

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2025-39

March 13, 2025

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL
REGARDING EMERGENCY CLOSING, HOLIDAY, AND
UNIFORM/SHOE/EYEWEAR ALLOWANCE POLICIES

WHEREAS, the Salem County Improvement Authority Personnel Policy and Procedures Manual serves as governing document for all employees, volunteers and independent contractors; and

WHEREAS, the Board approved and adopted the Revised Personnel Policy and Procedures Manual on July 9, 2024 pursuant to Resolution 2024-60, to ensure compliance with current requirements and sound practices; and

WHEREAS, the Personnel committee reviewed and recommended certain revisions to the Emergency Closing, Holiday, Uniform/Shoe/Eyewear/Allowance Policies as attached hereto as Exhibit A; and

WHEREAS, the SCIA has determined that the proposed policy revisions are appropriate in order to maintain compliance with current laws and are in the best interest of SCIA and its employees.

NOW, THEREFORE, BE IT RESOLVED that the SCIA hereby amends and adopts the Emergency Closing, Holiday, Uniform/Shoe/Eyewear Allowance Policies, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that the attached Emergency Closing, Holiday, Uniform/ Shoe/Eyewear Allowance Policies be and the same is hereby made a part of the Salem County Improvement Authority Policy and Procedures Manual.

ATTEST:


Barry Davis, Secretary


Laura Crane, Treasurer

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held March 13, 2025.


Barry Davis, Secretary

VII. GENERAL RULES AND REGULATIONS

Emergency Closing

If it is necessary to close the Authority offices because of adverse weather or other conditions, the decision will be made by the Executive Director in conjunction with the Landfill Manager. Generally, the Authority will be open for business during inclement weather. The Executive Director and Landfill Manager may determine during events of inclement weather if all personnel will be affected by a schedule modification or not. In the event that essential personnel are required to report differently than administrative staff they are to do so at the direction of the Landfill Manager. The Executive Director is to brief the Authority Board of advance planning actions and communicate to the webmaster via e-mail.

Employees are requested to call (856) 935- 7510 Ext. 8888 (County of Salem) no later than 6:30 a.m. for employee announcements, such as weather-related closings, or delayed openings.

To the extent possible within the confines of business operations, Management should be flexible with employees who may be delayed in arriving at work due to adverse weather conditions and those who may request vacation or personal time. Management is to determine full staffing vs. skeleton staffing needs and when the call will be made to decide which route to go. If an employee is on a previously approved vacation or personal day, they may be called off their vacation or personal day in an extreme situation. If work is curtailed the Authority Board sets a pay policy based on duration and type of emergency, but for short-term emergencies, employees are paid for the time they were scheduled to work. Management and HR will verify payroll and overtime reports.

Some employees of the Authority are considered essential employees. Essential employees of the Authority are to always have their photo ID with them. Below is a list of job titles that shall be considered essential for the purpose of weather-related situations.

- Executive Director
- Landfill Manager
- Equipment Operators
- Mechanic
- Landfill Technician/Safety Coordinator
- Scalemaster
- Laborer

The Executive Director will notify IT to post the change in normal business hours on the Authority website and will direct IT to send out a mass email to all customers. NJDEP, Salem County OEM, and other stakeholders are notified of any changes in schedule.

VI. LEAVES OF ABSENCE

Holidays

Holiday Schedule

Employees are entitled to the following paid holidays:

New Year's Day
Martin Luther King Day*
President's Day*
Good Friday
Memorial Day
Juneteenth*
Independence Day
Labor Day
Veterans Day*
Thanksgiving Day
Christmas Day

* The Solid Waste Division will remain open regular business hours on these days. Employees working these days will receive compensation time (straight time) and will have the option to use this during that same calendar year.

Weekend Holidays

If a paid holiday falls on a Sunday, it will be observed on the following Monday. If a paid holiday falls on a Saturday, it will be observed on the preceding Friday. Employees who work on weekends will observe the holiday on the actual day.

Eligibility for Holiday Pay

To qualify for holiday pay, employees must be in pay status (approved sick, vacation, personal, comp time, and jury duty, etc.) the scheduled workday immediately preceding and immediately following the holiday. It is understood that authorized paid leave days, which fall before or after a holiday, shall not prevent an employee from receiving holiday pay. Employees who call out the day before or the day after a holiday will not receive holiday pay unless they submit a doctor's note. Employees on non-authorized leave or unpaid leave (FMLA, special leave) will not qualify for holiday pay.

If a paid holiday occurs while an employee is on approved vacation, sick, or personal leave the employee shall not have that holiday charged as vacation, sick, or personal time.

Full-time Employees

Employees actively on the payroll at the time of a holiday receive a day of pay at straight time without having to perform work.

Part-time Employees

If a paid holiday occurs on a normal workday, the employee is entitled to receive holiday pay at their regular scheduled part-time hours.

