

PETERS TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 05-01-24

A RESOLUTION OF THE COUNCIL OF PETERS TOWNSHIP,
WASHINGTON COUNTY PENNSYLVANIA ADOPTING AN
EMPLOYEE HANDBOOK THAT ESTABLISHES A
COMPREHENSIVE SET OF POLICIES AND PROCEDURES
GOVERNING PERSONNEL MATTERS PURSUANT TO THE
HOME RULE CHARTER AND THE ADMINISTRATIVE CODE.

WHEREAS, the Peters Township Administrative Code requires to Township Manager to present to Peters Township Council, personnel rules and regulations for Council's consideration and adoption;

WHEREAS, Peters Township Council adopted by resolution the Peters Township Employee Handbook on September 26, 2022;

WHEREAS, this adopted handbook has since its adoption been subject to periodic review and revision;

WHEREAS, the Township Manager and staff has completed a comprehensive review of the existing Employee Handbook;

WHEREAS, the Peters Township Council desires to adopt a comprehensive set of policies and procedures governing personnel matters for Township employees, including but not limit to classification of positions, hiring procedures, payroll administration, hours of work, compensation, conduct, problem resolution, and discipline;

NOW, THEREFORE, Peters Township Council hereby resolves and adopts the Peters Township Employee Handbook dated May 28, 2024 which is attached and labeled Exhibit A thus repealing and replacing the existing employee handbook.


RESOLVED by the Peters Township Council this 28th day of May, 2024.

ATTEST:

PETERS TOWNSHIP



Paul F. Lauer
Township Manager

By: 
Dr. Tomas Piroosko
Chairman of Council



PETERS TOWNSHIP

PENNSYLVANIA

PETERS

Employee Handbook

TOWNSHIP

05-28-2024

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About This Handbook

This handbook is intended to provide all employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook. It will answer many common questions concerning employment with Peters Township. This manual needs to be read and used in conjunction with the Peters Township Home Rule Charter, the Administrative Code, various applicable ordinances and resolutions, and collective bargaining agreements. To the extent that any provisions in this manual conflicts with the Peters Township Home Rule Charter, the Administrative Code, various applicable ordinances and resolutions, and collective bargaining agreements, the provisions found in these other documents supersede those found in this manual.

This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Peters Township is bound to continue the employment relationship. Either Peters Township or the employee may choose, at its will, to end the relationship at any time. This manual does not establish a contract.

In order to retain necessary flexibility, Peters Township reserves the rights, subject to any applicable collective bargaining obligations to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized by the Peters Township Manager.

Manager's Message

There is no greater privilege than that of public service. As an employee of Peters Township, you are part of a dedicated team who embrace the opportunity to make our community a better place in which to live, work, play, and visit. Your work affords you the possibility to make a real difference.

As a Township employee you provide publicly funded services that impact people's lives in very direct and concrete ways. This is true of the police officers and firefighters responding to a serious accident as well as a Township truck driver clearing snow from roads in the wee hours of the morning. In Peters Township the expectation goes beyond simply delivering essential services but includes those public services aimed at enhancing our quality of life such as parks, recreation, and library services.

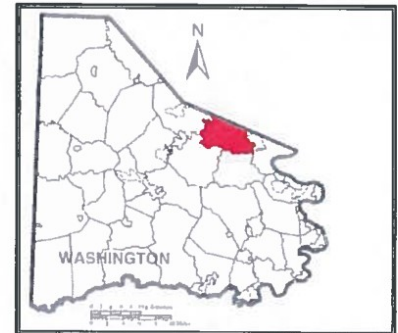
With privilege comes responsibility. As a Peters Township employee, you hold a unique position of trust. The Township expects that you, as a Township employee, will conduct yourself, personally and professionally, in a manner that will help to not only maintain but cultivate the public's trust and respect for its local government.

I along with all Peters Township employees take great pride in our community and a career devoted to public service.

Profile of Peters Township

Peters Township is a suburban community located 14 miles south of Pittsburgh, in Washington County, Pennsylvania. The municipality, which encompasses 19.8 square miles, has a population of 22,946 according to the 2020 Census.

The Township operates through the authority granted to it by the Peters Township Home Rule Charter. The Charter provides that the Township be governed by a seven-member elected Council that is vested with a broad range of policy making powers. To assist the Council in formulation of policy, a variety of boards have been created: These include:



Planning Commission	Environmental Quality Board
Zoning Hearing Board	Library Board
Youth Commission	Park and Recreation Board
Cable Television Board	Construction Code Board of Appeals

In addition, Peters Township Council appoints members to two authorities, the Peters Township Sanitary Authority and the Peters Creek Sanitary Authority.

Day to day administration is the responsibility of the Township Manager. Council appoints the Manager for an indeterminate period. The Manager, in turn, recommends to Council the appointment of all department heads.

Peters Township provides a wide variety of public services that include:

Police Protection	Code Enforcement
Fire Protection	Building Inspection
Public Works	Library
Planning	Parks and Recreation
Solid Waste Disposal	Community Television.

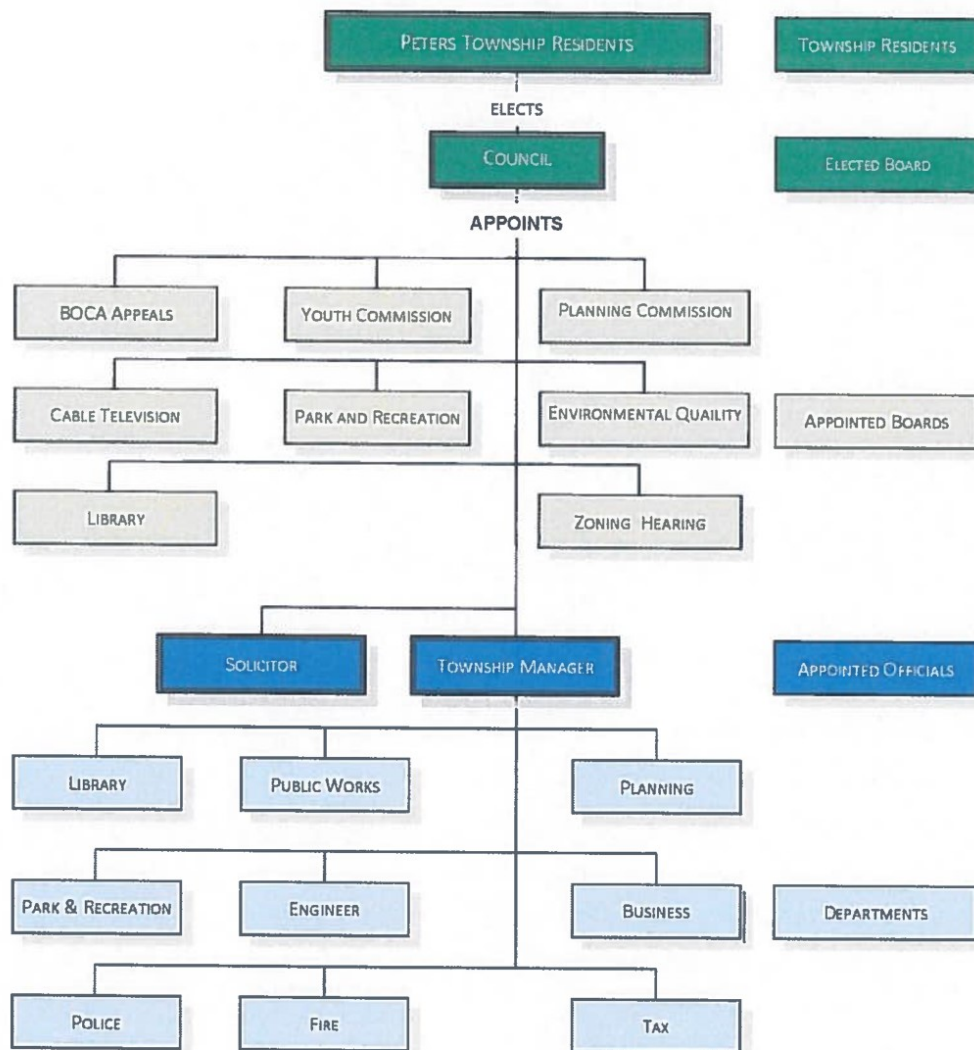
Peters Township was incorporated in 1781 as one of the 13 original townships of Washington County when it

became part of Pennsylvania. Prior to 1781, the Peters Township area was part of Virginia. Over the years, portions of Peters Township were sectioned off to form other municipalities, eventually, leaving us with the present 19.8 square mile configuration. Peters Township was named after William "Indian" Peters. There is uncertainty as to whether Mr. Peters was a settler who traded with the Indians of the area or a Native American. The community's connection to Native American culture resulted in the incorporation of an arrowhead into the Township's official logo.

Peters was initially a farming community, and active farms still remain amidst the new housing developments. Peters Township remained a sparsely populated rural community until the 1950's. In 1950 the population was 3,004.

In 1976, the Township adopted a Home Rule Charter. This altered the form of government from the Second Class Township Supervisor form to the present Council-Manager form. The organizational chart below gives a graphic representation of the structure of Peters Township's Government.

Peters Township Organization Chart



Employee Classifications

For purposes of administering salaries, determining eligibility under the Township's benefits plans and complying with employment and tax laws, every employee is classified as full-time, part-time, temporary or seasonal. In addition, every employee is also classified as either exempt or non-exempt with regard to the Fair Labor Standards Act.

Full-Time

Regular full-time employees are those who are not in a temporary or probationary status and are regularly scheduled to work a full-time schedule. Full-time employees are eligible for Peters Township's fringe benefit package, subject to the terms, conditions, and limitations of each benefit program and any applicable collective bargaining agreements.

Part-Time

Part-time employees are those who are regularly scheduled to work less than that which is required by each department to be considered full-time. While they do receive all legally mandated benefits such as Social Security and workers' compensation insurance, they are ineligible for most of Peters Township's other fringe benefit programs. The status of a part-time employee can only be changed at the direction of the Township Manager.

Temporary/Intern

Temporary employees or Interns are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless notified of a change by the Township Manager. While temporary employees receive all legally mandated benefits such as workers' compensation insurance and Social Security, they are ineligible for all of Peters Township's other benefit programs.

Seasonal Employees

Seasonal employees are those who are hired to temporarily supplement the work force for a seasonal program or project. Employment assignments in this category are limited to the season for which the individual was hired. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status unless notified of a change. While seasonal employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security, they are ineligible for all of Peters Township's other benefit programs.

Exempt and Non-Exempt Employee

Peters Township employees are designated as either non-exempt or exempt from federal and state wage and hour laws as determined by specific job responsibilities and in accordance with The Fair Labor Standards Act. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. The status of each employee is designated in the employee's job description as approved by the Peters Township Council. The Peters Township Council may change an employee's exempt or non-exempt classification only upon adoption of a resolution.

Employee Hiring

Hiring Policies

In its selection and hiring of new employees, Peters Township will identify and employ the best available qualified candidates. The Township will not unlawfully discriminate in its hiring and employment practices. This hiring policy is intended to comply with all relevant state and federal employment laws in the screening and selection of individuals who will provide the highest level of service to the Township and the citizens the Township serves. It is the Township's preference to promote from within and/or to hire existing Township residents when applicants are deemed to be equal and when doing so does not violate federal and state laws.

Equal Employment Opportunity

Peters Township is an equal employment opportunity employer that does not discriminate on the basis of race, color, religion/creed, sex, disability, marital status, age, national origin, ancestry, veteran status or any other characteristic protected by the applicable federal or state laws. This commitment applies, but is not limited, to decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their coworkers.

Americans with Disabilities Act

It is the policy of Peters Township to comply with the Americans with Disabilities Act (ADA) and the Pennsylvania Human Relations Act. Regarding employment matters, it is the policy of the Township to ensure that its worksites and service delivery centers are appropriately accessible. A qualified applicant or employee with a disability will be afforded a reasonable accommodation in order to allow the employee to perform the essential functions of his/her job.

Requests for accommodations are made to the Township Manager or the Manager's designee, who will engage in an interactive discussion with the employee to determine what if any accommodations exist to permit the employee to perform the essential functions of his or her job. It is the general policy of the Township not to assume that an employee has a disability or needs a reasonable accommodation. However, the Township does not require the use of any particular "magic" words by an employee, to initiate the process of discussing a reasonable accommodation. When considering what might constitute a reasonable accommodation for a disabled employee, the Township will actively discuss that accommodation issue with the employee. The interactive process may include the gathering and analysis of medical documentation.

