

EAST UNION TOWNSHIP
SCHUYLKILL COUNTY, PENNSYLVANIA
EMPLOYEE HANDBOOK
-April 2020-

**East Union Township Board of Supervisors
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EAST UNION TOWNSHIP

EMPLOYEE HANDBOOK

2020

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CHAPTER 1.

GENERAL AND INTRODUCTORY PROVISIONS

SECTION 101. DEMOGRAPHICS. East Union Township (the “Township”) is a municipality located in Schuylkill County, Pennsylvania. It was formed in 1867. The Township has a total land area of 26.0 square miles. The population was 1,605 as of the 2010 census. The Township includes the villages of Oneida, Sheppton, Brandonville and Phinneyville. The Township is situated south of the City of Hazleton, the Humboldt Industrial Park, the Eagle Rock Resort and the intersections of Interstates 80 and 81. The Township provides services including roads, police, fire, ambulance and administration.

SECTION 102. INTRODUCTION. The policies contained in this handbook were established by a resolution of the East Union Township Board of Supervisors (“Supervisors”). This handbook serves as a general informational guide as to the current employment policies of the Township. These policies may not be construed as a contract or intended to create any contractual obligation. The Supervisors reserve the right to change, amend, supplement, or rescind any of the policies contained in this handbook as and when they deem necessary. These policies supersede any previous policies approved and adopted by the Township, including the East Union Township Employee Handbook and Policy Manual approved in January of 2018.

SECTION 103. PURPOSE. This handbook has been prepared to acquaint current and new employees of the Township with general policies and procedures. This handbook is not intended to contain an all-inclusive list of policies, as no employee handbook can anticipate every circumstance. However, it is meant to offer an overview of how employees are expected to perform in the workplace. This handbook is not a contract, expressed or implied, and does not guarantee one’s employment for any length of time. These policies are not intended to induce an employee to accept employment with the Township.

SECTION 104. APPLICABILITY. The policies contained in this handbook apply to all employees of the Township. However, the Township reserves the right to have certain policies apply to independent contractors and in such event the applicable policies will be written into the contract or referenced in the contract with the independent contractor. If any valid and effective collective bargaining agreement or employment contract does not have applicable language included in that agreement, these policies will apply to those employees, even though they are covered by a collective bargaining agreement or contract. To the extent a contract or collective bargaining agreement contradicts these policies, then the contract or collective bargaining agreement shall supersede these policies to the extent of the conflict only.

SECTION 105. CHANGES TO POLICIES. The Township may unilaterally change, amend, supplement or revoke any of these policies, in whole or part, at any time, in its sole discretion. Any amendments to these policies shall be by resolution of the Supervisors. If any discrepancy between any policy contained in this handbook and a policy of the Township not contained in this handbook, the policies in this handbook shall dictate. Employees may suggest changes to these policies by submitting written suggestions to the Supervisors. However, such requests from employees are only recommendations and are not binding on the Supervisors.

SECTION 106. DISCLAIMER ESTABLISHING AT-WILL-STATUS. All employees are employed with the Township in an at-will status. This means that the employee's employment may be terminated at any time with or without cause by either the employee or the Township. Nothing shall change the at-will status of an employee's employment except for a written agreement signed by an employee and the employer and then only after approval of that contract by an affirmative majority vote of the Employer at a public meeting.

SECTION 107. DEFINITIONS. For purposes of this handbook:

"At-Will Employee"- means that unless otherwise provided in a written employment contract between the Township and an employee, the Township does not offer guaranteed employment to any employee. Either the Township or the employee can terminate the employment relationship at any time, without cause or notice. This at-will employment relationship exists regardless of any other written statements contained in this handbook, any other Township document, or any verbal statement to the contrary.

"Employer"- means the Board of Supervisors of East Union Township, Schuylkill County, Pennsylvania.

"Firearm"- means (for purposes of the firearm and weapons policy) any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon.

"Hourly Employee"- means an employee who is hired with an agreement of a fixed hourly wage with time and one-half compensation for all hours worked over 40 hours per week.

"Immediate Family"- means an employee's immediate family including the employee's spouse or domestic partner, child, parent, siblings, mother-in-law and father-in-law, son-in-law and daughter-in-law, grandparents, grandchildren, and step relatives of the same degree.

"Legal Controlled Substances"- includes (for purposes of drug and alcohol testing) prescription drugs and alcohol.

"Smoking"- means (for purposes of the smoking free workplace policy) the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device. The word includes vaping or the action or practice of inhaling and exhaling the vapor produced by an electronic cigarette or similar device.

"Tobacco Use"- includes (for purposes of the smoking free workplace policy) smoking and tobacco that is chewed or held in the mouth, typically between the cheek and gums, rather than smoked.

Types of employees:

"Casual Employee"- means an employee assigned to work on an irregular or unpredictable basis as needed by the Township.

"Regular Part-time Employee"- means an employee who:

- a. Works on a regular basis, but fewer than 40 hours per week;
- b. Is someone who works less than a regular full-time scheduled employee; or

- c. Has been permitted to or requested to work a flexible schedule and cannot be considered a full-time employee.

“Regular Full-time Employee”- means an employee who:

- a. Has successfully completed a probationary period;
- b. Has been certified to regular employment status;
- c. Regularly works at least 40 hours per week on a regular and continuous basis; and
- d. Is eligible for benefits, including time and half for every hour worked over 40 hours per week.

“Salaried Employee”- means an employee who is a regular full-time employee paid a fixed dollar amount during a regular pay cycle, and has a regular schedule of work hours, which may be less than 40 hours per week depending on the position.

“Seasonal Employee”- means any non-regular employee who is hired for a specific time period during a season of the year to complete specific duties for a limited duration, arising out of special projects, abnormal workloads, or emergencies.

“Temporary Employee”-means any non-regular employee who is hired as a temporary replacement for a regular full-time employee who is on extended leave and who is expected to return to work.

“Salaried Employee”- means an employee whose compensation is based upon an established annualized salary.

“Service”- means (for purposes of military leave) active duty, duty for training, inactive duty for training, full-time National Guard duty, and for training, inactive duty for training, full-time National Guard duty, and absence to take an examination to determine fitness for any of the foregoing types of duty.

“Township”- means the East Union Township, Schuylkill County, Pennsylvania, or the East Union Township Board of Supervisors.

“Unprofessional or Offensive”-includes (for purposes of the appearance policy) shall include:

- a. Depictions of nudity, violence or criminal activity;
- b. Sexually explicit or vulgar art, words, or profane language;
- c. Symbols likely to incite a strong negative reaction in any group, such as swastikas, etc., and
- d. Initials, symbolism or acronyms that represent criminal or historically oppressive organizations or activities, e.g., AB, KKK, SS, street gang names, numbers, or symbols.

“Weapon”- includes (for purposes of the firearm and weapons policy) knives with four-inch blades or longer; switchblades; fighting weapons, such as num-chuks, daggers, brass knuckles etc.; stun guns; and explosives of any kind.

CHAPTER 2.

PRE-EMPLOYMENT POLICIES

SECTION 201. EQUAL OPPORTUNITY EMPLOYER (EOE). It is the policy of the Township to provide equal employment opportunity to all employees. The Township does not discriminate on the basis of race, creed, color, sex, age, national origin, ancestry, religion, physical or mental disability, marital status, sexual preference, veteran status, political affiliation, and the use of a guide or support animal because of the blindness or disability of an individual or any other factor protected by law. All employment opportunities, including recruitment, hiring, job placement, compensation, benefits, promotion, transfer, training, education programs, demotion, discipline, and all other terms, conditions and privileges of employment, are and shall be open to all qualified individuals, solely on the basis of their experience, aptitudes, abilities, performance, education and experience.

SECTION 202. HIRING POLICY AND PROCEDURES. The Township may utilize the following hiring policy and procedures when attempting to fill a position:

- a. Goal. The employer believes that hiring qualified individuals to fill positions contributes to the overall success of the Township. Each employee is hired to make significant contributions to the Township. In hiring the most qualified candidates for a position, the process in this Section should be followed.
- b. Job Postings. The employer will post job openings that briefly describe the position. All job openings will be posted on the Township's website and advertised at least three times in a newspaper of general circulation within the Township. Jobs will remain posted on the Township's website until the position is filled. A job does not need to be posted or advertised when the employer promotes a current employee or hires a current employee to another position within the Township.
- c. Applications. Anyone interested in a position with the Township must complete an employment application. The Employment Application is a part of this handbook as Attachment No. 1.
- d. Interview Process. The employer will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the employer to those individuals who the employer believes are qualified for the position based upon a review of the application and any resume. The employer may decide to use candidate evaluation forms when conducting interviews. If used, the employer will complete them after each interview and retain them with the application for at least two years after the position has been filled. The Township will notify applicants who are not selected for a posted and advertised position.
- e. Reference Checks. The Township will conduct professional reference checks and employment verification on the top candidates after interviews have been completed. A minimum of four professional references are required from each candidate. A copy of the Reference Check Consent Form is a part of this handbook as Attachment No. 2.
- f. Employment Offers. After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing.

Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the employment position. Current employees who are applicants must complete required background checks or tests not previously completed. Once the Township receives satisfactory results from all required background checks and tests, candidates will be provided with an offer of employment. If a candidate fails to accept an offer of employment within five calendar days, the offer may be rescinded by the Township and another top candidate may be hired or the Township may re-post and re-advertise the job position. If the position is re-posted or re-advertised, then the Township will again follow the process in this Section.

- g. Background Checks and Clearances. An applicant offered employment with the Township may be required to submit to one or more of the following background checks as a condition of employment:
1. Credit Check. An applicant may be required to consent to a credit check. A Consumer Report Consent Form is a part of this handbook as Attachment No. 3.
 2. Child Abuse Clearances. When a position with the Township requires an employee to have routine interaction with children, an applicant shall be subject to having to obtaining Pennsylvania Child Abuse History Clearances, FBI or Pennsylvania State Police Criminal Record Check clearances or reports prior to being employed with the Township.
 3. Criminal Background Check. An applicant will be subject to a criminal background check. A Request for Criminal Background Check is a part of this handbook as Attachment No. 4.
 4. Motor Vehicle Background Check. An applicant whose job duties will require driving a motor vehicle shall be subject to a motor vehicle background check, and periodically may be required by the Township to provide proof that the employee holds a valid driver's license.

SECTION 203. FALSE INFORMATION. If (in a pre-employment background check) it is discovered that any information provided by an applicant on an employment application, resume or in the pre-employment process is false or fraudulent, or if an applicant fails to supply requested information, the applicant will be withdrawn from further consideration for employment.

SECTION 204. DRUG AND ALCOHOL PRE-EMPLOYMENT TESTING POLICY.

- a. Pre-employment Screening Required. As an integral part of its pre-employment screening process, the Township requires all applicants to submit to drug testing prior to beginning employment. All offers of employment will be contingent upon a successful (negative) drug test result, and applicants will be so notified. Drug testing will screen for the use of illegal drugs or the unauthorized or illegal use of legal drugs or substances.
- b. Consent Form. Each candidate that is referred for a pre-employment drug test must sign the "Drug Test Authorization/Consent and Release Form" and undergo the test on the same day as

requested by the Township. The Drug Test Authorization/Consent and Release Form is a part of this handbook as Attachment No. 5.

- c. Positive Tests. All positive, initial test results will be validated by use of second confirmatory test (e.g., GC/MS-Gas Chromatography/Mass Spectrometer). Results will be reviewed and investigated by a Township designated Medical Review Officer before a test result is reported to a confirmed positive result.
- d. Refusal to Test or Positive Test. If an applicant refuses to consent or submit to a drug test or tests positive, the offer of employment will be withdrawn. However, a positive test result will not necessarily preclude employment where it can be satisfactorily shown that a positive result is attributable to a drug being taken by order of a licensed medical or dental practitioner to treat a current diagnosed condition. Refusing or failing to cooperate fully with the administration of a drug test, altering or attempting to alter a drug test specimen or result will be treated as refusal to consent, regardless of whether a consent form has been signed. This policy permits the Township to not consider an applicant for employment when the applicant currently engages in the illegal use of drugs.

SECTION 205. CITIZENSHIP. Any applicant who wants to be hired as an employee of the Township must be a citizen of the United States or legally authorized to work in the United States.

SECTION 206. RESIDENCY. An applicant is not required to be a resident of the Township. However, wherever possible, it is the general policy of the Township that residents of the Township will receive priority consideration over non-residents, when all other qualifications, education and experience are relatively equal.

SECTION 207. DISABILITY AND REASONABLE ACCOMMODATION.

- a. The Township is committed to complying with the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act (ADAAA), and the Pennsylvania Human Relations Act (PHRA). The Township is committed to ensuring equal opportunity in employment for qualified persons with disabilities. Unless it would be an undue hardship on the employer's operation of Township business, the Township will provide a reasonable accommodation. However, a qualified individual with a disability is a job applicant who meets legitimate skill, experience, education, or other requirements of the employment position that he or she seeks. The person must also be able to perform the "essential" (as opposed to marginal or incidental) functions of the position either with or without reasonable accommodation.
- b. The Township will only have an applicant undergo job requirements that screen out or tend to screen out people with disabilities if they are job-related and necessary. Because the ADA seeks to prohibit discrimination by limiting an employer's knowledge of an applicant's disability to a later stage of the job application process, the Township will only ask about an applicant's disability or give a medical examination after making an offer of employment. The job offer will be conditioned on successfully passing a medical examination. A medical examination shall not include measuring an applicant's

ability to perform job-related tasks or physical fitness tests (tests measuring performance of running, lifting, etc.) before any job offer is made. Tests that measure simply an applicant's ability to perform a task are not considered to be medical examination.

SECTION 208. RELIGIOUS ACCOMMODATIONS AND DISCRIMINATION.

- a. Reasonable Accommodations; Religious Beliefs. The law requires an employer to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of Township business. The Township will make reasonable adjustments to the work environment to allow an employee to practice his or her religion. Examples of some common religious accommodations include schedule changes or leave for religious observances, flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices.
- b. Religious Accommodation; Dress & Grooming Policies. Unless it would be an undue hardship on the employer's operation of Township business, the Township will accommodate an employee's religious beliefs or practices. This applies to dress or grooming practices that an employee has for religious reasons. These might include, for example, wearing particular head coverings or other religious dress (such as a Jewish yarmulke or a Muslim headscarf), or wearing certain hairstyles or facial hair (such as Rastafarian dreadlocks or Sikh uncut hair and beard). It also includes an employee's observance of a religious prohibition against wearing certain garments (such as pants or miniskirts). When an employee or applicant needs a dress or grooming accommodation for religious reasons, he or she should notify the Township of the need for such an accommodation for religious reasons. If the Township reasonably needs more information, the employer and the employee should engage in an interactive process to discuss the request. If it would not pose an undue hardship, the employer will grant the accommodation.
- c. Religious Discrimination & Reasonable Accommodation & Undue Hardship. The Township does not have to accommodate an employee's religious beliefs or practices if doing so would cause undue hardship to the Township. An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to do more than their share of potentially hazardous or burdensome work.
- d. Religious Discrimination and Employment Policies and Practices. An employee cannot be forced to participate (or not participate) in a religious activity as a condition of employment.

SECTION 209. MEDICAL, PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS.

The Township may require a medical, physical or psychological examination after making a conditional offer of employment to a job applicant and before employment begins. When the Township does so, an offer of employment will be conditioned on the results of requested examination(s) to the extent permissible under State and Federal law. These examinations may be used to identify infectious and communicable diseases, activity limitations or restrictions or other impairments that impact performance of essential job functions or that pose significant safety or health risks to the job applicant or others and to provide reasonable accommodations.

SECTION 210. AT-WILL STATUS. Except when someone is offered employment with an employment contract that provides otherwise, any newly hired employee understands and agrees that he or she is being offered employment in an at-will status. This means that as an employee either the employee or the employer may terminate the employment relationship at any time with or without cause. Nothing contained in this handbook shall change the at-will status of the employment relationship.

SECTION 211. JOB DESCRIPTIONS. A job description will be provided to the successful applicant prior to the commencement of employment with the Township. Job descriptions will be revised on a regular basis and updated by the Township where necessary. Any revision of a job description will be at the discretion of the Employer.

