

Revised 11.11.24

**WEST VINCENT TOWNSHIP  
EMPLOYEE MANUAL**

**DECEMBER, 2024**

**WEST VINCENT TOWNSHIP  
EMPLOYEE MANUAL**

**TABLE OF CONTENTS**

	<u>Page</u>
<b>I. INTRODUCTION.....</b>	<b>4</b>
<b>II. DEFINITIONS OF EMPLOYEES AN TERMS OF EMPLOYMENT</b>	
<b>A. Types of Employees .....</b>	<b>5</b>
<b>B. Pre-Employment/Placement Examinations .....</b>	<b>6</b>
<b>C. Driving Records.....</b>	<b>7</b>
<b>D. Drug and Alcohol Testing .....</b>	<b>7</b>
<b>E. Compensation .....</b>	<b>8</b>
<b>F. Work Hours .....</b>	<b>8</b>
<b>G. Attendance .....</b>	<b>10</b>
<b>H. Employee Development/Training .....</b>	<b>10</b>
<b>I. Outside Employment.....</b>	<b>11</b>
<b>J. Volunteer Emergency Services Provider .....</b>	<b>12</b>
<b>III. RIGHTS &amp; POLICIES</b>	
<b>A. Equal Opportunity .....</b>	<b>13</b>
<b>B. Accommodation for Disabled Employees .....</b>	<b>14</b>
<b>C. Employment of Relatives.....</b>	<b>14</b>
<b>D. Political Activity.....</b>	<b>14</b>
<b>E. Safety .....</b>	<b>15</b>
<b>F. Reporting.....</b>	<b>15</b>
<b>G. Smoking Policy .....</b>	<b>17</b>
<b>H. Emergencies, Fire and Explosion.....</b>	<b>17</b>
<b>IV. RULES OF CONDUCT ON THE JOB</b>	
<b>A. Acceptance of Gifts .....</b>	<b>18</b>
<b>B. Public Information / Press Contact.....</b>	<b>18</b>
<b>C. Uniforms and Protective Attire .....</b>	<b>18</b>
<b>D. Use of Township Equipment and Facilities .....</b>	<b>19</b>
<b>E. Use of Telephones .....</b>	<b>19</b>
<b>F. Purchase of Supplies/Equipment .....</b>	<b>19</b>
<b>G. Computer Use and E-mail Policy .....</b>	<b>20</b>

**V. RULES OF CONDUCT POLICIES**

**A. Personal Conduct and Discipline Policy .....21**  
**B. Workplace Violence.....22**  
**C. Harassment/Sexual Harassment .....23**  
**D. Grievance Procedure .....24**

**VI. EMPLOYEE BENEFITS**

**A. Introduction .....25**  
**B. Holidays.....25**  
**C. Vacations .....26**  
**D. Sick Leave .....28**  
**E. Personal Days .....29**  
**F. Family Medical Leave Act.....29**  
**G. Non-Medical Leave of Absence.....32**  
**H. Bereavement Leave.....33**  
**I. Jury Duty .....33**  
**J. Military Leave.....33**  
**K. Travel Expenses .....33**  
**L. Workers' Compensation .....33**  
**M. Health and Life Insurance Plans.....34**  
**N. Pension Plan .....34**

**APPENDIX**

**A. Employee Acknowledgment .....36**  
**B. Job Performance Evaluation Guidelines .....37**  
**C. Chain of Command/Organizational Chart.....39**  
**D. Performance Evaluation.....40**

## I. INTRODUCTION

Public service is an honorable and rewarding career. The goal of West Vincent Township and its employees is to serve the citizens and conduct business to the highest standards.

This employee manual is provided for your information and reference while you are employed by West Vincent Township (“Township”). The Township believes it is important to keep you fully informed about its employment policies, procedures, practices, and benefits. You should be aware of what you may expect as an employee of the Township, as well as the obligations you assume as an employee. The Township believes its employees deserve to be treated with fairness and respect and have equal protection of the laws.

This manual does not create, nor shall it be construed as creating an expressed or implied employment contract. Employment with West Vincent Township is “at-will”. Employment with the Township is voluntary, and the employee is free to resign at any time, with or without cause. Employees are requested to provide a minimum of two weeks’ notice of their intention to end employment with the Township to allow a reasonable amount of time to transfer ongoing workload. The signed written resignation notification must be submitted to the Township Manager or Direct Supervisor.

A voluntary termination may occur when an employee submits a written notice of resignation to the Township Manager or Direct Supervisor; or when an employee is absent from work for three consecutive workdays **without notifying (in writing)** the Township Manager or Direct Supervisor.

West Vincent Township may terminate the employment relationship at any time, with or without notice or with or without cause.

This manual contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. These provisions supersede all existing policies and practices, except those covered by an applicable bargaining agreement. They may not be amended or added to without the written approval of the Board of Supervisors.

The descriptions of various benefits in this manual such as group insurance are summaries only. The actual plans and documents, which are the basis for these benefits, are the official documents to be consulted for coverage and plan specifics.

While efforts were made to address various circumstances, it is impossible to anticipate all future occurrences or questions. The Township reserves the right to revise, improve and update the policies at any time, as it deems appropriate, in its sole discretion with or without prior notice to employees. When changes to the policies are made, employees shall be provided a copy which they are required to read and sign the acknowledgement of receipt. A copy of the receipt will be maintained in the employees’ official personnel files.

Questions regarding the Township Employee Manual may be submitted to the Township Manager.

*This manual acknowledges that the Township employs both uniform and non-uniform employees covered under collective bargaining agreements. If there is a conflict between the provisions of this manual and the terms of a collective bargaining agreement, the terms of the collective bargaining agreement shall prevail.*

## II. DEFINITIONS OF EMPLOYEES AND TERMS OF EMPLOYMENT

### A. TYPES OF EMPLOYEES

- **Full-time uniform employees covered under a collective bargaining agreement.** This includes all full-time Police Officers.
- **Full-time non-uniformed employees covered under a collective bargaining agreement** working a minimum of forty (40) hours per week. This includes all Public Works employees and two administrative positions, Permit Coordinator and Police Secretary. These employees can be paid on an hourly or salary basis.
- **Full-time non-uniformed employees not covered under a collective bargaining unit.** These employees are regularly scheduled to work forty (40) or more hours per week. These employees can be paid on a hourly or salary basis. This includes the Township Manager, the Township Secretary, Assistant Secretary, and the Township Treasurer.
- **Probationary Employee** - New employees are required to undergo a 3-month probationary period. All benefits applicable to the position will begin following the probationary period. However, the employment relationship is subject to termination at any time during or after the probationary period. The completion of the probationary period does not guarantee employment for any time period. (The Supervisors may agree upon waiving the probationary period.)
- **Seasonal Employees** - Employees who perform a job for a specified time. These employees are eligible for statutory benefits only.

- **Temporary Employees** - Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are eligible for statutory benefits only.
- **Per Diem Employees** - Employees who do not work regularly scheduled hours but are called in to work on an as-needed basis. Per Diem employees are eligible for statutory benefits only.
- **Part-time non-uniformed employees not covered under a collective bargaining unit.** These employees will be scheduled to work less than 30 hours per week or less and will be paid on an hourly basis. These employees will not receive additional benefits (i.e. healthcare, personal time, vacation time, paid holidays or pension benefits)
- **Part-time uniformed employees not covered under a collective bargaining agreement.** These employees are scheduled to work less than thirty (30) or less hours per week at the discretion of the Police Chief, Township Manager, or his/her designee. These employees are paid an hourly rate and do not receive additional benefits. (I.E., personal time, healthcare insurance, vacation time, paid holidays- unless scheduled to work over the holiday period).

