

TOWNSHIP OF ROSS

PERSONNEL POLICIES

&

PROCEDURES MANUAL



Table of Contents

10	Introduction.....	4
20	History.....	5
30	Organization of Township.....	6

General Employment

101	Code of Ethics.....	8
102	State Ethics Act.....	9
103	Political Activity.....	10
104	Equal Opportunity.....	10
105	Americans with Disabilities Act.....	11
106	Anti-Harassment/ Sexual Harassment Policy.....	13
107	Whistleblower Policy.....	17

Recruitment and Hiring

201	Hiring Procedure.....	18
202	Hire Date.....	19
203	Orientation.....	19
204	Employment Applications.....	19
205	Employment Eligibility Verification.....	19

Work Conditions and Hours

301	Attendance.....	19
302	Standard of Conduct/Discipline.....	20
303	Personal Appearance/Dress.....	21
304	Care of Township Facilities and Equipment.....	22
305	Building Security.....	22
306	Communications with the Public.....	22
307	Personal Relationship at Work.....	23
308	Visitors at Work.....	23
309	Smoking.....	24
310	Abuse and Molestation Prevention Policy.....	24
311	Workplace Violence Policy.....	26
312	Drug and Alcohol Policy.....	27

Classification of Positions, Compensation and Salary Administration

401	Regular or Temporary Job Status.....	29
402	Full-time or Part-time Status.....	29
403	Regular Work Week.....	29
404	Time Keeping.....	30
405	Lunch Break.....	30
406	Overtime.....	30

407	Job Descriptions.....	31
408	Pay Day.....	31
409	Direct Deposit.....	32
410	Pay Corrections.....	32
411	Lost/Stolen Paychecks.....	32
412	Deductions and Garnishment.....	32

Healthcare, Insurance and Retirement Benefits

501	Health Benefits.....	33
502	Life Insurance.....	34
503	Disability Insurance.....	34
504	Cafeteria Plan.....	34
505	COBRA.....	34
506	Retirement Policies and Benefits.....	36
507	Social Security.....	36

Evaluation

601	Performance Appraisals.....	36
-----	-----------------------------	----

Vacation, Holidays, Sick Leave and Other Leaves of Absence

701	Annual Vacation Leave.....	37
702	Holidays.....	38
703	Sick Leave.....	38
704	Personal Leave.....	39
705	Bereavement Leave.....	39
706	Jury Duty.....	39
707	Military Leave.....	39
708	Leave to Attend a Course/Workshop/Seminar.....	39
709	Non-Medical Leave Without Pay.....	40
710	Petty Leave.....	40
711	Family and Medical Leave Act.....	40
712	Paid Leave Donation Policy.....	46

Technology Use

801	Confidentiality of Documents.....	48
802	Electronic Communications.....	48
803	Township Internet, Intranet, and Extranet Guidelines.....	50
804	Social Networking Policy.....	51
805	Cell Phone Policy.....	54

Workplace Safety and Workers' Compensation

901	Accident, Injury and Incident Reporting and Procedures.....	55
-----	---	----

902	Workers Compensation Policy and Procedure.....	56
-----	--	----

Administration/ Finance Procedures

1001	Reimbursement Policy.....	58
1002	Records Management.....	60
1003	Procedures for Phone Calls.....	61
1004	Access to Personnel Records.....	61

General Township Policies

1101	Communication Policy / Internal Communications.....	62
1102	Vehicle Use Policy.....	62
1103	Wood Collection Policy.....	65
1104	Green Initiatives (Conservation, Energy Savings, Recycling).....	66

Leaving Employment

1201	Resignation.....	67
1202	Final Paycheck.....	67

Acknowledgement Form

10 Introduction

This manual has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. This manual cannot anticipate every situation or answer every question about employment. If you have any questions regarding the material in the manual, please contact your supervisor or any other member of management for clarification. The manual is not a contract of employment or agreement. Any individual may voluntarily leave the employment of the Township of Ross upon proper notice or may be terminated at any time and for any reason as long as there is no violation of federal, state, or local law.

Ross Township reserves the right to change, revise, or eliminate any of these policies at any time. When changes are necessary, we will provide you with amended pages for your manual in a timely manner.

This Manual applies to employees covered by collective bargaining agreements. Any conflict between the collective bargaining agreement (“CBA”) and this manual, however, are resolved in favor of the collective bargaining agreement. If a CBA is silent on a non-bargainable issue, then the provisions of this Manual will apply.

COMMUNITY VISION STATEMENT

Ross Township strives to support the established community fostered in unity, family, and civic pride. While the community strives to provide a high quality of life for all its members, the standards, ideals, and traditions will create a superior educational system and residential area with suburban character. The established businesses, economic development, and progressive local government are to be supported by the community to ensure a safe and appropriate environment.

EMPLOYMENT AT WILL

This handbook is not a contract of employment. Any individual may voluntarily leave the employment of the Township of Ross upon proper notice or may be terminated at any time and for any reason as long as there is not violation of federal, state, or local law. The handbook is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of the Township Manager.

20 History

Ross Township is rich in its history. On June 26, 1809, John McKnight and 30 other residents petitioned the courts of Allegheny to form a new township, which was granted in the November term of that year, thus Ross Township was established. The name Ross was after the prominent Pittsburgh attorney, James Ross, who represented Western Pennsylvania at the convention to ratify the Pennsylvania Constitution in 1790, and the personal land lawyer to George Washington.

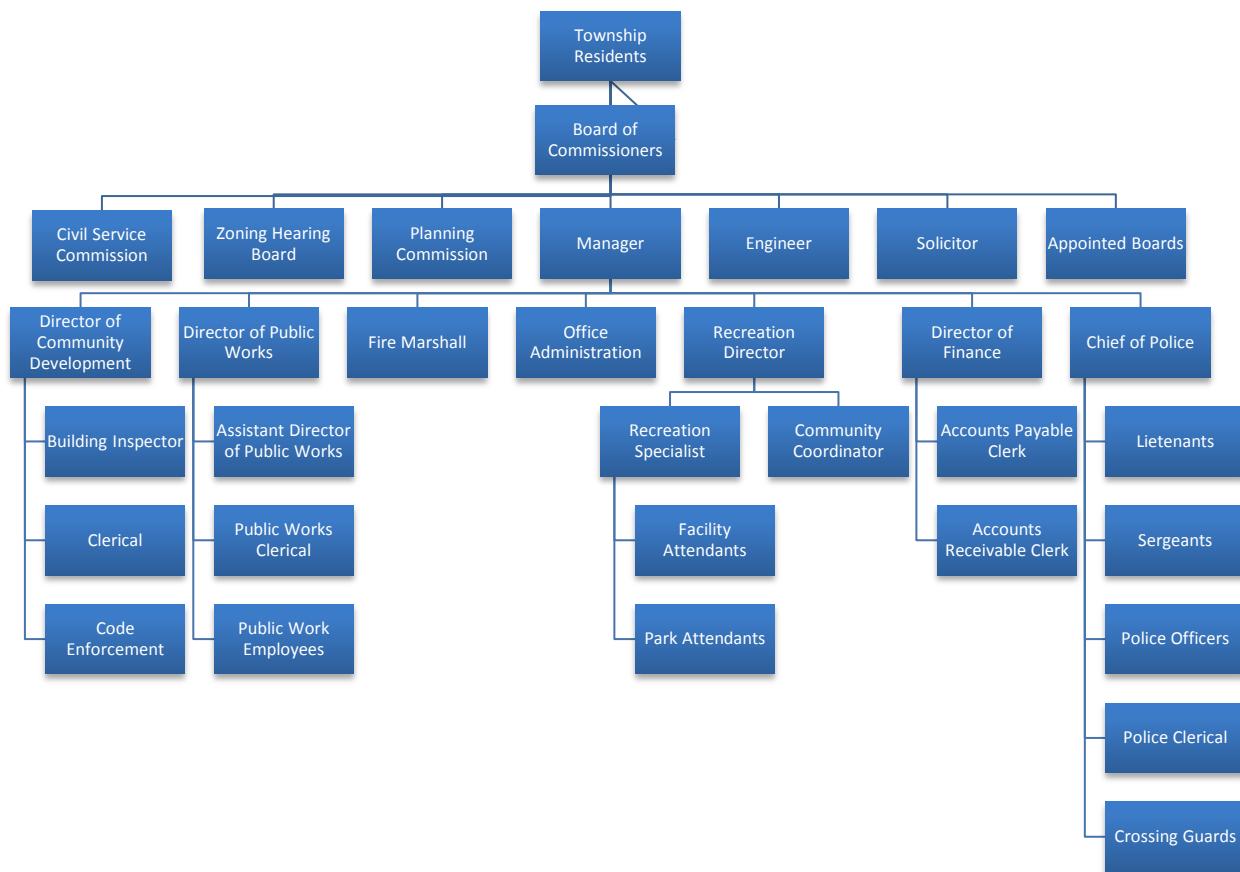
Before the establishment of Ross, George Washington formed a treaty with Chief Cornplanter in 1784, which many Natives did not agree with. Many of the early settlers lived in fear of the Natives for Ross Township was the Seneca tribe's hunting grounds and "white" men were trespassers. In 1794 Casper Reel made the decision to settle in the area.

The Natives' Venango Path that passed through the area was Ross's earliest claims to fame. It was later called Franklin Road while Commodore Oliver Perry used it as one of his important routes in the "Battle of Lake Erie" in the War of 1812. After his victory, the name was changed again to the Perrysville Plank Road because of the large wooden planks on one side to assist the travelers during inclement weather. The road was not paved until Senator Brandt petitioned to have it paved from the city line to Perrysville in the 1920s. After that, the road's name changed for the last time to its present name, Perry Highway.

Ross' borders have changed over the course of time when Allegheny City was formed to the south and Shaler Township was formed to the east before the turn of the 20th century. In 1905 the Township of West View seceded from Ross and was formed in the southwest corner of Ross Township. The borders have remained relatively unchanged since then.

Fun Fact: In the summer of 1967, Jim Delligatti invented the Big Mac sandwich in the kitchen of his McDonald's located on McKnight Road.

30 Organization of Township



Ross Township's governmental structure is outlined in the above organizational chart. The chart indicates the relationship between elected officials, staff, and employees.

Elected Officials

Nine Commissioners are elected by the town residents for a four-year term. The First Class Township Code establishes a pattern of staggered elections so that roughly half of the board is up for election in each municipal election year.

The basic qualification to serve as a township commissioner is to be a registered voter and resident of the Township. Commissioners must reside in the Township continuously for at least one year before their election. To continue serving as a commissioner, an individual must retain residence within the Township. Legal residence includes not only a person's intention, but also a physical presence. The requirement of residence approximates domicile. Intention or voter registration is not enough; an individual's actual residence is better determined by his conduct

than by his words. A person cannot declare a domicile inconsistent with the facts of where he or she actually lives.

Township Manager

The Board of Commissioners is responsible for appointing the Township Manager solely on the basis of his or her executive and administrative qualifications. The Manager shall serve an indefinite term, at the pleasure of the Board.

The Township Manager is directly responsible and accountable to the Board which is the policy authority of the government. It is the responsibility of the Township Manager and other administrative personnel to implement the programs and policies established by the Board.

Departments

a. Department of Finance and Human Resources

The Department of Finance and Human Resources is directed by the Finance Director. This Department is responsible for the administration of financial affairs of the Township. These duties include collection of revenue, accounting and expenditure control, payroll administration, budget tracking, financial reporting, investments, insurance and internal auditing, collection of delinquent fees, as well as projects assigned by the Township Manager.

b. Department of Police

The Department of Police is responsible for all activities related to the general preservation of public order, the deterrence of crime, traffic safety, maintenance of police records and files, coordination of police programs and services with other agencies and staff assistance to the Civil Service Board. This department, directed by the Chief of Police, includes all Police Officers, police clerical, crossing guards, and parking enforcement personnel.

c. Department of Public Works

The Department of Public Works is responsible for the maintenance of municipal parks, stadiums, buildings, equipment and facilities, the construction and maintenance of streets, sewers, traffic control signals and signs, and the coordination of refuse removal and recycling. This department includes Public Works Laborers under the direction of the Public Works Superintendent.

d. Department of Community Development

The Department of Planning/Zoning/Code Enforcement, under the supervision of the Code Enforcement Officer/ Building Inspector, is responsible for housing, land, and building inspection, code enforcement, long-range planning and community development and staff assistance to the Planning Commission and Zoning Hearing Board.

e. Department of Parks and Recreation

Under the general supervision of the Recreation Director, the department performs administrative, supervisory, and professional work in the planning, development and operation of a comprehensive public recreation program for the community, and ensures safety, regulations, and procedures.

f. Solicitor

The solicitor has control of the legal matters of the Township, including bonds, real estate transactions, review of ordinances and actions in court.

g. Engineer

The engineer handles the engineering aspects of work on roads and other public works projects. The engineer also prepares plans, specifications and estimates for work to be performed under contract.

General Employment

101 Code of Ethics

The community judges its local government by how the public officials and employees conduct themselves. The people are given the right to expect correct conduct of those officials and employees for the purpose to preserve public confidence and respect for the government. The following is the established Code of Ethics that public officials and employees must follow:

1. Put loyalty to the highest moral principles and to country above loyalty to Government persons, party, or department.
2. Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving to the performance of his/her duties with his/her earnest effort and best thought.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
7. Engage in no business with the Government, either directly or indirectly which is inconsistent with the conscientious performance of his governmental duties.

8. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
9. Expose corruption wherever discovered.
10. Uphold these principles, ever conscious that public office is a public trust.

102 State Ethics Act [PA § 1101]

All elected and appointed town officials and employees are subject to the State Ethics Act which ensures that public employees' private financial interests and personal relationships do not conflict with their public obligations. The Township requires and expects all of its elected officials, appointees, and employees to comply with the State Ethics Act. The law is broadly written to prevent a public employee from becoming involved in a situation that could result in a conflict or give the appearance of a conflict.

The law restricts what a public employee may do on the job, after hours, and after leaving public service. The State Ethics Act prohibits Township employees and officials from using the authority of their office/employment, or confidential information received by holding such position, for the private pecuniary benefit of the official/employee, any member of his/her immediate family, or a business with which he/she or a member of his/her immediate family, or a business with which he/she or a member of his/her immediate family is associated.