SECTION 212. OTHER OUTSIDE EMPLOYMENT.

- a. Outside employment, in addition to regular full-time employment for the Township, is discouraged. If an employee seeks employment in addition to his or her regular Township job, such employment must be compatible with that of his or her Township position and pose no actual or apparent conflict with the employee's performance for the Township. Before accepting outside employment in addition to his or her regular full-time Township employment, an employee must notify the employer in writing.
- b. Regular full-time employees may not engage in regular full-time outside employment and may only engage in regular part-time outside employment not exceeding 20 hours per week so long as the employee meets the performance standards of his or her job with the Township and obtains written approval from the Township. All employees will be judged by the same performance standards and will be subject to the Township's scheduling demands regardless of any existing outside work requirements. If the Township determines that an employee's outside work constitutes an actual or apparent conflict of interest or interferes with performance or the ability to meet the requirements of the Township as they are modified from time-to-time, the employee may be asked to terminate the outside employment if he or she wishes to remain an employee with the Township.

CHAPTER 3. EMPLOYMENT POLICIES

SECTION 301. SEXUAL AND OTHER HARASSMENT.

- a. Introduction. The Township is committed to maintain an environment free of all forms of harassment, intimidation, and discrimination. The information provided below describes the Township's policy on sexual and discriminatory harassment on the basis of race, color, gender, religion, national origin, ancestry, age, disability or any other protected characteristic. This policy also explains the processes, both informal and formal, through which complaints of harassment may be brought forward. Under no circumstances will the Township tolerate behavior which creates an unacceptable working environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including discharge, from the Township. These policies apply to all employees and contractors working for the Township or on the Township's property.
- b. Sexual Harassment Prohibited. Sexual harassment is a form of discrimination and constitutes a serious violation of Township policy. The Township will not tolerate sexual harassment by any employee of the Township or contractor working on behalf of the Township.
- c. Sexual Harassment Defined. The term "sexual harassment" refers to any unwanted sexual advances, requests for sexual favors, and other verbal visual or physical conduct of a sexual nature when:
 - 1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of employment or participation in any Township activity; or
 - 2. Submission to or rejection of such conduct by an individual is used as a basis for personnel decisions affecting the individual; or
 - 3. Such verbal, visual or physical conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - 4. Such verbal or physical conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.
- d. Examples of Sexual Harassment. Examples of verbal, visual or physical conduct prohibited by the Township's policy on sexual harassment include:
 - 1. Physical assault; or
 - 2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or letters of reference; or
 - 3. Unwelcome flirtations, propositions, or advances; or

4. Unwelcome physical contact; or
 5. Whistling, leering, improper gestures or offensive remarks, including unwelcome comments about appearance, sexual jokes or other inappropriate use of sexually explicit or offensive language; or
 6. Displays of sexually suggestive objects or pictures.
- e. Other Discriminatory Harassment Prohibited. Harassment based on race, color, gender, religion, national origin, ancestry, age, disability or any other characteristic protected by law is also a form of discrimination and can have a deleterious effect on work performance. The Township will not tolerate harassment by any employee of the Township or contractor working on behalf of the Township.
- f. Other Discriminatory Harassment Defined. For the purposes of this policy, other harassment is defined as verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, national origin, ancestry, age disability or any other characteristic protected by law, or that of his or her relatives, friends, or associates and that:
1. Has the purpose or effect of creating an intimidating, hostile, or offensive work, environment; or
 2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 3. Otherwise adversely affects an individual's employment opportunities.
- g. Examples of Other Discriminatory Harassment. Examples of verbal or physical conduct prohibited by the Township's policy include:
1. Use of epithets, slurs, negative stereotypes; or
 2. Threatening, intimidating or engaging in hostile acts that relate to a protected characteristic, including purported jokes and pranks; or
 3. Display of written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.
- h. Non-Retaliation. The Township strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. The procedures for doing so are described in the subsections below. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of this policy and will not be tolerated. Any incidents of retaliation should be reported immediately. The reporting and investigation of allegations of retaliation will follow the procedures set forth in this

policy. Any person found to have retaliated against an individual for reporting sexual or other discriminatory harassment will be subject to the Township's disciplinary procedures.

- i. Reporting Sexual or Other Discriminatory Harassment. Any employee who believes that he or she is being or has been harassed or who believes that a co-employee is being or has been harassed should notify the Employer.

SECTION 302. ABUSE AND MOLESTATION POLICY.

- a. Any employee who has contact with children is required by law and this Policy, when they have reasonable cause to suspect abuse, to report or cause a report of that abuse to Township.
- b. Suspected abuse or neglect of children shall be reported by contacting the Employer. Reports can be made anonymously. However, when the reporter does give a name, it will not be revealed to anyone except law enforcement authorities.
- c. Upon receiving a complaint, the Township shall immediately contact the law enforcement authorities to conduct an investigation. The complainer should be informed that their disclosure is taken seriously, and a confidential investigation will be made. The person making the complaint should report all actions in a confidential manner to the Employer, and the Employer will contact law enforcement, or direct someone to do so.
- d. An employee accused of wrongdoing should cooperate with local law enforcement to respond to allegations before action is taken. If law enforcement feels a complaint is founded, the employee will not be allowed to continue to work with children until local law enforcement officials have concluded their investigation.
- e. The Township will make every effort to train employees on this Policy. Training will outline what to do if a child confides in an employee. Law enforcement agencies can provide training but a few important items to keep in mind are to sit at eye level with a child and move the conversation away from being overheard by others. Take what is said with quiet concern, don't panic or scare the child, and never try to dissuade them that they might have misunderstood what has happened. Let the child know that you will get an expert involved that can help with what was disclosed. Contact the Employer immediately.

SECTION 303. DRUG AND ALCOHOL-FREE WORKPLACE.

- a. The Township is committed to providing a workplace free of drugs and taking reasonable measures to protect its employees and residents from the accidents, injuries and property damage which may occur because of use of drugs or alcohol. Reporting to work or working under the influence of drugs or alcohol is prohibited. Further, the unlawful use, possession, manufacture, dispensation or distribution of controlled substances while on or using Township property or while engaged in Township business is strictly prohibited.
- b. The prohibition under Section 302(a) above does not include possession or use of prescribed drugs or over-the-counter drugs which have been legally obtained and are

being used for the purpose for which they were prescribed or manufactured. However, any employee who is taking medication that may affect his or her ability to work or work safely must report that fact immediately to the Employer and must provide a physician's note identifying the medication and its possible effects. At its discretion, the Township may change an employee's work assignment or restrict an employee's work while the employee is taking the medication.

- c. The Township is communicating this policy as part of its drug-free awareness program which also informs employees about the dangers of substance abuse in the workplace, and the penalties that may be imposed upon employees for such violations.
- d. The Township encourages employees to come forward and seek help with drug or alcohol problems before the problems manifest themselves at work. Employees may seek assistance from the Employer in securing referrals and the details of insurance coverage, if applicable, and unpaid leave of absence, if necessary. Requests for leaves of absence will be considered by the Employer for employees seeking treatment for drug or alcohol problems. Any such approved leave will be unpaid unless the employee has and wishes to use available vacation time. In any case, it is the employee's responsibility to seek help.

SECTION 304. DRUG AND ALCOHOL TESTING.

- a. The Township is committed to encouraging optimum productivity and protecting its employees, residents and general public from accident, injury, and property damage, including incidents which result because an individual's faculties are impaired from the use of any controlled substances, legal or illegal. Consequently, employees are always expected to work unimpaired by substance abuse. Further, the use, possession, transfer, purchase, or sale of controlled substances while on Township property, using Township property or engaged in Township business is strictly prohibited. This prohibition does not include possession or use of medication by an employee for whom it has been prescribed.
- b. The Township reserves the right to require as a condition of continued employment that an employee be tested for controlled substance usage:
 - 1. On a random basis; or
 - 2. Where the employee has been involved in a work-related accident; or
 - 3. Where the Employer has reason to believe that an employee has used or is under the influence of a controlled substance.
- c. All samples testing positive will be validated by a second confirmatory test. Any employee who refuses to be tested positive will be subject to disciplinary action, up to and including termination.

- d. An incident of reporting to work or of refusing to be tested will be treated as a violation of this policy. Appropriate law enforcement agencies may also be informed of any violations.
- e. In enforcing this policy, the Township will make efforts to protect the privacy of its employees within the scope of the law. The Township encourages and supports employees recovering from substance abuse through treatment programs.
- f. An employee requested by the Employer to undergo a drug and alcohol test shall complete the Informed Consent and Release Form. The Informed Consent and Release Form is a part of this handbook as Attachment No. 6.
- g. If an employee refuses to consent or submit to a drug test or tests positive, the employee will be disciplined up to and including termination. However, a positive test result will not necessarily result in discipline or termination of employment where it can be satisfactorily shown that a positive result is attributable to a drug being taken by order of a licensed medical or dental practitioner to treat a current diagnosed condition. Refusing or failing to cooperate fully with the administration of a drug test, altering or attempting to alter a drug test specimen or result will be treated as refusal to consent, regardless of whether a consent form has been signed. A delay in undergoing the test of more than four hours shall be considered a refusal or failure to cooperate for purposes of this Policy.

SECTION 305. SERIOUS OR LIFE-THREATENING ILLNESSES.

- a. As a matter of policy, any employee suffering from a serious or life-threatening illness, including AIDS or any of its related conditions, will not be discriminated against with respect to the terms and conditions of his or her employment. Any such employee will have the opportunity to continue working so long as he or she is physically and mentally able to perform his or her job satisfactorily and will not present a direct threat to the health and safety of the individual or to others.
- b. The Township will follow the guidelines outlined below when dealing with situations involving employees with life-threatening illnesses, including AIDS or an AIDS-related condition, in the workplace:
 - 1. The Township is committed to maintaining a safe and healthy work environment for all employees.
 - 2. Based on the overwhelming preponderance of currently available medical and scientific opinion, there is no evidence that the AIDS virus is casually transmitted in ordinary social settings or through ordinary workplace contact. Because the Employer believes that it is important that employees be provided with education and training on AIDS and its related conditions, the Township will implement an appropriate training program, when circumstances warrant such education and training.

3. The Township will treat AIDS or an AIDS-related condition, including being HIV positive, the same as all other life-threatening illnesses with respect to employment policies and benefits, and those affected employees shall receive the same benefits as other employees, including group health and life insurance, medical leave and any other disability benefits. Information about an employee's health status will be discreetly handled.
4. Reasonable accommodation for employees with life-threatening illnesses will be made consistent with their jobs and business needs.
5. The Township will advise employees who are known to have a life-threatening illness that consultation on disability and other benefits to help them manage their situation is available through the Township.
6. It is illegal and therefore a violation of Township policy for any employee to harass or discriminate against any other employee because he or she is affected by a life-threatening illness, including AIDS or an AIDS-related condition, or is perceived to be so affected. Employees who violate this policy will be subject to appropriate discipline, up to and including termination.
7. Employees affected by AIDS or any of its related conditions or concerned about AIDS are encouraged to contact the Employer to discuss their concerns and to obtain additional information. Employees concerned with these issues also may obtain information by directly calling the Pennsylvania State AIDS Fact Line at 1-800-662-6080. An employee who has questions regarding this policy should contact the Employer.

SECTION 306. ADHERENCE TO PRE-EMPLOYMENT POLICIES DURING EMPLOYMENT. The following pre-employment policies shall apply and continue during an employee's employment with the Township:

- a. Section 206. Residency.
- b. Section 207. Disability and Reasonable Accommodation.
- c. Section 208. Religious Accommodations and Discrimination.
- d. Section 209. Medical, Physical and Psychological Examinations. In addition, the Employer may require an employee to undergo one or more medical, physical or psychological examinations by a health care provider to determine the employee is physically or mentally capable of continuing to perform the essential functions of his or her job. The Township may require such examinations annually; when an employee is returning from a sickness or injury; when an employee states that she or he is unable to perform certain functions of a position; when the Township has concerns that an individual is physically or mentally unable to perform the essential functions of the

position; or when an individual's health care provider provides insufficient information. The costs of such examinations will be paid by the Township.

- e. Section 212. Outside Employment.

SECTION 307. FAMILY AND MEDICAL LEAVES.

- a. The Township grants unpaid leaves of absence to eligible employees for medical and family-related reasons as explained below. Leaves are administered in compliance with applicable law, including the Federal Family and Medical Leave Act ("FMLA").
- b. The Township will provide eligible employees with up to 12 weeks of leave during a 12 month-month period for the following reasons:
 - 1. The birth or adoption of the employee's child and in order to care for the son or, daughter. This type of leave must be taken within 12 months of the birth or placement for adoption.
 - 2. The placement of a child with the employee for foster care. This type of leave must be taken within 12 months of the placement.
 - 3. To care for the spouse, son, daughter, or parent of the employee, if the relative has a serious health condition.
 - 4. A serious health condition that renders the employee unable to perform his or her job functions.
- c. Generally, eligible employees include those individuals who have at least one year of service with the Township and a minimum of 1,250 hours of service over the 12 months preceding commencement of the leave. The Township reserves the right to request appropriate documentation verifying that the reason for a leave request is FMLA-qualifying. Any questions about eligibility should be directed to the Employer.
- d. FMLA leave is unpaid, except that employees must use all credited paid time off, as appropriate to the purpose of the FMLA leave, during FMLA leave (i.e. credited annual paid sick days are to be used only in the event the employee is on FMLA leave for his or her own serious health condition; credited vacation and paid personal days are to be used in the event of FMLA leave for any purpose. Depending on the reason for leave, an employee may be eligible for disability or workers' compensation benefits. For any period that an employee is receiving such benefits, that time will also be designated as FMLA leave and will run concurrently with FMLA leave.
- e. Requests for FMLA leave must be submitted in writing to the Employer no less than 30 days in advance, if the need for leave is foreseeable to that extent. Otherwise, a request must be submitted as soon as possible and practical. A physician's certification will be required for all leaves requested that involve a section specifying certification information required in connection with a leave for a serious health conditional, will be

made available by the Employer. The Township reserves the right to require a second opinion from a health care provider of the Township's choice and at the Township's expense. The Township also reserves the right to require a third opinion where the first two opinions differ. Any such third opinion will be obtained at the Township's expense from a provider chosen jointly by Employer and the employee and shall be considered final.

- f. The Township reserves the right to require recertification of a medical condition during an FMLA leave or in connection with any request for extension of leave. As a rule, the Township will require that an employee on FMLA leave provide periodic reports of the employee's status and intent to return to work with a frequency appropriate to the particular leave situation. In addition, a health care provider's statement is ordinarily required, verifying the employee's medical fitness to return to work at the end of the approved leave period, except where the leave was taken on an intermittent or reduced schedule basis.
- g. The Township may delay leave or extension of leave where an employee fails to provide certification/recertification in a timely fashion. Further, an employee's failure to provide required certification/recertification may result in denial of a leave request or request for extension of leave. An employee who is able to return to work earlier than anticipated is responsible for promptly notifying the Township of this fact. Upon completion of leave, return to work cannot occur until the employee provides a fitness for duty certificate.
- h. During an approved FMLA leave, the Township will continue to provide the same level of health insurance benefits that was available to the employee at the start of the leave. While the employee is on paid leave, the Township will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee is responsible to continue to make this payment. If payment is more than 30 days late, the employee's health insurance coverage may be dropped for the remainder of the leave after a 15 day-notice has been given to the employee. Crediting of other benefits, such as vacation, sick and personal days, will be suspended during FMLA leave and will resume upon return to active employment in an eligible classification.
- i. Except for any portion of an FMLA leave which is paid leave as a consequence of the use of paid vacation, sick, or personal days, employee pre-tax and corresponding matching contributions in Township's 401K plan will be suspended during a leave and will resume when the employee returns, any other pension plan will be administered in accordance with plan documents and as required by law. The leave period will be treated as continuous service for the purposes of vesting and eligibility to participate. Other forms of compensation for job performance (e.g. certain bonuses) will be prorated to reflect the leave period. If the employee does not return upon expiration of the leave period, the employee is required to re-pay the amount the Township has paid to maintain health insurance coverage during the leave period, except that repayment for health insurance coverage will not be required if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition, or due to other circumstances beyond the employee's control.

