

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

APRIL 17, 2025

A RESOLUTION RECOGNIZING THE TITLE CHANGE AND APPLICATION OF TERMS AND CONDITIONS OF EMPLOYMENT

RESOLUTION 25-04-17-44

WHEREAS, James Hark, Jr. was hired in the position of Data Entry Technician on June 16, 2022 by means of Resolution 22-06-16-45, and

WHEREAS, James Hark, Jr.'s working title changed to Deputy Fire District Administrator on August 3, 2023 by means of Resolution 23-08-03-12, and

WHEREAS, the Board of Fire Commissioners, consistent with the duties performed by James Hark, Jr., are desirous of changing the working title, and

WHEREAS, the position of Part Time Fire District Administrator was properly posted by the Board, and

WHEREAS, the Board of Fire Commissioners seeks to fulfill the posted position with the recommendation of the personnel committee, and

WHEREAS, the Board of Fire Commissioners seeks to define the Terms and Conditions of said employment.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, District No. 3 of the Township of Hanover in the County of Morris and State of New Jersey as follows:

1. James Hark, Jr. shall be appointed to the position of Fire District Administrator, and
2. James Hark, Jr. shall receive the benefits of the Terms and Conditions attached hereto, and
3. The aforementioned shall be effective as of the passage of this resolution.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the **17th** day of **April, 2025**

Robert Gallagher, Secretary

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

TERMS AND CONDITIONS OF EMPLOYMENT NON-CONTRACTUAL ADMINISTRATIVE PERSONNEL

The terms and conditions described herein shall be reserved for non-emergency services personnel, working in an administrative capacity for the District. These personnel shall be considered as essential personnel, whereas their duties and responsibilities are necessary for the continued uninterrupted operation of the Fire District.

Paid Time Off

- PTO shall be calculated based on the number of years worked, and consistent with the corresponding schedule of 'weeks off' in the FMBA Collective Bargaining Agreement, in equivalent weeks off.

First six months	No PTO
Six Month Anniversary	Two Weeks
One through Four Years	Three Weeks
Five through 11 years	Five Weeks
12 through 19 years	Five and ½ weeks
Years 20 and above	Six weeks

- PTO shall be used for matters of illness, vacation, personal leave, or necessary leave which cannot be attended to outside of work hours.
- PTO may be accumulated to a maximum of 300 hours
- Upon separation from the District, except in the event of a disciplinary matter, the employee shall be paid for any unused PTO, pro-rated to the last year
- PTO shall be retroactive to January 1, 2021

Salary

- Salary shall be adjusted each year consistent with a satisfactory job performance evaluation, and based on the recommendation of the Personnel Committee. Said increases in salaries shall be approved by resolution by the Board.

Holidays

- When a Holiday, or day recognized as a Holiday falls on a weekday, the employee will be credited for five (5) hours worked.
- An employee covered herein, whom opts to work on the day of Holiday, or observance of a Holiday, shall be compensated at their normal rate of pay.

Overtime

- Employees covered herein are not subject to overtime pay.

Benefits

- An employee covered by these Terms and Conditions shall be entitled to the following:
 - Applicable Pension
 - In the event that the employee is not eligible for a State pension, the Board may elect, where allowable, to enter into a 401(k) or similar
 - Life Insurance

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TOWNSHIP OF HANOVER, COUNTY OF MORRIS

Certification

I, **Robert Gallagher**, Secretary of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the **17th** day of **April, 2025** duly adopted the attached resolution;

RESOLUTION 25-04-17-44 TERMS AND CONDITIONS OF EMPLOYMENT NON-CONTRACTUAL ADMINISTRATIVE PERSONNEL

This resolution was introduced by Commissioner:

X DeSimone ☐ **Dugan, Sr.** ☐ **Gallagher** ☐ **Harrington** ☐ **Keyser**

and was seconded by Commissioner

☐ **DeSimone** ☐ **Dugan, Sr.** ☐ **Gallagher** **X Harrington** ☐ **Keyser**

Record of the Vote

	DeSimone	Dugan, Sr.	Gallagher	Harrington	Keyser
Yes	X	X	X	X	X
No					
Abstain					
Absent					

Robert Gallagher, Secretary