**B. PRE-EMPLOYMENT/POST-OFFER EXAMINATIONS**

Prior to the official hiring of any employee, the selected candidate may be required to successfully complete a pre-employment/post-offer physical examination and functional capacity evaluation applicable to the job position. All candidates offered an employment position may also be tested for alcohol and drugs. The examinations and testing will be conducted by a medical professional selected by the Township.

The cost of the examination will be paid by the Township. A candidate who fails the physical examination, functional capacity evaluation, and/or tests positive for alcohol or drugs and other controlled substances, not be considered for employment, unless proof of prescription is provided.

**C. DRIVING RECORDS**

Prior to the offer of employment to any candidate for a position involving the operation of Township vehicles, or road equipment, the Township will obtain the candidate's Driver's Record. A candidate who possesses an invalid driver's license or an unsatisfactory Driver's Record will not be considered for employment.

Driver's Records will be updated as required by the Board of Supervisors for all employees who operate Township vehicles or road equipment. Whenever an employee whose job requires the operation of Township vehicles or road equipment loses his or her license, the department head must be contacted by the employee immediately. Any employee who operates a vehicle under a suspended or invalid operator's license is subject to disciplinary action, up to and including termination.

The costs of obtaining Driver's Records for job candidates and employees will be paid by the Township.

**D. DRUG AND ALCOHOL TESTING**

The policy of the Township is to maintain a workplace that is free from the effects of drug and alcohol use so that employees are fit to perform their work duties safely and report to work regularly and on time. The Township prohibits the unlawful manufacture, distribution, dispensing, possession, use or presence in the body, of alcohol or any controlled substance in the workplace or while on duty, on Township property, or while utilizing Township vehicles or equipment. Employees violating this policy will be subject to disciplinary action - including termination of employment. The only exception is for employees taking prescription drugs in accordance with the instructions of the attending physician.

In addition to the drug and alcohol testing required as part of the pre-employment/post-offer examination in Section B above, the Township may require random drug and/or alcohol testing of Township employees, and will require such testing in the following circumstances:

when, because of conduct, behavior, or appearance, or upon other good cause, there is reasonable suspicion of an employee's alcohol or drug use, possession or control; or as soon as practicable after an accident involving a Township vehicle or equipment, or while on duty or on Township property.

Alcohol and drug testing will be conducted by a medical professional selected by the Township. The cost of the testing will be paid by the Township. An employee who tests positive for drugs or alcohol will be subject to disciplinary action, additional follow-up testing, mandatory treatment, or rehabilitation, and/or termination as determined by the Board of Supervisors. Any employee who refuses to submit to an alcohol or drug test shall be terminated.

## **E. COMPENSATION**

Compensation rates, whether hourly or salary, are established by the Board of Supervisors in their sole discretion (unless negotiated in the collective bargaining process). In the broader sense, "compensation" includes both salary or wages and the benefit package. The benefits, both individual and collective, are reviewed periodically, and employee comments are welcomed regarding possible improvement in this "indirect" compensation. A separate section of this manual is devoted to descriptions of each of the benefits provided by the Township.

Paychecks will be distributed via email from the Township payroll service. All paychecks will be distributed and/or direct deposited on the Wednesday following the end of the pay period.

## **F. WORK HOURS**

1. Non-uniformed full-time employees covered by a collective bargaining agreement (i.e., roadworkers and their supervisors) will work forty (40) hours per week, eight hours per day Monday through Friday between the hours of 6:30 a.m. and 2:30 p.m., inclusive of a 30-minute lunch break, as required by weather or road conditions. Extra hours as needed, will be approved by the Roadmaster. All roadworkers are required to take two (2) fifteen (15) minute breaks, one each in the morning and afternoon.

Work hours may be adjusted as necessary with supervisor approval.

2. Non-uniformed full-time and/or part-time hourly administrative employees will work during office hours, which are from 8:30 to 4:30, Monday through Friday, which include a half-hour lunch break. Lunch-break time taken in excess of a half hour must be made up within the next five (5) workdays.

Work hours may be adjusted as necessary with supervisor approval.

3. Non-uniformed full-time salaried employees (specifically, Township Manager, Township Secretary, Assistant Secretary, and Township Treasurer) will work forty (40) hours per week, eight hours per day, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., inclusive of a 30-minute lunch break, and extra hours as needed for township meetings, to meet deadlines, etc.

Work hours may be adjusted as necessary with supervisor approval.

4. For non-uniformed full-time hourly employees, any hours over forty (40) hours per week will be considered overtime to be compensated at time and



one-half rate. Overtime accrued on Sundays will be compensated at double time, unless otherwise stipulated in a collective bargaining agreement. Overtime must be approved by the Township Manager and reported to the Board of Supervisors.

5. **Holidays** – Employees required to work during holidays will be compensated as described in the Compensation section of this manual.
6. **Emergency calls** - Minimum number of hours considered for any employee called out for emergency purposes outside normal working hours will be three (3) hours, even though actual time on duty is less than three hours. If the actual time on duty is less than two (2) hours on weekdays and Saturdays, compensation will be based on three (3) hours at straight time. If actual time on duty on weekdays and Saturdays is two (2) hours or more, compensation will be based on actual time on duty and will be calculated at time and a half. If actual time on duty on Sundays is less than one and one-half (1 1/2) hours, compensation will be based on three (3) hours at straight time. If actual time on duty on Sundays is one and one-half (1 1/2) hours or more, compensation will be based on actual time on duty and will be calculated at double time. If actual time on duty on Holidays is less than one and one-quarter (1 ¼) hours, compensation will be based on three (3) hours at straight time. If actual time on duty on Holidays is one and one-quarter (1 ¼) hours or more, compensation will be based on actual time on duty and will be calculated at two times regular pay. Hours accrued on emergency calls shall be counted toward the minimum number of work hours required as detailed above in this section.
7. Non-uniformed employees being paid hourly will use the punch clock to track work hours. No employee shall punch in or out for another employee. Timecards are required to be submitted by the Monday prior to payday.
8. **Dual Position Employment** - Any Township employee occupying more than one position of employment with the Township shall carefully monitor his/her time to ensure that the aggregate time that the full-time employee spends working for the Township does not exceed forty (40) hours in a work week. If the aggregate time that the employee spends working for the Township is likely to exceed forty (40) hours in a work week, the employee shall immediately notify either the employee's supervisor or Township's Manager, with respect to each of the employee's positions and obtain their approval before working any overtime. Supervisors of such employees shall consult one another when preparing work schedules to reduce overtime to the extent possible.

**G. ATTENDANCE**

Good attendance is expected of all Township employees. Overall attendance is a factor in considering compensation increases. Regardless of employee's category, absenteeism is costly. It may affect the timely completion of a project or delay significant work. It frequently causes other employees to be heavily loaded with work for the period of absence.

