

**BOROUGH OF ALBURTIS  
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 343

(Duly Adopted December 30, 1996)

**AN ORDINANCE AMENDING, RESTATING, AND ORDAINING  
THE EMPLOYMENT POLICIES OF THE BOROUGH OF ALBURTIS.**

**WHEREAS**, the employment policies of the Borough of Alburtis have developed in an *ad hoc* manner and are frequently unwritten and/or loosely based on precedents established from time to time with or without full Council review or comprehensive analysis; and

**WHEREAS**, Borough Council desires to establish a comprehensive set of employment policies, amending and restating existing policies and formally adopting the policies by ordinance;

**NOW, THEREFORE**, be it **ORDAINED** and **ENACTED** by the Borough Council of the Borough of Alburtis, Lehigh County, Pennsylvania, as follows:

**Article I — Title and Scope**

**§ 101 Short title.**

This Ordinance shall be known, and may be cited, as the “Alburtis Personnel Ordinance”.

## **§ 102 Scope.**

This Ordinance shall apply to all non-uniformed employees of the Borough of Alburdis. This Ordinance shall also apply to uniformed police department employees of the Borough of Alburdis except to the extent of any conflict with the Civil Service Rules and Regulations of the Borough, any applicable collective bargaining agreement, or any applicable law, regulation, or final court decision, or unless specifically stated to the contrary in this Ordinance.

## **Article II — General Working Time & Pay Rules**

### **§ 201 Working Hours.**

(a) **Office Employees.** Office employees (including the Borough Secretary and the Clerk/Accountant) shall work from 8:00 AM to 4:30 PM from Monday through Friday (except Borough holidays), except for one-half hour time off for lunch which must be taken between 12:00 noon and 1:00 PM. Lunch times must be so coordinated that at least one office employee is on duty at all times whenever possible.

(b) **Maintenance Employees.** Full-time maintenance department employees shall work from 7:00 AM to 3:30 PM from Monday through Friday (except Borough holidays), except for one-half hour time off for lunch which must be taken when directed by the Maintenance Coordinator. Part-time employees shall not work more than twenty (20) hours during any one calendar week unless authorized by Borough Council or the President of Borough Council (in case of an emergency).

### **§ 202 Time Clock.**

(a) **Use of Clock.** All Borough employees shall punch in and out on the Borough time clock, at the beginning and end of the work day and at the beginning and end of lunch periods. (Police department employees receiving paid lunch periods need not punch in and out for lunch.) Employees called out for extra work shall go to the Borough Hall first and punch in.

(b) **Payment for Time Worked.** No employee shall be paid for any time not shown on his punch time card, unless actual time worked and not shown on the card is authorized by the President of Borough Council. No pay shall be provided for time not worked due to late arrivals or early departures. Unless authorized by the President of Borough Council, no employee shall work before or after his scheduled work time. An employee may punch in up to ten (10) minutes before the beginning of a scheduled shift or after the end of a scheduled shift to account for preliminary and postliminary activities, but shall not be paid for any time before the beginning or after the end of shift unless authorized by the President of Borough Council.

## **§ 203 Overtime and Compensatory Time Off.**

(a) **Office Employees.** Compensation for any time worked in excess of forty (40) hours in any calendar week, when authorized by the President of Borough Council, shall be paid as overtime pay (at the rate of 1.5 times base compensation), or, with the consent of the employee and the approval of the President of Borough Council, shall be credited as compensatory time off (at the rate of 1.5 hours of compensatory time off for each overtime hour worked). Compensatory time off with pay (at the regular base compensation rate) may be used by the employee when authorized by the President of Borough Council. Nor more than forty (40) hours of compensatory time off may be accumulated at any one time by any employee. The Borough Secretary shall provide a monthly report to the President and Vice President of Borough Council of the amount of accumulated compensatory time off by each office employee.

(b) **Maintenance Department Employees.** Compensation for any time worked in excess of forty (40) hours in any calendar week, when authorized by the President of Borough Council, shall be paid as overtime pay (at the rate of 1.5 times base compensation).

(c) **All Employees.** All authorized overtime worked by any employee (including Police Department employees) shall be so designated on the employee's time card, together with a brief statement of the reason the overtime was necessary.

