



**Office of the Administrator  
Kathryn Monzo  
Deputy Administrator/Director of Finance  
Princeton Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540  
609-924-5176  
[kmonzo@princetonnj.gov](mailto:kmonzo@princetonnj.gov)**

Date: July 18, 2013

To: Mayor and Council

From: Kathy Monzo 

Subject: PPM amendment

At the June 24, 2013 council meeting you approved the Personnel Policy Manual with 2 changes recommended by the TTF, but different from the draft that was recommended by administration. At the same meeting you introduced the 2013 Salary Ordinance that was created based on the draft PPM, and is now in conflict with the approved PPM. At the July 5, 2013 meeting administration asked that you postpone the adoption of the salary ordinance while we explored options with the Personnel Committee.

On your agenda is a work session to discuss the longevity issue. Attached is the approved language as well as the recommended language from administration. I have also included Bob Bruschi's memo from July 2, 2013 as well as the introduced salary ordinance for your reference.

APPROVED LANGUAGE

**715 Longevity.**

Longevity pay will be eliminated in practice for all new employees effective January 1, 2013. Employees receiving longevity as of January 1, 2013 will continue to receive no less than their longevity pay at the time of the consolidation of Princeton Borough and Princeton Township.

Former Longevity eligible Township & Borough employees will receive longevity increases for the year of 2013 according to prior Township and Borough eligibility requirements and schedules listed below. There will be no additional Longevity increases after December 31, 2013. All 2013 Longevity increases will be effective January 1, 2013 regardless of anniversary date and will be added to the employee's base salary. Longevity will no longer be increased or regarded as separate compensation after December 31, 2013.

Longevity Schedule for former Township salaried, non-union personnel.

Prior Township Employee Longevity Scales  
YEARS OF CONTINUOUS SERVICE INCREMENT

	Whichever is greater :
After 5 years of service	1% of base salary or \$ 725.00
After 10 years of service	2% of base salary or \$ 1,375.00
After 15 years of service	3% of base salary or \$ 1,675.00
After 20 years of service	4% of base salary or \$ 2,175.00
After 24 years of service	5% of base salary or \$ 2,324.00

Longevity Schedule for former Borough Full-time, non-union personnel:

Full-time Borough employees hired prior to January 1, 2000 shall be entitled to longevity increments as listed below. In no event shall the increments of longevity exceed the amount of \$1,850.00 annually. After ten years of continuous service and in accordance with the other prior provisions, the annual salary of each eligible employee shall be increased as follows:

Prior Borough Employee Longevity Scales  
YEARS OF CONTINUOUS SERVICE INCREMENT

10- 14 years	\$ 900.
15- 19 years	\$1,200.
20 - 25 years	\$1,700.
Over 25 years	\$1,850.

ADMINISTRATOR'S RECOMMENDATION

**715 Longevity.**

Longevity pay will be eliminated in practice for all new employees effective January 1, 2013. Employees receiving longevity as of January 1, 2013 will continue to receive no less than their longevity pay at the time of the consolidation of Princeton Borough and Princeton Township.

Former Township salaried, non-union personnel, hired prior to January 1, 2013 shall continue to be increased by the below longevity increments on their anniversary date for the years of 2013 and 2014 as listed below. After January 1, 2015, Longevity increases will cease. Employees Longevity amounts will remain as part of the Employees' salary, but will not increase.

Prior Township Employee Longevity Scales  
YEARS OF CONTINUOUS SERVICE INCREMENT

	Whichever is greater :
After 5 years of service	1% of base salary or \$ 725.00
After 10 years of service	2% of base salary or \$ 1,375.00
After 15 years of service	3% of base salary or \$ 1,675.00
After 20 years of service	4% of base salary or \$ 2,175.00
After 24 years of service	5% of base salary or \$ 2,324.00

Former Borough employees hired prior to January 1, 2013 will receive Longevity Pay increases for years 2013 and 2014 based on prior eligibility and the Borough's prior policy listed below. After January 1, 2015, Longevity increases will cease. Employees Longevity amounts will remain as part of the Employees' salary, but will not increase.

Full-time Borough employees hired prior to January 1, 2000 shall be entitled to longevity increments as described in this section. Employees who receive longevity shall continue to do so, receiving future adjustments after reaching the top of the salary scale in accordance with their anniversary date of employment. In no event shall the increments of longevity exceed the amount of \$1,850.00 annually. After ten years of continuous service and in accordance with the other provisions of this paragraph, the annual salary of each employee shall be increased on the anniversary date of employment as follows:

Prior Borough Employee Longevity Scales  
YEARS OF CONTINUOUS SERVICE INCREMENT

10- 14 years	\$ 900.
15- 19 years	\$1,200.
20 - 25 .years	\$1,700.
Over 25 years	\$1,850.



**Office of the Administrator,  
Robert W. Bruschi  
Princeton Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540  
609-924-5176**

Date: July 2, 2013

To: Mayor and Council

FROM: Robert Bruschi

SUBJECT: Salary and Wage Ordinances

Council is scheduled to have the public hearing on the salary and wage ordinance. Administration is going to ask that the council defer adopting the proposed ordinance until July 22<sup>nd</sup>. The reason is we are attempting to deal with the salary impacts that could occur from rolling in the longevity into the base salaries. As such we need some time to go over some options with the Personnel Committee. The outcome of the discussion could result in either a change in the ordinance modifying the ranges or a proposed modification to the PPM, which might continue to meet the intent of the Transition Task Force recommendations but not cause some unintended consequences with regards to salaries. Therefore the recommendation is to have the public hearing and to continue the public hearing to the meeting of the 22<sup>nd</sup>.

