

**LIBERTY TOWNSHIP**  
**ADAMS COUNTY, PENNSYLVANIA**

**POLICIES AND PROCEDURES MANUAL**

**ISSUED: October 3, 2017**

**Prior Editions are Obsolete**

## DISCLAIMER NOTICE

No personnel manual can anticipate every circumstance or question about policy. Liberty Township reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

This Handbook is for employee guidance. It is not a contract. It does not provide any contractual rights to the employee with respect to his or her terms or conditions of employment or discipline. Neither this Handbook nor any written or oral policies, practices or procedures create an expressed or implied employment contract. In accordance with the laws of the Commonwealth of Pennsylvania, all employees are “at-will employees.” Your employment may be terminated by Liberty Township at any time with or without cause. Similarly, you may leave employment with Liberty Township at any time you wish.

DRAFT

# SECTION 1. PERSONNEL MANUAL – *Replaces 2004 Employee*

## *Handbook*

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# INTRODUCTION

## WELCOME

The Liberty Township Board of Supervisors welcomes you as an employee. We sincerely hope that our relationship will be mutually satisfying and rewarding.

The sole reason for the existence of our jobs is to serve the needs of the residents of Liberty Township. To meet the legitimate needs of our citizens, who may be concerned, nervous, fearful, or tense when they approach Liberty Township, you must have ability, patience, personality, and character. We ask that you act at all times with diligence, respect, and honor toward our residents and all others doing business with Liberty Township. You were chosen for your job because we believe you possess all of these qualities.

Remember that employee attitudes towards others will determine the kind of government we have. A good question to ask yourself always is: How would I like to be treated if I were a Liberty Township resident seeking help?

This Personnel Manual outlines the terms of your employment and what we expect of you. We believe that by clearly setting forth our applicable personnel policies, we can minimize surprises or misunderstandings. You will know not only the rules you should follow, but the standards by which your conduct will be judged. This Handbook cannot address every specific factual situation, so if you cannot find the answers to questions involving your job, ask your immediate supervisor or a member of the Board of Supervisors. They will be happy to answer your questions. The Liberty Township Board of Supervisors reserves the right to revise this handbook or any section thereof, at any time.

Sincerely,

Liberty Township Board of Supervisors

John Bostek, Chairperson  
Bob Jackson, Vice Chairman  
Walter Barlow

## INTRODUCTION TO LIBERTY TOWNSHIP

Local government in the Commonwealth of Pennsylvania is divided into a number of classifications - cities, townships, and boroughs. There are two categories of townships in the Commonwealth - those identified as townships of the first class and those known as townships of the second class. Second class townships make up the great bulk of municipalities in Pennsylvania. Liberty Township is a township of the second class. It is governed by a three-member Board of Supervisors elected at-large by the residents of Liberty Township. Executive and legislative powers allocated to Liberty Township in the Second Class Township Code are vested in the elected Board of Supervisors.

The Board operates as a whole and is responsible for adopting budgets, setting taxes and fees, establishing township operational policies, hiring and terminating employees, enacting ordinances, approving subdivisions and land development plans, entering into contracts and agreements and appointing members to the various boards and commissions. No single Supervisor has the ability to act unilaterally. The Board of Supervisors has a regular meeting on the first Tuesday of every month at 7:30 p.m. in the township building. Other meetings are scheduled as needed and the public is given notice as required by state statute.

The Board of Supervisors functions through its employees, its appointed professionals, and various advisory boards and commissions as well as the Zoning Hearing Board.

### Operating Departments:

*Administrative Department.* The duties and responsibilities of the Secretary and Treasurer are defined in Second Class Township Code. Supplemental duties are assigned in Liberty Township ordinances and by resolution and by the Board of Supervisors.

*Police Department.* Duties and responsibilities are defined by Pennsylvania Statute, the Second Class Township Code and ordinance, resolution and contract.

*Road Department.* The Road Master reports to the Board of Supervisors and directs all work necessary to carry out the responsibilities imposed by the Board of Supervisors with respect to the maintenance, repairs, and construction of Township roads, as defined in the Second Class Township Code.

*Zoning and Code Enforcement.* The powers and responsibilities of the Code Enforcement and Zoning Officer, an independent contractor of the Township, are defined in the Pennsylvania Municipalities Planning Code, as supplemented by Liberty Township ordinances.

### Committees and Boards:

*The Planning Commission* oversees the growth and development of the community and ensures that the infrastructure is prepared for any growth and development that may occur. The members, who are appointed by the Board of Supervisors, prepare, recommend, and administer subdivision and land development regulations and such other ordinances and regulations governing the development of land. They hold public hearings on special exceptions, variances and amendment changes to the ordinances and zoning map.

*The Zoning Hearing Board's* purpose is to help assure fair and equitable application and administration of the zoning ordinance by hearing appeals on the zoning officer's determinations and by granting relief

from the literal enforcement of the ordinance in certain hardship situations as provided by the Municipalities Planning Code. The members of the Zoning Hearing Board are appointed by the Board of Supervisors. The Zoning Hearing Board is a quasi-judicial body; that is, its powers are to some extent judicial in nature. The board schedules hearings on applications and appeals that come before it, takes evidence, and issues written decisions with findings of fact and conclusions of law.

