

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2801

AN ORDINANCE OF THE MUNICIPALITY OF
MONROEVILLE, ALLEGHENY COUNTY, PENNSYLVANIA,
AMENDING ORDINANCE NO. 2786, THE BENEFITS OF
MONROEVILLE EXEMPT AND NON-EXEMPT EMPLOYEES.

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

SECTION 1. The Ordinance amends the benefits of Monroeville Exempt and
Non-Exempt employees as determined by the Fair Labor Standards Act.

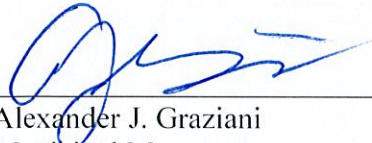
SECTION 2. A copy of the Agreement is attached hereto, made a part hereof and
marked "Exhibit A."

SECTION 3. Any ordinance in conflict with this ordinance shall be repealed to
the extent of this ordinance.


ORDAINED AND ENACTED into law this 11th day of February 2025.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Alexander J. Graziani
Municipal Manager



Dr. Nicholas J. Gresock
Mayor

ENTERED INTO LEGAL BOOK ON: February 21, 2025

"EXHIBIT A"

MUNICIPALITY OF MONROEVILLE

POSITION CLASSIFICATION

LABOR STANDARDS ACT

EXEMPT:

A. Officials and Administrators:

Municipal
Manager
Department Heads

NON-EXEMPT:

B. Professionals, Protective Services and
Technicians:

All Others

**BENEFITS
OF
MONROEVILLE EXEMPT AND NON-EXEMPT EMPLOYEES**

This agreement affects only those employees which are considered EXEMPT and NON-EXEMPT by the Fair Labor Standards Act.

HOURS OF WORK AND OVERTIME

1. Category A employees are salaried employees who work any time necessary to accomplish the assignments needed for their respective positions. As these employees are salaried, no overtime payments are made.

2. Category B employees are hourly employees whose typical work week shall consist of five (5) consecutive days from Monday to Friday. Adjustment of the normal workweek is the right of Management. With the Department Head's approval, staff members may work flexible workweek schedules that require them to work more than eight (8) hours without overtime pay. The normal workday is eight (8) consecutive hours. When employees report for the regularly scheduled work, they should receive no less than their scheduled hours of work or pay for that day. The employees will be granted two (2) fifteen (15) minute rest breaks daily to be taken at the job site. These employees shall endeavor to work reasonable amounts of overtime when necessary. If all qualified employees refuse an overtime assignment, the most junior employee qualified to perform the work may be required to accept the overtime assignment. The Employer will make every reasonable effort to give advance notice of scheduled overtime. Overtime payment will be made in accordance with the Fair Labor Standards Act. After working sixteen (16) continuous hours, overtime shall be paid at two (2) times the regular straight-time rate.

COMPENSATION

1. The basic rate of compensation shall be the straight-time way in accordance with the annual salary schedule approved by the Municipal Council. Wages shall be paid by direct deposit ACH. The Municipal Council establishes pay rates annually. Pay rates in effect on December 8, 2009, shall be frozen at the current rate for all exempt and non-exempt employees unless established explicitly by the Municipal Council.

2. Employees shall be eligible for a longevity payment after completing the fifth (5th) year of continuous employment with the Municipality. This payment shall be paid on the first (1st) pay date of each December and shall be paid at a rate of \$65.00 per year of service. Effective January 1, 2008, longevity will be paid at a rate of \$75.00 per year of service. Longevity payments shall be capped at a maximum of twenty (20) years of service.

HOLIDAYS

1. Each employee shall be entitled to the following holidays, with pay calculated at the straight time, at the straight-time hourly rate of pay times the employee's normally scheduled hours of work.

New Year's Day	Labor Day
Good Friday	General Election Day
Primary Election Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

2. Non-exempt employees required to work on any of the holidays specified above shall be paid one and one-half (1 1/2) times the employee's straight-time hourly rate of pay plus the holiday pay. Time and one-half (1/2) plus the holiday pay will be paid for the day, which is celebrated as the holiday. It is recognized that when a holiday falls on a Sunday, it is usually celebrated on the following Monday. When a holiday falls on a Saturday, it is usually celebrated on the prior Friday.

