
Chapter 12 — Personnel Policies

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Article I — Title and Scope

§ 12-101 Short Title.

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

§ 12-102 Scope.

This Chapter shall apply to all non-uniformed employees of the Borough of Alburtis. This Chapter shall also apply to uniformed police department employees of the Borough of Alburtis except to the extent of any conflict with Chapter 13 (relating to Police Civil Service), any applicable collective bargaining agreement, or any applicable law, regulation, or final court decision, or unless specifically stated to the contrary in this Chapter.

Article II — General Working Time & Pay Rules

§ 12-201 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 3:00 PM from Monday through Friday (except Borough holidays), except for three (3) ten (10) minute paid breaks per day which must be taken when directed by the Maintenance Supervisor. During the summer months, if so directed by the President of Council or Council, work hours may be changed to 6:00 AM to 2:00 PM on work days. Part-time employees shall not work more than twenty (20) hours during any one calendar week unless authorized by Council or the President of Council (in case of an emergency).

§ 12-202 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 Council. No pay shall be provided for time not worked due to late arrivals or early departures. Unless authorized by the President of 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 Council.

§ 12-203 Overtime and Compensatory Time Off.

(a) **Office Employees.** Compensation for any call-out time under § 12-204, working holiday time under § 12-301(d), and any Additional Overtime under subsection (d) in any calendar week, when such time is authorized by the President of 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 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 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 Council of the amount of accumulated compensatory time off by each office employee.

(b) **Maintenance Department Employees.** Compensation for any call-out time under § 12-204, working holiday time under § 12-301(d), and any Additional Overtime under subsection (d) in any calendar week, when such time is authorized by the President of 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.

(d) **Definition of "Additional Overtime."** For purposes of this section, the term "Additional Overtime" for any calendar week shall mean the amount of time actually worked by an employee during the calendar week, plus the amount of paid time-off for the employee during the calendar week (including paid vacation time, compensatory time off, personal days, sick leave, and/or funeral leave), minus forty (40) hours, minus the amount of call-out time under § 12-204(a) during the calendar week, and minus the amount of working holiday time under § 12-301(d) during the calendar week. The amount of Additional Overtime for any calendar week shall not be less than zero (0) hours.

§ 12-204 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 Supervisor 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) **Compensation.** No compensation shall be paid for time while an employee is on call but not in active service.

§ 12-205 Call-out Time.

(a) **Definition.** For purposes of this Chapter, the term “call-out time” shall mean time worked by a Borough employee when requested to begin a new period of active service outside of regular work hours, after already having departed the location where the most recent paid work time occurred, and without the expectation that the new period of service will continue through the beginning of the next scheduled work period. This subsection does not apply to additional time worked immediately after or immediately before a scheduled work period.

(b) **Minimum Period of Payment.** A Borough employee shall be credited with no less than two (2) hours of work for each period of call-out time worked.

(c) **Overtime Rate.** Compensation for call-out time is governed by the provisions of § 12-203 (relating to Overtime and Compensatory Time Off).

(d) **Borough Meetings.** Any employee who is requested to attend a meeting of Council or is requested to attend a meeting of another Borough commission or board will be credited with time worked from the start of the meeting (or, if later, from the time the employee appears at the meeting) until the time the employee is excused from the meeting. The Borough Secretary (or his/her designate) will note these times on the employee’s time card the next business day. When time worked at a meeting qualifies as “call-out time” under subsection (a), the provisions of subsections (b) and (c) shall apply to meeting time.

§ 12-206 Pay Periods.

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

(b) **Annual Payments.** The Zoning Officer shall be paid his/her salary in one annual payment.

(c) **Monthly Payments.** The Mayor, the Borough Treasurer, and members of 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

§ 12-301 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 Council from year to year).