In order to ensure ADA compliance, the Township will take, or has taken, the following steps:

1. It has posted and maintained at all worksite locations a notice of its ADA duty to provide, to applicants and employees, reasonable accommodation.
2. It has surveyed, and will continue to survey, its physical facilities to ensure reasonable access to those facilities by persons with disabilities, including job applicants and employees.
3. Job descriptions have been crafted and will continue to be crafted, so as to emphasize and focus on the essential functions of jobs.
4. Our job application form, hiring process, performance evaluation program and internal job notice/promotion programs have been reviewed to ensure that they do not create inappropriate employment barriers for disabled persons.

5. The Township will, unless it creates an undue hardship, reasonably accommodate a successful applicant or employee with a disability who is otherwise qualified to perform the essential functions of the relevant position. In making employment decisions, it is the policy of the Township that the existence of a disability, in an applicant or employee who is otherwise qualified to perform the essential functions of a position, where that individual can perform those essential functions with or without reasonable accommodation, will not be a factor in the employment decision.
6. In order to reasonably accommodate applicants and employees, the Township will secure access to qualified interpreters, and other effective methods, of making aurally delivered materials available to individuals with hearing impairments. It will also secure access to effective methods of making visually delivered materials available to individuals with visual impairments. It will, in appropriate cases, consider job restructuring, part-time or modified work schedules, reassignments to vacant positions, acquisition or modifications of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies for applicants or employees with disabilities.
7. 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. An accommodation which would impose upon the Township an undue hardship is not a reasonable accommodation.
8. Job applicants will not be required to undergo pre-employment offer medical or psychological testing, although they may be required to undergo job-specific skills testing. Job applicants who are offered positions with the Township may be required, subsequent to the job offer, to participate in a physical and psychological examination. In such an event, the employment offer will be made contingent upon the results of the medical examination. The Township will not withdraw the conditional job offer, based upon this examination, 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.
9. An applicant's or employee's medical condition or history will be maintained in a file separate from the basic personnel file maintained on that applicant or employee. This separate medical file will be maintained as a confidential medical record. The only persons who will have access to this separate medical record will be those with a "legitimate need-to-know". This may include informing managers and supervisors regarding necessary restrictions on the work or duties of the employee and necessary accommodations. It may also include informing, where appropriate, first aid and safety personnel regarding any medical condition that may require emergency treatment.
10. It is the policy of the Township not to create permanent, "light-duty", positions. From time-to-time, the Township may create, specifically, so an employee may return to work, as part of a "work hardening" or similar program, a short term light-duty position. The creation of such a position is not a precedent for creating permanent light-duty positions, or for eliminating job essential functions.

The following procedure is designed to handle the concerns of applicants and employee with regard to the American with Disabilities Act.

1. The Township has determined that ADA questions and complaints are best addressed to one individual or his/her designee. This will ensure that informed decisions and responses are made in regard to such inquiries/complaints. It will also ensure consistent application of this policy. Therefore, any individual, whether applicant or employee, is requested to address their concerns to the Township Manager, the Township's designated ADA Compliance Officer.
2. Any complaints of harassment or discrimination on the basis of disability will be promptly and thoroughly investigated. (See Policy against Discrimination and Discriminatory Harassment page 32) If it is determined 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 an issue, will be promptly and thoroughly investigated, and remediated if appropriate.

Current employees may be required to have medical examines under the following conditions:

1. When an employee asserts the existence of a disability, the Township may, at its own cost, have that assertion analyzed by medical authorities of its choice. The scope of the examination would be job related and consistent with business necessity.
2. When an employee seeks to return to work from a lengthy medical leave of absence, the employer may, in the exercise of reasonable discretion, and at its own cost, have the employee medically examined. The scope of the examination will be job related and consistent with business necessity.
3. In the event that an examination, conducted pursuant to either 3 a. or 3 b. immediately above, produces the conclusion that the employee does have a disability impacting the individual's ability to perform all of the essential job functions, then the Township and the employee shall engage in a thorough discussion of potential reasonable accommodations Township is committed to complying fully with the Americans for Disabilities Act (ADA) and the Pennsylvania Human Relations Act and ensuring equal opportunity for employment of qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Employment decisions are based on merit, not the disability or the individuals.

Nepotism

The following relatives of elected and appointed officers of the Township, which includes the boards, commissions, the Township Manager, and department heads, are barred from holding any appointed office or employment with Peters Township: spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, or the spouse of any of them. This includes any relationship that may arise out of adoption. Township Council by unanimous vote may grant a departure from this prohibition if it is deemed that the departure is in the best interest of the Township.

Hiring Procedures

The Township will administer and enforce the comprehensive procedures set forth below.

Job Description

Prior to advertising an open position, the Township Manager and the appropriate department head shall review the existing job description. If warranted the Manager shall recommend to Council changes to the current job description.

Advertising an Open Position

Whenever the Municipality decides to fill an open position within the Municipality by a means other than promotion of an existing employee, an advertisement shall be placed on the Township website and in other appropriate media as deemed the most effective by the Township Manager for the specific position being filled.

The advertisement shall state:

1. the title of the position for which applications are being sought,
2. the number of positions to be filled,
3. the deadline for filing a completed application form,
4. some of the more pertinent job requirements,
5. that a full and complete copy of the job description including essential job functions, required education, qualifications, skills and abilities are available on the Township's website or in writing upon request,
6. that this hiring policy is available on the Township's website and for inspection and review at the municipality's administrative office during normal working hours, and
7. that the Township is an equal opportunity employer

Applications

For any position that the Township seeks to fill, the applicant shall be required to complete an online Township job application. Every application will require the applicant to verify that the information provided is true and correct and contains no material omissions. Depending on the position, the Township Manager may allow or require the application to be accompanied by additional supplemental information including a resume.

Every potential applicant is responsible for obtaining a copy of the appropriate job application. The Township will not be responsible for missed deadlines due to a delay in the mail.

Applications are considered only for the position for which they are submitted and, once the position is filled, the applications are not considered for future positions. An applicant must submit a new application for each position for which he or she wishes to be considered.

Hiring Process

For all positions the following hiring process shall apply:

Prior to advertising an open position, the Township shall develop a process appropriate for the specific position designed to identify qualified candidates and rank order those candidates deemed qualified. The process will incorporate evaluation and/or testing elements deemed by the Township to be appropriate based upon the position's job description. These may include but not necessarily be limited to:

1. Review and grading of applications, resume, and supporting documentation
2. Physical agility/skills test
3. Written examinations
4. Oral interviews
5. Employment assessment examination
6. Psychological examination
7. Polygraph examination

In developing the hiring process for a position, the Township shall determine:

1. If a test is to be scored pass/fail
2. The passing score for graded tests
3. The relative weight assigned each type of test when calculating an overall score

The process developed by the Township shall be administered in a uniform manner to all applicants. The elements of this process can be done in stages so that when a job applicant is deemed not qualified as a result of participation in one element, he or she need not be required to participate in later administered elements. For example, if a candidate fails to meet the minimum standard on a physical agility test, the Township need not afford the candidate the opportunity to participate in a subsequent written examination. The order in which the tests are administered is at the sole discretion of the Township.

Hiring Process for Positions below Department Head

For positions **below** that of department head, the following additional steps in the hiring process shall apply:

1. The Township Manager, or, where appropriate, the head of the department in which the job opening exists, shall receive and review all applications. If deemed appropriate the Township applications may be graded to assign a score of between 1 and 10 based on the elements required for the position. An application will be rejected if:
 - a. The application is received after the advertised deadline
 - b. The application is deemed to be materially incomplete
 - c. The application indicates that the applicant fails to possess required skill and abilities and required qualifications
2. If deemed appropriate for the position the Township shall administer a physical agility/skills test
3. If deemed appropriate for the position the Township shall administer a written examination
4. If deemed appropriate for the position the Township shall administer an employment assessment examination
5. Based on the result of the testing process and the scores compiled, no more than the top six candidates will be permitted to continue in the process. Those six candidates or any lesser number who are deemed to have successfully completed the previously administered elements of the process will be contacted to take part in an oral interview. Where the Township Manager or the appropriate department head believes that ties exist, based upon the applicants' overall qualification for the final interview slot, these additional candidates shall be extended interviews.

6. Oral interviews will be conducted and scored by a panel comprised of the relevant department head, the Township Manager and the Assistant Township Manager or another appropriate official. The interview shall be based upon a uniform set of questions.
7. The interview scores as well as the results from the other tests shall be evaluated together to determine the rank order of candidates and which applicants are qualified. To be considered "qualified" for the position, applicants must be ranked as one of the top three candidates and successfully complete a background investigation. If the Township intends to hire more than one employee for a position, the pool of qualified candidates shall be two more than the number of positions to be hired. For example, if the Township intends to hire two employees the pool of qualified candidates shall be four. If the Township intends to hire three employees, the pool of qualified candidates shall be five.
8. After the completion of the oral interviews, the qualified candidates will be subject to a background investigation for the purpose of verifying each applicant's qualifications as stated in his application and to determine whether any independent reasons exist that would preclude the candidate from consideration for appointment. Disqualification of a candidate based on the background investigation shall occur only where the Township Manager determines that such disqualification is consistent with the federal and state law.
9. After the completion of the oral interviews, the qualified candidates must submit a Pennsylvania Department of Motor Vehicle Request for Driver Information Form DL-503. More than two (2) moving violations or two (2) accidents in the past twelve (12) months can constitute sufficient reason not to hire.
10. If one or more of the pool of qualified candidates is disqualified on the basis of the background investigation, an equal number of the remaining six (6) candidates shall be subjected to a background investigation in an effort to ensure that the pool of qualified candidates shall be two more than the number of positions to be hired. In the event there are fewer than three (3) candidates who are eligible for further consideration, the process will continue with the number of candidates who remain.
11. At the completion of the oral interviews and background investigations, those candidates not selected for an interview will be notified that they are no longer under consideration. Any candidate who was granted an oral interview but was found to be unacceptable based on the background investigation will be notified in writing of that decision.
12. Once the list of qualified candidates is established each will be asked to complete a form indicating their veteran preference status. Those qualified applicants asserting a veteran preference shall be asked to provide within 7 days Form DD-214, Certificate of Release or Discharge from Active Duty. Any qualified candidate who is eligible for veterans' preference pursuant to the Veterans' Preference Act, 51 Pa. C.S § 7101 *et seq.*, and has submitted appropriate documentation shall be selected over a qualified nonveteran for positions which require the Township to give preference to veterans.
13. If none of the final three candidates are veterans or fail to provide a form DD-214, the Township Manager shall consider the qualifications of the three (3) candidates who successfully completed the background investigation and review the written summary of the oral interview and select the best qualified candidate for employment.
14. For jobs which the Township has determined require a medical ,and/or psychological examination prior to the commencement of duties, the candidate who is selected will receive a conditional offer of employment contingent upon the candidate successfully completing the medical

and/or psychological examination. The medical experts performing the examination will make their determination based upon a review of the written job description and essential functions of the job for which the applicant received the offer of employment.

15. Qualified candidates not hired may for up to one year from the date of being determined qualified be hired without need for additional evaluation or testing. Candidates will however be subject to an updated background check including a check of motor vehicle violations.

Hiring Process for Positions Department Head and Above

For openings in the positions of the **department head and above**, the following additional steps in hiring process shall apply:

1. The Township Manager shall receive and review all applications. If deemed appropriate the Township applications may be graded to assign a score between 1 and 10 based on the elements required for the position. An application will be rejected if:
 - a. The application is received after the advertised deadline
 - b. The applications is deemed to be materially incomplete
 - c. The application indicates that the applicant fails to possess required skill and abilities and required qualifications
2. If deemed appropriate by the Township Manager an employment assessment examination will be administered.
3. Based on the result of the testing process and the scores compiled, no more than the top six candidates will be permitted to continue in the process. Those six candidates or any lesser number who are deemed to have successfully completed the previously administered elements of the process will be contacted to take part in an oral interview. Where the Township Manager believes that ties exist, based upon the applicants' overall qualification for the final interview slot, these additional candidates shall be extended interviews.
4. Oral interviews will be conducted and scored by a panel comprised of the Township Manager and the Assistant Township Manager and/or another appropriate official. The interview shall be based upon a uniform set of questions.
5. The interview scores as well as the results from the other tests shall be evaluated together to determine the rank order of candidates and which applicants are qualified. To be considered "qualified" for the position, applicants must be ranked as one of the top three candidates and successfully complete a background investigation.
6. After the completion of the oral interviews, the qualified candidates will be subject to a background investigation for the purpose of verifying each applicant's qualifications as stated in his application and to determine whether any independent reasons exist that would preclude the candidate from consideration for appointment. Disqualification of a candidate based on the background investigation shall occur only where the Township Manager determines that such disqualification is consistent with the federal and state law.
7. After the completion of the oral interviews, the qualified candidates must submit a Pennsylvania Department of Motor Vehicle Request for Driver Information Form DL-503. More than two (2) moving

violations or two (2) accidents in the past twelve (12) months can constitute sufficient reason not to hire.