To be eligible for holiday pay, an employee must work his/her last scheduled workday prior to and following the holiday, and work scheduled on the holiday must be worked to qualify for holiday pay. Vacation shall be considered a workday. The employees shall also be eligible to receive holiday pay if laid off or recalled within a thirty (30) day period of the scheduled holiday.

3. Exempt employees may accrue compensatory time hours at a straight time rate for regularly scheduled Council and/or Board, Commission meetings and other necessary meetings as required by the Manager. This accrued compensatory leave time may be used as one (1) additional personal holiday per month per eight (8) hours of meeting attendance. This holiday time shall only be scheduled in the same or following month in which it is accrued. Paid compensation at termination, lay-off or retirement shall be a maximum of two (2) days. Maximum compensatory time off permitted is eight (8) hours per month. Proper documentation should be submitted to the Municipal Manager for prior approval.

4. Each employee shall receive five (5) personal days at the employee's straight-time hourly rate of pay. Personal days shall not accrue.

VACATION

1. For the purposes of calculations, the vacation leave year begins January 1 and ends December 31 of each year.

2. Commencing January 1, 1996, the vacation plan for exempt and non-exempt employees shall be as follows:

After six (6) months	Five (5) days
After one (1) year of service	Ten (10) days
After five (5) years of service	Fifteen (15) days
After ten (10) years of service	Twenty (20) days
After fifteen (15) years of service	Twenty-five (25) days
After twenty-five (25) years of service	Thirty (30) days

Exempt and non-exempt employees hired after January 1, 1996, shall be as follows:

After six (6) months of service	Five (5) days
After one (1) year of service	Ten (10) days
After five (5) years of service	Fifteen (15) days
After ten (10) years of service	Twenty (20) days
After fifteen (15) years of service	Twenty-five (25) days

Vacation pay is calculated by multiplying the employee's normal scheduled work hours per day by his straight-time hourly rate of pay.

Accrued but unused vacation leave shall be paid to all terminating or laid-off employees on a pro-rated monthly basis at the normal hourly rate.

3. Beginning 1/1/11, the accrual of vacation for current exempt employees shall cease. Vacation days accrued as of 12/31/10 shall remain fixed. Employees hired after 1/1/11 shall not accrue vacation days.

4. Exempt employees eligible for retirement as of 12/31/09 and before February 12, 2010, when the retirement incentive window was closed for non-participating 2009 retirement-eligible employees (See Ordinance 2460 and 2473) may accrue unused vacation for early retirement purposes, which may be paid either in a lump sum payment in the final pay or used for early retirement. All other employees eligible for retirement after 1/1/2010 may accrue unused vacation for early retirement purposes only. This accrual shall not be used for lump sum payment at retirement. The only exception to this requirement is the provision of an "early retirement incentive program" when authorized by Council, which does not provide sufficient time for usage of accrued vacation days. The accrued days shall then be paid post retirement as part of the early retirement incentive program payments until all accrued days are exhausted.

5. Beginning 1/1/11, Exempt employees shall be permitted to carry over up to 10 days of unused vacation days into the following year.

SICK/INJURY LEAVE PLAN

1. At the beginning of each calendar year, each employee will receive an allocation of ten (10) petty sick leave days, which are to be used for absence due to illness or injury of a non- occupational nature and for which worker's compensation is not paid. Employees shall be entitled to their full wages and benefits as provided for in this Agreement for each of the days they

may be absent on sick leave with a bona fide illness or injury. At the employee's option at the end of each calendar year, the Municipality will buy back each unused sick day at \$50.00 per day, not exceeding \$500.00, or the employee may accrue up to 20 sick days for emergency purposes. The Municipality will provide an initial five (5) days. Once twenty (20) days are accumulated, the initial five (5) days will be returned to the Municipality. In the case of retirement, all unused days will be paid at a rate of \$50.00 each.

