

ORDINANCE NO. 680

AN ORDINANCE OF THE BOROUGH OF MONROEVILLE AMENDING ORDINANCE NO. 479, FIXING THE WAGES, SALARIES, VACATIONS AND SICK LEAVE OF BOROUGH OFFICERS AND EMPLOYEES AND PROVIDING FOR THE APPOINTMENT, PROMOTION AND DISCHARGE THEREOF.

BE IT ORDAINED AND ENACTED by the Borough of Monroeville, in Council assembled, as follows:

Section 1. Section 1 of Article I of Ordinance No. 479 of the Borough of Monroeville is hereby amended to read as follows, and a new Section 2 enacted:

Section 1. The officers of the Borough of Monroeville and their compensation shall be as follows:

Mayor . . . . .	\$ 200.00 per month
Councilmen (each) . . . . .	\$ 150.00 per month
Borough Solicitor (retainer). . . . .	\$ 100.00 per month
Borough Secretary . . . . .	No compensation as such
Borough Manager . . . . .	Grade: 34*
Borough Engineer. . . . .	Grade 33*
Assistant Borough Secretary . . . . .	No compensation as such
Tax Collector . . . . .	Compensation established under existing Ordinances
Treasurer . . . . .	No compensation as such

\*Compensation and grade as established by grade is set forth in Section 13 below.

Section 2. The following general employees of the Borough of Monroeville shall be classified by grade as follows, and their compensation shall be in steps as established by the grade and compensation schedule as set forth in Section 13 below:

<u>CLASSIFICATION</u>	<u>GRADE</u>
EDP Supervisor	21
Administrative Assistant	18
Director of Finance	28
Police Lieutenant	P-7
Police Chief	P-10
Borough-School Youth Program Coordinator	18
Director of Recreation and Parks	28
Assistant Public Works Superintendent	22
Public Works Superintendent	26
Planning and Zoning Administrator	26
Professional Librarian I	18
Professional Librarian II	21
Professional Librarian III	26

Section 2. Section 1 of Article II of said Ordinance No. 479 is hereby amended as follows:

Section 1. The general employees of the Borough of Monroeville shall be classified as follows, and their compensation shall be in steps, based upon experience and performance:

## CLASSIFICATION

COMPENSATION EXPRESSED IN DOLLARS PER HOUR  
(UNLESS OTHERWISE INDICATED)

CLERICAL	Step A	Step B	Step C	Step D	Step E
Clerk I	2.217	2.309	2.407	2.517	2.638
Clerk II	2.771	2.909	3.048	3.192	3.342
Account Clerk	2.909	3.048	3.192	3.342	3.503
Clerk-Steno I	2.309	2.407	2.517	2.638	2.771
Clerk-Steno II	2.638	2.771	2.909	3.048	3.192
EDP Operator	2.638	2.771	2.909	3.048	3.192
PUBLIC SAFETY					
School Traffic Escort	2.309	2.407			
Special Police Personnel	2.309	2.407	2.517		
Animal Control Officer	2.909	3.048	3.192	3.342	3.503
Police Desk Clerk	2.909	3.048	3.192	3.342	3.503
Police Patrolman	580	611	643	677	713
	per month	per month	per month	per month	per month
Police Sergeant	677	713	749	787	826
	per month	per month	per month	per month	per month
RECREATION AND PARKS					
Recreation Leader I	1.000	1.250	1.500	1.750	2.000
Recreation Leader II	2.000	2.250	2.500	2.750	-----
Recreation Leader III	3.000	3.500	4.000	4.500	5.000
Recreation Specialist I	1.000	1.250	1.500	1.750	2.000
Recreation Specialist II	2.500	3.000	3.500	4.000	4.500
Recreation Specialist III	5.500	6.000	6.500	7.000	7.500
LABOR					
Part-Time Laborer	1.626	1.698	1.774	1.854	1.938
Custodian	2.638	2.771	2.909	3.048	3.192
Building Maintenance Man	2.909	3.048	3.192	3.342	3.503
Laborer	2.638	2.771	2.909	3.048	3.192
Sewer Maintenance Man	2.909	3.048	3.192	3.342	3.503
Equipment Operator I	2.909	3.048	3.192	3.342	3.503
Equipment Operator II	3.048	3.192	3.342	3.503	3.659
Refuse Collector	3.048	3.192	3.342	3.503	-----
Refuse Collector-Driver	3.192	3.342	3.503	3.659	-----
General Maintenance Man	2.909	3.048	3.192	3.342	3.503
Foreman	3.192	3.342	3.503	3.659	3.826
INSPECTION SERVICES					
Inspector	3.342	3.503	3.659	3.826	4.000
Chief Inspector	3.503	3.659	3.826	4.000	4.178
LIBRARY					
Page	1.000	1.250			
Library Technician	2.638	2.771	2.909	3.048	3.192
Pre-Professional Librarian	3.048	3.192	3.342	3.503	3.659