8. If one or more of the top three (3) candidates are disqualified on the basis of the background investigation, an equal number of the remaining six (6) candidates shall be subjected to a background investigation in order to ensure that the three (3) interviewed candidates have successfully passed the background investigation. In the event there are fewer than three (3) candidates who are eligible for further consideration, the process will continue with the number of candidates who remain.
9. Oral interviews will be conducted by Township Council of all qualified candidates. Council shall base upon the interview, test results, and a review of written material determines the rank order of the three (3) qualified candidates.
10. Once the list of qualified candidates is established each will be asked to complete a form indicating their veteran preference status. Those qualified applicants asserting a veteran preference shall be asked to provide within 7 days Form DD-214, Certificate of Release or Discharge from Active Duty. Any qualified candidate who is eligible for veterans' preference pursuant to the Veterans' Preference Act, 51 Pa. C.S § 7101 *et seq.*, and has submitted appropriate documentation shall be selected over a qualified nonveteran for positions which require the Township to give preference to veterans.
11. If none of the final three candidates are veterans, the Peters Township Council shall consider the qualifications of the three (3) candidates who successfully completed the background investigation and review the written summary of the oral interview and select the best qualified candidate for employment.
12. For jobs which the Township has previously determined require a medical and/or psychological examination prior to the commencement of duties, the candidate who is selected will receive a conditional offer of employment contingent upon the candidate successfully completing the medical and/or psychological examination. The medical experts performing the examination will make their determination based upon a review of the written job description and essential functions of the job for which the applicant received the offer of employment.
13. Qualified candidates not hired may for up to one year from the date of being determined qualified be hired without need for additional testing. Candidates will however be subject to an updated background check including a check of motor vehicle violations.

Withdrawal of Position

The Township reserves the right, at any time prior to the issuance of an offer of employment or a conditional offer of employment if a medical and/or psychological examination is required, to withdraw the job opening and decide not to proceed with the filling of the position. If the opinion rendered by the medical professional calls into question the conditional appointee's ability to perform all essential functions of the position, a person designated by the Township shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the position. If, at the conclusion of the interactive discussion, the Township determines that the conditional appointee is not qualified or cannot perform the essential functions of the position with or without reasonable accommodation, the Township shall give written notice to the conditional appointee.

Appeal Process

Any applicant, who believes that he has been aggrieved or improperly eliminated at any point in the hiring process, may request reconsideration of the alleged incorrect decision. The request for reconsideration must be in writing and specify the factual circumstances and reasons relied upon by the applicant. The Township Manager must receive the written request within fourteen (14) calendar days from when the applicant knew or should have known of the alleged improper action. The Township Manager's adjudication of the request for reconsideration shall be final.

Probationary Period

Every newly hired Township employee shall serve a probationary period. For employees hired into positions covered by a collective bargaining agreement, the probationary period shall be for the term as provided in the labor agreement. For all other employees, the probationary period shall be six (6) months. During the probationary period the employee will be expected to demonstrate ability to achieve satisfactory performance of the essential functions of the position.

During the probationary period but before the probationary period expires, the department head or, where appropriate, the Township Manager, will assess the performance of the probationer based upon the requirements contained in the written job description. If the appropriate department head and/or Township Manager conclude that the probationary employee has successfully fulfilled the duties of the job, then the employee shall receive regular employment status. However, for non-union positions, the employee shall continue in an at-will status.

Any probationary employee who fails to successfully complete the probationary period, shall be terminated. At the Township Manager's discretion with the written agreement of the employee, and where applicable, the union, the probationary period may be extended once for an additional specified length of time.

Promotions

The Township may consider certain vacant positions to be opportunities for promoting existing Township employees, rather than as openings to be filled through the Township's hiring process. The Township Manager shall determine when a vacancy constitutes a promotional position to be filled by internal candidates only. Promotions shall be based on merit.

Payroll Administration

Employee Information

To facilitate processing payroll and enrolling employees in various benefit programs all newly hired employees are responsible for completing a variety of informational forms including but not limited to:

1. Federal W-4 Form
2. Certificate of Residency Form
3. Employment Eligibility Verification Form I-9
4. Secondary employment form
5. Direct deposit information form
6. Enrollment form for healthcare, dental, and vision care insurance
7. Life insurance enrollment form
8. Pension plan enrollment form

Personnel Data Changes

It is the responsibility of each employee to promptly notify Peters Township of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees are to notify the Human Resources Administrative Assistant. Failure to do so may delay or jeopardize the receipt of benefits. Failure to notify the Township of a change may result in additional expense to the Township. Full-Time employees have the ability to make changes to their personnel data themselves through the BambooHR portal, but are still required to notify the Human Resources Administrative Assistant of the changes. By failing to notify the Township, the employee may be responsible to reimburse the Township for any expenses incurred. Employees may be subject to discipline for failure to report personnel data changes.

The Township requires all employees to review and verify their employee information annually.

Timekeeping

The Township must keep accurate records of an employee's working hours to:

1. comply with federal and state laws;
2. ensure paychecks are written for the correct amounts;
3. adjust an employee's accrued leave balances and other benefit accounts dependent upon the employee's earnings or hours worked; and
4. allocate costs to the appropriate Township accounts.

Accordingly, your signed time sheet constitutes a legal document that must contain an accurate record of your hours worked. Misrepresenting hours worked, falsifying signatures or information on time sheets, tampering with other employees' time sheets, or completing other employee's time sheets are extremely serious offenses. Employees engaged in any of these prohibited activities are subject to immediate discipline, up to and including termination.

Non-exempt employees should 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. Overtime work must always be approved by your department head before it is performed.

Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without prior authorization from their department head.

It is the employees' responsibility to review and sign their time records at the end of the pay period to certify the accuracy of all time recorded. Your department head will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made that impact the hours of work shown, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Mathematical errors on time sheets will be administratively corrected.

All full employees must provide documentation for all paid time off.

Paydays

All employees are paid every other Friday. All regular full-time employees except those in the Public Works and Fire Departments receive compensation for regular hours worked at the end of the pay period. Compensation for overtime hours worked by these employees is paid two weeks after the close of the pay period in which the overtime was worked. For the Public Works Department and Fire Department employees regular and overtime compensation is issued two weeks after the completion of a given pay period.

All employees are paid through a direct deposit into their personal checking or saving accounts.

If a regularly scheduled payday falls on a "bank holiday", employees will receive pay on the last day of work before the regularly scheduled payday.

Payroll Deductions

The law requires that Peters Township make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Peters Township also must deduct Social Security taxes on each employee's earnings up to a specified limit known as the Social Security wage base. Peters Township matches the amount of Social Security taxes paid by each employee.

Peters Township offers benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Employees will be allowed to change their rate of voluntary deductions at the beginning of the calendar year, and when their rate of pay changes. Employees can terminate a voluntary deduction at any time.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resources Administrative Assistant can assist you.

Payroll Corrections

Peters Township takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her department head. The correction will be made as quickly as possible but no later than the next pay.

Hours of Work and Work Periods

Work Schedules

The normal work schedule for all full-time Administrative employees is 35 hours per week. All administrative assistants are considered Administrative employees regardless of the department in which they work.

The normal work schedule for all full-time Library employees and employees working as attendants is 37.5 hours per week.

The normal work schedule for all full-time Public Works employees excluding the administrative assistants is 40 hours a week.

The normal work period for all full-time Fire Department employees excluding Fire Chief and Deputy Fire Chief is 200 hours each twenty-eight days.

The normal work schedule for all full-time Police Department employees excluding the administrative assistants and police officers assigned to patrol is 40 hours a week. The normal work period for full-time police officers working the twelve (12) hour schedule is 84 hours every 14 days.

The head of each department will advise employees of the times their respective schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled on a given day or week.

Attendance and Punctuality

To maintain a productive work environment, Peters Township expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Peters Township. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their department head in a timely manner in advance of the anticipated tardiness or absence. What constitutes timely notification shall be established for each department by the department head and will be posted prominently in the department. If an employee cannot reach their department head the employee should notify the Human Resources Administrative Assistant.

Failure to notify the Township of an absence, poor attendance, and excessive tardiness will lead to disciplinary action, up to and including termination of employment.

Meal Periods

All full-time administrative employees working a 35-hour schedule are provided with one unpaid meal period of 60 minutes in length each workday. All full-time administrative employees working a 37.5-hour schedule are provided with one unpaid meal period of 30 minutes in length each workday. Department heads will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Employees on their time sheets are required to record the start and finish times for all meal periods.

Meal periods for employees covered by collective bargaining agreements shall be taken in accordance with the provisions of the applicable contract.

Overtime

Overtime procedures for employees covered by collective bargaining agreements shall be administered in accordance with the applicable provisions of the labor contract.

When operating requirements or other needs cannot be met during regular working hours, administrative employees will be given the opportunity to volunteer for overtime work assignments. If the situation necessitates, an employee can be required to work overtime. All overtime work must be preauthorized by an employee's department head. Overtime assignments will be distributed as equitably as practicable to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. All hours worked up to 40 shall be paid at straight time. All hours worked over 40 shall be paid at 150% of an employee's regular rate of pay. At the discretion of the Township, employees may take compensating time off in lieu of overtime pay. Weekly schedule may be adjusted so to accommodate for compensatory time earned. Compensating time off will be calculated in accordance with the Fair Labor Standards Act and other applicable laws. Employees may accumulate up to 35 hours of compensating time off.

If an employee is sick or disabled, he or she will be required to use all of their compensatory days prior to collecting payments under the disability program. In no case will an employee be entitled to receive disability benefits as well as compensatory days at the same time.

Emergency Closing

At times, emergencies such as severe weather, fires, or power failures, can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work for non-exempt employees will not be paid. Employees may use remaining vacation days, personal days, or compensatory time for the duration of the closing.

Exempt employees will be paid and will be expected to work remotely or from another location, if possible

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. If an employee is scheduled off for a leave when an emergency closing occurs, the employee will be charged with a leave day.

Employee Compensation

Salary and Wages

Job Descriptions

For each full-time position within Peters Township, there exists a job description. Job descriptions are proposed by the Township Manager and adopted by resolution by the Peters Township Council. The job description provides information on the pay grade, the department, who provides supervision to the employee, who the employee is responsible to supervise, and whether a position is exempt or non-exempt. Contained within the body of the job description are a general description, essential functions and responsibilities, additional or marginal duties and responsibilities, supervisory responsibilities, qualification requirements, and a description of the work environment. Employees should be familiar with the job description for their position.

Position Classifications

All positions not covered by a collective bargaining agreement are assigned a grade in a position classification table. The pay grade assigned each position is included as part of the adopted job description. A copy of that position classification table is included in the appendix to this handbook. The assigned grade of a position is used in conjunction with the pay plan to establish the salary range for a position.

Pay Plan

Included in the appendix of this handbook is a copy of the Peters Township pay plan. In the pay plan a salary range is established for each grade. The range provides for a starting salary, a midpoint, and a maximum salary. The Township Manager shall determine a starting salary based upon the approved salary range, the market, the skill and experience of the applicant and the best interest of the Township. A new hire who performs adequately may reach the midpoint within forty-eight months of their hire date. All salaries over the maximum provided for in the pay plan must be recommended by the Peters Township Manager and approved by the Peters Township Council.

Employee Benefits

General Description

Peters Township employees based upon their eligibility receive a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. The business department can identify the programs for which you are eligible.

Some benefits are prescribed by law. These include:

COBRA
Family and Medical Leave
Social Security
Workers' Compensation Insurance
Military Leave
Medicare

The following is a list of benefits programs available to full-time administrative employees. Those employees covered by collective bargaining agreements should consult their agreement for a listing of benefits.

Health Insurance
Dental Insurance
Vision Insurance
Life Insurance
Disability Insurance
Vacations
Personal Days
Holidays
Emergency Leave
Leave of Absence
Jury Duty Leave
Pension
Credit Union
Deferred Compensation Program
Educational Assistance

Some benefit programs require contributions from the employee.

These benefits will be provided until an employee has a break in service or receives disability payments in the form of workers' compensation benefits for 1 year or long-term disability benefits for 6 months.

Please be advised that the benefits descriptions in this Handbook are designed to be a general guideline, but the applicable summary plan documents will control employee eligibility as well as the nature and amount of the benefit. Contact the Human Resources Administrative Assistant with any questions or to request copies of plan documents.

Employee Insurance Benefit

Health Coverage

Commencing the first full month after their date of hire, full-time administrative employees are provided family health insurance coverage. Due to the changing nature of health care insurance programs, Peters Township reserves the right to make changes in the type and provider of health care insurance. The healthcare coverage afforded by this program is extensive. A detailed description of the available coverage can be obtained through the plan description issued by the insurance company.

