

# **Washington Township Employee Handbook And Policy Manual**

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
225 Frantz Road  
Pine Grove, PA 17963**

**ADOPTED BY THE WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
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# WASHINGTON TOWNSHIP EMPLOYEE HANDBOOK AND POLICY MANUAL

## INTRODUCTION

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### STATEMENT OF PURPOSE

The Washington Township Board of Supervisors is the legally constituted authority for all administrative, fiscal, and personnel policies of the Township.

This employee handbook is established to provide for the fair and consistent treatment of all Township employees in order to encourage a responsive, competent, safe, and efficient work force.

The rules and procedures included in this handbook are intended to provide employees with information on which they can rely in dealing with matters affecting their work-related conduct, including their responsibilities, rights, and benefits. **This handbook does not constitute a contract with any employee or group of employees, and if items in this handbook are found to be in conflict with any law, the law will prevail.** The Board of Supervisors may authorize exceptions, additions, or changes to this handbook whenever necessary to meet the intent of fair treatment of employees and reasonable and efficient service to residents of the Township.

The Township Secretary will be responsible for the administration of this handbook, for assuring that all employees are aware of this handbook, and for recommending any changes to the Board of Supervisors as necessary to maintain efficiency and compliance with applicable laws. The Board of Supervisors shall hear and resolve all grievances, investigate offenses, and take disciplinary action, meet with employees or to discuss terms and conditions of employment, and to select and hire employees, subject to specific limitations as the Board of Supervisors may impose. The Board of Supervisors shall have the final responsibility for resolving any ambiguities or disputes arising out of any interpretation of the policies and procedures enumerated hereafter.

## **NONDISCRIMINATION**

In the administration of this handbook, the Township does not discriminate against any person in recruiting, 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, sexual orientation or national origin. In addition, the Township does not discriminate because of physical disability unless certain physical abilities are necessary to perform genuine job requirements. The Township will attempt to make reasonable accommodation to enable otherwise qualified employees and applicants with disabilities to be employed.

## **CHANGES TO THIS HANDBOOK AND POLICY MANUAL**

The Board of Supervisors may make changes to this manual from time to time as requirements and the needs of the Township change. All changes to this manual will be communicated in writing to the employees.

## **EXEMPTIONS**

All officers and employees of Washington Township shall be governed by this policy except:

1. All officers elected by the people. This includes any person duly appointed to office to fill an unexpired term of an elected official.
2. The Township Solicitor
3. The Township Engineer
4. Members of the Township Committees and Boards who are appointed by the Board of Supervisors.
5. Persons employed by contract or other means to perform special services for the Township.

## **AT-WILL EMPLOYMENT**

Washington Township does not offer tenured or guaranteed employment. Unless, and the township has otherwise expressly agreed in writing, your employment is at-will and may be terminated by you or by the majority of the Board of Supervisors at any time, including after the evaluation period.

## **THIRD PARTY EMPLOYMENT MATTERS**

Washington Township is union free, and it is the desire of the township to remain union free. The Board of Supervisors prefers to deal with each person directly rather than through a third party.

The township accepts its responsibility to provide the best working conditions, pay and benefits that it can afford. It is not necessary for an employee to pay union dues to express their views openly and without fear of reprisal.

People have the right to assist or not to assist in union activity. However, a union card may be like signing a blank check or assigning a power of attorney. It means you as an individual are no longer interested in dealing directly with co-employees or your employer, but want to authorize someone else to speak for you. On the contrary, the township believes that employees want to think, act, and speak for themselves.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Washington Township is an equal opportunity/affirmative action employer. Washington Township will not tolerate discrimination against any employee because of race, color, national origin or ancestry, gender, age, religious convictions or disability.

Washington Township is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity laws, including the Americans with disabilities act, the equal pay act, the age discrimination in Employment act, appendices.

Washington Township does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, responsibility and which are performed under similar conditions.

Washington Township will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship to either party. An employee with a disability for which reasonable accommodations are needed, should contact the township Manager to discuss possible solutions.

Employees with questions or concerns about any type of discrimination from their employer, in the workplace, are encouraged to bring these issues to the attention of the Township Manager. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

## **IMMIGRATION LAW COMPLIANCE**

Washington Township does not hire anyone that is not a citizen of the United States of America, or is not a non-citizen that is authorized to work in the United States of America under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States of America. An overview of the Immigration Reform and Control Act can be found in the appendices.

## **CRIMINAL CONVICTIONS**

Washington Township reserves the right not to hire or retain anyone that has been convicted of any criminal offenses. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and the circumstances surrounding the conviction will be considered. All newly hired employees are subject to a pre-employment background check.

## **STANDARDS OF CONDUCT**

Washington Township is a government body, and as such the Board of Supervisors selects its employees, unless otherwise directed by the Board. It is expected that our employees shall be held to a higher ethical and moral standard than found elsewhere in our society.

Washington Township expects that all employees conduct themselves in a professional and ethical manner while in the employment of the Township. An employee shall not conduct business that is unethical or immoral in any way, nor should an employee influence other employees to act unethically or immoral. Furthermore, any employee that observes this type of behavior shall report any dishonest activities or damaging conduct to any Township Supervisor immediately.

In the event you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the township work environment, you should discuss such behavior or actions with a Township Supervisor.

The Washington Township Board of Supervisors will promptly, thoroughly and confidentially investigate all reasonable concerns, and where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior taken by the Board of Supervisors with other employees or the general public. Your discussion of such matters with other employees or the general public may in and of itself create an unacceptable work environment for which you may be held responsible for which may result in disciplinary action or termination.



## **EMPLOYEE EXPECTATIONS: GENERAL POLICES & PROCEDURES**

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### **SEXUAL HARASSMENT & DISCRIMINATION POLICY**

The Township has adopted a sexual harassment policy, and a copy is attached as Appendix A.

### **EMPLOYEE EXPECTATIONS**

All work performed on behalf of the Township shall be conducted in a harmonious, friendly, and efficient manner. All citizens and visitors to the Township offices and/or those meeting with Township personnel are to be treated with courtesy and understanding. All employees, upon appointment to positions with the Township, will be required to abide by the following conditions:

1. **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. Employees are expected to perform all duties assigned by their designated supervisors 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.
2. **Workplace Attire**—All Township employees shall wear the proper clothing or uniform for the job to be performed.
3. **Reporting Changes**—The employee is responsible for promptly notifying the Township Secretary of any changes in your name, address, telephone number, marital status, citizenship, tax withholding allowances, drivers license status, motor vehicle code violations, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate information is vital for benefits and insurance records and other Township files. The Township reserves the right to enforce any disciplinary actions for employees who do not report any changes in timely fashion.
4. **Work Rules**—The Board of Supervisors may establish work rules, operating procedures, and standards of conduct as are necessary for the proper operation of the Township.
5. **Expense Reimbursement**—The Board of Supervisors will reimburse employees for reasonable pre-approved business expenses. These expenses

include but are not limited to: reimbursement of mileage while using personal transportation that is equal to the federal rate set at each reorganization meeting, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases of goods on behalf of the Township.

Prior to submission for reimbursement, all expenses must be submitted in writing and the employee shall have receipts in order to be approved by the Township Supervisors. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the Township Manager.

6. **Attendance & Punctuality**—Punctuality and regular attendance are important to the smooth operation of Washington Township. If you are consistently late or excessively absent, Washington Township’s ability to perform work is affected and an unfair burden is placed on your coworkers. Therefore, unless your absence is permitted or excused under Washington Township’s holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call the Township Manager or Road Master (Road Master must contact the Township Manager) as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday. If you will be absent for several days, you must notify the Road Master or Township Manager each day.

Any employee who displays excessive absenteeism for reasons other than those permitted or excused by Washington Townships holiday, vacation, sick day or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination. Excessive absenteeism is defined as being absent three or more days within a 90 days period. An absence is defined as unscheduled.