The State Ethics Act also prohibits a Township official or employee, or his/her spouse or child or any business in which the person or his spouse or child is associated, from entering into any contract valued at \$500 or more with the Township, or any subcontract valued at \$500 or more with any person who has been awarded a contract with the Township unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the official or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

The State Ethics Act also prohibits a Township official, employee, or nominee or candidate for Township office from soliciting or accepting anything of monetary value, including a gift, loan, political contribution, reward, or promise of future employment, based on any understanding of that official, employee or nominee that the vote, official action, or judgment of the official or employee or nominee or candidate for office would be influenced thereby.

Township employees who are responsible for taking or recommending official action of a non-ministerial nature with regard to the following items, must complete a State Ethics Commission Statement of Financial Interest Form (Attachment A): contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or, any other activity where the official action has an economic impact of greater than a *de minimus* nature on the interests of any person. Township Officials must also complete the same form, but not members of purely advisory boards.

103 Political Activity

Employees of the Township who are covered by the federal Hatch Act, 5 U.S.C. § 1501 et seq., are prohibited from engaging in certain partisan political activities, including becoming a candidate for partisan elective office.

Police officers are prevented under Section 55644 of the First Class Township Code from engaging or participating in conducting of any political or election campaign while on duty or in uniform or while using any township property (other than to exercise his or her own right of suffrage). Pursuant to sections 55644 and 56401 of the First Class Township Code, no police officer shall at the same time hold any public office other than constable or health officer. A police officer may be suspended, removed or reduced in rank for engaging or participating in the conduct of any political or election campaign for an incompatible office pursuant to section 56401.

104 Equal Opportunity

Ross Township adheres to all federal, state and local laws regarding equal employment opportunity. We provide equal opportunities for all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, pregnancy or pregnancy-related medical condition, genetic information, or any other characteristic protected by federal, state, and/or local law.

It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations. This policy extends to all Township facilities and participation in all Township functions. The Township expects all employees to obey the equal opportunity policy.

Ross Township will forevermore be an equal opportunity employer and as to ensure full implementation of the policy, Ross Township shall affirm it will:

1. Recruit, hire, and promote all job classifications without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, pregnancy or pregnancy-related medical condition, genetic information, or any other characteristic protected by federal, state, and/or local law.
2. Base decisions upon an individual's qualifications and interest in the position.
3. Ensure all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company training, education, assistance, social and recreational programs, will be administered without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, pregnancy or pregnancy-related medical condition, genetic information, or any other characteristic protected by federal, state, and/or local law.

105 Americans with Disabilities Act (ADA)

105.1 General Statement

Ross Township complies with the Americans with Disabilities Act (ADA) and the Pennsylvania Human Relations Act. In regards to non-employment matters, it is the policy of Ross Township to ensure that worksites and service delivery centers are accessible and appropriate to visitors. In matters regarding job applicants and employees, it is the policy of the Township to ensure that a disabled person (as defined in the ADA), qualified to perform the essential functions of the relevant position, with or without reasonable accommodation, receives fair treatment regarding the position. It is the general policy of the Township not to assume the applicant or employee has a disability or needs reasonable accommodations for a disability. The applicant or employee may initiate the process of discussing a reasonable accommodation. The Township does not require the use of any particular “magic” words by an applicant or employee to initiate the process of discussing a reasonable accommodation. When considering what might constitute a reasonable accommodation for a disabled applicant or employee otherwise qualified to perform the essential functions of a position, the Township will actively discuss that accommodation issue with the applicant or employee.

105.2 ADA Compliance

Ross Township will take or has taken the following steps to assure ADA compliance:

1. Posted and maintained a notice of ADA duty to provide reasonable accommodations to applicants and employees.
2. Surveyed and continues to survey the physical facilities to guarantee reasonable access to the facilities by persons with disabilities.
3. Job descriptions have been crafted and will continue to be crafted as to focus on the essential functions of the positions.
4. The Township’s application and hiring process, performance evaluation program, and internal job relations ensures that they do not create employment barriers for disabled people.
5. The Township will, unless it creates an undue hardship, reasonably accommodate a successful applicant or employee with an ADA disability who is otherwise qualified to perform the essential functions of the relevant position. Where an individual can perform those essential functions with or without reasonable accommodation, their disability will not be a factor in the employment decision.

105.3 Determining the Existence of an ADA Disability and Related Matters

1. Ross Township recognizes that this crucial determination is a difficult and complex one. When an applicant or employee signals a belief they he/she has an ADA disability, the Township will discuss and analyze that issue with the applicant or employee.
2. It is the policy to follow the regulations, interpretive court decisions, and contents of the ADA to determine what constitutes a disability.

3. There must be a discussion about the various possible reasonable accommodations before determining what is reasonable. An accommodation that would create an undue hardship is not a reasonable accommodation. An undue hardship is an action which would require significant difficult expense based on factors set forth in the ADA and ADA regulations. An accommodation which would not allow an otherwise qualified individual to perform all of the essential functions of a job is not a reasonable accommodation. Ultimately, as between various possible reasonable accommodations, the Township will make the determination as to which will be utilized. In reaching this determination, the Township will thoroughly discuss the issues with the applicant or employee.
4. Job applicants will not be required to undergo pre-employment medical or psychological testing; however, they may be required to undergo job-specific skills testing. Job applicants who are offered a position with the Township may be required, subsequent to the job offer, to participate in a medical examination. The medical examination may involve either or both physical or psychological analysis. In such event, the employment offer will be made contingent upon the results of the medical examination. The Township will not withdraw a conditional job offer without engaging in a discussion with the applicant for the purpose of determining whether there is a reasonable accommodation that would allow the applicant to perform all of the essential functions of the job.
5. An employee's medical information will be maintained in a confidential file, separate from the basic personnel file. Only those qualified and with a "legitimate need-to-know" reason may access this file. This may include informing managers and supervisors regarding necessary restrictions on the work or duties and necessary accommodations. It may also include informing, where appropriate, first aid and safety personnel regarding a medical condition that may require emergency treatment.
6. Please note: Under the law and this policy, "a test to determine the illegal use of drugs shall not be considered a medical examination."

105.4 Complaint Procedures and Medical Examinations

1. Any individual with concerns pertaining to the ADA should contact the Township Manager. Any complaints of harassment or discrimination shall also be addressed to the Township Manager for investigation. In the event that it is determined that the accusation(s) has merit, this finding will result in remediation. The remedial activity could include counseling, training, discipline and other remedial activities. Similarly, allegations of retaliation for having raised an ADA reasonable accommodation issue, or for having encouraged or supported the raising of such issue, will be promptly and thoroughly investigated, and remediated if appropriate.
2. Medical examinations of current employees:
 - a. Ross Township may require an employee to participate in an independent medical evaluation that is job related and necessary for determining whether the employee can perform job functions.

- b. When an employee returns after a medical leave of absence, the employer may have the employee medically examined at the employer's cost. The scope of the examination shall be limited to the issues which created the medical leave in the first place, as those medical issues might relate to the employee's ability to perform essential functions of the relevant job.
- c. In the event that an examination, conducted pursuant to either subsections a. or b. immediately above, produces the conclusion that the employee does have an ADA disability impacting the individual's ability to perform all of the essential job functions of the relevant job, then the Township and the employee shall engage in a thorough discussion of the possibilities of reasonable accommodation.

Statement of Reasonable Accommodation

A qualified employee will be afforded reasonable accommodation in order to allow the employee to perform the essential functions of the employee's job. Requests for accommodation should be made to the Township Manager, who will engage in an interactive discussion with the employee to determine what if any accommodations will permit the employee to perform the essential functions of his or her job. The interactive process may include the gathering and analysis of medical documentation or the submission to a medical examination to assess a request for a reasonable accommodation. Any medical/psychological documentation obtained through this process shall be maintained as a confidential medical record.

106 Anti-Harassment/Sexual Harassment Policy

106.1 Statement of Policy

Ross Township does not tolerate harassment in any form. Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is included among the prohibitions in Title VII of the Civil Rights Act of 1964.

Sexual harassment is a form of unlawful harassment that is based on an individual's sex or is of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct. Such conduct constitutes sexual harassment when any of the following occur or are present: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submitting to or rejection of such conduct is used as the basis for employment decisions; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. All unlawful harassment, including sexual harassment, is strictly prohibited.

Equal employment opportunity also encompasses Township of Ross's commitment to maintaining a work environment that is free of unlawful discrimination and harassment. In

furtherance of this commitment, employees are not to display or electronically send pictures, cartoons, posters, e-mail, or jokes that may reasonably be deemed offensive because of reference to race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, pregnancy or pregnancy-related medical condition, genetic information, or any other characteristic protected by federal, state, and/or local law. Similarly, employees are not to make comments, jokes, epithets, pranks, innuendos, gestures, engage in touching, nor to engage in any other form of conduct, that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, pregnancy or pregnancy-related medical condition, genetic information, or any other characteristic protected by federal, state, and/or local law.

The prohibitions above include discrimination and harassment in *any* workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards managers, co-workers and other employees as well as non-employees with whom Township of Ross has a business or professional relationship, including but not limited to vendors, visitors, customers, clients, etc.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated a complaint of sexual harassment or discrimination, or participated in any investigation of a complaint. Examples of conduct that would be considered harassment, sexual harassment, or related retaliation are set forth in the Statement of Prohibited Conduct which follows. These examples are provided to illustrate the kind of conduct prohibited by this policy; the list is not exhaustive.

106.2 Statement of Prohibited Conduct

The management of Ross Township considers the following conducts to represent some of the acts which violate the sexual harassment policy.

106.2.1 Physical assaults of a sexual nature, such as:

1. Rape, sexual battery, molestation, or attempts to commit these assaults;
2. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

106.2.2 Unwanted sexual advances, propositions, or other sexual comments such as:

1. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
2. Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;

3. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

106.2.3 Sexual or discrimination displays or publications in the work place, such as:

1. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.
2. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work at Ross Township and who has posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
3. Displaying signs or other material purporting to segregate an employee by sex in any area of the work place, other than restrooms and similar semi-private lockers/changing rooms.

106.2.4 Retaliation for sexual harassment complaints, such as:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about, or resisted, harassment, discrimination, or retaliation; and,
2. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in the items above.

106.2.5 Other acts:

The above is not to be construed as an all-inclusive list of prohibited conduct. The list is not exhaustive. Each incident of harassment contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex based conduct has no legitimate business purpose; accordingly, the employee who engages in such conduct should and will be made to bear the full responsibility for the unlawful conduct.

If you believe that you have been subjected to or witnessed offensive, hostile or any other conduct in violation of this policy, or if you believe that you have been subjected to unlawful discrimination in the terms or conditions of your employment, you should immediately report the matter as follows:

106.3 Procedures for Making, Investigating, and Resolving Sexual Harassment and Retaliation Complaints

106.3.1 Reporting Complaints of discrimination or harassment

Township of Ross encourages and expects every employee to report incidents of discrimination or harassment, whether they are directly involved or are merely a witness. If any employee believes that he or she is being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, manager or other individual at the workplace, or believes that his or her employment is being or has been adversely affected by such conduct, or believes that he or she has witnessed such conduct, the employee should report the concerns (orally or in writing) immediately to his or her supervisor. In the event that it would be inappropriate to report such concerns to one's immediate supervisor, the report may be made to the Township Manager. Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated.

Once the matter has been reported, a prompt investigation will be conducted and, to the extent that it does not compromise the integrity of the investigation, confidentiality will be maintained concerning the allegations. Only those who have an immediate need to know, including the person to whom the report was made, the alleged target of harassment or retaliation, the alleged harasser or retaliator, and any witness will find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy. Should the investigation establish that an individual has engaged in conduct prohibited under this Policy, disciplinary action warranted by the results of the investigation will be taken against the offending employee(s). Any employee found to be engaging in conduct prohibited under this Policy will be subject to discipline.

Cooperation – An effective sexual harassment policy requires the support and example of personnel in positions of authority. Employees who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline as well. Employees who refuse to implement remedial measures, obstruct the remedial efforts of other Township employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

106.3.2 Prohibition against Retaliation

Township of Ross prohibits and will not tolerate any form of retaliation against an employee who has filed a complaint in good faith or an employee who, in good faith, has cooperated or participated in an investigation of a complaint. If you have filed a

complaint, or have participated in an investigation, and believe that you are being or have been retaliated against, you should immediately report this matter to one of the persons mentioned above in the sub-section titled “Reporting Complaints of Discrimination or Harassment.”

If you believe that you have been subjected to discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, pregnancy or pregnancy-related medical condition, genetic information, or any other characteristic protected by federal, state and/or local law, or if you believe that you have been retaliated against for complaining about discrimination or participating in an investigation, you should utilize the complaint procedure established in this Policy for the purposes of preventing and correcting this unacceptable workplace behavior.

106.4 Penalties for Misconduct

Any acts of sexual harassment or retaliation against a sexual harassment complainant will result in appropriate sanctions, up to and including dismissal, against the offending employee, depending upon the nature and severity of the misconduct.

A written record of each action taken pursuant to this policy will be placed in the offending employee’s personnel file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

107 Whistleblower Policy

The Pennsylvania Whistleblower Law provides that an employee may not be discharged, threatened or otherwise discriminated or retaliated against regarding the employee’s compensation, terms, conditions, location or privileges of employment because the employee or 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, or that the employee is requested by an appropriate authority to participate in any investigation, hearing or inquiry held by an appropriate authority or in a court action.

It is the Township’s policy to abide by all applicable federal, state and local laws, rules and regulations and to have all of its employees do the same. Every employee has a responsibility to assist in implementing and enforcing this policy.

Any employee with knowledge of deliberate violation of the Township’s Whistleblower policy by another employee must be reported to the Township Manager, verbally and immediately, followed in writing. In the event such a violation involves the Township Manager, the employee should contact the President of the Board of Commissioners. Allegations of employee misconduct shall be truthful and accurate. Any intent to harass another employee, or to retaliate for any reasons, will be grounds for disciplinary action.