Commencing January 1, 2015 all new employees are required to pay 15% of the premiums for health care insurance including dental and vision through an employee payroll deduction. All employees who have been employed by the Township prior to January 1, 2015 but after January 1, 2004 will pay 10% of their premiums. All employees who have been employed by the Township prior to January 1, 2004 will pay 5% of the premiums for health care, including dental and vision through an employee payroll deduction.

If an employee demonstrates that the employee and their dependents have health insurance, and if permitted by the Township's health insurance plan, employees will be given the option of waiving health insurance coverage. If an employee waives health insurance coverage, the employee will receive 50% of the actual savings received by the Township. Employees will be given the option of opting out of the program annually.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their beneficiaries the opportunity to continue health insurance coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, and a son or daughter losing dependent child status. The employee must notify the Human Resources Administrative Assistant whenever a qualifying event has occurred. Failure to do so may jeopardize an individual's right to continue health care coverage. It may also create a financial obligation for the employee to reimburse the Township for its additional costs.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Peters Township's group rates plus an administration fee. When the employee becomes eligible for COBRA continuation coverage under Peters Township's health insurance plan, Peters Township provides each eligible employee with a written notice describing rights granted under COBRA. The notice contains important information about the employee's rights and obligations.

Dental Insurance

Each full-time administrative employee and the employee's eligible family members will be covered by a dental insurance plan. A detailed description of dental services covered under this program is available through the plan description issued by the insurance company.

Commencing January 1, 2015 all new employees are required to pay 15% of the premiums for dental insurance through an employee payroll deduction. All employees who have been employed by the Township prior to January 1, 2015 but after January 1, 2004 will pay 10% of their premiums. All employees who have been employed by the Township prior to January 1, 2004 will pay 5% of the premiums for health care, including dental and vision through an employee payroll deduction.

Employees who opt out of Health Insurance coverage will not be eligible to receive dental insurance but will receive 50% of the actual savings received by the Township.

Vision Insurance

The Township offers vision benefits to each full-time employee and the employee's eligible family members. A detailed description of vision services covered under this program is available through the plan description issued by the insurance company.

Commencing January 1, 2015 all new employees are required to pay 15% of the premiums for vision insurance through an employee payroll deduction. All employees who have been employed by the Township prior to January 1, 2015 but after January 1, 2004 will pay 10% of their premiums. All employees who have been employed by the Township prior to January 1, 2004 will pay 5% of the premiums for health care, including dental and vision through an employee payroll deduction.

Employees who opt out of Health Insurance coverage will not be eligible to receive vision insurance but will receive 50% of the actual savings received by the Township.

Term Life Insurance

Every full-time employee is covered by a \$50,000 term life insurance policy which includes an accidental death and dismemberment benefit.

Short and Long Term Disability Insurance

Short and long-term disability coverage is available to all full-time employees. The Township pays the premiums in full. The benefit under both programs is equal to 66 2/3% of the employee's base wage. Disability benefits are provided through an insurance company. The specific details concerning eligibility and coverage under both programs, is governed by the plan documents issued by the insurance company which provides the disability coverage.

If an administrative employee is sick or disabled, he or she will be required to use all of their sick leave accumulation as well as any remaining compensatory time, vacation time, or personal days prior to collecting payments under the disability program. In no case will an employee be entitled to receive disability benefits as well as sick leave, compensatory time, vacation time, or personal days at the same time.

Workers' Compensation Insurance

As provided for by Pennsylvania State law, all employees of Peters Township are provided Workers' Compensation coverage for injuries related to the performance of their job. All job related injuries must be reported to the Township Manager on the appropriate form as soon as possible, but no later than 24 hours after the occurrence.

Employee Leave Benefits

Vacation

New hires will become eligible for vacation time following their first ninety (90) days of continuous employment with the Township. The amount of vacation time accrued in the first calendar year of employment will be determined by the employee's start date as follows:

Employment Date	Number of Days
January 1 – February 29	5
March 1 – April 30	4
May 1 – June 30	3
July 1 – August 31	2
September 1 – October 1	1
October 2 – December 31	0

For all employees hired after July 1, their anniversary date for calculating vacation will be January 1 of the year the employee was hired. All new employees will be allotted 2 weeks of vacation time on January 1 following the year in which they were hired. Employees hired after October 1 will receive their two (2) weeks of vacation following the completion of their first ninety (90) days of continuous employment with the Township.

Each full-time administrative employee, who has worked in at least 50% of the payroll periods within the employee's anniversary year (month and day hired), is entitled to an annual paid vacation as prescribed in the table below.

Continuous Years of Service	Weeks of Vacation
After 1, but fewer than 5	2
After 5, but fewer than 10	3
After 10	4

The Township Manager has the discretion to grant additional vacation time to new employees based on their job title, experience, and qualifications at the time of hire. This allows the Township to attract and retain highly qualified individuals whose skills and background warrant additional consideration. The allocation of additional vacation time will be determined on a case-by-case basis, ensuring alignment with the Township's goals and operational needs.

If an administrative employee worked less than 50% of the payroll periods within the employee's anniversary year, the employee is entitled to an annual paid vacation on a prorated basis. For example, if you are an employee with more than 10 years of service and you worked only 25% of the payroll periods in your anniversary year you will receive 1 week of vacation.

Vacation must be taken within the anniversary year after which they are earned and at the convenience of the Department in which an employee works. Persons having seniority will be given preference for scheduling vacation until January 31 of each year. After January 31 vacation will be scheduled on a first

come first served basis. Employees shall take vacations as time off, unless otherwise mutually agreed to by the Township and the employee.

Vacation days not taken within an anniversary year cannot be held over and are lost without compensation.

If an employee is sick or disabled, he or she will be required to use all of their vacation time prior to collecting payments under the disability program. In no case will an employee be entitled to receive disability benefits as well as vacation time at the same time.

Administrative employees will be paid all remaining and accrued leave including vacation as a lump sum payment at normal retirement. Administrative employees resigning but not eligible for normal retirement will be paid a lump sum for vacation days at separation.

Holidays

Full-time administrative employees are entitled to receive the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	Floating Holiday

To be compensated for a holiday, an employee must perform work or be on paid leave (vacation, personal day or compensatory day) the day before and after a holiday. Employees on sick leave or workers' compensation will not be paid for the holiday. Employees who work on a holiday will be given an additional day off. Employees scheduled for a pass day on a holiday will be given another day off. These days provided to employees who work on a holiday or are scheduled for a pass day must use their day off within 30 working days from the holiday.

At the beginning of each calendar year the Township Manager shall determine if and when the floating holiday will be celebrated. If a floating holiday is not selected this day will be taken as a personal day.

Personal Days

On January 1 of each year full-time administrative employees will receive 4 personal days. For new hires the number of personal days allotted will be based on the following table.

Employment Date	Number of Days
January 1 – January 31	4
February 1 – April 30	3
May 1 – July 31	2
August 1 – October 31	1
November 1 – December 31	0

When feasible, each administrative employee prior to taking a personal day must provide his or her department head seventy-two hours written notice.

If an employee is sick or disabled, he or she will be required to use all of their personal days prior to collecting payments under the disability program. In no case will an employee be entitled to receive disability benefits as well as personal days at the same time.

Administrative employees will be paid all remaining personal days as a lump sum payment at separation.

Sick Leave

The sick leave benefit for represented employees is governed by their collective bargaining agreement.

Each month that a full-time administrative employee works 15 or more days the employee will earn an additional day of sick leave. Each employee may accumulate up to a maximum of sixty (60) days of sick leave.

Sick leave is intended to provide income protection for periods of illness or injury to the employee only. It is not intended to supplement vacation, holiday, or personal days. If a person is ill for three or more days, or if in the opinion of the Township Manager an excessive amount of sick leave has been used, a doctor's certificate may be required by the Township prior to the employee returning to work. Abuse of sick leave is a serious matter and will result in discipline up to and including termination.

Sick leave pay is also provided for the seven-day period prior to eligibility for workers' compensation. If an employee becomes eligible for payment under the workers' compensation insurance program for the first seven days, then the employee will endorse the check so as to make it payable to Peters Township. For each day covered by the endorsed workers' compensation check, the employee will be charged only one third of a sick leave day.

If an administrative employee is sick or disabled, he or she will be required to use all of their sick leave accumulation as well as any remaining compensatory time, vacation time, or personal days prior to collecting payments under the disability program. In no case will an employee be entitled to receive disability benefits as well as sick days at the same time.

Administrative employees will be paid all accumulated leave including sick leave as a lump sum payment at normal retirement. Administrative employees hired prior to January 1, 1990 but not eligible for normal retirement will be paid for any accumulated sick leave upon termination of employment as a lump sum.

Military Leave

Federal and state law provides that the members for the United States Armed Forces, on completing their military service, are to be restored to the position they would have attained if they had continued working, to their former position, or to a position of like seniority, status, and pay. It is the Township's policy to comply with federal and state law regarding leave for military service, and regarding restoration of employment status upon return from eligible military service.

Bereavement Leave

Paid emergency leave of up to four days will be granted for a death in an employee's family. Leave shall be granted for the death of the employee's mother, father, spouse, child, brother, sister, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

Emergency Leave

Four days of emergency paid leave shall be granted for the serious illness of the employee's spouse,

children or parents. Emergency Leave cannot be used as an extension of parental leave.

Parental Leave

Administrative full-time employees, who have been employed for twelve (12) months, are eligible for two weeks of paid parental leave immediately following the birth or adoption of a child. This leave is part of the employee's leave provided for under the Family Medical Leave Act.

Employees giving birth to children are also eligible to receive sick leave and disability benefits until a physician determines that the employee is physically able to return to work. At that time, the employee will provide the Township with a copy of a work release from their physician stating the date they are able to return to their job with no restrictions. A copy of the employee's job description will be made available for the physician's review to make a determination of the employee's ability to return to work.

Jury Duty Leave

Any employee shall be given necessary time off without loss of pay when on jury duty or performing emergency civilian duty in connection with national defense. In the case of an employee on jury duty, the employee will continue to receive full compensation. The employee is required to give the Township any compensation received from the courts except that which is received for parking and transportation reimbursement.

Family and Medical Leave Act

The Family and Medical Leave Act provides for three categories of leave. These include family and medical leave, military leave for qualifying exigency, and family caregiver military leave. Each of these leaves is afforded to all Township employees.

Employees designated by Peters Township as "Key" employees may be denied restoration, if necessary, to avoid substantial grievous economic injury to Peters Township's operations, in accordance with the express provisions of the Family and Medical Leave Act. 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, Peters Township will notify that employee and offer him or her opportunity to return to work. If that employee elects not to return to work, Peters Township will nevertheless reconsider at the end of the leave whether or not it will be possible to reinstate that employee without suffering substantial and grievous economic injury.

Family and Medical Leave

Peters Township provides family and medical leaves of absence without pay to eligible employees under the federal statute. Employees are eligible for leave if they have worked for the Township for at least 12 months and at least 1,250 hours over the past 12 months. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

This leave is available to an employee who wishes to take time off from work to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a

child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or a condition requiring continuing treatment by a health care provider.

At least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events, eligible employees shall make requests for family leave to their department head. Employees requesting leave for their own serious health condition, or family leave for the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for leave. The physician statement should include the beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period, which may be taken on a continuous, intermittent, or reduced work schedule basis. The Township utilizes a rolling 12-month period for calculating leave under the Family and Medical Leave Act. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. This paid leave time will be counted as part of the 12 weeks of family leave.

For the duration of the leave, health insurance benefits will be provided by Peters Township. Employees on Family Medical Leave will continue to be responsible for the employee's share of health insurance costs. Benefit accruals, such as vacation, sick leave, or holiday benefits, will not continue during the unpaid leave.

Married employee couples will be restricted to a combined total of 12 weeks of family leave within any 12-month period, if the leave is taken for the birth of the employees' son or daughter, or the care of the child after birth; the placement with the employees of a child for adoption or foster care; to care for an adopted child or foster child after placement; or the care of an employee's parent with a serious health condition.

To properly schedule an employee's return, an employee on family leave is to provide Peters Township with at least two weeks advance notice of his or her return date. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Military Leave for Qualifying Exigency

An eligible employee may take leave because of any qualifying exigency arising out of the fact that the employee's qualifying family member is a covered military member deployed to covered active duty to a foreign country. The definition of qualifying family members (son, daughter, parent and spouse) is the same as for family medical leave, except that in the case of a son or daughter there is no age 18 limitation.

The entitlement for qualifying exigency leave is the same 12 workweeks per leave year as for non-military family medical leave, which may be taken on a continuous, intermittent, or reduced work schedule basis. The leave year is defined in the same way as non-military family medical leave. Any leave taken for a qualifying exigency also counts toward the 12 workweeks of non-military family medical leave. The same leave year will be applied to both qualifying exigency leave and the family medical leave.