Each employee is required to notify the Road Master, 30 days in advance of the dates of all approved vacation or leave time to be taken. Additionally, employees are to inform the Township Manager on their time clock requests, all PTO days and excessive lateness in arriving to work.

7. **Availability for Work**—Full time employees must be available for work during normal business hours. All employees must make a reasonable effort to be available for work when weather conditions permit. If an employee knows that they will not be available for work anytime during the winter season, he/she must notify the Road Master within three days of such day(s)

that they will not be available for work. This is to ensure that the Road Master can find a temporary employee for such time periods.

All full-time employees are expected to perform their job duties after normal working hours in the winter season and due to weather conditions all year long. Any call out for work after hours, shall be paid at the employee's regular hourly wage for the duration in which they were called out with a minimum of two hours pay. All work performed after hours will accumulate towards regular workweek of forty hours. Any time worked beyond the regular scheduled forty hours will be paid at 1.5 times their normal rate.

8. **Work Hours and breaks**—The Townships standard work week begins Sunday 12:00am and ends Saturday 11:59pm for all employees. The township building is open from 8:00am to 4:00pm Monday through Friday, the garage is open 7:00am to 3:00pm Monday through Friday. Washington Township's preference is for full time employees to work within this schedule. However, it is understood that employees may be required to work at different hours or shifts, to accommodate the winter season, due to weather conditions, or in the performance of paving operations. If such hours are required, the township will allow flexibility, with the expectation that the employee will make every effort to align their hours with the regular business hours as soon as the situation returns to normal.

Work schedules may vary based on the Townships established winter season and winter conditions year-round. Employees may not deviate on their own from the townships standard hours of work, unless requested and approved by the Road Master. In the event foul weather arrives it shall be the responsibility of the Road Master to call out employees and set work schedules accordingly, no matter what time or day of the week it is. In the event the Township requires the duties of its employees at any other time outside of the winter season, the Board of Supervisors may call out any available employee to assist with emergency conditions on any township roadway.

The winter season as established by the township shall begin on November 1, and end on April 15.

Employees working for more than four consecutive hours are entitled to a meal break of twenty (20) minutes and two ten (10) minute breaks which should be schedule throughout the workday, so as not to disrupt the business process of the township. All breaks are to be paid and are considered Township employment time.

9. **Overtime**—All full-time employees are to be compensated at a rate of one and one-half times their normal hourly rate for work time that exceeds 40 hours during a scheduled workweek. The calculation of overtime hours will include PTO leave during the scheduled workweek. If an employee is on vacation during inclement weather and called in to work, the hours worked will be paid at one and one-half times their normal rate. Full time employees will be paid one and one-half times their normal hourly rate for all work completed on a Township holiday.
10. **Time Keeping**—All hourly employees are required to use the time clock for logging hours worked. It is strictly forbidden for an employee to punch in or use another employee's ID or to log them in or out.
11. **Personal Emergencies**—The Township recognizes that emergencies do occur. In the event a personal emergency happens to an employee, he shall make every effort to contact the Road Master or Township Manager as soon as possible. Any missed time from the employee's regular scheduled hours due to the emergency will be substituted with PTO time.
12. **Driver's License**—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 gross negligence and subject to immediate dismissal. Any change in the status of the employee's license must be reported to the Road Master, and/or Township Manager immediately. A PA driving record can be obtained on any employee at any time.
13. **Political Activity**—Employees shall 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.
14. **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 may not be performed during hours when an employee is on duty at his Township position.

15. **Acceptance of Gifts**—Employees shall not accept gifts which may be given under circumstances indicating the hope or expectation of receiving a favor or better treatment than that accorded the public generally. Employees shall not solicit favors or gifts from anyone who has business with the Township.

16. **Serious Misbehavior**—It should be obvious to any Township employee that as a public employee, he/she must adhere to the highest principles of honesty and ethics. Clearly, any violation of standards to be expected of a public employee must be viewed with great alarm and appropriate corrective action will be taken.

The following list includes, but is not limited to, actions that are considered so serious by the Township that, if the action is founded, the offending employee may be discharged even if no prior reprimand or other disciplinary actions for similar offenses have occurred. Evidence that the employee was shown this list shall be considered sufficient warning.

- Dishonesty, including knowingly providing false information on your application or any other documents used by the township.
- Theft
- Consumption of alcoholic beverages while on duty or reporting for work under the influence of alcohol
- The use or possession of any controlled drug or narcotic which has not been prescribed by a physician for a medical condition
- Recklessness resulting in an accident
- Willful abuse of Township equipment
- Unprovoked assault on another person
- Gross negligence in the performance of assigned work
- Requesting or accepting gifts, payment, or any other direct or indirect benefit offered during the course of, and/or related to Township business.
- Failure to accurately and timely account for any funds collected for or advanced by the Township
- Abusing the authority delegated to an employee, especially by non-objective treatment of residents

17. **Visitors**—Visits from friends and family should be kept to a minimum and should not be excessive. Employees are responsible for the conduct of their guest.

18. **Employment of Relatives**—employment of relatives is not prohibited by Washington Township, provided that the following conditions are met:

- a. The applicant is qualified for the position
- b. The employee and relative will not be in a direct working relationship with one another.

- c. The personal relationship will not adversely affect the workflow or processes of the township.

20. **Telephone, cell phones, voicemail, and email use**—Cell phones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls, although not prohibited shall be kept to a minimum during normal business hours. In the event an employee exceeds the minutes in which have been allocated, the employee will be responsible for reimbursing the Township for all minute's overruns. In the event the employee takes vacation or uses any personal days the cell phone shall remain at the Township Building. All employees will be responsible to keep phones in operating condition (batteries charged). The Township will be responsible for all maintenance.

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in the systems are the property of Washington Township and as such are intended for job related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under Washington Township's policies, including those prohibiting harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received proper clearance from a Township Supervisor. All pass code are property of Washington Township and may be used by the Township to access electronic and telephone communication at any time. Washington Township reserves the right to monitor any electronic, telephone, or other communications made using Township systems or property.

21. **Housekeeping**—Washington Township is a public building. The Township's surroundings should always reflect a professional and neat appearance. All employees are personally responsible for keeping all areas in and around the Township building and their workstations or worksites clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

22. **Recycling**—Washington Township supports environmental awareness by mandating recycling in the workplace. Employees should dispose of bottles, cans and paper in the appropriate recycling bins. Employees are also encouraged to conserve energy by shutting down their computers, monitors and printers when not in use and at night. Turn off lights when not needed. Turn off vehicles and power equipment that is not in use and avoid excessive engine idle time.

23. **Use of Township Property**—All Township workspace, including file cabinets and lockers are the property of Washington Township and must be available to management at all times. No Township property may be used to house personal files or items. No Township equipment, including computers, photocopiers or printers may be used for personal business. Employees using any Township equipment for personal use shall be cause for release of employment.
24. **Postage, Shipping and Office Supplies**—paid for by the Township are for business purposes and are not to be used for an employee’s personal purposes.
25. **Personal Property**—Washington Township does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property onto Township property and to do so at their own risk. In the case that personal property is damaged while being used performing Township business only property that is not covered by personal insurance will be considered for repair or replacement by the Township upon approval of the Board of Supervisors. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.
26. **Monitoring and Searches**—All township property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, cell phones, Township vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of Township property, theft investigation and improper disclosure of confidential information. Washington Township Board of Supervisors retains the right to conduct searches at any time. This includes the right to search individual computers, cell phones or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.
27. **Conflicts of Interest**—Washington Township requires that employees not compromise the Township, its residents, vendors or supplies for personal gain. Examples of conflict of interest include, but are not limited to, accepting gifts worth more than \$25, requesting or grating favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest to a Supervisor. Failure to do may result in disciplinary action, up to and including termination.

