

## RESOLUTION 2026-032

### RESOLUTION OF THE BORDENTOWN SEWERAGE AUTHORITY, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY UPDATING AND REVISING THE BORDENTOWN SEWERAGE AUTHORITY'S EMPLOYEE HANDBOOK AND POLICIES AND PROCEDURES MANUAL

**WHEREAS**, the Bordentown Sewerage Authority ("the Authority"), in the County of Burlington, State of New Jersey, maintains a Policies and Procedures Manual which outlines the policies and procedures of the Authority;

**WHEREAS**, from time to time the Authority must routinely update its policies and procedures manual to be consistent with changes in law and regulations;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Bordentown Sewerage Authority, in the County of Burlington, State of New Jersey, this 17<sup>th</sup> day of February, 2026 as follows:

- (A) The Authority revises its Policies and Procedures Manual in accordance with the attached Exhibit A. Additions are underlined thusly and deletions are stricken ~~thusly~~. Changes are contained within the following sections:
- (1) Section Three – Paid and Unpaid Time Off Policies within subsections for Vacation Leave Policy and Sick Leave Policy; and
  - (2) Section Four – Compensation & Employee Benefits Policies within subsections for Overtime Compensation Policy, Standby Duty Policy, and Educational Assistance and Training Policy
- (B) **Severability**. If any section, subsection, paragraph, sentence or other part of these revisions is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the judgment shall not affect, impair or invalidate the remainder of these changes, which shall remain in full force and effect.

(C) **Repealer:** Any provisions of the Policies and Procedures Manual which is found to be inconsistent with the provisions of these revisions are hereby repealed.

(D) **Effective Date:** The above revisions shall take effect immediately upon final adoption by the Authority.

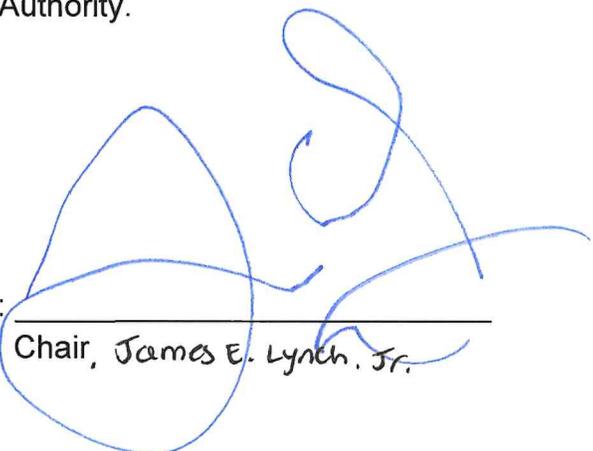
Date of adoption: February 17, 2026

THE BORDENTOWN SEWERAGE AUTHORITY

Attest:

  
\_\_\_\_\_  
Secretary, Aneta Miller

By:

  
\_\_\_\_\_  
Chair, James E. Lynch, Jr.

Section Three: Paid and Unpaid Time Off Policies

**Vacation Leave Policy:**

1. Employees hired prior to June 1<sup>st</sup> in a calendar year shall be entitled to five (5) days paid vacation in that calendar year, after the probationary period expires, and ten (10) days in the subsequent calendar year.
2. Employees hired on or after June 1<sup>st</sup> in a calendar year shall be entitled to ten (10) days paid vacation in the subsequent calendar year, after the probationary period has expired.
3. All remaining vacation time is awarded on a calendar year basis.
4. As of January 1<sup>st</sup> following the first (1<sup>st</sup>) anniversary date of employment, each employee shall be entitled to ten (10) days annual paid vacation.
5. As of January 1<sup>st</sup> following the fifth (5<sup>th</sup>) anniversary date of employment, each employee shall be entitled to fifteen (15) days annual paid vacation.
6. As of January 1<sup>st</sup> following the tenth (10<sup>th</sup>) anniversary date of employment, each employee shall be entitled to twenty (20) days annual paid vacation.
7. As of January 1<sup>st</sup> following the fifteenth (15<sup>th</sup>) anniversary date of employment, each employee shall be entitled to twenty (20) days annual paid vacation, plus an additional one (1) day per year over 15 years to a maximum of twenty-five (25) days.

Employees shall submit vacation requests for the calendar year by March 31<sup>st</sup> of each year. An employee may not select a total of more than two (2) weeks of vacation during July and August. Vacation schedules submitted by March 31<sup>st</sup> shall be awarded on the basis of seniority within job description and subject to manpower requirements of the Authority. Thereafter, a two (2) week period shall be allowed for claiming any unused vacation available during July or August. Vacation schedules submitted between April 1 and 15 for unused vacation allotments in July or August shall be awarded on the basis of seniority as described above. All other vacation schedules submitted after April 1 shall be awarded on a first-come, first-served basis. No vacation shall be approved unless made two (2) weeks in advance, unless waived by the Authority. All vacations shall be scheduled giving preference wherever possible to seniority after taking into consideration job functions, manpower requirements and plant operations. Once a vacation request has been approved for the employee, there shall be no changes in the approved vacation period, either by the employee or by the Authority.