Exigency leave covers an individual on active duty in a regular component of the Armed Forces, or an individual in the Reserve components called to active duty, who is deployed to a foreign country. Call to duty refers only to Federal activation, not state or local activation unless under order of the President of the United States.

To constitute a qualifying exigency, the activity in question must fall into one of nine categories, as follows:

1. **Short-Notice Deployment:** leave taken when a covered military member gets seven calendar day's notice or less of a call to duty. This leave may be taken for a period limited to seven calendar days from the date of notice and without regard to whether any other exigency exists.
2. **Military Events and Related Activities:** to attend any official ceremony, program or event sponsored by the military related to the active duty of a covered military member, including family support or assistance programs and information briefings.
3. **Childcare and School Activities:** to arrange for alternative childcare when the active duty necessitates a change; to provide for childcare on an urgent, immediate need basis (e.g., child's sickness during school); to enroll in or transfer a child to a new school or daycare facility; or to attend meetings with school or daycare staff when such meetings are necessary due to circumstances arising from the active duty of a covered military member. This form of leave is not available for routine, regular or everyday childcare events that occur for all parents.
4. **Financial and Legal Arrangements:** to make or update financial or legal arrangements to address the covered military member's absence, such as executing powers of attorney or transferring bank account signature authority; or to act as the covered military member's representative in legal affairs during active duty and for a period of ninety (90) days following termination of active duty.
5. **Counseling:** to attend counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the military member, the need for which arises from the active duty, e.g., military chaplain or military service organization.
6. **Rest and Recuperation:** to spend time with a covered military member who is on short term, temporary, rest and recuperation during the period of deployment, limited to five days of such leave per instance of rest and recuperation.
7. **Post-Deployment Activities:** to attend arrival ceremonies, reintegration briefings and events and other official military ceremonies and programs; and to address issues arising from the death of a covered military member. This leave is available during the ninety (90) days following the covered service member's return from active duty.
8. **Parental Care:** When a military member's biological, adoptive, step, or foster father or mother, or any other member who was the legal guardian to the military member when the member was under 18 years of age, is incapable of self-care. Incapable of self-care means being unable to perform three or more daily living or instrumental daily living activities. Instrumental daily activities include paying the bills, cooking, cleaning, shopping, and using a post office. Daily activities include hygiene, bathing, grooming, eating, and dressing.
9. **Additional Activities:** to address other events which arise out of the covered military member's active duty, provided that the Employer and employee agree that such events qualify as an

exigency and agree as to the timing and duration.

Employees seeking to use qualifying exigency leave are subject to the same notice requirements as family medical leave, including the need to give foreseeable notice when practical. Also, such employees will be required to certify the need for leave, including the covered military member's active military orders and dates of service. The employee must provide a copy of the military member's orders upon request. In addition, a qualifying exigency certification form will be required.

Family Military Caregiver Leave

Family military caregiver leave is available to eligible employees under the federal statute when he or she is needed to care for a covered service member with a serious injury or illness if the employee is the qualifying family member (spouse, son, daughter, parent or next of kin) of the covered service member. The definition of qualifying family members (son, daughter, parent and spouse) is the same as for family medical leave, except that in the case of a son or daughter there is no age 18 limitation. The term "next of kin" means the nearest blood relative other than the covered service member's spouse, parent, son or daughter.

The entitlement for Military Caregiver Leave is 26 workweeks in a single 12-month period. The 12-month period or "leave year" for this type of leave begins on the first day the eligible employee takes military family leave to care for a covered service member and ends twelve (12) months after that date. If an eligible employee does not take the entire 26 workweeks in the 12-month period, the balance is forfeited. The 26-workweek leave is not a yearly entitlement that renews each year, like family medical leave, the leave is calculated on a per-service member, per-injury basis. A husband and wife employed by the same employer, who both are eligible for family medical leave to care for a covered service member with a serious illness or injury, are limited to a combined 26- workweek entitlement.

During the single 12-month period applicable to this leave, an employee is entitled to no more than 26 workweeks of family medical leave, including both military family leave and non-military leave, and the employee's use of non-military leave cannot exceed 12 workweeks. For example, an employee could take 16 weeks of military caregiver leave and 10 weeks of childcare leave; but the employee could not take 10 weeks of military caregiver leave and 16 weeks of childcare leave.

The definition of covered service member includes both a current member of the Armed Forces, National Guard or Reserves, and a veteran of such service when the veteran undergoes treatment during the five-year period since serving as an Armed Forces member. The member must be undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty.

A serious illness or injury is one that may render the covered service member medically unfit to perform the duties of his or her office, grade, rank or rating. The term includes an injury or illness that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. The same definition applies to veterans, except that the injury or illness may have manifested itself before or after the member became a veteran.

Employees seeking to use military caregiver leave are subject to the same notice requirements as family medical leave, including the need to give foreseeable notice when practical. Also, such employees will be required to certify the need for leave, including medical certification from a health

care provider. Alternatively, an employee may provide the employer with invitational travel orders or invitational travel authorizations issued to any family member to join an injured or ill service member at his or her bedside.

Retirement Benefits

Pension Plan

Administrative employees who work at least 1,000 hours are enrolled in the Peters Township Employee Pension Program. The Township on the employee's behalf annually contributes 8% of the amount of the employee's gross wages to the pension program. Employees are 100% vested in the program after five years of full-time employment. A detailed description of the pension plan is available through the plan documents.

Firefighters who work at least 1,000 hours are enrolled in the Peters Township Employee Pension Program. The Township on the employee's behalf annually contributes 11% of the amount of the employee's gross wages to the pension program. The firefighter annually contributes 4% of the amount of the employee's gross wages to the pension program. Commencing on January 1, 2022, Firefighters annually contribute 5% of the amount of the employee's gross wages to the pension program. Firefighters are 100% vested in the program after five years of full-time employment. A detailed description of the pension plan is available through the plan documents.

Public works employees should check their union contracts for a description of their pension benefits.

Police officers including the command staff are covered by a pension plan in accordance with Act 600.

Deferred Compensation Plan

The Township provides employees the opportunity to voluntarily participate in a deferred compensation program administered by Mission Square Retirement. This savings program allows employees to invest pretax dollars in a variety of investments. The deferred compensation program is designed to provide employees with a convenient method to augment the pension program.

Social Security

Peters Township matches employee contribution to the social security program. Currently employees and the Township are each contributing 6.2% of employee wages that are subject to the federal payroll tax. This percentage contribution is subject to change by the federal government.

Medicare

Peters Township matches employee contribution to the Medicare program. Currently employees and the Township are each contributing 1.45% of employee wages that are subject to the federal payroll tax to this program. This percentage contribution is subject to change by the federal government.

Other Benefits

Employee Assistance Program

The Township provides an employee assistance program. The program is a benefit to assist full-time employees and in certain situations family members. The employee assistance program addresses numerous issues including stress, dependency, financial, psychological, marital, family, and other problems that may interfere with an employee's performance. The employee assistance program service can be initiated by the employee directly or may be recommended by the Township. The

Employee Assistance Program is administered by an independent agency under contract to the Township. All information provided to the program administrator is confidential.

Credit Union

Employees of Peters Township are eligible for membership in the Pennsylvania State Employee Credit Union (PSECU). Employees can utilize direct deposit through the payroll system to transfer funds to the credit union.

Educational Assistance

Full-time administrative employees with the approval of the Township Manager may be reimbursed for 50% of tuition cost. If an employee wishes to obtain education assistance, they must notify their Department Head and the Township Manager in writing at least 90 days before the end of the year so that the Township can adequately budget for the education assistance.

To be eligible for tuition reimbursement the Township Manager must determine that the degree program is job related. The college or university must be an accredited institution. The accrediting agency must be recognized by the United States Department of Education as provided for in the Higher Education Act.

Upon successful completion of a course, employees enrolled in a degree program will be reimbursed for 50% of tuition cost. Successful completion is defined as a grade of C or better.

After completing a course, the employee must continue working for the Township for two years. If an employee terminates his or her employment before two years, the employee will be required to reimburse the Township the relevant tuition amount.

Conferences

Department heads with the approval of the Township Manager are annually permitted to attend a state and national conference related to their field of expertise or a newly developing field that is related. There is an expectation that the employee who attended the conference will provide copies of handouts and other materials for Township use, give a report to the manager and when appropriate present the information to his or her colleagues.

Flexible Spending Accounts

Full-time Township employees will be given the opportunity, through a program of payroll deductions, to save money on a pre-tax basis for the purpose of funding dependent care and medical expenses. Detailed information concerning flexible spending accounts is available from the Human Resources Administrative Assistant.

Performance Evaluations

The Township endeavors to provide timely, constructive feedback to all employees. Typically, an annual performance review will be conducted. A positive performance evaluation will not necessarily mean an increase in salary or a change in job responsibilities.

Separation from Employment

Resignation

Every organization must plan its future personnel needs in order to operate efficiently. Should an employee other than a department head decide to leave the Township, at least two weeks of notice, in writing, is

required. Department heads should provide a minimum of three weeks of notice in writing. After providing notice, the employee is to assist in the transition by completing outstanding tasks and transferring work to others. The Township at its discretion may cancel any paid leave scheduled for this two or three week period.

The notice should include why a person is resigning and the individual's last anticipated working date. All employees resigning will participate in an exit interview conducted by their department head or the Township Manager, or his designee. The Township Manager has the authority to accept an employee's resignation. Once accepted, the employee's resignation cannot be rescinded.

On an employee's last day worked, he or she must return all Township property, including any electronic information which may be stored on their personal computer or laptop.

If an employee who is resigning his or her position fails to follow the provisions of this section including adequate notice and transition assistance, the employee may forfeit the payment of any or all outstanding or accrued vacation, personal days, and/or sick leave.

Break in Service

When a break in service occurs, the individual is no longer employed by the Township and is not eligible for any form of compensation. A break in service for an administrative employee shall occur:

1. Upon receipt by the Township of an employee's letter of resignation
2. Upon the termination of an employee by the Township
3. When an employee fails to return to work as scheduled after a paid or unpaid leave
4. When an employee fails to report to work for three (3) days without proper notice
5. When an employee has been laid off for ninety (90) calendar days
6. When an employee has for any reason been continually off work for 365 calendar days
7. When an employee has been determined to be unable to perform essential job functions, with or without reasonable accommodations.

Represented employees should consult their labor contract to understand what constitutes a break in service.

Provisions regarding break in service will be administered by the Township in a manner consistent with the provisions of the American with Disabilities Act as amended.

Code of Conduct

Conflict of Interest

All Township employees are subject to the State Ethics Act which ensures that public employees' private financial interests do not conflict with their public obligations. The Township requires and expects all of its employees to comply with the State Ethics Act.

The State Ethics Act prohibits Township employees from using the authority of their employment, or confidential information received by holding such position, for the private pecuniary benefit of the employee, any member of their immediate family, or a business with which they or a member of their immediate family, or a business with which they or a member of their immediate family is associated. Types of conflicts of interest include but are not limited to:

1. Self-dealing. For example, using your Township position to get a summer job for your child.

2. Accepting benefits. For example, accepting personal gifts or discounts for services.
3. Influence peddling. For example, soliciting personal benefits in exchange for using influence to unfairly advance the interests of an individual or organization.
4. Using Township property for private advantage. For example, using Township equipment for the benefit of a private business owned by the employee or an employee's friend.
5. Using confidential information.

Employees have an obligation to conduct business within guidelines that prevent actual or potential conflicts of interest. Even the perception of a conflict can be detrimental to an employee's effectiveness within the organization. Employees should contact the Township Manager if they have questions about a potential conflict of interest. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Township Manager as soon as possible. This will allow the Manager to take action to protect all parties.

The State Ethics Act also prohibits Township employees, their 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 employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

The State Ethics Act also prohibits an employee 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 the employee official action or judgment the employee would be influenced thereby.

Township employees who are responsible for taking or recommending official action that are substantive in nature with regard to the following items, must complete a State Ethics Commission Statement of Financial Interest Form: 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.

Gifts and Gratuities

No employee shall accept or solicit any free or preferred service, benefits, or goods from a person or company if the gift arises out of the recipient's employment with the Township.

Non-Disclosure of Confidential Information

Certain Township information is confidential. As a result, employees may not improperly disclose or use such information. If an employee has any question as to whether certain information is confidential, the employee should consult with their supervisor. Employees should also contact the Township's Right to Know Officer if a member of the public requests information that may be subject to the Right to Know Law. An employee who discloses confidential Township information in violation of this policy will be disciplined, up to and including termination.

Political Activity

Peters Township employees shall not take an active part in political campaigns or in political management except with respect to the candidacy of the employee or a member of the employee's immediate family. This prohibition extends to the solicitation of political contributions. Individuals are prohibited from

soliciting contributions for any candidacy or election issue from any Township employee. An employee of Peters Township shall resign his or her position before becoming a candidate for public office. Any employee who willfully violates the requirements of this section shall forfeit their office or position.

