

ORDINANCE NO. 479

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

Section 1. The officers of the Borough of Monroeville and their compensation shall be as follows:

Mayor . . . . .	\$125.00 per month
Councilmen (each) . . . . .	100.00 per month
Borough Solicitor (retainer) . . . . .	100.00 per month
Borough Secretary . . . . .	No compensation as such
Borough Treasurer . . . . .	No compensation as such
Borough Manager . . . . .	1100.00 per month
Assistant Borough Secretary . . . . .	No compensation as such
Tax Collector . . . . .	Compensation established under existing Ordinances

Section 2. 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 3. Effective January 1, 1966 the compensation of the Mayor shall be One hundred fifty (\$150.00) Dollars per month.

ARTICLE II.

Compensation of Employees

Section 1. The general employees of the Borough of Monroeville shall be classified as follows, and their compensation shall be in steps, based upon experience and performance:

<u>CLASSIFICATION</u>	<u>COMPENSATION EXPRESSED IN DOLLARS PER MONTH (UNLESS OTHERWISE INDICATED)</u>				
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
<u>CLERICAL, FISCAL, AND ADMINISTRATIVE</u>					
Clerk I	284	298	312	327	----
Clerk II	345	364	384	404	425
Clerk-Steno I	284	298	312	327	345
Clerk-Steno II	345	364	384	404	----
Asst. Borough Secretary	568	600	630	660	690

<u>CLASSIFICATION</u>	<u>COMPENSATION EXPRESSED IN DOLLARS PER MONTH (UNLESS OTHERWISE INDICATED)</u>				
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
<u>PUBLIC SAFETY</u>					
School Traffic Escort	1.72	1.88	----	----	----
	per hr.	per hr.			
Special Police Personnel	1.72	1.88	1.99	----	----
	per hr.	per hr.			
Police Patrolmen	425	447	470	493	517
			Step F - 525		
Police Desk Clerk	384	404	425	447	----
Police Desk Sergeant	493	517	542	568	----
Police Sergeant	542	568	600	----	----
Police Chief	660	690	725	760	800
Dog Catcher	125	----	----	----	----
<u>RECREATION AND PARKS</u>					
Recreation Leader I	1.00	1.25	1.50	1.75	2.00
	per hr.	per hr.	per hr.	per hr.	per hr.
Recreation Leader II	2.00	2.25	2.50	2.75	----
	per hr.	per hr.	per hr.	per hr.	
Recreation Leader III	3.00	3.50	4.00	4.50	5.00
	per hr.	per hr.	per hr.	per hr.	per hr.
Recreation Specialist I	1.00	1.25	1.50	1.75	2.00
	per hr.	per hr.	per hr.	per hr.	per hr.
Recreation Specialist II	2.50	3.00	3.50	4.00	4.50
	per hr.	per hr.	per hr.	per hr.	per hr.
		Step F - 5.00 per hr.			
Recreation Director	725	760	800	840	880
<u>LABOR AND LABOR SUPER- VISION</u>					
Custodian	345	364	384	404	425
Laborer	345	364	384	404	425
Equipment Operator I	404	425	447	----	----
Equipment Operator II	425	447	470	----	----
General Maintenance Man	404	425	447	----	----
Foreman I	447	470	493	----	----
Asst. Street Supt.	493	517	542	568	----
Street Superintendent	568	600	630	660	----
<u>ENGINEERING AND IN- SPECTION SERVICES</u>					
Inspector	447	470	493	517	542
Chief Inspector	517	542	568	----	----
Borough Engineer	760	800	840	880	925

<u>CLASSIFICATION</u>	<u>COMPENSATION EXPRESSED IN DOLLARS PER MONTH (UNLESS OTHERWISE INDICATED)</u>				
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
<u>LIBRARY</u>					
Page	.75	----	----	----	----
	per hr.				
Library Assistant	2.00	----	----	----	----
	per hr.				
Sub-Professional Librarian	2.25	----	----	----	----
	per hr.				
Professional Librarian I	2.50	----	----	----	----
	per hr.				
Professional Librarian II	2.75	----	----	----	----
	per hr.				
Professional Librarian III	433.33	450	466.67	----	----
Professional Librarian IV	481.67	500	516.67	----	----
Professional Librarian V	537.50	558.33	579.17	----	----
Professional Librarian VI	608.33	633.33	658.33	----	----

Section 2. Eligibility for establishment and advancement within classifications shall be as follows:

(a) All new employees and all other employees entering a classification for the first time shall, unless hereinafter otherwise indicated, enter such classification at the pay level of Step A.