Knowledge reported or evidence presented shall be in confidence, and shall not subject the reporting individual to undue pressures that create a hostile work environment for the employee.

However, allegations of a criminal nature against other employees that are made with reckless disregard for truth or accuracy, or made as a form of harassment, or retaliation, will subject the reporting individual to disciplinary measures or termination from employment.

All employees are subject to disciplinary measures, or termination from employment, for any activity which interferes with the investigation being conducted into employee misconduct or criminal activity.

Recruitment and Hiring

201 Hiring Procedure

1. Apply

Send applications in for open positions for review.

2. Initial Screening

Once there is an application submitted for a position, the information will be reviewed by the Administration to compare skills and experience with the requirements of the position. Administration will contact candidates who have been selected for further consideration. Note: this Section 201 does not apply to police, as the hiring process for police is dictated by state statute.

3. Interview Process

The interview process may vary based on the position applied to. Generally, the interview process will begin via a phone screen with Administration. Subsequent interviews will be in person and may consist of a series of interviews depending on the department hiring.

4. Background Checks

The Township performs pre-employment background checks, the extent of which varies depending on the position applied for. Background checks may consist of the following:

1. Review of the applicant's criminal history record information. (The Township complies with the Pennsylvania Criminal History Information Records Act, and does not engage in unlawful discrimination).
2. Verification that the applicant does not have undisclosed convictions of sex and violent crimes.
3. Confirmation of the applicant's education references.
4. Confirmation of the applicant's employment references.
5. Verification of the applicant's driver's license.
6. Verification of the applicant's credit history (The Township complies with the Fair Credit Reporting Act and does not engage in unlawful discrimination).
7. Tax verification, i.e., verifying that the applicant is current in payment of Pennsylvania state taxes.

5. Offer of Employment

Based on the results of your interviews, an offer of employment may be extended. At this point the Township will discuss the specific details of the offer.

202 Hire Date

The official hire date corresponds to the first working day at the Township for both regular full-time and regular part-time employees.

203 Orientation

The orientation of new employees will be conducted by the Employee's supervisor and will include time with the Township Manager to complete required paperwork and review the employee manual.

204 Employment Applications

We rely on the accuracy of the information applicants provide in their employment application. We expect that applicants and their references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, such false or misleading information could result in termination of employment.

205 Employment Eligibility Verification

It is the Township's policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. The Township will hire only American citizens and aliens who are authorized to work in the United States. The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All new employees must complete Section 1 of the I-9 form within three business days of hire.

Work Conditions and Hours

301 Attendance

The Township employee has been hired to perform specific, necessary duties. Therefore, regular attendance is necessary to maintain a high level of efficiency for the people of the Township.

If an employee must be absent due to illness, the employee should notify his/her Department Director at the earliest time possible. Failure to notify the Department Director will result in disciplinary action.

When an employee must leave early for a personal reason, he/she must first obtain permission from their supervisor and complete the necessary documentation.

Township employees should report to their work areas in a prompt and ready fashion. Time should be allotted for preparation to assume their respective duties. Employees should stay at their respective duty stations until their scheduled release time. Suspicious patterns of absenteeism (e.g. frequent absences on Mondays and Fridays) will be fully investigated. If the Township discovers evidence that an employee is abusing leave, the employee will be disciplined accordingly.

302 Standard of Conduct/Discipline

The purpose of this policy is to outline what Township of Ross expects from its employees in terms of appropriate behavior. Employees who violate the work rules are subject to disciplinary action, up to and including termination.

Infractions of the following work rules are deemed to be unacceptable and may result in termination upon the first offense.

Unacceptable Violations

1. Theft of Township property or personal property of another employee.
2. Falsification of an application or Township record.
3. Unauthorized disclosure of confidential information.
4. Serious violation of harassment policy.
5. Fighting, threatening, or attempting bodily injury to another person on the Township property.
6. Deliberately damaging Township property, property belonging to a co-worker or to a vendor.
7. Failure to wear safety equipment where required.
8. Unauthorized use of Township time, materials, tools, etc. for personal gain.
9. Unauthorized alteration of Township machinery or equipment.
10. Violation of safety rules which could result in serious injury to self or others.
11. Reporting to work under the influence of drugs and/or alcohol.
12. Bringing, possessing, or using alcohol or illegal drugs while on duty or on Township premises.
13. Possession of guns, knives, weapons, explosives, etc. on Township property without authorization.
14. Testing positive for drugs on a Township-administered drug test or other violation of the Township's Drug and Alcohol Policy.
15. Refusal to cooperate with the investigation of a work-related matter.
16. Insubordination, including refusal or deliberate failure to carry out a work assignment or to comply with the instruction of a supervisor.
17. Indecent or immoral behavior.
18. Conviction of a felony.
19. Damaging, without reporting, Township issued property.
20. Improper operation of any Township vehicle, or any vehicle on Township property.
21. Failure to report to work without satisfactory reason, or repeated tardiness or absence.
22. Altering, falsifying, and tampering with time records.
23. Sleeping on the job.

General Violations

Infractions of the following work rules are also deemed to be unacceptable and will be cause for the appropriate level of discipline, up to and including termination of employment.

1. Horseplay
2. Contributing to unsanitary conditions
3. Leaving work area without permission
4. Failure to provide an acceptable quality of work
5. Tardiness or absence.
6. Smoking in restricted areas
7. Unauthorized solicitations or posting of materials on Township bulletin board
8. Unauthorized use of Township telephones or computers

The above lists are not all-inclusive and the Township reserves the right to take corrective action for any behavior it deems inappropriate for the efficient operation of the business. Any unacceptable conduct might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process instead of immediate suspension or termination. When progressive discipline is to be used, below are the steps.

Progressive Discipline

Progressive discipline means that the Township will normally take these steps:

1. The first offense may call for a verbal warning;
2. The next offense may be followed by a written warning;
3. Another offense may lead to a suspension; and,
4. Repeated offenses may lead to termination of employment.

Employees covered by a collective bargaining agreement or Civil Service rules and regulations may invoke the grievance and appeal process as defined in the applicable collective bargaining contract or the Civil Service Rules and Regulations.

303 Personal Appearance/ Dress

This policy is for all employees other than police and public works employees. (Ross Police and Public Works have their own uniform and dress code.) Employees engaged in work that puts them in a position where they meet the public are expected to present a professional appearance to the customers. This means good personal grooming habits and the proper attire for their position with the Township of Ross.

Men must be cleanly shaven, with the following exception: A neat trimmed mustache or beard is permitted. Hair must be clean and groomed. Blue jeans are not appropriate attire for an office setting, unless there is a “Causal Friday” in place. Tennis shoes or similar lightweight shoes

should not be worn in manufacturing and service facilities or in areas where there is a potential risk that equipment or products may fall and drop on the feet.

Women must wear dress slacks, skirts and blouses, suits, or a dress when working in the office. Shorts, tank tops, or other revealing dress are not appropriate in a business environment. Men must wear dress slacks and collared shirt when working in the office.

Those employees engaged in working around machinery with moving parts must have the cuffs of their shirts buttoned if wearing long-sleeve shirts and also have their shirts tucked in. Care must be given not to be wearing anything that could be caught in moving machinery.

Managers and supervisors should monitor their employees' appearances to ensure appropriate, safe dress. If your dress is determined to be inappropriate, you will be sent home to change and will be off the clock if you are a non-exempt employee.

Note: Exceptions to our policy regarding the dress code for office personnel may be made for casual day, but an appropriate appearance is required.

304 Care of Township Facilities and Equipment

It is the responsibility of all Township employees to assure that all facilities and equipment are used with care. Care should also be taken to prevent theft, loss, destruction, or deterioration of Township property through appropriate security and maintenance procedures.

Under no circumstances will the Township employee use Township tools, equipment, and supplies for their own personal use without permission from the appropriate Department Director and the Township Manager. If there is damage to Township facilities and equipment, it must be reported immediately.

305 Building Security

It is the responsibility of all Township employees to ensure that all doors and windows in their work area are closed and locked at the end of the workday.

306 Communications with the Public

Employees should always be respectful, courteous, prompt, and truthful in the information they provide to the public.

If an employee receives a request for a document or documents from a member of the public, it may be a request for documents under the Right to Know Law. The request may be a request under the Right to Know Law even if the requestor does not refer to the Right to Know Law. Employees must refer such requests to the Township Manager. Under the Right to Know Law, some Township records, such as portions of personnel records, are not subject to disclosure. However, routine requests for information commonly provided to the public, such as community event schedules, should be provided in the manner normally provided by the respective

Department, and need not be referred to the Manager. If you receive a request for a document or documents and are uncertain as to whether it is a request under the Right to Know Law, you must refer the request to the Township Manager.

307 Personal Relationships at Work

When relatives or persons involved in a dating relationship work in the same area of a Township, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For purposes of this policy, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

An employee may not directly work for a relative or supervise a relative. The Township also does not allow a person in a dating relationship to supervise the other person in the relationship.

Township of Ross also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. The Township will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, Township of Ross will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship involved. In that case, the Township may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, the Township asks that you avoid displays of affection or excessive personal conversation at work.

308 Visitors at Work

All visitors, including an employee's family members, who wish to see an employee during working hours, must first check in the front office. Visitors may be required to sign in and receive a visitor's badge. If a visit involves an emergency, the employee will be notified immediately, and will receive all possible cooperation from management.

Visitors do disrupt business. Please remind your friends and relatives that unless there is an emergency involved, they should not disturb you while you are working.

309 Smoking

Keeping with Ross Township's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. The policy applies equally to employees and visitors.

310 Abuse and Molestation Prevention Policy

310.1 Purpose and Intent

Ross Township does not permit or condone actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct (each a "Prohibited Conduct") to occur in the workplace or at any activity sponsored by or related to any individual's employment with the Township. The Township has a Zero Tolerance Policy regarding any acts of Prohibited Conduct. All employees, whether elected or appointed, volunteers and staff are subject to this policy and, prior to commencement of employment or other service to the Town, must review this policy.

310.2 Definitions

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who, in some circumstances, may be functioning as a caregiver or may be responsible for the individual's care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior prohibited by the Ross Township and which is regulated by a separate procedure and policy adopted by the Township.

Prohibited Conduct refers to a wide spectrum of interactions including, but not limited to:

- Physical assault;
- Sexual battery;
- Rape;
- Unwanted physical sexual contact;
- Unwelcome sexually explicit or offensive verbal, electronic or other communication;
- Coercive sexual contact;
- Verbal sexual harassment;
- Voyeurism;
- Exposure of sexual organs;
- Sexualized attention or contact with a minor;

Township Designee – Township Manager or Director of Human Resources

310.3 Reporting Procedure

Any individual employed by or volunteering for the Township who reasonably suspects or learns of any form of Prohibited Conduct being committed must immediately report it to the Township Designee. For all programs run through and by the Township Recreation Department, the

Recreation Director is designated as an additional individual to whom an employee or volunteer may report such suspicion or knowledge and, thereafter the Recreation Director shall immediately report such allegations to the Township Designee. If the alleged victim is an adult, the abuse will be reported by the Township Designee to the local or state Adult Protective Services Agency. If the alleged victim is a minor, the Township will report it to the local or state Child Protective Services Agency. Appropriate family members of the alleged victim must be notified immediately of suspected child abuse. The Township shall keep written records of all allegations of Prohibited Conduct, any investigations and results thereof, together with any disciplinary actions taken. All such records shall be maintained in a separate personnel file. The Township shall use reasonable efforts to keep all information contained therein confidential, in accordance with applicable law.

310.4 Investigation and follow up

The Township takes all allegations of sexual abuse seriously. Once an allegation is reported to the Township Designee, the Township will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Investigation may be undertaken either internally by the Township or, the Township may, in its sole discretion, hire an independent third party to conduct such investigation. In addition, the Township will cooperate with any investigation conducted by any law enforcement or regulatory agency and the Township may refer the allegation and the result of the Township's investigation to such agencies.

From the time any allegations are reported and while an investigation into same is ongoing, the Township reserves the right to place the alleged violator on an involuntary leave of absence or reassign said individual to responsibilities that do not involve personal contact with children, seniors or any other vulnerable population. To the fullest extent possible, but consistent the Township's legal obligation to report suspected abuse to the appropriate authorities, the Township will endeavor to keep the identities of any alleged victim(s) and any alleged violator(s) confidential.

If the investigation substantiates the allegation(s), the Township may take disciplinary action, including but not limited to termination of the violator's employment or other relationship with the Township, subject to the limits of any applicable law.

310.5 Indicators to look for

There are a number of "red flags" that suggest someone is being sexually abused. These red flags may take the form of physical and/or behavioral signs:

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

310.6 Retaliation Prohibited

The Township prohibits any retaliation against anyone, including an employee, volunteer, board member, program participant or other individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation.

Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination, subject to the limits of any applicable law.

311 Workplace Violence Policy

It is the policy of Ross Township that no Township employee should have to work under circumstances that cause the employee to reasonably fear that he or she may be subject to violence. Employees who threaten to use violence in the work place are subject to severe punishment, up to and including dismissal. Ross Township has zero tolerance for acts or threats of work place violence. Activities that a reasonable person would believe might be a prelude to violence such as verbal harassment, intimidation or stalking are also subject to immediate discipline. Activities such as name calling, taunting, the use of ethnic slurs, and similarly volatile activities are prohibited, and employees who engage in such behavior place their employment at risk. Employees cannot avoid the impact of this policy by engaging in violent acts, or threatening violent acts during non-working hours and/or offsite from Ross Township facilities.

If there is a relationship between work and violence or threatened violence, that activity is covered by this policy. Furthermore, persons who develop a record of violence outside of the work place or threatening violence will cause their continued employment to be at risk where a reasonable person would conclude that the off-duty conduct demonstrates the person to be unable to control violent tendencies.

If you observe, or believe yourself to be the subject of work place violence or under the threat of such violence, you are to report the observations to your immediate supervisor or to the Township Manager or Chief of Police if you cannot approach your immediate supervisor. Supervisors are, through this policy, made aware that when violence or the threat of violence is reported to them, it is their duty to react immediately so that the matter is promptly and appropriately investigated and resolved. Ross Township will undertake all reasonable steps, including cooperation with law enforcement authorities, to ensure that someone who has reported violence or the threat of violence will suffer no adverse consequences from doing so.