It is recognized, of course, that certain conditions, such as sickness, will cause an absence. However, sick leave time should not be abused. Sick leave time is not intended to allow for regular or periodic personal absence with pay. It is intended to provide a continuation of some type of compensation when one is not physically able to work. For the Township's specific policy regarding sick leave, please refer to Sick Leave section of this manual.

**H. EMPLOYEE DEVELOPMENT/TRAINING**

It is the policy of the Township to develop maximum efficiency in the performance of designated duties by Township employees by providing training in the performance of these duties. The Township Manager shall supervise and coordinate all training programs, and shall routinely report training initiatives to the Board of Supervisors.

On-the-job training will be provided for each job. In-service training of employees will be provided for the purpose of improving the quality of services rendered by the Township and to assist employees to equip themselves for advancement in their employment.

Employees are also encouraged to participate in professional training and continued education.

All employees are eligible for training and travel reimbursements as defined by this manual for membership in professional organizations, attendance at meetings, enrollment in training sessions or as otherwise required by their official duties to travel or secure training provided advance approval by the Board of Supervisors has been received.

All training programs shall be authorized by the Board of Supervisors provided they offer effective and efficient public service, cost savings, development and retention of skilled and efficient Township employees, uniform administration of training, and fair and equitable treatment of employees with respect to availability of and compensation for training and continued education.

**I. PERFORMANCE APPRAISALS/REVIEWS**

Performance reviews are conducted prior to the completion of the probationary period and annually, completed by September 30th of each year. Such evaluations are intended to identify the strengths of an employee's performance as well as to determine whether an employee is maintaining an overall acceptable level of performance. Performance evaluations should encourage communication between the Township Manager and/or the supervisor and the employee and provide all involved with a better understanding of the other's expectations and goals. Employees found to not be meeting expectations of their role may be given a written warning, placed on probation, and/or any other actions deemed necessary by the Board up to and including termination.

The performance review shall be performed by the immediate supervisor and reviewed by the Township Manager and Board of Supervisors in accordance with the Township's job performance evaluation guidelines (Appendix A).

Performance appraisals are conducted for the purpose of determining compensation changes and for the purpose of identifying areas in which an employee's performance should be recognized and improved. It is intended that the identification of such performance needs will be used to plan a means of improving one's performance and to determine individual goals. Performance reviews provide the basis for discussions between the Township Manager, Board of Supervisors, and individual employees.

Performance reviews, at the discretion of the Township, be conducted more frequently than annually.

**J. OUTSIDE EMPLOYMENT**

Although the Township does not wish to interfere with an employee's after-hours activities, it does discourage outside employment which could affect an employee's ability to perform work assignments effectively.

Outside work of the same type as, or related to, an employee's job with the Township, is not specifically forbidden (e.g. - road worker employed as a mechanic, township manager employed as a consultant). **However, no outside employment shall, in any way, have a direct, indirect, or perceived possible conflict of interest with the activities of the Township.** All outside employment shall not conflict with or prevent the full discharge of responsibilities of the employee, nor shall it interfere with their effectiveness and efficiency to carry on their responsibilities for the Township.

The Township recognizes that some Township employees may hold positions of employment outside of their Township employment. In these situations, the Township considers itself to be the primary employer and requires that the employee notify their Supervisor of secondary employment immediately. Employees may hold outside jobs if the employees meet the performance standards of their job with the Township and the outside employment does not pose a conflict of interest. Any negative effects that the Township concludes have resulted from the outside employment (e.g. absenteeism, loss of productivity, refusal of overtime, etc.) may result in discipline, up to and including termination. Employees shall not use Township owned equipment for employment outside of West Vincent Township employment purposes or for personal reasons. If the Board determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Township, the employee may be required to terminate the outside employment if the employee wishes to remain with the Township.

Violation of this policy may result in termination of employment.

**K. VOLUNTEER EMERGENCY SERVICES PROVIDER**

Township employees constitute a valuable resource while on duty when other volunteers are unavailable, all employees are encouraged to volunteer and participate in the activities for any one of the fire companies which service the Township.

Employees who are also active Volunteer Emergency Services Providers may respond to incidents within the district covered by their agency, provided the employee's absence does not have an adverse impact on the operations of the department for which the employee works. Employees responding to such incidents shall comply with the following procedures:

1. An employee who wishes to respond to emergencies shall notify the Township Manager, in writing, by the first Friday in January annually, of his/her intent.
2. The employee shall have a representative of the employees' Emergency Services Agency send a letter to the Township Manager certifying the employee is considered a volunteer participant.
3. Turn-out gear and alerting equipment will be furnished and maintained by the agency to which the Volunteer Emergency Responder belongs. Insurance, including workers' compensation insurance, shall be maintained by the municipality in which the agency to which the employee belongs is located. While in service with the Volunteer Emergency Services Agency, the individual is not and shall not be acting as an agent of the Township.

4. The employee shall return to work upon completion of the incident.
5. If an Emergency Services Provider has responded to an incident prior to or one that will extend into their normal working day, the employee shall notify their immediate supervisor or Township Office as soon as possible. No employee shall be disciplined for lateness caused by an emergency operation.
6. Township vehicles may be utilized to transport the Volunteer Emergency Services Provider to their Headquarters or incident scene with prior permission of his/her immediate supervisor, due to the urgency of the circumstances and only when a private vehicle is not available.

The employee will be compensated for the time spent on the incident scene during the course of a normal workday. The Township will also compensate employees for the time spent and expenses incurred as part of approved continuing education or training needed for certification if such education or training occurs during normal working hours.

### **III. RIGHTS & POLICIES**

#### **A. EQUAL OPPORTUNITY EMPLOYMENT POLICY**

The Township is an equal employment opportunity employer. Employment decisions are based on merit and business need, and not on race, color, religion, sex, sexual orientation, age, national origin or ancestry, disability, marital status, veteran status, or any other protected status. This will apply to employment practices that include recruitment, hiring, training, promotion, compensation, benefits, transfers, layoffs. The Township will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Township.

Equal employment opportunity notices are posted in the workplace as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Employees determined to have committed any illegal or prohibited workplace discrimination will be subject to disciplinary action up to and including termination of employment.

**B. ACCOMODATION FOR DISABLED EMPLOYEES**

In addition to providing equal employment opportunities to qualified applicants and employees with disabilities, the Township is also committed to complying with the disability accommodation requirements under the Americans with Disabilities Act (ADA) and the Pennsylvania Human Relations Act (PHRA).

In accordance with all applicable laws, the Township will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If you believe you need accommodation because of your disability, you should request accommodation from your Supervisor and/or the Township Manager. You may make the request orally or in writing. However, the Township encourages employees to make their request in writing. The Township will thereafter engage in an interactive dialogue with you to determine the precise limitations of your disability and to explore potential reasonable accommodations that could help you overcome those limitations. You will be expected to actively participate in this interactive dialogue.

**C. EMPLOYMENT OF RELATIVES**

No spouse, parent, parent-in-law, son, daughter, brother, or sister by the whole or half-blood of any elected, appointed or any other Township employee shall be employed as a full or part-time member of the staff of the Township. This does not prohibit the employment of persons on a seasonal basis who would otherwise be barred from permanent employment. Seasonal employment shall be defined as employment for not more than fourteen (14) weeks per calendar year regardless of the number of hours per week the seasonal employee works.