OTHER LEAVES OF ABSENCES

1. Bereavement Leave. In the event of a death in the nucleus family of an employee, defined as spouse, child, or employee's parent, paid employee, up to five (5) paid days will be granted upon request. In the event of a death in the immediate family of the employee, defined as being the parent-in-law, brother, sister, brother-in-law, sister-in-law, stepchild, foster child, foster parent, grandparent, grandparent-in-law, and grandchild, up to three (3) paid days will be granted upon request. For other relations defined as uncles, aunts, and first cousins, one (1) A day of paid leave will be granted upon request so long as travel to the funeral or ceremony is feasible.

2. Parental Leave. An employee may request up to ten (10) days of paid parental leave for the birth of a child by the employee's spouse or for adoption.

3. Military Leave. Employees will receive up to two (2) weeks of paid military leave if called to temporary or summer training duty with the armed forces as part of a military program elected in lieu of active duty. Employees requesting paid military leave shall submit to the Personnel Officer a copy of their orders and any military compensation received from the military during the period of leave. In such case, the Employer will provide the difference, if applicable, between the employee's regular pay and the amount he received from such military duty.

4. Court Leave. Any employee ordered to report for jury duty shall be granted a leave of absence from his regular duties during the actual period of such jury duty. The employer shall pay the difference between any jury duty compensation received and the employee's regular daily wage for each day of jury service. Any employee requesting court leave shall submit to the Personnel Officer a copy of the applicable Court Order or Subpoena.

5. Extended Leave of Absence. At the discretion of the Municipal Manager, members may be granted an extended leave of absence, paid or unpaid; however, all available vacation days must be exhausted before such leave is granted.

6. Discretionary Leave. The Municipal Manager may grant employees up to three (3) days of leave, with or without pay.

7. Official Duty Leave. Official duty leave, with full pay, is granted while on official business for the Municipality including training courses, conferences, meetings or conventions.

8. Fire Suppression Leave. Employees who are active volunteer firefighters shall receive their regular wages if called to respond to a fire call while at work.

9. Short-Term Disability Leave. Employees shall have the benefit of short-term disability for illnesses and accidents of a non-occupational nature and for which worker's compensation is not paid, as provided below:

- A. A short-term disability is defined as a period of disability which may be anticipated to last ten (10) or more calendar days and prevents the employee from performing the ordinary requirements of his/her job as described by the employee's job description.
- B. The employer shall within a three hundred and sixty-five (365) day period provide up to a maximum of twenty-six (26) weeks of short-term disability pay at 66 2/3% of regular base earnings for each occurrence of short-term disability or recurrence of previously compensated short-term disability.
- C. In order to receive short-term disability benefits, the employee must present to the Municipal Manager, for his/her approval appropriate medical documentation that the illness may be anticipated to last ten (10) or more calendar days and prevents the employee from performing the ordinary requirements of his/her job as described by the employee's job description.
- D. There shall be a ten (10) calendar day waiting period for each occurrence (as distinguished from reoccurrence) of disability. During the waiting period, an employee shall first use paid time off if such leave is available. When paid time-off leave is unavailable, and the employee does not elect to use other earned leave, the employee shall be placed in approved leave without pay status, during which the employee shall retain all benefits provided under this ordinance and continue to earn municipal seniority. If an employee suffers a reoccurrence of an earlier compensated disability, there shall be no second or subsequent waiting period. In the event that an employee becomes disabled more than once in a three hundred and sixty-five (365) day period, and the second disability is not a reoccurrence of the first, the Municipality may, upon a case-by-case basis and at the sole discretion of the Municipal Manager, assume the cost of the second or subsequent waiting period.