Vacation leave must be taken in the year that it is earned, except that employees who do not take vacation leave that accrues in a given year because of business demands shall be granted that accrued leave not to exceed 40 hours to be used only during the next succeeding year, with written approval of the Authority. However, vacation leave not taken in a given year because of duties directly related to a state of emergency declared

## Exhibit A

by the Governor may accumulate at the discretion of the Authority until, pursuant to a plan established by the Authority, the leave is used or the employee or officer is compensated for that leave, which shall not be subject to collective negotiation or collective bargaining.

Employees who have an approved vacation/benefit time scheduled who call in sick the day before or day following a vacation, holiday and/or leave, and/or any other authorized day of absence may be required to submit a physician's statement.

An employee who is entitled to vacation leave at the time of his retirement, shall receive the earned vacation, which has not been taken. In the event that an employee who is entitled to vacation leave dies, his estate shall receive the earned vacation pay, which has not been taken.

Any employee that has been laid off, resigned, quit or been discharged shall receive all vacation pay, which has not been taken up to the date of such action.

Section Three: Paid and Unpaid Time Off Policies (continued)

**Sick Leave Policy:**

The Authority permits an employee, pursuant to N.J.S.A. § 34:11D-3(a), to use the earned sick leave accrued for any of the following instances:

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;
- (4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others;
- (5) During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or
- (6) If an employee needs to attend a school-related conference, meeting, function or other event requested or required by an administrator, teacher, or other professional school staff member responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Authority requires three (3) days' notice for any foreseeable use of leave. If the use of leave is unforeseeable, the employee should notify the Authority as soon as practicable of their need to use same. Should an employee need to use three (3) or more consecutive days of leave, said employee must provide the Authority with reasonable documentation that the leave is being taken for one of the purposes permitted above. Reasonable documentation shall be as defined in N.J.S.A. § 34:11D-3(b).

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An employee is eligible to use the earned sick leave beginning on the 120th calendar day after the employee starts work. The employee may subsequently use earned sick leave as soon as it is accrued. Employees will not be paid for any unused sick leave, except as expressly required by federal or State laws, or an applicable collective negotiations agreement.

Sick leave shall be earned and accrued by employees of the Authority in the following manner:

1. Probationary employees will accrue sick time at a rate of 1 hour for every thirty (30) hours worked, up to a cap of forty (40) hours per year. Probationary employees will be eligible to use this time 120 calendar days after his/her start date. At the conclusion of the probationary period, additional sick leave shall accrue as defined below.
2. All other employees shall be given a maximum of thirteen (13) sick days per calendar year, which shall accrue at the rate of one (1) day per full calendar month. Although sick leave may be taken at any time during the year, in the event that any employee works less than the full calendar year, the employee shall reimburse the Authority for any sick leave taken that is in excess of the sick leave accrued.
3. Sick leave that is unused during the calendar year will be carried forward for use in subsequent years.
4. Sick leave pay shall be based upon the employee's regular straight time rate, exclusive of any premiums for the day or days on which the employee is absent from work because of accident or illness.
5. Reporting of absence on sick leave -- If an employee intends to use leave for a foreseeable reason, the employee must provide advanced notice of the intended use of sick leave. Where sick leave is used for an unforeseeable reason, the employee must provide notice as soon as practicable. Failure to notify the Supervisor may be cause for disciplinary action.
6. Sick leave benefits shall commence on the first day of absence from work.
7. A doctor's certificate shall be required as a condition for payment of sick leave after a three-day absence, and at the discretion of the Authority, after five (5) separate occurrences of sick leave in any one (1) calendar year. If the employee is attending to an immediate family member, a doctor's certificate may be required of that individual. A doctor's certificate/note is defined as a note provided by a licensed health care provider as a result of a patient/Doctor consultation verifying that the employee or immediate family member has been seen and evaluated, and stating the employee's need and time period excused from work.

