

RESOLUTION 2023-71

**RESOLUTION OF THE BORDENTOWN SEWERAGE AUTHORITY,
AUTHORIZING CHANGE IN ADMINISTRATIVE HOURS OF WORK**

WHEREAS, the Bordentown Sewerage Authority's administrative office hours of work have been 8:00 am to 4:30 pm Monday through Friday, working an 8.5 hour shift, including a ½ hour unpaid break; and

WHEREAS, it has been requested by the administrative staff members that the hours of work be changed to 8:30 am to 4:30 pm Monday through Friday, working an 8-hour shift, including a ½ hour unpaid break; and

WHEREAS, the affected employee's hourly rates shall not change; and

WHEREAS, the breaks allotted to the employees in the Employee Handbook shall not change (a thirty minute paid lunch break, and a thirty minute unpaid break); and

WHEREAS, the number of hours paid per bi-weekly pay period will be reduced from 80 to 75; and

WHEREAS, all banked time available as of the effective date will be adjusted to the new workday length of 7.5 hours per day; and

WHEREAS, the Administrative Manager requests the Board alter the administrative staff hours of work effective June 21, 2023.

NOW, THEREFORE BE IT RESOLVED, by the Board of the Bordentown Sewerage Authority, the Administrative Office staff shall work Mondays through Fridays 8:30 am to 4:30 pm with a thirty minute paid lunch break and a thirty minute unpaid break to be paid a total of 7.5 hours per day. The new hours of work shall commence on Wednesday June 21, 2023.

THE BORDENTOWN SEWERAGE AUTHORITY

By: M. Ellen Gulbinsky
M. Ellen Gulbinsky, Chairwoman

Attest:

Aneka Miller
Aneka Miller, Secretary