**D. POLITICAL ACTIVITY**

No employee of the Township shall participate in political campaigns for any office in West Vincent Township. If an employee desires to participate in a political campaign in West Vincent Township, the employee shall resign their position before becoming a candidate for public office in the Township.

No person shall solicit political contributions for any Township candidate or Township election issue from any employee of the Township.

**E. SAFETY**

The Township is interested in the safety of its employees, both in the office and in the field. The Township is therefore committed to providing the safest and healthiest possible working conditions for all its employees. To accomplish this, the Township will comply with all current occupational safety, health and environmental laws mandated by federal, state, and local jurisdictions, as well as seek voluntary compliance with all Occupational Safety and Health Administration (OSHA) requirements.

The Township is also committed to:

1. Reduce, control, or avoid employee exposure to all known or suspected occupational health and safety risks.
2. Establish and maintain communication with all employment levels to keep employees aware of the safety and health factors of their jobs.
3. Establish and maintain an accident and injury reporting system and a record keeping system. Conduct prompt reporting and investigation of all accidents, injuries or incidents that could lead to injuries or damage. A record of each incident, accident, injury, and a copy of the accident investigation report will be maintained for future reference and disseminated to the Board of Supervisors.
4. Establish preventive maintenance programs on all operating tools, equipment and vehicles.

Safety training programs are conducted to provide accident prevention. Although training will not solve all problems, it will prove useful in the prevention of accidents. When developing or adjusting a training program, the following will be considered: new employees, when new equipment or processes are introduced, when procedures have been revised, when information must be made available, when employee performance needs improvement, and when loss analysis reveals trends contributing injuries.

In addition to the following general safety policies, employees shall also refer to appropriate safety manuals distributed to employees and/or on file in the Township office, including but not limited to equipment service manuals, Workers' Compensation Fund Loss Control Manual, and the "Public Employee Safety and Health Manual".

1. Most office accidents involve falls. Employees can reduce the chances for such accidents by:
  - a. Using the handrails when going up and down stairs.
  - b. Wiping footwear upon entering the building during inclement weather.
  - c. Cleaning up spilled liquids immediately.
  - d. Keeping hallways and aisles clear of obstacles. File cabinet and desk drawers which protrude into aisles will be kept closed when not in use. Electrical and telephone cords will not extend across aisles.
2. Electrical fixtures will be installed or repaired only by maintenance personnel. Commercially available extension cords are unsafe for many uses. If an extension cord is required, an approved cord must be acquired.
3. Cutting instruments of all types should be used with extreme care. When not in use, they should be properly stored or secured so as not to present a hazard to other personnel.
4. Any unsafe condition, such as loose handrails, wet areas, defective electrical or mechanical equipment, etc., will be reported to the Township Manager without delay.
5. Employees shall wear personal protective equipment when and where there is potential danger or exposure. Equipment should include, but not be limited to (based on exposure), hard hats, safety glasses, dust masks, ear protection, gloves, etc.

#### Safety In the Field

1. Employees are required to use seat belts when driving or riding in Township vehicles or their own vehicle while on Township business.
2. Any individual representing the Township who visits, in an official capacity, premises other than those under the control of the Township, will comply with the safety regulations of the responsible contractor or owner.
3. Roadworkers engaged in any road construction or repair activities shall follow the warning sign requirements of applicable Penn DOT regulations, including Penna. Code 67, Chapter 203, Work Zone Traffic Control.



4. Roadworkers engaged in any excavation or trenching activities shall comply with the notification requirements of the Pennsylvania "One-Call" System and the construction specifications of the Occupational Safety and Health Administration (OSHA).

The type and scope of any accident involving an employee may require that the employee submit to drug and/or alcohol testing at the discretion of the Township Manager and/or Board of Supervisors.

#### **F. REPORTING**

All accidents and injuries must be reported to your supervisor immediately so that proper medical treatment can be administered, and insurance forms can be prepared.

Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim.

The Township will abide by all requirements of the Workers Compensation Act and any other applicable law. The Township will not take any adverse action against an employee in retaliation for filing a workers compensation claim.

#### **G. SMOKING POLICY**

Smoking is prohibited in all Township buildings or within 20 feet of the Township buildings.

#### **H. EMERGENCIES, FIRE, AND EXPLOSION**

In the Township Building, fire extinguishers are located in the lobby and in the hallway next to the Police Department and kitchen area. A fire extinguisher is also located in the Township garage. Know the location of the one nearest your workstation and take the time to read the instructions on how to operate it.

An automated external defibrillator (AED) and Bleed Kit are located in the public meeting room

#### **IN THE EVENT OF FIRE:**

- Notify the Fire Department immediately at 911.
- Attempt to extinguish minor fires with available equipment.
- Evacuate the building in accordance with the building evacuation plan.

First-aid materials are located in the Township garage and kitchen area of the Township Building.

#### IV. RULES OF CONDUCT ON THE JOB

##### A. ACCEPTANCE OF GIFTS

Employees of the Township are prohibited from accepting any gift or favor from any individual, firm or group, which might reasonably be expected to influence an employee in the discharge of the employee's duties. If an employee has any questions concerning the applicability of this prohibition in a particular situation, the employee is required to refer the matter to a supervisor or the Township Manager.

##### B. PUBLIC INFORMATION/PRESS CONTACT

It is the policy of the Township to require the presence of a designated employee when files are examined and to charge a fair rate for file research and copying of Township files. A list of charges is available in the Township Office. A copy of the Pennsylvania Right-to Know Law regulations may be examined in the Township office. All employees are strictly prohibited from disseminating any information or sharing documents that they are privileged to as a result of their Township employment.

**The primary press contact for the Township is the Board of Supervisors. No employee of the Township other than the Township Manager or the Chief of Police or his designee shall give information to the press without the authorization of the Board of Supervisors.**

##### C. UNIFORMS AND PROTECTIVE ATTIRE

Uniforms provided by the Township shall be worn in a presentable manner. Short pants shall not be worn during work activities that may pose a burn or cut hazard or exposure to poison ivy or oak. Safety gear shall be used as appropriate. Safety gear includes, but is not limited to, boots with protective toe, gloves eye protection, hearing protection, safety vest, hardhat and leg chaps.

The Township will provide safety shoes at a cost not to exceed \$125.00 to any employee who is required by their job responsibilities to work in or around construction activities or heavy equipment. Any employee purchasing safety shoes will submit valid proof of purchase and will be reimbursed up to \$125.00.

Safety shoes will be purchased by the Township for each eligible, full-time, and part-time employee according to the following schedule:

- One (1) pair at the beginning of full-time employment
- One (1) pair at the end of the probationary period
- One (1) pair each year thereafter

Eligible seasonal employees will receive one pair of safety shoes at the beginning of employment.

**D. USE OF TOWNSHIP EQUIPMENT AND FACILITIES**

The operation or use of any Township-owned equipment in the normal conduct of one's job should follow some common practices: Follow proper operating instructions; observe safety precautions; when applicable, observe proper preventive maintenance practices, and report any malfunction to the Township Manager or your immediate supervisor. For any Township-owned vehicles with a gross vehicle weight of 26,000 lbs. or more, all operators/ employees shall be required to obtain a Commercial Driver's License (CDL) and comply with all applicable testing requirements thereof. The cost for an employee to obtain a CDL License shall be incurred by the Township.