Employees are entitled to be able to work without having to do so facing violence or threats of violence from the public. Again, if any member of the public threatens an employee, or acts violently towards an employee, this matter should be reported immediately as described above, and a prompt investigation will be undertaken which will, in turn, be followed by appropriate action.

312 Drug and Alcohol Policy

312.1 Drug Free Work Place Act

Under the Drug Free Workplace Act, if you perform work under a federal contract or grant, you must notify Township of Ross if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction.

312.2 Maintaining Drug-Free Work Place

Policy

The manufacture, distribution, possession, use or presence in the body, or working while under the influence of drugs or alcohol while on duty, on Township property, or while operating a Township vehicle is strictly prohibited. For purposes of this policy, the word "drugs" is defined as including, but not limited to marijuana, synthetic marijuana, cocaine, crack, PCP, LSD, heroin and other opiates, methamphetamines, amphetamines, "bath salts", inhalants and any other controlled substance regulated by the U.S. Department of Transportation.

Scope

This policy applies to all Township employees regardless of the number of hours regularly worked and is inclusive of both full time and part time employees. The drug and alcohol policy for Ross Township police officers is set forth in a separate policy. For employees who operate commercial motor vehicles for the Township, the Township will follow the regulations promulgated by the Federal Motor Carrier Safety Administration in regards to drug and alcohol policy and testing, including random testing.

Prohibited Conduct

- 1) **Illegal Drugs.** Employees shall not sell, manufacture, distribute, dispense, use, possess, purchase, obtain, be under the influence of, or test positive for the illegal use of drugs at any time, including but not limited to while on work premises, while on-duty, during lunch or other breaks, while representing the Township off-site or while operating a Township owned vehicle.

- 2) **Prescription Drugs.** Employees shall not illegally sell, manufacture, distribute, dispense, use, possess, purchase, or obtain prescription drugs at any time, including but not limited to while on work premises, while on-duty, during lunch or other breaks, while representing the Township off-site or while operating a Township owned vehicle.

Employees shall not be under the influence of legally obtained prescription drugs that affect an Employee's ability to perform the essential functions of his/her position. Whenever an Employee is using legally prescribed drugs, it is the Employee's responsibility to ask the prescriber whether the drug or medicine, if taken as prescribed or directed, is likely to affect his/her ability to perform the essential functions of the Employee's position. If so, the Employee is obligated to report that fact to his/her Department Director/Supervisor.

3). Over-the-Counter Drugs. Employees have an obligation to be fit to perform their jobs. This fitness obligation also applies to use of over-the-counter drugs. Employee shall not be under the influence of, or test positive for, improperly-used over-the-counter drugs that affects the individual's functioning or behavior in such a way as to jeopardize the safety of the employee, co-workers, or others, or that substantially impair job performance.

4). Alcohol. Employees shall not possess, use, distribute or be under the influence of alcohol, while on work premises, while on-duty, during lunch or other breaks, while representing the Township off-site or while operating a Township owned vehicle.

Drug and Alcohol Testing

The Township may require an employee to submit to a drug and alcohol test by an appropriate provider when the Township has reasonable suspicion that the employee has violated the Township's Drug and Alcohol policy. Reasonable suspicion is based on observations concerning the appearance, behavior, speech, or body odor of the employee. These observations may include indications of the chronic and withdrawal effects of controlled substances. Refusal to submit to a reasonable suspicion drug or alcohol test may result in immediate suspension and may result in termination of employment.

Searches

When and if the Township reasonably suspects that an employee violated or is violating this Policy, the Employee may be asked to submit immediately to a search or inspection. In addition, employees are placed on notice that Township provided lockers, desks, work stations, vehicles, etc., remain, at all times, Township property and subject to being searched by the Township where there is a reasonable basis for doing so. Except in an emergency situation, searches will occur in the presence of the employee who may, during the search, be accompanied by a union representative if the employee is a member of a union. Entry onto the Township premises and continued employment with the Township constitutes consent to search and inspection.

License Suspension

Any employee who, based upon drug or alcohol use, abuse, or a violation of a drug or alcohol law, loses his/her license to drive where that license is a condition of Township employment, must notify his/her immediate supervisor of that fact and notify the Township Manager immediately.

Miscellaneous

Employees experiencing problems with alcohol or other drugs are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. If you have questions regarding this policy or issues related to drug or alcohol use at work, you can raise your concerns with your immediate supervisor or the Township Manager without fear of reprisal.

Classification of Positions, Compensation, and Salary Administration

401 Regular or Temporary Job Status

Regular Employee position- considered a complement of the Township whose services are continually needed for operation of the Township. Regular employees are required to work scheduled hours and day, whether they are full- or part-time.

Temporary Employee position- established to address one or multiple specific project(s) and is of limited duration. This position can be full- or part-time.

402 Full-time or Part-time Status

This status is determined by the total number of hours worked during a regular work week.

Full-time employees work 40 hours per work week, depending upon their assigned department. Unless otherwise provided in collective bargaining agreements (CBAs) or Civil Service Commission provision, regular full-time employment is at-will and can be terminated by the Township or employee at any time or reason, without notice.

Part-time employees regularly work less than 30 hours per week. Part-time employees do not receive fringe benefits from the Township but are covered by Social Security, Workers' Compensation, and additional benefits if deemed appropriate by the Commissioners.

403 Regular Work Week

A regular work week for full-time, non-bargaining unit employees shall consist of eight consecutive hour days, Monday through Friday. Employees covered by collective bargaining agreements should consult their agreement for specific work week hours. The regular work week is subject to change at the discretion of the Township Manager.

404 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Township to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

The Township considers attempts to falsify timekeeping records a very serious matter. Altering, falsifying, tampering with time records, or recording another employee's time record may result in disciplinary action, up to and including termination. If corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

Employees are also responsible for signing their time records to certify their accuracy. The immediate Supervisor or Manager will then review and initial the time records before submitting for payroll processing. If there are corrections or revisions made to the time record, both the employee and supervisor must initial the changes by initialing the time record.

See Attachment B for time keeping form.

405 Lunch Break

Employees are not permitted to forgo the lunch period to shorten the work day without the permission of their supervisor. Employees needing extra time on their lunch period must also receive prior approval from their supervisor.

406 Overtime

Overtime work must always be approved by the respective Department Head before it is performed. Our policy is that work shall be completed, whenever possible, with one shift only.

DEFINITION OF TERMS:

1. **Casual Overtime:** Means overtime of an irregular nature, not expected to continue for more than a day or so. An example of casual overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily or Saturday work provided the above conditions are met.
2. **Regularly Scheduled Overtime:** Means overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. For instance, if because of production need a department head announces to his/her department that a certain number of people would be required to work ten hours overtime each week for the next six weeks, this would be classified as regularly scheduled overtime.

Employees assigned overtime work must be determined by the Township as qualified to perform the work to be done. Opportunity for casual overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift. Opportunity for Saturday overtime of a casual nature will normally be given to the employee who does this work during the regular week.

There will be no partiality shown to any employee in the distribution of overtime, other than the employee must be qualified to perform the work to be accomplished.

As a condition of employment, an employee is expected to work overtime and on any shift when assigned by his/her immediate supervisor. In the event an employee has a justifiable excuse and is unable to work overtime, he/she should notify his/her immediate supervisor so that an alternate may be selected.

Overtime will be paid to hourly and salaried (non-exempt) payroll employees for those hours worked over and above forty hours in a workweek at the rate of 1-1/2 times regular base rate, unless otherwise specified. The Township will comply with the provisions of the Fair Labor Standards Act regarding payment of overtime to non-exempt employees.

MISCELLANEOUS:

No employees will be asked or required to take time off from his/her regular work schedule due to his/her having worked overtime.

Any hourly or salaried (non-exempt) employee found on the premises at other than normal work hours without an approved overtime authorization request will be asked to clock out but will be paid for the full time worked.

407 Job Descriptions

Job descriptions do not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

The duties listed in the job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

See Manager for job descriptions.

408 Pay Day

Hourly employees are paid bi-weekly on Friday. If a holiday falls on a regular scheduled payday, payday will be on Thursday.

Salaried employees will be paid bi-weekly. If a holiday falls on a regular scheduled pay day, pay day will be on Thursday.

409 Direct Deposit

We encourage direct deposit of your paycheck to your bank account(s). You can choose to have your check deposited into more than one account. For example, you may elect to have some money put into checking as well as a savings account. Receipts are emailed to a designated account.

Please submit a voided check or bank deposit slip with the bank's routing number to Payroll to initiate direct deposit. It may take one or two pay periods before the transaction can be completed. In the meantime, you will receive a manual check.

Remember to notify Payroll before you change the financial institutions where your checks are being sent. It takes approximately one week to retrieve a payment that has been electronically deposited.

410 Pay Corrections

If an employee notices an error in the amount received on their paycheck, underpaid or overpaid, they should immediately notify the Finance Director in writing. The Finance Director and employee will correct the error by the next pay period. It is the Township's policy that improper deductions will not be made from the pay of employees. The Township seeks to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Although the Township endeavors to pay all employees promptly and accurately, on occasion mistakes may occur. The Township will promptly correct all mistakes that are brought to its attention and will promptly reimburse employees for any improper deductions or underpayments.

411 Lost/Stolen Paychecks

For employees not using the direct deposit system, if a paycheck is lost or stolen the employee is to notify the Finance Director as soon as possible. The Finance Director will stop payment on the lost/stolen check and then process a new check. Employees must allow 24-48 hours for the new check to be processed.

412 Deductions and Garnishment

Exempt Employees

Deductions from pay are permissible when an exempt employee is either:

- absent from work for one or more full days for personal reasons, other than sickness or disability;

- absent from work for one or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- in receipt of amounts as jury or witness fees; or
- on an unpaid disciplinary suspension for one or more full days, imposed in good faith for workplace conduct rule infractions.

Also the Township is not required to pay an exempt employee's full salary in the initial or final week of employment; for penalties imposed in good faith for infractions of safety rules of major significance; or for weeks in which an exempt employee takes unpaid leave. In these circumstances, either a partial-day or full-day deduction may be made.

It is the policy of the Township to comply with the "salary basis" requirements of the FLSA. Therefore, those preparing paychecks are prohibited from making any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor or the Finance Director. Automatic and mandatory deductions from the employee's pay include Federal Income Tax, Social Security under the Federal Insurance Contribution Act (FICA), Pennsylvania State Income Tax, Local Earned Income Withholding Tax, State Unemployment Compensation Insurance, Ross Local Service Tax, and Union dues (where applicable).

All Employees

Deductions. Automatic and mandatory deductions from the employee's pay include Federal Income Tax, Social Security under the Federal Insurance Contribution Act (FICA), Pennsylvania State Income Tax, Local Earned Income Withholding Tax, State Unemployment Compensation Insurance, Ross Local Service Tax, and Union dues (where applicable).

In addition to the required deductions, the employee may authorize additional deductions for their credit union, Savings Bonds, Deferred Compensation, and supplemental insurance programs (where applicable). These deductions may be made by completing the necessary forms supplied by the Finance Department and approved by the Township Manager.

Garnishment. A court-ordered legal claim against the wages of an employee by a creditor for non-payment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by the Township. When a garnishment is received, we will advise the employee that a garnishment has been served.

Healthcare, Life Insurance and Retirement Benefits

501 Health Benefits

Regular full-time employees may choose to be covered by Ross Township's Health Care Plan. The Township's Health Care Plan may be revised and updated periodically by resolution of the Board of Commissioners. Copies of the current Health Care Plans are available in the Finance

Director's Office. Coverage for vision and dental is also provided in accordance with applicable collective bargaining agreements and Township Resolutions.

Employees are required to notify the Township of any disqualifying status changes of their spouse or dependents within 30 days by using the Health Insurance Change Form (Attachment C).

502 Life Insurance

Employees in a collective bargaining unit should refer to their respective collective bargaining agreement regarding life insurance. All non-union employees should refer to resolutions passed by the Board of Commissioners pertaining to life insurance.

503 Disability Insurance

Employees in a collective bargaining unit should refer to their collective bargaining agreement regarding short-term disability insurance. All other employees should refer to resolutions passed by the Township Board of Commissioners pertaining to short-term disability insurance.

504 Cafeteria Plan

The Township has a "cafeteria plan", which is a plan that provides participants an opportunity to receive certain benefits on a pretax basis. The Township's cafeteria plan meets the specific requirements of and regulations of section 125 of the Internal Revenue Code, and a copy of the plan is available in the Township's administrative offices.

Employees should refer to Township resolutions, as well as applicable collective bargaining agreements, regarding the opt-out payment for waiver of health care coverage.

Employees will be given an enrollment form at the end of each year to either opt-in or opt-out of health insurance. Be sure to complete the form by the due date. If you do not receive the form, contact the Administration office for a copy.

An employee who elects to forego coverage shall be entitled to re-enroll before the end of the year if the employee qualifies for a Special Enrollment Period as defined in the Patient Protection and Affordable Care Act. Special Enrollment Periods are available for qualifying life events such as loss of other health coverage or a change in family status (marriage, birth of child, divorce), as provided in 45 C.F.R. § 146.117.

505 COBRA

"COBRA" is the Consolidated Omnibus Budget Reconciliation Act, which contains provisions giving certain former employees, retirees, spouses former spouses, and dependent children the right to temporary continuation of health/dental coverage at group rates. This coverage, however, is only available when coverage is lost due to certain specific events.

As an employee, you have the right to choose this continuation coverage if you lose your group medical/dental coverage because of the reduction in your hours of employment or the termination of your employment (for any reason other than gross misconduct on your part).

If you are the spouse or dependent child of an employee, you have the right to choose continuation coverage under the company's group medical/dental continuation coverage under the Township's group medical/dental insurance plan upon certain qualifying events. Under the law, the employee or family member (to include the divorced spouse or dependent child) has the responsibility to inform the company's plan administrator of a divorce, legal separation or a child losing dependent status under the company's group medical/dental insurance plan.