*The Vacancy Board* is charged with the responsibility of “tie breaking” in case the Board of Supervisors acting upon a vacancy of a member of a board or elected official and cannot make a decision. The members do not have a set meeting schedule and instead call meetings as necessary.

*The Board of Auditors* is comprised of three individuals who are elected by the residents of Liberty Township and who audit the Township financial records annually, as provided in the Second Class Township Code. Elected Auditors are prohibited by law from holding any other elected or appointed Township office or position.

*The Tax Collector* is an elected official who collects all County, Township, School District, and other taxes levied within Liberty Township by those authorities authorized to levy taxes.

## YOU AND THE COMMUNITY

### COURTESY AND APPEARANCE

A very important part of your assignment with Liberty Township is being courteous and helpful to the public. Liberty Township exists to serve its residents, who pay our salaries. Please remember this when a member of the public does not initially understand something or perhaps questions a policy or procedure you are attempting to implement.

Every time you have contact with the public – whether it is on the phone, face-to-face contact, or by mail – you register some kind of impression in the citizen's mind. To them, you are the Township. So, think before you act, and treat everyone with courtesy and respect.

Your appearance is also an important part of the overall image that is projected to the citizens of Liberty Township. As such, your appearance is as important as your actions and attitude in creating a favorable image of the public servant in this Township. The type of work you do, good taste, and common sense should determine how you dress. Neatness and cleanliness always are essential.

### POLITICAL ACTIVITIES

Liberty Township employees shall not participate in any political activities or electioneering during regular working hours or while on Township property. Employees are also prohibited from soliciting political contributions or political assessments from other Township employees on Township property during regular working hours or on Township property.

When Township employees are off duty, they may participate in political campaigns unless otherwise prohibited from doing so by federal prohibitions against political activities by employees operating programs using federal funds. Such campaign activity may not occur on Township property nor shall the employees represent themselves as Township employees.

## ETHICS

Public trust is a fickle commodity – it is difficult to obtain and is easily lost. All employees, therefore, must be vigilant to uphold the highest ethical standards and guard against associations or activities that would give even the appearance of impropriety or a conflict of interest. If you find yourself in a potentially compromising situation, please talk it over with your immediate supervisor or a member of the Board of Directors for advice and assistance.

Elected and appointed officials and public employees responsible for contracting, procurement, administering or monitoring grants and subsidies, planning, zoning, inspecting, licensing, auditing and other than negligible economic activity are required to submit statements of financial interests to the governing body annually by May 1 every year including the year after leaving Liberty Township service. Forms will be distributed by the Township Secretary's office for this purpose. Officials will not be sworn into office or compensated until they file statements of financial interest. Statements of financial interests are available for public inspection.

## EMPLOYMENT POLICIES

### EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Township will be based on merit, qualifications, and abilities. The Township does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other protected characteristic. This policy governs all aspects of employment, including the hiring process, job assignments, compensation, promotion, and access to benefits and training.

### UNLAWFUL HARASSMENT

The Township believes that everyone is entitled to a work environment free from unlawful harassment based on race, color, sex, pregnancy, age, religion, national origin, ancestry, disability, genetic information, veterans' status or military affiliation, sexual orientation, union affiliation, or other characteristics protected by applicable law. Inappropriate workplace behavior and harassment, including sexual harassment, will not be tolerated. This policy covers everyone at the Township, regardless of position, as well as applicants for employment and temporary employees. This policy also prohibits harassment by non-employees, such as clients, customers, repair persons, or vendors.

Generally, harassment is defined as any unwelcome verbal, physical or other conduct which disrupts or interferes with another's work performance, or which creates or is intended to create an intimidating, offensive or hostile environment. Harassment generally includes the use of insulting epithets or nicknames; the display of insulting or offensive cartoons, pictures, writings, slogans, or symbols; intimidation through physical violence or threats of violence; and kidding, joking, teasing or practical jokes about another's culture, accent, appearance, customs, or status in a protected category. Special attention is called to the prohibition of sexual harassment.

### RETALIATION

No one may be retaliated against for reporting conduct which they believe to be violations of the Township's equal employment opportunity discrimination, unlawful harassment, or retaliation policies, or for participating in the investigation of a complaint of discrimination, harassment, or retaliation. We consider retaliation to be a serious violation of Township policy and urge you to report any incidents of retaliation immediately using the Reporting Procedure. The Township will investigate and resolve reports of retaliation in the same manner as reports of discrimination and harassment.



## REPORTING PROCEDURE

All employees share in the responsibility for maintaining an atmosphere free from unlawful discrimination, harassment, and retaliation, and have an affirmative duty to report any suspected harassment, discrimination, or retaliation which they believe they have been subjected, or have witnessed or become aware, through this reporting procedure. The Township's ability to maintain a safe, productive workplace requires maximum cooperation between management and employees.

