

**SOUTH TOMS RIVER SEWERAGE AUTHORITY  
STANDARD OPERATING PROCEDURE**

**THIS S.O.P. IS A REVISION OF ALL PREVIOUS SOP'S, AND IT SUPERSEDES ALL AMENDMENTS.**

**THIS SOP WAS ADOPTED BY THE STRSA EFFECTIVE MAY 8, 1998**

**ALL EMPLOYEES OF THE STRSA SHALL READ THE SOP AFTER THREE WEEKS OF EMPLOYMENT WITH THE STRSA.**

**PREV. REVISIONS: 12/10/82 – 3/13/84 – 11/13/87 – 2/12/88 – 10/1/91 – 4/94**

**3/8/96 – 10/8/99 – 4/9/99 – 1/1/2000 – 4/12/02 – 2/13/04**

**11/12/04 - 1/21/05 – 3/11/05 – 8/12/05 - 12/9/05 – 5/11/07**

**6/2/09 – 3/6/12 - 12/11/12 - 1/1/13 – 12/3/13 - 7/1/14 – 1/21/15**

**4/15/15 – 5/20/15 – 8/19/15 – 2/17/16**

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**SECTION 1.0 ADMINISTRATION TERMINOLOGY**

**1.1 THIS SOP SUPERSEDES ALL PREVIOUS SOP'S AND VARIOUS CHANGES PREVIOUSLY ISSUED IN THE STRSA MINUTES. ALL CHANGES SHALL BE APPROVED AT A REGULAR STRSA MEETING AND SHALL BE ISSUED IN WRITTEN FORM.**

**1.2 TERMINOLOGY:**

- A. STRSA REFERS TO THE SOUTH TOMS RIVER SEWERAGE AUTHORITY, A MUNICIPAL CORPORATE BODY ACTING AT A DULY CALLED MEETING.**
- B. SOP REFERS TO THE WRITTEN DULY ADOPTED STANDARD OPERATING PROCEDURE OF THE STRSA.**
- C. CHAIRMAN IS THE DULY ELECTED COMMISSIONER SERVING IN THAT POSITION AT THE PLEASURE OF THE COMMISSIONERS AS ARE THE VICE-CHAIRMAN; SECRETARY; TREASURER; AND ASSISTANT TREASURER.  
ALL OTHER MEMBERS ARE COMMISSIONERS.**
- D. ADVISORS OF THE STRSA ARE THOSE PROFESSIONALS APPOINTED BY THE STRSA AT A DULY CALLED MEETING, I.E., ATTORNEYS; ENGINEERS; BOND ADVISORS; ARCHITECTS, AUDITORS, ETC.**
- E. EMPLOYEES OF THE STRSA SHALL BE ANY PERSON APPOINTED BY THE STRSA AND PAID TO WORK IN THE STRSA OFFICE, EITHER PART TIME OR FULL TIME. EMPLOYEES ARE HIRED TO DO PRESCRIBED FUNCTIONS.**
- F. VENDORS/CONTRACTORS SHALL BE FIRMS OR INDIVIDUAL WHO SHALL BE HIRED FROM TIME TO TIME TO DO SPECIFIC JOBS FOR THE STRSA, AND THEY SHALL NOT BE CLASSIFIED AS EMPLOYEES NOR GIVEN WORKING SPACE IN THE STRSA OFFICE. THIS SHALL INCLUDE SYSTEM STOPPAGE EMERGENCY REPAIRMAN, JOHN RISK, (ALSO REFERRED TO AS ON/OFF CONNECTION PERSON) AND CLEANING/JANITORIAL PERSON.**

**2.0 JOB RESPONSIBILITIES**

**2.1 EMPLOYEES SHALL ACCOMPLISH THE JOB TASKS THAT ARE ASSIGNED BY THE STRSA WHICH INCLUDE, BUT NOT LIMITED TO; ELECTRONIC AND MANUAL FILING; TELEPHONE; COUNTER WORK; BANK DEPOSITS; SECURING OFFICE AT CLOSING TIME; OPENING MAIL; MAINTAINING THE MINUTE BOOK; REPORTS REQUIRED; ORDERING SUPPLIES; BALANCING AND MAINTAINING THEIR CASH DRAWER; KEEPING THEIR DESK NEAT.**

**2.2 ALL CLERICAL EMPLOYEES IN THE OFFICE ARE TOTALLY RESPONSIBLE FOR ALL WORK BEING ACCOMPLISHED THEY ARE RESPONSIBLE FOR ADEQUATE OFFICE COVERAGE DURING ALL WORK HOURS. THE SENIOR CLERK SHALL OVERSEE ALL WORK.**

**2.3 MAIL SHALL BE OPENED DAILY, ALSO THE OUTGOING PREPARATION OF MAIL. WEEKLY PETTY CASH FUND RECONCILIATION, DAILY RECONCILIATION OF CASH DRAWER (S); ANSWERING ROUTINE QUESTIONS; SECURITY OF ALL FILES; CASH; RECORDS; FILING OF ALL ITEMS IN FILES.**

**ALL FORMAL WRITTEN CORRESPONDENCE EMANATING FROM THE AUTHORITY MUST DO SO THROUGH THE COMMISSIONER. (5/20/15)**

**2.4 ALL FILES IN THE AUTHORITY SHALL BE MAINTAINED IN A CURRENT ACCURATE CONDITION BY THE EMPLOYEE, AND CLEARLY MARKED WITH THEIR CONTENTS.**

**2.5 AN ELECTRONIC RECORD SHALL BE MAINTAINED IN A CURRENT ACCURATE CONDITION FOR EACH AUTHORITY CUSTOMER BY THE OFFICE PERSONNEL.**

**2.6 OFFICE EMPLOYEES ARE RESPONSIBLE FOR PREPARING ALL BANK DEPOSITS IN DESIGNATED BANK ACCOUNTS, AS DIRECTED. A BONDED CAR SERVICE SHALL HANDLE THE DELIVERY OF THE DEPOSITS TO THE BANK IN LOCKED BANK POUCHES.**

**2.7 ALL AUTHORITY CHECKS MUST BE SIGNED BY THREE (3) COMMISSIONERS. ALL COMMISSIONERS MAY SIGN CHECKS. ALL CHECKS ISSUED MUST BE LISTED ON THE AUTHORITY MEETING AGENDA FOR APPROVAL. (5/20/15)**

- 2.8 INVESTMENTS ARE THE RESPONSIBILITY OF THE TREASURER AND SHALL BE ACCOMPLISHED UNDER DIRECTION IN CONJUNCTION WITH THE ADVICE OF THE AUTHORITY AUDITOR.**
- 2.9 THE AUTHORITY MINUTE BOOK SHALL ALWAYS BE MAINTAINED IN A CURRENT AND TIMELY AND ACCURATE MANNER UNDER THE DIRECTION OF THE AUTHORITY SECRETARY. MINUTES SHALL BE TYPED IN THE MINUTE BOOK WITHIN FIVE (5) DAYS. WHEN NOT IN USE, THE BOOK SHALL BE KEPT LOCKED UP. NO PAGES MAY BE DESTROYED, AND ALL MISTAKES MUST BE INITIALED BY THE SECRETARY. SEE ALSO SECTION 7.9 ELECTRONIC RECORDING OF MINUTES. 5/20/15**
- 2.10 DIRECT QUESTIONS AS FOLLOWS:  
POLICY OR EMERGENCY – AUTHORITY CHAIRMAN (OR VICE CHAIRMAN) ADMINISTRATION, CORRESPONDENCE – AUTHORITY SECRETARY FINANCIAL/INVESTMENTS – AUTHORITY TREASURER (OR ASST. TREASURER)**
- 2.11 IN THE EVENT THE RESPONSIBLE COMMISSIONER IS UNAVAILABLE – ANY COMMISSIONER MAY BE CONTACTED IN THE FOLLOWING ORDER CHAIRMAN, VICE CHAIRMAN, SECRETARY, TREASURER, ASST. TREASURER. REVISED 8/2015**

**3.0 CUSTOMER RELATIONS**

**3.1 THE STRSA ESTABLISHES THE RULES – NOT THE CUSTOMER.**

**3.2 CUSTOMERS MUST BE TREATED WITH COURTESY AT ALL TIMES. REPLIES TO CUSTOMER QUESTIONS AND INQUIRES FROM THE PUBLIC IN GENERAL SHALL BE PROMPT AND POLITE, AND IF FURTHER INFORMATION IS NEEDED, IT SHOULD BE OBTAINED AND THE CUSTOMER REPLIED TO IN A TIMELY MANNER.**