You have the right to choose continuation coverage for yourself if you lose group health coverage under the Township Group Health Plan for the following reasons, also referred to as "qualifying events":

1. The death of your spouse;
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment with the Township;
3. Divorce or legal separation from your spouse; or
4. Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee, he/she has the right to continuation coverage if group health coverage through the Township is lost for any of the following reasons:

1. The death of a parent;
2. A termination of a parent's employment (for reasons other than gross misconduct) or reduction in parent's hours of employment;
3. Parent's divorce or legal separation;
4. The dependent child ceases to be a "dependent child" under the Town's group health plan.

When the plan administrator is notified that a qualifying event has occurred, the plan administrator will notify you that you have the right to choose continuation coverage. Under the law you have at least 60 days from the date you would lose coverage because of the events described above to inform the plan administrator that you want continuation coverage.

If you do not choose continuation coverage, your group medical/dental insurance will end.

If you choose continuation coverage, the Township is required to provide you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for 36 month unless you lost group medical/dental coverage because of termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months.

Under the law, you must pay all of the premium for continuation coverage, which may also include an administrative fee. At the end of the 18 month or 36 month continuation coverage period, you must be allowed to enroll in an individual conversion medical plan provided under the company medical insurance plan. (This does not apply to dental insurance plans).

The COBRA law also provides that continuation coverage may be shortened for any of the following five reasons:

1. The Township no longer provides group health coverage to any of its employees;
2. The premium for continuation coverage is not paid on time;
3. The qualified beneficiary becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition the employee may have;
4. The qualified beneficiary becomes entitled to Medicare;
5. The qualified beneficiary extends coverage for up to twenty-nine months due to disability and there has been a final determination that the individual is no longer disabled.

506 Retirement Policies and Benefits

The Township offers two separate retirement plans: The Non-Uniform Pension Plan and the Police Pension Plan. Refer to the Police or Non-Uniform Pension Plan documents for the respective plan details.

507 Social Security

Employees are also covered under the Social Security Insurance program which is intended to provide workers with an income for disability or retirement. Regular payments are made by the Township and the individual through payroll deductions.

Evaluation

601 Performance Appraisals

Performance evaluations provide valuable feedback to employees by comparing and measuring job performance against job expectations. The initial performance review is conducted after the employee's introductory period which is 30 days. Thereafter, performance reviews are conducted on a semi-annual and annual basis. The appraisal system is integral in providing information for pay rates, employee training and promotions. Performance reviews also give employees an opportunity to discuss operational issues.

When the review calls for any area of improvement, the employee must have intent to improve. The acceptable levels of performance should be outlined for the employee. The meetings are to be documented as to provide a record. When performance is found to be unsatisfactory, there should be follow-up meetings for further evaluations on improvement.

In the event you are promoted or transferred to another position, your will receive a performance review after 6 months. Your review will be based on such factors as quality and quantity of work, knowledge of your job, initiative, attendance, personal conduct, mindset toward your job, and ability to work with other employees.

Vacation, Holiday, Sick Leave and Leaves of Absence

701 Annual Vacation Leave

Full Time employees are eligible for paid vacation. In order to request vacation time, employees must fill out the "Vacation Request Form" (Attachment D) and submit it to the Township Manager for approval.

The chart below details the vacation available to eligible non-bargaining unit employees. For bargaining unit employees, consult the respective collective bargaining agreement.

Years of Employment	Days of Vacation
Less than a year	.5 days per month worked
1-2	10
3-4	15
5-9	20
10 or more	25

Regular, full-time employees are eligible to earn a paid vacation based on the following requirements:

Time off for which the employee receives pay from the Township, excluding leaves of absence, will count as hours worked for purpose of vacation eligibility. The employee will have one year from the day on which he/she earns vacation to take his/her vacation.

Vacation periods should be scheduled as far in advance as possible. Vacation periods should be scheduled and approved by employee's supervisor at least two weeks prior to the date requested. Preference in selection of dates will be granted based on length of service.

Each supervisor will maintain a vacation schedule for his/her group and a record of the vacation time taken by each employee.

A written authorization should be submitted in all instances where the employee is granted a vacation day(s). Scheduled vacation must be canceled no later than the end of the work shift on the last workday prior to the scheduled vacation time. Vacation days cannot be borrowed from future years.

Employees with more than one year of continuous service will be paid any earned unused vacation for the previous year plus any prorated vacation for the current year provided the

employee has met the minimum hour requirement. Vacation will be prorated based on completed time of service.

702 Holidays

The Township observes the following holidays:

New Year's Day	Half Day New Year's Eve	Half Day before Christmas
Good Friday	Thanksgiving Day	Christmas Day
Memorial Day	Day after Thanksgiving	Fourth of July
Labor Day	Veteran's Day	

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. Certain holidays, such as Christmas Eve, shall be observed on the day on which it falls.

Non-exempt employees working on a designated holiday will be paid for the holiday their regular hourly rate for those hours worked. Exempt employees will be allowed a different day off with pay.

703 Sick Leave

Bargaining unit employees should consult their respective collective bargaining agreement regarding sick days. Non-union employees will qualify for ten (10) sick days per year, and may accumulate sick days to a maximum of one-hundred fifty (150) days.

Employees who are absent for three (3) consecutive days or longer during any one illness shall upon request, furnish a doctor's certificate or other satisfactory proof of illness to the employer. If the employee does not supply a satisfactory excuse upon request, then there shall be an investigation to determine whether the employee is abusing sick leave. The Township may require the employee to submit to an independent medical evaluation that is job related and necessary for the operation of the Township's business.

704 Personal Leave

Each full-time non-probationary, non-union employee shall be entitled to three (3) days of personal leave with his/her supervisor's approval providing he/she gives twenty-four (24) hours advance notice. Said three (3) days is not to be deducted from sick leave.

Employees in a collective bargaining unit should consult with their collective bargaining agreement regarding personal leave.

705 Bereavement Leave

Bereavement leave must be approved by the Department Director and the Township Manager prior to taking leave.

Regular, full-time, non-bargaining unit employees may receive leave, with pay, for death in the immediate family for a period of three consecutive days. Immediate family shall be defined as the employee's legal spouse, mother, father, mother-in-law, father-in-law, son, daughter, brother, sister, natural grandparents or grandchildren.

The employee may receive leave, with pay, for a period of one day in the event of the death of an employee's current brother-in-law, sister-in-law, first cousin, aunt, uncle, niece or nephew.

Bargaining unit employees shall receive leave in accordance with their respective collective bargaining agreement.

706 Jury Duty

For non-bargaining unit employees, if called for service on a jury, they will be granted leave with full pay, less any compensation received for jury duty, for the duration of the period for which they serve, without charge against annual vacation leave. Parking or mileage fees will be retained by the employee.

For bargaining unit employees, they shall receive leave in accordance with their respective collective agreement.

707 Military Leave

Ross Township will grant military leave in accordance with applicable federal and state laws. If you have questions about military leave, contact the Township Manager for more information.

708 Leave to Attend a Course/Workshop/Seminar

For non-bargaining employees, the Township seeks to support its employee's efforts to stay current and up-to-date on all procedures and policies utilized in their field. If any employee finds that attending a Course/Workshop/Seminar will help them develop skills and assist them in the performance of their job at the Township, they must ask approval from their Department Supervisor and the Township Manager in order to be eligible to receive funding. Fill out Attachment E for reimbursement and turn into the Director of Finance. Be sure to attach all receipts for valid reimbursement.

If course/workshop/seminar is more than two (2) nights, the Board of Commissioners must approve before attending the course/workshop/seminar.

The employee must maintain employment with the Township for one year after any continuing education credits or after any class leading to government license and/or professional

certifications that were paid by the Township. If the employee terminates employment with the Township less than one year after the course they must reimburse the Township.

For bargaining employees, they shall receive leave in accordance with their respective collective agreement.

709 Non-Medical Leave Without Pay

For non-bargaining unit employees, with the approval of the Department Head and the Township Manager, leave without pay may be granted for a period not to exceed four consecutive weeks. Written requests for leave without pay in excess of four weeks and not more than one year may be given special consideration by the Township Manager. No leave without pay for more than one year shall be considered. The request for leave shall specify the date of return back to work. If it is not possible for the Township to restore the employee to his or her former position, the employee will be offered any position available that suits his or her skills, training, and ability at the discretion of the Township Manager, unless circumstances have changed as to make it impossible or unreasonable to re-employ the employee. If an employee does not contact the Township regarding return to work at the end of the leave of absence, this will be deemed a voluntary resignation.

For bargaining unit employees, they shall receive leave in accordance with their respective collective agreement.

710 Petty Leave

Petty leave shall not be permitted for hourly employees. Absence from work for a portion of a morning or afternoon shall be charged as one-half day of unexcused leave, and absence for more than four hours shall be charged as one full day of unexcused leave without pay and appropriate deductions shall be made.

711 Family and Medical Leave Act

711.1 Purpose

The purpose of this Family and Medical Leave Act (FMLA) policy is to establish policies and guidelines for the use of FMLA leave for Ross Township employees.

711.2 Applicability

This policy applies to all FMLA eligible employees of Ross Township, including those employees covered by collective bargaining agreements. In instances where the Township has fifty (50) or more employees on the payroll, employees may be eligible for FMLA leave. This policy is not meant to conflict with the terms or conditions of any collective bargaining agreement and if such conflict occurs, the terms of the collective bargaining agreement prevail.

711.3 Eligibility

In order to be eligible for FMLA leave, an employee must meet the following threshold criteria:

- a. The employee has worked for at least 12 months for the Township; and,
- b. The employee has to have worked for the Township for at least 1,250 hours over the 12 month period before the leave is to begin.

NOTE: For purposes of subsection a., if an employee was on the payroll for part of a week, the Township shall count the entire week. Furthermore, the 12 months need not be consecutive. If an employee has been previously employed by the Township, but has had a break in service of seven (7) years or more, that employee's past service with the Township is not counted for FMLA eligibility purposes, except: (a) where the break in service was due to a fulfillment of the employee's military obligations in either the National Guard or the Reserves; or, (b) where leave of more than seven (7) years is approved in a collective bargaining agreement or other written document that concerns the Township's intent to rehire the employee.

711.4. Calculation of Leave:

Eligible employees are able to take up to 12 weeks of unpaid FMLA leave within a 12 month period. The Township uses a rolling 12 week period measured backward from the date an employee uses FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months. However, for care of a covered service member under paragraph 711.6, the Township will always calculate the "single 12-month period" for the care of the covered service member beginning on the first day of leave and ending twelve (12) months thereafter.

711.5 Reasons for Leave:

An eligible employee shall be entitled for leave for one or more of the following reasons:

- a. The birth of a son or daughter and in order to care for such son or daughter (leave must be taken and completed within twelve (12) months after birth);
- b. The placement of a son or daughter with the employee, either through adoption or foster care, and in order to care for the newly placed son or daughter (leave must be taken and completed within twelve (12) months after placement);
- c. To care for the spouse, son or daughter, or parent with a serious health condition;
- d. An employee's serious health condition that makes the employee unable to perform the functions of his/her job;

e. A “qualifying exigency” arising out of the fact that the employee’s spouse, son/daughter, or parent (but not in-law) is on covered active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. The term “covered active duty” means: (i) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed forces to a foreign country; and (ii) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

Employees with questions about whether specific illnesses are covered under this policy are encouraged to meet with the Township Manager.

711.6 Service Member Family Leave:

Any Township employee with at least twelve (12) months of service and who has worked at least 1,250 hours in the preceding twelve (12) months and who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) weeks of unpaid leave during a 12-month period to care for the service member who is:

- a) A member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. For purposes of service member family leave, “serious injury or illness” means an injury or illness incurred by the member in the line of duty on active duty within the meaning of 10 U.S.C 101 (a)(13)(B) in the Armed Forces, National Guard or Reserves that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.
- b) A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

711.7

During the single 12-month period described in Paragraph 711.6, an eligible employee shall be entitled to a combined total of 26 weeks of leave under paragraphs 711.5 and 711.6. Nothing in this paragraph shall be construed to limit the availability of leave under paragraph 711.5 during any other twelve (12) month period.

711.8

FMLA leave for birth or placement under paragraph 711.5(a) and 711.5(b) must be taken at one time in consecutive days or weeks. Leaves of absence due to serious health conditions under paragraph 711.5(c) and 711.5(d), or a serious injury or illness of a covered service member under

paragraph 711.6, may be taken intermittently or on a reduced schedule, when medically necessary.

711.9

If both spouses are employed by the Township and are otherwise eligible for FMLA leave, they are permitted to take only a combined total of twelve (12) workweeks of leave during any twelve (12) month period for: (a) the birth of a son or daughter and to care for the newborn child; (b) for placement of a child with the employee for adoption or foster care; and (c) to care for the employee's parent (not parent-in-law) who has a serious health condition. If leave is taken for other reasons, such as the employee's own serious health condition or to care for a child with a serious health condition, the husband and wife can each use up to twelve (12) weeks of leave individually. Where covered service member leave is involved, the husband and wife who are eligible for FMLA leave are limited to a combined total of twenty-six (26) workweeks of leave during the single 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered service member with a serious injury or illness.

711.10 Procedure for Requesting Leave

Notice

All employees requesting FMLA leave should complete the FMLA request form (Attachment F) available from the Township Manager. Notice shall include a sufficient explanation of the reason for the leave, the date on which the leave is anticipated to begin and the anticipated duration of the leave. When leave is foreseeable, notice must be given to the Township at least 30 days prior to the start of leave. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, employees are required to notify the Township as soon as practical (within one or two days of learning of the need for leave). Failure to provide such notice may result in the employee's leave being delayed.

Within five (5) business days of an employee's request for FMLA leave, the Township must provide the employee with an eligibility notice explaining whether the employee is eligible for FMLA leave, and if not, why leave is not available. The Township shall designate any leave as FMLA leave in writing upon receiving sufficient information to determine that the leave qualifies, shall notify the employee of the amount of leave counted against the employee's FMLA entitlement and shall also inform the employee of this fact and of any paid vacation, personal or sick time that must be used as part of the twelve (12) week FMLA leave, or twenty-six (26) week covered service member leave.

