

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 8-2013**

**ORDINANCE PROVIDING FOR AND ESTABLISHING THE POSITION
OF PERSONNEL COORDINATOR FOR THE CITY OF NORTHFIELD**

WHEREAS, the City of Northfield is in need for uniform maintenance of employee records, and the Mayor and Council of the City of Northfield believe this is best accomplished by the creation of the position of Personnel Coordinator

IT IS HEREBY ORDAINED by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey as follows:

SECTION 1: ESTABLISHMENT

The City of Northfield hereby creates the position of Personnel Coordinator.

SECTION 2: APPOINTMENT: TERM: COMPENSATION

A. The Personnel Coordinator shall be appointed by the Mayor with the advice and consent of the City Council. This appointment shall be done byway of Resolution.

B. The term of appointment of the Personnel Coordinator shall be at the pleasure of the Mayor and Council.

C. The Personnel Coordinator shall receive a salary of such sums as may be fixed and adopted by the City Council in the Annual Salary and Wage Ordinance.

SECTION 3: REMOVAL

The Personnel Coordinator may be removed by the Mayor with the advice and consent of the City Council. The Personnel Coordinator may be removed at any time and for any reason.

SECTION 4: QUALIFICATIONS

The Personnel Coordinator shall be appointed on the basis of his or her personnel experience with special regard to education, training and experience in personnel matters, including but not limited to the ability to maintain employee records in a uniform manner.

SECTION 5: ABSENCE OR DISABILITY

During the absence or disability of the duly appointed Personnel Coordinator, the Mayor, with the advice and consent of Council, may, by resolution, appoint an officer or regular employee of the municipality to perform such duties of the Personnel Coordinator during such absence or disability.

SECTION 6: POWERS AND DUTIES

A. The Personnel Coordinator shall study, recommend, implement and enforce personnel organization and policy of the City and its departments, after consultation with the Council and department heads.

B. The Personnel Coordinator shall be responsible for the maintenance of personnel records of all City employees, including the official personnel file for each City employee.

C. At least annually, the Personnel Coordinator will review files to make sure they are up to date and will follow up with Department Heads as necessary.

D. The Personnel Coordinator shall be responsible for the maintenance of employee time records, and should review all recorded sick and vacation time at least monthly to ensure accuracy. The Personnel Coordinator shall have the authority to enforce all attendance and leave policies, including attendance and leave provisions provided for in a collective bargaining agreement, in addition, the Personnel Coordinator shall have the authority to monitor employee attendance which includes the authority to question employees regarding their use of leave time and/or absences from work.

E. The Personnel Coordinator shall be responsible for including salary information in the personnel files of all City employees including, the approved salary for each year that includes an acknowledgment of the amount by the employee.

F. The Personnel Coordinator shall be responsible for all employer-related obligations under the Family Medical Leave Act as well as the New Jersey Family Leave Act.

G. The Personnel Coordinator shall conduct such other lawful duties as directed by the Mayor and City Council President.

SECTION 7: SEVERABILITY: EFFECTIVE DATE

A. If any section, subsection, sentence, clause, portion of this Ordinance or underlying agreement is for any reason held invalid or unconstitutional by any court, federal or state agency of competent jurisdiction,

such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

- B. This Ordinance shall take effect following its advertisement, public hearing and adoption in accordance with the law.

Mary Canesi, RMC
Municipal Clerk

Vince Mazzeo
Mayor

The above Ordinance was passed on first reading at a regular meeting of the Council of the City of Northfield, New Jersey on the 25th day of June, 2013, and will be taken up for a second reading, public hearing and final passage at a meeting of said council held on the 23rd day of July 2013, in Council Chambers, City Hall, Northfield, New Jersey.

First Reading:	June 25, 2013
Publication:	June 29, 2013
Final Reading:	July 23, 2013
Publication:	July 27, 2013