**3.3 WHENEVER THE OFFICE IS UNATTENDED THE TELEPHONE ANSWERING EQUIPMENT MUST BE IN OPERATION.**

**3.4 SPECIAL SERVICES OR CONSIDERATIONS FOR CUSTOMERS ARE NOT AUTHORIZED UNLESS APPROVED BY THE STRSA.**

**3.5 CUSTOMERS HAVE A RIGHT TO SEE THEIR FILE NO OTHER, UPON CUSTOMER REQUEST.**

**3.6 CUSTOMER COMPLAINTS SHALL ALL BE REPORTED TO THE STRSA SO THERE IS A CONSTANT AWARENESS OF DEVELOPING PROBLEMS.**

**4.0 PETTY CASH FUND**

- 4.1 A PETTY CASH FUND SHALL BE MAINTAINED IN THE AMOUNT OF TWENTY-FIVE (25.00) DOLLARS IN THE MANNER AS DIRECTED BY THE STRSA. THE FUND IS THE RESPONSIBILITY OF THE OFFICE EMPLOYEES, AND IT SHALL BE RECONCILED EACH MONTH.**
- 4.2 A PETTY CASH RECEIPT THAT INDICATES THE DATE; AMOUNT AND REASON FOR PURCHASE; AND CARRIES THE SIGNATURE OF THE EMPLOYEE WHO DOES THE REMOVAL OF MONEY. THIS CHIT SHALL BE PLACED IN THE PETTY CASH BOX WHENEVER MONEY IS REMOVED.**
- 4.3 WHEN PURCHASE IS ACTUALLY MADE ALL INVOICES OR RECEIPTS SHALL BE ATTACHED TO THE CHIT AS BACKUP INFORMATION.**
- 4.4 MONTHLY OFFICE EMPLOYEES SHALL ATTACH ALL CHITS WITH APPROPRIATE BACKUP INVOICES TO A STRSA VOUCHER AND SUBMITTED TO THE STRSA FOR A REPLENISHMENT CHECK TO MAINTAIN THE PETTY CASH FUND AT THE DESIGNATED LEVEL (25.00).**
- 4.5 COMPLETED VOUCHERS ON THE PETTY CASH FUND SHALL BE MAINTAINED IN A FOLDER MARKED PETTY CASH FUND BY YEAR WITH THE CONTENTS OF THE FOLDER IN MONTHLY ORDER WHICH SHALL BE REVIEWED MONTHLY BY A COMMISSIONER.**
- 4.6 PETTY CASH IS TO BE USED FOR SMALL OFFICE SUPPLY PURCHASES. NO USE ABOVE THE INDIVIDUAL AMOUNT OF TWENTY FIVE (25.00) PER PURCHASE IS AUTHORIZED.**
- 4.7 EMPLOYEES ARE NOT PERMITTED TO BORROW OR CASH CHECKS FROM THE PETTY CASH FUND.**
- 4.8 REPLENISHMENT OF PETTY CASH: SHALL BE IN CHECK FORMAT, AND MARKED IN THE INFORMATION SECTION “PETTY CASH REPLACEMENT”. NO CHECKS SHALL BE MADE OUT TO “CASH”, ALL CHECKS WILL BE MADE OUT TO AN INDIVIDUAL WORKING IN THE OFFICE, BY NAME, I.E. (MARY JONES).**

**5.0 CASH FUND DRAWER**

- 5.1 A CASH FUND DRAWER (SEPARATE FROM THE PETTY CASH FUND) SHALL BE MAINTAINED BY THE OFFICE EMPLOYEES IN THE AMOUNT OF ONE HUNDRED (100.00) DOLLARS AS AUTHORIZED BY THE STRSA. THIS FUND IS TO BE USED ONLY TO MAKE CHANGE FOR SEWER CUSTOMERS WHO COME TO THE OFFICE TO PAY THEIR BILLS.**
- 5.2 NO CHECKS MAY BE CASHED FROM THIS FUND BY ANY PERSON. NO MONEY BORROWED OR LOANED TO ANY PERSON FROM THIS FUND.**
- 5.3 THE CASH FUND SHALL BE RECONCILED EVERYDAY AT THE CLOSE OF BUSINESS TO INSURE ITS CONTENTS, AND IT SHALL BE KEPT LOCKED IN AN APPROPRIATE CABINET WHEN NOT IN USE AT ALL TIMES.**
- 5.4 ALL DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE STRSA. OFFICE PERSONNEL ARE RESPONSIBLE FOR MAINTAINING AN ADEQUATE SUPPLY OF VARIOUS DENOMINATIONS OF CURRENCY AND COIN TO FUNCTION PROPERLY.**
- 5.5 CUSTOMERS PAYING BY CHECK MUST MAKE CHECK FOR THE EXACT AMOUNT THEY ARE PAYING – NO CHANGE WILL BE GIVEN.**



**6.0 ACCOUNTS PAYABLE**

- 6.1 ALL LAWFUL BILLS TO THE STRSA SHALL BE PAID ONLY AFTER A STRSA VOUCHER IS COMPLETED AND PROPERLY EXECUTED, AND THE APPROVED BY THE STRSA, EXCEPTION – CERTAIN FEDERAL GOVERNMENT BILLS, I.E., US POSTAL SERVICE.**
- 6.2 STRSA VOUCHER FORM SHALL BE IN THE FORM AND SUBSTANCE AS APPROVED BY THE STRSA, AND IT SHALL CONTAIN ALL CERTIFICATIONS AS REQUIRED IN NJSA:40.**
- 6.3 STRSA VOUCHERS MUST BE SUBMITTED BY NO LATER THAN THE LAST WORKING DAY IN THE MONTH IN ORDER TO APPEAR ON THE NEXT UPCOMING BILL LIST. IF NOT RECEIVED BY THE END OF THE MONTH, THEY SHALL APPEAR ONE MONTH LATER.**
- 6.4 COMPLETED VOUCHERS WITH ALL BACK UP INVOICES ATTACHED SHALL BE FILLED IN APPROPRIATE FOLDERS, IN NUMERICAL ORDER, FILED AND CLEARLY MARKED AS DIRECTED BY THE STRSA. THESE FOLDERS SHALL BE KEPT AT ALL TIMES IN LOCKED INSULATED FIRE RESISTANT FILE CABINETS, AND THE CABINETS LOCKED AT ALL TIMES WHEN NOT IN USE.**
- 6.5 BANK PASSBOOKS, CHECKBOOKS SHALL BE KEPT AT ALL TIMES WHEN NOT IN USE IN A LOCKED INSULATED FIRE RESISTANT SAFE OR FILE CABINET.**
- 6.6 THE APPROPRIATE CHECK SHALL ACCOMPANY THE VOUCHER THAT IS LISTED ON THE AGENDA FOR THE STRSA MEETINGS.**
- 6.7 ALL VOUCHERS LISTED ON THE BILL LIST SHALL BEAR THE RED STAMP WITH THE DATE INSCRIBED IN INK THAT THEY WERE LISTED.**

**7.0 STRSA MINUTE BOOK**

**7.1 SHALL BE A STANDARD MINUTE BOOK AS DIRECTED BY THE STRSA, IT SHALL CONTAIN SERIAL NUMBER PAGES. THE BOOK SHALL BE OF A LOCKING OR POST BINDER TYPE WITH REMOVABLE PAGES.**

**7.2 ALL MINUTES SHALL BE TYPED AND SIGNED AFTER APPROVAL AT A STRSA MEETING BY THE COMMISSIONER SECRETARY. IF ANY PAGE IS VOIDED IT SHALL BE MARKED "VOIDED" AND DATE LISTED AND SIGNED BY THE COMMISSIONER SECRETARY AND THE PAGE SHALL BE LEFT IN ITS APPROPRIATE PLACE IN THE MINUTE BOOK. NO PAGES ARE TO BE DESTROYED.**

**7.3 THE MINUTE BOOK SHALL BE MAINTAINED IN A CURRENT MANNER WITH PREVIOUS MEETING MINUTES POSTED TO THE BOOK PRIOR TO THE NEXT MEETING OF THE STRSA. THE OFFICE PERSONNEL ARE RESPONSIBLE FOR MAINTAINING THE MINUTE BOOK.**

**7.4 REGULAR AND SPECIAL MEETING MINUTES SHALL BE MAINTAINED IN THE SAME BOOK. EXECUTIVE SESSION MINUTES SHALL BE MAINTAINED IN A SEPARATE BOOK.**

**7.5 THE MINUTE BOOK (S) SHALL BE KEPT IN A LOCKED INSULATED FIRE RESISTANT CABINET AT ALL TIMES WHEN NOT IN USE.**

**7.6 MINUTES SHALL BE TYPED IN THE MINUTE BOOK WITHIN FIVE (5) DAYS. 5/20/15**

**7.7 GREAT CARE SHALL BE TAKEN TO AVOID MISTAKES. WHITEOUTS AND ERASURES MUST ALL BE INITIALED BY THE SECRETARY.**

**7.8 A COPY OF FORMALLY APPROVED STRSA MINUTES SHALL BE SENT TO THE STR MAYOR & COUNCIL C/O BORO CLERK PROMPTLY FOLLOWING THE STRSA MEETINGS.**

**7.9 AT EACH REGULAR STRSA MEETINGS COPIES OF THE PROPOSED MINUTES SHALL BE AVAILABLE FOR EACH COMMISSIONER ONLY.**

**7.10 THE STRSA COMMISSIONER/SECRETARY SHALL RECORD EACH MEETING ELECTRONICALLY, AND THE TAPES USED SHALL BE THE ONES USED BY CLERICAL STAFF TO PREPARE THE MINUTES. SAID TAPES SHALL BE STORED IN THE SAFE UNTIL THE MINUTES ARE FORMALLY APPROVED, AND THEN THE TAPES CAN BE ERASED AND REUSED.**

**8.0 STRSA MEETING AGENDA**

**8.1 SHALL BE IN THE FORMAT AS DIRECTED BY THE STRSA AND IN OUTLINE FORM:**

**DATE  
CALL TO ORDER  
READING OF PUBLIC NOTICE OF MEETING  
SALUTE TO THE FLAG  
ROLL CALL OF COMMISSIONERS  
RED CARDS (REVISED 8/2015)  
APPROVAL OF MINUTES OF PREVIOUS MEETING  
BILL LIST A) REGULAR B) SPECIAL  
CORRESPONDENCE (EACH ITEM NUMBERED)  
INQUIRIES FROM THE PUBLIC PRESENT  
ADVISORS REPORTS (ENG.,ATTY., OTHER ADVISORS)  
OTHER BUSINESS (OPEN PENDING ITEMS) EACH ITEM NUMBERED  
ADJOURNMENT**