(b) **Holidays on Saturday or Sunday.** If a Borough holiday falls on a Saturday or Sunday, the President of 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 Time.** An employee who works on a Borough holiday shall be compensated for the working holiday time in accordance with the provisions of § 12-203 (relating to Overtime and Compensatory Time Off), in addition to Holiday Pay under subsection (c).

§ 12-302 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 ten (10) days thereafter, if he is a full-time employee on the first anniversary.

(3) [RESERVED]

(4) If the second, third, 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 Council (or, in his/her absence, the Vice President of Council) at least two weeks in advance, unless the approving officer grants special consideration for cause shown.

§ 12-303 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.

§ 12-304 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. Council or the President of 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 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 Fifty Dollars (\$150.00) for that calendar year, payable with the pay check which covers December 31 of that year, less all applicable deductions.

§ 12-305 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

§ 12-401 Uniforms.

All full-time maintenance department employees shall be furnished with uniforms by the Borough, including eleven (11) pairs of pants, eleven (11) short sleeve shirts, eleven (11) long sleeve shirts, and 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.

§ 12-402 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 Council.

§ 12-403 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 Chapter 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 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).

§ 12-404 Disability.

The Borough provides disability income benefits in accordance with Chapter 16 (relating to Disability Benefits).

§ 12-405 Dental/Eyeglass.

(a) **In General.** The Borough shall reimburse each full-time Borough employee up to the Reimbursement Limit 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.

(b) Reimbursement Limit. For purposes of this Section, the term "Reimbursement Limit" shall mean—

(1) Two Hundred Dollars (\$200.00) per calendar year, in the case of a police department employee; and

(2) Three Hundred Dollars (\$300.00) per calendar year, in the case of a non-uniformed employee.

§ 12-406 Retirement Plans.

The Borough provides retirement benefits in accordance with Chapter 17 (relating to Police Pension Plan) and Chapter 18 (relating to Nonuniformed Employees Pension Plan).

§ 12-407 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.

§ 12-408 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.

§ 12-409 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 Council prior to enrolling in the course. (Approval may be given or withheld in the complete discretion of 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.

§ 12-410 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.

§ 12-411 Amendment or Termination.

The Borough reserves the right to alter, amend, or terminate any benefits provided to employees under this Chapter 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

§ 12-501 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 Council.

§ 12-502 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 Council. Quotes may be received by employees.

§ 12-503 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 Council on all complaints received by the first of that month and the action taken by the Zoning Officer.

§ 12-504 Photocopies.

(a) **In General.** 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.

§ 12-505 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. 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.

§ 12-506 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 Council from time to time.

§ 12-507 Prohibition of Sexual Harassment.

(a) **In General.** It is the Borough's policy to provide a positive, discrimination-free work environment, and therefore, sexual harassment in the workplace is unacceptable conduct that will not be tolerated.

(b) **Definition.** For purposes of this Section, "sexual harassment" is unsolicited, nonreciprocal behavior by an officer, elected official, or employee who is in a position to control or affect another person's job status with the Borough and who uses the power or authority of that position to cause that person to submit to sexual activity, or to fear that he or she would be punished for refusal to submit.

"Sexual harassment" also includes any conduct by an officer, elected official, or employee which unreasonably interferes with another's work performance for the Borough by creating an intimidating, hostile, or offensive work environment. Sexual harassment consists of a variety of behaviors, including, but not limited to:

- (1) subtle pressure for sexual activity;
- (2) inappropriate touching;
- (3) inappropriate language;

- (4) demands for sexual favors; and
- (5) physical assault.

(c) **Reports of Sexual Harassment.** The Borough strongly encourages all officers, elected officials, and employees to report all situations which they believe may constitute sexual harassment or other violations of this Section, including both actions against them personally and actions against others. Where appropriate, reports should initially be made to the reporting individual's immediate supervisor. However, the Borough recognizes that a person may not be comfortable making such a report to his/her immediate supervisor or may not believe that such a report will be effective. Accordingly, in those situations, reports may be made to the Borough Secretary, the President of Council, or the Borough Solicitor.