## SAFETY

It is the policy of Washington Township to protect the safety and health of our employees, injury and illness losses from accidents are needless, preventable, and costly. Every employee and Township official must adhere to safety expectations and each plays an important role in insuring a safe environment. The Township requires all employees to consider safety as the highest priority in any task performed. At a minimum, all employees are required to follow the following expectations:

1. Report all injuries and accidents immediately to the Township Manager and the appropriate Supervisor liaison, regardless of severity. Any injury not reported to the township manager or to a township supervisor within 24 hours of the incident will not be forwarded for a workman's compensation claim.
2. Report any injury or illness that has been sustained while off duty shall also be reported to the Township Manager and appropriate Supervisor liaison.
3. Report all hazardous conditions or other safety and health concerns immediately to your direct supervisor or the Township Manager.
4. Participate in self-training by reading monthly training bulletins.
5. Use any safety equipment provided in performing assigned work. Follow manufacturer's instructions in operating any equipment or machinery.
6. Wear the prescribed clothing or uniform for the job to be performed. While not to be construed as a dress code, loose clothing, cut-off jeans, loose scarves, etc. shall not be permitted when working around machinery. Because of an employee's visibility to the public, appropriate, presentable clothing shall be worn. No offensive or vulgar prints.
7. Do not operate equipment on which the employee has not been trained or which the employee does not feel competent in operating.
8. Wear seat belts at all times when operating or riding in Township vehicles or equipment.
9. While operating Township vehicles or equipment, use cell phones or other communication devices only when absolutely necessary for the purposes of conducting vital Township business. Whenever possible equipment operation should stop while using the phone or communication device. Cell phones may



never be used for personal calls while operating Township vehicles or equipment.

10. Warn co-workers or anyone who might be in danger of any unsafe conditions or practices you observe.
11. Report defective equipment to your supervisor liaison without delay.
12. Report unsafe conditions that the employee observes anywhere in the Township, regardless of whether the condition is the employee's responsibility to rectify.
13. A new employee may be given a key to access the Township Building. The last employee to leave the building at night is responsible for making certain that all doors are locked. Under no circumstances is any employee to make any additional copies of keys for the Township Building without the authorization of the Township Supervisors. Any and all keys must be returned to the Township when the employee's employment has ceased.

### **DRUGS AND ALCOHOL**

Washington Township will not tolerate the use of or possession of alcohol or illegal drugs on the job or on Township property. Employees using or possessing alcohol or illegal drugs on Township property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including termination. All employees who possess a Commercial Driver's License will be subject to random drug and alcohol testing as established by the Federal Highway Administration. Any employee who refuses to comply will be automatically terminated. A full drug and alcohol policy can be found in the appendices.

### **SMOKING AND TOBACCO USE**

Smoking and tobacco use is prohibited in the following areas:

1. Township meeting rooms
2. Any Township building that is shared with another employee
3. Any Township vehicle or equipment
4. Any area where smoking is prohibited for safety reasons.

Employees who observe anyone failing to comply with the smoking policy should inform him/her of the policy politely. If one persists in failing to comply with the policy, the Township Manager should be notified. Employees who refuse to comply

with the smoking policy may face disciplinary action as described elsewhere in the personnel policy.

## **VIOLENCE AND WEAPONS**

Washington Township takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, resident, vendor, Supervisor or visitor is strictly prohibited. This policy applies to all Township employees, whether on or off Township property.

Any use or possession of weapons, whether legal or not, is prohibited on Township property, or while on Township business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

## **EMPLOYMENT POLICIES AND PROCEDURES**

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### **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 communications between employees and their 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 shall also be used as a basis for determining the necessary qualifications when new employees are to be hired. The current job descriptions can be located at the end of this manual.

### **PAY RATES**

The Board of Supervisors shall set the compensation for each employee at the re-organizational meeting in January of each year.

### **JOB CLASSIFICATIONS AND LICENSES**

**Regular Full-time Employees** – Any employee who is scheduled to work more than thirty-five (35) hours per week for fifty-two (52) weeks per year.

**Permanent Part-time Employee** – Any employee expected to work on a regular basis and scheduled, as needed.

**Temporary/ PRN Employee** – Individuals hired for specific purposes of short duration such as construction projects, road work, summer employment, snow plowing, etc.

Any employee who is required to hold a license for a specific job-related function, including a commercial driver's license, must adhere to any other state or federal regulations not mentioned in this handbook to keep their license valid. A copy of any license, along with its expiration, in which the employee holds, shall be kept in their personal file.

## **SELECTION PROCESS FOR EMPLOYMENT**

1. It is understood that, unless provided in writing, employment within the Township is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.
2. An application and/or resume must be on file for a candidate to be considered for employment. The review of the candidate may include review of a written application form, resumes, oral interviews, and reference checks. All candidates considered for Township employment must undergo a criminal background check and a drug and alcohol screening. Any deliberate misstatements or material omission on resumes, whenever discovered, shall entitle the Township to terminate employment with immediate effect.
3. The appropriate Supervisor shall recommend a qualified individual for employment based on the evaluation of the candidate. The selection decision shall be subject to approval by the Board of Supervisors.
4. 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.
5. Employees hired for temporary, seasonal, or project work, which is expected to last less than one year, shall not be considered regular employees.

## **ORIENTATION**

This employee handbook refers to all full-time, part-time and temporary employees. All full-time, part-time and temporary employees will receive a copy of the employee handbook. All new employees will be briefed on the policies of Washington Township and have the opportunity to read, ask questions or express concerns with the policies set forth in this handbook. All employees must sign the Acknowledgement and Receipt of Understanding form, and turn it in to the Township Manager. This form will be placed in your personal file.

## **PAYROLL**

All employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set of pay schedule for any reason, nor will they be released to anyone other than the employee unless the Secretary/Treasurer has received a written request from the employee, which authorizes another person to receive their check.

## PAYPERIODS

All employees are paid on a weekly basis. When the payday falls on a holiday, they will be paid the day before the holiday.

## PERFORMANCE EVALUATION

**New Employees** – A newly appointed employee shall serve a probationary period of 90 working days. During this time, the Board of Supervisors will check with fellow employees and evaluate your work ethics, performance and compatibility with Washington Township. At any time during the evaluation period, Washington Township may terminate your employment if your work ethic and performance are not up to industry standards for which job you were employed to do. Upon completion of the evaluation period, you will become an eligible employee and will be eligible for additional compensation and benefits, as set forth in other sections of this handbook.

1. **Performance Evaluation During Probationary Period** – The Township Manager, and/or Road master, as applicable, shall evaluate the quality of the new employee's work during the probationary period and inform the employee in writing of this evaluation. This written evaluation should occur at least once during the probationary period, but may happen more frequently.
2. **Removal of Probationary Employee** – A probationary employee may be removed from his position at any time during the probationary period by the Board of Supervisors. However, successful completion of the probationary period should not be construed as a guarantee of employment following thereafter.
3. **Completion of Probationary Period** – A probationary employee will be considered to have successfully completed the probationary period upon the favorable evaluation of the Township Manager, and/or Road master, as applicable.

**Evaluation of all employees** – It is the responsibility of the Board of Supervisors to continuously evaluate the performance of employees.

1. The Board of Supervisors, or their designee, is to inform the employees directly any time performance falls below acceptable levels. This notification may be informal but should include specific information as to why performance is unsatisfactory and what the employee must do to bring performance up to an acceptable level.

2. At least once each year, the Board of Supervisors, and/or Road master will prepare a written evaluation of each employee's performance over the past year. The evaluation will focus on job-related strengths and weaknesses, as well as overall fit with the Township. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review. An explanation of any unsatisfactory performance and a description of any accomplishments over and above those normally expected in the job. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. The Township Manager may prescribe forms to be used in evaluating employees.

The employee will be individually counseled regarding each evaluation and given a copy, and a copy will be placed in the employee's personnel file. The written evaluation process is not intended to replace the important dialogue and regular verbal feedback to be provided by the work supervisor.