**\*CORRESPONDENCE SHOULD BE KEPT TO A MINIMUM WITH ONLY IMPORTANT ITEMS LISTED, ADDITIONAL OR MISCELLANEOUS ITEMS SHOULD BE PHOTOCOPIED AND PLACED IN THE INDIVIDUAL COMMISSIONERS FOLDER.**

**8.2 SUFFICIENT COPIES OF THE AGENDA SHOULD BE PREPARED BY THE OFFICE PERSONNEL SO THAT THERE ARE AMPLE COPIES FOR THE PUBLIC; A COPY FOR EACH COMMISSIONER; A COPY FOR EACH ADVISOR.**

**8.3 A PERSON WISHING A COPY OF THE AGENDA AFTER THE MEETING DATE MAY OBTAIN IT BY PAYING THE SUM OF \$1.00 (5/20/15) PER PAGE AND PICKING THE COPY UP AT THE STRSA OFFICE. NO COPIES WILL BE MAILED. DOUBLE SIDED PAGES ARE CONSIDERED AS TWO (2) PAGES.**

**8.4 ANY MONIES RECEIVED FROM COPIES SHALL BE ACCOUNTED FOR UNDER MISC. INCOME.**

**9.0 REQUESTS FOR COPIES OF AUTHORITY DOCUMENTS**

**9.1 ANY PERSON REQUESTING COPIES OF APPROVED MINUTES (REGULAR/SPECIAL) MEETINGS OR ANY OTHER APPROVED WRITTEN PUBLIC DOCUMENT MAY RECEIVE THE REQUESTED ITEMS PROVIDED:**

- 1) PAYMENT OF A FEE OF \$1.00 (5/20/15) PER PAGE IS PAID IN ADVANCE. PAGES ON TWO SIDES OF PAPER COUNT AS TWO (2) PAGES.**
- 2) COPIES SHALL BE MADE AT THE CONVENIENCE OF THE AUTHORITY OFFICE WORK SCHEDULE.**
- 3) NO COPIES WILL BE MAILED. WHEN COPIES ARE READY THE CUSTOMER WILL BE NOTIFIED TO COME IN AND PICK THEM UP.**
- 4) A PUBLIC DOCUMENT IS ANY DOCUMENT APPROVED AT A REGULAR MEETING OF THE AUTHORITY. LEGAL RECORDS REQUIRE THE PRIOR APPROVAL OF THE CHAIRMAN IN CONSULTATION WITH THE AUTHORITY ATTORNEY.**
- 5) ELECTRONIC RECORDS (COMPUTER) ARE BASED ON AN 8 1/2" X 11" SIZE PRINTOUT PAGE WHICH WILL BE CHARGED AT THE RATE OF \$1.00 PER PAGE. (5/20/15)**
- 6) ELECTRONIC RECORDS OF CUSTOMER NAMES SHALL BE \$1.00 (5/20/15) PER NAME. NO BALANCES GIVEN EXCEPT TO THE ACTUAL CUSTOMER OR ON A SEWER SEARCH.**
- 7) CUSTOMER HISTORY IS RESTRICTED AND NOT AVAILABLE FOR PUBLIC COPY. THE INFORMATION IS AVAILABLE ONLY TO THE CUSTOMER.**
- 8) ALL REQUESTS FOR COPIES MUST BE PAID IN ADVANCE BY CASH, MONEY ORDER, OR CERTIFIED CHECK, CASHIERS CHECK ONLY. NO PERSONAL CHECKS OR COMPANY CHECKS AND NO CREDIT CARDS.**
- 9) ALL REQUESTS FOR AUTHORITY INFORMATION BY THE PUBLIC SHALL BE ACTED UPON IN A PROMPT MANNER AT THE CONVENIENCE OF THE AUTHORITY.**

- 10.0 REQUESTS TO REVIEW DOCUMENTS ON AUTHORITY PREMISES.**
- 10.1 SEWER CUSTOMERS MAY REVIEW THEIR OWN FILE, NO OTHERS.**
- 10.2 REVIEWS MUST BE SCHEDULED AT THE CONVENIENCE OF THE AUTHORITY BECAUSE OF WORK SCHEDULING; LIMITED FACILITIES.**
- 10.3 ALL REQUESTS TO REVIEW DOCUMENTS ON PREMISES MUST BE APPROVED BY THE AUTHORITY.**
- 10.4 DIVULGING OF INFORMATION IN A CUSTOMER FILE TO OTHER THAN THE CUSTOMER THEMSELVES, WITHOUT PRIOR APPROVAL OF THE AUTHORITY, WILL CARRY SEVERE PENALTIES FOR THE AUTHORITY EMPLOYEE INVOLVED.**
- 10.5 MISUSE OF AUTHORITY TELEPHONES AND OTHER EQUIPMENT FOR PERSONAL USE BY EMPLOYEES SHALL BE CAUSE FOR THE AUTHORITY TO SEEK REIMBURSEMENT FROM THE OFFENDING EMPLOYEE, AND MAY INCUR OTHER SEVERE PENALTIES. THE RECEIVING OF PERSONAL INCOMING TELEPHONE CALLS IS STRONGLY DISCOURAGED.**

**11.0 ANNUAL SEWER RATES (USER CHARGES)**

**11.1 ANNUAL RATES SHALL BE ESTABLISHED IN ACCORDANCE WITH NJSA:40.**

**11.2 ANNUAL RATES SHALL BE ESTABLISHED EACH YEAR AT AN ADVERTISED RATE HEARING MEETING OF THE AUTHORITY WHICH IS TO BE HELD ON OR BEFORE NOVEMBER 10<sup>TH</sup>, AND THE RATES FOR THE COMING YEAR WILL BE ESTABLISHED AT THAT TIME.**

**11.3 SEPARATE RATES WILL BE ESTABLISHED FOR:**

- 1. RESIDENCES**
- 2. COMMERCIAL USERS**

**SAID SCHEDULES SHALL BE ADOPTED BY AUTHORITY RESOLUTIONS.**

**11.4 RESIDENTIAL RATES, EFFECTIVE 1 JANUARY 1998 ARE \$480.00 PER YEAR, PAYABLE QUARTERLY AT THE RATE OF \$120.00 PER QUARTER.**

**11.5 COMMERCIAL RATES, EFFECTIVE 1 JANUARY 1998 ARE AS PER RESOLUTION 88-16 AS AMENDED.**

**11.6 RESIDENTIAL RATES, EFFECTIVE 1 JANUARY 2005 ARE \$432.00 PER YEAR, PAYABLE QUARTERLY AT THE RATE OF \$108.00 PER QUARTER.**

**11.7 COMMERCIAL RATES, EFFECTIVE 1 JANUARY 2005 ARE AS PER RESOLUTION 04-10 AS AMENDED.**

**11.8 RESIDENTIAL RATES, EFFECTIVE 1 JANUARY 2015 ARE AS PER RESOLUTION 2014-03 \$100.00 PER QTR PER UNIT.**

**11.9 COMMERCIAL RATES, EFFECTIVE 1 JANUARY 2015 ARE AS PER RESOLUTION 2014-03 \$110.00 PER QTR PER UNIT.**

**11.10 RATE HISTORY:**

**1998 RAISED TO \$120.00 PER QUARTER**

**2005 REDUCED TO \$108.00 PER QUARTER**

**2006 REDUCED TO \$102.00 PER QUARTER**

**2007 REDUCED TO \$98.00 PER QUARTER**

**2007 \$400.00 REBATE ON ALL ACCOUNTS EFFECTIVE ON MARCH 2007 BILLING.**

**2014 RAISED TO \$100.00 PER QUARTER PER UNIT RESIDENTIAL**

**2014 RAISED TO \$110.00 PER QUARTER PER UNIT BUSINESS**

**11.11 A ONE TIME REBATE CREDIT SHALL BE ISSUED TO ALL SEWER ACCOUNTS OF \$400.00 EFFECTIVE WITH THE MARCH 2007 BILLING, SAID SEWER REBATE SHALL BE USED UP BY THE QUARTERLY BILLINGS THAT FOLLOW. NO REBATES SHALL BE ISSUED IN THE FORM OF A CASH REFUND TO ANY CUSTOMER.**

**11.10 AUTHORITY HEREBY ADOPTS THE FOLLOWING USER CHARGES:**

**A. RESIDENTIAL USER CHARGES**

**1 A RESIDENTIAL PRIVATE DWELLING, SINGLE FAMILY HOUSE HAVING FOUR BEDROOMS OR LESS SHALL BE CHARGED AT THE RATE OF ONE (1) UNIT-**

**2 MULTIPLE RESIDENTIAL DWELLING; EACH APARTMENT SHALL BE CHARGED AT THE RATE OF ONE (1) UNIT.**

**11.11 COMMERCIAL USER CHARGES**

**1. GAS STATIONS SHALL BE CHARGED ON THE BASIS OF THE NUMBER OF EMPLOYEES: 1-3 EMPLOYEES CHARGE IS 2 UNITS. 4-6 EMPLOYEES CHARGE IS 3 UNITS PLUS 1 UNIT ; OR EVERY 3 OR LESS ADDITIONAL EMPLOYEES.**

**2. RESTAURANTS OR BARS SHALL BE CHARGES ON THE BASIS OF SEATING CAPACITY , AN ESTABLISHMENT HAVING A CAPACITY OFTEN (10) OR LESS, SHALL BE CHARGES 2 UNITS. A CAPACITY OF 11-20 SHALL BE CHARGES 3 UNITS. ADDITIONAL CAPACITY OF 10 OR LESS MORE WILL ADD A CHARGE OF 1 UNIT MORE.**

