secretary to the Board