

ORDINANCE ESTABLISHING CHAPTER 323 OF
THE CAMDEN CITY CODE REQUIRING THE
FILING OF EMPLOYEE RESIDENCY REPORTS BY
CERTAIN EMPLOYERS IN THE CITY OF CAMDEN

The Ordinance - Findings

- Camden City has, for many years, regularly and substantially exceeded the State's and Camden County's unemployment rates.
- Median household income in the City also falls well below State and County rates.
- The data will help inform public input into decisions made by the City government about the need for and desirability of additional employment services, job or career training.
- Data will assist in identifying Employers who employ and compensate City residents as Employees.
- This is an opportunity for employers in the City to “tell their story” about opportunities within your company and the role your company will play in shaping the City’s future.

Definitions

"**City**" means the City of Camden.

"**Closing date**" means the last day of an Employer's last pay period before June 30 and December 31 of each calendar year.

"**Employee**" means a person employed by an Employer, whether full-time or part-time, and:

- (i) whose principal workplace is in the City, or,
- (ii) if the person works remotely or does not have a fixed workplace, reports to a person or office located in the City.
- (iii) For purposes of this definition, a full-time Employee is defined as a salaried or hourly Employee working on average no less than 30 hours per week, or 720 hours if employed throughout an entire semiannual reporting period.

Definitions (cont.)

"Pay band" means the wage intervals periodically published by the U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics program, that set forth ranges of pay or compensation, and which are in effect as of the respective closing date. For purposes of determining an Employee's pay band under this Chapter, an Employee's wage shall be the straight-time per hour pay earned by such Employee as of the closing date, and for salaried Employees, an Employee's gross annual pay shall be the Employee's gross annual salary rate as of the closing date.

"Reside." For purposes of determining whether an Employee resides in the City or does not reside in the City, the payroll records of the Employer reflecting the Employee's home address as provided by the Employee are determinative.

Definitions (cont.)

"Employer" means any public or private individual, partnership, association, corporation, company, school, university, hospital, governmental entity, joint operating venture, or any person or group of persons acting directly or indirectly in the interest of an Employer in relation to an Employee, and

(i) which maintains, in the City, one or more places of business such as an office, factory, market, warehouse, store, facility, service, school, university, hospital, or governmental location,

(ii) employs twenty-five (25) or more Employees,

(iii) For purposes of this definition, any Employer receiving federal and/or state funding, subsidies and/or benefits, and/or is required to obtain a license pursuant to Chapter 485 of the Code of the City of Camden is subject to this ordinance.

Semi-annual Employee Residency Report Required

- (a) Each Employer, on or before February 1 and August 1 of each calendar year shall file with the City Clerk the Semiannual Employee Residency Report described in this Chapter. The Clerk may not charge or collect a filing or other fee for the Report.
- (a) The Semiannual Employee Residency Report due February 1 is a report for a reporting period from July 1 to the ensuing closing date of the prior year; the Semiannual Employee Residency Report due August 1 is a report for a reporting period from January 1 to the ensuing closing date of that same year [\[June 30th\]](#).

Contents of Semiannual Employee Residency Report

The Semiannual Employee Residency Report must contain the following:

- The name of the Employer, both its official name and any doing-business-as name
- The reporting period of the Report
- The address or addresses of the Employer's place or places of business in the City
- The total number of Employees employed by the Employer on the applicable closing date, and, separately, the number of such Employees-
 - Who reside in the City; and
 - Who do not reside in the City.

Contents of Semiannual Employee Residency Report (cont.)

- The aggregate number of hours of work performed by its Employees during the reporting period and, separately, the number of hours of work performed by Employees-
 - Who reside in the City; and
 - Who do not reside in the City.
- The total number of Employees who earn compensation at the rate set forth in each pay band as of the applicable closing date, and, separately, the number of such Employees-
 - Who reside in the City; and
 - Who do not reside in the City.
- Subject to section 323-5 below, and on a voluntary basis, any additional information, commentary or explanation that the Employer may choose to include
- A certification by an authorized representative of the Employer with knowledge of the facts reported in the report stating that the contents thereof are true and acknowledging the penalty for false certifications if the contents thereof are not true.