Medical Certification

Employees requesting leave due to a serious health condition under paragraph 711.5(c) or 711.5(d), or a serious injury or illness of a covered service member under paragraph 711.6, must submit a medical certification of the need for leave prior to the start of the leave. (Attachment G). Failure of the employee to provide the completed forms to the Township within fifteen (15) days of the Township's request for such forms may result in denial of leave until certification is

provided or revoking an employee's entitlement to continued leave. An employee shall have seven (7) days to correct an incomplete or insufficient medical certification from the date the employee is notified of such a deficiency by the employer. Employees will be required to provide recertification of the serious health condition consistent with the Act. The Township may request additional certification set forth in the FMLA regulations from an employee requesting leave to care for a covered service member or an employee requesting leave for a qualifying exigency.

If the Township has reason to doubt the validity of any medical certification provided, the Township may request a second opinion by a health care provider of the Township's choosing, so long as the provider is not employed on a regular basis by the Township. The costs of the second opinion shall be borne by the Township. If there are conflicting medical opinions, a third opinion, which will be final and binding on both the Township and the employee, may be required by the Township, at its own cost, from a health care provider approved jointly by the Township and the employee. In addition, the Township may seek clarification or authentication of a medical certification or recertification from the health care provider.

711.11 Reporting While on Leave

If leave is taken because of an employee's own serious health condition or to care for an eligible family member, the employee must contact the Township Manager on the second and fourth Monday of each month regarding the status of the condition and employee's intention to return to work.

712.12 Use of Paid & Unpaid Leave

FMLA leave is unpaid. However, the Township requires that leave requested under the FMLA run concurrently with accrued paid vacation, personal and sick leave; that is employees are required to utilize any accrued vacation, personal and sick days as part of their 12 week FMLA leave. This concurrent time does not extend the 12 week leave period. FMLA leave also runs concurrently with short term disability and workers' compensation, provided the reason for the absence is due to a qualifying serious health condition. If an employee is requesting FMLA leave along with Workers' Compensation or Short Term Disability benefits, then accrued vacation, personal and sick leave will not run concurrently. In no case, can the substitution of paid leave time for unpaid leave time result in the employee receiving more than 100% of their salary.

An employee using unpaid FMLA leave shall not be entitled to holiday, bereavement or jury duty pay while on such leave, unless otherwise required by law.

711.13 Intermittent Leave & Reduced Schedule Leave

Leaves for serious health conditions may be taken intermittently or on a reduced leave schedule when medically necessary. Any hours of leave taken under this section shall be subtracted from the total amount of leave remaining available to such employee. The minimum amount of time that can be taken per day under this policy is in 2 hour consecutive blocks. Employees requesting intermittent leave or leave on a reduced schedule due to a serious health condition under

paragraph 711.5(c) or 711.5(d), or a serious injury or illness of a covered service member under paragraph 711.6, must first make reasonable efforts to schedule any treatment so as to not unduly disrupt the operations of the Township (if such need is not reasonably foreseeable) and provide as part of the medical certification from the health care provider a statement as to why such leave is medically necessary.

If intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the Township may require the employee to transfer temporarily to an available alternative position offered for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee. Intermittent leave shall not be permitted for the birth or placement of a child, but reduced schedule leave may be approved provided that the department in which the parent is stationed has the resources to make such schedule practical.

711.14 Medical & Other Benefits

During any period of approved FMLA leave, the Township shall continue to make premium payments to maintain the employee's health care coverage under the same terms and conditions as in existence on the date leave begins, or as changed during the period when the employee is on leave. However, this does not eliminate the requirement of employee contributions for those employees who normally have a contribution payment toward their insurance coverage. Provisions for employee contributions will be made at the time of the leave request. The Township shall deduct the employee's contribution toward the health plan premium as a regular payroll deduction. If FMLA leave extends beyond paid leave and the employee is thus required to take FMLA leave unpaid, then the employee must pay the Township the employee's contribution toward the health plan premium. Health care coverage shall cease if the contribution payment is more than 30 days late. In that case, coverage will be restored upon return to work.

The Township will be entitled to recoup the costs of providing health care coverage for an employee during the leave period if the employee fails to return to work at the conclusion of his/her FMLA period. This obligation does not apply in a situation where the FMLA leave was for the employee's own serious health condition.

711.15 Restoration of Employment

Employees returning from an FMLA leave are generally entitled to be restored to their previous position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. An employee will not be reinstated if he/she otherwise would not have been employed at the time reinstatement is requested. The Township is not obligated to reinstate any employee whose job position is eliminated while on leave.

Employees designated by the Township as "Key" employees may be denied restoration if necessary to avoid substantial grievous economic injury to the Township's operations, in accordance with the express provisions of the FMLA. These key employees are among the ten percent most highly compensated salaried employees and will be notified of their status as key employees at the time they make their leave request. If it is anticipated that it may be necessary

to deny restoration to a key employee, the Township will notify the employee and offer him/her an opportunity to return to work. If that employee elects not to return to work, the Township will nevertheless reconsider at the end of the leave whether or not it will be possible to reinstate that employee without suffering substantial grievous economic injury.

711.16 Outside Work Prohibited

The performance of another job while on leave shall lead to disciplinary action, up to and including termination.

711.17 Return to Work

If leave is taken pursuant to the employee's own serious health condition, the Township requires that the employee provide a certification from a health care provider that the employee is fit to resume work. Employees who fail to provide the Return to Work Medical Certification form will not be permitted to resume work until it is provided.

711.18 Medical Records

The Township will be responsible for keeping records required under the FMLA and for ensuring that all medical information is kept in a separate file which will be kept confidential except as required to coordinate the employee's leave.

711.19 Notification of Rights

The Township shall not interfere with, restrain or deny the exercise of any right provided under the FMLA. The Township shall not discharge or discriminate against any person for opposing any practice made unlawful by the FMLA nor will it discriminate against or discharge any person because of involvement in any proceeding under or related to the FMLA. No rights provided for under the FMLA may be diminished or waived by these policies. Copies of your rights under the FMLA are posted within the Township offices.

712 Paid Leave Donation Policy

The purpose of the Township's Sick Leave Donation Policy allows regular full-time employees to donate accrued sick, vacation, and personal days to a designated regular full-time employee who has used all but ten (10) accrued and anticipated paid leave days due to a catastrophic injury or illness suffered by themselves or an immediate family member. A catastrophic injury or illness is defined as an injury or illness which poses a direct threat to life or to the vital function of a major organ or system of the body.

No provisions of this policy, or its administration, shall be subject to review under the grievance or arbitration provision of any collective bargaining agreement.

712.1 Receipt of Donated Sick Leave

1. An eligible Ross Township employee may request paid leave donations when they have experienced a catastrophic illness or injury and when said employee has depleted all paid leave, including sick, vacation, and personal days. There shall be no limit to the amount of donated leave an employee is able to receive. Donated leave may not be used for work-related injuries or illnesses.
2. Unused donated paid leave will remain a part of the recipient's sick leave accrual for possible future use by the recipient for another occurrence of personal illness or injury. If the recipient employee ends their employment with Ross Township due to disability, retirement, or termination, the remaining donated leave shall be handled in the same manner as the recipient's regularly accrued sick leave.

712.2 Donation of Sick Leave

1. Donations shall be made in one day increments. A Ross Township employee may donate a maximum of twenty paid leave days per calendar year as long as the donating employee maintains at least twenty (20) days of accrued leave in their personal account.
2. Days may not be donated to any employee who is in an employment category which does not accrue sick leave time.
3. Donations are irrevocable as of the date which the donation form is approved by the Township.
4. Donors are to understand that once the leave has been donated it shall be gone from their leave bank. Donors shall not be paid, repaid, or in any way compensated for donated leave days. Donated days that remain unused by the recipient shall remain with the recipient; the donor shall have no claim to the unused donated days.

712.3 Procedure

1. A Township employee who would like to request donated paid leave days must complete a Paid Leave Donation Request form. (Attachment H).
2. The requesting employee may post the request publically as to inform other employees of the request.
3. Township employees who would like to donate paid leave shall be required to complete a Paid Leave Provider form. (Attachment I).
4. Donated paid leave days shall be placed in the recipient's sick day bank, regardless of whether the leave donated was sick, personal, or vacation leave.

5. Participation in the paid leave donation program is strictly voluntary. No employee may intimidate, threaten, coerce, or pressure any other employee to donating or receiving paid leave under this policy.

6. All donations shall remain confidential. However, a donor may inform the recipient employee of the donation of leave.

712.4 Calculating Amount of Time Donated

Days donated shall not be donated on a one to one basis. The Township shall determine the monetary value of the donation and convert that amount into days for the recipient. The process is as follows:

When an employee donates, the number of days donated shall be reduced to hours, based on an eight hour workday. The number of house will then be multiplied by the Donor's hourly wage. That amount will be divided by the Recipient's hourly wage to determine the equivalent number of hours. Those hours will be divided by eight to determine the actual number of days donated. All amounts shall be rounded to the nearest number.

Example:

Donating Employee	Hourly Rate of Donating Employee	Equivalent of Dollars Donated	Hourly Rate of Receiving Employee	Equivalent Hours Donated	Total Days Donated
10 Days	\$33.65	\$2692.31	\$28.85	93	12 Days

Technology Use

801 Confidentiality of Documents

The Township possesses confidential computerized record, access to which is limited due to confidentiality. Entry into the confidential computer system will only be granted by the Township Manager or a designated representative. The unauthorized or illegal use of the system or its data will result in disciplinary and/or criminal action.

802 Electronic Communication

This policy is in regard to access, review, and disclosure of messages sent or received by employees or other authorized users of municipal e-mail, phones, voicemail, facsimile, or other electronic communications systems. New employees shall read this policy before accessing their e-mail or internet since this policy covers all employees and all Township electronic communication systems.

Definitions

Electronic Mail (E-Mail): Electronic correspondence composed and/or sent using township electronic mail applications to internal or outside recipients using the Township gateways for delivery. “Transmitting” an email includes sending, replying, or forwarding an email message.

Internet: A collection of computer networks that spans the globe, connecting institutions and people together to computer services, resources, and information. Conventions and systems are employed to give the appearance of a single, large network.

Intranet: A collection of computers and networks that uses Internet Protocol technology to share information, operational systems, or computing services within the Township.

Extranet: A computer network that allows controlled access from outside of an organized intranet. Its purpose is to extend to users outside of the Township related to Township business.

System Administrator: The individual(s) contracted for the upkeep, configuration, and reliable operation of computer systems.

Virus: Software used to infect a computer with a destructive program

E-mail Systems

The Township’s e-mail system is provided to assist in communication for the carrying out of business matters of the Township. The system allows authorized users to communicate with each other internally and with selected outside individuals, business, and other service providers.

The Township considers the e-mail system to be solely for business matters. Although it is possible for employees to send personal messages, the Township prohibits employees from conducting business unrelated to the Township via e-mail and employees should have no expectation that privacy will be maintained in their personal messages. All messages sent, received, or stored on Township equipment are property of the Township, regardless of whether they relate to Township business. Therefore any messages an employee wishes to keep private are not to be sent using Township equipment.

The Township reserves the right to access, review, copy, or delete all e-mail messages for any purpose and to disclose them to any party (within or outside the Township) as deemed appropriate. This includes software that monitors e-mail and Internet use.

No e-mails are to be created, sent, or forwarded that are intimidating, hostile, or offensive in nature. No obscene, profane, abusive, or offensive content shall be transmitted. Any violation of this policy is grounds for disciplinary action up to and including discharge. E-mails are not to be sent anonymously.

Privileged Communications

Messages that may be subject to a privilege under the law, such as attorney-client privilege, are not to be forwarded, as such disclosure may waive the privilege.

Viewing and Protecting E-mails

In order to guard against dissemination and disclosure of Proprietary Information, employees should exercise caution when accessing their messages in the presence of others. E-mail windows should not be left open on the screen when a computer is unattended and employees should not allow any other person to use their name and password to gain access to an e-mail system.

Storing and Deleting E-mails

Pursuant to the Municipal Records Manual, municipalities must retain and dispose of e-mail messages and attachments that meet the definition of records in conformance with the retention schedules located in the Manual. E-mail messages that do not meet the definition of records and are not subject to litigation and other legal proceedings should be deleted immediately after they are read. (See Section 1002, Records Management). If you have a question regarding the retention period for an electronic document, including e-mail, please consult with your Supervisor or the Township Manager.

Copyrighted Information

Use of the e-mail system to copy and/or transmit documents, software, or other information protected by the copyright laws without proper authorization is prohibited.

E-mail Etiquette

Take care to ensure that your messages are courteous, professional, businesslike, and tasteful since your e-mails may be read by someone other than the addressee.

Opening E-mail from Unknown Senders

Employees must be wary of unknown senders, attachments, or messages. They may contain a virus and should be immediately discarded.

Note: the above policy provisions also apply to text messages, voicemail, facsimile or EDI (Electronic Data Interchange) system owned by the Township.

803 Township Internet, Intranet, and Extranet Guidelines

Internet access is solely to facilitate the Township's business. Employees must have administrative authority to install or download software programs. Employees may not (1) use internet, intranet, and extranet for personal, non-work related purposes; (2) access news groups or other internet sources that are not work-related; (3) assist others in accomplishing 1 or 2.

The following activities on the internet, intranet, and extranet are prohibited and may result in disciplinary action up to and including discharge:

- Use for personal gain or for commercial activity unrelated to the Township.
- Sending privileged information or restricted information
- Sending material that is threatening, intimidating, hostile, or offensive in nature.
- Viewing or sending of lewd material.
- Violating copyright or trademark laws.
- Attempts to infiltrate another organization's computer system.
- Any activities not specified here that are in violation of Township policies or Federal, state, or local laws.

Employees shall not have an expectation of privacy in either sending or receiving messages, user histories, and other information accessed from technology owned, operated, or leased by the Township. The Township reserves the right to access and monitor all messages and files on technology owned, operated, or leased by the Township at any time; this includes all hardware that is a part of the Township's network of computers and information stored or backed up on site or off site by the Township or agents of the Township, and all cell phones and pagers/tablets/other mobile devices owned or leased by the Township. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver. Even when data is deleted or erased, it is still possible to retrieve and view that data. Further, the use of passwords for security does not guarantee confidentiality, including passwords for web-based accounts, such as a web-based e-mail account.

