



Wayne Township

Personnel Policy

Adopted October 7, 2024

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Section 1 : PURPOSE

This personnel policy is established to encourage a responsive, competent, and efficient work force. The rules and procedures included in this policy are intended to provide employees with information on their work-related conduct, responsibilities, and benefits. This policy does not constitute a contract with or represent a promise of employment to any employee or group of employees. The Board of Supervisors may authorize exceptions, additions, or changes to this policy at any time. It is the intent of the Board of Supervisors to comply with all applicable and valid laws and regulations. If any provision of this policy currently or hereafter conflicts with any applicable and valid law and regulation, this policy shall be deemed amended to the extent necessary to comply with such law or regulation. In the event any provision, section, sentence, clause or part of this policy shall be held to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such invalidity, illegality or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses or part of this policy, it being the intent of the Board of Supervisors that the remainder of the policy shall be and shall remain in full force and effect.

Section 2: DEFINITIONS

- Ethics Act

The Public Official and Employee Ethics Act, 65 Pa. C.S. §1101, et seq., as amended.

- Employee

All full-time and part-time employees of the Township.

- Gift

Receipt of anything of value without providing reciprocal equal or greater value.

- Policy

The Wayne Township Personnel Policy and any part or parts of this policy as stated herein. .

- Township

The Township of Wayne, Mifflin County, Pennsylvania, acting through its Board of Supervisors.

Section 3: EMPLOYMENT POLICY

1) Employment at-Will

Wayne Township is an at-will employer, and as such there is no specific length or guarantee of continued employment. The Township may terminate your employment and compensation at-will, without cause or prior notice, at any time. None of the Township's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy or employee benefit may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of the Township. No representative of the Township has the authority to enter into any agreement for employment for a specified period of time or make any Agreement contrary to this policy unless the agreement is in writing and is executed by or on behalf of the Board of Supervisors.

2) Management

The Township shall have the right to establish new jobs, abolish or change existing jobs, increase or decrease the number of jobs, schedule and assign work to be performed, hire or rehire, promote, recall, demote, suspend, discipline, discharge, or lay off employees.

3) Nondiscrimination

In the administration of this policy, the Township does not discriminate against any person in recruitment, selection for employment, training, promotion, retention, discipline, benefits, conditions of work, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, age, sex, national origin, sexual orientation, non-job related handicap or disability or the use of a guide or support animal because of blindness, deafness or physical handicap of any individual. The Township will attempt to make reasonable accommodations to enable otherwise qualified employees and applicants with disabilities to be employed; however, all employees or applicants for employment must be able to perform the essential functions of the position in which they are employed with or without reasonable accommodations.

4) Policy Amendment

The Township reserves the right to alter, abolish or amend benefit plans and any other terms and conditions of employment at any time without the consent of its employees. The Township reserves the right to interpret the provisions of any benefit plan or policy, make determinations as to eligibility for benefits and otherwise use this discretion in interpreting and applying the provisions of this document and all other employee benefits.

Section 4: CONDITIONS OF EMPLOYMENT

1) Employee Classifications

All employees shall be classified as either permanent full-time employees, permanent part-time employees or temporary employees.

PERMANENT FULL TIME EMPLOYEE: A person who provides services to the Township, who has completed the Probationary period, and who receives a regular appointment and occupies a Permanent Full-Time position of 40 hours per week.

PERMANENT PART TIME EMPLOYEE: A person who provides services to the Township on a regular schedule, who has completed the Probationary period, and who has received an appointment occupying a Permanent Part Time position of *less than* 40 hours per week.

TEMPORARY EMPLOYEES: A person hired for temporary, emergency or seasonal work which is expected to last less than one year.

2) Probationary Period

All newly hired employees shall serve a ninety-day probationary period during which they will be required to demonstrate their fitness for the position including a successful employee evaluation. The probationary period may be extended for up to an additional ninety days at the discretion of the Township. A probationary employee may be dismissed at any time during the probationary period by the Township. The successful completion of the probationary period should not be construed as a promise or guarantee of continued employment, and the employee shall remain an at-will employee.

3) Work Week

The work week shall mean five working days. The regular work week shall be forty hours. The work schedule shall be as established by the Township. For payroll purposes, the work week shall be based on Monday through Sunday. Payroll is paid every two weeks on the Wednesday following the last Sunday of the pay period.

4) Work Hours

Employees shall be paid based on a regular work week of 40 hours (Monday – Friday 7:00 am to 3:30 pm. Each work day shall be interrupted by a mandatory lunch period of 1/2 hour which shall not be part of the paid time. Part-time and Temporary Employees will work hours specified by the Township.

5) Overtime

Employees are not to perform work beyond their regularly scheduled hours without prior approval unless such work is required by an emergency which could cause danger or inconvenience to the public, or which could result in damage to property or equipment, or which could result in significant financial loss to the Township. All overtime must be authorized or otherwise approved by the Township. Under certain conditions flexible scheduling may be used upon the approval of the Township to eliminate or control overtime. Overtime is paid to permanent full-time employees at the rate of 1.5 times the employee's regular rate of pay for all hours worked in excess of 40 hours per week.

6) Call Back

Even after a full work day, all employees are subject to call-back in emergencies or as needed by the Township to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. See section 17 for call back policy

7) Lay Offs and Resignations

Although we respect seniority and encourage long term employment, layoff decisions will be based on merit and other considerations.

A permanent full time or permanent part time employee shall provide a two (2) week notice prior to his or her resignation. The Board of Supervisors may waive this limit. An employee shall provide a letter to the Board of Supervisors stating the reason for the resignation. The resignation letter shall be acted upon by the Board of Supervisors, the action recorded in the minutes, and a letter sent with a return receipt notifying the employee of the action.

8) Compensatory Time Off

Employees are not permitted to take compensatory time off unless approved by the Township and by filling out the Wayne Township Time Off Request Form.

9) Political Activity

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

10) Outside Employment

Employees shall not engage in outside employment which might in any way hinder the impartial performance of their public duties, embarrass the Township government, impair their efficiency or present a potential conflict of interest. Outside work shall not be performed during hours when an employee is on duty at their Township position.

11) Acceptance of Gifts

Employees are on notice that they are subject to the requirements and restrictions of the Ethics Act, which establish the minimum standards for public officials and employees with respect to the avoidance of favoritism and conflicts of interest. Employee shall not accept gifts given under circumstances indicating the hope or expectation of receiving a favor or better treatment than that accorded the public generally.

12) Financial Interest

No employee shall have an economic interest in any business supplying goods or services to the Township valued at \$500 or more per year, unless such goods or services have been procured by the Township through a public competitive quote or bid process; nor shall any employee engage in any conduct that constitutes a conflict of interest under the Ethics Act.

13) On the Job Conduct

Employees are expected to work diligently while on duty, to show respect and concern for the public, to abide by established work rules, and not to take any action which would subject the Township government to ridicule or embarrassment.

14) Work Rules

The Township may establish work rules, operating procedures, and standards of conduct as are necessary for the proper execution of the employees' duties.

The following work rules shall apply to all employees, but are not intended to be a complete list of what the Township deems a violation of conduct by an employee, and the Township maintains the right to discipline or terminate an employee on an at-will basis:

- A. Excessive tardiness or absenteeism shall not be tolerated.
- B. Failure to observe the Township working hour schedule of starting time, quitting time, and lunch periods.

- C. Smoking in prohibited areas.
- D. Unsatisfactory work performance.
- E. Loafing or other abuse of time during assigned working hours.
- F. Violation of safety rules.
- G. Engaging in horseplay.
- H. Obscene, abusive and threatening language or malicious gossip.
- I. Excessive personal use of smartphones or other personal electronic devices.
- J. Discourteous or other non-professional interactions with the public.
- K. Employees are expected to conduct themselves in a way that will reflect a positive image to co-workers.
- L. Employees are expected to perform all duties assigned to them, except where there is reasonable cause to believe that such assignments are in violation of the law or that assignments would place the employee or others in avoidable physical danger.
- M. Violation of any of the rules, regulations and policies set forth in this Personnel Policy.

