

**BOROUGH OF ALBURTIS  
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 363

(Duly Adopted December 30, 1998)

AN ORDINANCE AMENDING THE ALBURTIS PERSONNEL ORDINANCE BY (I) INCREASING THE MINIMUM NUMBER OF VACATION DAYS FOR FULL-TIME NON-UNIFORMED EMPLOYEES AFTER ONE YEAR OF EMPLOYMENT TO TEN DAYS; (II) INCREASING THE ANNUAL REIMBURSEMENT LIMIT FOR EYEGLASS AND DENTAL EXPENSES TO THREE HUNDRED DOLLARS FOR FULL-TIME NON-UNIFORMED EMPLOYEES; AND (III) GRANTING THE TITLE "MAINTENANCE SUPERVISOR" TO THE HEAD OF THE MAINTENANCE DEPARTMENT.

**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 as set forth in this Ordinance;

**NOW, THEREFORE**, be it **ORDAINED** and **ENACTED** by the Borough Council of the Borough of Alburdis, Lehigh County, Pennsylvania, that the Alburdis Personnel Ordinance, Ordinance 343 (adopted December 30, 1996), as amended by Ordinances 349 (adopted February 26, 1997), 353 (adopted June 25, 1997), and 358 (adopted June 24, 1998), shall be further amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining):

**SECTION 1.** Section 302(c) (relating to number of vacation days for employees hired after May 30, 1996) shall be amended as follows, effective January 1, 1999:

**(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:

(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)~~ ten (10) 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. [RESERVED]~~

~~(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 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.

**SECTION 2.** Section 405 (relating to dental and eyeglass benefits) shall be amended as follows:

**§ 405 Dental/Eyeglass.**

(a) **In General.** The Borough shall reimburse each full-time Borough employee up to ~~Two Hundred Dollars (\$200.00)~~ per calendar year 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.

**SECTION 3.** Section 606 (relating to duties of maintenance department employees) shall be amended as follows:

**§ 606 Maintenance Department Employees.**

(a) ~~Crew Leader~~ **Maintenance Supervisor.** In addition to all other required duties, the ~~Crew Leader~~ Maintenance Supervisor 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~~ included, after consultation with the President of Borough 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 ~~Crew Leader~~ Maintenance Supervisor.

(2) Assume the duties of the ~~Crew Leader~~ Maintenance Supervisor when he 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 ~~Crew Leader~~ 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 ~~Crew Leader~~ 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, 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.

(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 ~~Crew Leader~~ Maintenance Supervisor (or, in his/her 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.

**SECTION 4.** Section 201(b) (relating to working hours for maintenance employees) shall be amended as follows:

(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 ~~Crew Leader~~ Maintenance Supervisor. 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).

**SECTION 5.** Section 204(a) shall be amended as follows:

(a) **Maintenance Department Employees.** One maintenance department employee shall be on call during all nights, holidays, week-ends, and all other times when the maintenance department is not regularly in operation. The ~~Crew Leader~~ 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.

**SECTION 6.** Ordinances 343, 349, 353, and 358, as amended by this Ordinance, are hereby ratified and confirmed.

**DULY ORDAINED** and **ENACTED** by the Borough Council of the Borough of Al-  
burtis, this 30<sup>th</sup> day of December, 1998, in lawful session duly assembled.

**BOROUGH COUNCIL  
BOROUGH OF ALBURTIS**

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

Attest:

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

**AND NOW**, this 30<sup>th</sup> day of December, 1998, the above Ordinance is hereby  
APPROVED.

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Ronald J. DeIaco, Mayor