

ORDINANCE NO. 435

AN ORDINANCE OF THE BOROUGH OF MONROEVILLE FIXING THE WAGES, SALARIES, VACATIONS AND SICK LEAVE OF BOROUGH OFFICERS AND EMPLOYEES, AND PROVIDING FOR THE APPOINTMENT, PROMOTION AND DISCHARGE THEREOF.

BE IT ORDAINED AND ENACTED by the Council of the Borough of Monroeville as follows:

ARTICLE I.

Compensation of Officers and Employees

Section 1. The officers and employees to conduct the business and affairs of the Borough shall be compensated as follows:

(a) Officers

Mayor .....	\$125.00 per month
Councilman .....	\$100.00 per month
Borough Solicitor (retainer).....	\$100.00 per month
Borough Secretary.....	No compensation as such
Borough Treasurer .....	No compensation as such

(b) General Supervisory Employees

Borough Manager - Salary to be determined by subsequent Ordinance.	
Borough Engineer .....	\$900.00 per month
Assistant Borough Secretary .....	\$610.00 per month
Supervisor of Road and Sewer Maintenance .....	\$600.00 per month
Assistant Supervisor of Road and Sewer Maintenance .....	\$490.00 per month

(c) General Employees

Building Inspector .....	\$465.00 per month
Assistant Building Inspector .....	\$420.00 per month
Building Custodian .....	\$410.00 per month
Bookkeeper .....	\$380.00 per month
Office Secretary .....	\$380.00 per month
Stenographer .....	\$360.00 per month
Clerk-Typist .....	\$340.00 per month
Office Clerk .....	\$300.00 per month
Skilled Worker - 2 .....	\$2.40 per hour
Skilled Worker - 1 .....	\$2.27 per hour
Laborer - 2 .....	\$2.16 per hour
Laborer - 1 .....	\$2.06 per hour
Part-time Worker .....	\$1.75 per hour

(d) Police Supervisory Employees

Chief of Police .....	\$700.00 per month
Maximum salary with service	
increments .....	\$755.00 per month

(e) Police Employees

Police Sergeant .....	\$480.00 per month
Maximum salary with service	
increments .....	\$535.00 per month
Police Patrolman .....	\$450.00 per month
Maximum salary with service	
increments .....	\$505.00 per month
Police Patrolman (probationary) .....	\$400.00 per month
Police Desk Clerk .....	\$400.00 per month
Dog Carcher .....	\$125.00 per month
Special Police .....	\$1.75 per hour
School Police .....	\$1.75 per hour

Section 2. On May 2, 1965 the following salary increases for certain police employees shall be effective:

Police Sergeant .....	\$520.00 per month
Maximum salary with service	
increments .....	\$575.00 per month
Police Patrolman .....	\$470.00 per month
Maximum salary with service	
increments .....	\$525.00 per month
Police Patrolman (probationary) .....	\$425.00 per month
Police Desk Clerk .....	\$440.00 per month
Special Police .....	\$1.85 per hour

Section 3. No Councilman shall receive compensation for any given month unless he shall have attended at least one regular or adjourned meeting of Council during such month.

Section 4. The Chief of Police, Police Sergeants and Police Patrolmen, in addition to their minimum salaries, set forth in Sections 1 and 2 above, shall be entitled to service increments of pay, effective at the beginning of their fifth year of continuous service as a Monroeville Police employee. Such service increments shall equal Five (\$5.00) Dollars per month, beginning with the fifth year of such service, and their compensation shall increase an additional Five (\$5.00) Dollars per month each year thereafter until a maximum of eleven (11) such service increments have been earned, at which time the said police employees shall have reached their maximum salaries, as set forth in Sections 1 and 2 above.

Section 5. All employees designated in Section 1 above receiving monthly compensation, rather than hourly compensation, except for the Mayor, Councilman, Borough Solicitor and Dog Catcher, shall perform their duties as defined by their respective supervisors, for forty (40) hours per week, at such hours as designated by the Borough Manager, and by the Mayor in the case of police employees.

Section 6. Supervisory personnel shall satisfy the responsibilities of their respective offices, without increase in compensation or compensatory time off, even though such duties exceed forty (40) hours per week. Supervisory personnel shall, in addition, attend Council meetings or meetings of Committees of Council, when requested by the President of Council, without additional compensation.