804 Social Networking Policy

Social networks have become an increasingly prevalent form of communication in our personal and professional lives. Used responsibly, social media can help positively shape the public's perception of local government and its products, services, and employees. This policy promotes responsible use of social media.

This policy applies to both work and personal use of any form of social media or social networking, including Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla, Usenet groups, online fora, message boards, bulletin boards, blogs and other similar social media or other site where text, photos, videos, audio files, or other content may be posted and shared (hereinafter collectively referred to as "Social Media"). All employees should exercise good judgment and common sense when accessing and using Social Media. Employee use of Social Media should be consistent with, and not in violation of, this and other policies of the Township, including, but not limited to, the Township policies pertaining to discrimination, harassment, electronic communication, e-mail, use of internet, and confidential information.

While typically what employees do outside of work is their personal business and generally not subject to the Township's policies, certain activities, like use of Social Media, may affect employee compliance with policies. As such, use of Social Media as an employee of the Township is subject to certain restrictions.

Employees are prohibited from posting content that is inconsistent with their duties and obligations as an employee of the Township. For example, racist or sexist comments, comments insulting groups on the basis on national origin, residents or the general public, all tend to undermine the public trust and confidence required by yourself, and the Township.

Your posted content has the potential to be shared broadly, including with individuals with whom you did not intend to communicate. For example, opposing counsel may subpoena your posts if they are relevant to a criminal prosecution or a civil lawsuit related to your official duties. Counsel may also use your posts to impugn your reputation or to show bias. Due to increased scrutiny of posts to social networking sites by opposing attorneys we strongly discourage you from posting information regarding off-duty activity that may tend to bring your reputation into question, even if taken out of context. Attorneys can use such information for impeachment purposes.

Employees of the Township maintain their rights to speak about matters of public concern and may post on Social Media information about the Township, but should include a disclaimer that the views expressed are the employee's own views and are not the views of your employer. When posting your point of view, you should neither claim nor imply you are speaking on your employer's behalf, unless you are authorized in writing by the Township Manager to do so.

Prohibitions on Use of Social Media.

- No employee may post information or images on Social Media that portrays him or her as an employee of the Township or that reveals confidential information obtained during the course of employment with the Township, including, but not limited to, trademarks, logos, clothing with trademarks or logos, badges, uniforms, employee information, photographs or information related to investigations (including photographs).
- Employees are prohibited from using Social Media during work hours for personal use. Employees are permitted to access Social Media on their personal devices before and after work hours and during breaks.
- Employees are prohibited from using Social Media in violation of state, federal or local law, and will be held legally responsible for their postings.
- Employees should not misrepresent their identity when accessing and posting information and content on the Internet.

Appropriate Uses.

Employees may post information or images on Social Media on behalf of the Township after obtaining written permission from the Township Manager. When posting Social Media information in the course of approved work activities about the Township, or any aspect of Township business, employees should clearly identify themselves as an employee of the Township. With the required approval, Social Media may be used for:

- Community outreach
- Time-sensitive notifications
- Recruiting and Employment
- Marketing and Advertising

Employees authorized to post information on behalf of the Township are expected to comply with the following guidelines:

- Written approval to publish copyrighted information must be obtained in advance. If you are using information provided by another person, be certain you have permission to use it and acknowledge the author's contribution.
- Maintain the highest level of professionalism. Be respectful to all, the Township, your co-workers, customers and competitors. Remember you represent the Township and will be held responsible for your posts.
- Do not disclose any confidential information about the Township and/or its citizens.
- Check your facts before you publish. Honesty is imperative as information can be verified quickly on the Internet. False statements will damage both the Township's and your credibility.
- Promptly correct your mistakes to avoid misunderstanding and irritation.
- Information published on the Internet becomes part of a permanent record. Exercise good judgment and common sense. Do not post until it is clear that it is appropriate content.

Privacy.

Employees do not have an expectation of privacy on Social Media accessed from technology owned, operated, or leased by the Township. Even when content or postings are deleted or erased, it is still possible to retrieve and view that content or posting. Further, the use of passwords for security does not guarantee confidentiality. The Township reserves the right to monitor all activity on technology owned by, operated by or leased by the Township; this includes all hardware that is a part of the Township's network of computers and information stored or backed up on site or off site by the Township or agents of the Township, and all cell phones and pagers/tablets/other mobile devices owned or leased by the Township. Employees should be aware that their posts may be brought to the Township's attention by other employees, supervisors or third parties. The Township also reserves the right to request that employees remove postings that are in violation of this policy.

Complaints.

Employees who have seen and have legal access to posted information that violates the Township's policy or any federal, state or local law should print the posting and provide a copy to the Human Resources Department.

If you have any questions regarding the proper use of social networking/blogging, please contact Township Manager.

805 Cell Phone Policy

This policy is to provide guidelines for cell phone use as to ensure safety and appropriate use of Township cell phones.

805.1 Responsibility

It is the responsibility of the Township Manager, or his/her designee, to monitor and review the usage of Township cell phones on a monthly basis to ensure that the use is appropriate and that guidelines are being followed. The Manager is responsible for enforcing this policy and ensuring that corrective action is taken where there is a violation.

805.2 Procedures

1. Township employees are responsible for the proper care and maintenance of Township issued cell phones. This includes provisions to prevent loss, theft, or damage to the phone.
2. Township issued cell phones are to be used for Township business purposes only.
 - a. If an employee experiences a personal emergency which results in the need to use the Township cell phone, the employee is required to report such use within twenty four hours.
 - b. The employee shall be asked to sign a form reporting the number called and authorize the deduction of the cost of the call from the employee's paycheck.
 - c. Failure to report personal calls shall result in disciplinary action.
3. When conducting Township business, employees shall at all times conduct themselves in a professional and business-like manner.
4. Employees shall refrain from using cell phones when driving. All cell phone calls shall occur when the vehicle is parked in a safe location.
5. Township co-workers may directly contact the employee via cell phone for Township related concerns/issues.
6. Township employees shall be permitted to make up to two calls to Information per billing cycle. An employee shall reimburse the Township for all calls to Information in excess of the two allotted calls.
7. An employee may not use a cell phone to make unlawful, abusive, or fraudulent calls.

805.3 Ownership

Cell phones provided by the Township to employees shall remain Ross Township's property at all times. Upon termination of employment with the Township, the employee must return the phone immediately.

805.4 Stolen, Lost, or Damaged Cell Phones

All stolen, lost, or damaged cell phones must be reported to the Township within twenty four hours of the event. For the first instance of theft, the Township will pay the cost of replacement of the phone. The cost of replacement for any subsequent stolen phone shall be given by the

employee. The cost of repair or replacement of a Township issued cell phone will be given by the employee when the loss or damage resulted from the negligence of the employee.

805.5 Option for Reimbursement

Any employee that received a Township issued cell phone may, at their option, return the Township cell phone and use their personal cell phone to conduct Township business. When an employee chooses this option, the Township shall reimburse the employee \$35 per month. Said reimbursement shall be reported as income on the employee's W-2 Form.

Any employee electing to use their personal cell phone for Township business shall submit a photo copy of their next cell phone bill to the Township, showing the phone number of the cell phone being used for Township business.

An employee who chooses to use his/her personal cell phone to conduct Township business should be aware that information located on the phone related to Township business may be requested by a member of the public pursuant to the Right to Know. In such case, information located on the employee's phone may be searched and reviewed by the Township when responding to a Right to Know Law request.

Excessive personal calls during the workday, regardless of the phone used, shall result in disciplinary action. For purposes of this policy, "excessive personal calls" is defined as personal phone calls totaling more than thirty minutes per week.

805.6 Violation

Violation of the above stated policy shall result in disciplinary action up to and including termination of employment.

See Attachment J for the Wireless Service Compensation Agreement.

Workers' Compensation and Safety in the Workplace

901 Accident, Injury, and Incident Reporting and Procedures

Employees must contact their Department Director immediately in the event of an accident or injury to a Township employee, injury to a citizen by Township operations, or damage to property related to Township operations. This includes any fatalities occurring on Township property whether involving an employee or not. Immediate notification is vital to the proper management of the incident, as well as to enact the necessary procedural steps that are to be taken.

901.1 On-the-Job Injury Reporting

Serious Injuries

The appropriate emergency service provider i.e., an ambulance or rescue personnel, is to be contacted immediately upon an injury of a serious nature.

Any employee who is a witness should notify the injured employee's Supervisor. The witness should complete the "Employee Report of Occupational Injury or Disease" form (Attachment K) and submit it to the Township Administrative office as soon as possible on behalf of the injured employee.

Post emergency, if the injury qualifies for Workers' Compensation coverage, follow-up treatment must be sought and reported.

Non-Emergency Injuries

For less serious injuries, the Employee must report their injury to their supervisor and complete the "Employee Report of Occupational Injury or Disease" form (Attachment K) and submit it to the Township Administrative office as soon as possible. If the injury occurs after hours or over the weekend, the paperwork is to be submitted to the Administrative office the next business day.

Information regarding all Injuries

Failure to notify the Township Administrative Office in a timely manner may result in a loss of workers' compensation benefits. Always notify your supervisor or Department head if there is a question about an injury.

If a police report was filed in reference to the accident and/or injury, please make sure the Township Administration is aware of the report so that a copy can be requested.

Workers' Compensation Claims

Employees who suffer from an injury or illness might be covered under the Township's Workers' Compensation Insurance. (See Section 902 below.)

Heart and Lung Benefit Claims

Police officers who are temporarily incapacitated in the performance of their duties may be eligible for Heart and Lung Benefits.

902 Workers' Compensation Policy and Procedure

Employees are provided Workers' Compensation coverage from the day they begin work. The Township pays the entire cost of this coverage.

Employee Responsibility

- Employee must inform the medical provider that their injury is work related and complete the “Employee’s Report of Occupation Injury or Disease” form and submit it to the Township (Attachment K) (or the Employer complete the “Employer’s Report of Occupation Injury or Disease Attachment L”).
- All work-related injuries or occupational illnesses must be reported to the employee’s supervisor immediately for recording purposes, regardless if medical attention is needed or if a workers’ compensation claim is filed.
- As soon as possible following an accident/illness, the employee will assist the supervisor in the completion of the Incident Report.
- Employees must provide a note from the physician to his/her supervisor or the Human Resources Department stipulating the return to work status and restrictions, if any.
- The employee must fully participate and cooperate in the process of identifying and developing appropriate return to work options that are medically suitable.
- Review each Labor and Industry notice to see if there are any incorrect statements. It is the employee’s responsibility to write a letter of appeal to Labor and Industry for a correction. Every copy of each letter sent and each notice received should all be kept on file.

Reporting

Employees must report all accidents to their supervisor immediately, regardless of how minor. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by the employee's supervisor. If the injury causes the person to be away from work beyond three days, this injury must be reported to the state Workers' Compensation Division. The employee's supervisor is responsible for submitting a copy of the original claim to the state office.

Additionally, a copy of this claim must be forwarded to the Township Manager, who will forward it to the insurance company. Employees are to first advise their supervisor or Manager before going to a physician. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any Workers' Compensation received.

Treatment

A claim number will be issued after the paper work and injury report has been reviewed by the Administration. The employee is to take the claim number and seek medical attention.

During the course of treatment, if the employee receives any bills relating to their treatment for the work-related injury, they are to bring the bills to the Administrative office in order for them to be processed and paid.

Employee Benefits under Workers’ Compensation

- Medical Costs

Medical costs are covered, however, there are some medical services that require pre-authorization from the Department of Labor and Industries. Employees should contact the Workers' Compensation claims manager for a list of these services.

- Wage Replacement

There is a three day waiting period between the date of injury and the time workers' compensation wage replacement benefits begin, unless the employee is off for more than fourteen days, then benefits start the day after the injury date. The physician must certify the time off. The employee may choose to use their paid leave during this period or use leave without pay. Wage replacements depend on the set standards.

Denial of Claim

If the insurance carrier denies an employee's workers' compensation claim, the employee has the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice, but they are able to give additional advice.

Bureau of Workers' Compensation
1171 S. Cameron Street, Room 324
Harrisburg, PA 17104-2501
Phone outside of PA: 717-783-5421
Phone within PA: 800-482-2383

TTY 1-800-362-4228 (For hearing and speech impaired)
www.dli.state.pa.us Keyword: workers comp

Administration/Finance Procedures

1001 Reimbursement Policy

Purpose

Ross Township recognizes that its employees may be required to travel or incur other expenses from time to time to conduct municipal business and to further the mission of the Township. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by personnel. It is the policy of Ross Township to reimburse only reasonable and necessary expenses actually incurred by personnel. When incurring business expenses, Ross Township expects personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Township money carefully and judiciously.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report (Attachment M). The Expense Report, which shall be submitted at least within two weeks of the completion of travel if travel expense reimbursement is requested must include:

- The individual's name and department employed.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Township-related activity during the trip.
- An itemized list of all expenses for which reimbursement is requested.
- All receipts.

Receipts

Receipts are required for all expenditures for reimbursement by Ross Township. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Township Credit Cards

If a corporate credit card is issued to personnel for travel (and other) municipal-related expenses, the requirements for regular expense reports, explaining charges, as described above under "Expenses Reports" must still be met, and charges may not be made for "Non-Reimbursable Expenditures" as described below. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

Personal Cars

Personnel are compensated for use of their personal cars when used for Township business. When individuals use their personal car for such travel, specifically to the destination, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

Reimbursement is specifically for getting to and from the destination. It does not include driving once at the destination.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on Township business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. There must be receipts/proof of toll expense for toll roads for the reimbursement to be valid.

Other Expenses

Other expenses are decided case-by-case.