**3. POOL HALLS, VIDEO ARCADES SHALL BE CHARGES ON THE BASIS OF AUTHORIZED OCCUPANCY THEY SHALL BE CHARGED 1UNIT FOR EACH 30 PERSONS OF OCCUPANCY, AND AN ADDITIONAL 1 UNIT FOR 30 OR LESS ADDITIONAL.**

**4. ASSEMBLY HALLS AND OTHER COMMERCIAL ESTABLISHMENTS OR MIXED USE BUILDINGS AND OFFICES SHALL BE CHARGED AS FOLLOWS:**

**A. BUILDINGS CONTAINING ASSEMBLY HALLS - THE ASSEMBLY HALL AREA OF THE BUILDING SHALL BE CHARGED ON THE BASIS OF THE NUMBER OF SEATS OR SEATING CAPACITY OF THE ASSEMBLY HALL AREA-1 UNIT FOR EACH 61 SEATS OR 1 UNIT FOR EACH 61 SEATING CAPACITY, AND THE CHARGE MAY BE PRORATED BASED ON THE DAYS OF THE WEEK ON WHICH THIS UNIT IS ACTUALLY OPENED.**

**B. OFFICES AND OTHER BUSINESS ESTABLISHMENTS HAVING 1 - 8 OR LESS EMPLOYEES SHALL BE CHARGED AT THE RATE OF 1 UNIT. WITH 9-16 EMPLOYEES THE RATE SHALL BE 2 UNITS, THEREAFTER EVERY 8 OR LESS EMPLOYEES 1 MORE UNITS SHALL BE CHARGED**

**5. CHURCHES AND HOUSES OF WORSHIP SHALL BE CHARGED AT THE RATE 1 UNIT.**

**6. SELF-SERVICE LAUNDRIES HAVING 3 OR LESS WASHERS SHALL BE CHARGED AT THE RATE OF 1 UNIT. IF THERE ARE 4-8 WASHERS OR PART THEREOF, SHALL BE CHARGED AT THE RATE OF 2 UNITS. 7-9 WASHERS WILL BE 3 UNITS. 10-12 WASHERS WILL BE 4 UNITS, AND THEREAFTER 3 WASHERS OR LESS SHALL BE CHARGED 1 UNIT ADDITIONAL.**

**7. BEAUTY PARLORS HAVING TWO (2) EMPLOYEES OR LESS SHALL BE CHARGED AT THE RATE OF 2 UNITS. EVERY 3 OR LESS ADDITIONAL EMPLOYEES SHALL ADD 1 UNIT ADDITIONAL.**

**8. MARINAS SHALL BE CHARGED ON THE FOLLOWING SCHEDULE:**

**A. MARINAS SHALL BE CHARGED AT THE RATE OF 2 UNITS.**

**B. MARINAS WITH PRIVATE CLUB FACILITIES SHALL BE CHARGED AT THE RATE OF 7 UNITS.**

**9. SCHOOLS SHALL BE CHARGED BASED ON THE FOLLOWING SCHEDULE:**

**A. MAIN PUBLIC SCHOOL FACILITY SHALL BE CHARGED AT THE RATE OF 47 UNITS.**

**B. AUXILIARY PUBLIC SCHOOL FACILITY (RECREATION BUILDING) SHALL BE CHARGED AT THE RATE OF 2 UNITS.**

**10. OTHER PUBLIC BUILDINGS, PLAYGROUNDS WITH FACILITIES SHALL BE CHARGED AT THE RATE OF 1 UNIT.**

**11. FARM MARKETS , ENCLOSED SHOPPING CENTERS OR MALLS SHALL BE CHARGED BASED ON SQUARE FOOTAGE. SPECIFICALLY FARM MARKETS, AND ENCLOSED SHOPPING CENTERS OR MALLS SHALL BE CHARGED 1 UNIT FOR EACH 2400 SQ.FT OF FLOOR SPACE CHARGES SHALL BE PRORATED BASED ON THE DAYS OF THE WEEK IN WHICH THIS USAGE IS ACTUALLY OPENED.**



- 12. BARS, NIGHTCLUBS, DISCOTHEQUES, DANCE HALLS, ESTABLISHMENTS FEATURING LIVE ENTERTAINMENT AND SIMILAR TYPE BUSINESS SHALL BE CHARGED ON BASIS OF OCCUPANCY CAPACITY WITH 1 UNIT FOR EACH 30 PERSONS OF OCCUPANCY CAPACITY.**
- 13. EMPLOYEES SHALL BE PERSONS WORKING FOR ESTABLISHMENTS REGARDLESS OF WHETHER THEY BE FULL-TIME OR PART-TIME.**
- 14. OTHER ESTABLISHMENTS NOT SPECIFICALLY COVERED SHALL BE CHARGED AT THE RATE AS DETERMINED BY THE SOUTH TOMS RIVER SEWERAGE AUTHORITY. ALL RATES ARE REVIEWED ANNUALLY AND ARE SUBJECT TO REVISION.**
- 15. AMENDMENT TO ADD DAYCARE/LEARNING CENTERS/PRIVATE SCHOOLS & CHARTER SCHOOLS TO COMMERCIAL USER CHARGES WILL BE AS FOLLOWS: 1 UNIT PER EVERY 15 PEOPLE, BASED ON OCCUPANCY. A UNIT WILL BE \$108.00 UNLESS USER CHARGES CHANGE.**

**12.0 ANNUAL AUTHORITY BUDGET**

**12.1 THE AUTHORITY SHALL OPERATE ON A CALENDAR YEAR (JAN. 1 TO DEC. 31) FOR ACCOUNTING PURPOSES.**

**12.2 THE ANNUAL BUDGET PREPARATION SHALL COMMENCE IN SEPTEMBER FOR THE COMING YEAR; IT MUST BE COMPLETED PRIOR TO THE ANNUAL RATE HEARING, OR NO LATER THAN NOVEMBER 1.**

**12.3 THE ANNUAL BUDGET FOR THE COMING YEAR SHALL BE ADOPTED AT AN ADVERTISED PUBLIC MEETING OF THE AUTHORITY, AND THE ADVERTISEMENT SHALL CLEARLY STATE “ADOPTION OF ANNUAL BUDGET”. THE BUDGET MEETING MUST BE HELD PRIOR TO JANUARY 1 OF THE COMING YEAR.**

**12.4 IN SEPTEMBER OF EACH YEAR, THE AUTHORITY INSURANCE ADVISOR SHALL BE REQUESTED TO GIVE INSURANCE ESTIMATES FOR THE COMING YEAR, WHICH SHALL INCLUDE COVERAGE’S AND COSTS. THIS CAN BE RECEIVED AT A REGULAR AUTHORITY MEETING.**

**13.0 SEWER CONNECTIONS (HOOK-UPS)**

**13.1 NEW APPLICANTS (SINGLE HOME OWNERS) FOR SEWER HOOK-UPS MUST PAY THE AUTHORITY \$2,884.00 PLUS ADMINISTRATIVE FEE OF \$35.00 (A TOTAL OF \$2,919.00) AND THEY WILL THEN RECEIVE FORMS A-1 (APPLICATION FOR SEWER CONNECTION) AND FORM B-1 (3 PART FORM WHICH SHOWS DIAGRAM OF ACTUAL SEWER LAYOUT).**

**HOMEOWNER COMPLETES A-1 AND HAS WORK DONE; LEAVES LINES EXPOSED AND THEY CALL STRSA FOR INSPECTION.**

**13.1A NEW APPLICANTS \$3,299.46 CONNECTION FEE, INSPECTION FEE OF \$300.00, APPLICATION FEE OF \$100.00 FOR A TOTAL OF \$3,699.46.  
REVISED – OCTOBER 8, 1999**

**13.1B NEW APPLICANTS MUST PAY A \$3,496.00 CONNECTION FEE, APPLICATION FEE OF \$100.00 AND INSPECTION FEE OF \$300.00 IS SEPARATE FEE FOR A TOTAL OF \$3,896.00  
REVISED NOVEMBER 17, 2000.**

**13.2 CONTRACTORS, MULTI-HOME BUILDERS, COMMERCIAL, STORE BUILDERS MUST PAY \$35.00 TO AUTHORITY AND WILL RECEIVE A SPECIAL HANDBOOK, WHICH EXPLAINS THEIR COSTS AND FEES, AND THE REQUIRED FORMS ARE INCLUDED IN THE BOOK.**

**13.3 NO OTHER PAYMENT PLAN IS ALLOWED OTHER THAN THAT STIPULATED IN 13.1 AND 13.2.**

**13.4 THE ORIGINAL SEWER HOOK-UP CHARGE OF \$525.00 WAS UPGRADED IN DECEMBER 1996 TO \$2,884.00.**

**13.5 A 45% OFF LINE FEE WILL BE APPLIED TO ALL INACTIVE ACCOUNTS WHICH ARE OFF LINE. THIS CHARGE WILL DATE BACK TO OCTOBER OF 1998, WHEN APPROVED BY THE COMMISSIONERS. THE 45% CHARGE WILL APPLY TO WHATEVER THE CURRENT SEWER CHARGES ARE AT THE TIME OF THE RESALE. (5/20/15)**

**13.6 ACCOUNTS THAT ARE OFF LINE OTHER THAN BANKRUPTCY ARE TO BE ACTIVELY CHECKED FOR PHYSICAL ACTIVITY EVERY THREE (3) MONTHS BY OUTSIDE MAN. A LIST OF ALL THESE ACCOUNTS ARE TO BE SENT TO COUNTY BOARD OF HEALTH FOR THERE REVIEW AND CHECKING.**

