

## ORDINANCE NO. 444

AN ORDINANCE OF THE BOROUGH OF MONROEVILLE AMENDING ORDINANCE NO. 435 BY PROVIDING FOR CERTAIN ADDITIONAL EMPLOYEE CLASSIFICATIONS AND FIXING OF WAGES, SALARIES, VACATIONS AND SICK LEAVE, AND PROVIDING FOR THE APPOINTMENT, PROMOTION AND DISCHARGE THEREOF.

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

Section 1. Section 1 of Article I of Ordinance No. 435 of the Borough of Monroeville, enacted May 14, 1964, is hereby amended by adding to the list of General Supervisory Employees under sub-section (b) thereof the following employee classifications and salary:

"Head Librarian-----\$608.34 per month"

and by adding to the list of General Employees under sub-section (c) thereof the following employee classifications and salaries:

"Assistant Building Custodian-----\$312.50 per month  
Part-time Clerk-----\$ 1.50 per hour  
Part-time Page-----\$ .75 per hour"

Section 2. Sections 5, 6 and 7 of Article I of said Ordinance 435 are hereby amended to read as follows:

"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, and by the Library Board in the case of personnel appointed by it.

"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, or by the Library Board in the case of library employees, 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, or by the Library Board in the case of personnel appointed by it, compensated additionally for such overtime at this 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 or 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, or the Library Board in the case of personnel appointed by it, 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 3. Article II of said Ordinance No. 435 is hereby amended by adding thereto Section 8, as follows:

"Section 8. The head librarian shall be entitled to an annual vacation of four weeks at her regular rate of pay, provided that she has been employed in such capacity for a period of not less than six month."

Section 4. Article IV of said Ordinance No. 435 is hereby amended by adding thereto Section 5, as follows:

"Section 5. The appointment, promotion and removal of the head librarian and any other employees, whether full time or part-time, that are assigned to library work, shall be made by the Library Board, provided, however, that all such employees are expressly provided for in the library budget as approved by Borough Council. The provisions of this Section shall not apply to building custodian or assistant building custodian for the library building. Such custodial employees shall be appointed, promoted and removed pursuant to Section 1 of this Article."

Section 5. Any ordinance or parts of ordinance in conflict with this Ordinance are hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED this 13th day of August, 1964.

ATTEST:

BOROUGH OF MONROEVILLE

S/Carrol F. Pickens  
Secretary

By S/Frank A. Witt  
President of Council

EXAMINED AND APPROVED this 14th day of August, 1964.

S/John J. Duncan  
Mayor