

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2198

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
AMENDING THE CODE OF THE MUNICIPALITY OF MONROEVILLE, CHAPTER
A366 FOR AN AMENDMENT TO THE MILITARY LEAVE POLICY**

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

SECTION 1. The Municipality of Monroeville hereby amends the policy attached Exhibit "A" to the Municipality of Monroeville Employee Handbook as follows:

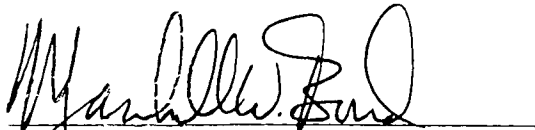
SECTION 3.11 Military Leave Policy

SECTION 2. Any Ordinance in conflict with said ordinance shall be repealed to the extent of such conflict.

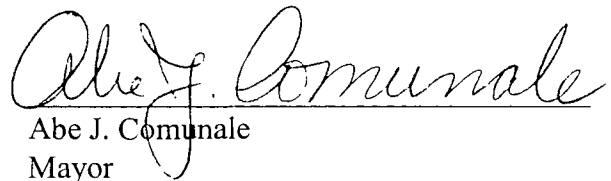
ORDAINED AND ENACTED this 11th day of December, 2001.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Marshall W. Bond
Municipal Manager



Abe J. Comunale
Mayor

ENTERED INTO LEGAL BOOK: December 2, 2001

MILITARY LEAVE POLICY

3.11 Military Leave

Military leave is available to all full-time and part-time employees who provide military service (including service as members of the U.S. Armed Forces Reserves and the Pennsylvania National Guard) on a voluntary or an involuntary basis.

3.11.1 General

The Municipality will comply with the requirements of all applicable federal and state laws regarding employees who provide military service (including service as members of the U.S. Armed Forces Reserves and the Pennsylvania National Guard) on a voluntary or an involuntary basis.

In addition, the Municipality will provide certain other benefits, as described herein below.

3.11.2 Paid Military Leave

Full-time employees who are members of the U.S. Armed Forces Reserves or of the Pennsylvania National Guard shall receive up to fifteen (15) days of paid annual leave in accordance with Section 3.11.3 to engage in military reserve or National Guard training and other military duty under orders authorized by law. Additionally, any employee called up for active duty shall be entitled up to one hundred seventy-nine (179) days of paid annual leave in accordance with Section 3.11.3 to engage in active military duty. An additional one hundred seventy-nine (179) days of paid annual leave may be authorized by Municipal Council.

In order to receive any benefit under this Paid Military Leave policy, the Eligible Employee must submit to the Personnel Director copies of the employee's training or other orders in advance of the leave period.

3.11.3 Salary Differential and Family Healthcare Insurance Continuation

Salary Differential: The Municipality has established a Salary Differential Continuation program, as described below, to minimize the financial hardship to any full-time employee, who is ordered to active military duty as a member of a U.S. Armed Forces Reserve unit or the Pennsylvania National Guard ("Eligible Employee"). Benefits under this program will commence on the Eligible Employee's 'active duty' date and end on the employee's last day of active military duty.

In order to receive any benefit under this Salary Differential Continuation program, the Eligible Employee must submit to the Personnel Director copies of the employee's (1) training or other orders in advance of the leave period and (2) military pay vouchers each month.

Upon receipt of the Eligible Employee's military pay voucher and subject to the Limits set forth herein above, the Municipality will pay to such employee the difference, if any, between the employee's military pay and his or her normal Municipal base pay (excluding overtime, longevity or other compensation). Salary Differential payments, if any, will be paid on the regular paydays of the Municipality.

Family Medical Insurance Continuation: Subject to the Limits set forth herein above, an Eligible Employee is entitled to Family Healthcare Insurance (defined as hospitalization, prescription drugs, dental and eye care) Continuation benefits during periods when he or she is ordered to active military duty as a member of a U.S. Armed Forces Reserve unit or the Pennsylvania National Guard. The employee who elects the Family Healthcare Insurance Continuation benefit will be required to pay only the employee co-payment (*i.e.*, currently \$0.00) in order to continue healthcare insurance coverage. In order to ensure continuity of medical insurance continuation coverage, the Payroll Secretary must receive all employee payments, if any, five days in advance of the month for which coverage is required. Employees without dependents would not be eligible for Family Healthcare Insurance Continuation but would be eligible immediately upon their return from active duty military service to resume coverage without any waiting period.