Drug and Alcohol Policy

It is Peters Township's desire to provide a drug-free, healthful, and safe workplace. Toward that end Peters Township has adopted by resolution a Drug and Alcohol Policy. A full copy of the Drug and Alcohol Policy is posted at Township work sites and is available upon request. All employees shall report to work in appropriate mental and physical condition to satisfactorily perform their jobs.

Smoking

In accordance with State statutes and in keeping with Peters Township's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. This policy applies equally to all employees, customers, and visitors.

Civility in the Workplace

All employees are expected to conduct themselves in a manner that cultivates teamwork, mutual respect, inclusion and a healthy work environment. All forms of prohibited conduct, including harassment, bullying, threats, violent behaviors, and retaliation are strictly forbidden.

Employees should report instances of prohibited conduct as soon as possible after an incident occurs. In order to make sure that all employees can report acts that violate this policy, the Township offers multiple complaint alternatives. Employees may report prohibited conduct to their department head or the Township Manager. If the Township Manager is the subject of the complaint, the department head must relay the report to the Township Solicitor.

Supervisors must take action to stop any prohibited conduct of which they are aware, whether or not a complaint has been made.

An employee who violates this policy will be disciplined, up to and including termination.

Policy Against Discrimination and Discriminatory Harassment

Peters Township does not tolerate discrimination or harassment in any form. Federal and state law prohibit employment discrimination on the basis of race, color, religion/creed, sex, disability, marital status, age, national origin, ancestry, and veteran status. Harassment based on these characteristics is also prohibited under federal and state law. The Township is committed to providing a work environment free from all forms of unlawful discrimination and discriminatory harassment.

Discriminatory harassment includes sexual harassment as well as any harassment that is based upon an individual's race, color, religion/creed, sex, disability, marital status, age, national origin, ancestry, and veteran status or any other characteristic protected or any other trait protected by federal or state law. Discriminatory harassment violates the law when it is so severe or pervasive that it creates a hostile working environment. The Township will take all reasonable measures to ensure that no employee is exposed to any discrimination or discriminatory harassment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about harassment or discrimination, whether that concern relates to harassment of or discrimination

against the individual raising the concern or against another individual. It also unlawful to retaliate or take reprisal in any way against anyone who has participated in an investigation of unlawful discrimination or harassment.

It is important that all employees are aware of the type of conduct or comments that may cause or contribute to discriminatory harassment. Probably the most common form of discriminatory harassment is sexual harassment, but other forms of discriminatory harassment are also of great concern.

Sexual Harassment

Sexual harassment in the workplace is a violation of Title VII of the 1964 Civil Rights Act, and the Pennsylvania Human Relations Act.

Peters Township reaffirms its policy that employees will be treated fairly, and will be free of sexual discrimination, which includes sexual harassment. Sexual harassment of any Peters Township employee in any form is prohibited. Such conduct may result in disciplinary action up to and including dismissal.

The following definitions by the Equal Employment Opportunity Commission describe what constitutes sexual harassment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, among other things:

1. Physical assaults of a sexual nature, such as:
 - A. Rape, sexual battery, molestation or attempts to commit, these assaults; and
 - B. 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.
2. Unwanted sexual advances, propositions or other sexual comments such as:
 - A. 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;
 - B. Preferential treatment or promise of preferential treatment to an employee submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - C. 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 that employee's sex.
3. Sexual or discriminatory displays of publications in the workplace, such as: pictures, posters,

calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

4. The Township's Electronic Resources Policy requires that employee use of the Internet be consistent with, and not in violation of, the Township's policies, including but not limited to this policy on Discrimination and Harassment, and the Civility in the Workplace policy. Employees may not use the Township's electronic resources or systems in any manner that violates federal, state or local and/or Township policy, including but not limited to the Township's Policy Against Discriminatory Harassment (e.g., transmissions of sexually explicit messages, ethnic or racial slurs, etc.). See also, Electronic Resources Policy, Internet Postings and Social Media.
5. Retaliation for sexual harassment complaints, such as:
 - A. Discipline, changing work assignment 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
 - B. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct.

Other Forms of Discriminatory Harassment

Harassment based upon an employee's race, color, religion/creed, sex, disability, marital status, age, national origin, ancestry, veteran status or any other characteristic protected or any other trait protected by federal or state law is strictly prohibited. No employee should be subjected to harassment or discriminated against because they are a member of a certain group protected under the law.

Certain conduct which may constitute discriminatory harassment includes, but is not limited to, preferential or derogatory treatment based upon protected characteristics, using insulting or degrading language that would reasonably offend members of any protected group under federal or state law, distributing or displaying any written or graphic materials that would be offensive to members of any protected group, and using racial, religious, or ethnic epithets.

The Township is committed to eliminating all forms of discriminatory harassment from our workplaces. Any employee who commits or condones discriminatory harassment will be subject to disciplinary action up to and including termination of employment.

Procedure for Investigating Complaints of Discrimination and Discriminatory Harassment

All our employees play an extremely important role in our efforts to eliminate discrimination and all forms of discriminatory harassment. The employees must be the Township's eyes and ears. It is absolutely necessary that an employee inform the Township immediately if he or she experiences or observes any discriminatory harassment.

In order to make sure that all employees are able to report any discrimination or discriminatory harassment which they experience or observe to a Township official to whom they are comfortable making such a report, the Township offers multiple complaint alternatives. Employees may report discrimination or discriminatory harassment to either their department head or the Township Manager. Department heads who receive a report of discrimination or discriminatory harassment must convey the report to the Township Manager, unless the Township Manager is the subject of the complaint, in which case the department head must relay the report to the Township Solicitor.

We encourage, but do not require, that all complaints be in writing. When making a report of

discriminatory harassment, it is important that the employee provide as much information as possible, including the details of the alleged discriminatory harassing conduct, any physical evidence of the discriminatory harassment that may exist, the names of all employees involved in the discriminatory harassment, any other employees who may have experienced similar discriminatory harassment, and any individuals who observed or witnessed the discriminatory harassment. The Township will protect the confidentiality of the information provided to the extent possible consistent with our commitment to investigate and eliminate any discriminatory harassment from our workplace. In certain circumstances, however, the investigation may disclose the identity of those employees who claim to have been harassed and/or other employees involved.

The Township will not permit any retaliation against an employee who has made a complaint or report of discrimination or discriminatory harassment. No employee will suffer any adverse job-related consequences as a result of having assisted the Township by bringing discrimination or discriminatory harassment to its attention. Any employee who believes that he or she has been retaliated against in violation of this policy should report the situation to an appropriate management representative immediately. Any individual who is found to have retaliated against any employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

The Township Manager (or Township Solicitor), or their authorized designee, will conduct or direct an investigation into any complaint or report of discriminatory harassment. Prompt and appropriate action will be taken pending an investigation to ensure that any discrimination or discriminatory harassment that might exist does not continue. If the investigation indicates that discriminatory harassment may have occurred, the Township will take prompt and appropriate remedial measures to correct the wrongdoing and/or to bring the harassment to an end.

Any employee who is found to have committed or condoned discrimination or discriminatory harassment will be subject to appropriate disciplinary action, up to and including termination of employment. The employee(s) involved will be informed of the results of the investigation and any action taken. Following the resolution of any complaint, the employee should continue to keep the Township informed if the discriminatory harassment persists.

This policy against discrimination or discriminatory harassment is extremely important to the Township. It is very important to us that all of our employees are treated with the appropriate dignity and respect that they deserve. The Township takes discrimination and all forms of discriminatory harassment extremely seriously, and we ask that each of our employees play their respective roles in eliminating them from our workplace.

Background Checks

As a condition of employment, all applicants for Township employment where direct contact with minors is as an element of the performance of the jobs must obtain and maintain the following clearances:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal History Clearance
- Federal Bureau of Investigations (FBI) Criminal History Clearance

The Township will pay for the cost of obtaining the background checks. Should an employee at any time fail any of clearances, they will be forbidden from coming into direct contact with minors while representing Township. If contact with children is essential to performing their job the employee will be dismissed.

Whistleblower Law

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. Employees may report information regarding possible unlawful activity to the Township Manager or the Township Solicitor. Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

No employee who makes a good faith report under this Whistleblower Policy or who cooperates in inquiries or investigations shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he or she has been subjected to any form of retaliation as a result of making a good faith report under this Whistleblower Policy should immediately report the retaliation to the Township Manager.

Anyone making a complaint concerning a violation or suspected violation of some policy, practice or activity of the Township must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of a policy, practice or activity of the Township. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Peters Township. For full-time employees outside employment cannot entail more than 20 hours of work in any week. All employees will be judged by the same performance standards and will be subject to Peters Township's scheduling demands, regardless of any existing outside work requirements. Any employee wishing to pursue outside employment must first obtain permission from the Peters Township Manager. Full-time employees will annually be required to confirm their secondary employment status.

If the Township Manager determines that an employee's outside work interferes with the employee's position with Peters Township, the employee will be asked to terminate the outside employment if he or she wishes to remain with Peters Township.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Peters Township for materials produced or services rendered while performing their jobs.

Workplace Violence Prevention Policy

The Township is committed to providing a safe work environment which is violence-free. The Township seeks to prevent workplace violence by taking threats of workplace violence seriously, investigating incidents promptly and responding appropriately.

The Township does not tolerate threats of any kind; threatening, physically aggressive or violent behavior; intimidation; defacing of or damage to property; or other behavior that suggests the potential for violence such as taunting, name calling, or the use of ethnic slurs. Furthermore, if any member of the public threatens or acts violently toward an employee, the reporting procedures below should be followed.

Behavior prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Behavior prohibited by this policy engaged in while off duty and off Township premises is also covered if such behavior may reflect negatively upon the Township or is incompatible with the qualities necessary for holding a position with the Township.

Any violation of this policy should be reported to an employee's supervisor, a department head, or the Township Manager, if it is safe to do so. Employees should not place themselves in danger. If a violent or dangerous incident is occurring near their workstation, an employee should call 911.

Peters Township will promptly and thoroughly investigate all reports of threats of or actual violence and reports of any other behaviors that could lead to violence. The identity of the person reporting the policy will be kept confidential for as long as it is practical to do so. Retaliation in any form against an individual who in good faith has reported an incident under this policy is prohibited. Likewise, there will be no retaliation against individuals participating in an investigation. Retaliation itself will be cause for appropriate disciplinary action. Perceived acts of retaliation should be reported immediately to the Township Manager.

Employees should notify the Township Manager if a restraining order involving the employee is in effect.

Any employee found in violation of this policy will be disciplined appropriately, up to and including termination.

Dress

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Consult your department head if you have questions as to what constitutes appropriate attire.

Care of Township Facilities and Equipment

All Township employees are responsible for assuring 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 a Township employee use Township tools, equipment and supplies for their own personal use without permission from the appropriate department head.

Communications with the Public

Requests for information from the Township may be subject to the Pennsylvania Right-to-Know Act. All Requests for documents from the Township must be referred to the Open Records Officer. Employees should always be courteous, prompt, and truthful in the information they provide to the public. If there is some question concerning the information, the party who is inquiring should be referred to the appropriate person. Some Township records are not to be open to the public such as portions of personnel records and income tax records. Therefore, the Open Records Officer should be kept informed in advance of dissemination of all information that is requested by the public so a decision can be rendered as to whether the information should be released.

Communications with the Township Council

It is imperative that an orderly flow of information be maintained. To do this, Township employees may not personally contact members of the Township Council on routine matters pertaining to Township affairs unless directed to do so by the Township Manager. Information that is requested by the Township Council from Township employees shall be routed through the Township Manager.

Electronic Resources

Electronic Communications and Access

The Township's electronic resources, including but not limited to, computers, laptops, telephones, cell phones, tablets, networks, email systems, facsimile, voicemail, and communication hardware/software systems, were installed for the purpose of facilitating business communications and furthering the best interests of the Township. It is the policy of the Township that employees use these systems for that stated purpose. These electronic resources are provided for business purposes. Limited personal use is permitted so long as it does not interfere with the performance of one's job, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other employees. Under no circumstances shall such facilities be used for personal financial gain or to solicit others for activities unrelated to the Township's business.

Employees are not permitted to alter, delete, encrypt, or add programs or applications to any electronic resources, including the one on which employees perform work. Any alterations, deletions, encryptions, or additions must be approved by the Township Manager. Employees may not add software, change settings, or use the computer for anything other than business usage.

All information created, accessed, or stored using the Township's electronic resources and systems is the property of the Township. Users do not have a right to privacy regarding any activity conducted using the Township's systems. The Township can review, read, access, or otherwise monitor all activities, including email and Internet activity, on its electronic resource or system, or on any other system accessed by use of the Township's electronic resources and system. The use of passwords not approved by the Township is prohibited. Even when activity is erased, deleted, or password protected it is still possible to review and/or retrieve the activity or communication. Further, the use of passwords for security does not guarantee confidentiality.