## **§ 204 On Call Duty.**

(a) **Maintenance Department Employees.** One maintenance department employee shall be on call during all nights, holidays, weekends, and all other times when the maintenance department is not regularly in operation. The Maintenance Coordinator shall prepare and maintain a schedule of on-call assignments, which shall be allocated equally among all full-time maintenance department employees. The Borough shall supply each full-time maintenance department employee with a pager, which must be within hearing of the employee at all times when the employee is on call. When paged, the employee must respond within a reasonable period of time.

(b) **Minimum Period of Payment.** Any Borough employee who is called out to work when not regularly scheduled shall be paid for no less than two hours of work and shall be paid at the rate of 1.5 times regular base compensation.

## **§ 205 Borough Meetings.**

Any employee who is requested to attend a meeting of Borough Council or is requested to attend a meeting of another Borough commission or board will be paid from the start of the meeting until such time as they are finished discussing the information for which their attendance was requested. The Borough Secretary (or his/her designate) will note these times on the employee's time card the next business day. Meeting time is not considered "call out" time under Section 204(b) of this Ordinance.

## **§ 206 Pay Periods.**

(a) **Full-time Employees.** All full-time employees of the Borough shall be paid every two weeks.

(b) **Annual Payments.** The Borough Treasurer and Zoning Officer shall be paid their salaries in one annual payment.

(c) **Mayor and Council.** The Mayor and members of Borough Council shall be paid their salaries in monthly installments.

(d) **Code Officials.** The Building Inspector, Plumbing Inspector, and other authorized inspectors shall be paid upon presentation of forms indicating the number of hours worked or inspections completed.

## **Article III — Paid or Unpaid Time Off**

### **§ 301 Holidays.**

(a) **In General.** The following nine (9) days are Borough holidays, during which the Borough offices shall not be open:

- (1) New Year's Day
- (2) Good Friday
- (3) Memorial Day
- (4) Independence Day
- (5) Labor Day
- (6) Thanksgiving Day
- (7) Day after Thanksgiving
- (8) Christmas Day

(9) Day before or day after Christmas Day (as designated by the President of Borough Council from year to year).

(b) **Holidays on Saturday or Sunday.** If a Borough holiday falls on a Saturday or Sunday, the President of Borough Council shall designate the nearest Friday or Monday as the date of the holiday for that year.

(c) **Holiday Pay.** Full-time Borough employees shall not regularly be scheduled to work on a Borough holiday. Nonetheless, they shall receive pay for eight (8) hours of work at their base rate of compensation for the holiday.

(d) **Working Holiday Pay.** An employee who works on a Borough holiday shall receive Working Holiday Pay, in an amount equal to the number of hours work multiplied by 1.5 times his/her base rate compensation, in addition to Holiday Pay under subsection (c).

## § 302 Vacations.

(a) **In General.** During each calendar year, each full-time employee shall be entitled to paid vacations for the number of days indicated in subsections (b) and (c). For each vacation day granted to and taken by a full-time employee, the employee shall be paid Vacation Pay in an amount equal to the employee's base hourly rate of compensation *multiplied by eight (8)*.

(b) **Number of Vacation Days—Employees Hired Before June 1, 1996.** The number of vacation days available during any given calendar year to a full-time employee who was first hired by the Borough as a full-time employee before June 1, 1996 shall be determined as follows:

(1) If the full-time employee is first hired as a full-time employee during that calendar year: zero (0) days.

(2) If the first anniversary of the date the full-time employee was first hired as a full-time employee (hereinafter, the "**First Day**") occurs during that calendar year: zero (0) days until said first anniversary, and ten (10) days thereafter, if he is a full-time employee on the first anniversary.

(3) For all other calendar years: ten (10) days *plus* one (1) additional day for each year of service completed by the full-time employee as of the anniversary of his First Day in the immediately preceding calendar year; *plus* one (1) additional day which may only be used after the anniversary of the full-time employee's First Day which occurs during that calendar year. Notwithstanding the preceding sentence, the maximum number of paid vacation days which shall be available to a full-time employee in any calendar year shall be thirty (30).

(c) **Number of Vacation Days—Employees Hired After May 31, 1996.** The number of vacation days available during any given calendar year to a full-time Borough employee who was first hired by the Borough as a full-time employee after May 31, 1996 shall be determined as follows:

(1) If the full-time employee is first hired as a full-time employee during that calendar year: zero (0) days.