Section 7. All non-supervisory employees who work in excess of forty (40) hours per week shall be compensated for such excess by commensurate time off, at the discretion of their respective supervisors. Where such commensurate time off is not practical, such employee shall be, upon approval of the Borough Manager, or the Mayor in the case of police personnel, compensated additionally for such overtime at his regular rate of compensation. Such overtime, when properly authorized and approved, shall be duly recorded by the respective supervisors in units of hours. Twenty (20) minutes of more shall be considered a full hour for overtime purposes; less than twenty (20) minutes shall not be recorded. Non-supervisory employees, who work Saturdays, Sundays or holidays, shall be compensated by commensurate time off, as for overtime. Such employees required to work holidays, as hereinafter defined, shall receive an extra day's compensation, as well as their regular rate of compensation. In lieu of such extra day's compensation for holiday work, the Borough Manager, or the Mayor in the case of police personnel, may assign an extra day off with full regular pay. For purposes of determining the daily rate of compensation for those employees compensated on a monthly basis, the daily rate shall equal the monthly rate divided by twenty-two (22).

Section 8. Compensation for all employees other than Borough officers and the Dog Catcher, although expressed in monthly rates or hourly rates, shall be paid bi-weekly. For such employees as compensation is expressed on a monthly basis, the bi-weekly rate shall equal the monthly rate multiplied by twelve (12) and then divided by twenty-six (26), and subject to final adjustment for the last full pay period during the calendar year.

## ARTICLE II.

### Vacations

Section 1. For purposes of this Article the term "full-time employees" shall include all employees compensated under Section 1 on a monthly basis, except the Dog Catcher, and shall also include Skilled Workers 1 and 2 and Laborers 1 and 2, who normally perform their Borough duties at least forty (40) hours per week.

Section 2. All full-time employees of the Borough of Monroeville, as above defined, who have been so employed continuously for at least six (6) months but less than one (1) year, shall be entitled to one (1) week's vacation at their regular rate of pay.

Section 3. All such employees who have been employed continuously by the Borough for at least one (1) year but less than ten (10) years, shall be entitled annually to two (2) weeks' vacation at their regular rate of pay.

Section 4. All such employees who have been employed continuously by the Borough in excess of ten (10) years, shall be entitled annually to three (3) weeks' vacation at their regular rate of pay.

Section 5. No employee who shall be entitled to a vacation under the terms of Section 2 of this Article shall be further entitled to a vacation under the terms of Section 3 of this Article during the same calendar year.

Section 6. The following days shall be considered paid holidays for all Borough officers and employees, except part-time workers, school police and special police:

New Year's Day  
 Good Friday  
 Memorial Day  
 Fourth of July  
 Labor Day  
 Thanksgiving Day  
 Christmas Day

However, all police employees shall have Easter as a holiday in place of Good Friday. When such holidays fall on unscheduled work days, all employees shall receive commensurate time off at the regular rate of pay.

Section 7. Vacation time may not be cumulative from year to year, but may only be used within the year allowed.

### ARTICLE III.

#### Sick Leave

Section 1. Sick leave shall be granted only to such employees and under such circumstances, as hereinafter set forth, and due only to the personal illness of such employees or to death in the immediate family. The immediate family shall include only father, mother, wife, husband, parents of wife or husband, child, brother, sister, grandparents and grandchildren.

Section 2. Sick leave may not be cumulative from year to year, but may only be used within the year allowed.

Section 3. Full-time non-supervisory employees compensated on a monthly basis, as set forth in Section 1 of Article I, with at least one year continuous full-time employment by the Borough, may have a maximum of five (5) working days of sick leave per calendar year. Such employees may also have extended sick leave, upon request through their respective supervisors and upon approval of the Borough Manager and Borough Council, according to the following schedule:

- (a) Employees with 1 to 5 years service -  
a maximum of 20 days annually of extended sick leave.
- (b) Employees with 5 to 10 years service -  
a maximum of 40 days annually of extended sick leave.
- (c) Employees with 10 to 15 years service -  
a maximum of 60 days annually of extended sick leave.
- (d) Employees with 15 to 20 years service -  
a maximum of 80 days annually of extended sick leave.
- (e) Employees with 20 to 25 years service -  
a maximum of 100 days annually of extended sick leave.
- (f) Employees with over 25 years service -  
a maximum of 120 days annually of extended sick leave.