- j. According to the FMLA, the highest paid 10 percent of the Township's employees may not be reinstated if reinstatement would cause substantial and grievous economic injury to Township. Employees in this category who submit a written request for FMLA leave will be notified by the Township at time the request is received or as soon thereafter as the Township determines that the person will not be reinstated. In a situation where such notice occurs after a leave has commenced, the employee will have the option of returning upon notice. A highly compensated employee who is not restored to employment is still considered to be on leave, and health benefits would be continued during the leave period. A key employee who received notice of non-reinstatement and who did not return to work may request reinstatement at the end of his or her leave period and will thereafter receive a written determination concerning his or her request. Otherwise, employees will be restored in employment to the position they would have had they been continuously employed. As a rule, this means an employee returning from FMLA leave will be resorted to either their same position prior to the leave, or an equivalent position with equivalent pay, benefits and other conditions of employment. An employee who fails to accept reinstatement will be considered to have resigned.
- k. FMLA leave will not exceed 12 weeks within a 12-month period.
- l. Employee acknowledges receipt of the Form WH-381. While use of this Form by the Employer is optional, a fully completed Form WH-381 will be used to provide employees with the information required by law, and will be provided within five business days of the employee notifying the Employer of the need for FMLA leave. Notice of Eligibility and Rights & Responsibilities Form is made a part of this handbook as Attachment No. 7.

SECTION 308. MILITARY LEAVE.

- a. The Township will not discriminate or retaliate against any person because of past, current or future uniformed service membership or related obligations.
- b. The Township will also not discriminate against any eligible employee who takes leave under this Section or retaliate against anyone who protests any unlawful practice under law.
- c. Employees are eligible for leave under this Section when they are absent from work due to service in any of the Armed services, including Reserve units; the National Guard; the Commissioned Corps of the Public Health Services; or any other category of service designated by the President of the United States in time of war or emergency. The cumulative length of an employee's military leave generally may not exceed five years, unless one of the legal exceptions to the five-year limitation applies.
- d. Employees are required to provide the Township advance notice of their uniformed service obligations, unless giving advance notice is impossible, unreasonable, or precluded by military necessity. Notice should include copies of military orders, training notices or induction information, or other written or oral notice.

- e. Leave under this policy is unpaid, except upon an employee's request, an employee may use his or her credited vacation time during military leave. Vacation, unpaid days off, etc., will not be allotted during a leave.
- f. Under certain circumstances in the case of active duty other than active duty for training, the Township will continue the health insurance and other benefits of an employee for the first 30 days of his or her military service.
- g. Coverage for eligible employees and their dependents under the Township's health insurance program in effect in the day before the military leave begins may be continued for a period of up to 18 months. If the period of leave is less than 31 days, the employee will be required to contribute his or her regular portion of group health benefit premiums. If the leave is for 31 days or more, the employee will be required to contribute 102% of the full premium to maintain coverage, where permitted by both federal and state law. Any employee who is preparing for a military leave should notify the Employer as soon as possible to discuss the handling of benefits during this time away from work.
- h. If an employee's uniformed service is less than 31 days, or is for the purpose of taking an examination to determine fitness for service, the employee must ordinarily report to the Township for reemployment at the beginning of the first regularly scheduled workday that would fall eight hours after the employee return home. If the period of uniformed service is for more than 30 days, the employee will be required to reapply. If service was for less than 181 days, reapplication must be made within 14 days after completion of service; if service was for more than 180 days, a 90-day reapplication period applies. Certain exceptions may apply for a reservist or National Guard member ordered to active or special duty. An employee will be reemployed by the Township so long as reemployment would not be impossible for or unreasonable or impose an undue hardship on the Township. The employee will ordinarily be reemployed in the position he or she would have attained if continuously employed, if the employee is qualified.
- i. If an employee returns to employment with a service-related disability, the Township will make reasonable efforts to accommodate the disability so that the employee can perform the position that he or she would have held but for the uniformed service.
- j. Employees who served for 30 to 180 days will not be terminated without cause for six months after their reemployment.
- k. Generally, an individual loses the protection of the law if he or she receives a dishonorable discharge or bad conduct discharge from the service; is discharged under other than honorable conditions as characterized in relevant government regulations; or is dismissed or dropped from the rolls by the government.

SECTION 309. JURY AND WITNESS LEAVE.

- a. An employee may fulfill their civic responsibilities by serving as jurors and witnesses when required. However, such service is unpaid for all employees.
- b. An employee summoned for jury duty or who is subpoenaed or requested to serve as a witness must submit a copy of the Summons, Subpoena, or other notice to the Employer as far in advance as possible so that the Township can make arrangements to cover the absence. Either the employee or the Employer may request an excuse from service if the employee's absence would create severe operational difficulties. An employee serving as a juror or witness must call in daily to report his or her status to the Employer and may be required to work whenever the court schedule permits.
- c. The Township will continue to provide insurance benefits to regular full-time employees and to credit vacation and other forms of paid time off during absence due to service as a juror or witness.
- d. This Policy may not apply where an employee is appearing in court on his or her own behalf.

SECTION 310. REMOVAL OF PROPERTY. An employee must have written permission before removing any property from the Township, including books and papers, tools and equipment, supplies, materials, and scrap. Inspections will be conducted by the Employer and employees are expected to cooperate with such inspections before any property is removed from the Township. The removal of Township property without Township approval shall subject an employee to discipline, up to and including termination.

SECTION 311. SEARCHES.

- a. Searches of employees and their personal property may be performed by the Employer or a person designated by the Employer. Searches of employees and their personal property may be conducted when circumstances or workplace conditions justify them. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, up to and including termination.
- b. The Township reserves the right to question employees and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes or any other possessions or articles carried onto Township property. In addition, the Township reserves the right to search any employee's office, desk, files, locker, or any other area or article on Township property. In this regard, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Township and are issued to or to be used by employee during their employment with the Township. Inspections may be conducted at any time at the discretion of the Township.

- c. Any employee who refuses to cooperate in an inspection conducted pursuant to this policy or who after the inspection are believed to be in unauthorized possession of property, will be subject to disciplinary action up to and including discharge, and depending on the circumstances the matter may be referred to the proper authorities for a criminal investigation.

SECTION 312. INSPECTION OF PERSONNEL FILES. The Township maintains personnel files on each employee, containing pertinent information regarding their employment with the Township. The Township will allow any person currently employed, laid off with re-employment rights or on leave of absence to have access to their own file by appointment and during regular office hours. The Township will make an area within the Township Building available for an employee to inspect his or her file. Any employee requesting to inspect their file must do so on their own time. Any request should be made in writing and directly to the Employer.

SECTION 313. TELEPHONE AND CELL PHONE USE.

- a. Telephones. Telephone lines must be kept open for Township business only. Incoming calls of a personal nature must be limited to emergency situations only. Emergency messages must be relayed as quickly as possible. Outgoing personal calls shall not be made using Township telephone lines unless there is an emergency.
- b. Township Issued Cell Phones. Township issued cell phones shall only be used for Township business. Incoming and outgoing calls of a personal nature is strictly prohibited, except for emergency purposes needing immediate attention. Emergency calls must be handled as quickly as possible.
- c. Personal Cell Phones. Personal calls during the workday, unless on break, are not permitted, except in the case of an emergency demanding immediate attention. An employee must not carry their personal cell phone during working hours except during lunch or breaks.
- d. Camera Phones. Except when required as part of a job assignment, no employee shall take a picture or video with the use of any cell phone while on Township property or while using Township property.
- e. Cell Phone Use while Driving a Township Vehicle or Using Township Equipment. It is unsafe to operate a vehicle or equipment while using a cell phone, smart phone, or similar device. Employees shall not text while driving a Township vehicle or using Township equipment. Employees shall also not use a cell phone while driving a Township vehicle or using Township equipment except in extraordinary circumstances and then provided it is done safely. Employees who absolutely must use a cell phone while operating equipment or driving a vehicle, must use a hands-free device or turn off the equipment or stop the vehicle and park it in a safe location.
- f. Penalty. Violation of this policy shall be subject to disciplinary action, up to and including discharge.

SECTION 314. COMPUTER AND ELECTRONIC COMMUNICATIONS SYSTEMS.

- a. The Township shall have the right to inspect, examine, and monitor (at any time and without notice) an employee's use of Township computers, computer networks, electronic mail (E-mail), telephone systems, (including voice mail), and other electronic communications systems.
- b. Although entrusted to employees, voice mail, E-mail, computer files, software, or similar property is the property of the Township. The equipment and systems have been acquired, installed, and maintained at great expense to Township and are intended for Township business only. Records, files, software, and all electronic communications contained in these systems likewise are the property of the Township. These systems and their contents are subject to inspection, examination and monitoring by authorized Township personnel for Township reasons. Accordingly, these systems and equipment should not be used to transmit personal or other non-Township business related messages. Examples of Township business reasons for Township to access employee voice mail, E-mail, computer files, computer networks, or other Township property include to:
 1. Times when an employee is unavailable, but the Township must conduct business.
 2. Times when Township officials or management suspects that Township property is being used in an unauthorized manner.
 3. System security or integrity.
 4. Quality control or training activities.
 5. The monitoring of job performance to ensure customers are receiving the best possible service.
- c. Employees should be advised to use voice mail and E-mail as cautiously as they would use any more permanent communication medium such as a memorandum or letter. Employees must realize, for example, that messages may be:
 1. Saved and read by third parties.
 2. Retrieved even after "deletion".
 3. Accessed by authorized Township personnel for business purposes.
- d. An employee may access only files or programs that he or she has permission to enter. Unauthorized review of files, dissemination of passwords or login Ids, damage to systems, removal of files, removal of programs, use of unlicensed or unauthorized software on the systems, or improper use of information contained in the systems is

strictly prohibited. In addition, messages may not contain content that is harassing or that otherwise may reasonably be considered offensive material disruptive to any employee.

- e. Employees are advised that the computers, computer networks, E-mail, telephone systems (including voice mail), and other electronic communication systems (and all communications created, received, stored on, or transmitted through those systems) are solely Township property. Accordingly, employees have no expectation of privacy regarding any such communications. These communications may also be subject to public production under the Pennsylvania Right to Know Law.
- f. Passwords are only intended to prevent unauthorized access to E-mail, computer files, or voice mail. The Township reserves the right to allow authorized Township personnel to access messages and files on Township's systems. All employee passwords must be pre-approved and provided to the Employer for access and monitoring purposes. An employee has no expectation of privacy while using Township computers.
- g. Employees should not record a voice mail greeting that indicates or implies that voice mail messages will remain confidential or private.
- h. Failure to comply with this policy may subject an employee to disciplinary action, including up to termination.

SECTION 315. SOCIAL MEDIA POLICY.

- a. The Township recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, and wikis. However, Township employees should recognize and understand that these types of tools can sometimes blur the line between professional and personal lives and interactions. Because of this, employees are reminded that the Township's social media guidelines and existing standards should be taken into consideration when participating in these services at any time, but particularly when identifying themselves as employees of the Township or when that conclusion could be drawn that their opinions are those of the Township or impact their work on behalf of the Township.
- b. All Township employees should understand the public and transferable nature of social media, regardless of security settings. Private communications posted on the internet can easily become public and Township employees are responsible for understanding the rules and privacy settings of the sites they use. If an employee does not want something to become public, they should not put it on the internet—regardless of the employee's security settings. An employee must always consider how something could be construed or interpreted before posting, particularly where there is some connection with the Township and Township business.

- c. These policies apply to an employee's social media use. Social media must never be used in a way that violates any other Township policy or employee obligations, including the ones in his handbook. If an employee's social media activity would violate any of the Township's policies in another forum, it will also violate them in an online forum. For example, employees are prohibited from using social media to:
1. Engage in any conduct that violates any Township policy; or
 2. Make any statement relating to the employee's position with the Township that interferes with the efficient functioning of the office or department where the employee works or that has a detrimental impact upon the employee's working relationship with the persons served by the office or department where the employee works; or
 3. Engage in vulgar or abusive language, personal attacks of any kind, or offensive terms, targeting or bullying the Employer, a co-employee, resident or group; or
 4. Make negative statements about residents, either generally or referencing specific interactions with residents; or
 5. Discuss any agency business that is not public information, including personnel matters, litigation, sensitive, propriety or classified information; or
 6. Violate any other laws or ethical standards such as using social media in a false or misleading way by claiming to be someone other than yourself.
- d. Personal use of social media is not permitted on working time by means of the Township's computers, networks, and other IT resources and communications systems. Employees may not use Township computers, smartphones or other devices to access private social media accounts.
- e. Township employees are prohibited from disclosing information that is considered by law to be confidential. Such policy applies to employees' social media use. Employees may not disclose any Township matter that is confidential under the Pennsylvania Sunshine Act.
- f. Any employee posting a message on their personal social media account should be explicit in that they are speaking about an activity on their own behalf and not as an employee of the Township. When doing so an employee must write in the first person and use their personal email address when communicating via social media. If disclosing your affiliation as an employee of the Township, it is recommended that the employee also include a disclaimer that the employee's views do not represent those of the Employer. For example, an employee should consider adding the following disclaimer "the views in this posting reflect my personal views and do not represent the views of my employer."
- g. An employee must use good judgment about what their post and strive to be accurate in their communications about the Township. The Township encourages professionalism and honesty in social media and other communications.
- h. An employee may not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, any vulgar or offensive content, including racial or ethnic

slurs or photographs, sexist comments, discriminatory comments, abusive language, obscenity, or information that is maliciously false.

- i. Violations of this social media policy are subject to disciplinary action, up to and including termination of employment.

SECTION 316. VISITORS AND GUESTS IN THE WORKPLACE.

- a. Visitors and Guests in the Workplace. Employees may not allow access to Township property by unauthorized personal visitors and guests. Employees may bring visitors to Township events, public meetings, or after obtaining authorization from the Employer. To avoid confusion or misunderstanding, authorization should be in writing. Public areas may be open to visitors and guests during breaks. The Township advises employees who intend to do so to only permit visitors in public areas for a short time and for specific reasons.
- b. Penalty. Violation of this policy shall be subject to disciplinary action, up to and including discharge.

SECTION 317. SMOKE AND TOBACCO FREE WORKPLACE POLICY.

- a. The Township seeks to promote the health and wellness of its employees and the public. Consequently, smoking and tobacco use are prohibited in:
 - 1. Township buildings and vehicles; and
 - 2. Within 25 feet of any entrance to a Township building; and
 - 3. In the immediate vicinity of windows and air intakes; and
 - 4. In all Township owned or leased vehicles.
- b. Smoking and tobacco use are permitted during breaks and lunch in areas designated by the Employer.
- c. Cigarette butts and tobacco shall be disposed of in a proper container, not on the ground.
- d. Employees violating this policy may be subject to disciplinary action, up to and including termination.

SECTION 318. UNIFORM AND APPEARANCE POLICY.

- a. Uniforms. Employees who are issued work clothes and uniforms by the Township must wear those clothes and uniforms while working or on duty at all time, no exceptions. Work clothes and uniforms must be worn properly and neatly and regularly cleaned.
- b. Personal Appearance.
 - 1. Employees shall bathe regularly and shall not appear for work in an unclean condition.
 - 2. All employees shall practice personal hygiene so that their bodies do not present an offensive odor or appearance.
 - 3. Employees shall be conservative in the use of cologne, perfumes, and grooming aids to be considerate to co-workers and the public.
 - 4. Employees shall have clean hair that presents a neat appearance.
 - 5. The display of any unprofessional or offensive image, phrase or other expression, or excessive tattoos shall not be tolerated. This includes anything that may become visible during an employee's work activities or is found on any clothing item or accessory worn by the employee at any time.
 - 6. Body piercing, which is visible anytime while working or in uniform, is prohibited.
 - 7. Body art, tattoos, brands or images that are visible while working or in uniform are prohibited

SECTION 319. FIREARM AND WEAPONS POLICY.