- 13.7 WHEN WE FIND AN INACTIVE ACCOUNT IS ACTIVE – WE MUST DETERMINE WHEN THE ACCOUNT BECAME ACTIVE (NEW OWNERSHIP, ETC.) WE WILL CHECK WITH THE STR BORO TAX COLLECTOR ON OWNERSHIP AND TRY TO ESTABLISH DATE.**
- 13.8 THE HEALTH DEPT. WILL SEND THEM A LETTER ABOUT CHECKING WITH THE STRSA ON BILLS. WE WILL CHARGE THE 45% ON ALL YEARS SHUT OFF UNTIL THE NEW OWNERSHIP DATE AND FULL TAB ON THE YEARS FROM THE NEW OWNERSHIP TO PRESENT. (5/20/15)**
- 13.9 THE BILLS MUST BE PAID PROMPTLY OR SHUT OFF.**
- 13.10 ON ACCOUNTS IN WHICH OUR RECORDS DO NOT INDICATE A SHUT OFF DATE-WE WILL FIGURE FULL TAB FROM THE DATE OF NEW OWNERSHIP OR OCCUPANCY (FORGET THE 45%) (5/20/15)**
- 13.11 SINCE THESE ACCOUNTS MAY BE VERY HIGH DOLLARS AMOUNTS BECAUSE OF THE TIME THEY HAVE BEEN OFF – A SPECIAL COLLECTION OPERATION MUST BE SET UP (A TICKLER SYSTEM) THAT MUST BE REVIEWED EVERY WEEK TO INSURE PAYMENTS ARE BEING MADE ACCORDING TO TERMS AGREED UPON. FAILURE TO MEET AGREED UPON TERMS – SHUT OFF WITHIN ONE WEEK.**
- 13.12 A LETTER MUST BE SENT TO A NEWLY ACTIVATED ACCOUNT IN THIS CATEGORY REMINDING THEM OF PAYMENT TERMS, DATES, ETC. AND THAT FAILURE TO COMPLY MAY RESULT IN THE HEALTH DEPT RECOMMENDING REVOCATION OF THE CERTIFICATE OF OCCUPANCY WHICH COULD PREVENT CUSTOMER FROM OCCUPYING THE RESIDENCE.**

**14.0 CUSTOMER CHECKS**

**14.1 ALL CUSTOMER CHECKS MUST BE PAYABLE TO SOUTH TOMS RIVER SEWERAGE AUTHORITY OR STRSA. NO THIRD PARTY CHECKS SHALL BE ACCEPTED.**

**ALL CHECKS SHALL BE FOR EXACT AMOUNT REQUIRED; NO CHANGE SHALL BE GIVEN.**

**NO CHECKS WILL BE CASHED FOR CUSTOMERS OR EMPLOYEES.**

**14.2 ALL CUSTOMER CHECKS THAT HAVE BEEN RETURNED BY BANK WILL NOT BE RE-DEPOSITED AND A \$40.00 FEE WILL BE CHARGED TO CUSTOMER. 4/15/15**

**14.3 ANY CUSTOMER WHOSE CHECK HAS BEEN UNHONORED BY THE BANK SHALL NO LONGER BE ABLE TO PAY THE AUTHORITY BY PERSONAL CHECK, IT SHALL BE PAID BY MONEY ORDER OR CASH. SAID HISTORY TO BE ENTERED INTO THE CUSTOMER'S HISTORICAL FILE. 4/15/15**

**14.4 APPLICANTS FILING FOR SEWER HOOKUPS (NEW) WHOSE CHECK IS UNHONORED SHALL CAUSE THE ENTIRE APPLICATION TO BE VOIDED.**

**15.0 REFUNDS – CREDITS**

**15.1 REFUNDS SHALL ONLY BE ISSUED AS FOLLOWS:**

- 1) AS A CREDIT TO THE CUSTOMERS ELECTRONIC ACCOUNT WHERE APPLICABLE.**
- 2) ON AN AUTHORITY CHECK IN THE PRESCRIBED MANNER WHERE APPLICABLE.**

**15.2 NO REFUNDS WILL EVER BE ISSUED BY CASH.**

**16.0 BANK DEPOSITS**

- 16.1 IT IS THE AUTHORITY INTENT TO LIMIT THE AMOUNT OF CASH KEPT IN THE OFFICE, IN PARTICULAR ON WEEKENDS, HOLIDAYS, AND FOR A WEEK.**
- 16.2 IT IS THE RESPONSIBILITY OF THE OFFICE EMPLOYEES TO PREPARE ALL BANK DEPOSITS TO THE PROPER DESIGNATED BANK ACCOUNTS.**
- 16.3 A BONDED CAR SERVICE AS APPROVED BY THE AUTHORITY SHALL BE USED FOR ACTUALLY MAKING THE BANK DEPOSITS IN LIEU OF AUTHORITY EMPLOYEES.**
- 16.4 ALL BANK DEPOSITS SHALL BE MADE WITH THE USE OF LOCKING BANK POUCHES OR CARRIERS. ALL POUCHES SHALL BE LOCKED WHEN GIVEN TO BONDED CAR PERSONAL.**
- 16.5 IT IS THE INTENT OF THE AUTHORITY COMMISSIONERS TO NEVER ALLOW THE AMOUNT OF CASH ON HAND IN THE BUILDING EVER TO EXCEED \$600.00 OVER THE WEEKEND, ON HOLIDAYS OR FOR A WEEK.**
- 16.6 IT IS THE INTENT TO HAVE ALL MONIES RECEIVED DEPOSITED IN THE BANK WITHIN 48 HOURS.**

**17.0 ELECTRONIC RECORD KEEPING**

**17.1 AUTHORITY OFFICE EMPLOYEES ARE REQUIRED TO LEARN AND OPERATE THE COMPUTER SYSTEM, DAILY POSTINGS, CORRECTIONS, QUARTERLY BILLINGS, COLLECTION FOLLOW-UPS; ACCOUNT AGING; AND ANY OTHER PROGRAM SYSTEM IN OPERATION OR THAT MAY BE ADDED FROM TIME TO TIME.**

**IT IS THE INTENT OF THE STRSA TO HAVE ITS CLERICAL STAFF OPERATES THE COMPUTER SYSTEM, AND NOT THE COMMISSIONERS.**

**THE COMMISSIONERS RESPONSIBILITY IS TO SET AND OVERSEE POLICY OF THE AUTHORITY.**



**18.0 BILLING OF CUSTOMER ACCOUNTS**

**18.1 SHALL BE DONE AT THE TIMES DESIGNATED BY THE AUTHORITY AND ON THE APPROVED FORMS. BILLING IS ON A QUARTERLY BASIS.**

**18.2 BILLS WILL REFLECT THE CURRENT BALANCES; AMOUNT PAST DUE; DELINQUENCY CHARGE (IF ANY), AND ANY APPROPRIATE MESSAGE THAT MAY BE DESIGNED.**

**19.0 DELINQUENCY**

**19.1 ANNUAL USER CHARGES ARE PAYABLE BY QUARTERS. MONIES ARE DUE BY THE 1<sup>ST</sup> OF JANUARY, APRIL, JULY, OCTOBER AND IF NOT PAID BY THE 10<sup>TH</sup> DAY OF BILLING MONTH THEY SHALL HAVE (18% PER ANNUM) FEE CHARGE ADDED.**

**19.2 ALL DELINQUENCY FEES WILL BE COMPUTED AUTOMATICALLY ON A DAILY BASIS BY THE ELECTRONIC COMPUTER SYSTEM.**

**20.0 DELINQUENCY LISTS (REPORT)**

**20.1 SUCH REPORTS AS THE AUTHORITY MAY REQUIRE FROM TIME TO TIME SHALL BE PREPARED BY THE OFFICE.**

**20.2 BILLS ARE DUE QTRLY 1/1, 4/1, 7/1, 10/1. GRACE PERIOD 10 DAYS.**

**20.3 THE 15<sup>TH</sup> OF JANUARY, APRIL, JULY & OCTOBER DELINQUENT POST CARDS ARE SENT OUT FOR ONE (1) QTR BEHIND CUSTOMERS. TWO (2) QTR BEHIND CUSTOMERS GET A GREEN DOOR HANGER WITH THE OPTION TO PAY IN FULL OR TO MAKE PAYMENT ARRANGEMENTS WITH THE OFFICE CLERKS. IF TWO (2) QTR GREEN CARDS DON'T PAY OR MAKE ARRANGEMENTS THEY WILL GO ON THE RED CARD SHUT OFF LIST WITH A CHANCE TO COME TO THE STRSA MEETING TO MAKE ARRANGEMENTS WITH COMMISSIONERS.**

**20.4 GREEN CARD CUSTOMERS THAT MAKE ARRANGEMENTS WITH CLERKS IN OFFICE AND DON'T KEEP THEM WILL GET A RED CARD SHUT OFF WITH NO CHANCE TO COME TO MEETING. PAYMENT MUST BE MADE IN FULL. CASH OR MONEY ORDER ONLY.**

**20.5 IF A RED CARD SHUT OFF CUSTOMER THAT HAS MADE ARRANGEMENTS AT A STRSA MEETING DOES NOT KEEP THEIR ARRANGEMENTS THEY WILL BE SHUT OFF IMMEDIATELY.**

**20.6 SHUT-OFF FEE FOR TURNING SEWER OFF IS AN AUTOMATIC CHARGE OF \$200.00, WHICH WILL COVER \$100.00 OFF FEE AND \$100.00 ON FEE. THIS HAS BEEN AMENDED TO REFLECT THE CHARGE IS APPLIED IMMEDIATELY. THE BOARD OF HEALTH WILL BE NOTIFIED WHEN A PROPERTY IS SHUT OFF.**

**20.7 THERE WILL BE AN AUTOMATIC CHARGE OF \$150.00 FOR ANYONE TAMPERING WITH THE SEWERAGE AUTHORITY PROPERTY, NAMELY PULLING THE PLUG.**

