

RESOLUTION NO. 1043

RESOLUTION FIXING RATES OF PAY AND VARIOUS BENEFITS FOR MANAGEMENT AND NON-UNIFORMED EMPLOYEES OF PENN TOWNSHIP FOR THE CALENDAR YEAR 2025.

WHEREAS, the Penn Township Board of Commissioners is desirous of retaining dependable, experienced employees, and

WHEREAS, the Penn Township Board of Commissioners wishes to adequately compensate Management and Non-Uniform Township employees and provide them with benefits, and

WHEREAS, the Penn Township Board of Commissioners herewith proposes setting the salary and wages for the calendar year 2025.

NOW, THEREFORE, Be It Resolved, that the wages, salaries, and benefits for Township Employees other than Patrolmen, AFSCME Union, and Firefighters be established as follows:

1. **Wages for 2025:**

- a. The Township Manager's salary shall be \$90,000.
- b. The Administrative Assistant's salary shall be \$78,000.
- c. The Police Chief's salary shall be \$126,547.
- d. The Police Lieutenant's salary shall be \$123,760.
- e. The Zoning Officer's salary shall be \$50,000.
- f. The Superintendent of the Wastewater Treatment Plant/Environmental Director's salary shall be \$97,240.
- g. The Assistant to the Wastewater Treatment Plant/Environmental Director's salary shall be \$73,840.
- h. The Township Engineer/Public Work's Director's salary shall be \$114,920.
- i. The Township Assistant to the Engineer/MS4 inspector's salary shall be \$55,000.
- j. The Public Works Supervisor's salary shall be \$91,520.
- k. The Property Maintenance Code Officer/MS4 inspector's salary shall be \$20.12 an hour.
- l. The Property Maintenance Code Officer salary shall be \$20.02 an hour.

2. **Vacation:** Eligible employees will earn vacation time based on their employment anniversary as follows: one (1) week after one (1) year; two (2) weeks after two (2) years; three (3) weeks after five (5) years; four (4) weeks after ten (10) years; and five (5) weeks after twenty (20) years. Vacation pay will be based on the employee's regular weekly base rate. Up to ten (10) earned vacation days must be used in the calendar year after they are accrued. Any vacation day beyond ten (10) can be carried over, up to a maximum of thirty (30) days. A vacation week will be calculated based on the average weekly hours worked.

The Chief of Police and Police Lieutenant shall receive vacation benefits equal to those of the members of the PTPA under the most current bargaining agreement.

3. **Medical, Surgical, and Hospitalization Insurance:** The Township shall provide coverage for each management employee and dependents, with contribution from the employee for 2025, coverage under a platinum plan with a \$0 deductible for coverage or substantially equivalent alternative coverage currently in force by the Township. The employee will contribute \$32 per week for single coverage, \$35 per week for husband/wife coverage, parent/child coverage and parent children coverage, and \$37 per week for family coverage.
4. **Disability Insurance:** The employer will provide a disability insurance policy that offers a weekly benefit of two-thirds (66-2/3%) of the employee's base pay, for up to fifty-two (52) weeks. Benefits begin immediately for disabilities caused by an accident or one (1) week after the start of a disability caused by illness. If Workmen's Compensation benefits are paid, the employee will receive only enough under this policy to bring total benefits up to, but not exceeding, the employee's regular take-home pay for straight-time earnings prior to the disability. The Township Manager and Chief of Police will continue to receive their full weekly salary for up to twelve (12) months after a disability, with the Township supplementing the 66-2/3% insurance benefit to provide 100% of normal weekly earnings.
5. **Life Insurance:** The Township shall provide each employee with a Life Insurance policy in the amount of forty thousand dollars (\$40,000).
6. **Prescription Drugs, Eye Care & Dental Insurance:** The employer will provide insurance benefits that are at least equivalent to the current offerings, or a substantially similar alternative, at no cost to the employee and their dependents.
7. **Retirement Medical Benefits:** Upon retirement, the Police Chief and Police Lieutenant shall be entitled to a continuation of the same medical coverage being offered to management employees, not to exceed five (5) years. The single coverage contribution will be charged to the retiree.
8. **Pension Plan:** The Township provides a Pension Plan for all employees, with vesting after five (5) consecutive years of employment. The Township will contribute ten percent (10%) of each employee's gross annual salary to the plan. The Chief of Police and Police Lieutenant will receive all benefits available under the Police Pension Plan.
9. **Sick Leave:** Management employees are entitled to one (1) day of sick leave per month, totaling twelve (12) days per year. Employees become eligible to use sick leave after ninety (90) days of service with the Employer. Sick leave is credited monthly for each full month of employment, beginning from the date of hire, and may be accumulated up to a maximum of

one hundred fifty (150) days. Upon termination, employees will receive seventy-five (75) percent of their regular pay for each unused sick leave day. A doctor's certificate may be required for any absence from work.

The Police Chief and Police Lieutenant are entitled to eight hours of sick leave per month, totaling ninety-six hours per year. Upon termination, they will receive payment for any unused sick leave, up to a maximum of 750 hours.

10. **Longevity:** Management employees are eligible for longevity pay on their hire date anniversary as follows: \$1,000 after five (5) years of service; \$1,500 after ten (10) years; \$2,000 after fifteen (15) years; and \$2,500 after twenty (20) years.

The Police Chief and Police Lieutenant shall receive longevity as defined for the members of the PTPA under the most current bargaining agreement.

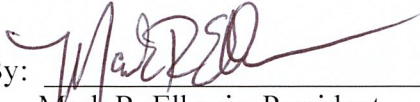
11. **Holidays:** New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday following Thanksgiving, the last working day before Christmas, Christmas Day, and the last working day before New Year's Day are designated as paid management holidays. Each holiday will be compensated at eight (8) hours at the employee's regular straight-time rate. Additionally, each employee is granted five (5) paid personal holidays, which may be taken on the day of their choice with prior approval from the Township Manager.
12. **Bereavement Leave:** Employees are entitled to a minimum of three (3) days of paid bereavement leave, beginning from the date of death through the day following the funeral, up to a maximum of ten (10) days, for the loss of a spouse, parent, parent-in-law, sibling, or child. In the event of the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandchild-in-law, grandparent, aunt, or uncle, employees are granted paid leave for the day of the funeral.
13. **Mileage:** current IRS standard business mileage rate.
14. **Use of Township Vehicles:** A Township vehicle will be provided to the Manager and Police Chief for official Township business, including travel between their home and Township facilities, callouts, and other emergency situations. From December 1 through March 31 each year, a Township vehicle will also be available to the Public Works Director for similar purposes. Additionally, a Township vehicle may be made available to the Police Lieutenant at the discretion of the Police Chief for uses deemed reasonable by the Chief.
15. The Township Solicitor will be compensated at a rate of \$237 per hour for work performed and is not eligible for any additional benefits provided to regular full-time employees.
16. The Zoning Hearing Board Solicitor will be compensated at a rate of \$220 per hour and is not eligible for any additional benefits provided to regular full-time employees.
17. The Township Auditor's compensation is set at \$23,450 for auditing the Township's various funds. The Auditor is not eligible for any additional benefits provided to regular full-time employees.

18. All Resolutions or parts of Resolutions in conflict with this Resolution are repealed.

This Resolution shall be effective January 1, 2025.

RESOLVED AND ENACTED this 16th day of December, 2024.

Board of Commissioners of Penn Township

By: 
Mark R. Elksnis, President

Attest:


Laura Klinefelter, Secretary