**E. TELEPHONES**

Telephone use should be limited to business only. Personal calls are disallowed except in cases of necessity or emergency, where times for accessing the receiving party are limited, or when alternate telephones are unavailable.

The Township provides portable phones to certain employees to enable them to carry out their job responsibilities. The phones are considered Township property and are to be used primarily for official Township business. On-call employees must inform their supervisor when they will not be able to be contacted by phone.

The loss or damage of a phone while in the possession of an employee due to negligence will require reimbursement to the Township for its replacement. When necessary, non-work-related calls are permitted, however the Township shall be reimbursed for the cost of these calls.

All employees and public officials shall be aware that text messages and other digital content may be subject to the Pennsylvania Right to Know Law and associated disclosures. Employees should be aware that any content may be discovered by third parties and/or supervisory staff as may be required by law.

**F. PURCHASE OF SUPPLIES/EQUIPMENT**

Purchases of work-related supplies and equipment by employees require prior approval. The procedure for such purchases is as follows:

- For items less than \$3,000, approval of the Township Manager is required.

- For items costing \$3,000 or more, approval by the Board of Supervisors is required.
- For items costing in excess of the bidding requirements shall be purchased in accordance with the second-class township code.

#### **G. COMPUTER USE AND E-MAIL POLICY**

West Vincent Township relies on its computer network resources to conduct business and serve its residents. To help ensure that its computer resources are used properly by its employees and to minimize potential liability, West Vincent Township has created this computer use policy. All users of Township computer equipment are required to use these resources responsibly, ethically, and lawfully.

Employees are provided access to the Township computer network to assist them in performing their jobs. Employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. The computer system belongs to West Vincent Township and is provided for business use. Without prior notice, West Vincent Township may review any material created, stored, sent, or received on its network or through the internet or any other computer network. Limited personal use of West Vincent Township computer resources is acceptable only before or after office hours or during lunch and other authorized breaks. Any costs of telephone calls placed for personal use e-mail or internet access shall be reimbursed to the Township by the employee.

Certain employees may be provided with access to the internet to assist them in performing their jobs. West Vincent Township recognizes that the internet can be a valuable source of information and research. In addition, e-mail provides an excellent means of communicating with other employees, residents, and consultants. Use of the Internet, however, must be tempered with good judgment and common sense.

Employees are reminded that sending an e-mail message from a Township computer or from an Internet e-mail account is the equivalent of sending a letter or memo on Township letterhead. The origin of internet e-mail is easily identifiable and traceable. **All Township employees with internet and e-mail access should therefore exercise the same good judgment and common sense when corresponding via a printed letter or memo on Township letterhead.**

Any employee abusing Township computer resources, including the internet and e-mail, shall be subject to disciplinary action, including possible termination.

Specifically, use of computer resources for any of the following activities is strictly prohibited and is subject to disciplinary action, including possible termination:

1. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially or ethnically offensive, defamatory, or otherwise harmful.
2. Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (e.g. – viruses or self-replicating code), political information, or any other unauthorized material.
3. Wasting computer resources and time by, among other things, sending mass mailings or chain letters, spending time on the internet not related to Township business, playing games, engaging in personal on-line chat groups, printing multiple copies of personal documents, or otherwise creating unnecessary network traffic.
4. Installing game software on any Township computer.

Any employee becoming aware of the use of Township computer resources for any of these activities is obligated to report the incident immediately to the Township Manager or to a member of the Board of Supervisors.

West Vincent Township has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by Internet users, reviewing material downloaded or uploaded by Internet users, and reviewing e-mail sent and received by employees.

## **V. RULES OF CONDUCT POLICIES**

### **A. PERSONAL CONDUCT AND DISCIPLINE POLICY**

The employees of the Township are expected to be honest and effective in the performance of their assigned tasks, and to be considerate of the rights of others. Certain actions by employees will require disciplinary action, which discipline may include a verbal warning, written warning, suspension and/or termination. Disciplinary action will often be progressive, but the Township reserves the right to impose whatever discipline it deems appropriate, including termination. While not exhaustive, the following are examples of conduct which employees should expect to result in disciplinary action:

- Falsification of personnel applications and other records, expense reports, time cards, and other required reports and records.
- Deliberate destruction or theft of Township equipment, official documents or electronic information on files.

- Dishonesty, deception, fraudulent, immoral or indecent behavior.
- Violations of health and safety rules or instructions.
- Habitual absence or time away from the job during work hours without authorization.
- Engaging in personal work or activity on township time or engaging in outside work or activities which may interfere with the effective performance of assigned work with the Township.
- Unauthorized entry into or unlawful trespassing within offices or facilities.
- Illegal possession of weapons and unauthorized possession of drugs.
- Habitual carelessness and disregard for instructions, procedures, and policies in the performance of one's work.
- Reporting for work under of influence of alcohol or an illegal drug.
- 
- Violation of any Township policy.
- Disseminating confidential Township information
- Engaging in conduct contrary to the interests of the Township
- Engaging in political speech from the Township Office or any Township property

An employee found stealing, or attempting to steal, Township money or physical or intellectual property, whether by wrongfully taking it or by fraud or embezzlement, will be subject to disciplinary action - including termination of employment. The foregoing includes the submission of fraudulent claims for reimbursement under the insurance program or under the travel expense procedures.

All employees should exhibit proper business etiquette both on the job and outside the job. Dress for office staff shall be business casual.

## **B. WORKPLACE VIOLENCE**

Employees will not engage in any behavior that is violent or may lead to violence. Prohibited workplace violence includes, but is not limited to, intimidation, threats, physical attack, violence or property damage. It includes acts of violence committed by employees, relatives, acquaintances or visitors against a Township employee or customer in the Township.

An employee may be required to undergo an assessment coordinated with a trained professional to determine the risk of danger when it is reasonable to suspect the potential for violence exists. Compliance with recommended treatment will be mandatory.

All employees are expected to be alert to the possibility of violence by employees, former employees, customers and visitors. All acts and threats of violence must be reported immediately to a supervisor or the Township Manager. If the situation warrants, 911 should be called immediately.

Any retaliation against an employee who, in good faith, reports the behavior described in this section will be strictly prohibited. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence. Information will only be released on a need-to-know basis.

### **C. HARASSMENT / SEXUAL HARASSMENT**

The Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, gender, sexual orientation, national origin, age, genetic information, and disability or veteran status. The Township recognizes that all employees have a right to work in an environment free of discrimination and harassment, including but not limited to sexual harassment.

Sexual harassment is a unique form of harassment. All employees must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work. Such conduct may result in disciplinary action up to and including dismissal.

Sexual harassment exists if:

Submission to, or cooperation with, the sexual conduct implicitly or explicitly made a term or condition of the employee's employment;

Submission to or rejection of, such conduct is used or is threatened to be used as the basis for employment decisions affecting the employee; or

Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment;

Such conduct that is unwelcome and which may be visual, verbal, direct or indirect (such as sexual jokes, undesired physical contact, posters, displaying pornography or inappropriate photographs on the Internet, or sexual innuendoes made to a person known to find them offensive).