10. The Municipality shall provide Long Term Disability (LTD) coverage at Sixty percent (60%) of regular earnings for non-occupational illnesses or injuries after twenty-six (26) weeks of short-term disability (STD). LTD shall continue until the employee is recovered with a maximum of eighteen (18) months. After eighteen (18) months of LTD, the employee will fall under Article III, Section 8. When an employee receives LTD, he/she must then apply for Social Security Disability, and the LTD will then be reduced by the amount received for the Social Security Disability benefit. If an employee returns to work within eighteen (18) months of receiving LTD he/she will return to their former position with the corresponding rate in the collective bargaining agreement. Employees that fill the position of an employee on LTD will also return to their former position. Benefits will remain in effect for all employees on LTD.

INSURANCE AND OTHER BENEFITS

1. Life Insurance. All employees shall be eligible for group term life insurance paid for by the Employer. The amount of this insurance shall be \$30,000. Upon retirement, all employees with at least fifteen (15) years of service shall be covered by retirement life insurance; the amount of insurance shall be \$15,000. The Employer shall pay the cost of such retirement life insurance.

2. Health Care. It is the policy of the Municipality to provide healthcare benefits so that there is one level of benefit provided to each full-time employee through the Municipal workforce as follows:

- a. Hospitalization -Highmark PPO316
- b. Basic eye care - Vision Service Plan of Pennsylvania Plan C;
- c. High option dental - Blue Shield or equivalent; and
- d. Basic Prescription Drug-Incentive Formulary (3-tier co-pay)

However, beginning January 1, 2010, all full-time municipal employees covered by this ordinance shall contribute towards the cost of the healthcare benefits at a rate of 10% of the monthly premium.

In the event that an administrative employee opts to receive health benefits from their spouse, the rebate for foregoing this benefit shall be \$3,000. However, any employee who is married to another employee of the Municipality shall not be entitled to this benefit. Any employee opting for this rebate must sign an affidavit before December 15th of each year that he/she has health benefits from their spouse's insurance carrier.

Furthermore, healthcare coverage shall be afforded to those employees and spouses retiring under the General Employee's Pension Plan who were hired prior to July 22, 2005. This benefit shall remain available until the employee attains age 65 or becomes eligible for Medicare. At age 65, the Municipality will provide a Freedom Blue Supplement plan equal to the currently available plan to each retired employee and spouse, beginning with Medicare eligibility.

In lieu of healthcare coverage at retirement, all Employees who were hired under the Administrative Salary and Benefits Program after July 22, 2005, are entitled to a \$1,500 annual contribution to an ICMA Vantage Care Retirement Health Savings (RHS) Plan while actively employed.

Additionally, all Employees who are promoted into the Administrative Group after January 1, 2010, are entitled to maintain only the post-retirement healthcare coverage that is in effect at the time of their promotion.

3. Pension Plan. The Employer agrees to maintain the existing Monroeville Employees' Pension Trust Plan as provided by the Pennsylvania Municipal Retirement System (PMRS). At least one (1) representative for the employee group shall serve on any Employee Pension Committee now or in the future.

4. Uniforms, Safety Apparel, and Equipment. This provision applies to members, as determined by the Municipal Manager, who have outside activities, which might cause damage to personal clothing. The Employer will furnish a uniform and boot allowance of \$700.00 per employee per year to be paid in January.

5. Educational and Skill Development. "Degree Educational Program only suspended as of December 14, 2010. Reimbursement is granted to those demonstrating ability, interest, and reasonable justification for participating in certificate or degree educational programs. The area of training or study must prove to be directly related to the employee's present occupational field. The following costs will be reimbursed: tuition, registration, books and materials, and examination costs. Authorization to participate in a voluntary educational program must be received from the Municipal Manager. An obligation to the Municipality upon successfully completion of a program shall consist of the following:

- a. Commitment of one (1) month of future employment for each credit hour or continuing education unit (CEU) or
- b. Pro-rated reimbursement of the expense monies received should the employee voluntarily separate from municipal employment.
- c. c. All employees shall be subject to random drug/alcohol testing. Such testing shall be in accordance with guidelines established in the Municipal Employee Handbook, adopted April 12, 1994, and the Drug and Alcohol Random Testing Policy.