## Exhibit A

8. Sick leave benefits are not convertible to cash, bonuses or to extra time off with pay, except upon retirement the Authority shall buy back all accumulated sick leave at one-half (1/2) the employee's then-current hourly rate up to a maximum of \$15,000.00.
9. Sick leave benefits shall not be used for personal days, vacation or the like, and shall only be used as defined in this policy or allowed by law.
10. During the period of absence from work, the Authority shall receive credit for welfare payments, worker's compensation or other benefits received under policies whose premiums are paid in whole or in part by the Authority. Under no circumstances shall the combination of sick leave benefits with any of the aforesaid exceed an employee's regular straight time daily or weekly rate of pay.
11. Sick leave benefits shall be payable only to those days lost on which the employee was regularly scheduled to work. In no event shall sick leave benefits apply to an employee's scheduled day off, holiday, vacation, leave of absence, overtime, or to any day for which an employee has received full pay from the employer.
12. In the case of absence due to exposure to contagious disease, a medical certificate shall be required as a condition precedent to the return to work by the employee affected.
13. The Authority, may, in its discretion, require an employee who has been absent because of illness to undergo a physical examination by a physician designated by the Authority at the expense of the Authority.
14. Abuse of sick leave shall be cause for disciplinary action.
15. New Jersey Temporary Disability Insurance claim applications can be made on the New Jersey Department of Labor and Workforce Development website. The employee may choose to use accrued sick leave during Temporary Disability leave.

Section Four: Compensation & Employee Benefits Policies

**Overtime Compensation Policy:**

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative or professional positions are exempt from the provisions of the Act. The Administrative Manager shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Executive Director's prior approval and at the sole discretion of the Executive Director.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Supervisor or the Executive Director. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty hours in a weekly period. For purposes of overtime compensation hours worked are computed to the nearest one-quarter hour per day. Previously scheduled vacation and holiday time are considered time worked for purposes of determining overtime compensation, but sick and personal time are not. In case of call back for emergencies, a minimum of ~~three~~ four hours of overtime is guaranteed.

**Standby Duty Policy:**

The Authority shall assign employees to standby duty for seven (7) consecutive days to respond to complaints, ~~and emergencies, and emergency mark-outs~~ during off-hours. An employee on standby duty must respond within thirty (30) minutes of notification or be subject to disciplinary action. The only exception to the 30 minute response time is for an emergency mark-out received after 5:30am, which may be completed upon regular duty start-time. The employee on standby shall receive additional compensation, as determined by the Authority. Normal Standby Compensation \$~~40~~45.00/day, Holiday Standby \$~~55~~65.00/day. See collective bargaining agreement for additional language for contracted employees.

Section Four: Compensation & Employee Benefits Policies (continued)

**Educational Assistance and Training Policy:**

The Authority ~~expects~~ requires all employees\*\* to continue to improve their knowledge base and work skills. Within two years of date of hire, All Sewer Maintenance Workers must enroll in and successfully pass entry level wastewater and collections operations and treatment programs to obtain at a minimum a C-1, S-1 license. To that end, ~~E~~employees must take enroll in courses directly related to their area of job responsibility if approved in advance by the Employer. The Employer shall furnish forms to Employees for submitting written requests. Employees may request that the Authority pay the tuition/registration fee in advance. The Employee must attain a passing grade and must submit proof of the passing grade to the Employer. If the Employee does not attain a passing grade, he/she must reimburse the Employer within six (6) months. If the Employee does not reimburse the Authority within six (6) months, the Authority shall have the right to withhold the reimbursement due from the Employee from the Employee's payroll check(s). If an Employee resigns within a two (2) year period from the receipt of monies for said education, the Employee will be required to fully reimburse the Employer for all monies paid under this Article.

The Employer will furnish transportation or will authorize reimbursement to the Employee for transportation costs to and from school in accordance with the Authority travel policy. If the Employee has paid the cost/registration fees in advance, he/she shall submit to the Employer evidence of a passing grade, at which time the Employer will authorize reimbursement to the Employee. This policy includes tuition and transportation costs for Licensed Operators who are required to attain Training Contact Hours (TCH) each year.

\*\*Anyone hired prior to January 1, 2019 is not held to the expectation to earn licenses.

The Authority agrees to reimburse employees for annual NJDEP licensing fees for employees who currently hold licenses as sewer operators.

Employees shall receive the below additional hourly rate for each license ~~held~~ earned after January 1, 2026.

- Category I - S-1 or C-1 - ~~\$.60~~ \$1.00 per hour per license
- Category II - S-2 or C-2 - ~~\$.60~~ \$1.00 per hour per license
- Category III - S-3 or C-3 - ~~\$.60~~ \$1.00 per hour per license
- Category IV - S-4 or C-4 - ~~\$.85~~ \$1.50 per hour per license

The Authority will reimburse the testing application fee upon successful completion of the test. Only one test per license may be submitted for reimbursement.

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If the employee does not maintain their held licenses in an active status with New Jersey Department of Environmental Protection, then any increase in salary will be reversed.