Seasonal, Interns, and Temporary Employees

Seasonal, interns, and temporary employees are not entitled to holiday benefits.

Religious Holidays

Employees who wish to observe religious holidays not designated as a holiday by the Authority may do so without loss of pay by using earned available personal, vacation or comp time, not sick time, but only to the extent that the employee has not already used up their available personal, vacation, or comp time.

VII. GENERAL RULES AND REGULATIONS

Uniform/Shoe/Eyewear Allowance

Policy

The Authority recognizes the need to prevent damage to personal items and clothing due to the nature of the work required for certain jobs. Further there is a need to help promote the identification of employees in the field. For these reasons the Authority will provide clothing and/or uniforms to some employees.

The purpose of this policy is to identify who receives an allowance and what clothing items should be provided to employees by the Authority using Authority funds and to provide guidance for the appropriate purchase for such clothing.

Some items utilized to determine the decision to provide clothing are:

- The necessity for the public to identify particular employees.
- The necessity for the employee to do all functions of their job.
- The health and safety of employees.

The Authority shall supply each permanent full-time and part-time employee of the Operations Department serving in the title of laborer, mechanic, equipment operator, landfill technician/safety coordinator and landfill manager with the following SCIA logo wear:

Full-time employees

- Class 3 Jacket*
- Sweatshirts (4)
- Short sleeve shirt (5)
- Long sleeve shirt (5)
- Safety glasses
- Gloves
- Hearing protection
- Hard hat (as necessary)
- Rain Gear*
- Muck boots*
- Steel toe work boots (up to \$200.00)

Part-time Employees

- Class 3 Jacket*
- Sweatshirts (3)
- Short sleeve shirt (3)

- Long sleeve shirt (3)
- Safety glasses
- Gloves
- Hearing protection
- Hard hat (as necessary)
- Rain Gear*
- Muck boots*
- Steel toe work boots (up to \$200.00) *

*Clothing items will be at the discretion of Management. This will be based on the employee's job title and work assignment.

These shall be replaced on an as needed basis. Care, maintenance, and repair of items listed above will be the responsibility of the employee. Replacement of lost or damaged articles will be at the sole discretion of the Authority.

The Authority will provide each permanent full-time and part-time employee (laborer, mechanic, equipment operator, landfill technician/safety coordinator and landfill manager) of the Operations Department with a clothing allowance of \$200.00 every year for full-time employees and \$100.00 every year for part-time employees. The clothing allowance will be for the use of:

- Work pants
- Work bibs

*The Landfill Manager will have the option to purchase button-up work shirts.

Boot laces, belts, hats, etc. are not part of the clothing allowance and the employee will be responsible for the purchase of such items.

If an employee requires additional clothing throughout the year, the employee is to see the Safety Coordinator. Prior to purchasing additional clothing, the Safety Coordinator will brief Management on the request. Management will decide if additional clothing can be given to the employee.

Safety Glasses

All employees who require prescription eyeglasses will receive one pair of prescription safety glasses up to \$100.00, every other year (odd numbered years).

Eligibility for New Employees

Upon entering a clothing allowance designated position, the employee will be able to receive an allocation of such approved allowance after 90 days of employment. Employees may elect to purchase clothing prior to the 90-day initial employment period. If an employee elects to purchase clothing and boots, the Authority will reimburse the

employee at the next board meeting following their 90-days of employment. If employment begins between January 1 through June 30, employees will be given the allowance of \$200.00 for full-time and \$100.00 for part-time. If employment begins between July 1 through October 31, employees will be given an allowance of \$100.00 for full-time and \$50.00 for part-time.

Administration, Scalehouse, Seasonal, Interns, and Temporary Employees

The administration, scalehouse, seasonal, interns, and temporary employees are not included in the uniform and clothing allowance; however, safety items will be provided to all when required.

Termination of Employment

If an employee in a clothing allowance designated position leaves employment with the Authority prior to the designated date and receipt of the clothing allowance payment, that employee will forfeit any clothing allowance payment. There will be no pro-rate distribution of the clothing allowance for terminated employees. Prior to the last day of work, the employee will be required to return all Authority logo clothing.

When an employee retires from PERS, their clothing allowance will be prorated. If employment ends between January 1 through April 30, employees will not be given an allowance. If employment ends between May 1 through September 30, employees will be given an allowance of \$100.00 for full-time and \$50.00 for part-time. If employment ends between October 1 through December 31, employees will be given an allowance of \$200.00 for full-time and \$100.00 for part-time.

Nothing in this policy shall alter or affect the Dress Code Policy of the Authority or the departmental standards of the Authority.

Safety Coordinator is responsible for:

- Composing requisitions for clothing allowances to vendor.
- Check the invoice/s from vendor to ensure the correct clothing is invoiced.
- Obtain from the employees and vendor all in-store purchase receipts.
- Hand out all clothing when an employee begins employment with the Authority and when an employee needs additional clothing.