15) Serious Misbehavior

The following actions, which shall not be deemed to change the at-will status of the employee, are considered so serious by the Township that the offending employee may be discharged:

- a. Dishonesty or theft
- b. Use of Township equipment or personnel for unauthorized projects.
- c. Recklessness resulting in an accident
- d. Willful abuse of Township equipment
- e. Unprovoked assault on another person

- f. Gross negligence in the performance of assigned work
- g. Consumption of alcoholic beverages while on duty or reporting for work under the influence of alcohol.
- h. The use or possession of any illegal drug or narcotic.
- i. Being under the influence of any drug while at work that could result in an unsafe act without prior notification of the Township.
- j. Any violation of any rules, regulations and policies set forth in this Personnel Policy that the Township, in its sole discretion, considers serious or extreme.

16) Licenses

If operating a motor vehicle is part of an employee's job, then maintenance of a valid Pennsylvania operator's license for the class of vehicle operated shall be a necessary condition of employment. Operating any vehicle without the required license shall be considered serious misbehavior.

17) Selection Process for Employment

Except where a job is to be filled by transferring or promoting a current Township employee, all regular jobs to be filled shall first be advertised by whatever means are necessary and practical to assure public knowledge in the Township of the vacancy and to attract a sufficient number of qualified candidates.

Each application for announced vacancies shall be subject to examination by the Township to determine whether the applicant meets the minimum requirements for the job to be filled. The examination may consist of written, oral, or performance tests or an evaluation of the applicant's experience and training compared to the requirements of the job or any combination thereof. This evaluation may include review of a written application form, oral interview, and reference checks.

Once a prospective employee has been recommended, pre-employment background checks will be conducted. Prospective CMV or CDL driver must complete the CMV/CDL Application and sign the Disclosure Statement Regarding Driver License Reports.

Prospective CDL drivers must complete a pre-employment drug test. After all of these have been performed, the results have been examined, and the prospective employee is determined to be eligible, the hiring process can continue on for approval.

The selection decision shall be made by the Board of Supervisors. The Township may fill a position by transferring or promoting a current Township employee, if the employee possesses the qualifications for the position to be filled, and if the promotion is in accordance with any other policies and procedures the Township may develop.

18) Pay Rates

Pay rates shall be established for all jobs and will remain in effect until changes are approved by the Board of Supervisors.

The Board of Supervisors shall annually review the pay rates to determine whether changes in the cost of living, or changes in employment conditions affecting the availability of applicants, or other economic changes require adjustments to the pay rates.

Pay rates always remain subject to the discretion of the Board of Supervisors and any applicable minimum wage rates.

19) Performance Evaluation – New Employees

The Supervisors shall periodically evaluate the quality of the new employee's work during the probationary period and inform the employee in writing of this evaluation.

The successful completion of the probationary period should not be construed as a promise or guarantee of continued employment, and the employee shall remain an at-will employee.

20) Performance Evaluation – All Employees

It is the responsibility of the Supervisors to continuously evaluate the performance of the employees they supervise.

The Supervisors are to inform their employees directly any time performance falls below acceptable levels.

21) Personnel Records

A personnel file shall be established for each employee and maintained in the custody of the Township. No information will be placed in the file without the employee's knowledge. Personnel files shall not contain any information prohibited by the Pennsylvania Inspection of Employment Records Law.

- a. **Permanent Record** - The following information shall be a permanent part of the employee personnel file and shall be maintained from an employee's termination until the year following the year of the employee's 75th birthday unless a different time is prescribed by law. A separate folder shall be prepared for each of the following and placed in a hanging folder with the employee's name titled

“Permanent Record”:

- i. Employee's most recent employment application.
- ii. Employee notifications regarding hiring, promotion, demotion, suspension, dismissal, or other substantial change in employment or pay status other than general increases.
- iii. Authorizations for deductions from pay including but not limited to insurance, retirement, and taxes. These authorizations shall be permanent unless they are cancelled or superseded by a more recent written authorization.
- iv. Letters of commendation or other awards or recognitions.
- v. Most recent job description, performance standards and objectives.
- vi. Routine and emergency information as required such as current phone numbers, home address, persons to contact, physical or medical limitations related to the job.
- vii. Job-related training, qualification, or license records.
- viii. Any other information with significant bearing on the employee's work behavior, qualifications, or fitness for employment.
- ix. In addition, any information the employee considers to be important to their employment which is not offensive, prejudicial, or discriminatory, may be placed in the file at the employee's request.
- x. Leave and attendance records.
- xi. Performance evaluation reports.
- xii. Letters of warning or reprimand, or confirmations of oral reprimands.

b. **Separate Employee Information** - The following information shall not be kept in the employee's personnel file. A separate folder shall be prepared for each of the following and placed in a hanging folder with the employee's name title “Separate Employee Information”:

- i. Records of any arrests, charges, investigations of wrong doing, or similar actions involving employee which later resulted in the employee's acquittal or in the charges being dropped.
- ii. Any listing or records of grievances filed by the employee.
- iii. Records of pre-employment reference checks.
- iv. For employees hired after November 7, 1986, verification of the employee's citizenship or right to work in the United States (Immigration and Naturalization Service form I-9.)

c. **Custody of Personnel File** - The personnel file shall be in the custody of the Township and, except for the following public information, shall be available only to following persons:

- i. Township personnel as officially required.
- ii. Members of the Board of Supervisors.
- iii. The individual employee, at reasonable times, or a representative personally designated by the employee.
- iv. Township Solicitor or any other representative authorized by the Township to review personnel records.
- v. Any party entitled to receive personnel records under a lawfully issued subpoena.

d. **Public Information** - Public information shall include the following:

- i. Employee name
- ii. Job title
- iii. Salary
- iv. Benefits provided.

e. **Inspection** - Inspection of personnel files shall be subject to the provisions of 43 P.S. §1321 et seq. or any corresponding future law.

22) Statements of Financial Interests

Public employees responsible for contracting, procurement, administering or monitoring grants and subsidies, planning, zoning, inspecting, licensing, auditing and other than negligible economic activity are required to submit statements of financial interests to the governing body of Wayne Township as provided by the Pennsylvania Public Official and Employee Ethics Act or any future corresponding law.

The statements of financial interests are to be filed by May 1, annually, until the year after leaving service with Wayne Township. The statements of financial interests are available for public inspection.

23) Training

It is the intent of the Township, so far as possible, to hire employees who are fully qualified to perform the work for which they are hired.

However, recognizing that some jobs may require specialized knowledge or skills that cannot be found among applicants, and that job requirements change over time so that additional knowledge and skill must be acquired, the Township shall provide reasonable opportunities for employees to receive training that may be necessary to properly perform their duties.

Employees are responsible for informing the Township of any duties they are required to perform for which they feel they do not have sufficient training, or for which they feel additional training would improve their performance.

Any training that the Township determines to be mandatory shall be paid for by the Township and time spent at such training shall be considered work time.

Any training that the Township determines to be desirable, but not absolutely required, shall be considered for full or partial payment by the Township, as well as payment for time spent attending training, based on the importance of the training to the job, the employee's interest and commitment, and the Township's ability to pay.

24) Job Descriptions

Written job descriptions shall be prepared for all Township employees. Job descriptions are intended to clarify duties, responsibilities, reporting relationships and limits of authority. They shall be used to improve communication between employees and Supervisors by letting employees know what is expected of them. Job descriptions are not meant to limit the duties an employee may be asked to perform, and descriptions are expected to change as Township needs and procedures change.

Job descriptions are attached hereto for convenience, but shall not be considered part of this policy and may be separately amended by the Board of Supervisors from time to time.

Job descriptions may also be used as a basis for determining the necessary qualifications when new employees are to be hired.