**20.8 A LIST OF CUSTOMERS BY NAME AND ADDRESS WHO ARE SHUT-OFF SHALL BE MAINTAINED BY THE STRSA ON A CURRENT BASIS**

**20.9 CUSTOMERS WHO HAVE BEEN SHUT OFF FOR NON PAYMENT CAN ONLY PAY BY CASH, MONEY ORDER OR CERTIFIED BANK CHECK TO HAVE THEIR SEWER TURNED BACK ON. THE AUTHORITY WILL NOT ACCEPT A PERSONAL CHECK FOR PAYMENT OF ANY SHUT OFF'S.**  
**REVISED 4/15/15**

**21.0 PERSONNEL POLICY**

**21.1 OFFICE HOURS OF THE AUTHORITY ARE 8:30 AM TO 3:30 PM, MONDAY TO FRIDAY. CLOSED SATURDAY AND SUNDAY. EFFECTIVE 3/19/2007.**

**21.2 OFFICE APPROVED CLOSING SCHEDULE IS SET BY THE AUTHORITY COMMISSIONERS AND IT DOES NOT RUN IN CONJUNCTION WITH THE BOROUGH HALL CLOSINGS.**

**21.3 OFFICE CLOSING SCHEDULE:**

**NEW YEAR'S DAY (JAN. 1)**

**MARTIN LUTHER KING'S BIRTHDAY (JAN.)**

**LINCOLN'S BIRTHDAY (FEB.) REV. 1/21/05**

**WASHINGTON'S BIRTHDAY (A MONDAY HOLIDAY) (FEB.)**

**GOOD FRIDAY (MARCH)**

**MEMORIAL DAY (MAY)**

**4<sup>TH</sup> OF JULY (JULY)**

**LABOR DAY (SEPT.)**

**COLUMBUS DAY (OCT.)**

**ELECTION DAY (1<sup>ST</sup> TUESDAY IN NOVEMBER) REV. 2/13/04**

**VETERAN'S DAY (NOV.)**

**THANKSGIVING DAY & THANKSGIVING FRIDAY (NOV.) (2DAYS)**

**CHRISTMAS DAY (DEC.)**

**ADDITIONAL DAYS ASSOCIATED WITH THE ABOVE LIST SHALL BE DETERMINED EACH YEAR BY THE AUTHORITY COMMISSIONERS, IF IN THEIR OPINION IT IS NECESSARY. (8/19/15)**

**EMPLOYEES WILL NOT RECEIVE HOLIDAY PAY IF THEY CALL OUT SICK THE DAY PRIOR TO OR FOLLOWING A HOLIDAY. REVISED 8/2015**

**21.4 FULL-TIME AUTHORITY EMPLOYEES ARE THOSE WHO REGULARLY WORK 32.5 HOURS PER WEEK (WORKING 8:30AM TO 3:30PM)**

**21.5 PART-TIME AUTHORITY EMPLOYEES ARE THOSE WHO REGULARLY WORK LESS THAN 32.5 HOURS PER WEEK; THIS DOES NOT INCLUDE OUTSIDE PERSONAL, I.E., ON/OFF CONNECTION MAN, ADVISORS, CLEANING/JANITORIAL PEOPLE, ETC. REVISED 8/2015**

**21.6 PERMANENT FULL-TIME EMPLOYEES OF THE AUTHORITY ARE THOSE REGULARLY WORKING EMPLOYEES WHO HAVE BEEN WORKING FOR THE AUTHORITY FOR NINETY (90) DAYS, AND WHO HAVE RECEIVED “SATISFACTORY” RATING ON THEIR 90 DAY REVIEW BY THE COMMISSIONERS, AND THEIR BENEFITS SHALL COMMENCE EFFECTIVE THEIR 91<sup>ST</sup> DAY OF EMPLOYMENT.**

**21.7 PART-TIME EMPLOYEES ARE NOT ELIGIBLE FOR SICK TIME PAY; VACATION PAY OR BEREAVEMENT PAY. THEY ARE ELIGIBLE FOR PAID HOLIDAYS AFTER THEIR 91<sup>ST</sup> DAY OF EMPLOYMENT WITH THE AUTHORITY AS FOLLOWS:**

**NEW YEAR’S DAY**

**4<sup>TH</sup> OF JULY**

**THANKSGIVING DAY**

**CHRISTMAS DAY**

**THEY WILL BE PAID BASED ON THEIR REGULAR PAY.**

**21.8 VACATION TIME. FULL-TIME EMPLOYEES WHO HAVE BEEN EMPLOYED ONE (1) YEAR ARE ELIGIBLE ON THEIR ANNIVERSARY DATE FOR ONE (1) WEEK (5 WORKING DAYS) PAID VACATION.**

**AFTER BEING EMPLOYED TWO (2) YEARS THEY ARE ELIGIBLE ON THEIR ANNIVERSARY DATE FOR TWO (2) WEEKS (10 WORKING DAYS) PAID VACATION.**

**21.8A VACATION TIME EFFECTIVE 4-9-99, AFTER BEING EMPLOYED (7) YEARS, EMPLOYEES ARE ELIGIBLE ON THEIR 7<sup>TH</sup> YEAR ANNIVERSARY DATE FOR (3) WEEKS (15 WORKING DAYS) PAID**

**21.8B VACATION TIME. EMPLOYEES ARE ELIGIBLE ON THE 12<sup>TH</sup> YEAR STARING 1/1/2013 FOR (4) WEEKS (20 WORKING DAYS) PAID VACATION TIME.**

**21.9 REQUESTS FOR VACATION TIME (PAID) MUST BE SUBMITTED ON THE FORM DESIGNATED BY THE AUTHORITY, AND THE FORM MUST BE SUBMITTED 3-4 WEEKS IN ADVANCE OF THE REQUESTED TIME. TIME MAY BE TAKEN UPON APPROVAL OF THE COMMISSIONERS.**

**21.10 VACATION TIME CARRY OVER MAY BE CARRIED FORWARD ONE (1) YEAR AND IT MUST BE USED UP BY DECEMBER 31<sup>ST</sup> OF THAT NEXT YEAR OR LOST.**

**21.11 BEREAVEMENT TIME SHALL BE GRANTED TO ALL FULL-TIME EMPLOYEES WHO HAVE WORKED FOR 90 DAYS ON THEIR 91<sup>ST</sup> DAY OF EMPLOYMENT AS FOLLOWS:**

**THREE (3) PAID DAYS WILL BE GRANTED ON THE DEATH OF AN EMPLOYEE'S SPOUSE, MOTHER/FATHER, CHILD, GRANDCHILD, BROTHER/SISTER, GRANDPARENT, MOTHER/FATHER-IN-LAW.**

**ONE (1) PAID DAY WILL BE GRANTED ON THE DEATH OF AN EMPLOYEES, AUNT, UNCLE, SISTER/BROTHER-IN-LAW, SPOUSE'S AUNT/UNCLE. REVISED 8/2015**

**21.12 SICK TIME FULL-TIME EMPLOYEES WHO HAVE WORKED SATISFACTORY FOR 90 DAYS SHALL BE ELIGIBLE FOR FIVE (5) PAID SICK DAYS PER YEAR EFFECTIVE THEIR 91<sup>ST</sup> DAY OF EMPLOYMENT ON 1 JANUARY OF EACH YEAR THEY SHALL RECEIVE FIVE (5) SICK DAYS FOR THAT YEAR. AM EMPLOYEE IS ENTITLED TO CARRY INDEFINITELY NO MORE THAN FIFTEEN (15) UNUSED SICK DAYS FROM YEAR TO YEAR. AT NO TIME IA AN EMPLOYEE PERMITTED TO HAVE IN EXCESS OF TWENTY FOUR (24) SICK DAYS. (2/17/16) UPGRADED TO (7) PAID SICK DAYS AS OF JANUARY 1, 2000. UPON RETIREMENT, THE EMPLOYEE SHALL BE PAID A MAXIMUM OF HALF (1/2) OF THEIR AVAILABLE SICK DAYS.**

**21.12A UPGRADED TO (9) PAID SICK DAYS AS OF JANUARY 1, 2015.**

**EMPLOYEES ARE REQUIRED TO TELEPHONE THE AUTHORITY CHAIRPERSON NO LATER THAN 8:15 AM WHEN THEY ARE OUT SICK, ON EACH DAY. THE VICE CHAIRPERSON, SECRETARY, TREASURER OR ASSISTANT TREASURER MAY BE TELEPHONED IF THE CHAIRPERSON CAN NOT BE REACHED.**

**EMPLOYEES OUT SICK FOR MORE THAN THREE (3) DAYS ARE REQUIRED TO SUBMIT A MEDICAL DOCTOR'S (MD) CERTIFICATE FOR THEIR ABSENCE. THE AUTHORITY RESERVES THE RIGHT TO ASK FOR MEDICAL CERTIFICATES WHENEVER THEY DEEM IT NECESSARY.**

**WHEN AN EMPLOYEE BECOMES AWARE HE/SHE WILL NOT BE ABLE TO REPORT TO WORK OR WILL BE LATE, THE CHAIRPERSON MUST BE ADVISED AND SHALL IN NO CIRCUMSTANCE BE LESS THEN FIFTEEN (15) MINUTES PRIOR TO THE START OF THEIR SCHEDULED STARTING TIME. IF THE CHAIRPERSON CAN NOT BE REACHED THE VIC CHAIRPERSON, SECRETARY, TREASURER OR ASSISTANT TREASURER MAY BE ADVISED.**

**UNPLANNED LEAVE, EMPLOYEES ARE REQUIRED TO NOTIFY THE CHAIRPERSON WHEN THERE IS A NEED TO LEAVE WORK BEFORE THE END OF THEIR WORK DAY. REVISED 8/2015**