(2) If the first anniversary of the date the full-time employee was first hired as a full-time employee (hereinafter, the "**First Day**") occurs during that calendar year: zero (0) days until said first anniversary, and five (5) days thereafter, if he is a full-time employee on the first anniversary.

(3) If the second anniversary of the full-time employee's First Day occurs during that calendar year: five (5) days.

(4) If the third anniversary of the full-time employee's First Day occurs during that calendar year: five (5) days, *plus* an additional five (5) days at any time after said third anniversary if he is a full-time employee on the third anniversary.

(4) If the fourth, fifth, sixth, seventh, eighth, or ninth anniversary of the full-time employee's First Day occurs during that calendar year: ten (10) days.

(5) If the tenth anniversary of the full-time employee's First Day occurs during that calendar year: ten (10) days, *plus* an additional five (5) days at any time after said tenth anniversary if he is a full-time employee on the tenth anniversary.

(6) If the eleventh, twelfth, thirteenth, or fourteenth anniversary of the full-time employee's First Day occurs during that calendar year: fifteen (15) days.

(7) If the fifteenth anniversary of the full-time employee's First Day occurs during that calendar year: fifteen (15) days, *plus* an additional five (5) days at any time after said fifteenth anniversary if he is a full-time employee on the fifteenth anniversary.

(8) If the sixteenth, seventeenth, eighteenth, nineteenth, twentieth, twenty-first, twenty-second, twenty-third, or twenty-fourth anniversary of the full-time employee's First Day occurs during that calendar year: twenty (20) days.

(9) If the twenty-fifth anniversary of the full-time employee's First Day occurs during that calendar year: twenty (20) days, *plus* an additional five (5) days at any time after said twenty-fifth anniversary if he is a full-time employee on the twenty-fifth anniversary.

(10) If the anniversary of the full-time employee's First Day which occurs during that calendar year is greater than the twenty-fifth: twenty-five (25) days.

(d) **Use During Calendar Year.** All vacation days granted to a full-time employee for any calendar year must be used within that calendar year, or they are forfeited.

(e) **Scheduling.** All vacation time shall be approved by the President of Borough Council (or, in his/her absence, the Vice President of Borough Council) at least two weeks in advance, unless the approving officer grants special consideration for cause shown.

### **§ 303 Personal Day.**

All full-time Borough employees shall receive one paid personal day off per calendar year (beginning after the 60th day of full-time Borough employment). This day may be taken in one whole day (8 hours of pay at the base hourly rate of compensation) or in two half days (4 hours of pay each at the base hourly rate of compensation). Employees shall give reasonable notice of personal days or half-days taken, but the time off need not be approved in advance.

## § 304 Sick Leave.

(a) **Number of Sick Days.** The number of paid sick days (8 hours each) available during any given calendar year to a full-time Borough employee shall be determined as follows:

(1) If the full-time employee is first hired as a full-time employee during the first six months of that calendar year: zero (0) days until the 61st day of employment, and five (5) days thereafter. If the full-time employee is first hired as a full-time employee during the last six months of that calendar year: zero (0) days.

(2) If the first anniversary of the date the full-time employee was first hired as a full-time employee (hereinafter, the “**First Day**”) occurs during that calendar year: six (6) days.

(3) If the second anniversary of the full-time employee’s First Day occurs during that calendar year: seven (7) days.

(4) If the third anniversary of the full-time employee’s First Day occurs during that calendar year: eight (8) days.

(5) If the fourth anniversary of the full-time employee’s First Day occurs during that calendar year: nine (9) days.

(6) If the anniversary of the full-time employee’s First Day which occurs during that calendar year is greater than the fourth: ten (10) days.

(b) **Accumulation of Sick Days.** Any unused sick days for a calendar year may be accumulated and used in succeeding calendar years, up to a maximum of fifteen (15) days accumulated at any one time from previous years.

(c) **Proof of Illness.** Any employee absent from work for three (3) or more consecutive work days due to illness or injury shall produce a doctor’s certificate of illness in order to receive payment for sick leave and to return to work. The doctor’s certificate shall also certify that the employee is now physically and mentally able to return to work and perform the essential functions of the employee’s job. The Borough Council or President of Borough Council may require a doctor’s certificate for any absence due to illness or injury which is less than three (3) days.

