

RESOLUTION NO. 677

RESOLUTION FIXING RATES OF PAY AND VARIOUS BENEFITS FOR
MANAGEMENT, NON-UNIFORMED EMPLOYEES AND FIREFIGHTERS OF
PENN TOWNSHIP FOR THE CALENDAR YEAR 2008

WHEREAS, the Penn Township Board of Commissioners is desirous of retaining dependable, experienced employees, and

WHEREAS, the Penn Township Board of Commissioners wishes to adequately compensate Management, Non-Uniform Township employees, and Fire Fighters and provide them with benefits.

WHEREAS, the Penn Township Board of Commissioners prefer to set the salary and wage increase for the calendar year 2008.

NOW, THEREFORE, Be It Resolved, that the wages, salaries, and benefits for Township Employees other than Patrolmen and AFSCME Union be established as follows:

1. **Wages for 2008:**

- a. The Township Manager's salary shall be \$89,900.
- b. The Administrative Assistant's salary shall be \$45,000.
- c. The Chief of Police's salary shall be \$84,190.
- d. The Fire Chief's Salary shall be \$70,140.
- e. The Zoning Officer's salary shall be \$47,400.
- f. The Lieutenant of Police's salary shall be \$76,330.
- g. The Sr. Code Inspector's salary shall be \$47,530.
- h. The Part Time Code Inspector's wage shall be \$21.25/hour.
- i. The Supt. of the Wastewater Treatment Plant's salary shall be \$62,280.
- j. The Public Works Foreman's salary shall be \$56,340.
- k. The Environmental Director's salary shall be \$50,900.
- l. The Township Engineer's salary shall be \$70,140.

- m. The Township Draftsman's salary shall be \$35,360.
- n. The Fire Fighter Captain's salary shall be \$45,780.
- o. 4th year Fire Fighter salary shall be \$43,915.
- p. 3rd year Fire Fighter salary shall be \$42,260.
- q. 2nd year Fire Fighter salary shall be \$40,830.
- r. 1st year Fire Fighter salary shall be \$39,300.
- s. Fire Fighter 2nd six months after six months probation shall be \$37,000.
- t. Probationary (Certified 6 months) Fire Fighter salary shall be \$36,020.
Non-Certified Fire Fighters salary shall be \$34,670.
- v. Fire Academy Fire Fighters salary shall be \$22,600.
- u. Fire Fighters will be paid biweekly and will utilize direct deposit with average pay being 53 hours per week, 106 hours every two weeks.

2. **Hours of Work:**

Fire Fighters shall work 53 hours per week. Work schedule will be inclusive of twelve (12) hours Kelly every 27 days. Fire Fighters will be granted one Kelly day (24 hours) every fifty-four (54) days. Kelly days shall be scheduled by the Fire Fighter with the approval of the Township Fire Chief. Kelly days shall be used within the calendar year earned.

Overtime: Hours worked in excess of 106 every two (2) weeks shall be paid at time and half the regular rate for all firefighters.

3. **Vacation:** Eligible employees shall receive the following vacation time on their anniversary date of employment, one (1) week of vacation after one (1) year of employment; two (2) weeks after two (2) years of employment; three (3) weeks after five (5) years of employment; and, four (4) weeks after ten (10) years of employment. Vacations shall be compensated at the employee's normal weekly base pay. Unused vacation, not to exceed 30 days for management, and 317 hours for fire fighters may be carried over to the following year. Years of paid employment by a Fire Fighter with the Penn Township Emergency Services Board shall be included in calculating the vacation benefits under this paragraph. A vacation week will be based on average number of hours worked per week.

The Chief of Police and Lieutenant of Police shall receive vacation benefits equal to those of the members of the PTPA under the most current bargaining agreement.

4. **Medical, Surgical, and Hospitalization Insurance:** The Township shall provide, to each management employee and dependents, coverage under the Pennsylvania Blue Shield or substantially equivalent alternative coverage currently in force by the Township. The employee shall contribute one percent (1%) of their base salary toward the funding of health benefits. In lieu of a contribution, management employees may elect coverage under a less expensive PPO approved by the Township.