Section 323-5 Privacy Protections

Other than the name of the certifying representative required by this Chapter, the Semiannual Employee Residency Report shall not contain the name of any individual Employee, his or her residential street address, or such Employee's specific wage, salary, or compensation, or any other similar personal information about any Employee.

Employee Residency Report is Public information

- Every Semiannual Employee Residency Report required by this Chapter is public information upon being filed with the City Clerk and shall be disclosed on demand to any person requesting the same under applicable public record laws.
- Will be turned over under OPRA and also general common law

Penalties and Effects on Other Ordinances

If an Employer is, or is required to be, licensed under Chapter 485 of the Code of the City of Camden, and such Employer is required by this Chapter to file a Semiannual Employee Residency Report, the failure of such Employer to file a Semiannual Employee Residency Report within thirty (30) days of its due date is a material violation of an ordinance within the meaning of section 485-20(a)(3) of the Code of the City of Camden.

An Employer who is required to file the Semiannual Employee Residency Report but fails to do so by the date required may be fined, in a proceeding before the Municipal Court-

- i. If the Report is between 1 and 30 days late, \$25.00 per day for each day the report is late; and
- ii. If the Report is more than 30 days late, the maximum penalty provided by sections 1-15 to 1-18 of the Code of the City of Camden for each day the Report is late, calculated from its initial due date.

Penalties and Effects on Other Ordinances (cont.)

- The filing of a Semiannual Employee Residency Report that purposely, knowingly, or recklessly includes one or more materially false statements is a violation of this Chapter. Either an Employer filing such a report, or the authorized representative signing such a report, or both, may be fined, in a proceeding before the Municipal Court, the maximum penalty provided by sections 1-15 to 1-18 of the Code of the City of Camden for such a violation.

Recordkeeping

- Each Employer shall keep and maintain records sufficient to establish the accuracy of each Semiannual Employee Residency Report for 24 months from the due date of each such Report.

Guidance documents by City Clerk; electronic submission of Reports

The City Clerk may adopt and publish FAQs and/or guidance documents necessary or appropriate to interpret this Chapter and to guide and ensure compliance with this Chapter. The City Clerk may establish and provide a method for the electronic submission and filing of Reports required by this Chapter.

Form for Semi-Annual Employee Residency Report -Sample

Reporting Period: Year: ___January -June ___July-December
 Employer Name:
 Business Address:

Total Employees	Total	No. of Camden Residents	No. of Non-Camden Residents
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours Worked by Employees	Total Hours	Hours Worked by Camden Residents	Hours Worked by Non-Camden Residents
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Employees by BLS OEWS Wage Interval

	Total	No. of Camden Residents	No. of Non-Camden Residents
Range A			
Range B			
Range C			
Range D			
Range E			
Range F			
Range G			
Range H			
Range I			
Range J			
Range K			
Range L			
Range M			
Range N			
Range O			
Range P			

ADDITIONAL COMMENT/EXPLANATIONS VOLUNTARILY PROVIDED BY EMPLOYER, INCLUDING DISCLOSURES OF HEALTH INSURANCE AND OTHER BENEFITS PROVIDED TO EMPLOYEES,
CHARITABLE CONTRIBUTIONS TO CITY ORGANIZATIONS AND OTHER SUPPORT AND BENEFITS TO CAMDEN RESIDENTS:

The undersigned declares under the penalties prescribed by law for false certifications that: (i) s/he is an authorized representative of the reporting employer;
(ii) s/he has knowledge of the facts set forth in this report; and (iii) all of the foregoing statements in this report are true and correct.

Date: _____

Signature of Representative

Print Name and Title of Representative

RANGES

Range A	up to \$25,608.00
Range B	up to \$28,795.00
Range C	up to \$31,419.00
Range D	up to \$35,269.00
Range E	up to \$39,460.00
Range F	up to \$43,987.00
Range G	up to \$48,880.00
Range H	up to \$54,133.00
Range I	up to \$59,790.00
Range J	up to \$65,841.00
Range K	up to 72,340.00
Range L	up to \$86,706.00
Range M	up to \$103,104.00
Range N	up to \$121,838.00
Range O	up to \$143,314.00
Range P	over \$143,314.01