**Complaint Procedure** - Employees who have complaints of harassment, including but not limited to sexual harassment, by anyone at work, including any supervisors, co-employees, or visitors should report such conduct to their supervisor in person, by phone, or in writing. If for any reason, the employee is unable or believes it

would be inappropriate to report the conduct to the supervisor, then the employee should report it either to the Township Manager or the Board of Supervisors.

Any employee who becomes aware of an incident of harassment, even as a witness, must report it to a supervisor, the Township Manager and/or the Board of Supervisors. Township employees are responsible for cooperating with any investigation, review or activities relating to an incident of harassment.

Township supervisors are responsible for receiving the initial complaint from their staff and must inform the Township Manager of all reported violations as well as reporting such conduct observed in the workplace.

All complaints will be investigated promptly and professionally. Insofar as possible, the complaint and investigation will be kept confidential. It may be necessary, however, to disclose the nature or origin of the complaint in order to investigate it properly and to take corrective action.

The Township prohibits any form of retaliation against an employee making a good faith complaint of harassment, whether an informal complaint with the Township or a formal complaint filed with the EEOC and/or PHRC, or against any employee cooperating in an investigation of reported harassment. Any employee who violates this policy and retaliates against such persons will be subject to disciplinary action, up to and including termination.

**Corrective Action** - Where investigations confirm the allegations, appropriate corrective action will be taken. The Township will take immediate steps to ensure that the harassment is ceased and does not reoccur. Harassment as determined under this policy will be considered a “zero tolerance” offense and will result in discipline, up to and including termination.

Improper conduct that does not fall under harassment may be addressed through actions which may include reassignment, suspension or termination of the individual(s) responsible for the inappropriate conduct.

#### **D. GRIEVANCE PROCEDURE**

The Township strives to create an environment that is positive and allows each employee to be efficient in performing his/her job. However, from time to time a dispute between an employee and the Township may arise. All disputes or grievances of all employees regarding conditions of employment or the application of rules and regulations of the Township shall be settled in accordance with the provisions of the collective bargaining agreement. If an employee is not covered by a collective bargaining agreement, then the following process shall be required:

1. A grievance will be taken up by the employee and their immediate supervisor.



2. If a satisfactory settlement is not reached within ten (10) working days of the submittal of the grievance to the immediate supervisor, the grievance may then be discussed by the employee and immediate supervisor with the Township Manager.
3. If a satisfactory settlement is not reached within ten (10) working days of the submittal of the grievance to the Township Manager, the employee may then submit his/her grievance in writing to the Board of Supervisors. The Board will have final say with regard to the grievance.

A strict policy of confidentiality will be employed in maintaining and controlling grievance records. No grievance or complaint of any employee will be heard or discussed during any public meeting of the Board of Supervisors. All meetings or hearings pertaining to personnel matters are private per the State Sunshine Law.

## **II. EMPLOYEE BENEFITS**

### **A. INTRODUCTION**

Employee benefits are a form of indirect compensation. Benefits are frequently described in three groups: (1) benefits which provide for employee time away from work for relaxation and recreation; (2) benefits which provide a degree of economic security in preparation for retirement; and (3) medical insurance benefits. Some or all of these benefits may be provided to employees. (For details of employee insurance, see the appropriate insurance booklets on file in the office.)

Benefits based on length of service will be computed on the basis that the start of employment on or before the 15th day of the month entitles benefits for the month, while those who begin work on or after the 16th of the month will earn benefits as of the following month.

For temporary or part-time employees, the length of service used for computing benefits shall be converted based on the total number of hours worked during temporary or part-time status (e.g. – 2080 hours = 1 year).

### **B. HOLIDAYS**

The following days will be observed as paid holidays for non-uniform full-time (working 40 hours per week) employees not covered under a collective bargaining agreement and uniform part-time (working 36 or less hours per week) employees not covered under a collective bargaining agreement:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. General Election Day
8. Thanksgiving Day
9. Friday after Thanksgiving
10. Christmas Day

Should any of the above holidays fall on Sunday, the succeeding Monday will be observed. If such holidays fall on Saturday, the preceding Friday will be observed.

Employees must work the day before and the day after the holiday to be eligible for holiday pay, unless the day before or the day after a holiday is a scheduled or approved day off.

Employees covered under this Holiday policy will receive two (2) floating holidays per calendar year to be used for Holidays of their choice.

Any non-uniform full-time employee not covered by a collective bargaining agreement or uniform part-time employee not covered by a collective bargaining agreement who is required to work on any of the aforementioned holidays will be compensated at the rate of two times that employee's regular hourly rate.

### **C. VACATIONS**

Employees covered by a collective bargaining agreement shall earn vacation benefits in accordance with the CBA.

Non-uniform full-time (working 40 hours per week) employees not covered by a collective bargaining agreement and uniform part-time employees not covered by a collective bargaining agreement earn vacation benefits according to the following schedule:

- i. Employees with one (1) year of service but less than two (2) years will be entitled to five (5) working days of vacation annually, after the completion of the first full year of service.
- ii. Employees with two (2) years or more of service but less than five (5) years will be entitled to ten (10) working days of vacation annually, after the completion of the second year of service.

- iii. Employees with five (5) years or more of service but less than ten (10) years will be entitled to fifteen (15) working days of vacation annually.
- iv. Employees with ten (10) years or more of service but less than fifteen (15) years will be entitled to eighteen (18) working days of vacation annually.
- v. Employees with fifteen (15) or more years of service will be entitled to twenty (20) working days of vacation annually.

Vacation benefits may be provided to management employees in accordance with a separate employment agreement. This is done to recognize the need to retain professional employees with substantial years of experience and knowledge in their field.

Vacation for non-uniform part-time employees not covered by a collective bargaining agreement will be based on the average number of hours worked per week during the preceding year (e.g. - an employee who worked an average of 20 hours would be entitled to 1/2 of the vacation days for the years of service which apply).

Vacation time does not accrue during periods of long-term disability (30 days or more), overtime, or leaves of absence.

It is expected that non-uniform and uniform employees not covered by a collective bargaining agreement will take their accrued vacation annually as earned. However, vacation benefits may be accumulated up to a maximum of five (5) days, which can either be cashed in at the end of the calendar year or carried over to the following year but not beyond. In the event an employee retires or resigns employment, or is terminated through no fault of the employee, the balance of accrued vacation time in accordance with the above will be paid to the employee.

Borrowing on vacation time (using time before it is earned) is not permitted.

Vacations may be scheduled at any time during the year, but schedules must be coordinated through the employee's immediate supervisor and the Township Manager. Vacations must be scheduled at least three (3) weeks in advance to prevent adverse effects on critical work schedules and commitments.

No more than two (2) weeks of vacation time shall be taken at one time.

**D. SICK LEAVE**

Compensation will be allowed for absences from work due to sickness and shall accrue for all full-time and part-time employees covered by a collective bargaining agreement as set forth in that agreement.

Compensation for all non-uniformed full-time employees not covered by a collective bargaining agreement shall be granted five (5) paid sick days off per year.

Sick leave in excess of three (3) consecutive days will be granted with pay if the employee, upon his or her return, has a signed certificate from the attending physician. This certificate must be submitted with the timecard in order for the employee to be paid.

For sick leave in excess of seven (7) consecutive days to be granted with pay, the Board of Supervisors may at its discretion require that the employee visit a physician selected by the Township for the purposes of securing an independent diagnosis. The physician will be selected from the medical panel posted as part of the Township's workers' compensation insurance coverage. The Township will incur/reimburse for the cost of this second opinion if the cost is not covered by the employee's health insurance plan.

