

BILL N O. 59 -2009

AN ORDINANCE

AN ORDINANCE AMENDING THE CITY OF READING CODIFIED ORDINANCES CHAPTER 1 ADMINISTRATION AND GOVERNMENT – PART 2 PERSONNEL CODE, SECTIONS 1-221 A CATEGORIES OF EMPLOYMENT, 1-271 SALARY ADMINISTRATION, 1-272 PAYROLL ADMINISTRATION BY PROVIDING CLARIFYING LANGUAGE PERTAINING TO THE NEED FOR ALL EMPLOYMENT POSITIONS TO EXIST WITHIN THE ANNUAL POSITION ORDINANCE.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Amending Section 1-221 Categories of Employment in the City of Reading Codified Ordinances Chapter 1 Administration and Government, Part 2 Personnel Code as follows:

B. Categories of Employment.

§1-221. Categories of Employment.

For the purpose of this Code, City employees shall be classified according to the following categories.

A. Full-time Employees. Those employees *filling positions authorized in the annual Position Ordinance, defined in 1-122* and who work a minimum of 35 hours weekly.

B. Part-time Employees. Those employees *filling positions authorized in the annual Position Ordinance, defined in 1-122* who work a maximum of 28 hours weekly.

C. Temporary Employees. Those employees *filling positions authorized in the annual Position Ordinance, defined in 1-122* who are hired to work for a specified period of time.

D. Seasonal Employees. Those employees *filling positions authorized in the annual Position Ordinance, defined in 1-122* who are hired to work for a specified season.

SECTION 2. Amending Section 1-271 Salary Administration in the City of Reading Codified Ordinances Chapter 1 Administration and Government, Part 2 Personnel Code as follows:

§1-271. Salary Administration.

1. *Only employees filling positions, as defined in Section 1-221 and authorized in the annual Position Ordinance, as defined in Section 1-122, shall be paid wages and earn benefits including but not limited to sick time, vacation time, participation in the pension program, etc.* Employees shall be paid for each semi-monthly pay period on the 15th and last of each month. If the 15th or last of the month falls on Saturday or Sunday, employees shall be paid on the preceding working day. For payroll purposes, a work week begins on a Saturday and ends on a Friday, regardless of whether an individual employee is assigned weekend work. [Ord. 4-2003]

SECTION 3. Amending Section 1-272 Salary Administration in the City of Reading Codified Ordinances Chapter 1 Administration and Government, Part 2 Personnel Code as follows:

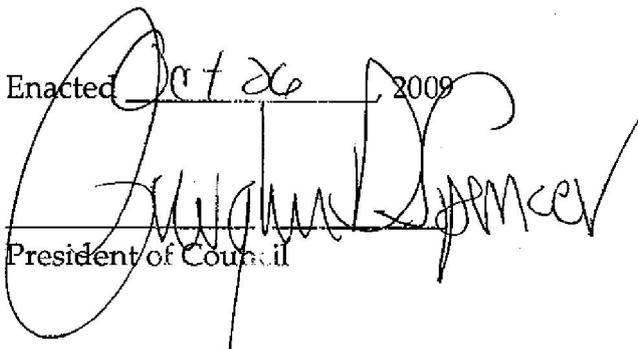
§1-272. Payroll Administration.

Every Department Director shall be responsible for implementing payroll procedures as stipulated in the employee handbook. *Only employees filling positions defined in Section 1-221 and authorized in the annual Position Ordinance, as defined in Section 1-122, shall be paid wages and earn benefits including but not limited to sick time, vacation time, participation in the pension program, etc.*

SECTION 4: All relevant ordinances, regulations, remaining sections of Chapter 1 Administration and Government Part 1 Administrative Code not amended hereby shall remain in full force and effect.

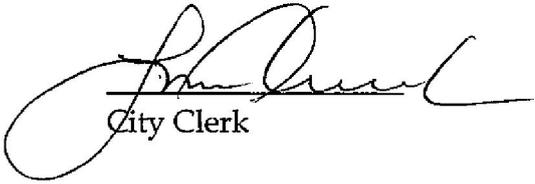
SECTION 5: If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance.

SECTION 6: This Ordinance shall become effective in ten (10) days, in accordance with Charter Section 219.

Enacted Oct 26, 2009


President of Council

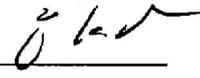
Attest:


City Clerk

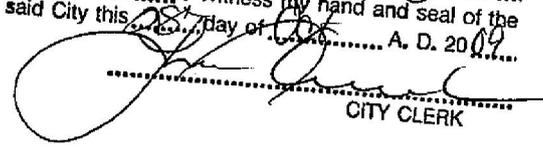
(President of Council)

Submitted to Mayor: 
Date: 10-27-09

Received by the Mayor's Office: 
Date: 10-27-09

Approved by Mayor: 
Date: 10/28/09

Vetoed by Mayor: _____
Date: _____

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 26 day of Oct A. D. 2009. Witness my hand and seal of the said City this 28 day of Oct A. D. 2009.

CITY CLERK