(d) **Calling Off.** Full-time employees who call off from work due to illness or injury (whether the leave is paid or unpaid), shall call the Borough Hall to report off from work to the Borough Secretary or person in charge of the office (in the Secretary’s absence), and also the President or Vice President of Borough Council. Part-time, summer, or temporary employees who call off from work due to illness or injury shall call their immediate supervisor at the Borough Hall, and shall not be paid for such time not worked.

(e) **Sick Leave Bonus.** All full-time Borough employees who are eligible for paid sick leave, have completed at least one (1) continuous year of work, and have utilized two (2) or fewer sick days in a calendar year shall receive a bonus of One Hundred Twenty-five Dollars for that calendar year, payable with the pay check which covers December 31 of that year less all applicable deductions.

### **§ 305 Funeral Leave.**

(a) **Immediate Family.** All full-time Borough employees shall be granted up to three (3) consecutive scheduled work days off with pay (for 8 hours each) for the death of a mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, grandmother, or grandfather.

(b) **Other Relatives.** All full-time Borough employees shall be granted one (1) day off with pay (for 8 hours) to attend the funeral of a daughter-in-law, son-in-law, aunt, uncle, grandchild, brother-in-law, or sister-in-law.

## **Article IV — Benefits**

### **§ 401 Uniforms.**

All full-time maintenance department employees shall be furnished with uniforms by the Borough, including five (5) pairs of pants, five (5) short sleeve shifts, five (5) long sleeve shifts, and one (1) coat. The employees shall wear the uniforms when working and shall keep them clean and maintained. The Borough shall also reimburse each full-time maintenance department employee up to Two Hundred Dollars (\$200.00) per calendar year for work boots, to be paid upon presentation of a paid receipt.

### **§ 402 Life Insurance.**

The Borough shall provide each full-time employee with life insurance in the amount of Fifteen Thousand Dollars (\$15,000.00) if the employee dies while employed as a full-time employee of the Borough and after at least sixty (60) days of employment. This life insurance protection is subject to the terms, restrictions, exclusions, conditions, and requirements of the life insurance policies obtained by the Borough from time to time with the approval of Borough Council.



### **§ 403 Health & Hospitalization.**

(a) **In General.** Health and hospitalization coverage is provided to full-time Borough employees effective sixty (60) days after initial employment as a full-time Borough employee. Benefits are provided to the employee and the employee's eligible family members; major medical coverage is provided to eligible family members. The terms, conditions, limitations, restrictions, and scope of coverage, as well as the persons eligible for coverage, are described in the summary plan descriptions distributed from time to time to employees and in the health policies and contracts obtained by the Borough from time to time. Nothing in this Ordinance shall provide any specific health or hospitalization benefits; all such benefits shall be provided by policies as authorized from time to time by action of Borough Council.

(b) **Continuation of Coverage in the Event of Disability.** Full-time employees who were hired before June 1, 1996 who become disabled due to a work-related illness or injury shall continue to be covered under the Borough's group health and hospitalization coverage so long as they remain disabled, but no longer than one year after the date of disability. Full-time employees who are hired after May 31, 1996 who become disabled due to a work-related illness or injury shall continue to be covered under the Borough's group health and hospitalization coverage so long as they remain disabled, but no longer than for three months after the date of disability (if the employee has not been employed for at least five years as a full-time employee), six months after the date of disability (if the employee has been employed for at least five years but has not been employed for at least ten years as a full-time employee), or one year after the date of disability (if the employee has been employed for at least ten years as a full-time employee).

### **§ 404 Disability.**

The Borough provides disability income benefits in accordance with Ordinance 299 (adopted May 12, 1993), as amended by Ordinance 332 (adopted March 27, 1996).

### **§ 405 Dental/Eyeglass.**

The Borough shall reimburse each full-time Borough employee up to Two Hundred Dollars (\$200.00) per calendar year for dental or eyeglass expenses of the employee, the employee's spouse, and the employee's federal income tax dependents, to be paid upon presentation of a paid receipt.

