

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #20-121

**A RESOLUTION APPROVING AN AMENDMENT TO THE
RARITAN TOWNSHIP PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, it is the policy of the Township of Raritan to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the ADA Amendments Act of 2008, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers' Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Security and Financial Empowerment Act and the Open Public Meetings Act; and

WHEREAS, the Township Committee has established a Personnel Policies and Procedures Manual (the "Manual") by Resolution 17-249; and

WHEREAS, the Township Committee at its sole discretion may amend and supplement the Manual at any time; and

WHEREAS, the Administrator has recommended to the Township Committee that Section 4.2 Paychecks, 4.5 Timesheets, 5.10.2 Sick Leave, 5.2 Group Insurance Plans, 5.3 Retirement System, 5.3.1 Defined Contribution Retirement, 5.4 Deferred Compensation, 5.4.1 Flexible Spending Account and Supplemental Insurance and 5.11 Personal Days be amended; and

WHEREAS, the Township Committee wishes to amend the sections stated above as recommended by the Administrator.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that following sections of the Township of Raritan Personnel Policies and Procedures Manual, be amended as follows:

Section 4.2 Paychecks

Employees paychecks will be directly deposited at their financial institution. The form required to authorize direct deposit is available in the Finance office. An employee's direct deposit pay stub may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee.

Employees receive, with each pay period a direct deposit stub, which includes a statement of earnings and deductions.

Employees may direct inquiries concerning payroll matters to the Finance Office.

Section 4.5 Timesheets

Accurate time records for each biweekly pay period are to be completed and approved by the Department Head and submitted via the current Payroll Accounting Firm, by Monday following the end of pay period, excluding holidays.

It is the employee's responsibility to verify his or her time record to ensure the accuracy of all time recorded. The Department Head will review and then approve the time sheet before submitting it for processing. Department Heads are responsible for ensuring that time sheets are submitted and are accurate. In addition, if corrections or modifications are made to the time record both the employee and the Department Head must verify the accuracy of the changes and verify with the Administrator.

Departments Heads shall follow the above procedure in recording their time and the Administrator shall review and approve all Department Head timesheets.

The time sheets shall include the following: department; employee name; pay period; hours for each employee to be compensated broken down on a daily basis into regular hours worked, overtime hours worked, holiday time, sick leave, compensatory time earned and used, vacation time, personal time, bereavement leave, on-the-job-injury time, and leave without pay.

Falsification of time records for payroll purposes is reason for discipline as per the Administrative Policy on employee conduct.

5.10.2 Sick Leave

Regular full- time employees will accumulate one (1) sick day with pay for each full month worked during the first year of employment. Beginning in the second year of employment they will be credited in advance with 12 days per calendar year as of January 1.

Section 5.2 Group Insurance Plans

The Township offers to all regular full-time employees, employees working a minimum of thirty (30) hours per week and all eligible dependents group medical insurance. Specific benefits of the plans are described in insurance brochures provided to each new employee by the Human Resource office. Enrollment forms are available from the Human Resource Office and it is the employee's responsibility to notify the Human Resource Office of any change in dependent status by completing updated forms. During open enrollment periods established by the Township an employee may elect to change medical plans.

Enrollment cards should be completed in the following instances:

New, eligible employees beginning service with the Township or previously ineligible employees whose employment status with the Township now makes them eligible.

Eligible employees wanting to add an eligible dependent.

Eligible employees who want to drop a dependent.

Coverage effective dates are as follows:

Medical Plan - Coverage becomes effective exactly sixty (60) Days from hire date or eligibility date as applicable.

Dental Plan - Coverage becomes effective exactly sixty (60) Days from hire date or eligibility date as applicable.

Prescription Drug Plan - Coverage becomes effective exactly sixty (60) Days from hire date or eligibility date as applicable.

Any employee hired prior to 2020, who retires after 25 years of credited service in a state retirement plan, with a minimum 20 years of service with the Township (in any full time employment capacity whether or not continual service), or who retires at any point on a disability pension, shall continue to receive all medical benefits (including spouse and dependent coverage) provided by the Township for the remainder of his/her life. Chapter 78 contributions to Healthcare in retirement shall not apply to these employees.

Employees hired on or after January 1, 2020 shall receive Township-paid health benefits (including spouse, partner and dependent coverage) in retirement as set forth above but will be required to contribute towards the cost of those health benefits at the Tier 4 contribution level set forth in the former P.L. 2011, c. 78. In addition, employees (including spouse, partner and dependents) hired on or after January 1, 2020 shall only receive Township-paid health benefits until they and/or their spouse, partner, dependents become eligible for Medicare. At the time of the employee, spouse, partner and dependents Medicare or comparable program eligibility the employee, spouse, partner and dependents shall no longer receive Township paid Health Care Benefits provided that Medicare or a comparable program are available to retirees. If no such program exists, employees shall continue to receive Township-paid health benefits or a comparable program adopted by the Township. Dependents shall continue to receive Township-paid health benefits until their age precludes them from receiving such benefits.