25) Pre-Employment Background Checks

As referenced in the Selection Process for Employment both criminal and child abuse background checks shall be conducted on behalf of the township at no expense to the prospective employee. A prospective employee with a criminal or child abuse background history may be considered ineligible for employment at Wayne Township.

26) Contact with News Media

The Township Supervisors or their designee shall be responsible for all official contacts with the news media during working hours.

Section 5: BENEFITS

The following benefits are provided for Permanent Full-time Employees (Full-time). Part-time and Temporary employees are not eligible for benefits.

1) Medical Benefits (Amended 2018-01-02)

All full-time employees are eligible for the Township's medical insurance plan after 30 days of employment. The Township shall offer each full-time employee participation in the current Medical Insurance Plan as per the specifications and rates approved by the Township.

All full-time employees shall be eligible for Dental and Vision coverage as provided in the current plan booklet.

Dependents shall be eligible for coverage as determined by Township.

The Township reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable. The Township may review, on a yearly basis, the medical benefit plans and set rates and policy by Resolution.

2) Workers' Compensation Benefits

By law, the Township provides insurance to cover all employees for work loss and medical benefits due to injuries suffered on the job. The Township pays for this coverage. Any injury must be reported immediately to the Township Secretary. The Township or the insurance carrier may require an examination at its expense, performed by a physician of its choice to determine if the injury is work related, when the employee can return to work and if he/she will be capable of performing the duties and responsibilities of the position.

A doctor's certificate authorizing the employee to return to unrestricted work shall be presented to the employer upon returning to work from sick leave, injury, or after receiving workers compensation benefits.

5) Retirement Benefits

Retirement benefits are provided to all full-time employees under employment by Wayne Township. The plan is administered through the Trustees Insurance Fund of PSATS.

All employees hired by the Township on or after January 1, 2019 shall only be

eligible for a 457b retirement plan with a discretionary benefit provided by Wayne Township annually. The employee may contribute to the 457b retirement plan established by the Township.

Section 6: LEAVES OF ABSENCE AND TIME OFF

The Township has 6 different types of leave:

- Holidays
- Paid Time Off (PTO)
- Military Leave
- Bereavement Leave
- Jury & Witness Leave
- Leave without Pay

1) Holidays

The following paid holidays are recognized for full-time employees:

- New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, First Monday of Deer Season, Day before or day after Christmas Day, Christmas Day
- Three additional floating personal holidays to be scheduled by the employee in advance using the Township, Time Off Request Form. Personal Days must be used up within the calendar year corresponding to their employee starting date.

When a holiday falls on a Saturday or Sunday, the day off shall be observed on the following Monday.

2) Paid Time Off (PTO)

"Paid Time Off (PTO) is provided to full time employees. All employees hired on and after 2024 shall be subject to the vacation leave, personal leave and sick leave benefit policy.

PTO benefits begin accruing upon the date of hire for eligible employees. Only vacation leave up to 40 hours may be accrued to be paid out at retirement or separation. Vacation leave will be paid out at an hour for hour basis. Conflicts in PTO schedule that may seriously disrupt the operation of the Township will be decided on a case-by-case basis by the Township. Time off in excess of annual PTO accrual must be unpaid and may not be borrowed against a future year's accrual. PTO is to be used for any scheduled or unscheduled time off from work including

sick time, vacation time, additional bereavement leave, doctor's appointments, etc. To request time off, employees shall request advance approval from the Township through the time off request form. Upon separation of employment, PTO that was accrued and not used will be added to the final paycheck. PTO already taken in excess of the amount accrued will be deducted from the final paycheck.

Sick leave and vacation PTO is as follows:

5 days (40 hrs.) per year sick leave to be used for illness for the employee or immediate family. This also includes funeral leave for immediate family. The employee may not carry over any unused sick days from one year to the next and is based on the employees start date. A doctor's excuse is required after 3 consecutive days off.

Paid vacation leave is based on years of service as follows:

- 1 week vacation during 1st and 2nd year of service.
- 2 weeks of vacation after 2 full years of service.
- 3 weeks of vacation after 5 full years of service.
- 4 weeks of vacation after 20 full years of service.

PTO not used in one calendar year except for 40 hours of vacation may not be carried over into the next year unless approved by the Township.

All new employees must satisfactorily complete their probationary period to be entitled to the use of PTO.

3) **Parental Leave**

Due to the small number of employees, the Family and Medical Leave Act benefit does not presently extend to Wayne Township employees. In order for the benefit to extend to employees, Wayne Township would need to employ fifty (50) or more employees. The Township will continue to comply with any state or federal requirements relating to family and medical leave which are applicable to the Township.

4) **Family and Medical Leave**

Due to the small number of employees, the Family and Medical Leave Act benefit does not presently extend to Wayne Township employees. In order for the benefit to extend to employees, Wayne Township would need to employ fifty (50) or more employees. The Township will continue to comply with any state or federal requirements relating to family and medical leave which are applicable to the Township.

5) **Bereavement Leave**

A full-time employee shall be eligible for payment at their hourly rate for the time lost from work due to a death occurring in the employee's immediate family in accordance with the following schedule:

- Spouse, domestic partner, child or, parent, or stepchild - up to 3 days
- Brother, sister, parent of spouse, daughter-in-law or son-in-law up to 1 day

6) **Jury and Witness Leave**

Full-time employees shall be granted a leave of absence with pay to serve on a jury or as a court witness provided that any fees received, exclusive of mileage, shall be remitted to the Township.

7) **Military Leave**

Employees who are enlisted in the military are entitled to paid military leave and unpaid military leave in accordance with state law set forth in Title 51, Section 4102 of the Pennsylvania Consolidated Statutes, as amended.

8) **Leave Without Pay**

The Supervisors may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave has been exhausted. Only full-time employees or part time employees who have satisfactorily completed their probationary period are eligible for leave without pay.

- Leave may be granted to an employee for a period for up to 90 days upon the written approval of Township Supervisors. Further examinations are at the discretion of the Supervisors.
- An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. In certain circumstances, self-payment of benefits may apply.
- If the leave without pay is due to an illness, the Township shall require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

9) **Travel Expense**

All full-time or part-time Township employees are eligible to be reimbursed at the time the mileage is accrued at the allowable IRS standard business mileage rate established each year or for portions of the year for use of his or her personal vehicle to perform Township duties as approved by a majority of the Board of Supervisors. This provision shall not be construed to allow for reimbursement of commuting expenses.

10) **Attendance for Training, County Convention, Pa. State Convention**

All full-time or part-time employees required to take certain training courses, attend the County Convention and the Pa. State Convention are eligible to be reimbursed for costs, including travel mileage, meals, registration and lodging costs. Employees must submit proof of costs to the Township for reimbursement. All employees must have prior approval from the Board of Supervisors to attend any training courses, County Convention or Pa. State Convention. No alcoholic beverages will be charged to any Township account or reimbursed to any employee attending an approved training or convention.

Section 7: SAFETY

The Township requires all prospective CMV and CDL Drivers to:

- 1) Complete the Application for CMV/CDL Employment in addition to the non-CMV/CDL Application.
- 2) Prior to hiring: Sign the Disclosure Statement Regarding Driver License Reports giving the Secretary permission to review the Applicant's past 3-year driving history. The Secretary will complete the Employee Initial Review of Driving Record which indicates whether the prospective driver is qualified or disqualified.

The Township requires all employees to consider safety as the highest priority in any task they perform. As a minimum, all employees are required to abide by the following rules regardless of job:

- 1) CDL and CMV Drivers are required (Federal Regulation 49 CFR 383.31) to notify their employer of any conviction for violating a motor vehicle law (except parking) in any type of motor vehicle. Notification must be made within 30 days of that conviction by using the CDL Driver's Conviction Form. Disclosure Statement signed prior to hiring allows CMV and CDL Driver records to be checked periodically throughout the year.
- 2) Use the safety equipment provided in performing assigned work. Some safety equipment provided to employees by the Township, such as hard hats and safety glasses, will be issued for individual use and its care will be the responsibility of the employee. Equipment lost by other than normal wear and tear shall be replaced by the employee through payroll deduction.
- 3) An employee operating or riding in a Township vehicle or using a personal vehicle for Township business must wear a seat belt at all times.

