

**BOROUGH OF ALBURTIS
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 349

(Duly Adopted February 26, 1997)

AN ORDINANCE AMENDING ORDINANCE 343 (RELATING TO EMPLOYMENT POLICIES) BY (I) INCREASING THE ANNUAL BONUS FOR MINIMAL USE OF SICK LEAVE TO ONE HUNDRED FIFTY DOLLARS (\$150.00); (II) INCREASING THE NUMBER OF BOROUGH-PROVIDED MAINTENANCE DEPARTMENT UNIFORMS TO ELEVEN (11) SETS PLUS TWO (2) COATS; AND (III) PERMITTING EMPLOYEES TO PHOTOCOPY, AT NO CHARGE, A SMALL NUMBER OF DOCUMENTS FOR QUALIFIED NONPROFIT ORGANIZATIONS; AND MAKING TECHNICAL CORRECTIONS TO ORDINANCE 344 (RELATING TO EMPLOYEE SALARIES FOR 1997) TO REESTABLISH THE HOURLY WAGES OF FULL-TIME MAINTENANCE EMPLOYEES AT 1996 RATES.

WHEREAS, on December 30, 1996, Borough Council adopted Ordinance 343 to amend, restate, and ordain the Borough's employment policies; and

WHEREAS, Borough Council desires to amend the employment policies in three respects as set forth in this Ordinance; and

WHEREAS, on December 30, 1996, Borough Council adopted Ordinance 344 to, *inter alia*, establish the rates of compensation of Borough employees; and

WHEREAS, Ordinance 344 as adopted erroneously set the 1997 compensation of full-time maintenance personnel at 1995 rates rather than 1996 rates; and

WHEREAS, Borough Council desires to correct this error;

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

SECTION 1. Section 304(e) of Ordinance 343 (adopted December 30, 1996) shall be amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining):

§ 304 Sick Leave.

* * *

(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~~ One Hundred Fifty Dollars (\$150.00) for that calendar year, payable with the pay check which covers December 31 of that year less all applicable deductions.

SECTION 2. Section 401 of Ordinance 343 (adopted December 30, 1996) shall be amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining):

§ 401 Uniforms.

All full-time maintenance department employees shall be furnished with uniforms by the Borough, including ~~five (5)~~ eleven (11) pairs of pants, ~~five (5)~~ eleven (11) short sleeve ~~shifts~~ shirts, ~~five (5)~~ eleven (11) long sleeve ~~shifts~~ shirts, and ~~one (1) coat~~ two (2) coats. 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.

SECTION 3. Section 504 of Ordinance 343 (adopted December 30, 1996) shall be amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining):

§ 504 Photocopies.

(a) In General. The ~~Except as provided in subsection (b), 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.

(b) Nonprofit Organizations. Borough employees may photocopy, at no charge, a *de minimus* number of documents for nonprofit organizations qualified under Section 501(c)(3) of the U.S. Internal Revenue Code, so long as the performance of this task does not interfere with the timely completion of other duties.

SECTION 4. Section 1 of Ordinance 344 (adopted December 30, 1996) shall be amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining), retroactive to January 1, 1997:

§ 1. Salaries and Rates of Compensation. The following salaries and rates of compensation are hereby established for the year 1997 for the offices and positions of employment set forth below:

<u>Office</u>	<u>Compensation</u>
Borough Secretary.....	\$27,830.40 / year
Borough Treasurer	420.00 / year
Borough Solicitor.....	80.00 / hour
Borough Engineer	50.00 / hour
Full Time Police Officers	
Chief of Police	16.37 / hour
Lieutenant.....	14.65 / hour
Sr. Patrol Officer (after 2nd anniversary of full-time employment).....	12.29 / hour

Patrol Officer (after 1st anniversary of full-time employment and before 2nd anniversary).....	11.06 / hour
Patrol Officer (after 6 months of full-time employment and before 1st anniversary).....	10.45 / hour
Patrol Officer (first 6 months of full-time employment)	9.83 / hour
Part Time Police Officers	
Sergeant.....	10.46 / hour
Patrol Officer (after 1st anniversary of Borough employment)	10.46 / hour
Patrol Officer (before 1st anniversary of Borough employment)	9.41 / hour
Clerk/Accountant	11.99 / hour
Maintenance Department Salary Ranges (individual rates to be established by motion or resolution)	
Maintenance Full Time A .. 11.34 <u>11.91</u> - 13.21 <u>13.87</u> / hour	
Maintenance Full Time B .. 10.00 <u>10.50</u> - 11.79 <u>12.38</u> / hour	
Maintenance Full Time C 8.09 <u>8.49</u> - 9.98 <u>10.48</u> / hour	
Maintenance Part Time (summer).....	5.50 - 8.00 / hour
Zoning Officer.....	1000 / year + 5.00 / permit over 100/yr
Building Inspector.....	8.00 / hour + 30.00 / inspection
Electrical & Plumbing Inspectors	prevailing rates as engaged

SECTION 5. Ordinances 343 and 344, as amended by this Ordinance, are hereby ratified and confirmed.

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DULY ORDAINED and **ENACTED** by the Borough Council of the Borough of Alburdis, this 26th day of February, 1997, in lawful session duly assembled.

**BOROUGH COUNCIL
BOROUGH OF ALBURDIS**

Steven R. Hill, President

Attest:

Louise Stahley, Secretary

AND NOW, this 26th day of February, 1997, the above Ordinance is hereby APPROVED.

Ronald J. DeIaco, Mayor