(b) All existing employees shall be established in the pay step equal to their present pay rate. However, should their present pay rate be at a point between steps, their pay shall be raised to the level of the higher of the two steps.

(c) Where a classification has five pay steps, an employee within such classification shall be eligible for advancement to Step B after six months of continuous service in Step A; to Step C after one year of continuous service in Step B; to Step D after two years of continuous service in Step C; to Step E after two years of continuous service in Step D.

(d) Where a classification has four pay steps, an employee within such classification shall be eligible for advancement to Step B after one year of continuous service in Step A; to Step C after two years of continuous service in Step B; to Step D after two years of continuous service in Step C.

(e) Where a classification has three pay steps, an employee within such classification shall be eligible for advancement to Step B after two years of continuous service in Step A; to Step C after two years of continuous service in Step B.

(f) Where a classification has two pay steps, an employee within such classification shall be eligible for advancement to Step B after two years of continuous service in Step A.

(g) Police patrolman shall be eligible for Step F after fifteen (15) years of continuous service as a police officer for the Borough of Monroeville.

(h) Notwithstanding sub-sections (c), (d), (e), and (f) above, any employee with three or more continuous years of service with the Borough of Monroeville as of the effective date of this Ordinance shall be eligible for advancement from pay step to pay step in their present classification in one-half the time otherwise required.

(i) Employees under the classifications of Recreation Leader I, II, or III, and Recreation Specialist I and II may be hired at any pay step within these classifications or may be advanced from step to step or classification to classification without the requirement of any tenure in any lower classification or pay step, at the discretion of the Borough Manager.

Section 3. Upon eligibility, advancement from pay step to pay step shall be made by the Borough Manager for the following categories:

- (a) Clerical, Fiscal, and Administrative
- (b) Recreation and Parks
- (c) Labor and Labor Supervision
- (d) Engineering and Inspection

Section 4. Upon eligibility, advancement from pay step to pay step shall be made by the Mayor for all classifications of employees under the category of Public Safety.

Section 5. Upon eligibility, advancement from pay step to pay step shall be made by the Library Board for all classifications of employees under the category of Library. In addition, all Clerical, Fiscal, and Administrative personnel permanently assigned to the Library shall be advanced in pay steps by order of the Library Board rather than the Borough Manager.

Section 6. Such pay step advancements shall be made by the Borough Manager, Mayor, and Library Board, as the case may be, at their respective discretions, where it appears that such employees have diligently, competently, and properly performed their duties during the period in the previous pay step.

Section 7. Neither the Borough Manager, Mayor, nor Library Board shall order such pay step advancements except upon recommendation of the department head supervising such employees.

Section 8. The Borough Manager, Mayor, and Library Board shall have the further authority to hire, promote from classification to classification, and discharge employees under the categories within their respective jurisdictions, as set forth in Sections 3, 4, and 5 above, with the following exceptions:

(a) The following classifications, which shall be hired, promoted from classification to classification, and discharged only with the approval of Monroeville Borough Council:

1. Borough Engineer
2. Street Superintendent
3. Assistant Street Superintendent
4. Recreation Director

(b) The following classifications, which shall be appointed by Monroeville Borough Council and, where applicable, subject to Civil Service regulations:

1. Police Patrolman
2. Police Desk Clerk
3. Police Desk Sergeant
4. Police Sergeant
5. Police Chief
6. Dog Catcher

Section 9. All employees designated in Section 1 above receiving monthly compensation rather than hourly compensation, except for the 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, the Mayor, or the Library Board for the employees under their respective jurisdictions.