- 4) Follow manufacturer's instructions in operating any equipment or machinery.
- 5) Do not operate equipment on which you have not been trained or which you do not feel confident in operating.
- 6) Warn co-workers or anyone who might be in danger of any unsafe con practices you observe.
- 7) Report defective equipment to the Township without delay.
- 8) Report unsafe conditions that you observe anywhere in the Township, regardless of whether the condition is your responsibility.
- 9) Report all injuries and accidents immediately, regardless of severity.

Section 8: SUBSTANCE ABUSE

The Township recognizes that the use and abuse of drugs and alcohol in today's society is a very serious problem which has also found its way into the workplace. The Township has a commitment to provide a safe and healthful workplace for its employees free from the adverse effects of drug and alcohol abuse and to ensure efficient services to our residents in a cost- effective manner. The purpose of this policy is not to discipline or discharge employees if they can be helped and rehabilitated. Rather, the idea is to help employees solve their drug and alcohol problems through counseling and rehabilitation. Discipline and discharge will normally result if employees refuse to cooperate or resume drug or alcohol use after completing a rehabilitation program.

1) Drugs

Employees shall not possess, use or store any controlled substances, narcotics or hallucinogens, whether on duty or off, except when prescribed in their treatment by a physician or dentist. Employees shall not report for work under the influence of controlled substances.

2) Alcoholic Beverages

Employees while on duty shall not consume any alcoholic beverages nor shall they be under the influence of same. Employees shall not report for work scheduled duty with the odor of alcohol beverage on their breath.

3) Testing

When the Township has cause to do so, it may require employees to submit to appropriate testing to determine any use of drugs or alcohol in violation of the law. Employees are expected to submit to appropriate testing when specifically requested or otherwise mandated by the Township. Refusal or failure to submit to appropriate testing is grounds for termination.

Statistics show that employees who are substance abusers are absent from work about three times more often than other employees, are about one-third less productive when they are at work, and are about twice as likely to have industrial accidents. Such employees are more likely to steal from their employer and their fellow employees, to have serious medical and emotional problems, and to disregard safety policies and procedures.

With these facts in mind, Township must make every reasonable attempt to establish a work environment that is free from the adverse effects of drug and alcohol abuse, both directly and indirectly.

4) Objectives

The objectives of the Township are to assure that the work place is free from the effects of drug and alcohol use and that employees are fit to perform their duties and report for work regularly and on time and to comply with applicable state and federal law.

5) Substances Included in the Testing Policy

The testing program will cover at least the following substances present in the body: Alcohol, cocaine, phencyclidine (PCP), marijuana, opiates (including heroin) and amphetamines

6) Department of Transportation Regulations Concerning Testing of Drivers

The Department of Transportation has established mandatory drug and alcohol testing regulations that affect certain Township's drivers and driver applicants. The Township is committed to complying with these federal regulations and any related Pennsylvania driver licensing standards. Under Federal law, applicants and employees who are certified to use medical marijuana under the Medical Marijuana Act are not exempt from the regulations relating to testing of drivers. Accordingly, the following requirements will apply to all employees with CDLs and applicants for CDL positions.

- **Pre-Employment** – all applicants for driver positions will be tested for drugs

prior to commencing employment with Wayne Township. A driver applicant testing positive for drugs will not be considered for employment with Wayne Township.

- **Random Testing** – each year, Wayne Township will use a random process to select at least 50% of its CDL drivers, who will be tested for the use of controlled substances. Additionally, at least 25% of its CDL drivers will be randomly tested for alcohol use. Drivers selected on a random basis for testing will be required to supply a urine sample.
- **Probable Cause Testing** – Wayne Township will require testing upon probable cause. Probable cause shall be limited to behavior or conduct observed at the workplace or in- route to the workplace during working hours. Observation and confirmation shall be done by personnel who have received the required training as mandated by Federal Regulations.
- **Mandatory Post-Accident Testing** – Drivers will provide urine specimens for drug testing as soon as possible after a vehicle accident, but in no case later than thirty-two (32) hours after the accident. Drivers must be tested for alcohol as soon as possible after a motor vehicle accident, but in no case later than eight (8) hours after the accident. A driver may not consume alcohol until he has been tested.
- An accident is defined as involving (1) A fatality; or (2) the driver receiving a citation under state or local law for a moving violation arising from the accident and either (a) the vehicle is towed from the scene; or (b) somebody is medically evacuated from the scene. If, as a consequence of an accident, a driver is seriously injured and cannot provide a specimen at the time of the accident, he must provide the necessary authorization for obtaining hospital records and other documents that will indicate whether there were any controlled substances or alcohol in his system at the time of the accident.
- **Return to Duty-** Any positive drug or alcohol test shall subject the employee to disciplinary action or dismissal by the Township at the Township's discretion. If re- employment is offered to the employee, the employee shall, prior to returning to duty:
- Consult such drug and alcohol abuse professional to whom the employee has been referred at the employee's expense; (2) undergo all recommended treatment at the employee's expense; and (3) undergo drug and alcohol tests at the employee's expense and obtain negative results.

- **Follow-Up** – Any employee returning to duty after a positive drug and/or alcohol shall be subject to unannounced follow-up tests for a period of sixty (60) months following return to duty. At least six (6) unannounced follow-up tests shall be conducted in the twelve (12) months following return to duty.

- ❖ **Employee Assistance Program** – The Township shall establish the following: (1) A list of consultative and treatment services available in the area for drug and alcohol abuse problems. Said list shall be posted at a place readily accessible to employees. (2) A list of educational and training resources available in the area for drug and alcohol abuse problems. (3) A place or service for referring employees who test positive for drugs or alcohol for consultation and treatment. (4) A one hour training and educational program for employees. (5) One hour training each in drug and alcohol detection and related matters for supervising personnel. Said training program shall include the following components: a. Effects of drug and alcohol abuse on health and safety; and b. Manifestations of abuse and abuse detection; and c. Documentation of training and implementation of this Policy.
 - **Test Results** – Employees will be notified of their positive test results. Test results shall be retained by the Medical Review Officer responsible for testing. Said results shall be held in strictest confidence and shall be accessible only to the employee, the employer, and such other persons authorized by law and shall not be released to any other person except with the written consent of the employee. The results of tests made know to the Township may be released to future employers in accordance with the federal regulations.
 - **Confidentiality of Documents** – All files, documents and records of the Township related to the application of this Policy to individual employees shall be deemed and kept confidential by the Township.
 - **Record Keeping** – All of the records relating to the administration and results of the Township’s alcohol and drug testing program for its CDL drivers will be maintained for a minimum period of five (5) years, except that individual negative test results will be maintained for a minimum of twelve (12) months. Test will be conducted by a licensed facility and will be analyzed by a medical review officer. The medical review officer who is appointed shall be a licensed doctor of medicine or osteopathy with knowledge of drug and alcohol abuse disorders and who is employed by the Township, or group which the Township has joined, to conduct alcohol and drug testing in accordance with the federal regulations. The medical review officer shall be the sole custodian of individual

test results. The medical review officer shall retain the reports of individual test results for a minimum of five (5) years.

- The Township shall retain information indicating only the following: (1) the employee submitted to a drug and/or alcohol test.
 - The date of such test; (3) the location of such test; (4) The identity of the person or entity performing the test; and (5) Whether the test finding was “positive” or “negative”. The Township will also maintain an annual calendar year summary of the records related to the administration and results of the testing program for its drivers under the federal regulations.
 - Access to Test Results and Findings – No person may obtain the individual test results retained by the medical review officer, and no medical review officer shall release the individual test results of any employee to any person without first obtaining written authorization from the tested individual, unless otherwise required or permitted by law.