If an employee appears to be abusing or misusing sick leave, the Township Manager and/or Board of Supervisors may require a physician certificate even in instances where the amount of sick leave used is less than three (3) consecutive days.

Unused sick leave may accrue from year to year to a maximum of fifteen (15) days.

Accrued sick leave will be paid to an employee receiving lost wages through workers' compensation only in the case where the workers' compensation payments are less than the employee's regular hourly rate or weekly salary and only in the amount necessary to match the employee's regular pay rate. The amount of sick leave available shall not exceed the limits imposed within subparagraph D or the total amount accrued by the employee.

Employees must call the office as soon as practical when they know they will be absent due to illness, but in no event later than fifteen minutes prior to the start of work to indicate sick time is being taken and the expected duration.

Sick leave does not accrue during periods of long-term disability (30 days or more), overtime, or leaves of absence. In the event a person's employment is terminated by the Township, the balance of any accrued sick leave will **not** be paid to the employee.

Using sick days in excess of that which an employee is entitled will result in vacation and/or personal time being charged, or other disciplinary action.

**E. PERSONAL DAYS**

Non-uniform full-time employees not covered by a collective bargaining agreement shall be granted two (2) paid personal days off per year.

Personal days are **not** eligible to be accrued or carried over to the following year or, if unused, cashed in at the end of the year in which they have been earned.

No compensation will be paid for unused personal days upon an employee's separation from employment for any reason.

**F. FAMILY MEDICAL LEAVE ACT**

The Township complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes with this policy, please contact the Township Manager.

**Eligibility**

To be eligible for leave under this policy, employees must meet **all** the following requirements:

- Have worked at least twelve (12) months for the Township
- Have worked at least 1,250 hours for the Township over the twelve (12) months preceding the date the leave would commence.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

**Reasons for Leave**

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

#### **Amount of Leave**

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Township will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

#### **Intermittent Leave or a Reduced Work Schedule**

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Township and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Township's operations.

### **Employee Notice Requirement**

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the Township Manager.

When the need for the leave is foreseeable, the employee must provide the company with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the Township Manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

### **Designation of FMLA Leave**

Within five business days after the employee has submitted the required certification or other documentation, the Township Manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

### **Employee Status and Benefits During Leave**

The Township will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the Township's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to Township operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

### **Intent to Return to Work from FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

## **G. NON-MEDICAL LEAVE OF ABSENCE**

In case of a death in the employee's immediate family (father, mother, brother, sister, spouse, or child), a non-medical leave of absence with pay may be granted to the bereaved employee.

A maximum of three (3) non-medical leave of absence days will be allowed for this purpose.

Non-medical leave of absence without pay for other reasons may be granted at the discretion of the Board of Supervisors and upon a recommendation from the Township Manager.

A non-medical leave of absence will be granted only when conditions indicate a reasonable probability that the employee will return within thirty days.

Non-medical leave does not guarantee a position with the Township at its expiration. Employees on leave of absence wishing to return to full employment must meet all conditions of employment at that time, and a vacancy must exist for which they are qualified.

During a non-medical leave of absence, an employee's personal benefits will be frozen, and additional benefits will not accrue.



**H. BEREAVEMENT LEAVE**

Employees who wish to take off due to the death of a family member should notify their Supervisor immediately.

Five (5) working days shall be granted in the event of the death of an employee's spouse, children and parents.

Bereavement time may only be taken in full, consecutive workdays.

With the Supervisors' (or Township Manager's) approval, employees may use any available paid leave for additional time off as necessary.

**I. JURY DUTY**

Employees serving jury or court duty will receive their regular pay during the period of service, minus any payment received for jury duty. The summons must be presented to obtain authorization for the absence.

**J. MILITARY DUTY**

The Township supports employees with military obligations. The Township will comply fully with all applicable state and federal laws with respect to military leaves of absence and re-employment rights.

**K. TRAVEL EXPENSES**

Employees will be reimbursed for reasonable expenses incurred during travel on Township business (e.g. - lodging, meals, tolls, etc.) when authorized by the Township Manager and/or Board of Supervisors. To qualify for reimbursement, employees shall submit receipts for expenses incurred.

Employees will be reimbursed for the use of their private vehicles in the conduct of Township business at a rate established by the Township Auditors. No employee shall use his/her personal vehicle on Township business unless authorized by the Township Manager.

**L. WORKER'S COMPENSATION**

Employees shall be protected by the current Pennsylvania Workers' Compensation Act, which provides financial support in the event of a work-related illness or injury. Report work-related injuries to the Secretary to ensure benefits and coverage are in place.

To ensure that medical treatment for a work-related illness or injury will be paid for by the Township, employees must receive treatment from a physician listed on the Township's selected medical panel within five (5) days of an illness or injury and any medical treatments within the ninety (90) days thereafter must be from a physician listed on the Township's selected medical panel. For more information on this policy and the required procedures to follow, employees shall refer to the medical panel notice posted in the Township Building.

**M. HEALTH AND LIFE INSURANCE**

Employees working twenty (20) hours or more per week are eligible to participate in the Township health plan as adopted by the Board of Supervisors following a thirty (30) day waiting period. The plan includes health, dental and life insurance for each employee and their eligible dependents.

Life Insurance is provided to all full-time employees who have completed the probationary period. The benefits provided are set forth in each collective bargaining agreement. The benefit levels for management employees are set forth in the respective employment agreement.

Short-term and long-term disability benefits are provided for all full-time employees who have completed the probationary period. The details for coverage and requirement are contained in each collective bargaining agreement. Management employees are provided the same level of benefits.

**N. PENSION PLAN**

Eligible uniformed full-time employees covered under a collective bargaining agreement shall participate in the Township's Act 600 Police Pension Plan, contributions shall be per the collective bargaining agreement.

Non-uniformed full-time employees covered under a collective bargaining agreement shall be eligible and have the option to participate in the Township 457 deferred compensation plan. The Township shall make contributions to the Township defined contribution plan (401a) as per the collective bargaining agreement.

Uniformed part-time employees not covered under a collective bargaining agreement shall be eligible for the Township defined contribution pension plan as adopted by the Board of Supervisors. The Township shall make contributions to the Township defined contribution plan (401a) at the discretion of the Board of Supervisors as the law allows.

Non-uniformed full-time employees not covered under a collective bargaining agreement shall be eligible and have the option to participate in the Township 457 deferred compensation plan. The Township shall make contributions to the Township defined contribution plan (401a) at the discretion of the Board of Supervisors as the law allows.

Any conflict or inconsistency between this section and the pension plan adopted by the Board of Supervisors shall be resolved in favor of the plan adopted by the Board.

APPENDEX A

AT WILL AGREEMENT AND EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF  
EMPLOYEE MANUAL

- I have received and read the West Vincent Township Employee Manual.
- I understand that the policies, procedures, and benefits described therein represent only a guide and are subject to change at any time.
- I further understand that my employment is at will unless otherwise stated in a collective bargaining agreement, and that this Employee Manual does not create a contract of employment.
- I hereby acknowledge receipt of the West Vincent Township Employee Manual this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Employee Signature: \_\_\_\_\_

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

APPENDIX B

**JOB PERFORMANCE EVALUATION GUIDELINES**

I. Definition

The employee performance evaluation is a process between an employee and his/her immediate supervisor to appraise the employee's past and current performance and to develop plans to improve that performance to an even higher level.

