

**BOROUGH OF SWARTHMORE  
RESOLUTION 2021-13**

**COMPENSATION AND BENEFITS**

**SECTION 1      EMPLOYEES - DEFINITIONS**

A permanent employee is one hired with the intention of an ongoing employment relationship with the Borough of Swarthmore for an undefined period of time. A permanent employee may be full-time or part-time. Full-time shall mean those employees working 35 hours per week or more. Employees hired for temporary, fill-in, or seasonal workers are not considered permanent.

**SECTION 2      COMPENSATION**

Borough employees shall be compensated as approved in the annual budget. Exempt positions are not eligible for overtime. Subject to any legal limitations to the contrary, the Council reserves the right to change the compensation of any office or position and to change assignments or to dismiss anyone. Persons rendering services to the Borough not otherwise provided for shall be compensated as the Council may determine.

**SECTION 3      EMPLOYEE BENEFITS**

The Council hereby resolves to provide the employee benefits provided in this section. These benefits are not applicable to any employee covered by a collective bargaining or other written agreement.

Health Care Benefits

In compliance with the Affordable Care Act (ACA), permanent employees working 30 hours per week or more are provided health care benefits. Plan design and options and contribution to premium or deductible shall be as approved in the annual budget.

Life Insurance /Accidental Death and Dismemberment (AD&D) Insurance

Permanent full-time employees shall be provided with life insurance and Accidental Death and Dismemberment (AD&D) insurance as approved in the annual budget.

Holidays

All employees, except temporary or seasonal employees, shall receive a paid holiday on any day approved by Borough Council as an official Borough holiday, as well as two (2) additional floating holidays. If a holiday occurs on an employee's regular day off, the employee shall receive an additional holiday at a time of his or her choosing.

Personal Leave

All employees, except temporary or seasonal employees, shall receive two (2) personal leave days annually.

Vacation

Permanent full-time employees shall earn paid vacation time 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

All other employees shall be entitled to paid vacation time as specified by written agreement.

Sick Time/Disability Benefits

Permanent full-time employees are entitled to 15 days of sick days annually, with a maximum accumulation of 120 days. Upon separation of employment from the Borough, such employees shall be paid for one-third (1/3) of unused sick time at the hourly rate of pay at the time of termination. Only permanent full-time employees are entitled to accumulation of sick days or payment for unused sick time.

All other Borough employees shall be entitled to sick time as specified by written agreement.

Permanent full-time employees shall be provided with short-term and long-term disability insurance paying up to 60% of monthly compensation. There shall 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 shall be required to remit to the Borough all disability payments made by the insurance carrier.

Contribution to Qualified IRC 457(b) Deferred Compensation Plan

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

PASSED, APPROVED, AND EFFECTIVE on this 20<sup>th</sup> day of December, 2021, to remain in effect until amended by subsequent resolution of Borough Council.

SWARTHMORE BOROUGH COUNCIL

\_\_\_\_\_  
MARY J. WALK  
PRESIDENT

ATTESTED THIS 20th  
OF DECEMBER, 2021

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JANE C. BILLINGS  
BOROUGH MANAGER/SECRETARY