Section 3. Subsection (1) of Section 2 of Article II of said Ordinance 479 is hereby amended to read as follows:

(1) Employees under the classifications of Recreation Leader I, II or III, and Recreation Specialist I, II and III may be hired at any pay step within these classifications or may be advanced from step to step or classification to classification without the requirement of any tenure in any lower classification or pay step, at the discretion of the Borough Manager.

Section 4. Section 8 (a) of Article II of said Ordinance No. 479 is hereby amended to read as follows:

Section 8. (a) The following classifications, which shall be hired, promoted from classification to classification, and discharged only with the approval of Monroeville Borough Council:

1. Borough Engineer
2. Director of Finance
3. Director of Recreation and Parks
4. Planning and Zoning Administrator
5. EDP Supervisor
6. Public Works Superintendent
7. Assistant Public Works Superintendent

Section 5. Section 9 of Article II of said Ordinance No. 479 is hereby amended to read as follows:

Section 9. All employees designated in Section 1 above receiving compensation shall perform their duties as defined by their respective supervisors, for forty (40) hours per week, at such hours as designated by the Borough Manager, the Mayor, or the Library Board for the employees under their respective jurisdictions.

Section 6. Section 10 of Article II of said Ordinance No. 479 is hereby amended to read as follows:

Section 10. The following employees, however, shall satisfy the responsibilities of their respective offices without increase in compensation or compensatory time off, even though such duties exceed (40) hours per week:

1. Borough Engineer
2. Director of Finance
3. Director of Recreation and Parks
4. Planning and Zoning Administrator
5. EDP Supervisor
6. Public Works Superintendent
7. Assistant Public Works Superintendent
8. Police Chief
9. Police Lieutenant
10. Professional Librarian III

Such employees shall, in addition, attend Council meetings or meetings of committees of Council when requested by the Borough Manager, or by the Library Board in the case of library employees, without additional compensation.

Section 7. Subsection (c) of Section 11 of Article II of said Ordinance No. 479 is hereby amended to read as follows:

(c) All employees, except Police Patrolmen and Sergeants, that are entitled to receive payment for overtime services in excess of eight (8) hours per day and forty (40) hours per week whose basic compensations are expressed at an hourly rate shall be paid for such overtime at a rate equal to one and one-half times their regular per hourly compensation. If such services are performed on normal off-duty days, compensation shall be equal to the said overtime rate. If, however, such services are performed on paid holidays, as hereinafter defined, compensation shall be at the regular per hourly compensation in addition to the holiday pay.

Section 8. Subsection (f) of Section 11 of Article II of said Ordinance No. 479 is hereby amended to read as follows:

(f) Notwithstanding the provisions of this Section or Section 9 of this Article, all employees under the classification of "Refuse Collector" and "Refuse Collector-Driver" shall have their work assignments so arranged by the Borough Manager that their work day shall approximate eight hours and their work week shall approximate forty hours when viewed and averaged over a period of one year. Such employees shall not be entitled to any overtime compensation or commensurate time off. Such employees shall, however, be entitled to the regular hourly compensation if required to work on paid holidays, in addition to the holiday pay. Such employees shall be entitled to terminate work each day as soon as assigned work is satisfactorily completed.

Section 9. Section 12 of Article II of said Ordinance No. 479 is hereby amended to read as follows:

Section 12. No overtime or holiday pay shall be allowed unless expressly authorized by the Borough Manager, the Mayor, or the Library Board, for employees within their respective jurisdictions and shall have, for purposes of determining hours of overtime actually worked, authority to establish the beginning and end of both the work day and work week.