- a. No employee may have a firearm or weapon on Township property, in Township vehicles, in Township buildings or while performing work duties unless otherwise authorized by the Employer.
- b. This Policy does not apply to police officers, code enforcement officers, zoning officers, or other law enforcement officers provided they are permitted by law to have a firearm and when carrying a concealed firearm they have a valid license or permit by the proper issuing authority to do so.
- c. Where federal or state laws impose different or additional requirements, the Township will abide by governing law.
- d. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

SECTION 320. POLITICAL ACTIVITY. Employees shall not participate in any political activity during working hours. Employees shall not use the authority of their positions to influence any other person's political actions. Nothing contained herein shall affect the right of employees to hold membership in and support a political party, to vote as they choose, to express publicly or privately their opinions on all political subjects, and candidates, to maintain political neutrality, and to actively participate in political meetings as private citizens after work hours and off Township premises.

SECTION 321. WHISTLEBLOWER POLICY.

- a. Discharge Prohibited. The Employer will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the Employer or appropriate authority an instance of wrongdoing or waste.
- b. Discrimination prohibited. The Employer will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee is requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

SECTION 322. ACCEPTANCE OF GIFTS. Employees shall not accept gifts which may be given under circumstances indicating hope or expectation of receiving a favor or better treatment than that accorded the public generally. Employees shall not solicit favors or gifts from any person or business within the Township.

SECTION 323. FALSE INFORMATION. If at any time during employment it is discovered that any information provided to the Township by an employee is false or fraudulent, the employee will be subject to discipline, up to and including termination of employment.

SECTION 324. AT-WILL EMPLOYMENT. All employees are employed with the Township on an at-will basis. This means that an employee's employment may be terminated at any time with or without cause by either the employee or the Township. Nothing shall change the at-will status of the employee's employment except for a written agreement signed by the employee and the Employer.

SECTION 325. PROBATIONARY PERIOD FOR CONTRACTUAL EMPLOYEES.

- a. The Employer may impose a probationary period of up to six months for a new employee hired by a written agreement signed by the employee and the Employer that provides for a specific period-of-time and may not include a probationary period. The purpose of the probationary period in this limited instance is to suspend or modify the usual employee policies and procedures so that the employee could learn the job. However, if the employee does not learn the job, in the sole discretion of the Employer, during the

probationary period, then the employee could be terminated by the Employer before the expiration of the specified period-of-time in his or her contract.

- b. There is no probationary period for at-will-employees since they may be terminated by the Township at any time with or without cause.

SECTION 326. PERFORMANCE EVALUATIONS.

- a. Employee performance evaluations are conducted at least annually to provide the employee with formal feedback on their job performance. For new employees, the Township may wish to conduct performance evaluations every six months. This serves multi-purposes for the employee, the department to which the employee is assigned, and to the Township all of which are for the betterment of the employee and the Township.
- b. Employees are to be provided a formal performance evaluation at least annually from the Employer utilizing the performance evaluation form. The Performance Evaluation Form is made a part of this handbook as Attachment No. 8. The Employer will attempt to adhere to the parameters of the performance evaluation form while conducting an interview so that the employee knows how the employee will be evaluated. Evaluations are to be completed, signed by the Employer and employee, and made a part of the employee's personnel file.

SECTION 327. LEAVING EMPLOYMENT AND EXIT INTERVIEW.

- a. Termination of Employment. The Township recognizes that conditions may develop resulting in voluntary employee or termination of employment. The Township also recognizes the mutual right of the employer or employee to terminate the at-will employment relationship at any time with or without cause. However, employees who resign from the Township should submit a letter to the Employer notifying the Township of his or her last day of work and explaining the reasons for the resignation. Although employees have a right to terminate their employment without advance notice, the Township requests that employees provide at least two weeks' notice.
- b. Final Paycheck. An employee's final paycheck will include wages up to the effective date of termination and any unused earned vacation days. Employees will be paid their final pay and accrued vacation on the next regularly scheduled pay date following their last day of employment.
- c. Exit Interview. On the last day of employment with the Township, employees must make an appointment with the Employer for an exit interview. At this interview the employee will be given information regarding continuation of medical coverage, retirement plan procedures, if applicable, eligibility for payment of accrued vacation, if applicable, and briefed about the Township's information release policy regarding employment references.

- d. Return of Township Property. All Township property not previously returned to the Township (e.g. office/building keys, credit cards, equipment, employee I.D. cards, uniform, badges, guns, etc.) must be returned to the Employer at the time of the exit interview.

SECTION 328. REFERENCES. The Township does not give references other than to confirm the dates of employment; position held; and last salary. This information may only be provided by the Employer or its authorized designee. Should an employee fail to participate in his or her exit interview under Section 327 above, the Township will not cooperate in the limited reference permitted under this Section.

SECTION 329. COMPLAINTS. Any employee who believes they have experienced a violation of any of the policies in this handbook, must file a written complaint with the Employer to commence an investigation. A complaint form is made a part of this handbook as Attachment No. 9. The form must be fully completed and mailed, or hand delivered to the Chairperson of the Township Board of Supervisors.

CHAPTER 4.

DUTIES, COMPENSATION AND BENEFIT POLICIES

SECTION 401. JOB DESCRIPTIONS. The Township will make every effort to provide job descriptions to all its employees. Job descriptions may be revised on a regular basis and updated by the Township where necessary. Any revision of a job description will be at the discretion of the Employer with notice to the employee before the employee will be expected to perform the duties in the revised job description. The job descriptions currently in place in the Township are made a part of this handbook collectively as Attachment No. 10.

SECTION 402. TRAINING.

- a. Training. The Township may require, or the employee may request to attend seminars, programs, and training courses.
- b. Non-Mandatory Training. A request by an employee for nonmandatory training must be in accordance with the following:
 1. All requests to attend training courses are to be made in writing to the Employer at least 45 days prior to the scheduled training course. Permission to participate will be at the discretion of the Employer and conditioned upon program relevance, employee workload, and budget sufficiency.
 2. The Township will only pay for the costs of the training course and the time spent by the employee in attendance at the training course.
 3. Employees are responsible for informing the Employer of any duties they are required to perform for which they feel they do not have sufficient training or for which they feel additional training would improve their performance.
 4. Graduate-level course work or similar academic study is not considered training and therefore is not to be pursued during regular hours of work. All staff training is limited to the Township's budgetary restrictions.
- c. Mandatory Training.
 1. Any training that the Township determines to be mandatory shall be paid for by the Township.
 2. The Township will pay for all expenses related to attendance at approved mandatory training. The costs are limited to the course fee, plus mileage (for use of personal vehicle), wages at the employee's regular hourly rate for the actual number of hours spent by the employee attending the course (but in no event more than eight hours in one day) and lodging when the training center is more than 60 miles away from the Township Building and the course is more than one day. Reimbursements will be approved for payment at the next regularly scheduled

meeting of the Township following the date of receipt of the invoice by the Township.

SECTION 403. PURCHASING POLICY.

- a. General Policy. No employee of the Township is permitted to enter into any contracts for purchases or services on behalf of the Township without the approval of the Employer.
- b. \$100.00 or Less: An employee may make purchases on behalf of the Township of not more than \$100.00 with the approval of one of the Township Board of Supervisors provided notice of the purchase is given to other board members as soon as practical after the purchase for ratification of approval at the Township's regular meeting immediately following the date of the purchase.
- c. More than \$100.00 but less than \$500.00. An employee may not make any purchases that combined for a particular project would exceed more than \$100.00 and less than \$500.00 without approval of at least two of the three members of the Township Board of Supervisors provided that the purchase is within the budget and notice of the purchase is given as soon as practical after the purchase for ratification of approval at the Township's regular meeting immediately following the date of the purchase. Although bidding is not required, the employee making the purchase, whenever possible, should secure competitive pricing for the purchase.
- d. Purchases of \$500.00 or more and less than \$11,300.00. Purchases of \$500.00 or more and less than \$11,300.00 may only be made by the Employer.
- e. Purchases by Employer of \$11,300.00 and \$21,000.00 as Adjusted by CPI. Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts in excess of the base amount of \$11,300.00, subject to adjustment based upon the Consumer Price Index under the Second Class Township Code, but are less than the amount requiring advertisement and competitive bidding, or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.
- f. Purchases by Employer of \$21,000 or More as Adjusted by CPI. Except as otherwise provided under the Second Class Township Code, all contracts and purchases in excess of \$21,000.00, subject to adjustment under the Consumer Price Index as provided under the Second Class Township Code, shall not be made except with and from the lowest responsible bidder after due notice in a newspaper of general circulation in the Township.

- g. Exceptions. The Employer may make a purchase in an emergency situation where prior notice or approval is not practical.

SECTION 404. TIME CLOCKS.

- a. Employee Timecards. A timekeeping system is used to record all hours worked and leave taken during the reporting period. Timecards must reflect all regular and overtime hours worked for the period. Adjustments to hours and leave must be posted by the Treasurer (with the approval of the Employer) to avoid errors and omissions that may occur. At the discretion of the Employer, salaried employees may also be required to use the time clock system so that the Employer could confirm that the salaried employee is working the minimum hours expected.
- b. Timeclock Requirements. It is a job requirement that all hourly employees clock in and clock out for their own scheduled shifts and clock out and back in for their own lunch break.
- c. Falsification, Tampering and Unauthorized Viewing. Any falsification, tampering or unauthorized viewing of time clock records is grounds for disciplinary action, up to and including termination. This includes any attempt to tamper with timekeeping hardware or software; clocking in for another employee who is absent or late; and interfering with other employees' use of the time clock system.
- d. Problems with the Time Clocks. If an employee is unable to punch in or out because of a time clock malfunction or accidental oversight, it is the employee's responsibility to immediately inform the Treasurer and the Treasurer shall inform the Employer while rectifying the problem.

SECTION 405. WORK HOURS. The Employer shall set the work hours for each employee and each department within the Township. Work hours are typically from 7:00 A.M. to 3:30 P.M., Monday through Friday with one half hour unpaid lunch and two fifteen-minute paid breaks. The Employer will notify the employee of the set hours and any change of hours in advance of the change.

SECTION 406. BREAKS AND LUNCH PERIOD. Employees shall be allowed to take one 15-minute break for every scheduled four hours worked. An employee who works at least eight hours per day shall be entitled to a one-half hour unpaid lunch break. All breaks shall be arranged so that they do not interfere with Township business or service to the public. The Employer shall schedule lunch breaks. The scheduling of lunch breaks may vary depending upon the type of work the employee is performing and the employee's workload.

SECTION 407. ATTENDANCE.

- a. Punctual and consistent attendance is a condition of employment. The immediate supervisor with the assistance of the employee, or the employee, who works in a

department without a supervisor, are responsible for maintaining an accurate record of attendance.

- b. Employees unable to work or unable to report to work on time should notify their immediate supervisor and a member of the Board of Supervisors as soon as possible, ordinarily before the workday begins or within 30 minutes of the employees usual starting time or scheduled shift. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the employee is unable to contact his or her immediate supervisor, and any of the Board of Supervisors, the employee shall leave a message with the Township Secretary stating the reason for being late or unable to report for work.
- c. Employees are expected to be at work during inclement weather, especially road department employees who need to plow and salt the roadways. A liberal leave policy will be implemented in certain weather or emergency situations as determined by the Employer. When a liberal leave policy is enacted by the Township, every office is expected to be operational during regular hours but may be done so with a limited staff.
- d. Employees, who arrive late, leave early, or call off due to hazardous weather conditions may be authorized to use any form of leave that they have accrued, except for sick time. Employees, when calling off, must state the type of leave they wish to utilize. If the employee fails to call off within the scheduled time, they will be unexcused, not paid and may be subject to disciplinary action. Leave may be denied by the Township within reason, if it is necessary to maintain an operational staff in order to conduct Township business.
- e. The Employer, or its designee, will make the announcement of the liberal leave policy or when a closing is in effect.
- f. An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

SECTION 408. WAGES.

- a. Rate. Hourly rates, salaries and pay raises shall be established by a salary resolution in the beginning of each year by adoption of a majority vote of the Board of Supervisors at its re-organization meeting.
- b. Pay Periods. Currently employees are paid bi-weekly. However, employees will either be paid weekly or bi-weekly depending on the preference of the Employer. Whenever a payday falls on a holiday, paychecks will be distributed at the option of the Employer on either the day prior to holiday or the preceding workday.
- c. Direct Deposit. The Township reserves the right in the future to implement a program to permit the employee an option of having his or her paycheck automatically deposited into a checking or savings account. If implemented, this option may become mandatory for all employees to participate in it at the discretion of the Employer.

- d. Payroll Deductions. Wages paid to employees reflect a gross amount less mandated deductions for social security, Federal, State, and local taxes, as well as, for such other benefits as may be elected by the employee or required by law in accordance with this Policy.

SECTION 409. OVERTIME.

- a. Employees are not permitted to perform work beyond their regularly scheduled hours without the approval of the Employer except in the event of an emergency where the failure to perform the overtime work creates a public health or safety hazard, or result in damage to person or property.
- b. Hourly employees who work not more than 40 hours in a work week (midnight Sunday to 11:59 pm the following Saturday) receive one-hour pay for each hour worked.
- c. When an hourly employee works in excess of 40 hours in a work week, all hours worked over 40 will be compensated at one and one-half (1 ½) times the employee's regular hourly pay rate.
- d. For overtime calculation purposes, paid time off such as sick, vacation and bereavement leave shall not be counted as time worked for the purpose of calculating overtime.
- e. When an hourly employee is required to attend a Township function away from the Township, the time spent working at the function shall be compensated on a straight time pay at not more than eight hours per day.
- f. Salaried employees are exempt from overtime pay.

SECTION 410. SICK TIME.

- a. Amount of Sick Time.
 - 1. New Employees. New employees shall not be eligible for sick time until they have completed twelve consecutive months of employment with the Township.
 - 2. Employees. After twelve consecutive months of employment, each employee shall receive five sick days per year.
- b. Doctor's Certification. A doctor's certificate (confirming the sickness and allowing the employee to return to work) may be required for an absence from work due to sickness for three or more consecutive days, or where the Township has deemed that the employee has been abusing sick leave.
- c. No Accumulation. An employee may not carry over sick time to a subsequent employment year. Any sick time remaining that has not been used at the end of the year (December 31st) shall be lost.
- d. Applicability. This policy only applies to regular full-time employees.

SECTION 411. VACATION TIME.

- a. Calculation of Vacation Time. One week for purposes of this policy is five days or 40 hours.
- b. Amount of Vacation Time.
 - 1. New Employees. New employees shall not be eligible for vacation time until they have completed twelve consecutive months of employment with the Township.
 - 2. Employees.
 - A. After twelve consecutive months of employment, each employee shall receive one week of vacation time.
 - B. After thirty-six months of employment, each employee shall receive a second additional week of vacation time.
- c. No Accumulation. An employee may not carry over vacation time to a succeeding employment year. Any vacation time remaining that has not been used by the end of the year (December 31st) shall be lost.
- d. Conditions of Vacation Time.
 - 1. An eligible employee under this Policy shall be any regular full-time employee that works a minimum of 40 hours per week for a minimum of 52 weeks per year exclusive of vacation time.
 - 2. Requests for vacation time must be made in writing to the Township at least 30 days prior to the scheduled vacation unless the vacation being requested is three or less days, then only five business days advance written notice must be given. All vacation time must be pre-approved by the Employer.
 - 3. Upon separation, resignation, or termination from employment, the employee's unused vacation time shall be prorated for the amount of time worked within the calendar year in which the separation, resignation, or termination occurs. An employee will be entitled to one-twelfth (1/12) of his or her vacation benefit for each month or fraction of a month greater than one-half (1/2) worked prior to separation, resignation, or termination. Any employee who receives vacation benefits in excess of the prorated amount must reimburse the Township for the value of the vacation benefits received.
- d. Applicability. This policy only applies to regular full-time employees.

SECTION 412. HOLIDAYS.

- a. The following legal holidays are observed:
 - 1. New Year's Day (January 1st).

2. Easter.
 3. Memorial Day (the last Monday in May).
 4. Independence Day (July 4th).
 5. Labor Day (1st Monday in September).
 6. Thanksgiving Day (the 4th Thursday in November).
 7. Christmas Day (December 25th).
- b. If the holiday falls on a weekend (Saturday or Sunday), then the employee shall receive Friday off with pay for a Saturday Holiday and Monday off with pay for a Sunday Holiday. In order to receive holiday pay, the employee must work the day before and the day after the holiday unless the employee has a pre-approved vacation day.
 - c. When an employee is expected to work on an observed holiday, the employee may take a different day off with pay as the employee's holiday with approval of the day by the Employer.
 - d. To receive time off with pay on an observed holiday, the employee must be a regular full-time employee.