## **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 the pool of applicants, and that job requirements change over time so that additional knowledge and skills 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 Board of Supervisors, and/or Road master, as applicable, 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 importance of the training to the job, the employee's interest and commitment, and the Township's ability to pay.

Employees will be compensated at their hourly rate for attending training. If the training is only ½ day and the employee does not report for work after the training,

the employee will only be compensated for the training time, employees can use PTO to complete the days regular hours. Equipment shows are considered training and the employee will only be compensated for the time they attend the show.

## **MEETINGS**

Employees may be required to attend mandatory team meetings. Meetings involving employees will be scheduled in advance and during normal working hours.

## **GRIEVANCES**

It is the intent of the Township to settle any employee grievances fairly, quickly, and at the lowest level possible. This is possible only when all parties to the grievances attempt to understand each other's interests. Persons responsible for answering grievances at each step are expected to know rules and policies and to know their own authority and use it to his/her full extent in responding to grievances.

The employee shall present the grievance in writing first to his or her direct supervisor, Road Master shall consider the Board of Supervisors, Chairman as their supervisor, as soon as possible after the condition or events giving rise to the grievance are known. If a satisfactory response is not achieved, the grievance should be forwarded within ten days of the first submission to the Board of Supervisors, who will review it no later than the next regularly scheduled Supervisors' meeting.

If the employee is not satisfied with the direct supervisor's response, or if no response is received within seven (7) days of the presentation of the grievance, the employee may present the grievance in writing to the Board of Supervisors and request a hearing on the grievance. The Board of Supervisors shall schedule a hearing and deliberation on the grievance no later than the next regular meeting of the Board of Supervisors following receipt of the grievance. The Board of Supervisors shall present a written response to the employee no later than seven (7) days following the hearing. The Board of Supervisors may exercise the option of holding a grievance hearing earlier than their next regularly scheduled meeting date.

Employees that have a problem with a Township Supervisor should first go to the Supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem in writing to the other Township Supervisors; the decision of the other two supervisors will be final.

## **EMPLOYEE DISCIPLINE**

If for any reason, such as carelessness, inefficiency, tardiness, insubordination, violation of ethical principal, etc., it should become necessary to invoke disciplinary action on an employee; the following steps will generally be taken by the direct supervisor under the direction of the Board of Supervisors.

- A first-time offense will result in an oral warning with the fact of the warning placed in the employee's personnel file.
- A second offense will result in a written warning outlining specifics of the offense. A copy of the warning shall be placed in the employee's personnel file.
- A third offense will result in time off without pay and written documentation to be placed in the employee's personnel file.
- A fourth offense will result in dismissal by the Board of Supervisors.

Depending on the severity of the action, the above steps may be abbreviated to suit the particular nature of the situation.

Notice of termination will generally be immediate, with written notice to follow within 3 business days clearly stating the cause or causes of such termination. A violation of ethic guidelines, if proven by the Board of Supervisors, will result in immediate termination.

## **JOB ABANDONMENT**

Employees of Washington Township that are absent for more than two consecutive days without notifying the Road Master or Township Manager are considered to have voluntarily abandoned their employment with the Township. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to accrued vacation days.

## **TERMINATION PROCESS**

Washington Township requires that employees return all documents, files, computer equipment, uniforms, Township tools, business credit cards, keys and other Township owned property on or before the last day of work. When all Township owned property has been collected, the employee will receive his or her final paycheck and any accrued vacation pay, if applicable.



## PERSONNEL RECORDS

A personnel file shall be established for each employee and maintained in the custody of the Township Manager. These files are confidential in nature and will not be copied or removed by the employee unless there is a legitimate business reason to do so. All employees may view his or her personal file by contacting the Township Manager. No employee may alter or permanently remove any document in his or her personnel file.

The following information shall be a permanent part of the file:

1. Employee's most recent employment application and/or resume.
2. Employee notifications regarding hiring, promotion, demotion, suspension, dismissal, or other substantial change in employment or pay status other than general increase.
3. Authorizations for deductions from pay including, but not limited to, insurance, retirement, taxes, etc. These authorizations shall be permanent unless they are cancelled or superseded by a more recent written authorization.
4. Letters of commendation or other awards and recognition.
5. For employees hired after November 7, 1986, verification of employee's citizenship or right to work in the United States (Immigration and Naturalization Service form I-9).
6. Most recent job description, performance standards, and objectives.
7. Recent and past performance evaluations.
8. Routine and emergency information as required such as current phone numbers, home address, persons to contact, and physical or medical limitations related to the job.
9. Letters of warning or reprimand, or confirmations of oral reprimands.
10. Job related training, qualifications, or license records.
11. Any other information with significant bearing on the employee's work behavior, qualifications, or fitness for employment.

12. In addition, any information the employee considers to be important to their employment that is not offensive, prejudicial, or discriminatory may be placed in the file at the employee's request.

The above information shall be maintained for five years following the date of departure of the employee.

The following information shall not be kept in the employee's personnel file:

1. Racial, ethnic, religious, or political identification or affiliation.
2. Records of any arrests, charges, investigations of wrong doing, or similar actions involving an employee, which later resulted in the employee's acquittal or in the charges being dropped.

The personnel file shall be in the custody of the Township Manager, and except for public information, shall be available only to the following persons:

1. Official personnel as officially required.
2. Members of the Board of Supervisors as authorized by the Board as a body.
3. The individual employee, at reasonable times or a representative personally designated by the employee.
4. Legal authorities only when required by subpoena.

Public information shall include the employee's name, job title, salary, and fringe benefits provided.

## **EMPLOYMENT REFERENCES**

Due to confidentiality considerations, Washington Township does not provide employment references for former employees. The Township Manager will provide dates of employment and positions held only.

## **BENEFITS**

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Full-time employees that have successfully completed the evaluation period are eligible for the benefits outlined below. Part-time or temporary employees (less than 35 hours per week) are not eligible for these benefits.

All eligible employees will have the opportunity to pick PTO Paid Time Off days based on seniority. Those employees with the most years of service will pick first.

### **MEDICAL INSURANCE**

It is the intention of the Township to provide, to the extent possible, a quality health care plan for the employee.

Specific plans and the portion of the costs to be paid by the Township and the employee shall be determined by the Board of Supervisors. Eligibility shall be determined by the employment status here in after defined.

**Regular Full-time Employees** – Any employee who is scheduled to work more than thirty-five (35) hours per week for fifty-two (52) weeks per year.

**Permanent Part-time Employee** – Any employee expected to work on a regular basis and scheduled, as needed.

**Temporary/ PRN Employee** – Individuals hired for specific purposes of short duration such as construction projects, road work, summer employment, snow plowing, etc.

**Health Insurance including Dental and Vision Insurance** – All regular full-time employees are eligible for medical coverage under a plan determined by the Board of Supervisors. Full-time employees are eligible for coverage after thirty (30) days; employees are responsible for 20% of the monthly premium for medical, dental, and vision insurance.

**Worker's Compensation** – All employees are covered by a worker's compensation insurance program for injuries or illness sustained on the job. The program shall be administered by an insurance carrier determined by the Board of Supervisors in accordance with the regulations and requirements of the Commonwealth of Pennsylvania.

The program provides for payment of medical expenses required as a result of work-related accident or illness, and payment of a percentage of the employee's wages or salary lost due to absence as a result of such accident or illness.

The Township may require employees be treated by a physician from a list determined by the Township for treatment if any benefits are to be paid through the Worker's Compensation Program. The Township reserves the right to require such examinations by a physician as may be necessary to determine the employee's ability to return to work.

The Township may require an injured employee to return to work and perform duties of a light or limited nature if the employee is able and such work can be made available.

An employee must use any unused PTO time available during the waiting period for benefits.

**COBRA** – The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the Township's health plan, should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the Township's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by the Township Manager at the time eligibility is lost.