Section 10. The following employees, however, 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:

1. Borough Engineer
2. Street Superintendent
3. Assistant Street Superintendent
4. Recreation Director
5. Police Chief

Such employees shall, in addition, attend Council meetings or meetings of committees of Council when requested by the Borough Manager, or by the Library Board in the case of Library employees, without additional compensation.

Section 11. Overtime Compensation.

(a) Except as hereinafter otherwise indicated, all Borough 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 superiors. Where such commensurate time off is not practical, however, such employees, upon approval of the Borough Manager, the Mayor, or the Library Board, in their respective jurisdictions, shall be compensated additionally for such overtime at his regular rate of compensation.

(b) Overtime compensation shall not apply in any form to the Dog Catcher.

(c) All employees paid at an hourly rate and the following additional classifications under the category of "Labor" and "Labor Supervision" shall be paid for all overtime work rather than be compensated by commensurate time off:

1. Custodian
2. Laborer
3. Equipment Operator I
4. Equipment Operator II
5. General Maintenance Man
6. Foreman I

(d) All employees that are entitled to receive payment for overtime services whose basic compensations are expressed at a monthly rate shall be paid for such overtime at a rate equal to 1/173 of their regular monthly compensation, per hour. If such services are performed on Saturdays or Sundays or other normal off-duty days, compensation shall be equal to the said overtime rate. If, however, such services are performed on paid holidays, as hereinafter defined, compensation shall be at double the overtime rate.

(e) Such overtime, when properly authorized and approved for payment, shall be duly recorded by the respective supervisors in units of hours. Twenty (20) minutes or more shall be considered a full hour for such overtime purposes; less than twenty (20) minutes shall not be recorded.

Section 12. No overtime or holiday pay shall be allowed unless expressly authorized by the Borough Manager, the Mayor, or the Library Board, for employees within their respective jurisdictions.

Section 13. Compensation for all employees other than the Mayor, Councilmen, Solicitor, Tax Collector, and Dog Catcher, although expressed in monthly rates or hourly rates, shall be paid bi-weekly. For such employees as compensation is expressed at a monthly rate, the bi-weekly rate shall equal the monthly rate multiplied by 12 and then divided by 26, and subject to final adjustment for the last full pay period during the calendar year.

### ARTICLE III

#### Vacations

Section 1. For purposes of this article the term "full time employees" shall include the Manager and all employees compensated under Article II on a monthly basis. It shall not include, however, the Dog Catcher, who shall have no paid vacation, nor shall it include employees under the jurisdiction of the Library Board. The Library Board shall by written order establish vacation policy and procedures for its personnel.

Section 2. All full-time employees of the Borough of Monroeville, as above defined, who have been so employed continuously for at least six months but less than one year, shall be entitled to one 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 year but less than ten years, shall be entitled annually to two 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 years, shall be entitled annually to three 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 traffic escorts, and special police personnel:

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

However, all public safety 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 IV.

##### Sick Leave

Section 1. For purposes of this article the term "employees" shall include the Manager and all employees compensated under article II on a monthly basis. It shall not include, however, the Dog Catcher, who shall have no sick leave or injury leave. Nor shall it include employees under the jurisdiction of the Library Board. The Library Board shall by written order establish sick leave policy and procedures for its personnel.

Section 2. Sick leave shall be granted to such employees and under such circumstances as hereinafter set forth and due only to the personal illness of such employees or to a 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 3. Employees entitled to sick leave under the terms of this article shall receive their full regular compensation during the period that such sick leave is properly in effect.

Section 4. Every employee shall upon the effective date of this Ordinance be entitled to five days of sick leave, and shall be entitled to an additional day of sick leave on the last day of each calendar

month thereafter up to a maximum accumulation of sick leave of sixty (60) days. All new employees shall accumulate sick leave at the rate of one (1) day at the end of each calendar month after commencement of employment. Only working days are included in applying sick leave to time off.

