

**BOROUGH OF RIVERDALE**

**ORDINANCE NO. 05 - 2011**

**ORDINANCE AMENDING CHAPTER 45 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF RIVERDALE**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Riverdale, in the County of Morris and State of New Jersey, as follows:

**Section 1.** Chapter 45 of the Revised General Ordinances of the Borough of Riverdale shall be amended by the following revision to Section 45-6, which shall read in its entirety as follows:

**§ 45-6. Hours of work.**

Except members of the Police Department's bargaining units, the normal work week shall be five days, Monday through Friday. The normal work day shall be eight hours and the normal work week shall be 40 hours. In order to be considered a full-time employee, an employee must work at least 30 hours per week, 37.5 hours per week if hired after February 1, 2011.

**Section 2.** Chapter 45 of the Revised General Ordinances of the Borough of Riverdale shall be amended by the following revision to Section 45-8, which shall read in its entirety as follows:

**§ 45-8. Sick leave.**

All full-time salaried employees shall be entitled to accumulate sick leave at regular pay according to the following schedule: 1 working day per month during the remainder of the first calendar year after initial appointment. Thereafter, each employee shall be entitled to compensable sick leave of 6 days per calendar year, and any amount of sick leave allowance not used in any calendar year shall accumulate to an employee's credit from year to year to be used only if and when needed for such purpose. This section, as amended, takes effect January 1, 2011. Notwithstanding the foregoing:

- A. A new employee shall not be granted sick leave during the initial three months of employment.
- B. Sick leave cannot be used for absences due to snow, inclement weather or for any personal reasons.

- C. An employee who is absent due to sickness shall, upon return to work and upon request of his department head or the Borough Clerk, submit a doctor's certificate attesting to said illness to his department head, who shall forward such certificate to the Borough Clerk. An employee who is absent due to illness for more than three incidents during a calendar year shall be required to meet with the Mayor, Borough Clerk and a member of the Borough Council to explain their absence. An incident shall consist of one or more consecutive days absent from work due to illness. Abuse of sick leave shall be cause of disciplinary action.
- D. At retirement, in good standing under P.E.R.S. regulations, employees will be compensated for unused sick leave not to exceed, however, 300 days based upon the individual's rate of pay at the year of retirement, provided that the sick leave shall be paid on the basis of one paid day for every two sick days accumulated, and in no event shall such compensation exceed the sum of \$9,000. This section applies only to those employees who retire under P.E.R.S. regulations on or before December 31, 2013.
- E. Any amount of sick leave allowance not used in a calendar year shall accumulate to the employee's credit from year to year for a maximum of one hundred, thirty (130) days and may be used, if and when needed, for sick leave. Those employee's whose accumulated sick leave is in excess of 130 days may retain those days for sick leave, but may not increase that number past the 2011 accumulation.

**Section 2.** Chapter 45 of the Revised General Ordinances of the Borough of Riverdale shall be amended by the following revision to Section 45-9, which shall read in its entirety as follows:

**§ 45-9. Holidays.**

- A. The official holidays observed by the Borough shall be established by Resolution at the annual reorganization meeting.
- B. In the event that a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. In the event that a holiday falls on a Sunday, the holiday shall be observed on the following Monday.
- C. In order to receive holiday pay, it is expected that all employees will report to work the day before and the day after each holiday unless otherwise previously excused, in writing, by their department head or the Borough Clerk.

**Section 3.** Chapter 45 of the Revised General Ordinances of the Borough of Riverdale shall be amended by the following revision to Section 45-13, which shall read in its entirety as follows:

**§ 45-13. Health benefits.**

- A. All full-time employees (employees working at least 37.5 hours per week) and the eligible members of their families shall be entitled to hospitalization and major medical insurance coverage as provided by the Borough. All members of the governing body and the eligible members of their families shall be entitled to hospitalization and major medical insurance coverage as provided by the Borough to eligible Borough employees. The Borough Council shall determine on an annual basis what percentage of the premiums for such coverage shall be paid by the Borough. Eligible employees who choose to accept these benefits shall be responsible to pay the portion of the premiums not paid by the Borough.
- B. The Borough shall have the right to change insurance carriers and their terms of coverage.
- C. Coverage shall continue while on paid sick leave.
- D. All full-time employees (employees working at least 37.5 hours per week) shall be entitled to dental insurance coverage as provided by the Borough. The eligible members of the employees' families shall be entitled to dental insurance coverage as provided by the Borough. The employee, through payroll withholding, shall be responsible for the premium charges of the members of the employee's family.

**Section 4.** Chapter 45 of the Revised General Ordinances of the Borough of Riverdale shall be amended by the following revision to Section 45-19, which shall read in its entirety as follows:

**§ 45-19. Reimbursement for certain expenses.**

- A. An employee will be reimbursed for all expenses incurred for travel, lodging, meals, courses, seminars, etc., as authorized by the Mayor and Council. All receipts and bills must be forwarded to the Borough Clerk on an appropriate voucher for reimbursement at the end of each month but in no event later than 60 days after incurring such expense.

B. Any employee who is requested by the Borough to use his personal car in the performance of his work during regular working hours shall receive reimburse in a percentage of the maximum amount permitted under Internal Revenue Service regulations as established by the governing body.

**Section 5.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 6.** All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 7.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Adopted this \_\_\_\_ day of  
\_\_\_\_\_, 2011.

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Carol Talerico, Borough Clerk

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William Budesheim, Mayor