### **PAID TIME OFF (PTO)**

**PTO-** All full-time employees are entitled to earn paid time off. PTO is calculated and awarded every pay cycle on regular hours worked, beginning the first day of the new year's 1st pay cycle. PTO is not accrued on over-time. Forty (40) hours can be carried from year to year. For year 2018 only, any vacations scheduled before time is accrued is subject to approval from the Township Manager and/or Board of Supervisors.

#### **Guidelines for earning PTO:**

- **1st year of employment-** a total of 12 days, up to a maximum of 96 hours.
- **2nd thru 5th year of employment-** a total of 17 days, up to a maximum of 136 hours.
- **6th thru 15th year of employment-** a total of 22 days, up to a maximum of 176 hours.
- **15th year and beyond-** a total of 27 days, up to a maximum of 216 hours.

Use of vacation time is subject to approval by the Board of Supervisors and shall be granted subject to the maintenance of efficient operations.

Any authorized Township holiday that falls on a normal business day during your PTO time off will be paid as a holiday.

New hires- PTO will begin accruing day one of employment but cannot be used until after the 90-day probationary period has ended.

Absence- is the failure of an employee to report to work for a scheduled shift.

Approved Absence- refers to any requested time for which an employee has received direct approval from his/her manager/supervisor to take time off including vacation, leave of absence, jury duty, bereavement, and FMLA. In addition, the employee is expected to provide his/her supervisor/manager with sufficient notification of the absence, when applicable. The reason for the absence must be found to be credible by the supervisor/manager. This time is not counted as an absence for the purposes of administering attendance & punctuality policy.

Call Off- is defined as unplanned absence within 24 hours of a scheduled shift. Three (3) call-offs within a 90 days period is terms for dismissal.

Patterns of absence- A pattern of Monday or Friday absences, or absences on the day before or after a holiday or long weekend, will indicate an unsatisfactory attendance pattern. Calling off one day a week in any given month.

Time off without pay is not allowed but may be approved under special circumstances by the Board of Supervisors.

The Road Master, Township Manager or Board of Supervisors has the right to accept or reject the requests based on availability of staff and the need for continuous staffing.

The Township may require proof of illness for authorized PTO leave or authorization for return to work for absences for three (3) or more days. Proof of illness may include a doctor's certificate or other proof of illness from the employee's physician indicating the nature and duration of the illness. The Township reserves the right to have the employee examined by a physician of its choosing to certify that the employee is capable of returning to work.

Terminated employees will be paid any unused PTO up to 40 hours. Terminated employees who violate this policy, or the attendance & punctuality policy will not receive unused PTO time.

**Parental Leave** – After having worked for the Township for at least twelve (12) months and with at least thirty (30) days notice, an employee expecting to become a parent either by birth or adoption shall upon request, be granted up to three (3)

months leave without pay for purposes of preparing for the child's arrival or caring for the child after arrival. Insurance benefits shall continue during this leave. As part of the three (3) months parental leave, a pregnant woman shall be allowed to use her earned PTO time in order to be paid for that period of time only when she is unable to work as certified by a physician. No employee shall be required to take parental leave so long as she is physically able to perform her job.

**Civil Leave** – Any employee called for a non-voluntary jury duty or subpoenaed as a witness in a court case in which they are not a party shall be granted civil leave at their regular pay rate up to the hours worked on a normally scheduled workday. The employee shall turn over to the Township any pay received for said duties. An employee is eligible to take civil leave, as appropriate, from the date of employment. Employees must give Washington Township a 15 days' notice.

**Short-Term Disability Leave** – Unpaid short-term disability leave is available for an absence due to an employee's illness or disability, which extends for four or more consecutive scheduled working days. Full-time employees are allowed ten days of unpaid short-term disability leave per calendar year. Unused short-term disability days may not be cashed out or carried over into subsequent years. An employee seeking short-term disability leave must submit a statement from a doctor demonstrating that he or she is unable due to illness or injury to perform their job and stating the expected duration of the inability to work. Any unused PTO should be used before the ten days.

**Family and Medical Leave** – Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993. Employees should also be aware that pregnancy is considered a disability and may be eligible for disability benefits under mandatory disability benefits laws of certain states. An overview of the FMLA Act of 1993 can be found in the appendices.

**Personal Leave of Absence** – Requests for personal leave without pay are considered individually and granted at the discretion of the Board of Supervisors. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 2 months in a calendar year.

**Military Leave** – Employees who are actively participating with the Nations Armed Forces are required to provide the Township with official documentation of such participation. All employees who are enlisted in Armed Forces are to inform the Road Master or Township Manager of their weekend training status. Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the Armed Forces of the United States will receive an unpaid leave of absence of up to a maximum of four weeks per year. Leaves for military

service and reinstatement after performing military service will be provided in accordance with the requirements of law.

**Volunteer Firefighter/EMS Leave** – Employees who volunteer for a Fire Company, Rescue Squad or Ambulance Service responsible for providing such services to the Township shall be paid while performing duties within the fire response district during normal working hours. This policy shall not be abused (e.g., leaving the job every day to perform volunteer duties).

**Holidays** – Regular full-time employees shall be paid for 9 holidays plus two election days, generally those listed below, part-time or temporary employees (less than 35 hours per week) are not eligible for these benefits.

Employees are eligible for paid holidays after the completion of their 90-day probationary period. All holiday pay will be paid, provided that the employee worked the day preceding the holiday and the day proceeding the holiday. If an employee is terminating his/her position with the Township the employee must work his or her last scheduled workday before and after the holiday to be eligible for holiday pay.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- The first day of the Pennsylvania Rifle Buck Season
- Christmas Day

Employees required to work on the above-listed holidays shall be compensated for any hours worked at a rate of one and one-half times their regular rate.

Holidays occurring on Saturdays shall be observed on the proceeding Friday and Holidays occurring on Sunday shall be observed on the succeeding Monday. In the event, a holiday is observed on an employee's schedule.

**Bereavement Leave** – Regular full-time employees shall be granted up to three (3) days of paid leave in the event of a death in the immediate family. An employee is eligible to use paid bereavement leave following the completion of his or her 90-day probationary period. "Immediate Family" is defined as father, mother, spouse, brother, sister, child, mother-in-law, father-in-law, and grandparents of employee. Employees shall be allowed the funeral day off with pay if it is his/her scheduled workday in the event of the death of a brother-in-law or sister-in-law, spouse's grandparents, or aunt or uncle.

## **TIME OFF REQUEST PROCEDURE**

Any employee request for time off from work, including vacation, personal or bereavement leave, or other leaves of absence, shall be processed in accordance with the following procedures:

All requests for time off shall be submitted via the time clock, time off function. From the main menu choose time off, choose PTO, type in reason for absence, total # of hours and date(s) requesting, then hit submit. If there is a holiday within the dates requesting, you must make more than one entry for PTO as well as requesting the holiday.

The road crew will not be permitted to use “time off” concurrently unless approved by a township Road Master.

Employees who wish to take a PTO “at the last moment” must notify a supervisor as soon as possible to avoid early morning phone notifications. The Road master shall notify the township manager via phone or text if he will not be reporting to work for the day.

Once an employee has exhausted all PTO leave no further time off will be granted except for emergencies only. All time off will require a verbal consent from either the township manager or supervisor.

Denial of an employee’s request for time off should include the reason it was denied. If the employee is not notified of the decision on his/her request within 8 hours of notification, the request shall be deemed approved.

## **PENSION**

All permanent employees will be enrolled in the Pension plan developed by the Township Supervisors. The waiting period for a new employee is six (6) months.

## **RETIREMENT SAVING PLAN**

All permanent employees may participate in the retirement savings plan... (once adopted requirements or regulations will be added.)

## **EMPLOYEE DISCOUNT**

At no time is any employee to use Washington Townships’ account with its vendors for personal gain or discounts on goods and services.



## VEHICLE USE POLICY

The purpose of this policy is to set forth the guidelines under which Washington Township vehicles may be used.