(d) **Investigation and Remedy.** All reports of sexual harassment or other violations of this Section shall be promptly investigated. The Borough shall take prompt and effective action to remedy any violation of this Section.

(e) **Limited Disclosures.** No disclosures shall be made of any reports under subsection (c) except to the extent necessary to investigate the report appropriately or remedy the problem, or as required by law.

(f) **Retaliation.** No officer, elected official, or employee shall take any action against any person for making a good faith report under subsection (c) or for cooperating with any investigation under subsection (d).

(g) **Disciplinary Action.** The Borough will treat sexual harassment, and retaliation for reporting sexual harassment or cooperating with an investigation of sexual harassment, as forms of misconduct. Employees who engage in harassing or retaliating behavior shall be disciplined appropriately, up to and including dismissal.

§ 12-508 Access to Borough Hall.

(a) **Access to Administration Offices.** No employee shall permit any person access to, or permit any person to be present in, any Borough administration offices outside of normal administration office hours, except Borough employees, the Mayor, and members of Council.

(b) **Keys to Borough Hall.** The following individuals, and only the following individuals, shall have keys to Borough Hall:

- (1) the Borough Secretary, Clerk/Accountant, and any other full-time office employees of the Borough;
- (2) all full-time Borough maintenance department employees;
- (3) all full-time and part-time Borough police officers;
- (4) all members of Council;
- (5) the Mayor.

(c) **Keys to the Administration Office Section of Borough Hall.** The following individuals, and only the following individuals, shall have keys to the administration office section of Borough Hall:

- (1) the Borough Secretary, Clerk/Accountant, and any other full-time office employees of the Borough;
- (2) all full-time Borough maintenance department employees;
- (3) the Chief of Police;
- (4) the President of Council;
- (5) the Vice President of Council;
- (6) the Mayor.

(d) **Keys to the Police Department Section of Borough Hall.** The following individuals, and only the following individuals, shall have keys to the Police Department section of Borough Hall:

- (1) all full-time and part-time Borough police officers;
- (2) the Mayor;
- (3) the Maintenance Supervisor;
- (4) the President of Council.

(e) **Access Codes for Entrance to Borough Hall.**

(1) **Persons with Codes.** The following individuals, and only the following individuals, shall possess valid access codes to the security system at Borough Hall:

- (A) the Borough Secretary, Clerk/Accountant, and any other full-time office employees of the Borough;
- (B) all full-time Borough maintenance department employees;
- (C) all full-time and part-time Borough police officers;
- (D) all members of Council;
- (E) the Mayor.

(2) **Individual Codes.** Each individual identified in paragraph (1) shall have his/her own individual code.

(3) **Deactivation of Codes.** The security access code of any person who is no longer actively employed or serving in a position described in paragraph (1) (whether due to retirement, resignation, involuntary termination or removal, extended leave, or otherwise), or who is suspended from a position described in paragraph (1), shall be deactivated immediately.

§ 12-509 Applications for Grants.

(a) **Purpose.** Council recognizes the importance of applying for and receiving grant money to help provide equipment and services for the Borough. Council is also aware of the enormous amount of man-hours that are sometimes required for these grant proposals, and that the Borough frequently must participate in the cost of grant programs. With these factors in mind, Council has adopted the policy set forth in this Section.

(b) **Prior Approval Required.**

(1) No person shall apply for any grants in the name of the Borough without the express prior approval of the Approving Authority.

(2) No employee shall expend any working time paid by the Borough to complete any part of any application for a grant, or undertake any other activity in support of any application for a grant, without the express prior approval of the Approving Authority.

(c) **Approving Authority.** For purposes of this Section, the term “Approving Authority” shall mean—

(1) Council, except in the case of an Emergency Application;

(2) Both the Mayor and the President of Council, in the case of an Emergency Application for a grant for property and/or services to be used exclusively by the Police Department; and

(3) Both the President and the Vice President of Council, in the case of an Emergency Application not described in paragraph (2).