Section 5. Sick leave shall not be allowed employees during their first six months of employment with the Borough, except in the event of injury incurred while at work.

Section 6. No compensation shall be paid for unused sick leave when an employee leaves Borough employment.

Section 7. All employees with six months or more service injured while in the course of Borough employment to such an extent that they are unable to work shall not be chargeable with sick leave during the first thirty (30) working days of such necessary absence, and shall be compensated at their regular rate of pay. To determine eligibility for such injury leave such employees must first show by satisfactory evidence that they would be legally entitled to Workmen's Compensation benefits under the laws of the Commonwealth of Pennsylvania as the result of such injury.

Section 8. All such sick leave or injury leave compensation as established above shall be reduced by an amount equal to any Workmen's Compensation benefits, occupational disease benefits, or benefits of any health and accident insurance, the premiums for which are paid by the Borough, that such employees may be legally entitled to receive, as determined by the Borough Manager.

Section 9. Any employee absent on sick leave due to personal illness or injury for three or more consecutive working days shall submit to his supervisor 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 10. Any employee who has exhausted his injury leave or sick leave benefits as hereinabove defined shall, nevertheless, be entitled to receive the Workmen's Compensation benefits or health and accident insurance benefits during the remaining period that such benefits are lawfully effective.

## ARTICLE V

### Miscellaneous Provisions

Section 1. Employees shall be granted leave of absence with pay for required jury duty in an amount equal to the difference between their regular pay and compensation received for jury duty.

Section 2. The Borough Manager may grant additional leaves of absence, not exceeding three consecutive days in duration, either with or without pay, under such circumstances as he may deem appropriate.

Section 3. Where the Borough of Monroeville has by previous Ordinance, Resolution, or other appropriate action, authorized other benefits for its employees, such as life insurance, health and accident insurance, or hospital or medical insurance, etc., or where such employee benefits may be hereafter established, the term "employee" unless otherwise indicated by such previous or subsequent action, shall include and only include the Borough Manager and all employees listed under Article II thereof for compensation on a monthly basis, excepting the Dog Catcher, provided such employee has been in continuous full time service with the Borough of Monroeville for a period of not less than six (6) months.

Section 4. Notwithstanding any section of this Ordinance to the contrary, no promotion to a higher job classification shall result in a lower pay rate to an employee. Where necessary such employee shall be established in a higher pay step upon promotion in order to meet this requirement.

Section 5. Upon or after the effective date hereof the Borough Manager shall establish or amend such rules and regulations as he shall deem necessary to administer this Ordinance.

Section 6. Borough Council shall by separate resolution establish such equitable formulas as it deems appropriate to accelerate pay step advancement in 1965 for such Borough employees who have not otherwise received the equivalent of a one-half step pay increase during the year 1965.

Section 7. The Borough Manager may from time to time employ such additional personnel for temporary or part time duties as he may deem necessary. Such temporary or part time personnel shall be compensated at an hourly rate equal to 1/173 of the lowest monthly rate established for their respective job classifications.

Section 8. The employment, promotion, and increases in pay approved by the Borough Manager, the Mayor, or the Library Board, in their respective jurisdictions, shall always nevertheless be subject to prior budgetary approval by Monroeville Borough Council.

Section 9. The wage and salary schedules established hereunder shall be effective as of the sixth (6th) day of June, 1965.

Section 10. Ordinance No. 435 of the Borough of Monroeville enacted May 14, 1964, entitled "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", as the same has heretofore been amended, is repealed.

Section 11. Any other ordinance or part of ordinance in conflict with any of the provisions of this Ordinance is hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED this 10th day of June, 1965.

BOROUGH OF MONROEVILLE

By S/ Frank A. Witt  
President of Council

ATTEST:

S/ Carrol F. Pickens  
Secretary

EXAMINED AND APPROVED this 12th day of June, 1965

S/ John J. Duncan  
Mayor