

**BOROUGH OF SWARTHMORE
RESOLUTION NO. 2017-19
2018 SALARY AND BENEFITS RESOLUTION**

A resolution prescribing the compensation payable and other benefits provided for Borough employees during the year 2018. This resolution does not apply to employees covered by collective bargaining agreements.

THE COUNCIL OF THE BOROUGH OF SWARTHMORE DOES RESOLVE:

SECTION 1 SCHEDULE OF COMPENSATION

Borough employees shall be compensated as shown in the Schedule of Compensation in Attachment A. Such compensation shall be 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 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.

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 work are not considered permanent.

SECTION 2 ON-CALL TIME

\$50.00 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 3 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.

SECTION 4 **LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)**

Permanent full-time employees shall be provided with life insurance at twice the annual base compensation to a maximum of \$50,000. Permanent full-time employees shall also be provided with AD&D insurance at three times annual base compensation to a maximum of \$100,000. There shall be no required contribution to premium for these benefits.

SECTION 5 **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 as shown in Attachment B. There shall be no required employee contribution to premium cost. Dependents shall be covered until the maximum age allowed by law.

SECTION 6 **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.

SECTION 7 **PERSONAL LEAVE**

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

SECTION 8 **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.

SECTION 9 **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.

SECTION 10 **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, 2018, shall be reported to Council at its next succeeding meeting, and if found proper may be ratified by the Council.

Resolved this 18th day of December, 2017.

SWARTHMORE BOROUGH COUNCIL

DAVID L. GROVE
PRESIDENT

APPROVED THIS 18TH DAY
OF DECEMBER, 2017

ATTESTED THIS 18TH DAY
OF DECEMBER, 2017

TIMOTHY P. KEARNEY
MAYOR

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

ATTACHMENT A
2018 SCHEDULE OF COMPENSATION

Employee	Position	F = Full Time P = Part Time	Hourly Rate	2018 Base	Total Compensation
J. Billings	Manager	F	Exempt	\$ 103,040.04	\$ 103,040.04
N. Carullo	Bookkeeper	P (24)	\$27.18	\$ 33,920.64	\$ 33,920.64
E. O'Rourke	Office Secretary	F	\$22.45	\$ 42,026.40	\$ 42,026.40
N. Carullo	Treasurer	N/A	Exempt	\$ 10,000.00	\$ 10,000.00
R. Craig	Police Chief	F	Exempt	\$ 98,059.83	\$ 112,707.52 ⁽¹⁾
L. LaSpina	Police Secretary/Meter Enforcement	P (28)	\$19.57	\$ 28,493.92	\$ 28,493.92
R. McCracken	Crossing Guard	P (42 weeks)	\$154.20 per week	\$ 6,476.40	\$ 6,476.40
E. Bradley	Crossing Guard	P (42 weeks)	\$154.20 per week	\$ 6,476.40	\$ 6,476.40
B. Heaney	Crossing Guard	P (42 weeks)	\$154.20 per week	\$ 6,476.40	\$ 6,476.40
A. Grossi	Crossing Guard	P (42 weeks)	\$154.20 per week	\$ 6,476.40	\$ 6,476.40
C. Rowles	PW Foreman	F	\$34.00	\$ 70,720.00	\$ 80,505.27 ⁽²⁾
D. Patterson	PW Laborer	F	\$24.73	\$ 51,438.40	\$ 58,947.63 ⁽²⁾
B. Tipping	PW Laborer	F	\$24.73	\$ 51,438.40	\$ 55,538.27 ⁽²⁾
G. Walters	PW Laborer	F	\$25.96	\$ 53,996.80	\$ 53,996.80 ⁽³⁾
J. Johnson	Custodian	P (20)	\$16.00	\$ 16,640.00	\$ 16,640.00
	Temporary/Seasonal	variable	\$11.00		
	Code Enforcement Officer	variable	\$15.00		

Footnotes:

- (1) Longevity bonus
- (2) Retained longevity bonus from prior years
- (3) 5% merit increase on base pay awarded 2012