The provisions of this policy apply to all Township employees. Township vehicles are not personal vehicles and are not for personal use. Township vehicles should be viewed as belonging to the citizens of the Township and are assigned solely for the purposes consistent with providing services to those citizens.

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

### **Rules governing use:**

1. Township vehicles may only be used for legitimate Township business.
2. Township vehicles will not be used to transport passengers who are not directly or indirectly on Township business. Passengers shall be limited to Township employees and individuals who are directly associated with Township work activity. Family members shall not be transported in the Township vehicles at any time.
3. The vehicles should contain only those items for which the vehicle is designed. The Township shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Employees are expected to keep Township vehicles clean, and to report any malfunction or damage to their supervisor immediately.
5. Employees assigned to vehicles for commuting purposes are expected to park such vehicles in safe locations.
6. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.
7. Employees may not operate Township vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

8. Employees who operate Township vehicles must have a valid motor vehicle license issued by the state of Pennsylvania and may be required to provide proof of a valid motor vehicle license once every six months.

9. Employees driving Township vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Township vehicle privileges, suspension, and/or termination.

Policy Version Dated \_\_\_\_\_

**Washington Township  
Employee Handbook and Policy Manual Notification**

I, \_\_\_\_\_, hereby acknowledge that I have received and reviewed a copy of the Washington Township Employee Handbook and Procedures Manual.

I understand that as a condition of employment, I am required to understand and adhere to all the provisions, rules, and regulations described in the personnel policy.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# WASHINGTON TOWNSHIP BOARD OF SUPERVISORS

## SEXUAL AND OTHER HARASSMENT POLICY AND GUIDELINES

ADOPTED

### I) POLICY

Washington Township believes that harassment of any kind which is offensive or threatening in nature, against any individual, is contrary to basic standards of conduct. Therefore, the Township is committed to maintaining a workplace free from any form of harassment. No employee shall be subjected to harassment on the basis of race, color, religion, national origin, sexual orientation, citizenship status, marital status, disability, veteran status, age, or gender. Additionally, a work environment that respects the dignity of the individual will be maintained. Employee conduct, whether intentional or unintentional, that results in employee harassment shall not be tolerated.

It will, therefore, constitute a direct violation of Township policy for any employee to engage in any actions or behaviors that are incorporated in the definitions below. Such misconduct will result in management responding in an appropriate manner including corrective disciplinary action up to and including immediate termination. Nonemployees, including vendors, contractors, visitors, etc. who, while on the Township's premises or while conducting Township business, violate this policy will be dealt with in an appropriate manner up to and including being permanently prohibited from re-entry onto the Township's property or conducting business with the Township.

### II) SCOPE

This policy applies to all employees of Washington Township. Furthermore, Township vendors, contractors, visitors, etc., shall be made aware of this harassment policy by posting the policy in the Township Office and by other means as determined by the Board of Supervisors.

### III) DEFINITIONS

- A) Harassment—Any misconduct relating to an individual or his/her race, color, gender, religion, national origin, sexual orientation, citizenship status, marital status, age, disability, or veteran status which has the purpose or effect of:
- 1) Creating an intimidating, hostile, or offensive work environment.
  - 2) Unreasonably interfering with an individual's work performance.

- 3) Adversely affecting an individual's employment opportunity.
- B) Sexual Harassment—In conformance with the Equal Employment Opportunity Commission's definition:
  - 1) Unwelcome sexual advances, requests for sexual favors, distribution or posting of pornography, offensive or lewd materials and other verbal or physical conduct of a sexual nature will be considered harassment when:
    - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
    - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, or
    - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or
    - d. The conduct creates an intimidating, hostile or offensive environment.
    - e. To clarify the definitions in 1.a. through 1.d., above, the following forms of improper conduct are provided, by way of example and not limitation, and include:
      - (a) Verbal harassment—such as epithets, derogatory comments, demeaning jokes or teasing, graphic or suggestive comments about an individual's dress or body, slurs, etc.
      - (b) Physical harassment—such as assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.
      - (c) Visual harassment—such as derogatory, demeaning or lewd posters, cards, cartoons, computer images, graffiti, drawings, gestures, etc.

#### IV)EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE SEXUAL HARASSMENT GUIDELINES

- A) Every employee has the right to a productive workplace free of sexual harassment and each employee is expected to act in a manner which supports such an environment. Sexual harassment constitutes discrimination based on gender under federal law and is, therefore, an illegal employment practice.
- B) No employee has to tolerate unwelcome or unwanted sexual behavior or advances from any other employee, either supervisor or non-supervisor, or non-employee.
- C) No employee is to be subject to the threat or suggestion that his or her job, advancement, assignment, wage, etc. depends on whether or not he or she submits to sexual demands or tolerates harassment.

- D) It is the responsibility of each employee to inform the individual whenever that person's actions become offensive and undesirable to the extent they could be considered harassment.
- E) After an objection to such behavior has been registered with the offender(s), aggrieved individuals should go to a member of the Township Board of Supervisors for assistance as further outlined in Section VI.
- F) Employee complaints, either formal or informal, will be kept confidential and disclosure made only to the extent necessary for purposes of investigation or corrective action.
- G) An employee shall suffer no reprisal or retribution of any sort for filing a formal or informal complaint of any form of harassment.

#### V) MANAGERIAL RESPONSIBILITY

The Township Board of Supervisors has the responsibility to communicate the Township's position on harassment to all employees, visitors, contractors, and vendors.

#### VI) ADMINISTRATIVE PROCEDURES

- A) If an employee believes that he or she has been subjected to conduct which may constitute harassment, as defined above, that employee should report the offensive conduct to a member of the Board of Supervisors who, in turn, will advise the employee and consult with the appropriate persons to resolve the issues surrounding the complaint.
- B) All reported allegations of harassment must be investigated and cannot be dismissed, even in those cases where the complaining employee does not wish to pursue the complaint or identify the specific employee involved. The investigation will be conducted as outlined in Section VIII.
- C) It is imperative that all parties involved in a complaint remain cognizant of the need to maintain strict confidentiality while the complaint is being investigated and evaluated.
- D) After an investigation of the employee's complaint has been concluded, the aggrieved employee will be advised of the results of any form of investigation.
- E) Based on a finding of reasonable evidence that harassment has occurred, the Township will take the necessary and appropriate action, including disciplinary action against the offending party. Any violation of this policy will result in immediate and appropriate disciplinary action, up to and including termination.
- F) Employees are assured that retaliation will not be tolerated against any employee who makes a complaint with the reasonable belief that harassment, as defined herein, has occurred.

## VII)EMPLOYEE COMPLAINT PROCEDURE FOR SEXUAL AND OTHER FORMS OF HARASSMENT

- A) Inform the offending party that the behavior is unwelcome.
- B) If the offending party is antagonistic, ask someone to accompany you as a witness.
- C) If you do not wish to confront the offending party personally, write a letter informing him or her that his or her behavior is unwelcome. Sign, date, and present the letter in front of witnesses, or send the letter by registered mail. Keep a copy.
- D) Contact the Board of Supervisors.
- E) Acquire a harassment complaint form, complete and sign the form, and return it to the Township Secretary or any member of the Board of Supervisors.
- F) The Board of Supervisors will designate who will conduct the investigation.

## VIII) THE INVESTIGATION

- A) Specific details will be obtained dealing with who, what, where, with what frequency, who else, time place, history, contemporaneous events and reports.
- B) A chronology of events will be prepared and confirmed with complainant.
- C) Other persons may be interviewed who work with or near the alleged offending party.
- D) The investigation will be limited to obtaining sufficient information for decision making. Every attempt will be made to complete the investigation within three days.
- E) Every attempt will be made to remain objective.
- F) Evidence will be collected and evaluated to identify any inconsistencies between the people interviewed about the alleged harassing behavior, circumstances, location, dates and times, etc. Re-interview of witnesses and those involved may be necessary to clarify previous testimony and/or determine the basis for the inconsistency.
- G) A written summary of the investigation, including the evidence used to determine the merit of each allegation, will be prepared.
- H) The Board of Supervisors will make a final determination based upon the facts gathered through the investigation and take appropriate corrective action.
- I) The Board of Supervisors will inform the alleged victim of the harassment of the corrective action taken. This information should be kept confidential.

