
Chapter 12 — Personnel Policies

Article I — Title and Scope

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Article I — Title and Scope

§ 12-101 Short Title.

This Chapter shall be known, and may be cited, as the “Alburtis Personnel Ordinance”.

[Ord. 415 10-29-2003]

§ 12-102 Scope.

(a) **In General.** This Chapter shall apply to all non-uniformed employees of the Borough of Alburtis. This Chapter shall also apply to uniformed police department employees of the Borough of Alburtis except to the extent of any conflict with Chapter 13 (relating to Police Civil Service), any applicable collective bargaining agreement, or any applicable law, regulation, or final court decision, or unless specifically stated to the contrary in this Chapter.

(b) **Chief of Police.** The following provisions of the collective bargaining agreement for police employees for 2025-2028, to the extent applicable to full-time police officers, shall apply to the Chief of Police notwithstanding the fact that the Chief of Police is not in the bargaining unit covered by that collective bargaining agreement, and shall supersede any contradictory provisions of this Chapter, *except* that, since the Chief of Police is a salaried position, any such provisions of the collective bargaining agreement providing for paid time off only apply to excuse the Chief of Police from working such days or hours, and do *not* apply to the extent they would provide any payments to the Chief in addition to his/her annual salary:

- (1) § 1 (relating to Definitions);
- (2) [RESERVED]
- (3) § 5A (relating to Longevity Pay);
- (4) § 6(c) (relating to Witness Fees at Hearings);
- (5) [RESERVED]
- (6) [RESERVED]
- (7) § 10(f), (g), (h), and (i) (relating to Vacations—scheduling and use);
- (8) § 11 (relating to Personal Days);

- (9) § 12 (relating to Sick or Injury Leave);
- (10) § 13 (relating to Bereavement Leave);
- (11) § 17 (relating to Life Insurance);
- (12) § 17A (relating to Funeral Cost Donation Campaign);
- (13) § 19A (relating to Educational Merit Award);
- (14) § 21 (relating to Uniforms and Equipment);
- (15) § 21A (relating to Voluntary Payroll Deductions); and
- (16) § 22 (relating to Physical and Mental Examinations).

[Ords. 415 10-29-2003, 524 12-29-2014, 528 03-11-2015, 546 07-11-2018, 570 12-29-2021, 577 12-28-2022, 578 02-08-2023, 601 12-10-2025]