Employees may not use the Township's electronic resources or systems in any manner that violates federal, state or local and/or Township policy, including but not limited to the Township's Policy Against Discriminatory Harassment (e.g., transmissions of sexually explicit messages, ethnic or racial slurs, etc.), the Confidential Information policy, and the Internet Posting and Social Media policy. Confidential and proprietary information must not be shared outside of the Township, without authorization, at any time. These electronic resources may not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Employees must not hide or misrepresent their identity when using the Township's electronic resources.

Internet use, during work time and using the Township's electronic resources, is authorized for business purposes, with only limited personal use permissible as outlined above. Furthermore, all Internet access and activity must comply with the Township's Internet Posting and Social Media policy.

Employees are required to comply with applicable state, federal and local law when utilizing electronic resources, including personal electronic resources, when driving vehicles and operating equipment. This includes talking on Township-issued or personal phones; viewing email, text messages, images and other

content; using devices to communicate in any manner; and using devices to input, upload and download data and other content.

Employees are prohibited from using the Township's electronic resources to:

1. Run a personal business
2. Send widely distributed emails that offer to sell or give away any product or services
3. Send widely distributed emails regarding traffic, school closings, security threats, and related issues, without appropriate authorization
4. Download, upload, store, send, distribute, or display any content that is inappropriate to a professional business setting, including but not limited to content that:
 - a. May be considered obscene, lewd, lascivious, or pornographic;
 - b. Is reasonably likely to harass, intimidate, threaten, embarrass, humiliate or degrade other individuals;
 - c. Targets an individual or groups of individuals for purposes of harassing, intimidating, threatening, embarrassing, humiliating, degrading or discriminating on the basis of ethnic origin, race, sex, age, disability or other protected trait;
 - d. Contains defamatory references or depictions of other individuals; and
 - e. Discredits or causes embarrassment to the Township
- 5.
6. Load or download any software that has not been approved
7. Duplicate copyrighted or licensed software, or use illegal copies of software (which are violations of federal law)
8. Initiate or forward electronic chain letters
9. Gain or attempt to gain unauthorized access to, or make unauthorized use of, computer accounts, disks, files, equipment, networks, or facilities
10. Violate the privacy of others by reading their files or computer mail or listening to their voice mail without consent
11. Intentionally erase stored information or modify equipment, accounts, disks, or files, other than for business purposes
12. Attempt to deceive other computer users through false representation or forgery
13. Attempt to defeat any security mechanisms
14. Intentionally introduce harmful software or release a virus, worm or other program that damages or otherwise harms a system or network
15. Interfere with any other person's fair use of computer systems
16. Compromise any component of any network or the intellectual property stored therein by releasing privileged or sensitive information, including personal passwords, and
17. Violate any Township policy.

Any employee who discovers a violation of this policy must notify the Township Manager. Any employee who violates this policy or uses electronic resources for improper purposes will be subject to discipline, up to and including termination as well as being held liable for the cost to mitigate damages.

Internet Postings and Social Media

This policy applies to any Internet web site, multimedia site, social networking site, blog, or other site where text, photos, videos, audio files, or other content may be posted. All employees should exercise good judgment and common sense when accessing and using the Internet. Internet access and usage via Township-issued electronic devices must comply with the Electronic Communications and Access policy. Internet use, on the Township's time, is authorized to conduct Township business, with only limited personal use permitted as outlined in the Electronic Communications and Access policy.

While typically what employees do outside of work is their personal business and generally not subject to Township 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.

Employee use of the Internet should be consistent with, and not in violation of, the Township's policies, including but not limited to Civility in the Workplace, the Discriminatory Harassment, and Confidential Information policies. The Internet must be used in a lawful manner. 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 or comments insulting residents, the general public, or groups on the basis of national origin, all tend to undermine the public trust and confidence required of yourself and the Township. 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.

Employees should not misrepresent their identity when accessing and posting information and content the Internet. Posting of any of the Township's non-public, confidential or proprietary information, and use of the Township's logo or trademarks without prior authorization, is prohibited.

Employees are legally responsible for their postings, which may subject employees to liability if posts are found to be defamatory, harassing, in violation of privacy rights or in violation of any other applicable law. Employees may also be liable for postings which include confidential or copyrighted information belonging to third parties. Internet postings should respect copyright, privacy, fair use, financial disclosure and other applicable laws.

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 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.

Employees should not expect that they have privacy when making internet postings. 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 internet activity, and employees should be aware that their posts may be brought to the

Township's attention by third parties. The Township also reserves the right to request that employees remove postings that are in violation of this policy.

Nothing in this policy is intended to conflict with applicable laws. 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 Township Manager. Any employee who violates this policy may be subject to discipline, up to and including termination.

Electronic Portable Devices

Use of Portable Devices

The Township recognizes that employees have access to and may use certain portable electronic communication devices (whether Township-provided or personal) such as cell phones, smartphones, or tablets during working hours (collectively, "Portable Devices"). Employees must adhere to all Township policies, including policies against discrimination and harassment, working hours, and safety, when using Portable Devices. Violation of this policy, or of any other Township policy through the use of Portable Devices, may result in disciplinary action, up to and including termination of employment. Any employee who has a question about this policy or compliance with the requirements regarding usage of Portable Devices should contact the Township Manager.

Use of Portable Devices Prohibited While Driving

The Township prohibits the use of any Portable Device while operating a vehicle during working time or otherwise while conducting the Township's business, which includes but is not limited to making phone calls, texting, emailing or other messaging, and Internet browsing. Employees should direct any and all calls or messages to voicemail while they are driving. In the event that an employee feels that he or she must use a Portable Device while driving, such as in an emergency situation, the employee first must pull off the road to a secure location and safely stop the vehicle before using a Portable Device. All employees must ensure that their use of Portable Devices does not pose a safety hazard. In addition, employees must comply with all applicable federal, state, and local laws governing the use of Portable Devices.

Personal Use of Portable Devices during Working Hours

Limited personal use is permitted so long as it does not interfere with the performance of the employee's job, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other employees.

Safety

Commitment to Workplace Safety

Peters Township is committed to providing a safe workplace for all employees. Reaching this goal depends on the alertness and personal commitment of all.

Peters Township regularly provides information to employees about workplace safety and health issues through meetings, bulletin board postings, memos, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Accident, Injury, and Incident Reporting

In the event of injury or fatality of a Township employee or others by Township operations, or damage to property, employees are to contact their supervisor immediately. Immediate notification is vital to the proper management of the incident. Supervisors shall prepare written reports of any accident, injury or incident and shall obtain written witness statements as soon as practicable after the accident, injury or incident.

Emergency assistance can be obtained by dialing 911. This will connect you to Washington County Emergency Dispatch. Washington County Emergency Dispatch will dispatch emergency assistance from police, fire, ambulance, or public works departments.

On the Job Injury Procedures

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify his or her supervisor or the Township Manager. The injured employee shall complete and submit a personal injury report to his or her supervisor or the Township Manager no later than the end of the workday on which the injury occurred. If an employee is unable to complete the report by reason of hospitalization or other circumstances, submitting the report shall be the responsibility of the employee's immediate supervisor. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

Hazardous Materials Information

In accordance with the Pennsylvania Worker and Community Right to Know Act of 1984, Peters Township endeavors to make employees aware of the properties of potentially harmful materials that they may encounter during the course of their work activities. The Township maintains Hazardous Material Safety Data Sheets (MSDS) on various materials utilized by Township departments.

Employees should be familiar with the types of potentially hazardous materials typically used in their department. It is the right and duty of each employee to inquire about materials encountered on the job. Concerns about a particular hazard should be directed to an employee's immediate supervisor. Employees may see pertinent Material Safety Data Sheets upon request.

Employees must make sure the transfer and storage of potentially hazardous materials is conducted in a safe manner. All containers must be properly marked to indicate their contents.

Further information regarding the Right to Know Act may be obtained by contacting your supervisor or the Township Manager.

Peters Township Fleet Safety Management Program

Policy Statement

Peters Township is committed to the health and safety of our employees and the general public. Safety is crucial to the municipality and one key aspect of safety is proper management of its fleet and drivers. The intent of the Fleet Safety Management Program is to be proactive in preventing accidents by ensuring vehicles are in good condition, employees are educated on proper use of the vehicles and that employees are good drivers, obeying the law and driving in a manner that prevents accidents. The policy stated below is designed to ensure the safety of all relative to the operations of motor vehicles.

Responsibilities

The Township Manager shall oversee the Fleet Safety Management Program. Each department head will be assigned to implement the program for their department, unless otherwise stated. This includes:

1. Accident Investigation — Department heads are responsible to ensure accidents are investigated according to policy.
2. Driver Selection — The Township Manager is responsible for selection of drivers
3. Vehicle Maintenance and Inspection — Department heads are responsible to assign someone to be responsible for vehicle maintenance and inspection.
4. Driver Training — Department heads are responsible to ensure drivers are trained according to the policy.

5. Vehicle Use and Driver Supervision — Department heads are responsible for vehicle use and supervision.

Fleet Maintenance

The following procedures will be utilized to ensure that Township vehicles are safe.

1. Inspection Documentation — All vehicles shall be currently inspected under Pennsylvania Law. Daily inspection by drivers shall be made in accordance with the policy.
2. Regular Maintenance — All vehicles are to be maintained in accordance to manufacturer's maintenance schedule or higher if deemed so by the Township Mechanic.
3. Vehicle Repair — Vehicles are to be repaired expeditiously and are not to be driven if in disrepair, unless the Township Mechanic certifies as to their safety.
4. Emergency Equipment — All vehicles shall have the appropriate emergency equipment stored on the vehicle.

Driver Selection

The Township Manager shall be responsible for driver selection. The following procedures are designed to assist the Township Manager in making driver selections.

1. All new drivers shall have an initial motor vehicle report.
2. Motor vehicle reports shall be obtained annually on all employee who drive Township owned or personal vehicles in the course of their Township duties.
3. All new employees that drive vehicles in the course of their jobs will receive driver orientation.
4. Periodic driver training shall be given to all employees who drive Township vehicles or use personal vehicles for Township purposes.

Vehicle Care

Vehicles are valuable Township assets. All drivers will be responsible for:

1. The safety of the vehicle they are driving.
2. The safety of the cargo and passengers of the vehicle they are driving.
3. The safety of pedestrians and other motorists.

Vehicle Use Rules

Accident prevention is of primary importance to Peters Township. Our policy has always been and continues to be:

1. Obey speed limits; excessive speed is a major cause of accidents.
2. Buckle up, wearing a seat belt is required by law and improves your chances of survival if you are involved in a collision.
3. Signal well in advance of turning, changing lanes, or stopping.
4. Reverse and change lanes only when absolutely necessary.
5. Pass on the inside lane only when absolutely necessary.
6. Do not tailgate or follow too closely.
7. Maintain a reasonable distance from other vehicles, allowing for speed, road and weather conditions.
8. Never contest the right of way. Always yield to avoid a collision.

9. Adjust for others merging into traffic flow.
10. Merge into traffic only when it is safe to do so without forcing yourself in.
11. Obey all traffic signs and signals and when required to stop, make a full and complete stop.
12. Do not pass any vehicles at intersections, railroad crossings or where vision may be limited.
13. Drivers will perform daily vehicle inspections in manner determined by their department head.
14. Wheels of all trailers are to be chocked during all loading/unloading operations.
15. Use of Township vehicles is a privilege. Township vehicles are to be kept clean and free of debris inside and out.
16. No unauthorized persons will drive or ride in Township vehicles. This includes employees, family members, and non-employees. All persons who drive Township vehicles will be required to complete the driver selection procedure.
17. All applicable state and federal regulations will be followed by drivers.
18. Drivers will immediately report any unsafe conditions or vehicle problems to their department head or designee. Vehicles should not be driven with problems that could affect safe operations.
19. Only authorized loads shall be transported in Township vehicles.
20. Driving while under the influence of drugs or alcohol is strictly prohibited and may be cause for immediate termination. The appropriate employee personnel regulations and contractual rules will be enforced. Any driver on medication should consult with their physician to determine if there are any driving restrictions and if so it should be reported your department head. Please note that drivers with Commercial Drivers Licenses have an obligation under the Commercial Driver's License policy to notify the Township when they are using medication.
21. No racks or trailer hitches will be permitted without express approval of the department head.
22. Cargo tie-downs or covers are to be used, if there is a possibility of objects flying out of the vehicle. All loads are to be inspected by the driver prior to starting the vehicle.
23. When hauling large loads, the driver is responsible to inspect the vehicle prior to travelling with the load to ensure the load is properly loaded and secured.
24. Accidents are to be reported immediately to the department head. Police should be called to do a report. An accident investigation form should be completed at the scene if the police cannot arrive.
25. Do not discuss fault with the other driver, at an accident scene. Be cordial and polite. Respond to the police in a truthful and factual manner.
26. Citations for all; moving violations on or off duty are to be reported to the department head as soon as possible, but no later than 24 hours after receipt. Employees are responsible for paying any fines.

