

## RESOLUTION #35-2023

### AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICIES & PROCEDURES TO ADD NEW POLICY

**WHEREAS**, The City of Margate City, Atlantic County, State of New Jersey has Policies and Procedures that are issued on Power DMS (Document Management System); and

**WHEREAS**, The Board of Commissioners has determined that there is a need to add a new policy in accordance with the Atlantic County Municipal Joint Insurance Fund (ACMJIF) and the Municipal Excess Liability Joint Insurance Fund (MEL), 2021-2022 Plan of Risk Management; and

**WHEREAS**, the new policy is as follows:

<u>Policy</u>	<u>Number</u>	<u>Comments</u>
Longevity Benefit	409	Setting Standards for Longevity Pay

;and

**WHEREAS**, these personnel policies and procedures have been reviewed by Labor Attorney Vanessa James, Esquire, and Municipal Administrator Ken Mosca.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City that the listed policies attached hereto are hereby adopted and will be issued to employees via Power DMS.

**BE IT FURTHER RESOLVED**, that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event that there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED**, that these personnel policies and procedures are intended to provide guidelines covering public service by City employees and do not represent a contract. These policies and procedures may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners.

**BE IT FURTHER RESOLVED**, that to the maximum extent permitted by law, employment practices for the City shall operate under the legal doctrine known as “employment at will.”

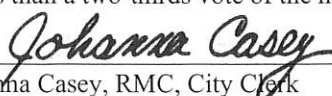
ROLL CALL:

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Becker			X			
Amodeo	X		X			
Blumberg		X	X			

DATE: February 2, 2023

CERTIFICATION

I, Johanna Casey, Clerk of Margate City, Atlantic County, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Commissioners of the City of Margate City at a meeting of said Commission held on February 2, 2023, and said resolution was adopted by not less than a two-thirds vote of the members of the Commission.

  
Johanna Casey, RMC, City Clerk

**CITY OF MARGATE**  
Employee Handbook/Policy and Procedure Manual

**SECTION 1: Compensation and Employee Benefits Policies**

POLICY NO.: 409

# OF PAGES: 2

**SUBJECT: LONGEVITY BENEFIT POLICY**

EFFECTIVE DATE: February 2, 2023

REVIEW DATE: February 2, 2023

REPLACES POLICY DATED: NEW

**LONGEVITY**

A longevity benefit is an annual increase to an employee's salary based on length of service with the City.

Unless specified in another Collective Bargaining Agreement or an Individual Employment Agreement employees shall receive an increase based on longevity in accordance with the terms outlined in this policy.

Each employee hired prior to December 31, 2013, in addition to his or her annual base salary, shall receive the following additional compensation based upon their continuous length of his or her service with the City.

YEARS OF SERVICE	LONGEVITY PAYMENT
5	2.5%
10	4.5%
15	6.5%
20	8.5%
25	13%

Any employee hired for full-time status after January 1, 2013, but prior to January 1, 2016, will not be entitled to the fifth-year longevity increase. Said employee shall be entitled to the full ten (10) year longevity increase of 4.5% and each longevity increase thereafter as set forth in the above schedule.

Any employee hired for full-time status after January 1, 2016, but prior to January 1, 2018, will not be entitled to the fifth-year or tenth-year longevity increase. Said employee shall be entitled to the full fifteen (15) year longevity increase of 6.5% and each longevity increase thereafter as set forth in the above schedule.

Any employee hired for full-time status after January 1, 2018, shall not be entitled to any longevity benefits.

Longevity increases shall be paid in equal bi-weekly installments at the same time as the employee's base pay. In computing overtime pay, vacation pay and other pay rates authorized by the City, the basic pay of any employee shall include the employee's base pay plus the longevity increase.

In computing longevity, an employee's length of service will be calculated from the first day of the calendar year said employee began full-time employment. For example, if an employee began their full-time

employment on July 15, 1991, they will have worked ten (10) years for the City on July 15, 2001, and be entitled to the 4.5% longevity payment beginning on January 1, 2001.

**Employees covered under a Collective Bargaining Agreement or an Individual Employment Agreement:**

*The employment details set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any Collective Bargaining Agreement that a union has with the City or in an Individual Employment Agreement. Wherever employment details in this policy differ from the terms contained in a Collective Bargaining Agreement with the City or an Individual Employment Agreement, the specific terms of the Collective Bargaining Agreement or the Individual Employment Agreement will control.*