- J) All documentation will be marked confidential and filed in a secure place within the appropriate personnel file.
- K) The Board of Supervisors will follow up with the alleged recipient to insure that the harassment has stopped and that he or she is not experiencing reprisal of any form.



**WASHINGTON TOWNSHIP BOARD OF SUPERVISORS**



**HARASSMENT COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**IMPORTANT!** Please answer the following questions as completely as possible, with specific, descriptive, detail. Use additional pages, if necessary.

1. What exactly happened in the alleged harassment?
2. Who is the offending party, alleged to have committed the harassment?
3. Was the offending party informed that his/her behavior was harassing? If so, how and when?
4. What was his or her reaction, if informed?
5. How often has the behavior occurred?
6. How long has the unwelcome behavior been going on?
7. When did the behavior(s) occur? (Be specific, including dates and times.)
8. Where did the behavior(s) occur?
9. Were there any witnesses? If so, who?
10. Is there any evidence related to this allegation?
11. If you were asked to advise the Supervisors on the appropriate course of action, what would you suggest/prefer be done regarding the situation?

I certify that the above statements are true to the best of my knowledge, memory, and conscience.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## CDL Rated Employees

This section shall apply only to employees with CDL rated driver's licenses who are required to have a CDL license to operate a municipal vehicle in the course of their employment.

This section shall not apply to employees with CDL rated driver's licenses who are not required to have a CDL license to operate a municipal vehicle in the course of their employment.

Substance Included in the Testing Policy – The minimum testing program will include the following substances presenting the body: alcohol, cocaine, phencyclidine (PCP), marijuana (THC Metabolite), opiates of any type (including heroin), and amphetamines. The type and quantity of substances included in the testing program may be expanded and changed at any time as required by law or Department of Transportation (DOT) regulation.

DOT Regulations Concerning Testing of Drivers – The DOT has established mandatory drug and alcohol testing regulations that affect certain municipal drivers and driver applicants. Washington Township is committed to complying with these regulations. Accordingly, the following will apply to all employees with the CDL license designation and applicants for CDL positions.

### Employee Responsibilities:

1. CDL drivers and applicants for driving positions shall be deemed to have consented to such testing as may be required of him/her by this policy. Agreeing to drive a CDL rated vehicle after notification of this policy implies consent.
2. CDL drivers and applicants for driving positions shall comply with all mandates and prohibitions of this policy.
3. CDL drivers and applicants for driving positions shall cooperate fully with all required testing and shall promptly report to all required testing.
4. CDL drivers and applicants for driving positions shall notify their supervisor if they are taking any therapeutic drugs and, upon request, shall provide certification from the physician prescribing the drug(s) that the substance(s) will not adversely affect the driver's ability to safely operate a CDL rated vehicle.

### TYPES OF TESTING:

1. Pre-employment – All applicants for driver positions shall consent to be tested for the presence of drugs prior to commencing employment with Washington Township.

An applicant testing positive for presence of drugs, as regulated by this policy will not be considered for employment with Washington Township.

Applicants for driver positions shall consent and authorize Washington Township to obtain information from the applicant's employers, during the previous two years of employment, pertaining to the driver's alcohol tests showing concentration results of 0.04 or greater, positive controlled substance test results, and refusals to be tested. An applicant shall not be hired if Washington Township shall be notified that the applicant has tested positive (results verified) in either alcohol concentration or controlled substance tests, or has refused to be tested within the preceding two years.

2. Random Testing – Washington Township will periodically use a random process to select at least 50% of its CDL drivers. Those selected will be tested for the use of controlled substances as identified in the Substances Included in the Testing Policy section of this manual. Drivers selected on a random basis for testing will be required to supply a urine sample for controlled substance testing and submit to a legally accepted test for alcohol.

Verified positive testing will result in the suspension without pay of the employee for a period of no less than five working days for the first incident. During the period of suspension, attendance at a substance abuse counseling and/or rehabilitation center is mandatory. A second incident of positive testing will result in immediate dismissal and loss of employee benefits.

3. Periodic Testing – Washington Township reserves the right to test drivers for drug and/or alcohol use periodically. The schedule for testing will be determined by the Township Board of Supervisors.

4. Reasonable Cause Testing – Testing will be required by Washington Township upon reasonable cause. The conduct necessitating testing, if at all feasible, shall have been witnessed by at least one supervisor.

5. Mandatory Post-Accident Testing – Drivers will provide urine specimens for drug testing as soon as possible after a commercial vehicle accident, but no later than eight (8) hours after the accident. A driver shall not consume alcohol until he or she has been tested.

An accident is defined as the following:

- a) A vehicle related fatality;
- b) Bodily injury that requires a person to be transported away from the scene for medical treatment;

- c) Damage to any vehicle that requires the vehicle to be towed away from the scene by a tow truck or another vehicle;
- d) The driver receives a citation under state or local law for a moving violation.

If, as a consequence of an accident, a driver is seriously injured and cannot provide a specimen at the time of the accident, he or she 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 or her system at the time of the accident.

A positive result of post-accident testing for drugs and/or alcohol shall result in immediate dismissal of the employee.

6. Return to Duty Testing – if Washington Township offers a driver re-employment after the driver has been referred to an alcohol and substance abuse professional and the driver has undergone all recommended treatment, the driver will be tested for alcohol and drugs prior to being returned to duty. The driver must test negative prior to returning to duty.

7. Follow-up Testing – Any driver who has returned to duty after a positive alcohol or drug test will be subject to unannounced follow-up tests for a period not to exceed twenty-four (24) months. There will be at least six (6) follow up test given during the first twelve (12) months.

Notification of Test Results – Washington Township shall notify its drivers and driver applicants of the test results conducted pursuant to the DOT regulations. Drivers who test positive will be advised specifically as to what drug or what amount of alcohol was discovered.

Record Keeping – All of the records relating to the administration and results of Washington Township's alcohol and drug testing program for drivers will be maintained for a minimum period of five years.

Washington Township shall retain only the following information, or such other information as is required to be retained by law or DOT regulation, as amended:

- a) The employee submitted to a drug and/or alcohol test;
- b) The date of each test;
- c) The location of each test;
- d) The identity of the person or entity performing the test; and

e) Whether the test finding was “positive” or “sub-negative”

Washington Township shall maintain an annual yearly summary of the records related to the administration and results of the testing program for its drivers under the DOT regulations.

Access to test Results and Findings – No person may obtain the individual test results retained, and the individual test results shall not be released to any person without first obtaining written authorization from the tested individual, unless otherwise requested by law.

## **JOB DESCRIPTIONS**

### **SECRETARY/TREASURER**

#### **Summary:**

Responsible for the maintenance of Township records, seeing that Township business is properly transacted, and seeing that the problems and questions of citizens are attended to or brought to the Supervisors' attention. Work is performed independently with decisions being made in accordance with established rules and policies. Work is reviewed by the Board of Supervisors through written and oral reports of actions taken.