- 21.13 PERSONAL DAYS FULL-TIME EMPLOYEES WHO HAVE BEEN WORKING SATISFACTORY FOR NINETY (90) DAYS SHALL BE ELIGIBLE ON THEIR 91<sup>ST</sup> DAY TO RECEIVE THREE (3) PAID PERSONAL DAYS. PERSONAL DAYS MAY NOT BE CARRIED BEYOND DECEMBER 31<sup>ST</sup> OF THAT YEAR.**

**EACH FOLLOWING YEAR ON JANUARY 1 THE ELIGIBLE EMPLOYEE WILL RECEIVE THREE (3) PAID PERSONAL DAYS FOR THAT CURRENT YEAR.**

**PERSONAL DAY FORMS MUST BE SUBMITTED WELL IN ADVANCE OF THE DATES BEING REQUESTED AND UPON APPROVAL OF THE COMMISSIONERS THE REQUESTED TIME MAY BE TAKEN.**

- 21.14 REQUESTS FOR UNPAID TIME OFF MUST BE REQUESTED IN WRITTEN FORM EXPLAINING THE REASON (S); DATES BEING REQUESTED AND ONLY IF THE EMPLOYEE HAS NO PAID VACATION/PERSONAL TIME COMING. ALL SUCH REQUESTS ARE SUBJECT TO APPROVAL OF THE COMMISSIONERS.**

- 21.15 ALL FULL-TIME EMPLOYEES WHO HAVE BEEN WORKING SATISFACTORY ON THEIR 91<sup>ST</sup> DAY OF EMPLOYMENT WILL BE COVERED BY NEW JERSEY PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS), AND ALL PERS RULES WILL APPLY.**

- 21.16 PERSONAL ATTENDANCE RECORD FORM DESIGNATED BY THE AUTHORITY WILL BE MAINTAINED ON ALL EMPLOYEES. THE FORM WILL INDICATE ABSENCES, VACATION TIME, SICK TIME, PERSONAL TIME, BEREAVEMENT TIME USED, AND TARDINESS. A COPY IS TO BE PLACED IN EACH COMMISSIONERS FOLDER FOR THE MONTHLY MEETINGS. REVISED 8/2015**

**THE FORM WILL BE POSTED DAILY AS NEEDED.**

**DOCKING: PROMPT ATTENDANCE FOR ALL EMPLOYEES IS REQUIRED. STARTING TIME IS 8:30 AM, AND ANY EMPLOYEE ARRIVING AFTER 8:30 AM WILL BE DOCKED IN PAY FOR THE MINUTES AFTER 8:30 AM THEY ARE LATE. THE SAME THING WILL APPLY FOR LUNCHTIME. REVISED 8/2015**

**LUNCHTIME IS ONE HALF (1/2) HOUR, NON PAID TIME, AND LUNCHTIME SHALL BE TAKEN BY ALL FULL-TIME EMPLOYEES BY SCHEDULE. LUNCHTIME WILL NOT BE USED TO SUBSTITUTE FOR EARLY DISMISSAL OR LATE ARRIVAL.**

**LUNCH PERIODS ARE TO BE SCHEDULED SO ONE (1) PERSON IS IN THE OFFICE FOR COVERAGE, UNDER NORMAL CIRCUMSTANCES. LUNCH PERIODS ARE 12:00 TO 12:30 AND 12:30 TO 1:00 – UNLESS OTHERWISE APPROVED BY THE AUTHORITY. REVISED 8/2015**

**21.17 OVERTIME IS NOT AUTHORIZED UNLESS PREVIOUSLY APPROVED BY THE COMMISSIONERS. COMPUTATION OF OVERTIME SHALL COMMENCE WHEN THE EMPLOYEE HAS COMPLETED FORTY (40) HOURS DURING THAT GIVEN WEEK, AND HOURS OVER 40 SHALL BE PAID AT TIME AND A HALF.**

**21.18 NO AUTHORITY WORK IS TO BE TAKEN HOME. THIS IS FORBIDDEN BY THE AUTHORITY.**

**21.19 TEAM EFFORT IS EXPECTED FROM ALL EMPLOYEES. THE AUTHORITY (COMMISSIONERS) ARE THE EMPLOYERS AND POLICY MAKERS.**

**EMPLOYEES ARE CAUTIONED NOT TO DEVELOP “PATTERNS OF ILLNESS” I.E., BEING SICK PRIOR TO A HOLIDAY WEEKEND, THE AUTHORITY WILL NOT LOOK FAVORABLY ON SUCH PATTERNS.**

**21.20 EMPLOYEES ARE STRONGLY ENCOURAGED NOT TO LEAVE OFFICE DURING BUSINESS HOURS TO HANDLE “ROUTINE TASKS”, I.E., DELIVERING PAPERS TO ATTORNEY; DELIVERING TO BOROUGH HALL; COURT CLERK-USE THE TELEPHONE, MAIL; FAX OR LET “THEM” PICK IT UP.**

**21.20A EMPLOYEES MAY LEAVE DURING OFFICE HOURS TO GO TO TOMS RIVER POST OFFICE FOR ALL BULK MAILINGS. 6/09**

**21.21 ALL EMPLOYEES ARE REQUIRED TO READ THE SOP AND SIGN THE MASTER COPY IN THE OFFICE WITHIN THE FIRST THREE (3) WEEKS OF THEIR EMPLOYMENT AND REQUIRED TO READ AND SIGN THE OFFICE COPY EVERY YEAR THERE AFTER ONCE ADOPTED FOR THE YEAR. REVISED 8/2015**



**21.22 JOB TITLES. THE AUTHORITY HAS ESTABLISHED TWO JOB TITLES SENIOR CLERK AND CLERK (CLERICAL) AND ALL CLERICAL EMPLOYEES REQUIRE FILING, ELECTRONIC RECORD KEEPING, TYPING, TELEPHONE, COUNTER AND CUSTOMER SERVICE, SECURING OF RECORDS AND FILES; PREPARATION OF BANK DEPOSITS; MAIL, CORRESPONDENCE; MINUTE BOOK; MEETING AGENDA; CHECK PREPARATION, OPENING AND SECURING THE OFFICE DAILY, AND ANY OTHER TASK THAT MAY BE ASSIGNED FROM TIME TO TIME. ALL CLERICAL ARE RESPONSIBLE TO INSURE THAT THE WORK ASSIGNMENTS ARE EQUALLY DISTRIBUTED TO ACCOMPLISH ALL TASKS IN A PROMPT MANNER.**

**21.23 AUTHORITY MEETING. NO EMPLOYEES ARE REQUIRED TO ATTEND THE AUTHORITY MEETINGS, AND IF SO REQUESTED, THEY ARE ENTITLED TO A STIPEND OF \$108.00 PER YEAR, PAYABLE AT THE END OF EACH YEAR, IF THE PERSON ATTENDS ALL MEETINGS. STIPEND IS PAYABLE TO EACH CLERK, HOWEVER, IF ONLY ONE CLERK WISHES TO ATTENDS ALL MEETINGS SHE WOULD BE PAID \$216.00 AT END OF YEAR.**

**21.23A RESOLUTION & STIPEND FOR AUTHORITY CLERKS TO ATTEND SIX (6) AUTHORITY MEETING EACH PER YEAR AT \$108.00 PER YEAR EACH CLERK, TO BE PAID EVERY DECEMBER OF THAT YEAR. (REVISED 8/12/2005)**

**21.23B RESOLUTION & STIPEND FOR JONI FRAAS TO ATTEND STRSA MEETING EACH YEAR AT \$250.00 PER YEAR. (REVISED 12/11/12)**

**23.24C RESOLUTION & STIPEND FOR JONI FRAAS TO ATTEND STRSA MEETINGS EACH YEAR AT \$300.00 PER YEAR. (REVISED 12/3/13)**

**21.24 PAYROLL SCHEDULE. PAY SHALL BE COMPUTED ON AN HOURLY BASIS AT RATES ESTABLISHED BY THE AUTHORITY.**

**PAYROLL PERIOD SHALL BE MONDAY TO FRIDAY, WEEKLY, WITH CHECKS AVAILABLE THE FOLLOWING WEEK.**

**21.25 HOURLY RATES FOR FULL-TIME EMPLOYEES.**

**CLERICAL: (PER HOUR)**

**START: \$8.30 - \$9.00 FOLLOWS 90 DAY REVIEW ON 91<sup>ST</sup> DAY IF SATISFACTORY REVIEW, \$9.00. ON FIRST YEAR ANNIVERSARY, \$9.50 ON 3<sup>RD</sup> ANNIVERSARY \$10.00 PER HOUR AND .50 CENTS PER YEAR THEREAFTER UNTIL MAXIMUM IS REACHED. ALL SUBJECTS TO A SATISFACTORY ANNUAL REVIEW. THE MAXIMUM IS WHATEVER THE STRSA COMMISSIONERS DECIDE, AND THEY MAY GRANT OTHER RAISES.**

**21.26 EMPLOYEES WHOSE SICK TIME IS USED UP AND WHO ARE OUT SICK SHALL HAVE THEIR VACATION TIME SUBTRACTED TO COVER THEIR PAY; IF NO VACATION TIME IS AVAILABLE THEY WILL NOT BE PAID FOR THE TIME. ADVANCE PAY FOR VACATION OR OTHER REASONS IS NOT ALLOWED. PAY WILL OCCUR AT REGULAR TIMES AND CHECKS WILL BE HELD FOR THOSE ON VACATION UNTIL THEY PICK THEM UP.**

