

**BOROUGH OF SWARTHMORE
RESOLUTION NO. 2018-
2019 SALARY AND BENEFITS RESOLUTION**

A resolution prescribing the compensation payable and other benefits provided for Borough employees during the year 2019. 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 17th day of December, 2018.

SWARTHMORE BOROUGH COUNCIL

DAVID J. CREAGAN
PRESIDENT

APPROVED THIS 17TH DAY
OF DECEMBER, 2018

ATTESTED THIS 17TH DAY
OF DECEMBER, 2018

TIMOTHY P. KEARNEY
MAYOR

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

ATTACHMENT A
2019 SCHEDULE OF COMPENSATION

Employee	Position	F = Full Time P = Part Time	Hourly Rate	2019 Base	Total Compensation
J. Billings	Manager	F	Exempt	\$ 106,131.24	\$ 106,131.24
N. Carullo	Bookkeeper	P (24)	\$28.00	\$ 34,944.00	\$ 34,944.00
E. O'Rourke	Office Secretary	F	\$23.13	\$ 43,299.36	\$ 43,299.36
N. Carullo	Treasurer	N/A	Exempt	\$ 10,000.00	\$ 10,000.00
<i>New hire</i>	Police Chief	F	Exempt	TBD	TBD
L. LaSpina	Police Secretary/Meter Enforcement	P (28)	\$20.16	\$ 29,352.96	\$ 29,352.96
	Crossing Guards (4)	P (42 weeks)	\$158.83 per week	\$ 26,683.44	\$ 26,683.44
C. Rowles	PW Foreman	F	\$35.02	\$ 72,842.24	\$ 82,627.51 ⁽¹⁾
B. Tipping	PW Laborer	F	\$25.47	\$ 52,982.19	\$ 57,082.06 ⁽¹⁾
G. Walters	PW Laborer	F	\$26.73	\$ 55,598.40	\$ 55,598.40 ⁽²⁾
<i>New hire</i>	PW Laborer (70% base)	F	\$18.71	\$ 38,916.80	\$ 38,916.80
J. Johnson	Custodian	P (20)	\$16.48	\$ 17,139.20	\$ 17,139.20
	Temporary/Seasonal	variable	\$12.00		
	Code Enforcement Officer	variable	\$15.00		

Footnotes:

(1) Retained longevity bonus from prior years

(2) Per salary schedule (no longevity bonus for employees hired prior to 2007)

Delaware Valley Health Trust (Aetna)

Borough of Swarthmore 2019 Health Plan (Medical, Vision, Prescription Drug)

Benefit's	In network	Out of network
Deductible (funded by Borough through HSA)	\$1,500 single/\$3,000 family	\$5,000 single/\$10,000 family
Out of Pocket Maximum	\$6,350 single/\$12,700 family	\$10,000 single/\$20,000 family
Primary Care Physician *	\$10 copay, after deductible	70% after deductible
Primary Care Services at Health Trust Center	\$30 copay, non-preventive only	
Specialist Office Visit*	\$20 copay, after deductible	70% after deductible
Routine GYN exam*	100%, no deductible	70% no deductible
Pediatric immunizations*	100%, no deductible	70% no deductible
Mammography (age 40 and over)*	100%, no deductible	70% no deductible
Preventive Care*	\$0 copay	70% after deductible
Outpatient surgery	100% after deductible	70% after deductible
Hospitalization	100% after deductible	70% after deductible
Outpatient lab/pathology	\$20 copay, after deductible	70% after deductible
Outpatient x-ray/radiology	\$20 copay, after deductible	70% after deductible
Complex imaging	\$40 copay, after deductible	70% after deductible
Ambulance	100%, after deductible	100%, after deductible
Emergency Room		\$100 copay after deductible, waived if admitted
Urgent Care Facility		\$20 copay, after deductible
Walk-in clinic	\$10 copay, after deductible	70% after deductible
Maternity	100%, after deductible	70% after deductible
Chiropractic Care	\$20 copay, after deductible	70% after deductible
Physical/Speech/Occupational	\$20 copay, after deductible	70% after deductible
Home Health Care	100% after deductible	70% after deductible
Hospice Care	100% after deductible	70% after deductible
Skilled Nursing Facility	100% after deductible. Up to 120 days per calendar year. Days combined in and out of network.	70% after deductible. Days combined in and out of network.
Mental Health Services	Inpatient 100% after deductible. Outpatient \$20 copay after deductible.	70% after deductible
Substance Abuse Services	Inpatient 100% after deductible. Outpatient \$20 copay after deductible.	70% after deductible
Durable Medical Equipment	100% after deductible	70% after deductible
Vision Exam Benefit	\$20 copay no deductible, once every 24 months.	70% after deductible
Lens Reimbursement	Up to \$250 every 24 months	
Prescription Drug Copay	\$3 generics at Health Trust Center/\$10 generic/\$20 brand/\$35 non-formulary. Up to a 100 day supply.	Not covered
Mail Order Copay	\$20 generic/\$40 brand/\$70 non-formulary. Up to a 100 day supply.	Not covered
Contraceptive Coverage	Included	
Performance Rider	6 pills per month	70% of recognized charges

*Preventive services as defined by Federal Mandate and procedure code