#### **Duties and Responsibilities:**

- Direct the day to day operations of the township by prioritizing all mail, emails, phone calls and faxes.
- Utilizing QuickBooks software for processing accounts payable, accounts receivables and payroll
- Attend all monthly meetings
  - Prepare agenda
  - Take and produce minutes
    - File in official minutes book after approved
  - Prepare financial statements
    - Profit and Loss
    - Expense
    - Revenue
  - Record all receipts
  - Record all invoices
  - Prepare treasurers report
  - Prepare bills for approval report
    - Including preparing checks for payment
- Attend any special meetings
- Payroll
  - Weekly payroll
  - Quarterly payroll
  - File PA taxes
  - File Federal taxes
  - File Local taxes
  - File quarterly reports for payroll taxes
- Prepare and maintain Oath of Office documents
- File all annual reports
  - Actual use report

- Local enabling tax report
- Pension & Fire relief report
- County municipal officials report
- County assessment bureau report
- PURTA reports
- Public officials bond
- Survey of Financial Condition
- County Annual Recycling report
- Report of elected & appointed officials report
- Township annual audit report
- Open Records Officer
- Park rental agreements, payments and deposit returns
- Maintain Employee Manual and Policies
- Maintain safe keeping of the Township seal
- Assist residents with questions, concerns and/or complaints
- Prepare and make deposits
- Maintain employee records
- Assist in the preparation of the Township's annual budget
- Prepare routine resolutions, agreements, legal advertisements, bid documents and advertisements and other documents for the review and final approval of the Township Solicitor.
- Obtain annual quotes for employee insurance
- Review and oversee the Township's liability insurance
- Act as Chief Administrator Officer of the pension plan
- Initiating and receiving all correspondence on behalf of the Township Supervisors and responding as needed
- Complete all other task as assigned by the Township Supervisors.

## ROADMASTER

### Summary:

This is a supervisory and skilled maintenance position with the Township. The employee performs a variety of tasks related to the Township infrastructure and buildings involving the operation of township vehicles, equipment and manual labor. The employee is required to be available to work a flexible work schedule during snow removal operations and emergency situations that may include mandatory overtime. In addition, the employee supervises skilled and unskilled laborers performing manual work on construction and maintenance projects.

### SUPERVISION RECEIVED:

Works under Broad policy guidance and direction of the Board of Supervisors

### SUPERVISION EXERCISED:

Exercises general supervision (guidance and direction) over road crew personnel

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities of full-time road department equipment operator/laborer.
- Schedule and Oversee all activities of the road department, including but not limited to snow removal, snow plowing, deicing, grading and brining, mowing roadsides, crack sealing, pothole filling, etc.
- Maintain time records and activity journal and report to the board of supervisors all activities relating to road department personnel.
- Maintain log and report to the board of supervisors on the status of all township equipment and facilities.
- Attend board meetings or provide written department reports.
- Maintain road department inventory.
- Implement policies and changes directed by the board of supervisors.
- Prepare reports and assist with grant applications.
- Estimate project costs and prepare specifications as necessary.
- Assist with budget for road department, and operate department within budget.
- Keep up to date with innovations in road maintenance and township policies.
- Resolve complaints regarding infrastructure.
- Respond to emergency situations regarding township facilities.
- Monitor performance of contractors.
- Review and approve invoices from road department suppliers.
- Field and direct questions to the right people if he cannot answer them.
- Return phone calls



- Keep track of and reorder supplies (anti-skid, salt, gravel, cleaning supplies...)
- Monitor continuing status of road conditions (checking roads, listening to weather, etc.)
- Assume all other duties assigned by the board of supervisors.

#### MINIMUM QUALIFICATIONS:

##### \*Education and Experience:

- Graduation from high school or GED equivalent.
- Four (4) years' experience involving the use of medium and heavy equipment with progressively more responsible positions in the area of public works or education & experience through which similar knowledge or skills have been gained.

##### \*Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of heavy-equipment operating principles; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in street maintenance work.
- Skill in operation of listed tools and equipment
- Ability to understand and follow oral or written instructions;
- Ability to observe and implement proper safety precautions;
- Ability to establish effective working relationships with other employees and supervisors;
- Ability to perform heavy manual tasks under varying weather conditions;
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to represent the township with the public in a respectful manner
- Ability to function well under stressful situations.
- Ability to work in excess of eight (8) hours per day
- Ability to respond at any hour of the day or night.
- Ability to reason, solve problems, and provide oral and written communication with township personnel, residents, contractors, vendors, etc.
- Ability to use basic office equipment with a basic skill level with computers.
- Ability to read and understand engineering plans.
- Ability to inspect all the trucks that require annual and semi-annual inspections.

#### SPECIAL QUALIFICATIONS:

- Valid CDL drivers license with an air brake endorsement.
- Pa. Dept. of Transportation verification of accident-free driving record.
- Pre-employment drug and alcohol testing with test results indicating a negative for controlled substances; and continued compliance with the Wayne Township Drug and Alcohol Policy.

- Pre-employment certification by a medical examiner as qualified to drive, with said certification to be filed every two years.
- Valid vehicle inspection license or ability to obtain one.

#### TOOLS AND EQUIPMENT USED:

- Motorized vehicles and equipment, including snow plowing equipment and deicing equipment, 4x4 loader and loader backhoe, road grader, tractor with a boom mower and ditcher, road plane, York rake, PTO equipment, saws, compressors, sanders, welders, common hand and power tools, shovels, wrenches, mobile radio, phone.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to handle, feel or operate objects, tools, or controls, to steer and to reach with hands and arms.
- The employee is regularly required to use feet to operate brake and gas pedals, shift gears, etc.
- The employee must be able to see, hear, walk, stand, sit, squat, shovel, rake, climb stairs and ladders, climb in and out of ditches, manholes, inlets, equipment, etc.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, up to 100 pounds.
- The employee must be able to drive all township trucks and operate all township equipment.
- The employee must have sufficient physical strength and freedom from disabilities to lift heavy objects and work under adverse weather conditions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee works outside daily and is exposed to dirt, dust, noise, vibration, grease, oil, diesel fuel, gasoline, sewage, fumes, airborne particles, water, cold, heat, snow and rain.
- The employee is occasionally exposed to toxic or caustic chemicals, and risk of electrical shock.

- The employee frequently works near moving mechanical parts.
- The noise level in the work environment is usually loud.
- The employee occasionally works in high, precarious places.

**SELECTION GUIDELINES:**

- Formal application, rating of education and experience, oral interview and reference check, job related testing.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **FULL-TIME ROAD CREW/EQUIPMENT OPERATOR/LABORER**

### **Summary:**

This is a skilled maintenance position with the Township. The employee performs a variety of tasks related to the Township infrastructure and buildings involving the operation of township vehicles, equipment and manual labor. The employee is required to be available to work a flexible work schedule during snow removal operations and emergency situations that may include mandatory overtime.

### **SUPERVISION RECEIVED:**

Works under general guidance and direction of the Township Roadmaster.

### **SUPERVISION EXERCISED:**

Serves as lead worker over other personnel as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate medium and heavy-duty trucks of various types in any possible weather condition for this area.
- Operate various types of snow plowing equipment and deicing equipment.
- Operate construction or power equipment such as 4x4 loader and loader backhoe, road grader, tractor with a boom mower and ditcher, road plane, York rake, PTO generator, asphalt distributor.
- Operate small equipment and tools to maintain street systems.
- Perform daily maintenance inspections and evaluations on all pieces of equipment.
- Perform general cleaning and washing of vehicles and equipment.
- Perform general clean-up of garage
- Perform preventive maintenance on all of the equipment such as changing and monitoring fluids, changing any worn parts.
- Perform routine maintenance on township-owned buildings and grounds, such as mowing, landscaping, siding and roofing replacement, plumbing, light carpentry.
- Perform evaluations of road surfaces to determine if salting, plowing, grading, pothole filling, brining, crack sealing is required.
- Perform the task of directing traffic flow through a work site at a safe speed and rate.
- Perform installation and maintenance of guiderails, traffic control signs and devices.
- Perform the task of removing trees and/or branches from roadways and right of ways.
- Assist in the maintenance and inspection of the sewer collection system.
- Perform other tasks as assigned by the township Roadmaster.
- Undergo field instruction and training on any new road department equipment by a recognized operator.
- Perform all duties in conformance to appropriate safety and security standards.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or assigned to the position by the Board of Supervisors.