The Township shall provide, to each fire fighter and dependents, coverage under the Highmark PPO with a \$250 deductible. The employee will contribute one percent (1%) of his/her gross salary to the cost of this insurance.

5. **Disability Insurance:** (MANAGEMENT) The employer shall provide a disability insurance policy which will provide a weekly disability benefit of two-thirds (66-2/3%) of the employee's base pay, for a maximum period of fifty-two (52) weeks, said coverage to provide immediate benefits in case disability is the result of an accident, or to begin one (1) week following start of disability in case of sickness. Where Workmen's Compensation benefits are paid, the employee may only receive benefits under this section which, when added to the Workmen's Compensation benefits, equal a sum total of no greater than the employee's regular take-home pay for straight-time earnings prior to disability. The Township Manager and Chief of Police shall be paid their normal weekly salary for twelve (12) months after a disability occurs, i.e., the Township shall supplement the 66-2/3% disability insurance coverage to bring the normal weekly payroll up to 100%.

(FIRE FIGHTERS) The employer shall provide a disability insurance policy which will provide a weekly disability benefit of two-thirds (66-2/3%) of the fire fighter's base pay, for a maximum period of thirty-eight (38) weeks, said coverage to provide immediate benefits in case disability is the result of an accident, or to begin one (1) week following start of disability in case of sickness. Where Workmen's Compensation benefits are paid, the employee may only receive benefits under this section which, when added to the Workmen's Compensation benefits, equal a sum total of no greater than the employee's regular take-home pay for straight-time earnings prior to disability.

6. **Life Insurance:** The Township shall provide each employee with a Life Insurance policy in the amount of forty thousand dollars (\$40,000).
7. **Prescription Drugs:** The Township shall provide each employee and dependents with prescription drug coverage. Employees shall pay full copay of \$5 generic, \$10 name brand, and \$20 mail order for each prescription.
8. **Eye Care:** The Township shall provide coverage under the Blue Shield policy, Davis Vision or substantially equivalent alternative for the eye examination and refraction program at no cost to the employee and dependents.

9. **Dental Insurance:** The employer shall provide Dental Insurance with benefits not less than those offered by the United Concordia Program, or a substantially equivalent alternative at no cost to the employee and dependents.
10. **Retirement Medical Benefits:** Upon retirement, the Police Chief and Lieutenant shall be entitled to a continuation of the same medical coverage as they were receiving at the time of retirement, not to exceed five (5) years.
1. **Pension Plan:** The Township shall provide a Pension Plan for each employee to be vested after five (5) years of consecutive employment. Ten percent (10%) of the employee's gross annual salary will be deposited into the pension plan by the Township. The Chief of Police and the Lieutenant shall have all the Pension benefits afforded by the Police Pension Plan.
12. **Sick Leave:** Management employees shall be allowed 9/12th days of sick leave for each month or nine (9) days for each year. Employees shall be eligible to take such sick leave after ninety (90) days of service with the Employer. Sick leave shall be credited on a monthly basis for each full month of employment. Employees shall earn sick leave from their date of hire and may accumulate sick leave up to a maximum of 150 days. Upon termination of employment, the employee shall be paid one-half day's pay for each unused accumulated sick leave day. For absence from work a doctor's certificate may be required.

Fire Fighter employees shall be allowed six (6) hours of sick leave for each month. Sick leave shall be credited on a monthly basis for each full month of employment. Employees shall earn sick leave from their date of hire and may accumulate sick leave up to a maximum of 1200 hours. For absence from work a doctor's certificate may be required. Fifty-percent of accumulated sick leave will be paid upon retirement up to a maximum of 600 hours.

The Police Chief and Lieutenant shall be allowed eight hours of sick leave for each month or ninety-six hours for each year. Upon termination of employment, the Chief/Lieutenant shall be paid for unused accumulated sick leave up to a maximum of 750 hours.

13. **Holidays:** (MANAGEMENT) New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday following Thanksgiving, the last working day before Christmas, Christmas Day and the last working day before New Year's Day shall be designated as paid management holidays with each employee to be compensated for eight (8) hours at the normal straight-time rate. In addition to the holidays, each employee shall have four (4) paid personal holidays to be taken a day of their choice subject to advance approval by the Township Manager.