### **§ 406 Retirement Plans.**

The Borough provides retirement benefits in accordance with the Borough of Alburtis Nonuniformed Pension Plan, the Borough of Alburtis Police Pension Plan, and the Borough of Alburtis Deferred Compensation Plan.

**§ 407 Mileage Cost Reimbursement.**

The Borough shall reimburse an employee for the use of a personal vehicle on authorized Borough business at the same rate as allowed by the Internal Revenue Service.

**§ 408 Meal Reimbursement.**

The Borough shall reimburse an employee up to Five Dollars (\$5.00) for any meal eaten by the employee during a meal period while the employee is away from the Borough on Borough business.

**§ 409 Tuition Reimbursement.**

A non-uniformed full-time Borough employee who desires to obtain reimbursement for tuition costs for an educational course in an area related to the employee's Borough employment must first receive approval from Borough Council prior to enrolling in the course. (Approval may be given or withheld in the complete discretion of Borough Council.) If the course is approved for reimbursement, the employee must pay for the course initially, but will be reimbursed by the Borough upon successful completion with a grade of C (or its equivalent) or better. All such courses must be taken during nonworking hours.

**§ 410 Bonus for State Water License Certification.**

Each full-time maintenance department employee who passes the Pennsylvania state certification for a water license for the first time shall receive a one-time bonus of One Thousand Dollars (\$1,000.00) less applicable deductions.

**§ 411 Amendment or Termination.**

The Borough reserves the right to alter, amend, or terminate any benefits provided to employees under this Ordinance or otherwise, except to the extent of benefits vested by the occurrence of an event triggering the payment of benefits prior to the date of the alteration, amendment, or termination, or as otherwise required by law.

## **Article V — Miscellaneous Employment Policies**

### **§ 501 Use of Borough Vehicles and Equipment.**

No employee shall use any Borough vehicles or other equipment for personal use unless approved in advance by the President of Borough Council.

### **§ 502 Insurance Policies and Other Contracts or Documents.**

No employee shall authorize any changes, deletions, or additions to any Borough insurance or benefits policies, or any other Borough contracts or documents, without prior approval by Borough Council. Quotes may be received by employees.

### **§ 503 Zoning Complaints.**

Zoning complaints may be taken anonymously by the Borough Secretary or by the Zoning Officer directly. The Borough Secretary shall keep a log of complaints received and their final disposition. The Zoning Officer shall review and investigate all complaints weekly, and provide a written monthly report to Borough Council on all complaints received by the first of that month and the action taken by the Zoning Officer.

### **§ 504 Photocopies.**

The Borough shall not photocopy any documents which are not public documents of the Borough of Alburdis for any person or organization, whether a fee is tendered or not.

### **§ 505 Meals Out of the Borough During Work Hours for Police.**

By the nature of their employment, police officers must remain on duty, and are paid for work, during a one-half hour meal period each eight-hour shift. Borough Council hereby authorizes Borough police officers to eat this meal at any place within the Borough of Alburdis, or to take a Borough police vehicle outside of the Borough and eat this meal at any of the following locations:

- (a) The Bear Swamp Restaurant in Macungie;
- (b) The 7-11 Store in Macungie;

(c) The Trivet Restaurant on Hamilton Boulevard in Breinigsville;

(d) Any restaurant or eating establishment in the Trexler Mall, Trexlertown, and related outbuildings;

(e) Any restaurant or eating establishment in the newer shopping center adjacent to and to the west of the Trexler Mall, Trexlertown, and related outbuildings.

### **§ 506 Drug and Alcohol Policy for CDL Employees.**

Each maintenance department employee who maintains a commercial driver's license (CDL) as a condition of employment shall conform to the Borough's drug and alcohol policy for CDL employees, as adopted and amended by Borough Council from time to time.

## **Article VI — Employment Duties**

### **§ 601 In General.**

All employees of the Borough shall perform the duties of their offices and/or positions of employment as provided by law, regulation, ordinance, resolution, action of Borough Council, or direction by the President of Borough Council (or, in the case of the Police Department, by the Mayor). Some of these duties are described or identified in the following sections of this Article VI. The President of Borough Council (or, in the case of the Police Department, by the Mayor), shall have general supervisory responsibility and authority over all Borough employees.

