

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2494

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
AMENDING THE CODE OF THE MUNICIPALITY OF MONROEVILLE,
CHAPTER A366, ADDING AN AMENDMENT TO THE EMPLOYEE
HANDBOOK**

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

SECTION 1. The Municipality of Monroeville hereby adopts an amendment to the Municipality of Monroeville Employee Handbook as follows:

SECTION 4.2 Suspension/Dismissal (Attachment "A")

SECTION 2. The Municipality of Monroeville hereby indicates the following sections of the Municipality of Monroeville Employee Handbook are "Suspended as of December 14, 2010:

SECTION 5.12	Education and Skill Development Opportunities "Degree Educational Program only suspended "
SECTION 6.6	Employee Incentive Awards
SECTION 7.13	Employee Awards and Recognition Program
SECTION 7.14	Service Awards, and
SECTION 7.15	Retirement Recognition Dinner

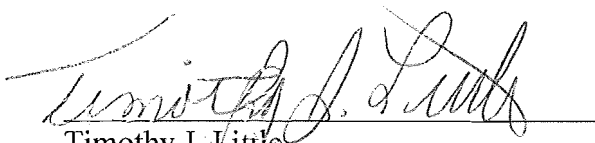
SECTION 3. Any Ordinance in conflict with said ordinance shall be repealed to the extent of such conflict.

SECTION 4. This Ordinance is effective January 1, 2011.


ORDAINED AND ENACTED this 14th day of December, 2010.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Timothy J. Little
Municipal Manager



Gregory Erosenko
Mayor

ENTERED INTO LEGAL BOOK: December 24, 2010

EXHIBIT A

- 4.2 **Suspension/Dismissal**: The Municipal Manager may suspend or dismiss any employee with just cause (i.e. misconduct, incompetency, or insubordination). Specific behavior warranting such action will include, but not be limited to:
- (a) neglect or violation of any official duty or assignment;
 - (b) conviction of a misdemeanor or felony;
 - (c) conduct which reflects unfavorably on the municipality as an employer; disorderly conduct; as per Ordinance #618
 - (d) engaging in political activity prohibited by Article XV, Section 1505 of the Monroeville Home Rule Charter;
 - (e) abusing sick leave or other leave utilization;
 - (f) absent without leave;
 - (g) excessive tardiness;
 - (h) abuse of municipal property;
 - (i) falsifying statements to supervisors or the public;
 - (j) violation of State Statutes, Municipal Ordinances, Administrative Policy, department regulations and safety practices; (See references in Appendix)
 - (k) consumption or possession of intoxicating beverages, or illegal controlled substance on municipal property, in municipal owned vehicles, or while performing in the official capacity as a municipal employee; as per Ordinance #1097
 - (l) membership in any organization which advocates the overthrow of any legal constituted government;
 - (m) the discovery of false statements made on employment applications, documents or during interviews when being considered for municipal employment;
 - (n) acceptance of gifts valued in excess of \$25.00 pursuant to the ethics ordinance;
 - (o) refusal to be examined by an authorized physician of the municipality when making a claim for extended illness or sickness benefits,
 - (p) possession of any papers, books, device, apparatus or paraphernalia for the purpose of receiving, recording or registering illegal bets or wagers while on municipal property or in municipal owned vehicles;
 - (q) gambling on municipal property or in municipal owned vehicles;
 - (r) the use of municipal supplies, materials, equipment or other property for personal purposes or securing the same for others;
 - (s) pursuing any non-job related activity during work hours without the permission of the department head;
 - (t) profane, obscene, insulting words, gestures, or threats toward the public or any municipal employee; Also see Section 7.8, Disciplinary Policy of this manual and Article XV, section 1507 of the Monroeville Home Rule Charter. Employees receiving disciplinary action may appeal that action via the grievance procedure specified in the relevant CBS.
 - (u) breach of confidentiality by an employee who has permitted access to information such as personnel files, legal or health care documents, etc; or verbal information of such nature.