SECTION 413. BEREVEAMENT. A regular full-time employee shall be eligible for two consecutive days off with pay for the death of an immediate family (as defined under Section 107 of this handbook).

SECTION 414. RETIREMENT BENEFITS. At the present time, the Employer does not offer an employee retirement plan. However, in the future the Employer may establish one. If established, all regular full-time employees will be eligible to enroll in the retirement plan. The establishment of a retirement plan will be by resolution of the Employer.

SECTION 415. MEDICAL INSURANCE BENEFITS. The Township currently offers regular full-time employees who have been employed by the Township for at least 30 days medical insurance coverage for the individual employee only with the Township paying one-half of the insurance premium and the employee paying the other half of the insurance premium by way of a payroll deduction. The type of plan and coverage shall be within the sole discretion of the Township; unilaterally selected by the Township; and subject to change from time to time within the sole discretion of the Township. The Secretary will assist employees in making the necessary arrangements for enrollment. A complete description of the plan is provided to each employee prior to the employee's enrollment.

SECTION 416. LIFE INSURANCE AND DISABILITY INSURANCE BENEFITS. The Township does not currently offer any life insurance or disability insurance to any of its employees. However, in the future the Employer may provide one or both types of insurance benefits to its regular full-time employees. The establishment of these types of plans will be by resolution of the Employer.

SECTION 417. WORKERS' COMPENSATION BENEFITS. Workers' compensation coverage is available in the event of an on-the-job injury by any employee. In the event of any

work-related injury, an employee is entitled to either workers' compensation or sick time (when the employee is a regular full-time employee), provided, however, that sick time may only be utilized to cover a statutory "waiting" period requirement. Any worker's compensation reimbursement for such time must be signed over to the Township and, in the event of dual compensation for any reason, the employee will remit to the Township the amount of any earnings that were duplicated. Uniform police employees are covered for work related injuries under the Heart and Lung Act.

SECTION 418. MILEAGE REIMBURSEMENT POLICY.

- a. Use of a personal vehicle for official Township business will be remunerated on a per mile basis at the rate of .40 cents per mile or as otherwise established by the Township. Notification of periodic rate changes will be made by the Township after its reorganization each year. The Township will set the mileage rate as part of its salary resolution under Section 408(a) each year. In the event that the Township fails to set a mileage rate in any year, the rate shall be .40 per mile.
- b. An employee wishing to be reimbursed for use of his or her own personal vehicle for Township business must:
 1. Obtain verbal approval from the Employer prior to using a personal vehicle for Township business.
 2. Complete and sign a mileage reimbursement form, which indicates the starting location and destination as well as the total miles traveled. A failure to provide supporting documentation may result in an employee's mileage request being denied or reported as wages by a W-2 under IRS regulations. The Mileage Reimbursement Form is made a part of this handbook as Attachment No. 11.
 3. Obtain the signature of the Chairperson of the Township Board of Supervisors on the mileage reimbursement form prior to submitting it to the Treasurer for payment. The check will be distributed in the next pay period after approval.
- c. The Township will only reimburse the employee for mileage when the employee is using his or her own vehicle and the mileage was incurred in carrying out a pre-approved work assignment.

CHAPTER 5. SAFETY POLICIES

SECTION 501. WORKPLACE SAFETY

- a. The Township takes every reasonable precaution to ensure that employees have a safe working environment. Safety measure and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Township's Safety Policies. Employees shall use all safety and protective equipment provided to them – including high-visibility clothing with authority identification – and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately. Any questions regarding safety and safe practices should be directed to the Employer. Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.
- b. It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards and with any special safety concerns identified by the Township for use in a particular area.
- c. Although most safety regulations are consistent throughout each department and program, it is the responsibility of the employee to identify and familiarize himself or herself with the Emergency Plan and Safety and Health guidelines for his or her working area, if any.
- d. At a very minimum, all employees must adhere to the following safety rules:
 - 1. Use the safety equipment provided in performing assigned work. Follow Manufacturer's instructions in operating any equipment or machinery.
 - 2. Wear the proper clothing or uniform for the job to be performed.
 - 3. Do not operate equipment on which you have not been trained or which you do not feel confident in operating.
 - 4. Warn co-workers or anyone who might be in danger of any unsafe conditions or practices you observe.
 - 5. Report defective equipment to your supervisor without delay.
 - 6. Report unsafe conditions that you observe anywhere in the Township, regardless of whether the condition is your responsibility.

7. Report all injuries and accidents immediately, regardless of severity or being seen by a Physician.
 8. Equipment provided to employees by the Township, such as hard hats, safety glasses, reflective vests, uniforms and cell phones will be issued for individual use and shall be worn or used by the employee while performing the duties for which it was issued. The care of the equipment will be the responsibility of the employee. The employee through a payroll deduction, which the employee agrees shall be deducted, shall replace equipment lost or damaged by the employee's misuse or neglect. Normal wear and tear of equipment shall be replaced by the Township.
- e. It is the responsibility of the employee to complete an "Accident and Incident Report" for each safety and health infraction that occurs by an employee or that the employee witnesses, including:
1. In the event of an accident, employees must notify the Employer immediately and complete a report.
 2. In the event of an injury, regardless of how minor, an employee must notify the Employer immediately and complete a report. Physical discomfort caused by repetitive tasks must also be reported and included in the report.
- f. A copy of the Accident and Incident Report Form is made a part of this handbook as Attachment No. 12.
- g. Failure to report such an infraction may result in employee disciplinary action, up to and including termination.
- h. Failure to follow any Township established safety and health guidelines or conduct which places the employee or any co-employee or volunteer at risk can lead to employee disciplinary action up to and including termination.
- i. The Township may develop and implement safety and health programs in the interest of a safer work environment. In doing so, the Township may form a safety committee that includes one or more employees of the Township. However, even if a safety committee is not formed, or an employee is not on a safety committee, all employees are encouraged to make recommendations to the Township on how to make the work environment safer. Employees are also required to immediately report any unsafe working condition on the Form Attachment No. 12. A failure to do so may result in disciplinary action, up to and including termination.

SECTION 502. DRIVING REQUIREMENTS.

- a. As part of the requirements for certain Township positions, an employee may be

required to hold a valid Pennsylvania State Driver's License. For Township positions, an employee may also be required to hold a valid Pennsylvania Commercial Driver's License Certification (CDL).

- b. If an employee's driver's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the Township. When an employee's driver's license or CDL is revoked or suspended and is required as a condition of his or her employment, the employee will be immediately suspended from driving duties and if the Township in its sole discretion does not have other work for the employee to perform without a driver's license or CDL, then the employee may be either suspended without pay until his or her license or CDL is reinstated, or terminated at the option of the Employer.
- c. All employees who operate a Township vehicle or use Township equipment must be a minimum of 18 years of age and possess a valid Pennsylvania Driver's license.
- d. All employees who operate a Township vehicle are required to comply with all applicable Pennsylvania motor vehicle laws.
- e. All drivers or operators of Township vehicles or equipment are required to wear seat belts, and to assure that all passengers are also wearing seat belts.
- f. Any driver or operator of Township vehicle or equipment who receives a citation or summons for any violation while in control of the vehicle or equipment shall be personally responsible for all fines. All violations must be reported to the Township before the end of the workday on the date when the violation occurs.
- g. Whenever there is an accident involving a Township vehicle or equipment, the employee must notify the Township immediately. It shall be the responsibility of the employee to provide the Township with a completed written report (Attachment No. 12) before the end of the workday on the day the accident occurred or if hospitalized or seeking treatment, or within 24 hours of the employee being able to complete the report, or upon the employee returning to work, whichever occurs first.

SECTION 503. SEAT BELT POLICY.

- a. The Township recognizes that wearing seat belts are extremely effective in preventing injuries and loss of life. Wearing seat belts can reduce the risk of dying in a motor vehicle accident.
- b. All Township employees must wear seat belts when operating or travelling in a Township vehicle, or any motor vehicle on Township property, or on Township business.
- c. Failure to abide by this Policy could result in disciplinary action up to and including termination.

SECTION 504. USE OF TOWNSHIP VEHICLES AND EQUIPMENT.

- a. It is the policy of the Township that all vehicles and equipment owned or leased by the Township are the property of the Township. Township vehicles and equipment are only to be used for Township business and shall be operated in the safest manner possible to ensure the well-being of the operator, Township employees and the general public.
- b. The following rules govern the appropriate use of Township vehicles and equipment:
 - 1. All Township vehicles and equipment will be appropriately and universally marked whenever possible with the Township's name and logo and municipal license plate.
 - 2. All Township employees are required to provide their own transportation to and from work.
 - 3. Any employee who operates or uses Township vehicles or Township equipment for their own personal use is subject to disciplinary action, up to and including termination.
 - 4. All potential operators or drivers of Township vehicles and equipment are required to maintain a valid driver's license.
 - 5. Employees shall not text while driving a Township vehicle or using Township equipment. Employees shall also not use a cell phone while driving a Township vehicle or using Township equipment except in extraordinary circumstances and then provided it is done safely. Employees who absolutely must use a cell phone while operating equipment or driving a vehicle, must use a hands-free device or turn off the equipment or park the vehicle in a safe location before taking the call.

SECTION 505. VEHICLE SAFETY.

- a. Purpose of Policy. The Township recognizes its primary responsibility to provide a safe environment for its employees, the Township residents and the general public. To meet this responsibility, the Township is implementing a comprehensive vehicle loss control program. This program is designed to deal with all phases of vehicle safety. The cooperation of all employees is expected and required.
- b. Driver Selection and Training. Since many vehicle accidents can be attributed to driver error, the most important aspect of any vehicle safety program is the selection of drivers. The following parts shall be incorporated into the driver selection policy and will be kept in each driver's personnel record file:
 - 1. Maintaining a list of all driving violations or accidents within the past 5 years.
 - 2. Verification of a current and valid driver's license.

3. MVR (motor vehicle record) checks completed at time of hiring and updated periodically. This is a tool that management can use to help reduce accidents. Statistics have shown that drivers with a poor driving record can be depended on to carry over these bad habits to their job-related driving. MVR's will be used to qualify new hires, while periodic reviews will be used to determine whether existing drivers have developed problems or bad habits. Action plans will then be developed for addressing drivers with multiple MVR violations or accidents. This can range from counseling, to being placed on probation, to suspension of driving privileges and possible termination from employment with the Township.
 4. Reference checks.
 5. Physical examinations.
 6. Drug testing.
 7. New driver probationary period of six months.
- c. MVR Review. Each driver's record may be reviewed periodically for moving traffic violations, accident history, public complaints, etc. This will be used to evaluate whether the employee is still "fit" to operate a Township vehicle.
- d. MVR Evaluation Criteria. This is a simple grading system for use in evaluating driver Motor Vehicle Records (MVR's). There are four classifications of drivers based on their most recent five years driving record. The criteria is based on a point system in which points are assigned to accidents and moving violations. New hires should not have more than 3 points and ideally have clean MVR driving records.
- e. Criteria Point Assignments.
- | | | |
|----|--|---------------|
| 1. | <u>MVR Violations</u> | <u>Points</u> |
| A. | Speeding (less than 10 m.p.h. over limit) | 1 |
| B. | Speeding (more than 10 m.p.h., but less than 20 m.p.h. over limit) | 2 |
| C. | Failure to yield the right of way | 2 |
| D. | Improper lane change | 2 |
| E. | Other general moving violation | 2 |
| F. | Speeding (more than 20 m.p.h. over limit) | 3 |

G.	Reckless driving	3
H.	Other Serious Moving Violations	3
I.	DUI	6
J.	Reckless endangerment, vehicular homicide, hit & run, and attempting to elude an officer	6
K.	At fault accidents involving Township vehicles	4
L.	All general at fault accidents	3

f. Driver Classifications. MVR points must be included to determine the driver's overall classification rating. Driver Classifications are as follows:

1. New Hires:

A.	Acceptable	-	0 to 2 points
B.	Probation	-	2 to 3 points
C.	Unacceptable	-	Over 3 points

2. Existing Drivers:

A.	Acceptable	-	0 to 3 points
B.	Probation	-	4 to 5 points
C.	Unacceptable	-	6 points

g. Action Plans.

1. Employees are subject to the following possible discipline based upon the applicable driver classification:
 - A. Acceptable. An employee may drive without qualification. In some cases, counseling and a plan for MVR improvement may be developed.
 - B. Probationary. An employee may drive, but their updated MVR will be re-evaluated every three months and any increase in points may result in suspension without pay or termination.
 - C. Unacceptable. An Employee is not permitted to operate a Township vehicle under any circumstances and if the Township does not terminate the employee, any unauthorized use of a Township Vehicle is grounds for immediate termination.

2. Operation of a Township vehicle under the influence of alcohol or illegal drugs is strictly forbidden and grounds for immediate dismissal from employment.
- h. Preventive Maintenance. Equipment condition frequently impacts the operations and accident history of the Township's vehicles. The employee shall perform scheduled preventive maintenance to uncover problems before failures occur, thereby reducing accidents, breakdowns and inefficiency. Schedules must be developed by the employee operating the vehicle based on mileage, hours of operation and calendar days of use.
- i. Vehicle Inspections. Vehicles shall be inspected by the driver who is assigned to its daily use. This should include a walk-around inspection of the vehicle and an inside safety check of all gauges, equipment, lighting, emergency devices, etc. before operating the vehicle. If the inspection reveals unacceptable results, the vehicle shall not be used until it is repaired and safely checks out.
- j. Driver Safety Requirements.
 1. Always wear a seat belt.
 2. Be a defensive driver.
 3. Keep your eyes on the road, your mind on driving and your hands on the wheel.
 4. Cell phone use or texting while driving is prohibited. Drivers should always pull over to a safe area on the side of the road to make phone calls or when texting.
 5. Obey the speed limits. Speed shall never be faster than a rate consistent with posted speed limits and road, traffic and weather conditions. Posted speed limits must be obeyed.
 6. Obey traffic signs and signals.
 7. Do not tailgate. Never follow another vehicle so closely that a safe stop can't be made.
 8. Yield the right of way.
 9. Drive cautiously at night and in bad weather.
 10. Use headlights and increase your following distance between other vehicles at night and during rain, snow, sleet, and fog.
 11. Use lights, wipers and defrosters in rain, snow and sudden fog.
 12. Watch out for puddles, icy patches and sudden fog.

13. Maintain a constant scanning pattern of the front, sides and rear of the vehicle to spot potential hazards such as changes in road and traffic conditions and vehicles, pedestrians and animals which might pull out or walk/run out in your path of travel. Scanning 1-1/2 blocks ahead in city driving and 1/4 mile ahead for highway driving will allow time to change lanes, reposition your vehicle, slow or stop to prevent an accident. Also, be aware of vehicles driving in your blind spot area. If you observe a tailgater behind you, increase your following distance from the vehicle in front of you.
 14. Where possible, drive maintaining a cushion of safety around your vehicle.
 15. Pass on the left only.
 16. Dim your high beam lights for oncoming traffic.
 17. Do not stop on the road at night unless absolutely necessary and then use lights and flashers.
 18. Expect the unexpected and mistakes of other drivers.
 19. Vehicles are to be driven by authorized drivers only.
 20. Do not give rides to hitchhikers or strangers.
- k. Disciplinary Action. Except as otherwise provided in this Policy, any violations of the Policy may result in disciplinary action, up to and including termination.

CHAPTER 6.

STANDARD OF CONDUCT

SECTION 601. DISCIPLINE.

- a. All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the public and the citizens of the Township.
- b. Acts, errors, or omissions, which discredit the public service or impair the provision of orderly services to the public, may result in discipline, including termination.
- c. The Township, or its designee, shall have full discretion and authority to impose disciplinary action in accordance with these Policies and the circumstances of the particular case. The degree of disciplinary action, up to and including termination, will depend on the severity of the infraction, as determined by the Township.
- d. The following are examples of the types of conduct, which may result in discipline:
 - 1. Consumption or possession of alcohol on the job or arriving at work under the influence of alcohol; being under the influence of any drug or controlled substance when it affects the employee's ability to perform the assigned job; or, the possession of illegal drugs or other illegal controlled substance.
 - 2. Violation of lawful duty.
 - 3. Insubordination (defiance of authority or refusal to obey orders).
 - 4. Absence from work without first notifying and securing permission from the Township.
 - 5. Habitual absences or tardiness (ten or more times in a given work year) for any reason.
 - 6. Unsatisfactory job performance, as determined by the Township.
 - 7. Conviction of a felony or a misdemeanor involving moral turpitude.
 - 8. Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the Township.
 - 9. Inability, refusal or failure to perform the duties of the assigned job.
 - 10. Violation of any of the policies contained in his handbook.