Section 9: SEXUAL HARASSMENT

The Township prohibits sexual harassment of employees. Sexual harassment means any unwelcome or offensive flirtations, advances, propositions or suggestions, whether physical or verbal, explicit or implied, and which could have an effect on the employee's continued employment, advancement, or other working conditions.

The Township prohibits retaliation against any individual who reports harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or for participating in an investigation of a claim of harassment is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action.

The Township strongly urges the reporting of all incidents of harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Township's policy or who have concerns about such matters should file their complaints with the Chair or Vice Chair of the Board of Supervisors.

Early reporting and intervention have proven to be the most effective method of

resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Township will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any individual who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate action.

Misconduct constituting harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Township believes appropriate under the circumstances.

Section 10: SMOKING

Smoking is prohibited for both employees and the general public in the following areas:

- 1) Township meeting rooms.
- 2) Any Township office.
- 3) Any Township vehicle or equipment.
- 4) Any area where smoking is prohibited for safety reasons.
- 5) Any other area prohibited by law.

Section 11: AMERICANS WITH DISABILITIES ACT

It is the policy of the Township not to discriminate on the basis of handicap. The following policy is meant to provide further guidelines in order to promote understanding of and compliance with Title I (Employment Provisions) of the

Americans with Disabilities Act.

The Township will not discriminate against a qualified individual with a disability for the purpose of making any employment decisions, including job application procedures, hiring and discharge, employee compensation, advancement, job training and other terms, conditions and privileges of employment.

The Township will strive to make reasonable accommodations for the physical and/or mental limitations of applicants and/or employees, consistent with the qualifications required for the work to be performed, and the effective operation of the Township.

Section 12: WHISTLEBLOWER LAW

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

A violation of this policy should be reported to the Township in writing and signed by the employee. If this is not practical or possible, or if that action is taken but does not correct the perceived violation(s), a written statement, signed and dated, should be made by the employee to the Chair or Vice Chair of the Board of Supervisors, with the specific information that the employee knows, so that an investigation may be undertaken, if necessary.

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 in a court action.

Section 13: ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS AND INTERNET POLICY

Employees are provided notice that there should be no expectation of privacy regarding the use of Township-owned or leased computers and the resources associated with their use including, but not limited to, files retrieved from network sources, e-mail and voice mail. All use of these resources is subject to monitoring without prior notice. Employees' use of technology resources must be related to the employees' duties to the Township or other authorized purpose.

THE BOARD OF SUPERVISORS EXPRESSLY PROHIBITS USE OF TECHNOLOGY RESOURCES TO:

- 1) Violate any local, state or federal statute, law, rule, regulation or ordinance.
- 2) Violate copyrights or otherwise use another person's intellectual property without his or her written approval or citation.
- 3) Access, upload, download, distribute or transmit pornographic, obscene, abusive, discriminatory, sexually explicit or other antisocial language or materials.
- 4) Promote religious or political ideologies or viewpoints.
- 5) Engage in any form of harassment, threats, epithets, slurs, profanity or the like directed to or against any person regardless of their relationship to the Township.
- 6) Subscribe to or solicit information which incurs a cost without prior approval.
- 7) Promote non-Township related or personal commercial or for-profit activities including advertisement of products and/or services.
- 8) Engage in unapproved non-Township activity during scheduled work hours.
- 9) Misrepresent one's true identify.

- 10) Access or attempt to access accounts, communications or information which is not intended for that person.
- 11) Act in any irresponsible or unethical manner.
- 12) Act in such a way as to use or occupy an inappropriate amount of time or resources of technology.
- 13) Interfere inappropriately with another person's use of the resources.

- 14) Access another network or resource in violation of the rules for that network or resource; or

The above list is not exclusive, and the Township prohibits any other use of Township-owned technology resources that is not in furtherance of the employee's duties to the Township.

Section 14: USE OF CELL PHONES

Use of the Township's Cell phones may be provided from time to time at the expense of the Township for municipal use to assist in carrying out the business of the Township and to permit users to communicate with each other internally and with selected outside individuals, businesses, and other service providers. Any use of the Township's cell phones for personal calls is to be minimal with the Township being reimbursed for any additional cost incurred. The Township shall not be liable for, assume any legal responsibility for, or bear any costs of any personal cell phone calls, nor their content or for maintaining their privacy.

- Lost or stolen devices must be reported immediately to the Township Secretary to prevent unauthorized access.
- Upon leaving Township employment, employees are required to return company issued phones unlocked along with all accessories.
- Except in the case of emergency, use of the Township's cell phones or use of personal cell phones is prohibited when driving or operating Township vehicles or equipment or while on Township business when driving personally owned vehicles.

Any employee who becomes aware of misuse of the Township's cell phones must contact the Chair or Vice Chair of the Board of Supervisors immediately. No one shall use Township cell phones other than the authorized Township employees.

Section 15: CREDIT CARD USE

Credit Card Policy Purpose

This Credit Card Policy establishes guidelines for the issuance, usage, and management of township-issued credit cards. The policy aims to ensure appropriate and responsible use of credit cards for township-related expenses and prevent misuse or fraud.

Scope

This policy applies to all employees who are issued a company credit card or are responsible for authorizing or monitoring credit card transactions.

❖ Issuance of Credit Cards

Eligibility: Employees in certain positions may be issued a company credit card based on their job responsibilities, which may include purchasing of goods and services, or other township related expenses.

Approval Process: Credit card issuance requires the approval of the township supervisors.

Credit Limits: The township supervisors assign credit limits based on the employee's role and expected usage.

❖ Authorized Usage

Township Purposes Only: Credit cards may only be used for legitimate township related expenses.

Prohibited Uses: Personal expenses, cash advances, and transactions unrelated to township business are strictly prohibited.

Receipt Submission: Employees must submit receipts and relevant documentation for all transactions within 5 business days of purchase.

Unnecessary Usage: Failure to provide receipts along with the reason for the purchase will make the credit holder liable to pay for the purchase.

❖ Cardholder Responsibilities

Security: Cardholders are responsible for always safeguarding the card. In the event of loss or theft, the cardholder must report it immediately to the credit card provider and the Finance Department.

❖ Monitoring and Compliance

Regular Audits: The Township Supervisors will conduct periodic audits of credit card usage to ensure compliance with this policy.

Violations: Misuse of the company credit card, including unauthorized or inappropriate charges, may result in disciplinary actions, up to and including termination and legal action.

❖ **Card Cancellation and Return**

Employment Termination: Upon termination or resignation, employees must return company-issued credit cards immediately to the Finance Department.

Cancellation: The company reserves the right to cancel or revoke a credit card at any time for any reason.

Section 16: TIME CLOCK POLICY

Purpose: The purpose of this Time Clock Policy is to ensure accurate recording of employee work hours for payroll purposes and to comply with federal, state, and local labor laws. This Wayne Township Time Clock Policy applies to all non-exempt employees, including part-time and full-time staff, who are required to clock in and out for each shift worked.

Timekeeping System

- Wayne Township utilizes a time clock system to track employee work hours. Each employee is responsible for accurately recording their work time by clocking in at the start of their shift, out at the end of their shift. Employees pay will be based on hours calculated from their timecard.

Clock-In/Clock-Out Procedures

- **Start of Shift:** Employees are required to clock in at the beginning of each scheduled shift
- **End of Shift:** Employees must clock out at the end of their shift

Employees are not permitted to clock in for work if they are not ready to begin their shift.

Late Arrivals, Early Departures, and Missed Punches

- **Late Clock-In:** If an employee is more than 10 minutes late, they must notify their

supervisor. Repeated tardiness may result in disciplinary action.

