

**CITY OF COATESVILLE  
CHESTER COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 1345 of 2011**

AN ORDINANCE OF THE CITY OF COATESVILLE, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 35 OF THE ADMINISTRATIVE CODE, WHICH IS ENTITLED "PERSONNEL POLICIES," TO REVISE CERTAIN DEFINITIONS CONTAINED THEREIN, AND TO REVISE PROVISIONS OF THE CODE CONCERNING JOB QUALIFICATIONS, TRANSFER OF EMPLOYEES, DISCIPLINARY ACTIONS AND APPEALS; HOURS OF WORK AND BENEFITS; AND REPLACING ALL OTHER ORDINANCES, OR PARTS OF ORDINANCES, INCONSISTENT THEREWITH

**PURSUANT TO THE AUTHORITY CONTAINED IN THE PENNSYLVANIA THIRD CLASS CITY CODE, AS AMENDED, 53 P.S. §35101, ET SEQ., AND THE CHARTER OF THE CITY OF COATESVILLE, THE COATESVILLE CITY COUNCIL DOES HEREBY ENACT AND ORDAIN AS FOLLOWS:**

**SECTION 1.** Section 35-3 of the Administrative Code of the City of Coatesville, entitled "**Definitions**" is amended as follows:

"Division or department head" shall mean the individual appointed by City Council to oversee each respective department.

All other definitions shall remain in full force and effect.

**SECTION 2.** Section 35-5 of the Administrative Code of the City of Coatesville, entitled "**Qualifications for Permanent Employment**" shall be amended as follows:

The qualifications for all permanent positions shall be established by the City Manager, with the exception that the qualifications of the City

Manager and Division or Department Heads shall be approved by City Council.

**SECTION 3.** Section 35-6 of the Administrative Code, entitled “**Transfer of employees**” is hereby repealed and vacated.

**SECTION 4.** Section 35-8(D) of the Administrative Code, entitled “**Separation from Service - Dismissals**” shall be amended as follows:

Dismissals. Dismissals are discharges or separation made for delinquency, misconduct, inefficiency or inability to perform the work of the position satisfactorily. All dismissals shall be made in accordance with the City Charter and applicable state law. The City Manager shall publish to all City employees a Personnel Manual, which is approved by Council, which shall contain procedures governing the separation from service due to dismissal.

**SECTION 5.** Section 35-9(b) of the Administrative Code, entitled “**Disciplinary Actions; Appeals**” shall be amended as follows:

Suspensions. A Division or Department Head may, for disciplinary purposes, suspend without pay an employee in his or her department for such length of time as he or she considers appropriate. In cases involving an employee subject to the City’s Civil Service Regulations or an applicable collective bargaining unit, a written statement specifically

setting forth reasons for such suspension shall be furnished to the affected employee by his or her Division or Department Head and a copy filed with the Administrative Director. Except for cases involving a Division or Department Head, the City Manager may approve a suspension of an employee for a longer period, pending the investigation or criminal trial of any charges against him or her. In cases involving a Division or Department Head, the City Manager may suspend the Division or Department Head with the approval of City Council.

**SECTION 6.** Section 35-9(d) of the Administrative Code, entitled "**Appeals,**" shall be repealed and vacated.

**SECTION 7.** Sections 35-10 through 35-15 and 35-17 (not 35-16) shall be consolidated into one section, entitled "**Hours of work; sick and vacation leave; holidays; overtime; compensatory time off and/or compensation for same,**" and shall provide:

The City Manager shall publish to all City employees a Personnel Manual, which shall be approved by Council, which describes the hours of work, sick and vacation leave, holidays, overtime, compensatory time off and/or compensation for same and other benefits provided by the City to its employees. Terms of collective bargaining agreements that are inconsistent with the Personnel Manual shall apply to the subject bargaining unit members.

**SECTION 8. Severability.** If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Coatesville City Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 9. Repealer.** All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

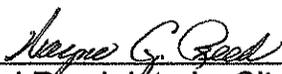
**SECTION 10. Renumbering.** The location and numerical designation of these revised Sections shall be delegated to the discretion of the General Code Publishers which may renumber or reorder these revised Sections as is necessary.

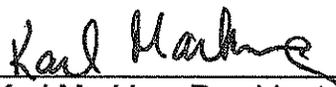
**SECTION 11. Effective Date.** This Ordinance shall become effective thirty (30) days after adoption, as provided by law.

**ENACTED AND ORDAINED** this 24th day of January, 2010.

**ATTEST:**

**COATESVILLE CITY COUNCIL**

  
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Ted Reed, Interim City Manager

  
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Karl Marking, President