

CITY OF ABSECON

ORDINANCE 16-2024

**AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE
CITY OF ABSECON, CHAPTER 61 ENTITLED "PERSONNEL"**

WHEREAS, the Municipal Council of the City of Absecon City has deemed it necessary and prudent to update its personnel policies to be consistent with changes to the law and to provide benefits to its non-union employees more consistent to those negotiated by its union employees and other New Jersey public and private employees generally;

NOW THEREFORE, be it ordained by the Municipal Council of the City of Absecon City, New Jersey that Chapter 61 be amended as follows:

SECTION 2: VACATION LEAVE

- A. Vacation leave shall be granted to all regular, full-time permanent employees. Employees shall earn one vacation day for each full calendar month worked for all months in their first calendar year of service. Vacation time may not be taken until it is earned.
- B. For the remaining years, vacation days for regular full-time employees shall be awarded on January 1 of the year during which the following years of service are completed:

Years of Service	Number of Vacation Days
1	12
2, 3 and 4	15
5, 6, 7, 8 and 9	18
10, 11, 12, 13 and 14	21
15 through 23	24
After 23	27

- C. The awarding of vacation days on January 1 anticipates continued service by an employee throughout the calendar year. Should an employee not complete the calendar year, the number of earned vacation days shall be prorated as follows:

- (1) Twelve days: 1.00 day per month.
- (2) Fifteen days: 1.25 days per month.
- (3) Eighteen days: 1.50 days per month.
- (4) Twenty-one days: 1.75 days per month.
- (5) Twenty-four days: 2.00 days per month.
- (6) Twenty-Seven days: 2.25 days per month.

- D. In the event that an employee leaves his/her employment with the City and has used vacation time he/she has not earned for the calendar year, the employee shall owe the City for the time so used.
- E. Vacation time cannot be taken in less than one-half-day increments.
- F. Part-time employees working at least twenty-eight (28) hours per week on a permanent schedule shall be granted vacation leave in an amount equal to 80% of the full-time employee allocation. The awarding of vacation hours on January 1st presumes continued service and schedule by an employee throughout the calendar year. Part-time employees who are employed at the time of passage of this amendment shall be eligible as of October 1, 2018 and will commence at the year one (1) level.
- G. Vacation days must be used in the year in which they are earned or the next succeeding year only or else they are lost without compensation.

SECTION 3 - SICK LEAVE.

- A. All regular full-time permanent employees shall be entitled to 15 workdays of sick leave with pay each calendar year.
- B. Employees with less than one full year of continuous satisfactory service shall be entitled to 1.25 workdays of sick leave with pay for each calendar month of service.
- C. Unused sick leave may be accumulated from year to year for future use. Sick leave cannot be used in advance of its accrual unless authorized by the City Administrator.
- D. Part-time employees working at least twenty-eight (28) hours per week on a permanent schedule shall be granted sick leave in an amount equal to 80% of the full-time employee allocation. The awarding of the sick hours on January 1st presumes continued service and schedule by an employee throughout the calendar year.
- E. Part-time employees working less than 28 hours per week shall receive sick leave pursuant to the New Jersey Paid Sick Leave Act.
- F. Sick leave may be used for any reason set forth as required under the New Jersey Paid Sick Leave Act.

SECTION 4 - HOLIDAYS.

- A. Only regular full-time permanent employees shall receive holiday pay. The following days will be considered as legal holidays with City offices closed and normal operations suspended:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Juneteenth (Celebrated on the day designated by the State)

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
The Friday immediately following Thanksgiving
Christmas
Two personal days (see Section 61-6)

- B. When any of these legal holidays falls on Sunday, the following Monday shall be the official holiday. Should any of the listed holidays fall on a Saturday, the Friday preceding shall be the official holiday.
- C. All employees compensated on an annual salary basis, except those specifically exempted in the salary ordinance, who are required to work on any of the official holidays mentioned in paragraph A. above will receive compensation at the rate of 1 1/2 hours pay for each authorized hour worked.

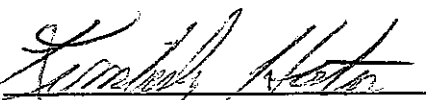
SECTION 8 – CITY BENEFITS UPON RETIREMENT.

- A. Employees retiring through PERS who commenced service with the City of Absecon before May 21st, 2010 shall be entitled to a payout of fifty percent (50%) of their accumulated sick time upon retirement.
- B. Employees retiring through PERS who commenced service with the City of Absecon on or after May 21st, 2010, shall be entitled to fifty percent (50%) of their accumulated sick time upon retirement up to a maximum of \$15,000 per N.J.S.A. 40A:9-10.4.
- C. Payment for any accrued and unused vacation days shall be made upon retirement.

BE IT FURTHER ORDAINED that:

1. Any Ordinance or parts of ordinances, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of any such inconsistency.
2. This ordinance shall take effect upon final adoption and publication as required by Law.

DATED: August 1st, 2024

SIGNED: 
Kimberly Horton, Mayor

ATTEST: 
Carie A. Crone, RMC, Municipal Clerk

Passed on first reading at a regular meeting of the Municipal Council held on July 2nd, 2024. Laid over and advertised for public hearing and final adoption on August 1st, 2024. Notice is hereby given that the foregoing Ordinance was approved for final adoption by the Municipal Council of the City of Absecon at a regular meeting held on August 1st, 2024.