

RESOLUTION NO. 749

RESOLUTION FIXING RATES OF PAY AND VARIOUS BENEFITS FOR MANAGEMENT AND NON-UNIFORMED EMPLOYEES OF PENN TOWNSHIP FOR THE CALENDAR YEAR 2011

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 and Non-Uniform Township employees and provide them with benefits.

WHEREAS, the Penn Township Board of Commissioners prefer to set the salary and wage increase for the calendar year 2011.

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

1. **Wages for 2011:**

- a. The Township Manager's salary shall be \$97,706.
- b. The Administrative Assistant's salary shall be \$51,491.
- c. The Chief of Police's salary shall be \$93,259.
- d. The Fire Chief's Salary shall be \$76,786.
- e. The Zoning Officer's salary shall be \$51,546.
- f. The Deputy Police Chief's salary shall be \$86,607.
- g. The Code Inspector's salary shall be \$51,679.
- h. The Supt. of the Wastewater Treatment Plant/Environmental Director's salary shall be \$75,292.
- i. The Public Works Foreman's salary shall be \$61,772.
- j. The Township Engineer/Public Work's Director's salary shall be \$78,292.
- k. The Township Assistant to the Engineer's salary shall be \$35,886.

2. **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

may be carried over to the following year. A vacation week will be based on average number of hours worked per week.

The Chief of Police and Deputy Chief 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, at no cost to the employee, coverage under the Highmark Blue Shield PPO Standard Plan #028957-89 or substantially equivalent alternative coverage currently in force by the Township.
5. **Disability Insurance:** 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%.
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 Deputy Police Chief 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.
11. **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 Deputy Police Chief 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.

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

13. **Holidays:** 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.

(Police Chief/Deputy Police Chief) 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/Deputy Chief 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/Deputy Police Chief, 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/Deputy Police Chief 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. **Use of Township Vehicles:** A Township vehicle will be made available to the Manager, Fire Chief, and Police 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 Deputy Police Chief at the discretion of the Chief for such use as determined reasonable by the Chief.
17. **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.

18. The compensation for the Township Solicitor shall be computed at **\$160** per hour for work performed. The Township Solicitor shall not be entitled to any other benefits received by regular full-time personnel.
19. The compensation for the Zoning Hearing Board Solicitor shall be computed at \$120 per hour. In the event of appeals and/or litigations, the hourly rate will be \$150 for work performed. The Zoning Hearing Board Solicitor shall not be entitled to any other benefits received by regular full-time personnel.
20. The compensation for the Planning Commission Recording Secretary shall be \$15.00 per hour for work performed. The Planning Commission Secretary shall not be entitled to any other benefits received by regular full-time personnel.
21. The compensation of the Township Auditor shall be \$22,750 to audit the various funds of the Township. The Auditor shall not be entitled to any other benefits received by regular full-time personnel.
23. All Resolutions or parts of Resolutions in conflict with this Resolution are repealed. Resolution No. 694 is hereby rescinded.

This Resolution shall be effective January 1, 2011.

RESOLVED AND ENACTED this 28th day of December 2010.

Board of Commissioners of Penn Township

By: Phillip W. Heilman  
Phillip W. Heilman, Vice President

Attest:

Kristina J. Rodgers  
Kristina J. Rodgers, Secretary