

**BOROUGH OF ALBURTIS
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 509

(Duly Adopted December 26, 2012)

AN ORDINANCE REVISING THE COMPENSATION OR COMPENSATION RANGES FOR CERTAIN POSITIONS OF EMPLOYMENT OR APPOINTMENT BY THE BOROUGH, EFFECTIVE JANUARY 1, 2013, INCLUDING CERTAIN ADMINISTRATION EMPLOYEES, MAINTENANCE EMPLOYEES, AND PROFESSIONALS; REVISING THE NUMBER OF VACATION DAYS PROVIDED TO THE EXECUTIVE SECRETARY; REVISING THE TERMS AND AMOUNTS PAID FOR THE WAIVER OF MEDICAL PLAN COVERAGE; AND CONFIRMING THE EXISTING FIDELITY BOND REQUIREMENTS FOR CERTAIN BOROUGH EMPLOYEES.

WHEREAS, Borough Council desires to revise the compensation or compensation ranges for certain positions of employment or appointment by the Borough as set forth below, effective January 1, 2013; and

WHEREAS, Borough Council desires to change the number of vacation days provided to the Executive Secretary as set forth below, effective January 1, 2013; and

WHEREAS, Borough Council desires to change the amount of the cash payment for an employee who waives medical coverage as set forth below, effective January 1, 2013; and

WHEREAS, Borough Council desires to confirm the existing fidelity bond requirements for certain Borough employees; and

WHEREAS, on December 19, 2012, the Borough published a public notice in the *East Penn Press*, a newspaper of general circulation in the Borough of Alburdis, of its intention to consider and adopt on this Ordinance on December 26, 2012;

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

SECTION 1. Codified Ordinances §§ 11-104, 11-106, and 11-108 (relating to Salaries and Compensation—In General) are amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

§ 11-104 Administration.

(a) Executive Secretary.

* * *

(11) 2013. The rate of compensation of the Executive Secretary for the year 2013 shall be \$20.79 per hour.

* * *

(c) Borough Treasurer.

* * *

(10) 2013. The rate of compensation of the Borough Treasurer for the year 2013 shall be \$15.34 per hour.

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§ 11-106 Maintenance Department.

* * *

(k) 2013. The rate of compensation for each member of the Maintenance Department for the year 2013 shall be established by motion or resolution of Council within the following range of compensation for the person's employment classification:

Maintenance Supervisor.....\$18.79 - \$25.02 / hour
Maintenance Full Time A\$17.99 - \$22.05 / hour
Maintenance Full Time B\$17.41 - \$18.46 / hour
Maintenance Full Time C\$15.59* - \$17.41 / hour
Maintenance Part Time\$ 8.09 - \$12.24 / hour

* In the case of a person who has a current Class A or Class B commercial driver's license (CDL) when first hired by the Borough, the minimum hourly rate shall be \$16.80. In the case of a person who obtains such a license after being hired by the Borough, the minimum hourly rate shall be increased to \$16.80 after the later of the date the person obtains the license or the date three months after the person's first day of employment as a Borough maintenance department employee.

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§ 11-108 Professionals.

(a) Borough Solicitor.

* * *

(10) 2013. The rate of compensation of the Borough Solicitor for the year 2013 shall be \$145.00 per hour.

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SECTION 2. Effective January 1, 2013, Codified Ordinances § 12-302(c) (relating to Personnel Policies—Paid or Unpaid Time Off—Vacations—Number of Vacation Days—Employees Hired After May 31, 1996) is amended by amending paragraphs (3), (4), and (5) as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

§ 12-302 Vacations.

* * *

(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 Bor-

ough as a full-time employee after May 31, 1996 shall be determined as follows:

* * *

(3) ~~{RESERVED}~~ In the case of the Executive Secretary—

(A) If the second, third, fourth, or fifth anniversary of the Executive Secretary's First Day occurs during that calendar year: ten (10) days.

(B) If the sixth or seventh anniversary of the Executive Secretary's First Day occurs during that calendar year: fifteen (15) days.

(4) Except as provided in paragraph (3), if If the second, third, fourth, fifth, or sixth anniversary of the full-time employee's First Day occurs during that calendar year: ten (10) days.

(5) Except as provided in paragraph (3), if If the seventh 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 seventh anniversary if he is a full-time employee on the seventh anniversary.

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SECTION 3. Effective January 1, 2013, Codified Ordinances § 12-403(c) (relating to Personnel Policies—Benefits—Health & Hospitalization—Waiver of Coverage—In General) is amended by amending paragraph (1), renumbering existing paragraph (2) as paragraph (3), and adding a new paragraph (2), as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

§ 12-403 Health & Hospitalization.

* * *

(c) Waiver of Coverage.

(1) In General. Except as provided in paragraph ~~(2)~~ (3), a full-time Borough employee may elect to waive the medical coverage provided under subsection (a) if he/she has alternative medical coverage and provides written proof of such coverage to the Borough at the time of the election and from time to time thereafter whenever requested by the Borough. A full-time Borough employee who so waives coverage shall not be required to make the premium contributions described in subsection (b.1), and shall receive a monthly cash payment in the amount of ~~Two Hundred Fifty Dollars (\$250.00)~~ set forth in paragraph (2) for each calendar month that medical coverage is waived. Payment for any given month shall be made with the first paycheck in that month.

(2) Monthly Cash Payment. The amount to be received for a given month by a full-time Borough employee who waives the medical coverage provided under subsection (a) depends on the type of the alternative medical coverage which covers the full-time Borough employee:

(A) If the alternative medical coverage covers only the full-time Borough employee and not his/her spouse or other dependents, then the amount of the monthly payment shall be —

<u>Year</u>	<u>Amount</u>
<u>2013</u>	<u>\$120.00</u>
<u>2014 and</u> <u>subsequent years</u>	<u>\$130.00</u>

(B) If the alternative medical coverage covers the full-time Borough employee and either the spouse of the full-time Borough employee or one dependent of the full-time Borough employee, but not both, then the amount of the monthly payment shall be —

<u>Year</u>	<u>Amount</u>
<u>2013</u>	<u>\$260.00</u>
<u>2014 and</u> <u>subsequent years</u>	<u>\$270.00</u>

(C) If the alternative medical coverage covers the full-time Borough employee and at least two other persons from among the

full-time Borough employee's spouse and dependents, then the amount of the monthly payment shall be—

<u>Year</u>	<u>Amount</u>
<u>2013</u>	<u>\$400.00</u>
<u>2014 and subsequent years</u>	<u>\$450.00</u>

(2) (3) Preference Rules. It is understood that the minimum participation requirements * * *

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SECTION 4 Codified Ordinances § 3-101 (relating to Fidelity Bonds) is ratified and confirmed for calendar year 2013.

DULY ORDAINED and **ENACTED** by the Borough Council of the Borough of Al-
burtis, this 26th day of December, 2012, in lawful session duly assembled.

BOROUGH COUNCIL
BOROUGH OF ALBURTIS

Steven R. Hill, President

Attest:

Sharon Trexler, Executive Secretary

AND NOW, this 26th day of December, 2012, the above Ordinance is hereby
APPROVED.

Kathleen Palmer, Mayor