

**BOROUGH OF SWARTHMORE
RESOLUTION NO. _____
2012 SALARY AND BENEFITS RESOLUTION**

A resolution prescribing the compensation payable to Borough employees during the year 2012 and including other payments and benefits for employees, making it the duty of the Borough Manager to prepare a schedule, to be kept continuously up to date, listing the names and positions of all persons currently being compensated by the Borough and such other data as may be required to compute the said compensation. This resolution does not apply to employees covered by collective bargaining agreements.

THE COUNCIL OF THE BOROUGH OF SWARTHMORE DOES RESOLVE:

SECTION 1 BASE PAY

During the calendar year 2012 the positions listed herein shall be compensated by the Borough of Swarthmore at the rates herein prescribed. The amounts stated constitute the base pay of the positions; actual pay of individual employees is shown on the 2012 Schedule of Compensation, as described in Section 2. Subject to any legal limitations to the contrary, the Council reserves the right to change said base pay of any office or position, to change assignments or to dismiss anyone, and disclaims any intention to bind future Councils by this resolution. Persons rendering services to the Borough not herein provided for shall be compensated as the Council may determine.

Positions listed with an annual salary are exempt administrative positions not eligible for overtime.

ADMINISTRATIVE

BOROUGH MANAGER/SECRETARY: \$88,214.06 annually.

ASSISTANT MANAGER: \$49,010.95 annually.

OFFICE SECRETARY: \$20.28 per hour.

POLICE DEPARTMENT

CHIEF OF POLICE: \$82,733.77 annually.

CROSSING GUARD: \$132.02 per week (\$13.20 per hour) for 42 weeks per year.

POLICE CLERK: \$19.07 per hour.

PUBLIC WORKS DEPARTMENT

FOREMAN: \$27.79 per hour.

RESIDENTIAL BUILDING INSPECTOR: \$6,000 annually.

LABORER: \$21.17 per hour.

CUSTODIAN: \$10.06 per hour.

CODE ENFORCEMENT OFFICER: \$15.00 per hour.

PART-TIME AND SEASONAL: \$9.00 per hour.

SECTION 2 **SCHEDULE OF COMPENSATION**

It shall be the duty of the Borough Manager to prepare a schedule listing the names of all employees currently being compensated by the Borough, except temporary and/or seasonal employees, indicating the positions held and total compensation as approved in the annual budget and status as full-time or part-time employees. Full-time shall mean working 35 hours per week or more. Such schedule shall be included with this resolution as Attachment A.

SECTION 4 **ON-CALL TIME**

\$38.46 per week, paid to each full-time employee in the Public Works Department following completion of on-call duty. An employee may receive two (2) hours of compensatory time off in lieu of pay.

SECTION 5 **VACATION**

Unless otherwise agreed upon by separate written agreement, full-time employees earn vacation according to the following schedule:

Year of Hire - One day per month worked to a maximum of 10 days, to be taken during the next calendar year, except that employees working for six continuous months may take up to 5 days in the year of hire and carry over all remaining days to the next calendar year.

Second through fifth year - Two weeks

Calendar year in which:

Fifth service anniversary occurs - Three weeks

Tenth service anniversary occurs - Four weeks

Fifteenth service anniversary occurs - Four weeks & 3 days

Twentieth service anniversary occurs - Five weeks

Twenty-fifth service anniversary occurs - Five weeks & 2 days

Thirtieth service anniversary occurs - Six weeks

SECTION 6 **LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)**

Life insurance will be provided for each full-time employee at twice the annual base compensation to a maximum of \$50,000. AD&D will be provided for each full-time employee at three times annual base compensation to a maximum of \$100,000. There will be no required contribution to premium for these benefits.

SECTION 7 **HEALTH CARE BENEFITS**

The Borough will provide health care benefits for all full-time employees. The base plan will be a Preferred Provider Organization (PPO) medical plan, dental plan, vision plan, and prescription drug plan with range of benefits as shown on Attachment B. Each employee will be required to pay 8% of the total premium cost of his or her

selected coverage status (single, couple, parent and child(ren), or family). Dependents will be covered until the age of 26 or as otherwise set by law.

