

RESOLUTION RE: AMENDING AND ADJUSTING THE WORKWEEK OF THE POSITION OF EXECUTIVE SECRETARY FROM THIRTY-FIVE HOURS PER WEEK TO FORTY HOURS PER WEEK TO REFLECT CURRENT WORKLOADS AND CONDITIONS

WHEREAS, Elizabeth Parrinello was hired by the Wanaque Valley Regional Sewerage Authority (WVRSA) on October 31, 1989; and

WHEREAS, Ms. Parrinello was promoted to the position of Executive Secretary on April 27, 2007; and

WHEREAS, at the time of promotion to the position of Executive Secretary, Ms. Parrinello was notified that the work week would be “approximately 35 hours”; and

WHEREAS, due to the increasing number of duties of the position of Executive Secretary, Ms. Parrinello has worked, and been paid for, a forty (40) hour work week for more than one year; and

WHEREAS, the WVRSA anticipates the workload of the position of Executive Secretary to justify a forty (40) hour work week; and

WHEREAS, the position is currently reported to the NJ Division of Pensions and Benefits as a thirty-five (35) hour base salary; and

WHEREAS, the WVRSA Board of Commissioners seeks to have the official work week of the position of Executive Secretary corrected to reflect current circumstances and workloads.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Wanaque Regional Sewerage Authority that it hereby amends the workweek of the position of Executive Secretary from thirty-five (35) hours per week to forty (40) hours per week; and

BE IT FURTHER RESOLVED that this action will not modify the current established hourly rate of pay for the position but will modify the base salary to correctly reflect a forty (40) hour work week.

Adopted this 24th day of February, 2016
and certified to be a true copy of the original