Section 10. Section 14 of said Ordinance No. 479 is hereby amended to read as follows:

Section 14. In addition to all other compensation set forth in this Ordinance, the following classifications of Public Safety employees shall receive a uniform allowance:

Classification

Police Patrolman . . . . .	\$ 200.00
Police Desk Clerk. . . . .	140.00
Police Sergeant. . . . .	200.00
Police Lieutenant. . . . .	200.00
Police Chief . . . . .	200.00
Animal Control Officer. . . . .	200.00
Special Police Personnel . . . . .	140.00
School Traffic Escort. . . . .	75.00

The said uniform allowance shall be for each of such employees, and shall be used only for the initial purchase or replacement of uniforms or items thereof to meet the service needs of each individual employee. In the case of newly hired employees of the classifications listed above, the uniform allowance of such employees shall be prorated according to the proportion of the calendar year remaining after being hired. Such newly hired employees shall be immediately authorized to draw upon their uniform allowance for the year succeeding the year in which they were hired. Items of uniform for each employee shall be only such items as are established or approved by the Mayor. Requests for items of uniform shall be made by such employees authorized hereunder with the approval of the Mayor or the Chief of Police, and directed to the Borough Manager for procurement. Unused uniform allowance may be accumulated for a period of not more than three (3) years, including the year of such allowance. In calculating the balance of such uniform allowance, the current year's balance must be first exhausted, then the accumulation for the immediately preceding year, and then finally the accumulation for the second preceding year. No uniform allowance shall be accumulated for any period prior to January 1, 1967. The full annual uniform allowance shall be available for usage by each employee so authorized hereunder as of January 1st of each year.

Section 11. Section 2 of Article IV of said Ordinance No. 479 is hereby amended to read as follows:

Section 2. Sick leave shall be granted to such employees and under such circumstances as hereinafter set forth and due only to the personal illness of such employees. Special leave shall be granted to such employees due to a death in his immediate family up to and including three (3) scheduled working days. The immediate family shall include only father, mother, wife, husband, parents of wife or husband, child, brother, sister. Leave shall be granted to such employees due to the death of other relatives for one scheduled working day. An employee absent on leave due to death of a relative shall submit promptly to his supervisor a written statement requesting such absence. Such approved leave shall not be chargeable to sick leave.

Section 12. The provisions of this Ordinance shall be effective as of February 24, 1970 except Sections 1 and 2 which shall be effective as of January 2, 1970.

Section 13.

GENERAL EMPLOYEES GRADE AND COMPENSATION SCHEDULE

(COMPENSATION EXPRESSED IN DOLLARS PER HOUR)

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E
18	3.485	3.646	3.825	4.015	4.206
19	3.646	3.825	4.015	4.206	4.437
20	3.825	4.015	4.206	4.437	4.662
21	4.015	4.206	4.437	4.662	4.881
22	4.206	4.437	4.662	4.881	5.106
23	4.437	4.662	4.881	5.106	5.365

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E
24	4.662	4.881	5.106	5.365	5.619
25	4.881	5.106	5.365	5.619	5.913
26	5.106	5.365	5.619	5.913	6.208
27	5.365	5.619	5.913	6.208	6.502
28	5.619	5.913	6.208	6.502	6.842
29	5.913	6.208	6.502	6.842	
30	6.208	6.502	6.842		
31	6.502	6.842			
32	6.842				
33	7.544				
34	9.969				

PUBLIC SAFETY GRADE AND COMPENSATION SCHEDULE

(COMPENSATION EXPRESSED IN DOLLARS PER HOUR)

P-1	3.346	3.525	3.709	3.905	4.113
P-2	3.525	3.709	3.905	4.113	4.321
P-3	3.709	3.905	4.113	4.321	4.540
P-4	3.905	4.113	4.321	4.540	4.765
P-5	4.113	4.321	4.540	4.765	5.001
P-6	4.321	4.540	4.765	5.001	5.250
P-7	4.540	4.765	5.001	5.250	5.515
P-8	4.765	5.001	5.250	5.515	5.792
P-9	5.001	5.250	5.515	5.792	6.080
P-10	5.250	5.515	5.792	6.080	6.386
P-11	5.515	5.792	6.080	6.386	
P-12	5.792	6.080	6.386		
P-13	6.080	6.386			
P-14	6.386				

Section 14. Any ordinance or part of ordinance in conflict with any of the provisions of this ordinance is hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED this 24th day of February, 1970.

BOROUGH OF MONROEVILLE

ATTEST:

By S/ George C. Dale  
President of Council

S/ Carrol F. Pickens  
Secretary

(SEAL)

Entered in Legal Book March 26, 1970