- **Early Clock-Out:** Leaving work before the scheduled end of the shift requires prior supervisor approval. Unauthorized early departures may lead to disciplinary action.
- **Missed Punches:** Employees who fail to clock in or out must notify their supervisor immediately. Failure to report a missed punch could result in a delay in processing payroll.

Overtime

Any authorized overtime worked will be compensated according to federal and state law, Overtime is calculated based on hours worked in excess of 40 hours per week. Overtime should be limited to necessity.

- **Breaks and Meal Periods Meal Periods:** Employees are to take a mandatory 30- minute lunch break. Clocking in and out for lunch is not necessary as the adjustment will be made when processing payroll. Any exception to this policy must be preapproved by a supervisor and noted on the timecard as an exception.

Editing Time Records

- Employees are not permitted to edit their own time records. If an adjustment is necessary (e.g., missed punch or incorrect time), employees must notify their supervisor. Any changes must be approved by the supervisor and documented in writing.

Prohibited Actions

- **Falsifying Time Records:** Any attempt to falsify time records, including clocking in or out for another employee, will result in immediate disciplinary action, up to and including termination.
- **Time Theft:** Unauthorized use of company time for personal activities, or failure to accurately record time worked, will result in disciplinary action.

Disciplinary Action

Failure to comply with this Time Clock Policy may result in disciplinary action, which could include verbal or written warnings, suspension, or termination of

employment, depending on the severity and frequency of the violations.

Section 17: CALL BACK POLICY

Purpose: This policy outlines the procedures and expectations for employees who may be required to respond to work-related matters outside of normal business hours. It aims to ensure that urgent issues are resolved in a timely manner while maintaining a balance between personal time and business needs.

- **Applicability**
 - This policy applies to all employees who may be contacted for work-related issues after normal business hours, including evenings, weekends, and holidays.
- **Normal Business Hours**
 - The Townships regular business hours are subject to change. The normal work day consist of an 8-1/2 hour day including an unpaid mandatory ½ hour lunch break.
- **After-Hours Contact Information**
 - Employees expected to be on-call should provide up-to-date contact information (e.g., mobile number or email) to the township supervisors and the township secretary.
- **Emergency Situations**
 - After-hours calls should be limited to urgent matters that cannot wait until the next business day.
- **Compensation for After-Hours Work**

Employees: Employees who are called in to work after-hours will be compensated at their standard rate of pay or overtime rate, as applicable under the Fair Labor Standards Act (FLSA).

❖ Procedure for Responding to After-Hours Calls

Employees must report to the township garage and punch in prior to beginning their after- hours work. Once the work is completed employees are required to return to the township garage and punch out. After-hours pay will be calculated based on hours worked taken from the employee's timecard.

*For urgent matters, employees should take the necessary steps to resolve the issue promptly.

The township will pay a minimum of 2 hours for any after-hour call out. Wayne Township After Hours Call-in Policy.

❖ **Failure to Respond**

Wayne Township employees are assigned to on-call duty and are required to respond promptly to after-hours calls. Failure to do so may result in disciplinary action, including but not limited to a written warning, suspension, or termination.

❖ **Personal Time**

The company respects the personal time of all employees. Employees should not be contacted after-hours for non-urgent matters.

❖ **Review and Updates**

This policy is subject to review and may be updated as necessary. Any changes will be communicated to employees in a timely manner.

Section 18: VOLUNTEER FIREFIGHTER WORK RELEASE POLICY

Purpose: This policy outlines the procedures for the release of employees who serve as volunteer firefighters from their regular duties to respond to emergency calls. The goal is to support community safety while balancing workplace responsibilities.

Scope: This policy applies to all employees who serve as volunteer firefighters and have provided the necessary documentation to their employer.

❖ **Definitions**

- **Volunteer Firefighter:** An employee who volunteers as a firefighter and responds to emergency calls during and outside of regular working hours.

- **Emergency Call:** A request for immediate response to an emergency incident as determined by the fire department or other relevant authorities.

❖ **Policy Statement**

Wayne Township recognizes the importance of community service and the contributions made by volunteer firefighters. As such, employees who serve as volunteer firefighters may be granted leave to respond to emergency calls under the conditions outlined in this policy.

❖ **Eligibility**

To be eligible for work release as a volunteer firefighter, employees must:

- Leave to assist a fire company within Wayne Township.
- Verify that there is an absolute need for the emergency leave.

❖ **Procedures for Requesting Release**

- **Notification to Employer:** Employees must notify their direct supervisor or the township secretary as soon as possible if they need to leave work to respond to an emergency call.
- **Verification of Emergency:** Employees may be required to provide documentation (e.g., written confirmation from the fire department) verifying the emergency call after returning to work.
- **Return to Work:** Employees must report back to work as soon as reasonably possible after the emergency call is concluded unless additional time off is required due to injury or fatigue.

❖ **Compensation**

- **Unpaid Leave:** Time spent responding to emergency calls during scheduled work hours will be considered unpaid leave unless the employee chooses to use available vacation or personal time.
- **Paid Time Off:** Employees may choose to use accrued paid time off (PTO) for their absence.
- **FMLA:** If the emergency results in a serious medical condition for the

firefighter, leave may be covered under the Family and Medical Leave Act (FMLA) or other relevant local regulations.

❖ **Expectations and Limitations**

- **Attendance:** While employees are allowed to leave for emergency response, excessive absenteeism related to volunteer firefighting that impacts work performance may be subject to review.
- **Workplace Impact:** Employees must ensure that their volunteer duties do not interfere with critical business operations. In cases where the employee holds a key position or is working on time-sensitive tasks, management may temporarily deny release based on operational needs.

❖ **Emergency During Off-Hours**

Volunteer firefighters are encouraged to respond to emergency calls during off-hours whenever possible. Employees who respond to calls outside of their regular work hours are not entitled to additional compensation unless specifically agreed upon with the employer's liability and worker's compensation insurance companies.

Employees responding to emergency calls as volunteer firefighters are covered by the fire department's workers' compensation and liability insurance during their service. Wayne Township is not liable for injuries sustained during these activities.

Disciplinary Action

Failure to comply with the provisions of this policy, including providing falsified emergency verification documents, may result in disciplinary action up to and including termination.

Policy Review

This policy will be reviewed annually or as needed to comply with changes in relevant laws or regulations.

Section 19: DISCIPLINARY PROCEDURE

Any employee who is found to be in violation of any of the rules, regulations, directives or orders of the Township may be subject to disciplinary action, which could include verbal or written warnings, suspension, or termination of

employment, depending on the severity and frequency of violations.

Section 20: GRIEVANCES

It is the intent of the Township to settle any employee grievances fairly, quickly, and at the lowest level possible.

In all instances, the employee shall present the grievance in writing as soon as possible after the conditions or events giving rise to the grievance are known. The following grievance procedure shall be adhered to and reported to the Township Board of Supervisors. A decision of the Township Board of Supervisors is final.

This grievance procedure shall not be deemed to affect or change the employment at-will status of any employee.

END

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF WAYNE TOWNSHIP PERSONNEL POLICY

This is to acknowledge that I have received a copy of the Wayne Township Personnel Policy dated and understand that it outlines my privileges, benefits and obligations as an employee of Wayne Township.

I further understand that it is my responsibility to familiarize myself with all the information in the policy and to ask questions of my employer regarding any policies I do not understand.

Since the information, policies and benefits described in this Personnel Policy are subject to change, I understand and agree that such changes can be made by my employer, in its sole discretion, and I agree to observe these changes in all respects.

Employee Signature Date

Employee Printed Name

Please sign and return one copy of the acknowledgment and retain one copy for your records.