In order to be eligible for retiree medical benefits the employee must reside in the continental United States.

Upon the death of the employee, the spouse (and eligible dependents only if the spouse elects to continue coverage) may continue to receive all medical benefits for the remainder of the spouse's life with the premiums to be paid by the surviving spouse.

The Township reserves the right to modify, revoke, change, amend or terminate any insurance plan in accordance with applicable law. The Township also reserves the right to change insurance carriers in accordance with applicable law.

5.3 Retirement System

All regular full- time employees that meet the eligibility requirements established under N.J.S.A. 43:15A – 7 are required to enroll in the Public Employee Retirement System (PERS) unless they fall under an exception which is explained in the enrollment application.

Enrollment in the Police and Fireman’s Retirement System (PFRS) is required for permanent full-time employees hired in positions of law enforcement and firefighting in the State of New Jersey. Please refer to New Jersey Division of Pension and Benefits (NJDPB) website for a listing of covered employees, enrollment requirements and eligibility requirements as set forth under N.J.S.A. 43:16A-1 and 52:17B-66 for Police positions.

These are systems administered by the State of New Jersey. The Township has no control over the benefits and regulations that govern these systems. Enrollment applications benefit forms and handbooks are available through the Human Resource office and will be provided for all new employees.

Retirement benefits are funded through both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee’s salary each payroll period.

The Retirement System provides for normal retirement benefits and disability retirement benefits when an employee meets the plan requirements.

Annual benefit statements are provided by the Retirement System to participating employees. Employees may request an estimate of benefits from the Retirement System at any time to obtain an approximate projected retirement benefit figure.

It is the employee's individual responsibility to keep the information on file up to date related to their retirement account as to name, address and beneficiary status. Forms are available in the Human Resource Office.

Employees shall provide the Township with at least six (6) months, notice of their intent to retire. This notice shall in no way be binding upon the employee. However, failure to give advance notice may jeopardize the timely payment of accrued time that the employee would be eligible for due to budgetary restraints.

Employees who plan to retire from the system are encouraged to contact the State Division of Pensions at least 90 days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. Retirement dates must be effective on the first of a month. This action should also be coordinated with the Administrator’s Office, Human Resource and the Finance Department as a certification of final service and salary for the employee must be completed by the Township.

5.3.1 Defined Contribution Retirement Program

The Defined Contribution Retirement Plan (DCRP) provides eligible members with a tax-sheltered defined contribution retirement benefit along with life insurance and disability coverage. The following are eligible for DCRP:

- State or Local Officials who are elected or appointed on or after July 1, 2008
- Employees enrolled in the PERS or Teachers Pension and Annuity Fund (TPAF) on or after July 1, 2007 who earn a salary in excess of established maximum compensation limits.
- Employees enrolled in the Police and Fireman's Retirement System (PFRS) or State Police Retirement System (SPRS) after May 21, 2010 who earn a salary in excess of established compensation limits.
- Employees otherwise eligible to enroll in the PERS or TPAF on or after November 2, 2008, who do not earn the minimum annual salary for PERS or TPAF Tier 3 enrollment but who earn a salary of at least \$5000 annually.
- Employees otherwise eligible to enroll in the PERS or TPAF after May 21, 2010 who did not work the minimum number of hours per week (32 Hours per week) for PERS or TPAF Tier 4 or Tier 5 enrollment but who earn a salary of at least \$5000 annually.

Please refer to the New Jersey Defined Contribution Program website for further information.

5.4 Deferred Compensation

The Township provides an option to any regular employee to invest a portion of his/her present earnings in a deferred compensation plan, our two plan providers are AXA and VALIC. The Human Resource Department can provide contact information for either provider. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck, invested and then paid out at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

The program includes various investment options. Enrollment can be arranged through the Finance Office and is open to any regular employee with the Township. Contributions to the program are financed solely by the employee by payroll deduction.

5.4.1 Flexible Spending Account and Supplemental Insurance Coverage

The Township offers a Flexible Spending Account (FSA) that employees may enroll in as well as two options for Supplemental Insurance provided by AFLAC and Colonial Life.

Please see the Human Resource Department for information on these plans.

5.11 Personal Days

All full-time employees are entitled to three (3) personal days during the calendar year which will be posted on January 1 of each calendar year. Any personal days not used may not be carried over. Employees must submit requests for personal days to the Department Head prior to the day requested except in the case of emergencies. The Township reserves the right to require proof of such emergency circumstance. Personal days may be used in partial day increments.

New regular full-time employees will receive prorated Personal Days during the first Calendar year of employment.

New regular full-time employees hired after December 1 will not be entitled to any personal days in the year hired.

Regular part time employees working at least twenty (20) hours per week will receive prorated personal days in accordance with the above schedule. Seasonal and temporary employees do not receive personal days.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**



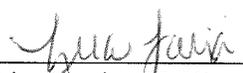
Lisa Fania, RMC
Township Clerk



Jeff Kuhl
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on May 4, 2020.



Lisa Fania, RMC
Township Clerk