Non-reimbursable Expenditures

Ross Township maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a Township. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades
- When lodging accommodations have been arranged by Ross Township and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Ross Township. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor, or bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Participation in or attendance at golf or tennis tournaments, NASCAR races or other sporting events, without the advance approval of the chairman of the board or his designee
- Purchase of golf clubs or any other sporting equipment
- Spa or exercise charges
- Clothing purchases
- Business conferences and entertainment which are not approved by the Township Manager of Ross Township
- Valet service
- Toiletry articles
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

1002 Records Management

Employees must follow the Retention and Disposition schedule for records of Pennsylvania Municipalities as specified by the Municipal Records Manual when determining the retention period for specific records. The Municipal Records Manual provides retention periods for numerous categories of documents, including: emergency service records, financial and purchasing records, fire records, information technology records, planning and zoning records, tax collection and assessment records, etc. The Manual also provides retention periods for numerous categories of payroll and personnel records. The Manual covers retention of both paper and electronic records.

If you have a question regarding the retention period for a particular type of document, please consult with your Supervisor or the Township Manager.

All paper files are to be marked with the date they were created, properly indexed and formatted to allow for easy accessibility. Any removed files for viewing must be returned after use. At the

end of each year, employees are to review all their paper files. Files that are no longer active are to be boxed, marked with a destruction date, and stored.

Confidentiality

Confidential and sensitive files must be properly safeguarded. Confidential paper records must be kept locked when not in use and confidential computer files must be protected by password or system design. Information including payroll, financial statements, customer lists, price lists and other information, should be handled carefully. Managers should instruct their staff coming in contact with this information as to what is confidential and should require that staff write "PERSONAL AND CONFIDENTIAL" on such materials on the outside of any envelopes and correspondence.

Employees should be instructed that upon receipt of materials marked Personal and Confidential, these materials should be left sealed, to be opened by the individual to whom they are addressed.

Confidential information regarding the Township or its citizens should in no way be divulged verbally, in written correspondence or e-mail. Failure to abide by this policy will result in disciplinary action, up to and including discharge. (See Section 306, pertaining to communications with the public and requests for information under the Right to Know Law).

1003 Procedures for Phone Calls

Phone calls are to be answered promptly and in a courteous manner. The questions are to be answered to the best of the employee's ability. If there is any trouble answering a question, the employee is to seek assistance from a fellow employee. It is better to find the correct information than to give someone the wrong information. If the caller wishes to speak to another employee or any other matters, the employee is to record the caller's:

1. Name
2. Number
3. Address
4. Relation to Township
5. Reason for calling

In the event of a hostile or threatening caller, the employee must remain calm and tell the caller they are not to speak in that manner and refuse to talk if they continue with hostile or threatening behavior. If the harassment continues, it is to be reported to the police department.

Employees should always identify themselves as a Ross Township employee and conduct themselves in a professional nature.

1004 Access to Personnel Records

The Township maintains a record pertaining to each employee. If an employee wishes to view their personnel records, the employee should notify the Township Manager in writing (Attachment N) to make an appointment. An employee has a right to designate an agent to

review their personnel file. The employee or their designee may hand write notes from their file, but may not be removed from the Administrative Office. A reasonable number of documents, i.e. less than ten (10) in most circumstances, may be photocopied from a personnel file.

General Township Policies

1101 Communication Policy/ Internal Communications

Purpose

Effective communication is vital for organizations to create a solid foundation and smooth functioning. For the Township to coordinate successfully, there must be communication throughout the departments and within the departments themselves. This policy entails communications internally.

Key Principles for Effective Internal Organizational Communication

1. Having a Voice. Employees should feel like have a right to use their voice on situations or issues concerning their area of responsibility and overall workplace environment.
2. Employees may use any of the communication vehicles available to them. This includes, but not limited to, e-mail, meetings, bulletin board, and verbal communications.
3. When information is confidential in nature, it is not to be released internally or externally
4. Communication should be exchanged regularly. Supervisors are expected to hold regular staff meetings. This will also give supervisors the opportunity to field questions and, if necessary, allay fears and discourage rumor mongering.
5. Accept responsibility to assert successful communication, especially when another person does not understand a communication. Each employee is responsible to have and practice the basic skills in listening, speaking, questions, and sharing feedback in a respectful and mature manner.

1102 Vehicle Use Policy

The purpose of this policy is to set forth the guidelines under which municipal vehicles may be used, by whom they may be used by, and rules governing the use of the vehicle.

It is the policy of the Township that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hour on-call basis. Municipal vehicles are not personal vehicles and are not for personal use. Municipal vehicles should be viewed as belonging to the citizens of the township and are assigned solely for the purposes consistent with providing services to those citizens. All municipal vehicles must be marked with Ross Township branding.

The assignment of municipal vehicles during work time is based upon job description. Appointing authorities who have township vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by the Township Manager.

The assignment of vehicles for 24-hour use will be made in writing by the Township Manager and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:

- Official designated on-call status;
- Requirement for frequent emergency availability;
- Emergency or other equipment contained in the vehicle;
- Must have an available location for garaging in a safe and convenient location.

Vehicle use is limited to travel to and from the residence and place of work. The most direct route, taking in to account road and traffic conditions, should be the route of travel. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons. Whenever a position becomes vacant, the authorization for 24-hour use shall be re-evaluated by the Township Manager.

Employees assigned to municipal vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a confirmation receipt, validating an understanding of the policy (Attachment O).

Employees authorized to commute in a municipal vehicle may be subject to imputed income tax regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purpose of income taxation. On December 1st of each year, the Treasurer/Collector shall be responsible for determining any tax liability and will be provided with the names of all employees authorized to use municipal vehicles for commuting purposes. Employees who are assigned marked and unmarked police vehicles, and/or marked municipal vehicles carrying tools and meeting certain other eligibility criteria will not be subject to imputed income taxation as a result of the vehicle assigned to the employee for allocated assignments.

Rules Governing Use

The following are rules to be obeyed by the employee who uses municipal vehicles:

1. Employees must fill out the Vehicle Log form which includes: vehicle number; date; name; start and end mileage; destination/purpose; and total miles driven. Drivers are to have the vehicle log form before driving the vehicle. Vehicle Log form shall be kept with the keys.
2. Employees are to retrieve the keys via permission from the Manager. Keys are to be stored in the vault and shall be promptly returned upon arrival.

3. Municipal vehicles will not be used to transport passengers who are not directly related to municipal business. Passengers shall be limited to township employees and individuals who are directly associated with municipal work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in municipal vehicles.
4. Vehicles should contain only those items for which the vehicle is designed to contain. Ross Township is not liable for the loss or damage of any personal property transported in the vehicle.
5. Employees are expected to keep municipal vehicles clean and to report any malfunction or damage to their supervisor immediately upon discovery.
6. Employees that are assigned vehicles for commuting purposes are expected to park municipal vehicles in safe locations.
7. Employees must wear seatbelts in vehicles during operation of the vehicle.
8. Employees are not permitted to operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications that may interfere with effective and safe operation.
9. Employees who operate municipal vehicles must have a valid motor vehicle license issued by the state of their current residence and may be required to provide proof of valid motor vehicle license once every six (6) months.
10. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a. Employees who receive a vehicular violation that results in fines are personally responsible for payment of such fines, unless the payment of said fines are approved by the Township Manager.
 - b. Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately if practicable, but in no case later than 48 hours after the incident. Failure to provide such notice may be grounds for disciplinary action.
 - c. An employee who is assigned a township vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal or municipal vehicle, must notify his or her supervisor immediately when practicable, but in no case later than 48 hours after the incident occurs. Conviction for such offense may be grounds for loss of township vehicle privileges and/or further disciplinary action.
11. No employee may use a municipal vehicle for out of state use without advanced approval by the Township Manager.

Accident Procedure

If an employee is in an accident while driving the Township vehicle, they must follow the following procedure:

1. Pull out of the driving lane on to the shoulder, or safest pull-off, and turn off the ignition.
2. Activate the four-way flashers on the vehicle.

3. *Immediately* contact the local police (911) to advise them of the accident and to get medical assistance if there are any injuries. Fleet vehicles contain emergency items including a first-aid kit.
4. Do not admit fault or give written statements.
5. Exchange driver's information listed on your certificate of insurance. *At a minimum*, write down:
 - Driver's name
 - Driver's license number and state
 - Phone number
 - Address
 - Insurance Company and policy number
 - License plate number
6. Be prepared to provide the following additional information when you return to the Township:
 - Make, model and year of vehicle
 - Damage to vehicle
 - Injury to driver, if any
 - Date, time, road and weather conditions
 - Names and phone numbers of any passengers
 - Injuries to any passengers
 - Names and phone numbers of any witnesses
 - Copy of any photographs
7. When local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number. If the local police will not file a report (because damage is minimal and there are no injuries), ask them to make a note in their records that you called in the accident.
8. Fill out the Auto Accident Information Form (Attachment P) and submit the form **IMMEDIATELY**. The Form should be located in the glove compartment.

The Township reserves the right to investigate any accident that has occurred in a Township vehicle.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of municipal vehicle privileges, suspension, and/or termination of municipal employment. All Employees who drive municipal vehicles are required to read this policy and sign a vehicle use agreement (Attachment O).

1103 Wood Collection Policy

Purpose

Ross Township Public Works Department collects excess wood from various projects occurring in the Township throughout the year. This wood is placed in a pile near the salt dome behind the Municipal Building. Township Officials have decided to make the wood available to Township employees for their personal use. The purpose of this policy is to provide rules and regulation

regarding the disposal of excess wood collected by the Township and made available to Ross Township employees.

Rules and Regulations

Four times a year, Ross Township allows employees to access the excess wood pile and remove its contents from Township property. The dates for collection shall be set by the Township Manager and should occur in the months of April and October.

On the dates set for collection, the Township employee shall be granted access to the pile of excess wood. Only Ross Township employees are granted access to the wood. If a Township employee wishes to collect wood, they must first contact the Township Manager's office and inform him/her of their intent. Prior to accessing and collecting the excess wood, the employee must obtain, sign, and return a properly executed Waiver of Liability (Attachment Q). No Employee shall be eligible to collect wood if they have not submitted a valid liability waiver. All wood collection must occur when employee is off-duty.

All wood collected from the Township must be removed in the condition it was found. No splitting, cutting, or the like action is permitting on Township property.

1104 Green Initiatives

Ross Township strives to conserve energy and be ecologically aware in order to sustain the resources within our Township. It is important to sustain for the future so that life can be comfortable and convenient for lives yet to come. All employees of the Township are to take the opportunity to join the Township in green conservation and awareness.

Conservation, Energy Savings, and Recycling

Employees have to be conscious of the waste they are producing as to look for ways to eliminate unnecessary waste, especially with wasted paper and other office supplies. For instance, paper waste can be reduced by printing papers double sided or by cutting back on the amount of items being printed. Documents that are provided in the electronic format should be reviewed on the computer and only should be printed when required.

If an employee finds an area of improvement for conservation or any other environmental practices, they are to inform their Department Director.

Employees are to turn off all lights, computers, and other electronic equipment at night or when leaving for extended periods of time. If an employee chooses to not turn off his/her computer, the employee should put the computer on sleep mode. Electronics that are not in use should be unplugged, especially over the weekends. Report any leaks in faucets or pipes immediately. The use of LED light bulbs is pertinent lighting.

Employees are to recycle their items in the designated bins. This includes the recycling of paper, bottles (glass and plastic), cans, print cartridges, and other office materials. If printing, print only

relevant pages, print pages double-sided. Reuse paper if possible. Never under any circumstances throw recyclable items in the regular trash.

Vehicle Use

Employees who are required to use a vehicle to perform their job must use the appropriate vehicle for the assignment. For example, if it is just a site visit, then a Township compact car is to be used over a truck to save on petroleum.

Tires must be checked regularly for appropriate Psi levels to assure maximum mileage while driving the vehicle.

Pennsylvania's Ant-Idling Act 124 of 2008 is respected by Ross Township and those who use municipal diesel-powered vehicles. The Act states that diesel-powered vehicles weighing more than 10,001 pounds cannot idle for more than five (5) minutes. Exceptions to the Act are as follows: buses, school buses and school vehicles may idle for 15 minutes in a continuous 60-minute period when passengers are aboard. Other exemptions address excess idling due to factors outside the drivers' control, such as traffic or mechanical issues. There are also exemptions addressing idling during maintenance, vehicle equipment inspection, and emergency or utility service functions and idling for security reasons.

Leaving Employment

1201 Resignation

Employees who wish to resign their position should submit a written notice of resignation at least two weeks in advance of leaving, stating the reason for resignation and the last anticipated working date. Include in the resignation notice: the reason for resignation; the individual's last anticipated working date; and any accrued vacation time.

Resignation Checklist

Any employee who resigns his or her position shall complete the following before leaving:

1. Return all keys from desks, files, office, Township Building, and/or vehicle.
2. Return all Township issued equipment and clothing.
3. Clean out personal items from desks, work station, and/or vehicle.
4. Return any other Township materials.

If any employee fails to return any of the items outline above, the final paycheck will be withheld until the items have been received. Employees are responsible for lost or damaged items.

1202 Final Paycheck

If an employee is terminated or resigns, his/her final paycheck will be issued on the next scheduled payday.

Acknowledgement Form



The contents of this manual are intended to describe the current policies and procedures that are in effect for Ross Township employees. This manual supersedes and replaces all prior notices and policies that are inconsistent with the information contained in this manual. No manual of this kind is able to cover every situation that arises within the Township. Therefore situations not covered in this manual will be reviewed on an individual basis, but in a manner as to conform to the intent of the provisions.

Disclaimer

As stated in the Introduction, this manual is not an employment contract. It is a general statement of policies and benefits. This manual is not binding on the Township of Ross. Ross Township reserves the right to make final decisions regarding the interpretation and application of its policies and procedures, whether or not discussed in the manual, and to change or discontinue them at any time. In the event this manual conflicts with the terms and conditions of agreements between Ross Township and collective bargaining units, the terms and conditions of the collective bargaining agreements will prevail. The Township reserves the right to change the contents of this manual at any time without prior notice. If a collective bargaining agreement is silent on a non-bargainable issue, then the provisions of this Manual will apply.

Acknowledgement of Receipt

This acknowledgement serves to notify Ross Township that I, _____, have read a copy of the Personnel Policies and Procedures Manual. I understand that is my responsibility to follow the policies, practices, rules, and regulations outlined in the Manual.

Print name: _____

Signature: _____

Date: ____ / ____ / ____