(FIRE FIGHTERS) New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day shall be designated as paid fire fighter holidays. In addition to the holidays, each employee shall have thirty-two (32) hours paid personal leave to be taken on a

day of his or her choice subject to advance approval by the Township Fire Chief. Fire fighters working a holiday will be paid holiday plus 1 ½ times normal rate.

(Police Chief/Lieutenant) New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Day, Easter Sunday, Employee's Birthday, General Election Day, Christmas Eve, and Christmas Day. In addition to the holidays, the Chief/Lieutenant shall have six (6) personal leave days to be taken on a day of their choice.

In lieu of time off for holidays, the Police Chief/Lieutenant shall receive one day's pay for each of the above mentioned holidays at a rate to be calculated based on the daily rate of the Chief/Lieutenant on the actual day of the holiday. Such compensation to be paid in the first pay period in December.

14. **Bereavement Leave:** Employees shall be granted a minimum of three (3) days paid bereavement leave from the day of death up to and including the day following the funeral, but not more than ten (10) days, in the event of a death of a spouse, parent, spouse's parent, brother, sister or child. Employees shall be granted paid bereavement leave in the event of the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandchild-in-law or grandparent for the day of the funeral.

15. **Mileage:** will be reimbursed at 25 cents a mile.

16. **Clothing:** The following items will be furnished to the firefighter upon successful completion of the fire academy:

Complete set of fire bunker gear with, helmet gloves and hood.

Golf shirts (3)

Button front uniform shirt short sleeve (3)

Button front uniform shirt long sleeve (3)

Uniform pants (3)

Black belt

Work coat w/removable lining

Job shirts (3)

Blue T-shirts (3)

Navy Blue Tie

Fire Department Badge (2)

Name Tag (2)

Black Shoes

Navy Blue Bell Cap

Fire Pager

7. **Use of Township Vehicles:** A Township vehicle will be made available to the Manager and Fire Chief for official Township business, including traveling between his/her home and the appropriate Township facility, call-outs, and other emergency situations. A Township vehicle shall be made available to either the Road Foreman or Public Works Director for the same purpose from December 1st

thru March 31st of each year. A Township vehicle will be made available to the Chief of Police (and the Lieutenant of Police at the discretion of the Chief) for such use as determined reasonable by the Chief.

18. **School Crossing Guards:** School Crossing Guards shall be paid at the hourly rate of \$13.00, but shall not be entitled to any of the benefits covered by paragraphs three through fourteen.
19. The compensation for the Township Solicitor shall be computed at \$145.00 per hour for work performed. The Township Solicitor shall not be entitled to any other benefits received by regular full-time personnel.
20. The compensation for the Zoning Hearing Board Solicitor shall be computed at \$115 per hour. In the event of appeals and/or litigations, the hourly rate will be \$145 for work performed. The Zoning Hearing Board Solicitor shall not be entitled to any other benefits received by regular full-time personnel.

The compensation for the Planning Commission Recording Secretary shall be \$12.00 per hour for work performed. The Planning Commission Secretary shall not be entitled to any other benefits received by regular full-time personnel.

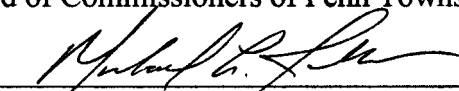
22. The compensation of the Township Auditor shall be \$15,120 to audit the various funds of the Township. The Auditor shall not be entitled to any other benefits received by regular full-time personnel.

All Resolutions or parts of Resolutions in conflict with this Resolution are repealed. Resolution No. 668 is hereby rescinded.

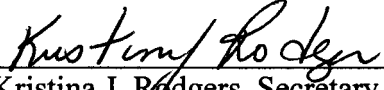
This Resolution shall be effective January 1, 2008.

RESOLVED AND ENACTED this 18th day of February 2008.

Board of Commissioners of Penn Township

By: 
Michael L. Johnson, Jr., President

Attest:


Kristina J. Rodgers, Secretary