11. Violation of any duties or rules imposed by the Township, or by any other Township rule, regulation, ordinance, resolution, policy or order.

This list is not all-inclusive, but only serves as a general guide. The Township may discipline or terminate employees for other misconduct not listed above.

- e. The following types of disciplinary actions may be used, depending on the particular situation and at the sole discretion of the Township.
 1. Oral warning. The Township, or its designee, who is imposing this warning will make a record of it and record the offense in the employee's personnel file.
 2. Written warning. The Township, or its designee, who is imposing the written warning will document the incident, send the original to the employee involved and maintain a copy in the employee's personnel file.
 3. Suspension. An employee may be suspended with or without pay at the discretion of the Employer. If the Employer decides to suspend an employee without pay, it may do so pending the results of an investigation or disciplinary action. A suspension without pay shall be noted in the employee's personnel file.
 4. Demotion. An employee may be demoted.
 5. Termination. An employee may be terminated at the discretion of the Employer.

Depending upon the severity of the alleged offense as determined by the Township, the Township may impose any of the types of discipline (1-5) listed in this subsection. No employee can be terminated or suspended without the approval of a majority vote of the Township Board of Supervisors.

SECTION 602. SEPARATION OF EMPLOYMENT POLICY.

- a. Separation from employment may occur for several different reasons. Employment may end as a result of resignation, retirement, release (end of season or assignment), reduction in workforce or termination.
- b. Types of Separation.
 1. Resignation. Resignation is a voluntary act initiated by the employee to end employment with the Township. The employee must provide a minimum of two weeks-notice prior to resignation. If an employee does not provide advance notice or fails to actually-work the remaining two weeks, the employee will be ineligible for rehire and will not receive accrued benefits. The resignation date must not fall on the day after a holiday. The time period may be waived by the Township.

2. Retirement. Employees who wish to retire are required to notify the Township in writing at least six months before their planned retirement date.
 3. Job Abandonment. Employees who fail to report to work or contact the Township for three or more consecutive workdays shall be considered to have abandoned the job without notice effective at the end of their normal shift on the third day. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire or unemployment compensation.
 4. Termination. Employees are employed on an at-will basis, and the Township retains the right to terminate an employee at any time without cause. Employees may also be terminated for cause under Section 601 of this handbook.
 5. Automatic Termination. If an employee has not returned to full-duty status from an authorized leave of absence at the end of one year, employment will be automatically terminated. An employee will be considered unable to return to work if he or she cannot perform the essential functions of the job in full capacity, with or without reasonable accommodations. Under no circumstances may an employee be absent from the workplace for more than one year, unless on Military Leave or with approval of the Township.
 6. Release. Release is the end of temporary or seasonal employment.
- c. Rehire. Former employees who left the Township in good standing and were classified as eligible for rehire may be considered for reemployment. However, an applicant who is not hired for cause or an employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.
 - d. Termination of Benefits. An employee separating from the Township is eligible to receive benefits so long as the appropriate procedures are followed as stated in this Section and Section 327 (for employees voluntarily leaving employment). Two-weeks notice must be given, and the employee must work the full two workweeks. Accrued vacation leave will be paid in the last paycheck. Health insurance terminates the last day of the month of employment, unless employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided when applicable. Employees will be required to pay their share of their health premiums through the end of the month. The two-week period may be waived by the Township.
 - e. Death. A termination due to death of an employee will be made effective as of the date of death. All compensation due shall be paid to the beneficiary or the estate of the employee. The employee's accrued vacation and sick time will also be paid to the beneficiary or estate of the employee.

SECTION 603. PRE-DISCIPLINARY MEETING. The Township should also try to conduct a pre-disciplinary meeting with the employee to discuss the issues resulting in discipline.

SECTION 604. PRE-DISCIPLINARY HEARING. A pre-disciplinary hearing (Loudermill Hearing) will be conducted by the Township in the case of a tenured public employee is entitled to just cause protection by virtue of the Civil Service laws, collective bargaining agreement, Township Code, or contract.

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the East Union Township Employee Handbook. I understand that I am responsible for reading the information contained in the handbook. I understand that the handbook is intended to provide me with a general overview of the Township's policies and procedures relating to my employment. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period-of-time. I have the right to resign at any time with or without cause. I acknowledge that the Township has the right to terminate my employment at any time with or without cause. I understand that the Township may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the Township, whether outlined in this handbook or elsewhere, in whole or in part, with notice to me, but at the Township's sole discretion.

Date

Signature of Employee

Print Name of Employee

Township Representative

ATTACHMENT NO. 1

APPLICATION FOR EMPLOYMENT

East Union Township is an Equal Opportunity employer which considers qualified applicants for all positions without regard to race, color, religion, sex, national origin, citizenship, ancestry, age, physical or mental disability, or any other protected characteristics. Please answer the following questions carefully and to the best of your ability.

(Please print)

Name: (First/Middle/Last): _____

Position Applied For: _____

Date: _____

Address: _____

Phone Number: _____

Street

City

State

Zip Code

Are you at least 18 years of age? ☐ Yes ☐ No

Are you a U.S. citizen or legally authorized to work in the United States? ☐ Yes ☐ No

(Consistent with federal laws and regulations, all applicants for employment must be authorized to work in the United States on a full-time basis. Applicants who are offered employment will be required to produce documentation confirming their identity and United State employment eligibility).

Have you applied for employment here before? ☐ Yes ☐ No

(If yes, enter date(s) applied: _____)

What caused you to apply for a position of employment with East Union Township?
Have you previously been in the employ of this Township? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter dates(s) employed.
Do any of your friends or relatives work here? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list names and relationships. (cont. list names and relationships of any relatives working here)
Are you available to work? <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> ON SHIFTS If part time, specify days and hours you will be available to work: Date you can start:
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is adequate transportation (public or private) available to you so that, if hired, you can arrive at work when scheduled and on time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you drive a motor vehicle if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No
To your knowledge, are you able to perform the duties of the job for which you are applying with or without accommodation? (Please refer to the job description that was provided to you.) <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe how you may be able to perform these duties satisfactorily.

EMPLOYMENT HISTORY

List below all present and past employers, *beginning with the most recent.*

Name & Address of Company	<u>Dates (Mo./Yr.)</u>		Starting Salary	Final Salary
	From Position	To		

	Duties:			
	Name of Supervisor:			
Telephone:	Reason for Leaving:			

Name & Address of Company	<u>Dates (Mo./Yr.)</u>		Starting Salary	Final Salary
	From Position	To		
	Duties:			
	Name of Supervisor:			
Telephone:	Reason for Leaving:			

Name & Address of Company	<u>Dates (Mo./Yr.)</u>		Starting Salary	Final Salary
	From Position	To		
	Duties:			
	Name of Supervisor:			
Telephone:	Reason for Leaving:			

	<u>Dates (Mo./Yr.)</u>		Starting	Final

Name & Address of Company	From Position	To	Salary	Salary
	Duties:			
	Name of Supervisor:			
Telephone:	Reason for Leaving:			

SKILLS

If related to the job you are applying for, indicate foreign languages you speak, read, and/or write.			
	Good	Fair	Poor
Speak			
Read			
Write			
Describe abilities, experience, special skills and other qualifications which you believe may qualify you for the position(s) for which you are applying. Indicate any valid licenses you may hold and level of proficiency with any relevant machines or equipment. If you need additional space, please continue on a separate sheet of paper.			
List trade or professional organizations of which you are a member, including offices held, which you believe may be relevant to your ability to perform the position for which you are applying. (<i>You may <u>exclude</u> all information indicative of any protected characteristic.</i>)			

EDUCATION

Schools	Print Name & Address for each School Listing	No. of Years Completed	Type of Course or Major	Graduated?	Degree Received
High School					
College					
Graduate School					

Trade or Business					
Correspondence & Other					
Describe specialized training, apprenticeship, and extra-curricular activities. (<i>You may exclude all information indicative of any protected characteristic.</i>)					

Have you ever been convicted of a felony? ☐ Yes ☐ No

If you answered "yes" please describe the conviction(s) in detail, including dates:

(A criminal conviction, will not necessarily prevent your employment. Factors such as the nature and age of the offense, seriousness and nature of the violation will be considered.)

REFERENCES

Give at least four references, two of whom are familiar with your work record, who you would like for the Township to contact.

Name	Address	Telephone	Type
			<input type="checkbox"/> Business <input type="checkbox"/> Personal
			<input type="checkbox"/> Business <input type="checkbox"/> Personal
			<input type="checkbox"/> Business <input type="checkbox"/> Personal
			<input type="checkbox"/> Business <input type="checkbox"/> Personal

AGREEMENT

I certify that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and agree that falsified information or significant omissions may disqualify me from further consideration for employment and, if I am employed, may result in my dismissal when discovered.

I understand that if I am employed by the Township without a contract that provides otherwise, my employment will be of no set period of time and may be terminated by me or the Township at any time with or without notice or cause. I further understand that nothing shall change the at-will status of my employment other than a written agreement signed by me and the Township, expressly changing the employment-at-will status. Any employee subject to a collective bargaining agreement, of course, will be bound and subject to the terms of that collective bargaining agreement. I also understand that, if employed, I will be required to abide by the rules and regulations of the Township, including those set forth in the East Union Township Employee Handbook.

I authorize the Township to investigate all statements contained in this application (and any accompanying resume) and to make inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

Signature

Date

ATTACHMENT NO. 2

REFERENCE CHECK CONSENT FORM

(Please read carefully)

In consideration of East Union Township's evaluation of my suitability for employment, I hereby authorize the Township to perform all checks of my credentials as allowed by law including contacting present and former employers, supervisors, co-workers, friends, business associates or other individuals that the Township, in its sole discretion, believes may have relevant information regarding my suitability for employment. I further authorize the Township to perform such other checks on my credentials as the Township deems appropriate.

I agree not to assert any claims or causes of action of any kind against the Township, its elected and appointed officials, agents, consultants, contractor and employees, or any individual or entity contacted by the Township, arising out of the Township's investigation. I further release and forever discharge the Township, its elected and appointed officials, officers, consultants, contractors, agents and employees, and the individuals and entities contacted by the Township as part of its investigation, from any and all claims, demands, actions, cause of action, or suits of any kind or nature whatsoever arising from the Township's investigation of my credentials, including libel, slander, or any other claim associated with providing a reference. I acknowledge that the Township has made no representations of any kind as to whether employment will be offered at the conclusion of its investigation.

Date

Applicant's Signature

Print Name

ATTACHMENT NO. 3

CONSUMER REPORT AUTHORIZATION FORM

(Please read carefully)

To facilitate East Union Township passing on my application for employment, I hereby authorize the Township to obtain a consumer report about me. I understand that before any adverse action may be taken against me based in whole or part upon the contents of the consumer report, I will be provided with a copy of the report, a description of my rights with respect to the report, and any other information I am entitled to receive under the Fair Credit Reporting Act.

Signature

Date

ATTACHMENT NO. 4

SP 4-164 (12-99) PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK		FOR CENTRAL REPOSITORY USE ONLY (LEAVE BLANK)	
PART I: TO BE COMPLETED BY REQUESTER (INFORMATION WILL BE MAILED TO REQUESTER ONLY)		DATE OF REQUEST	
*** TYPE OR PRINT LEGIBLY WITH INK ***			
NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.			
WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.			
REQUESTER NAME		ADDRESS	
CITY		STATE ZIP	
CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)			
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>			
REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)			
<input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE.			
<input type="checkbox"/> FEE EXEMPT NONCRIMINAL JUSTICE AGENCY			
*** DO NOT SEND CASH OR PERSONAL CHECK ***			
NAME/SUBJECT OF RECORD CHECK (LAST)		(FIRST)	
(MIDDLE)		(MIDDLE)	
MAIDEN NAME AND/OR ALIASES		SOCIAL SECURITY NUMBER (SOC)	
DATE OF BIRTH (DOB)		SEX RACE	
REASON FOR REQUEST (CHECK ONE BLOCK)			
<input type="checkbox"/> EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING)			
<input type="checkbox"/> ADOPTION/FOSTER CARE			
<input type="checkbox"/> OTHER (SPECIFY)			
<input type="checkbox"/> ELDER CARE			
<input type="checkbox"/> CHILD CARE			
<input type="checkbox"/> SCHOOL DISTRICT			
ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW <u>YOUR ENTIRE</u> CRIMINAL HISTORY			
<input type="checkbox"/> INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE CRIMINAL HISTORY (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)			
REQUESTER CHECKLIST		AFTER COMPLETION MAIL TO	
DID YOU ENTER THE FULL NAME, DOB, AND SOC?		PENNSYLVANIA STATE POLICE	
DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)?		CENTRAL REPOSITORY - 164	
*** DO NOT SEND CASH OR PERSONAL CHECK ***		1800 ELMERTON AVENUE	
DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?		HARRISBURG, PA 17110-9758	
717-783-9973		BUSINESS HOURS 8:15 am - 4:15 pm (Monday - Friday)	
PART II: CENTRAL REPOSITORY RESPONSE ONLY			
DO NOT WRITE BELOW THIS LINE			
INFORMATION DISSEMINATED		INQUIRY DISSEMINATED BY	
<input type="checkbox"/> NO RECORD		<input type="checkbox"/> CRIMINAL RECORD ATTACHED	
THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.		CERTIFIED BY	
<input type="checkbox"/> NAME		<input type="checkbox"/> SOCIAL SECURITY NUMBER	
<input type="checkbox"/> DATE OF BIRTH		<input type="checkbox"/> RACE	
<input type="checkbox"/> SEX		<input type="checkbox"/> MAIDEN/ALIAS NAME	
(DIRECTOR, CENTRAL REPOSITORY)			
This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.			

ATTACHMENT NO. 5

SUBSTANCE ABUSE SCREENING CONSENT FORM

(Please read carefully)

I hereby consent for East Union Township, Schuylkill County, Pennsylvania, to collect urine and breath from me to conduct medical tests to determine the presence of alcohol or illegal or unauthorized drugs. I further consent to the release of the test results of my specimen to the Chairperson of the East Union Township Board of Supervisors, or other appropriate Township officials, in addition to medical personnel, and understand that both the Township and its appointed agents will make reasonable efforts to ensure the confidentiality of such results.

I understand that as an applicant for employment with the Township, I will be required to pass a urine drug screen as a condition of initial employment, and that I will not be considered eligible for employment if I refuse such testing, provide a false or altered specimen, or test positive. I also understand that if I am employed, as an employee, I may be subject to a random urine drug and alcohol screen, upon reasonable suspicion, or after any accident, as described in the Township's Substance abuse Policy; that if I refuse such testing or provide a false or altered specimen, my employment will be terminated; and, that if I test positive, further action will be taken by the Township which may include discipline up to termination.

I hereby release the Township, and all of its elected or appointed officials, officers, employees, consultants, contractors, and agents, from any and all liability in connection with the testing of my specimen including the handling, testing, and reporting of results and including any claims of negligence, defamation, and invasion of privacy.

I certify that I have carefully read and agree to comply with the terms of this form and the Township's Substance Abuse Policy, a copy of which was provided to me.

Name of Applicant for Employment: _____
(Print name)

Date: _____

Signature: _____

ATTACHMENT NO. 6

INFORMED CONSENT AND RELEASE FORM

(Please Read Carefully)

I understand that according to the Drug and Alcohol Program of the Township, a copy of which has been provided to me and which I have read and understand, I may be required at certain times and under certain circumstances to submit to testing for chemical analysis. I understand that for testing done under the Township's Drug and Alcohol Program the sample will be collected by a doctor, lab or medical center designated by the Township, and the sample will be collected and analyzed by a laboratory which has been certified. Testing or examination which may be done under the Township's Drug and Alcohol Program will be accomplished by a competent medical professional and approved laboratory.