### **§ 602 Employment is At Will.**

As required by Section 1005(1) of the Borough Code, 53 PA. STAT. ANN. § 46005(1), all Borough officers and employees who are not elected by the people shall serve for an indefinite term at the pleasure of the Borough Council (unless under state law they are under civil service or have a definite term of office), and may be transferred, suspended, or terminated at any time for any reason or no reason at all. Any reference in this Ordinance or any other Borough document to a probationary period for employees means only a period of heightened scrutiny. The completion of a probationary period without termination does not create any rights to continued employment; an employee may be terminated at any time with or without cause, whether during or after any probationary period. All newly-hired employees shall be subject to special scrutiny for a period of six (6) months, which may be extended or reinstated at any time thereafter.

### **§ 603 Borough Secretary.**

In addition to all other required duties, the Borough Secretary shall:

- (a) Take charge of the office during working hours.
- (b) Collect payments and record the Cash Sheet (duty shared with Clerk/Accountant).
- (c) Check mail daily for incoming bills and pass the same on to the Clerk/Accountant for action.
- (d) Keep a file for each household in the Borough to record all amounts paid or owed to the Borough.
- (e) Take minutes at all Borough Council, Planning Commission, and Pension Committee meetings and prepare a typewritten draft before the next meeting.
- (f) Take telephone calls and forward information to the appropriate person(s).
- (g) Keep a separate book in chronological order for minutes.
- (h) Distribute permits as required.
- (i) Update ordinance books.
- (j) Maintain a separate Borough policy book.
- (k) Review the accuracy of time sheets and pass them along to the Clerk/Accountant for action.
- (l) Monitor and maintain knowledge of wage tax collections and payments, and the disbursement of the Borough payroll.
- (m) Perform general secretarial duties.

### **§ 604 Clerk/Accountant.**

In addition to all other required duties, the Clerk/Accountant shall:

- (a) Perform all general bookkeeping and clerical duties.
- (b) Perform all duties of the Earned Income Tax Officer for the Borough of Alburdis.

(c) Prepare a monthly receipts and expenditures report and a detailed monthly budget report for distribution to members of Borough Council.

(d) Bill and collect quarterly water, sewer, and garbage bills. All prepaid bills must be listed on the monthly bills for payment report.

## **§ 605 Borough Treasurer.**

In addition to all other required duties, the Borough Treasurer shall:

(a) Supervise the Clerk/Accountant in all duties.

## **§ 606 Maintenance Department Employees.**

(a) **Maintenance Coordinator.** In addition to all other required duties, the Maintenance Coordinator shall:

(1) Supervise and schedule general maintenance duties for maintenance department employees.

(2) Prepare a written progress report for Borough Council each month. Tentative scheduling shall be including, after consultation with the President of Borough Council.

(3) Coordinate paperwork for all maintenance activities, including mandated state reports for highways, water, sewer, etc.

(4) Be on call during nonworking hours for emergencies to insure that proper manpower is put into service when necessary.

(b) **Maintenance Full Time A.** In addition to all other required duties, a level A full time maintenance department employee shall:

(1) Carry out work assignments as directed by the Maintenance Coordinator.

(2) Assume the duties of the Maintenance Coordinator when he is on sick leave or vacation or is otherwise unavailable

(3) Be on call during nonworking hours for emergencies.

(4) Possess a current, valid commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania.

(c) **Maintenance Full Time B.** In addition to all other required duties, a level B full time maintenance department employee shall:

(1) Carry out work assignments as directed by the Maintenance Coordinator and/or a level A maintenance department employee.

(2) Be on call during nonworking hours for emergencies.

(3) Possess a current, valid commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania.

**(d) Maintenance Full Time C.** In addition to all other required duties, a level C full time maintenance department employee shall:

(1) Carry out work assignments as directed by the Maintenance Coordinator and/or a level A or B maintenance department employee.

**(e) General Maintenance Duties.** In addition to all other required duties, maintenance department employees shall perform the following services:

(1) **Highway.** Inspection and repair of Borough streets, snow removal, cindering/salting when required, removal of leaves from street gutters, inspection and maintenance of dump truck, backhoe, pickup, and all other highway equipment.

(2) **Water.** Inspection and maintenance of reservoir, chlorinator, and pressure regulator; flushing of water system; reading of water meters; maintenance of water mains and pipes and wells.