Council will also be considering a separate ordinance, which would amend the salaries of the council members. Previously the administration recommended that the salaries of the Mayor and the Council be adjusted. This proposal only amends the council salary and puts it in line with the former Township Committee salary.

If you have any specific questions about either of these two ordinances please feel free to contact either Kathy or myself

C: Kathy Monzo

**ORDINANCE # 2013-  
OF THE MAYOR AND COUNCIL OF PRINCETON  
CONCERNING SALARIES AND COMPENSATION OF CERTAIN  
PERSONNEL OF THE MUNICIPALITY OF PRINCETON**

**BE IT ORDAINED** by the Mayor and Council of Princeton:

1. Salary and Wage Classification Plan for full-time non-contractual personnel.

**Class I**

- Administrator

**Class I-A**

- Chief

**Class II (Department Directors)** **140,000-160,000**

- Director of Planning and Engineering
- Captain
- Director of Infrastructure and Operations
- Deputy Admin./Director of Finance

**Class III (Senior Division Directors)** **110,000-127,000**

- Director of Public Works
- CFO
- Land Use Engineer

**Class IV (Division Directors)** **82,500-107,500**

- CBD/Parking Assistant Superintendent
- Assistant Public Works Superintendent
- Recreation Director
- Corner House Director
- Health Officer
- Construction Official / Building Sub-Code Off.
- Planning Director

**Class V (Division Managers II)** **80,000-100,000**

- Assistant Engineer
- Zoning Officer
- Court Administrator
- Municipal Clerk
- Fire/Housing
- Director of Emergency Services
- Chief Information Officer
- Assessor

**Class VI (Field Operations Specialists) 70,000-100,500**

- Engineering Project Manager
- Construction Manager
- Infrastructure/Operations Construction Manager
- Construction Code Inspectors /Sub-code Officials

**Class VII (Program Managers) 57,000-90,000**

- Affordable Housing Manager
- Human Services Director
- Historic Preservation Officer/Assistant Zoning Officer
- Tax Collector
- Parking Supervisor
- Arborist
- Recreation Assistant Director
- Development Compliance Official
- Director of Clinical Operations

**Class VIII Program Specialists 50,000-82,500**

- CAD Design Manager/Surveyor
- CAD Design Inspectors
- Senior Environmental Health Specialist
- Grant Development Coordinator

**Class IX (Supervisors) 50,000-80,000**

- Deputy Court Administrator
- Deputy Clerk
- Lead Mechanic
- Foreman (DWP, SOC, Buildings)
- Recreation Maintenance Foreman

**Class X (Assistants Program and Operations) 46,000-70,000**

- Assistant to the Municipal Clerk
- Planning Administrative Coordinator/Assistant to Planner
- Construction Engineer
- Infrastructure/Operations Administrative
- Infrastructure/Operations Recycling
- Assistant to Zoning Officer / Board Secretary
- Land Use Development Review Official
- Recreation Program Supervisors

**Class XI (Program Operations) 42,000-68,000**

- Animal Control Officer
- Assistant Recreation Maintenance Foreman
- Fire Prevention Inspectors
- Parking Supervisory Support

**Class XII (Senior Technical Support)**

**40,000-72,500**

- Technical Assistant to the Construction Official
- Environmental Health Inspector
- Purchasing Agent
- Bookkeeper
- IT Coordinator
- Human Resource Manager
- Payroll & Benefits Coordinator
- Rental Housing Support
- Emergency Services Support
- Assistant to the Chief
- Police Administrative Coordinator
- Administrative Coordinator
- Prevention Coordinator

**Class XIII (Technical Assistant)**

**40,000-60,000**

- Deputy Tax Collector
- Assistant Assessor
- IT Tech
- Registrar
- Outreach Coordinator
- Clinicians
- Recreation Maintenance

**Class XIV (Administrative Support)**

**45,000-60,000**

- Recreation
- Finance
- Engineering
- Clerk
- Planning
- Construction
- Administrative Assistants (steps 5-12)

**Class XV (Secretarial Support)**

**30,000—55,000**

- Violations Records Clerks
- Police Records Clerks
- Engineering
- Construction
- Recreation
- Secretary / Administrative Secretary (steps 0-12)
- Administrative Assistant (steps 0-4)

Unclassified

Judge

Crossing guards

Part time / Seasonal / Hourly / Per diem

2. The Administrator, with the approval of the Mayor and Princeton Council, may direct the payment of additional compensation.
3. Salaries and compensation to be effective as of January 1, 2013 unless currently applied.

The salaries and compensation provided for herein shall be effective as of January 1, 2013 or as currently applied for employees who were on the payroll as of the date of the final adoption of this ordinance.

4. Compensation of other personnel.

The salaries or compensation of any officers or employees for whom compensation is not fixed in this ordinance, or for whom compensation is not otherwise fixed by or pursuant to law, shall be fixed and determined by resolution of the Mayor and Council from time to time in such amounts as shall be commensurate with the nature and extent of their employment and the compensation hereinabove provided for similar personnel.

The foregoing ordinance was introduced at a meeting of the Princeton Mayor and Council held on June 24, 2013 and will be further considered for final passage after a public hearing thereon at a meeting of said Council to be held at the Princeton Municipal Building, 400 Witherspoon Street, on July 8, 2013 which begins at 7:00p.m.



Kathleen K. Brzezynski  
Deputy Clerk