The purpose of this analysis is to determine the absence or presence of illegal drugs, alcohol or unauthorized controlled substances.

I also understand that a documented "chain of specimen custody" will be utilized to ensure the identity and integrity of my specimens throughout this collection and testing process.

I further understand that the detection of an illegal drug or an unauthorized controlled substance may be grounds for immediate termination of employment with the Township.

I hereby authorize that release of all results of any drug or alcohol tested and medical examinations performed by any doctors or clinics to which I am referred to by the Township. I further authorize the use of this information by the Township for any purpose relating to my employment, including evaluations, promotion decisions, discipline or termination.

I consent to the testing which may be required, as a condition of my continued employment, and do hereby release and indemnify the Township, and the Township's elected and appointed officials, officers, consultants, contractors, employees, agents and representatives and all physicians, medical personnel, hospitals, medical centers, labs and clinics from any and all liabilities whatsoever arising from any and all requests to furnish my specimens, the collection of my specimens, the testing of my specimens, the release or use of the information derived from or contained in my test results or any physical examinations, and decisions made concerning my continued or potential employment based upon the results of these tests or examinations.

Employee Signature

Date

Print Name

ATTACHMENT NO. 7

Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 8/31/2021

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[Part A – NOTICE OF ELIGIBILITY]

TO: _____
Employee

FROM: _____
Employer Representative

DATE: _____

On _____, you informed us that you needed leave beginning on _____ for:

- _____ The birth of a child, or placement of a child with you for adoption or foster care;
- _____ Your own serious health condition;
- _____ Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition.
- _____ Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on covered active duty or call to covered active duty status with the Armed Forces.
- _____ Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- _____ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- _____ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
- _____ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately _____ months towards this requirement.
- _____ You have not met the FMLA's hours of service requirement.
- _____ You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact _____ or view the
FMLA poster located in _____.

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- _____ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request _____ is/_____ is not enclosed.
- _____ Sufficient documentation to establish the required relationship between you and your family member.
- _____ Other information needed (such as documentation for military family leave): _____

_____ No additional information requested

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

- _____ Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- _____ You will be required to use your available paid _____ sick, _____ vacation, and/or _____ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- _____ Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We _____ have/_____ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.
- _____ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____.
(Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
 - _____ the calendar year (January – December).
 - _____ a fixed leave year based on _____.
 - _____ the 12-month period measured forward from the date of your first FMLA leave usage.
 - _____ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have _____ sick, _____ vacation, and/or _____ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

_____ For a copy of conditions applicable to sick/vacation/other leave usage please refer to _____ available at: _____.

_____ Applicable conditions for use of paid leave: _____

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

_____ at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.

ATTACHMENT NO. 8

PERFORMANCE EVALUATION FORM

EMPLOYEE NAME: _____ DATE: _____

POSITION: _____

HIRE DATE: _____ EVALUATION INTERVAL *1 year*

POINT SCALE:

[1. Unsatisfactory 2. Sub-Standard 3. Average 4. Above Average 5. Excellent]

Job Knowledge _____ Accuracy _____ Work Quality _____

Organization _____ Initiative _____ Attitude _____

Communication Skills _____ Ability to Work with Others _____

Attendance/Punctuality _____ Work Productivity _____

Ability to Perform Assigned Tasks _____

PROBLEMS/ISSUES:

OVERALL EVALUATION: _____ **[1-5]**

GOALS / AREAS THAT NEED IMPROVEMENT:

Review Conducted By: _____

This evaluation report has been discussed with me and a copy made available to me.

Employee Signature: _____

ATTACHMENT NO. 9

Complaint Form

Filing this form begins an investigation by the Employer for which you will be a participant.

To complete this form, please type or print legibly in ink.

1. Employee (Complainant) Information

Provide your name, mailing address, telephone number, and e-mail address.

Name _____

Street/P.O. Box _____ Apt # _____

City _____ State _____ Zip _____

Telephone Number(s) Where Your Employer May Contact Outside of Work Hours:

(_____) _____ (home) (_____) _____ (cell)

E-mail Address (optional): _____

2. Name of Person Whom You Are Filing the Complaint Against (Respondent)

Provide the full name of the person (employee, supervisor or employer) about which you are complaining.

3. Nature of Complaint

What kind of problem are you having with the person you identify under item 2 above? Use additional paper if you need more space.

4. **Length of Time**

Explain when the incident first occurred, whether the incident is ongoing, and the number of times the incident has occurred? Please include specific dates and times.

5. **Identify Where the Incidents that Form the Basis of the Complaint Occurred**

Where did the place where the incidents you described in item 4 above, occur?

6. **Violation of Employee Handbook**

If you are claiming a violation of a specific policy, please identify which chapter and section of the Employee Handbook you believe has been violated?

Chapter ____ Section ____.

7. **Prior Incidents**

Did you file a prior complaint with eh Employer against the person you make the complaint against in item 2 above? If so, please identify when including dates and times and explain how the complaint was resolved.

8. **Requested Relief**

How do you want your complaint to be resolved? Explain what you want the Employer to do. Use additional paper if you need more space.

9. **Legal Representation**

By filing a complaint, you are **not** required to have a lawyer. However, if you are being represented by counsel **in this matter**, and you want your lawyer to be copied on all correspondence and actions taken with respect to the complaint, please provide your lawyer's name, address, telephone number, and e-mail address, if known. Please make sure your lawyer is aware of your complaint.

Lawyer's Name _____

Street/P.O. Box _____

City _____ State _____ Zip _____

Area Code/Phone Number _____

E-mail Address (if known) _____

10. **Verification and Signature**

You must sign your complaint. You **must** print or type your name on the line provided in the verification paragraph below and **must** sign and date this form in **ink**. **If you do not sign the Complaint, the Employer will not accept it.**

Verification:

I _____, hereby state that the facts above set forth are true and correct (or are true and correct to the best of my knowledge, information and belief) and that I expect to be able to prove the same if a hearing is held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).

(Signature of Complainant/Employee)

(Date)

9. **Filing Your Complaint**

Hand Delivery or Mail. Mail the completed form with your original signature and any attachments, by certified mail to the Employer care of the Chairperson of the Township Board of Supervisors, or hand deliver it to the Chairperson of the Township Board of Supervisors.

ATTACHMENT NO. 10

JOB DESCRIPTIONS

a. Administration.

1. Secretary.

- A. Appointment. The Employer shall appoint a secretary to serve at the pleasure of the Township Board of Supervisors. The positions of secretary may be held by the same person holding the position of treasurer at the discretion of the Township Board of Supervisors.
- B. Duties. The secretary is a clerk to the Township Board of Supervisors. The Township secretary shall:
- i. Record the proceedings of the Township Board of Supervisors and all court orders relative to the laying out, opening and vacating of roads in a minute book.
 - ii. Preserve the minute book and other records and turn them over to the successor in office.
 - iii. With the consent of the Township Board of Supervisors and in conformity with other laws governing the retention and disposition of municipal records, have the authority to destroy records and papers of the Township other than the minute book and account book after the lapse of six years from the date of the records.
 - iv. Inform Township Board of Supervisors of all Township meetings, including special meetings of the Township Board of Supervisors.
 - v. Prepare agenda for Supervisor meetings and attend meetings to record minutes.
 - vi. Provide written draft of minutes to Supervisors within one week of each meeting.
 - vii. File approved minutes in official minute book as required by law.
 - viii. Review all phone, written and electronic communication to the Township and inform Supervisors and other as appropriate in a timely manner.
 - ix. Maintain all Township files in a secure and organized manner and in accordance with retention schedules.

- x. Maintain the Township seal for safe keeping and proper use.
- xi. Perform duties as the Township's Open Records Officer.
- xii. Assist citizens by informing them of Township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
- xiii. Obtain information as needed for the Township Board of Supervisors by contacting other Township, county, state or federal government officials, private citizens or companies as appropriate.
- xiv. Submit advertisements according to proper regulations for Township meetings, bid requests, budgets, and all other advertisements as required by law or as directed by the Township Board of Supervisors.
- xv. Record all ordinances and resolutions in official books as required by law.
- xvi. Process, record and file all administrative permit requests, not within the purview of the code enforcement officer, zoning officer and building inspector.
- xvii. Attend intergovernmental functions as needed.
- xviii. Perform other miscellaneous duties as may be required by the Township Board of Supervisors.

2. Treasurer.

- A. Appointment. The Employer shall appoint a treasurer to serve at the pleasure of the Township Board of Supervisors. The positions of treasurer may be held by the same person holding the position of secretary at the discretion of the Township Board of Supervisors.
- B. Duties. The Township treasurer shall:
 - i. Receive all moneys due the Township and deposit them promptly in a designated depository in the name of the Township.
 - ii. Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the Township Board of Supervisors and any citizen of this Commonwealth.

- iii. Pay out all moneys of the Township only on direction by the Township Board of Supervisors.
- iv. Annually state the accounts and make them available to the Township Board of Auditors for settlement.
- v. Preserve the account books, papers, documents and other records of the office and turn them over to the successor in office.
- vi. Perform bookkeeping functions and accounts for Township funds.
- vii. Pay bills and other obligations upon approval of the Township Board of Supervisors, scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
- viii. Purchase Township supplies as approved or directed by the Township Board of Supervisors.
- ix. Deposit all receipts in appropriate bank accounts in a timely manner.
- x. Prepare payroll and maintain records for Township employees.
- xi. Prepare Treasurer's reports for monthly meetings
- xii. Prepare the budget.
- xiii. Manage short term investments of Township funds and maintain investment schedules.
- xiv. Prepare and file all required forms and reports required by state and federal government and insurance carriers.
- xv. Attend intergovernmental functions as needed.
- xvi. Perform other miscellaneous duties as may be required by the Township Board of Supervisors.

b. Zoning Officer and Code Enforcement Officer.

- 1. Appointment. The Employer shall appoint a zoning officer and code enforcement officer to serve at the pleasure of the Township Board of Supervisors. The positions may be held by the same person at the discretion of the Township Board of Supervisors.

2. Duties of Zoning Officer.

- A. Administering and enforcing the provisions of the East Union Township Zoning Ordinance in accordance with their literal terms. The zoning officer shall not have the power to permit any construction, alteration or any use or change of use to land or structures, which does not conform to the applicable provisions of the East Union Township Zoning Ordinance.
- B. Receiving and reviewing all types of zoning applications and approving or denying zoning permits and certificates of zoning compliance under the East Union Township Zoning Ordinance. When a zoning permit application or certificate is approved, the zoning officer shall issue the permit or certificate.
- C. Keeping records of all applications, permits, certificates, complaints, enforcement actions, and investigations of the zoning officer, as well as decisions of the East Union Township Zoning Hearing Board. All records shall be kept in the zoning Office located in the East Union Township Municipal Building. The zoning records are the property of the Township and must be available for public inspection and copying when authorized by the Pennsylvania Right to Know Law.
- D. Conducting property inspections to assure compliance with the East Union Township Zoning Ordinance.
- E. Maintaining the official East Union Township Zoning Ordinance and zoning, including any amendments.
- F. Notifying the zoning hearing board of scheduled zoning hearings, including assisting the secretary or solicitor in advertising zoning hearings.
- G. Making certain that properties are conspicuously posted at least one week prior to the zoning hearing.
- H. Attending and participating in proceedings before the zoning hearing board and furnishing such facts, records and any other information that may be necessary to assist the zoning hearing board in rendering its decisions.
- I. Reviewing subdivision and land development plans for compliance with the East Union Township Zoning Ordinance and reporting to the East Union Township Planning Commission and East Union Township Board of Supervisors at the public meetings where the plans are being reviewed.
- J. Inspecting and registering nonconformities upon request of a landowner, or at the discretion of the zoning officer.

- K. Assisting appointed and elected local officials, police, codes and the general public with zoning information and providing zoning information on specific requests.
- L. Making the current version of the East Union Township Zoning Ordinance and Map available to the public upon proper request and payment of appropriate fees for copies.
- M. Rendering preliminary opinions upon request under Section 916.2. of the Pennsylvania Municipalities Planning Code.
- N. Investigating complaints of alleged violations of the East Union Township Zoning Ordinance and taking actions upon those complaints within the duties of the zoning officer. Complaints should be acted upon within 30 days of their receipt and a complainant must be notified by the zoning officer of the action taken on that complaint.
- O. Prosecuting violations of the East Union Township Zoning Ordinance by instituting civil enforcement proceedings as a means of enforcement when anyone violates any of the provisions of the zoning ordinance, and any conditions placed upon the approval of special exceptions, variances and conditional uses or any other approvals or permits authorized under the zoning ordinance.
- P. Providing monthly reports to the East Union Township Board of Supervisors and attending monthly meetings when requested.
- Q. Doing all things necessary to administer and enforce the East Union Township Zoning Ordinance.

3. Duties of Code Enforcement Officer.

- A. Administering and enforcing the provisions of the East Union Township Code of Ordinances, including the International Property Maintenance Code and other property maintenance ordinances as adopted by the East Union Township Board of Supervisors (the “Code of Ordinances”).
- B. Conducting property inspections to assure compliance with the East Union Township Code of Ordinances.
- C. Notifying the East Union Township Board of Supervisors or the applicable appeals board of any code hearings, including assisting the secretary or solicitor in advertising the code hearings.

- D. Attending and participating in proceedings before the appeals board or East Union Township Board of Supervisors and furnishing such facts, records and any other information that may be necessary to assist the board in rendering its decisions.
- E. Investigating complaints of alleged violations of the code of ordinances and taking actions upon those complaints within the duties of the code enforcement officer. Complaints should be acted upon within 30 days of their receipt and a complainant must be notified by the code enforcement officer of the action taken on that complaint.
- F. Prosecuting violations of the code of ordinance by instituting summary or civil enforcement proceedings at the local magistrate as a means of enforcement when anyone violates any of the provisions of the code of ordinances.
- G. Providing monthly reports to the East Union Township Board of Supervisors and attending monthly meetings when requested.
- H. Doing all things necessary to administer and enforce the East Union Township Code of Ordinances.

c. Police Department.

1. Police Chief.

- A. Generally. The police chief is responsible for administering the day to day operations of the Police Department, as well as performing normal police duties.
- B. Duties. The police chief's duties include:
 - i. Coordinating, supervising and performing of all police functions within the Township.
 - ii. Assisting the Township in creating and updating standard operating procedures (SOPs) for the police department, and then assuring their timely execution and departmental compliance. Once adopted by the Township, the police chief shall be responsible for reviewing, updating (subject to Township approval), maintaining and implementing the SOPs on a regular basis in order to create an efficient and safe working environment while preventing liability to the Township while insuring public safety and addressing emerging concerns. In this regard, the police chief shall

keep all officers informed of changes, updates and modifications in the SOPs.

- iii. Assisting the Township in preparing a timely annual operating budget for the police department and recommending to the Township through budget requests the needs of the police department.
- iv. Assisting the Township in the planning of long-range capital purchases such as equipment and vehicles and provide an anticipated capital purchase during each annual budget period.
- v. Supervising all police officers within the police department.
- vi. Preparing a schedule each month for approval by the East Union Township Board of Supervisors at least one week prior to the schedules effective date and then maintaining that schedule to ensure police coverage for the total employee hours allotted by the Township.
- vii. Ensuring all provisions of any police contract for other police officers is followed.
- viii. Assisting in the administration of vacation and other contractual leave by officers of the police department subject to final approval by the Township.
- ix. Recommending that the Township take disciplinary action when necessary in accordance with all laws, policies and procedures. In this regard, the Township shall be responsible for responding or assisting in grievances and all disciplinary actions.
- x. Assisting the Township in the recruitment and selection of new hires within the police department, including making recommendations to the Township on new hires when not contrary to law.
- xi. Working various shifts to maintain familiarity with personnel, conditions and situations at various times of the day without adversely affecting the hourly payroll of the police department, unless prior, written permission from the Township is obtained.