(3) **Property.** Cleaning and maintenance of Borough Hall, recreation areas, and all other properties owned by the Borough.

(4) **Sewer.** Inspection and maintenance of sanitary sewer lines and pump stations; maintenance of storm sewers clean and free of debris.

**(f) Snow Emergency Plowing Procedure.** In the event of a declared snow emergency, the Maintenance Coordinator (or, in his absence, the President of Borough Council) will be responsible to deploy authorized snow removal equipment.

**(g) Safety Equipment.** All maintenance department employees shall wear safety boots, safety glasses, ear plugs, hard hats, and other safety equipment when required by law, when directed by a supervisor, or when reasonably necessary for their own protection.

## § 607 Zoning and Code Officials

**(a) Zoning Officer.** In addition to all other required duties, the Zoning Officer shall perform the duties set forth in Section 137-109 of the Code of the Borough of Alburdis.

**(b) Plumbing Inspector.** In addition to all other required duties, the Plumbing Inspector shall perform all of the duties of the code official set forth in the Borough's Plumbing Code as adopted by Ordinance 275 (adopted April 25, 1990).

**(c) Building Inspector.** In addition to all other required duties, the Building Inspector shall perform all of the duties of the code official set forth in the Borough's Building Code as adopted by Ordinance 340 (adopted September 25, 1996) and the

Borough's Property Maintenance Code as adopted by Ordinance 339 (adopted September 25, 1996).

## **Article VII — Essential Job Functions**

### **§ 701 In General.**

All employees of the Borough must be able to perform all of the essential functions of their positions of employment, either with or without reasonable accommodation.

### **§ 702 Office Staff.**

Each of the following are essential job functions for an office staff position of employment with the Borough, including Borough Secretary and Clerk/Accountant:

- (a) Withstanding long periods of sitting.
- (b) Communicating effectively with the public.
- (c) Hearing.
- (d) Mobility.
- (e) Operating office machines, including telephones, fax machines, computers, and photocopiers.
- (f) Operating office machines for long periods of time.
- (g) Typing at a rate of at least thirty (30) words per minute.
- (h) Access paperwork while working on office machines.
- (i) Seeing.

### **§ 703 Maintenance Personnel**

Each of the following are essential job functions for a maintenance personnel position of employment with the Borough:



(a) Possessing a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. For Maintenance Personnel level A and B positions (but not C), it is also essential to possess a commercial driver's license issued by the Commonwealth of Pennsylvania.

(b) Withstanding prolonged periods of standing and sitting.

(c) Communicating effectively with the public.

(d) Operating a motor vehicle for long periods of time.

(e) Completing written reports in a clear and concise manner.

(f) Hearing.

(g) Walking.

(h) Using hands and fingers to handle or operate objects, controls, tools, telephones, copiers, pagers, first aid equipment, and maintenance equipment.

(i) Reaching with hands and arms.

(j) Lifting objects weighing up to fifty (50) pounds.

(k) Balancing.

(l) Smelling.

(m) Stooping and bending.

(n) Seeing, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

(o) Working in an environment with a noise level that is generally moderate, although occasionally louder.

(p) Working near moving mechanical parts and objects.

(q) Working in high, precarious places.

(r) Working with explosives, such as diesel fuel, gasoline, sediment, chemical cleaners, and lubricators.

(s) Withstanding prolonged periods of exposure to wet and/or humid conditions, extreme heat, or extreme cold.

(t) Withstanding periods of time in confined spaces.

## Article VIII — Miscellaneous

### § 801 Repealer.

This Ordinance repeals all existing Borough employment policies (except those contained in any Ordinances or applicable collective bargaining agreements) which conflict with or cover any of the same issues covered by this Ordinance.

**DULY ORDAINED** and **ENACTED** by the Borough Council of the Borough of Alburdis, this 30th day of December, 1996, in lawful session duly assembled.

BOROUGH COUNCIL  
BOROUGH OF ALBURDIS

\_\_\_\_\_  
Steven R. Hill, President

Attest:

\_\_\_\_\_  
Louise Stahley, Secretary

**AND NOW**, this 30th day of December, 1996, the above Ordinance is hereby APPROVED.

\_\_\_\_\_  
Ronald J. DeIaco, Mayor