II. Purpose

The employee has a legitimate need to know how his/her performance compares with the supervisor's expectations and the Township has a legitimate need to communicate its satisfaction with the employee's performance. The performance evaluation is also a means to develop plans and objectives to improve job performance and a means of determining yearly salary adjustments.

III. Job Performance Evaluation Responsibility

The forms and criteria to be used for job performance evaluations shall be developed by the Township Manager. The responsibility for conducting and completing the actual job performance evaluations shall be delegated to the following persons for the job positions listed:

A. Board of Supervisors

1. Township Manager
2. Employees referenced in section III.B below (after the Township Manager meets with the employee to discuss each job performance evaluation)

B. Township Manager

1. Township Secretary
2. Township Treasurer
3. Assistant Secretary
4. Zoning/Code Enforcement Officer
  
5. Road Foreman
6. Road Laborer
7. Permit Coordinator

C. Police Chief

1. Patrolmen
2. Police Secretary

D. Public Works Director

IV. Frequency of Job Performance Evaluations

Performance reviews are conducted six months after the date of hire and annually thereafter before September 30th of each year. Immediate supervisors of Township employees shall submit their individual evaluations to the Township Manager. The Township Manager shall then discuss each job performance evaluation with the immediate supervisor and develop a final evaluation report in consultation with the Board of Supervisors.

In the case of unsatisfactory job performance, more frequent evaluations may be performed.

V. Job Performance Evaluation Standards

Employees will be evaluated based on each job description and how well he or she meets the requirements of said job.

Each job evaluation will be on a standard form approved by the Board of Supervisors.

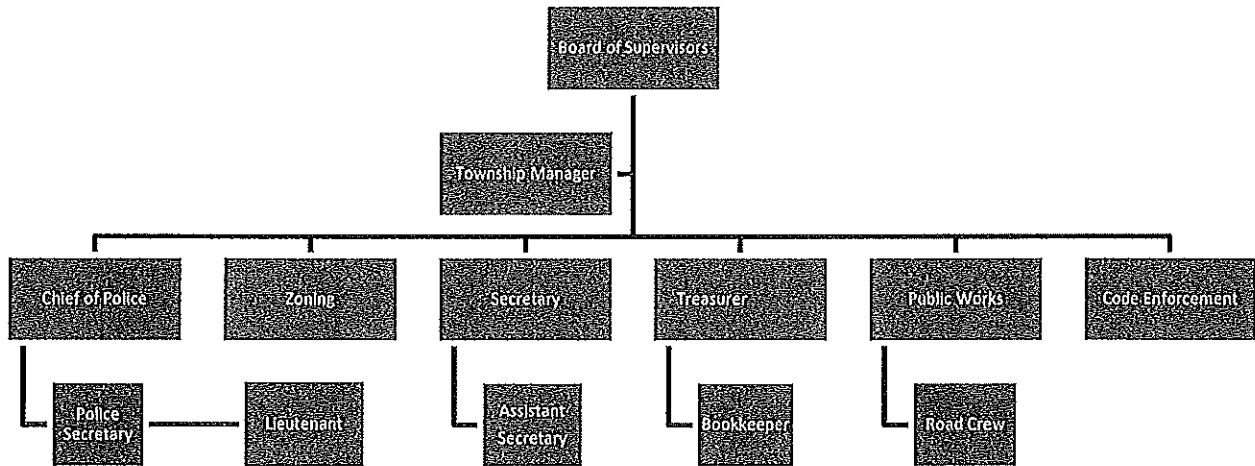
At a minimum, the evaluation will measure personal job traits such as:

1. Knowledge as it relates to job performance
2. Reliability
3. Quantity of work
4. Accuracy
5. Courtesy (to fellow employees and the public)
6. Attendance
7. Initiative
8. Any other traits appropriate to that job

## APPENDIX C

### Chain of Command/Organizational Chart

The following represents the general Organizational Chart, which may be amended from time to time by the Board of Supervisors consistent with law. Employees should acquaint themselves with this Organizational Chart, specifically with respect to their chain of supervision.



## APPENDIX D

### Performance Evaluation

Behaviorally anchored rating scale (BARS) for performance evaluations. BARS is a type of performance management scale that uses behavior “statements” as a reference points to measure an employee’s performance against specific examples of behavior that are given a number rating for the purpose of collecting data. In addition to utilizing the quantitative rubric, it is the expectation that employees create goals that align with behaviors and receive qualitative feedback from their immediate supervisor. Each behavior will be measured in alignment with the job description and provide recorded record of performance that will be included in the personnel file of each employee.

The supervisor will provide the records to the Township Manager no later than September 30<sup>th</sup> of each calendar year.

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Behaviorally Anchored Rating Scale (BARS)	Unacceptable  1 point	Needs Improvement  2 points	Meets Expectations  3 points	Exceeds Expectations  4 points	Outstanding  5 points
(What) Delivering Results - PRODUCTIVITY: Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance.					
(What) Delivering Results - DEVELOPMENT: Ensures job knowledge and skills are current and valuable. Receptive to feedback.					
(What) Problem Solving - DECISION MAKING AND REASONING: Considers multiple sides of an issue. Weighs consequences before making final decision. Makes informed decisions based on available information. Recognizes issues, and determines actions needed to advance the decision- making process. Follow up as necessary.					



<b>(What) Problem Solving - ADAPTABILITY:</b> Not discouraged by ambiguous situations. Is open to new ideas and processes. Adjusts approach to achieve results.					
<b>(What) Job Function Knowledge and Skills:</b> Demonstrates skills and knowledge relevant to one's own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.					
<b>(What) Service to Others/Resident Focus:</b> Listens to residents, supervisors, and co-workers address needs and concerns. Acts with professionalism and respect towards everyone when representing the township. Delivers on service commitments. Meets established or agreed upon deadlines. Maintains supportive relationships. Uses initiative to improve outcomes, processes, or measurements.					
<b>(How) Honesty:</b> Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth, and does not lie, even when it is difficult. Shares information accurately, completely, and appropriately. Meets deadlines established.					
<b>(How) Commitment:</b> Follows directions and follows through on assignments and commitments. Supports Township goals and initiatives. Adheres to all policies and procedures. Keeps commitments to supervisors, co-workers, and residents.					
<b>(How) Collaboration - PROFESSIONALISM AND RESPECT:</b> Treats all people with dignity, respect, and fairness. Resolves interpersonal conflicts constructively and engages with professionalism. Shares time, energy, and knowledge with others to ensure they can succeed.					
<b>(How) Collaboration - INCLUSIVE:</b> Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.					

<p><b>(How) Communication - LISTENS AND SHARES:</b> Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties.</p>					
<p><b>(How) Communication - CLARITY:</b> Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient.</p>					
<p><b>(How) Taking Initiative:</b> Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job.</p>					
<p><b>(How) Timeliness and Attendance.</b> Shows up to work, events, or other required meetings consistently on time. Responds to questions addressed from either residents, co-workers, or other board members in a timely manner. Completes tasks in a timely manner.</p>					