SECRETARY

ESSENTIAL FUNCTIONS

- (1) To manage and transact all business of the Board of Supervisors upon direction of the Board of Supervisors.
- (2) To be bonded as determined by the Board of Supervisors.
- (3) Shall prepare an agenda of business items for each Supervisors meeting, attend the meetings and keep the minutes of each meeting.
- (4) Shall be custodian of all Township records and documents, responsible for preservation of those records.
- (5) Shall certify and attest to all executions of Township documents, ordinances and resolutions which shall be kept in a bound, numbered book.
- (6) Shall prepare DCED CLGS-19 Elected and Appointed Officials form, and file as required.
- (7) Shall be responsible for preparation of advertising for all bids and contracts, the preparation of bid forms of which are sent to prospective bidders, the requirement of bonding of each bidder on record, and the requirement of insurance certificates for contractors, and the certification of award to the lowest bidder by the Board of Supervisors.
- (8) Make sure that all required officials submit a Statement of Financial Interest each year.
- (9) Make sure that newly elected officials submit an Oath of Office
- (10) Type listing of annual Township meetings and times for all official meetings. Advertise as required by the Second -Class Township Code.
- (11) Set up annual files for business conducted by the Township while maintaining a major file system for the keeping of all records in accordance with the retention and disposition schedule for records of Pennsylvania Municipal Governments.

- (12) Prepare articles/type newsletter and update website as directed throughout the year.
- (13) Keep the Personnel Policy updated as per direction each January from the Board of Supervisors.
- (14) CDL Record Keeping.
- (15) Supervise the distribution of appropriate correspondence to the Board of Supervisors, Township Boards, Zoning Officer, Engineer, Sewage Enforcement Officer, Roadmaster, and any other parties necessary to maintain good communication.
- (16) Supervise and maintain the Township's filing systems, including reorganization and appointment list.
- (17) Supervise the maintenance of supplies and materials for the office.
- (18) Provide general secretarial support to the Board of Supervisors.
- (19) Ensure the maintenance of Personnel files on each employee in the manner required by law.
- (20) Answer the telephone and direct calls and complaints to the proper persons.
- (21) Open mail and forward and/or copy as necessary.
- (22) Make copies of all meeting minutes and distribution of inter-office and to the public.
- (23) Distribute and account for zoning ordinances, comprehensive plans, and 537 plans, and Stormwater Management plans.
- (24) Computer back up of data
- (25) Update Tax Assessment office real estate address/name changes throughout the year as needed.
- (26) Responsible for management of Township leases and coordination of maintenance at Township Park.

(27) Manage Township On-lot Sewage Management Program and database which includes updating ownership information as needed.

(28) Administrator and contact person for all group health, dental, liability, and worker's compensation insurance plans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

(1) Ability to deal with the public and township employees tactfully, with courtesy, and with efficiency.

(2) Knowledge of basic accounting procedures, accounts receivable and payable using QuickBooks.

(3) Knowledge of basic investment procedures.

(4) Knowledge of the Second-Class Township Code and ability to interpret laws within the Code.

(5) Knowledge of budgeting.

(6) Ability to type and operate all office machines in addition to being computer literate with the ability to work on-line programs for submission of government information for required DCED and Penn Dot forms.

(7) Ability to organize and submit updated information for Wayne Township website.

(8) Ability to organize and administrate work to others, schedule work efficiently and carry out duties without supervision.

(9) Ability to recognize appropriate information critical to be passed to the Board of Supervisors in a timely manner on all business of the Township.

(10) Demonstrate willingness to participate as an integral member of management.

(11) Ability to work with Supervisors, fellow employees, and the public without any political affiliations.

TRAINING AND EXPERIENCE

- (1) Education equivalent to graduation from high school, majoring in business education, accounting, and operation of office machines.
- (2) College or equivalent business administration and supervisory management.
- (3) Minimum of five (5) years' experience as a municipal clerk or secretary.
- (4) Position is part time-time with a twenty (20) hour work week which includes attendance at evening meetings of the Board of Supervisors.
- (5) The township retains the right to circumvent no. 1-4 under training and experience in order not to lose what they may determine would be a valuable employee.

TREASURER

ESSENTIAL FUNCTIONS

- (1) To manage and transact all business of the Board of Supervisors upon direction of the Board of Supervisors.
- (2) To be bonded as determined by the Board of Supervisors.
- (3) Shall receive all monies due to the Township and deposit directly into an interest-bearing account. Funds are transferred to pay bills and payroll.
- (4) Shall pay out monies only on approval of the Board of Supervisors. Payroll transfers by check are approved by signature of the Board of Supervisors for each payroll. Preparation of bill payments shall be completed on a timely basis for Supervisor's signature for payment thereof. Statements shall be attached to each check payment for review before signing by each Supervisor. A monthly statement of bills paid and a financial report shall be presented and approved at the monthly Supervisors meeting.
- (5) Shall keep an account of all financial accounts of receipts and expenditures of all Township funds on computer software. A monthly statement of accounts shall be prepared and presented to the Board of Supervisors, Board of Auditors and/or CPA chosen to audit the accounts.
- (6) Shall prepare an annual budget for consideration by the Board of Supervisors. The Board will meet and add, delete, amend figures to arrive at an adoptable budget for each year. Budget preparation shall start in September of each year for the following year budget to allow sufficient time for review before adoption prior to December 31 of each year.
- (7) Shall prepare all payroll and timely tax reports thereof, keeping account of all work reports turned in by all departments.
- (8) Shall keep a personnel record of all employees, including accounting of vacation time, sick time, and benefits per personnel policy.
- (9) Shall act as Chief Administrative Officer for the filing of information required by the Auditor General as required for employee Pension Plans. Shall be responsible for the timely deposit of pension monies received from the State, Township contributions, and voluntary contributions, to each pension plan.

- (10) Be responsible for disposition of Firemen's Relief Fund monies. Total check is divided between the volunteer fire companies as determined by the Board of Supervisors.
- (11) Meet with Federal, State, and Township Auditors/CPA as necessary throughout the fiscal year and ending audit period.
- (12) Fill out credit forms for purchasing/sales tax exempt forms. Check all billings to the Township for tax exemption.
- (13) Keep separate accounting on capital projects.
- (14) Act on preparation of financial information for grant applications as directed by the Board of Supervisors.
- (15) Work with Roadmaster or road person in charge on State Fund Projects, budgeting and cost.
- (16) Responsible, in coordination with the Township Secretary, for bidding for purchases of materials annually that are estimated to exceed \$12,000.00 such as gasoline for the vehicles, propane for heating the township building, and sale of township property exceeding \$2,000 or real estate exceeding \$1500. Wayne Township is a member of the COSTARS Purchasing Program with both the County of Mifflin and the Commonwealth of Pennsylvania. Items bid by either the County or State need not be bid by Wayne Township but may be purchased on either contract.
- (17) Prepare a computer disaster recovery plan and revise as needed.
- (18) Update real estate name and address changes throughout the year as necessary in accounting software.
- (19) Shall prepare and file DCED (except CLGS-19), Penn DOT, and PURTA reports as required.
- (20) Shall prepare water bills and mail to customers.
- (21) Shall be responsible for preparation of Water Department Financial forms and budget

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- (1) Ability to deal with the public and township employees tactfully, with courtesy, and with efficiency.
- (2) Knowledge of basic accounting procedures, accounts receivable and payable and payroll using QuickBooks.
- (3) Knowledge of basic investment procedures.
- (4) Knowledge of the Second-Class Township Code and ability to interpret laws within the Code.
- (5) Knowledge of budgeting.
- (6) Ability to type and operate all office machines in addition to being computer literate with the ability to work on-line programs for submission of government information for required DCED and Penn Dot forms.
- (7) Ability to organize and administrate work to others, schedule work efficiently and carry out duties without supervision.
- (8) Ability to recognize appropriate information critical to be passed to the Board of Supervisors in a timely manner on all business of the Township.
- (9) Demonstrate willingness to participate as an integral member of management.
- (10) Ability to work with Supervisors, fellow employees, and the public without any political affiliations.