**21.27 HOURLY RATE FOR PART-TIME EMPLOYEES THE LEGAL RATE WOULD APPLY ON THE DATE MANDATED.**

**21.28 ANNUAL REVIEW OF OFFICE CLERICALS AS TO BOTH WORK AND SALARY EVALUATIONS SHALL TAKE PLACE IN JANUARY OF EACH YEAR. THE SALARY RECOMMENDATIONS BY THE COMMISSIONERS, IF ANY RECOMMENDATIONS ARE DEEMED NECESSARY, SHALL BE BASED ON THE STATE OF NEW JERSEY DEPARTMENT OF LABOR COST OF LIVING PERCENTAGE INCREASE, AND IT SHALL BE COMPUTED ON THE GROSS ANNUAL SALARY OF EACH CLERICAL.**

**21.29 AFTER 91 DAYS EMPLOYMENT THE COMMISSIONERS OFFER A FULLY PAID BY THE AUTHORITY HEALTH PLAN UNDER THE STATE OF NEW JERSEY HEALTH BENEFITS PROGRAM – NJ PLUS. A STATE DENTAL PLAN, PAID FOR BY THE EMPLOYEES IS PERMITTED. NO OTHER PLANS ARE OFFERED BY THE AUTHORITY.**

**21.29A THE STRSA COMMISSIONERS UNANIMOUSLY VOTED TO HAVE HEALTH INSURANCE PROVIDED FOR AUTHORITY CLERKS.  
REVISED 4/21/2006.**

**21.30 JURY DUTY EMPLOYEES WHO ARE REQUIRED TO BE ABSENT FOR JURY DUTY SHALL BE GRANTED A LEAVE OF ABSENCE FROM THEIR REGULAR DUTIES. THEY WILL RECEIVE FULL PAY AND ANY JURY FEES RECEIVED BY THE EMPLOYEE MUST BE ENDORSED OVER TO THE AUTHORITY.**

**21.31 SNOW DAYS: THE SOUTH TOMS RIVER SEWERAGE AUTHORITY DOES NOT RECOGNIZE "SNOW DAYS". IT IS AT THE DECISION OF THE COMMISSIONERS ACTING IN CONCERN THAT THE SOUTH TOMS RIVER SEWERAGE AUTHORITY MAY BE CLOSED FOR SEVERE INCLEMENT WEATHER. IF THIS TAKES PLACE, THERE IS NO PAY ALLOTTED FOR THE EMPLOYEES, HOWEVER, IT IS THE EMPLOYEES PRIVILEGE TO USE THEIR VACATION DAY OR A PERSONAL DAY TO INSURE BEING PAID OR THE EMPLOYEE MAY CHOOSE TO BE DOCKED FOR THE DAY WITHOUT PAY.**

**MUST HAVE THE APPROVAL OF THREE (3) COMMISSIONERS TO CLOSE THE AUTHORITY. IF THE CHAIRPERSON CANNOT GET TWO (2) OTHER COMMISSIONERS, THE CHAIRPERSON WILL MAKE THE FINAL DECISION. REVISED 8/2015**

**22.0 MAINTENANCE MAN.**

**22.1 MAINTENANCE MAN (OUTSIDE) OR ANY EMPLOYEE OF THE SOUTH TOMS RIVER SEWERAGE AUTHORITY IS TO DO NO WORK (MAINTENANCE WORK OR STREET MARKING) FOR ANY AGENCY UNLESS THE AUTHORITY HAS RECEIVED WRITTEN REQUEST WHICH DETAILS THE SPECIFIC WORK TO BE DONE, IN ADVANCE BY THE REQUESTING AGENCY. ALL WORK REQUIRES FORMAL APPROVAL BY THE STRSA PRIOR TO THE WORK COMMENCING.**

**22.2 NO STRSA MAINTENANCE MAN SHALL GO TO A HOME CALL REGARDING A HOME SEWER BACKING UP UNLESS THE HOME OWNER CALLS A PLUMBER AND IT IS DETERMINED THAT IT IS THE STRSA RESPONSIBILITY. STRSA IS RESPONSIBLE ONLY FROM THE CURB TO THE STREET. (REVISED 3/11/2005)**

**22.3 THE MAINTENANCE MAN SHALL SUBMIT TO THE COMMISSIONERS IN WRITING BY JANUARY OF EACH YEAR A SCHEDULE OF SEWER MAINTENANCE OF THE SEWER SYSTEM BY SECTION OF BOROUGH WITH THE ESTIMATED NUMBER OF DAYS NEEDED TO CLEAN THE SEWER SYSTEM IN EACH SECTION OF TOWN BY JET-VAC.**

**22.4 THE MAINTENANCE MAN SHALL MAINTAIN A SHED, PURCHASED BY THE AUTHORITY, AND LOCATED ADJACENT TO THE BOROUGH GARAGE FOR STORAGE OF ROAD REPAIR ITEMS, I.E. BLACK TOP, ETC. USE IN CONNECTION WITH SEWER REPAIRS.**

**22.5 SOUTH TOMS RIVER SEWERAGE AUTHORITY STANDARD OPERATING**

**PROCEDURE - SAFETY EQUIPMENT POLICY**

- A. THE SOUTH TOMS RIVER SEWERAGE AUTHORITY WILL PROVIDE AT NO COST TO ITS EMPLOYEES THE PROTECTIVE EQUIPMENT AND PROTECTIVE CLOTHING REQUIRED BY THIS POLICY.
- B. EMPLOYEES PERFORMING ANY ACTIONS RELATED TO THE SEWERAGE SYSTEM SHALL WEAR THE PROTECTIVE EQUIPMENT AS DIRECTED BY THE AUTHORITY. THE PROTECTIVE EQUIPMENT INCLUDES:
  - 1. REFLECTIVE SAFETY VEST
  - 2. STEEL-TIPPED WORK BOOTS
- C. ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT TO BE PROVIDED AND WORN MAY INCLUDE A HARD-HAT, GLOVES AND GOGGLES.
- D. HARD-HATS SHALL BE WORN IN ANY SITUATION WHERE THE POTENTIAL FOR A HEAD INJURY EXISTS.
- E. GOGGLES SHALL BE UTILIZED AT ANY TIME THE NEED FOR EYE PROTECTION IS PRESENT.
- F. GLOVES SHALL BE WORN IN ANY SITUATION WHERE INJURIES TO THE HANDS ARE LIKELY TO OCCUR.
- G. EMPLOYEES PERFORMING ANY ACTIONS RELATED TO THE SEWERAGE SYSTEM WILL CARRY THE AFOREMENTIONED SAFETY EQUIPMENT IN THEIR ASSIGNED VEHICLES.
- H. RINGS AND SIMILAR JEWELRY MAY CAUSE INJURY IN MANY SITUATIONS. THESE ITEMS ARE RECOMMENDED NOT BE WORN WHILE PERFORMING ANY ACTIONS RELATED TO THE SEWERAGE SYSTEM.

## **22.6 SOUTH TOMS RIVER SEWERAGE AUTHORITY STANDARD**

### **OPERATING PROCEDURE - CELL PHONE USAGE POLICY**

#### **A. PURPOSE**

THE PURPOSE OF THIS SOP IS TO OUTLINE THE STANDARDS FOR USE OF CELLULAR PHONES TO ENSURE THE SAFETY OF THE AUTHORITY'S PERSONNEL AND CITIZENS TRAVELING THE ROADWAYS AND TO KEEP A PROFESSIONAL DEMEANOR WHILE ON DUTY.

#### **B. STANDARD**

WHILE AUTHORITY ISSUED AND PERSONAL CELLULAR PHONES IN THE WORKPLACE CAN ASSIST IN THE MISSION OF THE AUTHORITY, THEY CAN ALSO CONTRIBUTE TO AN UNPROFESSIONAL APPEARANCE. IN ADDITION, CELL PHONE CALLS, MESSAGING AND/OR TEXTING WHILE DRIVING CREATES BOTH A DANGER FOR PERSONNEL AND THE PUBLIC AS WELL. AS THE AUTHORITY IS ENGAGED IN THE SERVICE TO THE PUBLIC, MAINTAINING A SAFE AND PROFESSIONAL TENOR IS MANDATORY FOR ALL PERSONNEL TO UPHOLD.

#### **C. CONTENT**

1. ON DUTY PERSONNEL SHALL HAVE THEIR PERSONAL/AUTHORITY ISSUED CELL PHONE ON VIBRATE DURING WORK HOURS. VIBRATE SHALL APPLY TO ALL CALLS, MESSAGE NOTIFICATIONS, ALARMS AND E-MAIL SETTINGS.
2. TEXT MESSAGING/E-MAIL OR OTHER ACTIVITIES WILL NOT BE PERMITTED WHILE OPERATING OR DRIVING ANY VEHICLE OR OTHER AUTHORITY EQUIPMENT/MACHINERY.
3. CELL PHONES, INCLUDING HANDS FREE DEVICES, ARE PROHIBITED WHILE OPERATING ANY AUTHORITY VEHICLE, EQUIPMENT OR MACHINERY. CELL PHONES MAY ONLY BE USED AFTER SAFELY AND PROPERLY PARKING THE VEHICLE, OR, IN THE CASE OF AUTHORITY EQUIPMENT/MACHINERY, AFTER SAID EQUIPMENT/MACHINERY HAS BEEN TURNED OFF.

**23.0 THE STANDARD OPERATING PROCEDURE (SOP) IS HEREBY ADOPTED AND APPROVED BY MOTION AT THE REGULAR MEETING OF THE AUTHORITY HELD ON FEBRUARY 17, 2016.**

\_\_\_\_\_  
**WILLIAM GLEASON, CHAIRMAN**

**ATTEST:** \_\_\_\_\_  
**DAVID ENGELHARDT, SECRETARY**