

**BOROUGH OF ALBURTIS
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 441

(Duly Adopted December 28, 2005)

AN ORDINANCE REVISING THE COMPENSATION OR COMPENSATION RANGES FOR CERTAIN POSITIONS OF EMPLOYMENT OR APPOINTMENT BY THE BOROUGH, EFFECTIVE JANUARY 1, 2006, INCLUDING THE BOROUGH EXECUTIVE SECRETARY AND ADMINISTRATION EMPLOYEES, MAINTENANCE DEPARTMENT EMPLOYEES, THE ZONING OFFICER, AND THE BOROUGH SOLICITOR; GRANTING FIFTEEN (15) DAYS OF VACATION AFTER SEVEN (7) YEARS OF EMPLOYMENT RATHER THAN TEN (10) YEARS OF EMPLOYMENT FOR NONUNIFORMED EMPLOYEES HIRED AFTER MAY 31, 1996; INCREASING THE NUMBER OF PERSONAL DAYS PER YEAR TO TWO (2) FOR NONUNIFORMED EMPLOYEES, AND RATIFYING THAT CHANGE RETROACTIVE TO JANUARY 1, 2002; ELIMINATING THE ANNUAL \$350.00 BONUS FOR MINIMUM USE OF SICK LEAVE BY NONUNIFORMED EMPLOYEES; INCREASING THE ANNUAL DENTAL AND EYEGLASS REIMBURSEMENT LIMIT FOR NONUNIFORMED EMPLOYEES BY \$350.00 TO \$800.00; AND CONFIRMING THE EXISTING FIDELITY BOND REQUIREMENTS FOR CERTAIN BOROUGH EMPLOYEES.

BE IT ORDAINED and **ENACTED** by the Borough Council of the Borough of Al-
burtis, Lehigh County, Pennsylvania, as follows:

SECTION 1. Codified Ordinances §§ 11-104, 11-106, 11-107, and 11-108 (re-
lating 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.

* * *

(4) 2006. The rate of compensation of the Executive Secre-
tary for the year 2006 shall be \$18.20 per hour.

(b) Borough Treasurer.

(1) ~~2003-2005~~2006. The annual salary of the Borough Treasurer for the years 2003 through ~~2005~~ 2006 shall be \$1,200.00.

(c) Clerk/Accountant.

* * *

(4) 2006. The rate of compensation of the Clerk/Accountant for the year 2006 shall be within a range from \$13.88 to \$16.39 per hour, with individual rates to be established by motion or resolution of Council.

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§ 11-106 Maintenance Department.

* * *

(d) 2006. The rate of compensation for each member of the Maintenance Department for the year 2006 shall be established by motion or resolution of Council within the following range of compensation for the person's employment classification:

<u>Maintenance Supervisor.....</u>	<u>\$15.35 - \$20.45 / hour</u>
<u>Maintenance Full Time A</u>	<u>\$14.22 - \$18.02 / hour</u>
<u>Maintenance Full Time B</u>	<u>\$12.63 - \$15.08 / hour</u>
<u>Maintenance Full Time C</u>	<u>\$10.13 - \$13.00 / hour</u>
<u>Maintenance Part Time</u>	<u>\$ 5.50 - \$10.50 / hour</u>

§ 11-107 Codes Enforcement.

(a) Zoning Officer.

* * *

(3) 1/1/2006. Effective January 1, 2006, the compensation of the Zoning Officer shall be \$312.00 per month plus \$5.00 for each permit issued.

* * *

§ 11-108 Professionals.

(a) Borough Solicitor.

* * *

(3) 2006. The rate of compensation of the Borough Solicitor for the year 2006 shall be \$110.00 per hour.

* * *

SECTION 2. Codified Ordinances § 12-302 (relating to Personnel Policies—Paid or Unpaid Time Off—Vacations) is amended by amending paragraphs (4), (5), and (6) of subsection (c) 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 Borough as a full-time employee after May 31, 1996 shall be determined as follows:

* * *

(4) If the second, third, fourth, fifth, or 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~~ 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 ~~tenth~~ seventh anniversary if he is a full-time employee on the ~~tenth~~ seventh anniversary.

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

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SECTION 3. Codified Ordinances § 12-303 (relating to Personnel Policies—Paid or Unpaid Time Off—Personal Day) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining), and the amendment is ratified and confirmed retroactive to January 1, 2002:

§ 12-303 Personal Day Days.

All full-time Borough employees shall receive ~~one~~ two paid personal day ~~days~~ off per calendar year (beginning after the 60th day of full-time Borough employment). ~~This day~~ These days may be taken in increments of a ~~one~~ whole day (8 hours of pay at the base hourly rate of compensation) or ~~in two half-days~~ a half day (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.

SECTION 4. Effective January 1, 2006, Codified Ordinances § 12-304 (relating to Personnel Policies—Paid or Unpaid Time Off—Sick Leave) is amended by deleting subsection (e) in its entirety as follows (with deletions indicated by ~~strike-outs~~):

§ 12-304 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 for that calendar year, payable with the pay check which covers December 31 of that year, in the following amount less all applicable deductions:~~

<u>Year</u>	<u>Amount</u>
1997-2003	\$150.00
2004 and following	\$350.00.

SECTION 5. Codified Ordinances § 12-405(b) (relating to Personnel Policies—Benefits—Dental/Eyeglass—Reimbursement Limit) is amended by adding a new paragraph (3) as follows (with insertions indicated by double underlining):

§ 12-405 Dental/Eyeglass.

* * *

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

* * *

(3) 1/1/2006. Effective January 1, 2006, Eight Hundred Dollars (\$800.00) per calendar year;

SECTION 6. Codified Ordinances § 3-101 (relating to Fidelity Bonds) is ratified and confirmed for calendar year 2006.

DULY ORDAINED and **ENACTED** by the Borough Council of the Borough of Al-
burtis, this 28th day of December, 2005, in lawful session duly assembled.

**BOROUGH COUNCIL
BOROUGH OF ALBURTIS**

Steven R. Hill, President

Attest:

Melanie Hansen, Secretary

AND NOW, this 28th day of December, 2005, the above Ordinance is hereby
APPROVED.

Russell J. Afflerbach, Mayor