Section 4. Compensation for sick leave shall consist of three-quarters of the employee's regular salary, which salary on a daily basis shall be equal to the monthly rate divided by twenty-two (22). For extended sick leave, as defined above, compensation shall be equal to one-half of such employee's regular salary.

Section 5. Supervisory employees may have sick leave with compensation at full pay, with the approval of the Borough Manager and Borough Council. Such sick leave shall be computed on a daily basis as a sum equal to the monthly rate divided by twenty-two (22). In no event shall such sick leave compensation exceed the regular rate of compensation.

Section 6. All such sick leave compensation, as established above, shall be reduced by an amount equal to any Workmen's Compensation benefits or benefits of any health and accident insurance, the premiums for which are paid for by the Borough, that such employees may be legally entitled to receive, as determined by the Borough Manager. This reduction shall be made regardless as to whether or not such employees actually make application for such benefits.

Section 7. Sick leave, when used, shall be of at least one (1) day's duration. If an employee is required to leave work in the midst of a day, having worked four (4) hours or more, and does so with the approval of his supervisor, he shall not be charged with sick leave for that day. All employees shall notify their supervisors, as promptly as possible, of their intention to be absent on sick leave. Any employees absent on sick leave, due to personal illness, for three (3) or more consecutive working days, shall submit to their supervisors a written doctor's statement, indicating the medical need for such absence. No such sick leave shall be payable unless the medical statement is submitted promptly.

Section 8. Skilled Workers 1 and 2 and Laborers 1 and 2, although not entitled to sick leave as hereinabove defined, shall nevertheless be entitled to a maximum of three (3) days' absence at three-fourth (3/4ths) of his regular daily rate of pay due to the death of a member of his immediate family defined in Section 1 of this Article. In no event, however, shall such absences exceed five (5) days during any calendar year.

#### ARTICLE IV.

##### Appointments, Promotions and Discharges

Section 1. The appointment, promotion and removal of all non-supervisory personnel, other than police employees, shall be made by the Borough Manager, with the approval of Borough Council. However, part-time workers may be appointed and removed by the Borough Manager without the approval of Borough Council. Borough Council shall retain authority to reduce personnel at any time for purposes of economy.

Section 2. The appointment, promotion and removal of all police employees, both supervisory and non-supervisory, except school police and special police, shall be made by Borough Council, upon recommendation of the Mayor. The appointment, promotion and removal of the Chief of Police, Police Sergeants, Police Patrolmen and Police Patrolmen (probationary) shall, furthermore, be subject to the procedures, requirements and limitations of the Police Civil Service Commission of the Borough of Monroeville, as established by Borough ordinance and regulations, and subject further to the laws of the Commonwealth of Pennsylvania pertaining thereto.

Section 3. School Police and Special Police may be appointed and removed by the Mayor without the approval of Borough Council. Borough Council shall retain authority to reduce such personnel at any time for purposes of economy.

Section 4. All appointive officers and all general supervisory personnel shall be appointed by Borough Council.

ARTICLE V.

Effective Date

Section 1. The wage and salary schedule established under Section 1 of Article I of this Ordinance shall be effective as of May 10, 1964.

ARTICLE VI.

Repealer

Section 1. Any ordinances or parts of ordinance in conflict with any of the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 2. The following Ordinances of the Borough of Monroeville, pertaining to wages, salaries and vacations for Borough employees, are repealed in their entirety:

- Ordinance No. 181, enacted April 12, 1960
- Ordinance No. 182, enacted April 12, 1960
- Ordinance No. 330, enacted February 28, 1962

ORDAINED AND ENACTED 6 this 14th day of May, 1964.

BOROUGH OF MONROEVILLE

Attest:

By S/Frank A. Witt  
President of Council

S/Gladys Diller  
Secretary

EXAMINED AND APPROVED this 28 day of May, 1964.

S/John J. Duncan  
Mayor