TRAINING AND EXPERIENCE

- (1) Education equivalent to graduation from high school, majoring in business education, accounting, and operation of office machines.
- (2) College or equivalent business administration and supervisory management.
- (3) Minimum of five (5) years' experience as a municipal clerk or secretary.
- (4) Position is part time with a ten (10) hour work week unless the Treasurer is

also the Secretary. Both jobs will then be done concurrently during the Secretary's regular 20-hour work week. Attendance of the evening meetings of the Board of Supervisors is required.

(5) The township retains the right to circumvent no. 1-4 under training and experience in order not to lose what they may determine would be a valuable employee.

ROAD CREW PERSONNEL

This employee is responsible for the maintenance on township roads, including drainage systems, traffic control signs and markings, removal and control of snow and ice, and the maintenance and repair of motorized equipment, such as dump trucks, snow plows, mowers, hi-lifts, backhoes, loaders, and graders.

Performance evaluations of each road crew member will be made annually by the Township Administrator and discussed individually with each road crew member. Work will be reviewed by observation of completed projects for quality of workmanship and efficient usage of equipment, supplies and labor.

ESSENTIAL FUNCTIONS

- (1) Repair road surfaces, hot and cold patching, filling potholes, seal surface cracks.
- (2) Repair road signs and install new road signs when necessary.
- (3) Construct and install surface and sub-surface drainage systems to control water on roadways.
- (4) Clean dirt and debris from road ditches and drainage structures.
- (5) Plow snow, salt icy roads as weather conditions require for safe passage.
- (6) Repair guide rails and install new guide rails when necessary.
- (7) Cut brush, trees, and branches from road right of ways using hand and power tools as necessary.
- (8) Mow road banks.
- (9) Prepare roadways for contracted maintenance and/or construction when necessary.
- (10) Perform routine maintenance on all road equipment and vehicles. Keep maintenance records, work time records, and usage reports for vehicles and

materials.

(11) Perform all related work as required and directed by the Board of Supervisors.

(12) Members should endeavor to attend training through all sources in an alternating basis to insure their knowledge of their job skills.

(13) Perform maintenance of Township buildings and grounds keeping, including Township Park.

(14) Perform maintenance and read water meters for the Township's Water Department as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

(1) Knowledge of standard practices and techniques of road maintenance and construction.

(2) Knowledge of the roads, road conditions, and road maintenance needs of Strasburg Township.

(3) Knowledge of occupational hazards and safety precautions of road maintenance operations.

(4) Ability to recognize road repair needs and to accurately estimate material and labor requirements for specific projects.

(5) Skill in the operation of dump trucks, snowplows, graders, backhoes, high-lifts, mowers, salt spreaders, loaders, and similar maintenance equipment.

(6) Ability to learn and carry out routine mechanical operations.

(7) Ability to understand and follow oral and written instructions.

(8) Ability to assign and direct the work of other employees.

(9) Ability to develop and maintain cooperative relationships with citizens and to schedule work to minimize inconvenience to the public.

(10) Ability to work cooperatively with fellow employees.

(11) Sufficient physical strength and freedom from disabling defects to lift heavy objects (minimum 50 lbs. and work under adverse weather conditions.

TRAINING AND EXPERIENCE REQUIRED

- (1) Education equivalent to completion of high school or GED.
- (2) At least four (4) years' experience in road and street maintenance and repair which includes operation of maintenance vehicles, layout and construction of drainage structures, and mowing road banks.
- (3) Possession of a valid Pennsylvania motor vehicle operator's license and/or the ability to train and obtain a commercial driver's license.
- (4) The township retains the right to circumvent no. 2 under training and experience in order not to lose what they may determine would be a valuable employee.

ROADMASTER

The Roadmaster is responsible for maintaining, inspecting, and supervising the maintenance of township roads and bridges, including drainage systems, traffic control signs, guard rail, and markings, removal and control of ice and snow; ensuring all work necessary to carry out the responsibilities imposed by the board of supervisors with respect to the maintenance, repair and construction of Township roads be done; and maintaining and repairing of all equipment. Projects are planned and carried out independently in accordance with all rules and regulations.

1) ESSENTIAL FUNCTIONS

- (1) Able to do road crew duties with the additional supervisory responsibilities listed.
- (2) See that work is being done in a timely and efficient manner.
- (3) Do evaluations of road crew employees as required.
- (4) Schedule the hours of all part-time and/or temporary employees to be called as needed for certain work projects and snow and ice control.
- (5) Report to Township Supervisors when questions or problems require answers.
- (6) Responsible for maintenance of all equipment.
- (7) Responsible for all records that are required to be kept.
 - a. Submit a weekly work schedule detailing what tasks or projects that are going to be scheduled for each day of the following week. The report must be submitted the Friday prior to the upcoming work week to the Township Secretary.
 - b. Submit a detailed daily report of work done with the payroll report.
 - c. When necessary under a Federal Emergency, keep a detailed Force account activity worksheet provided by PEMA of hours for each employee, regular and over time daily, the equipment used by each employee for those number of hours daily with the number of hours used by each operator in

each piece of equipment daily, a detailed report of the number of applications of highway salt and anti-skid daily, and a detailed report of the number of tons of highway salt and antiskid used for the duration of time of Federal Emergency by daily use.

- d. A log of equipment maintenance on each piece of equipment. Each piece of equipment should be listed according to type with VIN number and serial number if applicable.
 - e. A log of maintenance of all roads and bridges in Wayne Township.
 - f. A log of maintenance performed at the Township Park.
 - g. A copy of training courses completed by each road employee to be submitted to the secretary to be included in each personnel file.
 - h. An inventory of all major tools and supplies located in the garage and shop area, noting especially any hazardous materials.
- (8) Complete all paperwork necessary and required for ordering of materials and supplies.
- (9) Work with the PennDOT Bureau of Municipal Services for approval of all road or bridge projects annually when using State Highway Aid Funds. Consult with the Township secretary to prepare bid and contract forms necessary to complete these projects.
- (10) Work with the Township secretary to prepare all necessary bids and contracts for materials and/or equipment to be purchased annually.
- (11) Responsible for maintenance of Township buildings and grounds keeping, including Township Park.
- (12) Follow any additional directives issued by the Board of Supervisors on roads, bridges, township buildings or grounds keeping.
- (13) Consult with the Township Secretary on driveway permits.
- (14) Perform PA One Call marking and notification of status to PA One Call as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- (1) Knowledge of standard practices and techniques of road maintenance and construction.
- (2) Knowledge of the roads, road conditions, and road maintenance needs of Wayne Township.
- (3) Knowledge of occupational hazards and safety precautions of road maintenance operations.
- (4) Ability to recognize road repair needs and to accurately estimate material and labor requirements for specific projects.
- (5) Skill in the operation of dump trucks, snowplows, graders, backhoes, high-lifts, mowers, salt spreaders, loaders, and similar maintenance equipment.
- (6) Ability to learn and carry out routine mechanical operations.
- (7) Ability to understand and follow oral and written instructions.
- (8) Ability to assign and direct the work of other employees.
- (9) Ability to develop and maintain cooperative relationships with citizens and to schedule work in order to minimize inconvenience to the public.
- (10) Ability to work cooperatively with fellow employees.
- (11) Sufficient physical strength and freedom from disabling defects to lift heavy objects (minimum 50 lbs.) and work under adverse weather conditions.

TRAINING AND EXPERIENCE REQUIRED

- (1) Education equivalent to completion of high school or GED.
- (2) At least ten (10) years' experience in road and street maintenance and repair which includes operation of maintenance vehicles, layout and construction of drainage structures, and mowing road banks.
- (3) Possession of a valid Pennsylvania motor vehicle operator's license and/or the ability to train and obtain a commercial driver's license.

(4) The township retains the right to circumvent no. 2 under training and experience in order not to lose what they may determine would be a valuable employee.

Appendix B Health Benefit Coverage

(Amended 2018-01-02)

- (1) All full-time employees shall be covered 100% upon eligibility.
- (2) Dependents may be covered as follows: The Township will pay 100% of dependent coverage.