An employee who chooses the enhanced PPO shown on Attachment B will pay in full the excess cost of the enhanced PPO, in addition to the 8% of premium required for the base plan. An employee who chooses the HMO shown on Attachment B will receive as a credit against the required 8% premium contribution any savings in premium between the plans.

SECTION 8 **SICK TIME/DISABILITY BENEFITS**

Unless otherwise agreed to by separate written agreement, all full-time employees will be provided with fifteen (15) sick days annually, with a maximum accumulation of 120 days. Upon separation of employment from the Borough, such employees will be paid for one-third (1/3) of unused sick time at the hourly rate of pay at the time of termination.

Full-time employees will be provided with short-term and long-term disability insurance paying up to 60% of monthly compensation will be provided for each full-time employee and part-time employee working 30 hours per week or more. There will be no required contribution to premium for these benefits. Employees may supplement disability payments with accrued sick and/or vacation time in order to remain at 100% of weekly compensation until such time is exhausted. The employee will be required to remit to the Borough all disability payments made by the insurance carrier.

SECTION 9 **PERSONAL LEAVE**

Each full-time employee will receive 2 personal leave days annually.

SECTION 10 **HOLIDAYS**

All employees, except temporary or seasonal employees, will receive a paid holiday on any day approved by Borough Council as an official Borough holiday, as well as two additional floating holidays. If a holiday occurs on an employee's regular day off, the employee will receive an additional holiday at a time of his or her choosing.

SECTION 11 **CONTRIBUTION TO QUALIFIED IRC 457(b) DEFERRED
COMPENSATION PLAN**

For all full-time employees hired on or after January 1, 2010, the Borough will match the employee's contributions to a qualified IRC 457(b) deferred compensation plan to a maximum of 5% of base salary.

SECTION 12 **RATIFICATION**

Payments made by proper officers both prior and subsequent to the effective date of this resolution, for services performed on or after January 1, 2012, shall be reported to Council at its next succeeding meeting, and if found proper may be ratified by the Council.

Resolved this 19th day of December, 2011.

SWARTHMORE BOROUGH COUNCIL

SUSAN D. SMYTHE
PRESIDENT

APPROVED THIS 19TH DAY
OF DECEMBER, 2011

ATTESTED THIS 19TH DAY
OF DECEMBER, 2011

RICHARD H. LOWE
MAYOR

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

ATTACHMENT A

2012 SCHEDULE OF COMPENSATION

Employee	Position	Full/ Part	2012 Base	Total Compensation
J. Billings	Manager	F	\$88,214.06	\$88,214.06
A. Ostrander	Ass't Manager	F	\$49,010.95	\$49,010.95
D. Scott	Office Sec't	P	\$31,638.88	\$31,638.88
N. Carullo	Tax Collector	P	\$ 8,000.00	\$ 8,000.00
R. Craig	Police Chief	F	\$82,733.77	\$89,063.38 ⁽¹⁾
B. Burgett	Police Sec't	P	\$19,832.80	\$21,702.91 ⁽¹⁾
J. Wesley	Crossing Guard	P	\$ 5,544,84	\$ 5,544,84
S. Montague	Crossing Guard	P	\$ 5,544,84	\$ 5,544,84
B. Heaney	Crossing Guard	P	\$ 5,544,84	\$ 5,544,84
C. Rowles	PW Foreman	F	\$57,803.20	\$67,588.47 ⁽¹⁾
C. Rowles	Bldg Inspector	P	\$ 6,000.00	\$ 6,000.00
D. Patterson	PW Laborer	F	\$44,033.60	\$53,082.03 ⁽¹⁾
B. Tipping	PW Laborer	F	\$44,033.60	\$48,133.47 ⁽¹⁾
G. Walters	PW Laborer	F	\$44,033.60	\$46,217.60 ⁽²⁾
J. Gallen	Custodian	P	\$ 7,846.60	\$ 7,846.60

Footnotes:

- (1) Retained longevity bonus from prior years
- (2) 5% merit increase