Driver Selection Process

In order to ensure that our drivers will be capable of safe operations, the following selection process will be utilized:

1. Application -- All drivers will be required to complete an employment application. This will include providing references and past employers and, in the case, positions requiring Commercial Driver's License the required Commercial Driver's License forms.

2. Interviews — An interview will be completed for all drivers. Items to be reviewed during the interview are driving experience and accident record.
3. Reference Checks — Drivers required to have a Commercial Driver’s License will have their prior employers contacted to evaluate ability to drive: by reviewing experience, ability to avoid accidents, ability to care for vehicle, skill level and ability to follow traffic regulations.
4. As a condition of employment, job applicants must submit a Pennsylvania Department of Motor Vehicle Request for Driver Information Form DL-503. More than two (2) moving violations or two (2) accidents in the past twelve (12) months can constitute sufficient reason not to hire.

Annual Motor Vehicle Report

All drivers of Township Vehicles must annually submit a Pennsylvania Department of Motor Vehicle Request for Driver Information Form DL-503. The Township will review the reports to determine what appropriate action may need to be taken.

Driver Training

Driver Training is crucial to the objective of no accidents or incidents. The training will consist of:

1. Orientation—When a driver is hired an orientation will be conducted to provide a driver with a complete overview of fleet activities. This will include:
 - a. Review of the Fleet Management Safety Program with specific emphasis on safety rules, accident investigation and driver selection requirements.
 - b. Discussion of maintenance requirements of the specific vehicle(s) being assigned.
 - c. Walk through of related facilities.
2. Job Instruction Training—The department head or designee will review;
 - a. Vehicle safety devices
 - b. Vehicle maintenance requirements
 - c. Injury prevention issues
 - d. Cargo securing
3. Defensive Driving—Periodic training of all drivers of municipal vehicles in defensive driving tactics will be conducted. Records of training will be maintained.
4. Periodic Specific Training—Special training oriented to the employee’s role, relative to driving will be conducted on an as needed basis. The department head, Township Manager or workplace safety committee will identify needs.

Accident Investigation

Although it is the goal of Peters Township that its drivers be accident free, it recognizes that some accidents may occur. The following will be a guideline to completing an accident investigation. Accident investigations shall be completed by the department head or designee within 24 hours and submitted to the Township Manager.

The procedures to be followed after an accident are:

1. If a minor accident occurs, move the vehicle out of traffic flow. Turn off vehicle and remove keys. Never discuss fault with the other driver at the accident scene, be cordial and polite. Contact the police.
2. Call emergency services if there is anyone injured in the accident. Render care if possible and appropriately trained. Contact the police. Notify the department head.
3. Obtain key driver information if another is involved. Provide the other driver your name, that you are a Peters Township employee, name of our insurance company and policy number.
4. Complete an accident investigation form if a police report is not made.
5. Provide accident investigation form to department head.
6. Accident investigations will be reviewed by key personnel and corrective action will be developed. Causes of accidents should not be oversimplified. Items that should be considered in determining cause and corrective action include:
 - a. Driving conditions
 - b. Hours behind the wheel
 - c. Driver's condition
 - d. Vehicle Maintenance
 - e. Road Condition
 - f. Driver Training
 - g. Cargo requirement if applicable
 - h. Driver conduct or culpability

Use of Personal Vehicles for Work

The Township endeavors to make available Township owned vehicles for employees to perform their work. On occasion with the approval of a supervisor, employees may utilize their private automobiles for Township work. On these occasions, employees will be reimbursed at the mileage reimbursement rate published by the Internal Revenue Service in January of the applicable year.

Use of Township Owned Vehicles for Personal Use

In situations where the Peters Township Council deems the personal use of vehicles is appropriate and where Council specifically authorized it, employees may use Township owned vehicles for transportation to and from work. Any other personal use of the vehicle is specifically prohibited except for de-minimis personal trips while traveling to and from work.

Employee Relations and Suggestions

The Township believes that the best employment results from direct employee/employer contact. If an employee has a question or concern about his or her wages, benefits or Township policies and procedures, the Township encourages the employee to openly discuss the question or concern with his or her department head or the Township Manager. Employees should never feel that their problems are too small to deserve management attention.

The Township wants everyone to know that while all ideas, suggestions, and comments cannot be adopted, they are genuinely encouraged and appreciated. Employees are welcome to submit any suggestions they feel may improve operations, reduce costs, or better the Township in any way.

Problem Resolution

Problem Resolution Procedure

Peters Township is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any employee problem, complaint, suggestion, or question receives a timely response.

Peters Township strives to ensure fair and honest treatment of all employees. Everyone associated with the Township is to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with established rules of conduct, policies, or practices, the employee can express the concern through the problem resolution procedure. Employees covered by collective bargaining agreements should use the process as defined in the applicable collective bargaining contract to resolve problems related to their contract. No employee will be penalized, formally or informally, for voicing a complaint with Peters Township in a reasonable, businesslike manner, or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or a decision affecting the employee is unjust or inequitable, the employee is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee presents the problem to the employee's department head. If the department head is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to Assistant Township Manager. Employees are encouraged to first talk to their department head.
2. The department heads will respond to the employee's concern during the discussion or after consulting with others, when necessary. The department head will document the discussion.
3. If the employee is not satisfied with the department head's decision the employee may appeal to the Township Manager. The Township Manager will review and consider the problem. The Township Manager will inform the employee of the decision in writing within ten days. A copy of the decision will be placed in the employee's file.
4. The decision of the Township Manager is final except in cases involving suspension, demotion, or dismissal.
5. In the case of suspension, demotion, or dismissal the decision can be appealed to the Personnel Committee of the Peters Township Council within 10 days. To appeal the decision of the Township Manager the employee must submit a written request to the Township Manager.
6. The Personnel Committee shall review and consider a decision regarding suspension, demotion, or dismissal within thirty days. Within thirty days of the hearing the Personnel Committee shall issue a written decision. The committee can affirm or amend the decision of the Township Manager. The decision of the Peters Township Council Personnel Committee is final.
7. A copy of the decision is placed in the employee's file

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of problems can employees and management develop confidence in each other. This confidence

is important to the operation of an efficient and harmonious work environment.

Discipline

Progressive Discipline

Peters Township is committed to a process in which unsatisfactory conduct in the workplace is corrected through a disciplinary process that is equitable and consistent. Peters Township's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that the following steps will normally be used: a first offense may call for a verbal warning; a second offense may be followed by a written warning; a third offense may lead to a suspension; and still another offense may lead to termination of employment.

Peters Township recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Subject to applicable provisions of collective bargaining agreements and the Township Code, all temporary, regular, full and part-time Township employees are hired at the will of the Township. Employees can be terminated by the Township Manager at any time, for any reason sufficient to the Township.

For illustration purposes only, and without intending in any manner to limit the Township's discretion to terminate for any reason sufficient to it, outlined below are samples of the types of actions that could subject an employee to immediate discharge:

1. Stealing or misappropriating property or equipment belonging to the Township or a fellow employee, or property of outside concerns servicing the Township.
2. Possessing explosives of any type on Township property without authorization.
3. Provoking, instigating or being involved in a fight on Township property or carrying out acts of violence or threatening violence to an employee, supervisor, Township official, or visitor.
4. Unlawful harassment, including sexual harassment.
5. Possessing or using intoxicants on Township premises during work hours, unless specifically authorized.
6. Possession and/or use on Township property or during working hours of narcotics, marijuana, or other controlled substances not prescribed by a physician.
7. Working under the influence of alcohol or illegal drugs.
8. Falsifying any reports including personnel records or assisting in such falsification.
9. Insubordination or other disrespectful conduct, including refusal or deliberate failure to carry out a work assignment or to comply with the instructions of a supervisor.
10. Instigating or encouraging any work stoppage, interruption or impedance of work in violation of any collective bargaining agreement, if applicable.
11. Immoral or indecent conduct during the workday or on Township premises.

12. Absence of three (3) consecutive workdays without notification.
13. Excessive absenteeism or tardiness.
14. Deliberately restricting output or encouraging another employee to do so.
15. Sleeping while on duty, without authorization from Township Manager or department head.
16. Holding or seeking an elected political office or engaging in political activity in a manner that violates the Peters Township Home Rule Charter or Code of Ordinances.
17. Unsatisfactory work performance or conduct.
18. Negligence in carrying out work assignments.
19. Unauthorized disclosure of confidential information.
20. Violation of safety or health rules
21. Violation of the Township's personnel policies.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Peters Township. If a department head suspects that an employee may have committed an act that warrants disciplinary action, the department head shall meet with the employee. This meeting shall occur within a reasonable time of the employee's alleged misconduct or the department head's knowledge of the misconduct. The department head and the employee shall discuss the circumstances surrounding the alleged misconduct. Such discussion will take place in a non-public setting and the Township Manager may be present.

Objections to Discipline

For employees covered by collective bargaining agreement, the agreement and applicable laws will govern disciplinary procedures. All nonunion employees are at will employees and by law do not have a property right in their employment. Under federal and Pennsylvania law, employees without property rights in employment are not entitled to due process protections relating to employment discipline. The Township desires to provide such employees with a fair but limited opportunity to object to any disciplinary action including termination.

At will employees may dispute any disciplinary action as being unfair under the circumstances through the following procedure.

- Step 1. Employee must deliver to the Manager's office a written objection to the discipline listing in detail the objections within 5 days after employee has been informed of the disciplinary action.
- Step 2. Upon receipt of objection, the Manager shall within 7 working days hold a meeting with the employee. During such meeting employee may elaborate on the contents of the objection, present witnesses or provide other relevant information for the Manager's consideration.
- Step 3. Following completion of the meeting, the Manager shall issue a written response within 5 working days, which shall be final. In the event that the discipline comes directly from the Township Manager, employees have a right to appeal to the personnel appeals committee.

Employment Records

Access to Personnel Files

Peters Township maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Peters Township, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Peters Township who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Township Manager. With reasonable advance notice, employees may review their own personnel files in Peters Township's offices and in the presence of the Township Manager.

Employment Reference Checks

The Township Manager or designee will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Appendix

Pay Plan

Peters Township Pay Plan
as of
11.27.2023

Full-Time Administrative Employees:

2024 Pay Plan

Proposed 2024 Pay Plan

Grade	Minimum Salary	Midpoint Salary	Maximum Salary
1	\$106,679	\$133,348	\$160,018
2	\$99,576	\$124,470	\$149,364
3	\$90,131	\$112,662	\$135,196
4	\$81,857	\$102,321	\$122,786
5	\$76,127	\$95,159	\$114,190
6	\$66,314	\$82,893	\$99,472
7	\$59,410	\$74,263	\$89,115
8	\$51,202	\$64,001	\$76,802
9	\$47,903	\$59,879	\$71,855
10	\$40,691	\$50,863	\$61,036
11	\$34,579	\$43,224	\$51,868
12	\$27,336	\$34,170	\$41,004

Part-time and Casual Employees:

Position	Minimum Hourly Rate	Maximum Hourly Rate
Custodian	\$13.00	\$17.50
Intern	\$13.00	\$18.00
Library Technician	\$16.00	\$25.00
Library Assistant	\$13.00	\$18.50
Library Page	\$11.00	\$12.00
Recreation Facility Attendant	\$13.00	\$15.50
Recreation Program Leader	\$13.00	\$15.50
School Crossing Guard	\$14.50	\$20.00
Secretary	\$18.00	\$20.00
Laborer - Seasonal	\$14.50	\$17.50

Position Classification Plan

Position Classification Plan

Grade	Position
1	Township Manager
2	Police Chief
3	Assistant Township Manager
3	Director of Engineering
3	Police Captain
4	Fire Chief
4	Public Works Director
5	Deputy Fire Chief
6	Parks and Recreation Director
6	Planning Director
6	Library Director
6	Assistant Engineer
7	Building Inspector
8	Public Works Foreman
8	Assistant Library Director
8	Project Coordinator
8	GIS Coordinator
8	IT/Reference Librarian
8	Reference Librarian
8	Assistant Planning Director
9	Zoning/Code Enforcement Officer
9	Assistant Parks & Recreation Director
9	Public Access Director
9	Youth Services Head
10	Children's Librarian
10	Racquet Sports Manager
10	Recreation Facilities Supervisor
10	Recreation Program Supervisor
10	Administrative Assistant – Finance
10	Administrative Assistant – Human Resources
10	Media Specialist
10	Program and Outreach Coordinator
11	Patron Services Coordinator
11	Administrative Assistant
12	Attendant