- xii. Establishing and implementing procedures for recognizing outstanding performances by police department employees, including recommending promotions within the police department.
- xiii. Conducting or participating performance evaluations at the direction of the Township.
- xiv. Supervising all personnel, functions and operations of the police department, including the establishing a field training program for new hires and training new hires, while identifying special abilities or needs and providing appropriate advanced or remedial training as necessary or desired by the Township.
- xv. Carrying out directives and special assignments from the Township, including the performance of work-related duties assigned by the Township or as may be designated by ordinance or resolution of the Township.
- xvi. Preparing and submitting a monthly police report to the Township, and attending all monthly meetings of the Township Board of Supervisors. However, the police chief shall be responsible to effectively communicate and keep the Township Board of Supervisors informed on all permissible police matters between meetings. In addition, the police chief shall prepare and report on a monthly basis Uniform Crime Reports and other state statistical information and include the statistical records in the monthly police report to the Township.
- xvii. Supervising the care, custody and control of all police vehicles, equipment, and uniforms, including maintaining an inventory of all vehicles, equipment and uniforms and records regarding their use and maintenance.
- xviii. Maintaining all police records and evidence, including their maintenance, organization, storage, retrieval and utilization of departmental. In this regard, the police chief shall assure that all applicable laws and procedures regarding recordkeeping and disposition of evidence are properly followed, and any records are produced upon a formal request for their production under the Pennsylvania Right to Know Law.

- xix. Participating and planning police service programs that integrate community involvement such as a community crime watch program to prevent or deter crime, provide for public safety and apprehend and prosecute offenders.
- xx. Overseeing the inspection and supervision of all public places within the Township and assigning officers to certain parts of the Township to ensure that all laws and ordinances concerning such places are obeyed.
- xxi. Creating, cooperating, and maintaining appropriate and professional relationships with local, county, and state and federal law enforcement agencies involving activities of the police department and crimes within the Township.
- xxii. Cooperating and assisting with other Township departments, employees and officials in carrying out their duties and responsibilities such as code enforcement with property maintenance violations.
- xxiii. Directing, controlling, and deploying the resources of the police department in a manner which will provide for the safety of the public and the enforcement of all laws of the Commonwealth of Pennsylvania and all applicable ordinances of the Township.
- xxiv. Performing the duties and essential functions of a police officer, including patrolling (on foot and by vehicle), conducting traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, making arrests, transporting prisoners, appearing and testifying in court, making application for search and arrest warrants, taking persons into custody, writing investigative and incident reports, responding to citizen complaints, taking fingerprints of arrested persons when no longer being performed by another agency, searching for and collecting physical evidence at crime and accident scenes, performing rescue and lifesaving tasks, participating in raids, controlling violent or resisting persons, apprehending fleeing suspects on foot or in a motor vehicle, and participating in undercover work.
- xxv. Possessing and maintaining active MPOETC certification, including holding a valid Pennsylvania driver license and mandatory firearm qualifications, education, certifications,

and updates; and make certain that subordinate police officers do so.

2. Police Officer.

A. Generally. Performing the duties and essential functions of a police officer in the Commonwealth of Pennsylvania.

B. Duties.

- i. Carrying out directives and special assignments from the Township and police chief, including the performance of work-related duties assigned or as may be designated by the Township or police chief.
- ii. Cooperating and assisting with other Township departments, employees and officials in carrying out their duties and responsibilities such as code enforcement with property maintenance violations.
- iii. Patrolling (on foot and by vehicle), conducting traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, making arrests, transporting prisoners, appearing and testifying in court, making application for search and arrest warrants, taking persons into custody, writing investigative and incident reports, responding to citizen complaints, taking fingerprints of arrested persons when no longer being performed by another agency, searching for and collecting physical evidence at crime and accident scenes, performing rescue and lifesaving tasks, participating in raids, controlling violent or resisting persons, apprehending fleeing suspects on foot or in a motor vehicle, and participating in undercover work.
- iv. Possessing and maintaining active MPOETC certification, including holding a valid Pennsylvania driver license and mandatory firearm qualifications, education, certifications, and updates.

d. Road Department.

1. Road Foreman.

A. Generally. The road foreman position requires all the skills and responsibilities of the equipment operator and road crew worker as well as providing guidance to and performing the work of equipment operator as required for the Township. The road foreman has the responsibility for

assigning work and supervising employees while also performing the duties of a road crew worker. The foreman is primarily responsible for the maintenance and repair of the Township roadway system and associated equipment, and secondarily responsible for maintenance of Township facilities and buildings. Under the direction of the road foreman, the road crew members operate the equipment and provide the labor to maintain and repair the Township facilities including, roadways, grading, trucking, snow plowing and removal, salting roads, brush clearing, road repair, light building and facility maintenance and other associated tasks as required.

B. Assist Roadmaster. The road foreman shall assist the roadmaster in

- i. Reporting to the Township Board of Supervisors on any information that may be required by them and by the Pennsylvania Department of Transportation.
- ii. Inspecting all roads and bridges as directed by the Township Board of Supervisors.
- iii. Doing or directing all work necessary to carry out the responsibilities imposed by the Township Board of supervisors with respect to the maintenance, repair and construction of Township Roads.

C. Other Duties.

- i. Reporting regularly to the Chairperson of the Board of Supervisors or the roadmaster when a supervisor has been appointed as the roadmaster on work progress and employee performance.
- ii. Reporting any disciplinary problems.
- iii. Making recommendations concerning the progress and completion of projects.
- iv. Maintaining accurate records of work completed, including materials and equipment used and hours worked.
- v. Planning projects and identifying the labor, equipment and materials needed to accomplish each assigned project.
- vi. Inventorying projects, including inventory controls such as keeping accurate up-to-date records of all inventory, and ordering supplies as necessary for the completion of projects.
- vii. Monitoring equipment and supplies usage and recommending repairs or replacements, as needed.

- viii. Monitoring employee use of equipment and vehicles to ensure that employees exhibit reasonable care, skill and attention to the safe operation of all equipment, ensuring that employees comply with all recommended safety procedures at work sites, and reporting any injuries or compliance problems to the roadmaster or Chairperson of the Board of Supervisors, if a supervisor has not been appointed as the roadmaster.
- ix. Completing PA-One-Calls.
- x. Operating Township roadway maintenance equipment safely and ensuring that other road crew members operate it safely, including: pickup trucks, dump trucks, bucket loader, road grader, backhoe, bobcat, roller, paver, tar buggy, tractors with and without various attachments including mowers and wood chippers and other equipment required for the maintenance of the highways. Immediately report in writing to the Township any mechanical defects in vehicles.
- xi. Operating various hand machinery safely and ensuring that other road crew members operate it safely also including such things as chain saws, weed or brush trimmers, mowers, air compressors, jack hammers, and welders. Also using shovels, picks, rakes and other hand operated equipment safely and necessary for roadway maintenance.
- xii. Requiring (during the winter months) snow plowing, snow removal, road salting and cold patching. These duties frequently occur at irregular times, hours and days.
- xiii. Requiring (during spring, summer and fall) repair of gravel as well as asphalt roads, culvert and pipe installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, and cutting brush, mowing, and other tasks associated with the maintenance and repair of Township roadways. The duties include major repair, rebuilding, construction, grading and re-grading of gravel roads, repair and patching of asphalt roads.
- xiv. Performing the duties of equipment operator and road crew member to ensure the general maintenance of the Township roadways and department equipment.
- xv. Performing preventative and corrective maintenance tasks and adjustments as are routinely necessary throughout the year.

- xvi. Keeping and ensuring that other road crew members keep daily records of hours, mileage, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written work sheets.
- xvii. Performing routine maintenance and ensuring that other road crew members perform the duties off equipment operator and road crew member and being responsible for routine maintenance of Township buildings and facilities, including minor building repairs, assisting other Township employees and contractors when appropriate and performing other assigned duties.

D. Skill Requirements.

- i. Knowledge and ability to operate the Township equipment.
- ii. Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways.
- iii. Skill in handling controls for starting, stopping, driving, and backing the Township vehicles, skill in judging overhead and side clearances, turning radius, braking distances, and backing clearance.
- iv. Knowledge and application of the techniques and practice for safe heavy equipment operation including safe lifting heights, loading and load securing techniques and dumping safety.
- v. Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Implementation of safety rules and regulations at all times.
- vi. The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Township vehicles and equipment. Employees are expected to obtain gas, check oil, water, tires, and to render assistance to any mechanics working on their vehicles.
- vii. Performing major mechanical repairs on vehicles only when the person performing those repairs possesses the requisite skills and abilities to do so.
- viii. This position requires skill in communication and interpersonal relations to understand and follow oral and written instructions, keep records, and cooperate effectively with fellow workers and

supervisors. Exemplary conduct when interfacing with the general public is an absolute necessity in this position.

- ix. The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.
- x. Maintaining a current and valid Pennsylvania Commercial Driver's License (CDL) is required.
- xi. Maintaining flagger training certification and participate in any other training as deemed necessary by the Township.
- xii. Participation is required in random drug and alcohol testing.
- xiii. Following instructions from the roadmaster and Township Board of Supervisors.
- xiv. Managing projects within budget and supervising employees.

2. Laborer.

A. Duties.

- i. Manual labor on Township construction and maintenance projects at the direction of the road foreman.
- ii. Serves as a helper on power equipment, including the assisting and servicing and repair of that power equipment.
- iii. Dig drainage ditches, clean out culverts and storm drainage facilities and fill in washouts.
- iv. Complete PA-One-Calls.
- v. Operate Township roadway maintenance equipment safely, including: pickup trucks, dump trucks, bucket loader, road grader, backhoe, bobcat, roller, paver, tar buggy, tractors with and without

various attachments including mowers and wood chippers and other equipment required for the maintenance of the highways. Immediately report in writing to the road foreman any mechanical defects in vehicles.

- vi. Operate various hand machinery safely including such things as chain saws, weed or brush trimmers, mowers, air compressors, jack hammers, and welders. Also using shovels, picks, rakes and other hand operated equipment safely and necessary for roadway maintenance.
- vii. During the winter months, snow plowing, snow removal, road salting and cold patching. These duties frequently occur at irregular times, hours and days.
- viii. During spring, summer and fall, repairing gravel as well as asphalt roads, culvert and pipe installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, and cutting brush, mowing grass, and other tasks associated with the maintenance and repair of Township roadways and properties. The duties include major repair, rebuilding, construction, grading and re-grading of gravel roads, repair and patching of asphalt roads.
- ix. Performing the duties of equipment operator and road crew member to ensure the general maintenance of the Township roadways and department equipment.
- x. Performing preventative and corrective maintenance tasks and adjustments as are routinely necessary throughout the year.
- xi. Keeping daily records of hours, mileage, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written work sheets.
- xii. Performing routine maintenance of Township buildings and facilities, including minor building repairs, assisting other Township employees and contractors when appropriate, and performing other assigned duties.

B. Supervision and Control. Labor employees will work at the direction and under the supervision of the road foreman.

e. All Departments.

- 1. Driver's License. If operating a motor vehicle is part of the employee's duties, the employee shall maintain a valid Pennsylvania Driver's License for the class of

vehicle operated as a condition of employment and continued employment. Operating any vehicle without the required driver's license shall be considered gross negligence and subject the employee to termination. Any change in the status of the employee's driver's license must be reported to the Employer immediately and may be grounds for transfer to another position that does not require a driver's license until the employee's license is reinstated, suspension without pay, or termination from employment at the discretion of the Employer.

2. Pennsylvania Commercial Driver's License (CDL) License. This section only applies to an employee with a CDL rated driver's licenses who is required to have a CDL license to operate a Township vehicle in the ordinary course of his or her employment. Whenever driving a Township vehicle requiring a CDL license, the employee MUST have the CDL license on his or her person. The Pennsylvania Vehicle Code, Title 75, revised 1993 states as follows: A person who drives, operates or in physical control of a commercial vehicle while having any alcohol in his system or who refuses to take a test to determine his alcohol content as provided by section 1613 shall be placed out of service for 24 hours. Section 1613 states that a person who drives a commercial motor vehicle in this Commonwealth is deemed to have given consent to take a test or tests of the person's breath, blood or urine for the purpose of determining the person's alcohol concentration or the presence of other controlled substances. Refusing to take such a test will disqualify the driver from driving a commercial vehicle for a period of one year. Section 3731.e i(4) states that penalties will be applied if a person driving a commercial motor vehicle tests at a 0.04% blood/alcohol content. The Township strictly adheres to the provisions of the Vehicle Code.

ATTACHMENT NO. 11

MILEAGE REIMBURSEMENT FORM

Name: _____

Date Submitted: _____

Position: _____

Vehicle Used: VIN#: _____

Make: _____ Model: _____ License Plate No. _____

I hereby certify the following to be a correct and daily report of my auto mileage for the following time periods: ____/____/____ to ____/____/____.

EMPLOYEE SIGNATURE: _____

Date	Destination	Purpose	Starting Mileage	Ending Mileage	Total Miles	Mileage Rate	Total Reimbursement

Date	Destination	Purpose	Starting Mileage	Ending Mileage	Total Miles	Mileage Rate	Total Reimbursement

Date	Destination	Purpose	Starting Mileage	Ending Mileage	Total Miles	Mileage Rate	Total Reimbursement

APPROVED BY: _____ Date: _____

Signature of Chairperson of the Board of Supervisors

ATTACHMENT NO. 12

ACCIDENT AND INCIDENT REPORT FORM

Date of Report: _____

Name of Person Completing Form: _____

Person to Whom Report is to be Given: _____

Describe the Incident or Accident: _____

If someone was injured, please identify the name(s) of the person(s) and the injuries:

Name and Address of any Witnesses:

1. _____

2. _____

3. _____

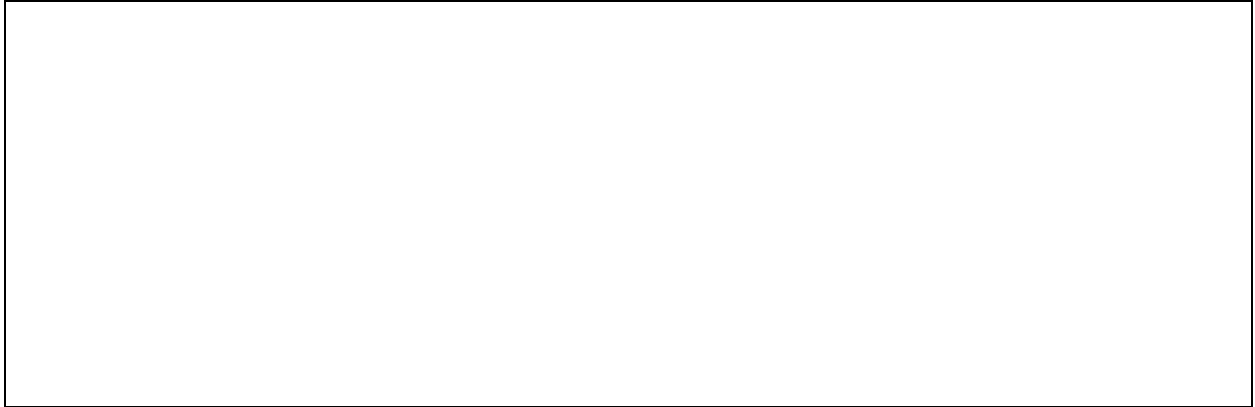
Type of Incident: ☐ Injury ☐ Accident ☐ Illness ☐ Other

Date of Incident/Accident:

Day _____ Month _____ Year _____ Time _____ (am or pm)

Location of Incident:

Diagram Showing Accident (including objects and persons):



Describe Procedures Followed as a Result of this Incident or Accident:

If medical treatment was rendered, where was it given:

☐ At Accident Site ☐ Doctor's Office ☐ Hospital ☐ Rescue Squad

Did the ambulance transport anyone to the hospital from the accident site, if so who:

Describe Medical Treatment: _____

Treatment Given by: _____

Date of Treatment: _____

Was Injured Retained Overnight in Hospital? ☐ Yes ☐ No If Yes, Where:

Name of Attending Physician: _____

Prognosis of Injured at the Time of Report: _____

Is there anything else we should know about this incident: _____

If the incident or accident involves any property, describe the property involved:

If the incident or accident resulted in property damage, describe the damage:

What repairs are necessary, if any: _____

Did the police respond to the incident or accident, if so what law enforcement agency responded, who was the officer or badge number and what is the incident or accident number:

If a vehicle was involved in the accident, was it able to be driven back to the Township garage, or was it towed: _____

If it was towed, what is the name, phone number and address of the towing company:

Signature of Person Completing the Report: _____