(d) **Emergency Applications.** For purposes of this Section, an “Emergency Application” means an application for a grant where the person proposing the application first becomes aware of the grant after the last regular meeting of Council prior to the deadline for submitting the application. Emergency Applications should be extremely rare and will be subject to an especially high degree of scrutiny.

(e) **Supporting Information.** Any person who requests approval to apply for any grant in the name of the Borough shall provide the Approving Authority with all of the following information, in writing:

(1) the purpose of the grant;

(2) the amount of money expected to be received under the grant;

(3) the amount of money the Borough will be expected to contribute towards the project covered by the grant;

(4) the deadline schedule for the grant application; and

(5) in the case of an Emergency Application, the reason why the application could not have been submitted to Council.

Article VI — Employment Duties

§ 12-601 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 Council, or direction by the President of 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 Council (or, in the case of the Police Department, the Mayor), shall have general supervisory responsibility and authority over all Borough employees.

§ 12-602 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 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 Chapter 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.

§ 12-603 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 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.

§ 12-604 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.
- (c) Prepare a monthly receipts and expenditures report and a detailed monthly budget report for distribution to members of Council.
- (d) Bill and collect quarterly water, sewer, and garbage bills. All prepaid bills must be listed on the monthly bills for payment report.

§ 12-605 Borough Treasurer.

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

- (a) Review and approve the Treasurer's Report.
- (b) Monitor money in all accounts.
- (c) Review bills for payment.
- (d) Make recommendations to Council and the Clerk/Accountant.

§ 12-606 Maintenance Department Employees.

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

- (1) Supervise and schedule general maintenance duties for maintenance department employees.
- (2) Prepare a written progress report for Council each month. Tentative scheduling shall be included, after consultation with the President of Council.

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

(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 Supervisor.

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

(3) Possess a current, valid Class A or Class B 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 Supervisor and/or a level A maintenance department employee.

(2) Possess a current, valid Class A or Class B 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 Supervisor and/or a level A or B maintenance department employee.

(2) Obtain a Class A or Class B commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania by the first anniversary of his/her first day of employment as a level C maintenance department employee, and maintain such a license continuously thereafter.

(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, cinder-ing/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.

(5) **Paperwork.** Completion of all necessary forms, reports, and other paperwork. After training, all maintenance department employees must be able to complete all department paperwork properly.

(f) **Snow Emergency Plowing Procedure.** In the event of a declared snow emergency, the Maintenance Supervisor (or, in his/her absence, the President of 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.

§ 12-607 Zoning and Code Officials

(a) **Zoning Officer.** In addition to all other required duties, the Zoning Officer shall perform the duties set forth in § 21-2001 (relating to Zoning—Administration, Fees, Permits, and Penalties—Zoning Officer).

(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 Chapter 32 (relating to Plumbing).

(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 Chapter 31 (relating to Building Construction) and Chapter 35 (relating to Property Maintenance).

Article VII — Essential Job Functions

§ 12-701 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.

§ 12-702 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.

§ 12-703 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. Except as described in § 12-606(d)(2) (concerning newly hired Maintenance Personnel level C positions), it is also essential for maintenance department employees to possess a Class A or Class B 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, acetylene, 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.

Appendix

¶ 12-A Disposition of Ordinance 343.

<u>Ordinance 343</u>	<u>1981 Code</u>	<u>2003 Codified Ordinances</u>
§ xx	never codified to 1981 Code	§ 12-xx
§ 801 (repealer)	“	deleted; <i>see</i> § 12-703

¶ 12-B Source Ordinances.

Ordinance 343	12-30-1996
Ordinance 349	02-26-1997
Ordinance 353	06-25-1997
Ordinance 358	06-24-1998
Ordinance 363	12-30-1998
Ordinance 381	10-25-2000
Ordinance 412	09-24-2003
Ordinance 415	10-29-2003