If you believe you have been subjected to discrimination or harassment in violation of the Township's policies, or you have witnessed or become aware that someone else has been subjected to such discrimination or harassment, you are obligated to immediately notify your immediate supervisor or a member of the Board of Supervisors, whomever you feel most comfortable speaking to.

We will request that you provide as much factual detail as possible, so that we have sufficient information to investigate your allegations, and will promptly and thoroughly investigate all reports of harassment or discrimination. During the investigation, the Township will maintain confidentiality to the extent possible while still meeting its legal obligation to conduct a full investigation. Upon completion of the investigation, management will take appropriate action and will inform the person that reported the matter of the outcome of the investigation.

If we conclude, following completion of the investigation, that an employee or other individual has violated our policies prohibiting discrimination or harassment, we will take appropriate action to correct the situation and to prevent any future discrimination or harassment by that employee. Please understand that, as with any employee disciplinary matter, employee disciplinary action arising out of our investigation will remain confidential.

## RELATIVES

For the purposes of this policy, a relative shall mean a parent, step-parent, parent-in-law, spouse, child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, or any person living in the same household as any of the above.

## HIRING OF RELATIVES

The employment of relatives in an organization may cause serious conflicts, create the perception of favoritism, and have a negative impact on employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Relatives of members of the Board of Supervisors or of persons currently employed by Liberty Township shall not be hired by the Township. This restriction does not apply to advisory boards or commissions such as zoning, planning or similar and no serving Township employee shall be terminated solely because a relative is subsequently elected to the Board of Supervisors. At times relationships between co-workers may occur. Whenever such a relationship involves a supervisory relationship or interferes with the business of the Township, the Township will consider the circumstances carefully, and take any such action that, in its sole discretion, is appropriate, which may include a change in responsibilities, position, termination, or other actions.

## DRUGS AND ALCOHOL

Our ability to maintain a safe workplace and to promote high standards of employee health is directly dependent upon the establishment and maintenance of a workplace that is free from the adverse effects of drug use and alcohol abuse.

The Township reserves the right to conduct drug and alcohol tests consistent with the law, including but not limited to, post-offer testing of applicants, post-accident testing, reasonable suspicion testing, random testing, and post-rehabilitation testing. Employees that drive Township vehicles or trucks must submit to drug testing in accordance with applicable Pennsylvania Department of Transportation regulations and state laws, in addition to the Township's testing requirements.

Applicants will not be hired, and employees will be subject to termination, in the event of a confirmed positive drug or alcohol test result. Also, applicants will not be hired, and employees will be subject to termination, for failure or refusal to submit to testing on the date and time requested, to provide an adulterated, substituted, or tampered specimen, or other obstruction of the testing process.

## SMOKING

In keeping with the State of Pennsylvania policy regarding smoking in public places and public owned vehicles and Liberty Township's intent to provide a safe and healthy work environment, smoking and use of tobacco products is prohibited in all Liberty Township building at all times and in Liberty Township vehicles when carrying passengers. Smoking is permitted outside of buildings, provided all smoking debris is properly disposed and is not permitted to litter Liberty Township property. This policy applies uniformly to all employees, customers, and visitors.

## RIGHT OF INSPECTION / NO RIGHT OF PRIVACY

To effectively carry out the Township's policies, and to ensure the security and protection of all employees, the Township has the right, in its sole discretion and without prior notice, to open, search and inspect employee lockers (whether locked with a Township-owned or employee-owned lock), personal vehicles located on Township property, personal packages, clothing, purses and handbags, lunch boxes and other moveable or portable employee possessions whenever employees enter, leave or remain on Township property. Failure to permit, or obstruction of, search and inspection will result in discipline, up to and including discharge.

Township computers, servers, network(s), files, e-mail systems, voicemail systems, internet access, intranet access, and other systems, hardware, software and applications, cellular phones, and any other electronic equipment for use at work, at home or on the road belong solely to the Township. The Township has the sole and exclusive right to control use of this equipment and to monitor access to and use of it at any time, with or without notice. Employees have no right to privacy when they use any of the above electronic equipment, regardless of where and when the use occurs. The Township reserves the right to review, accept, monitor, intercept, retrieve, delete and/or disclose, without notice, all files, data, communications, attachments, or information created, sent, copied, downloaded, uploaded, transmitted, received, or stored in or through use of its equipment, without limitation.

## INTERNET / SOCIAL MEDIA POLICY

Employees are personally responsible for the content that they publish online, whether commenting on a news article, posting to a blog, uploading photos or videos, or otherwise. Use of social media is subject to compliance with all laws and Township policies and contractual obligations, where applicable. Such use must not adversely

affect the Township's best interests or interfere with work commitments. Any conduct on line that would be unlawful or would violate Township policy in another form, e.g. written or oral or physical, is likewise prohibited by this policy. For example, harassment, discrimination or retaliation, profanity, obscene language, racial or ethnic slurs, sexually explicit language, or defamatory statements about the Township or its employees, customers, vendors, or workers is prohibited when done through social media just as it would be if done face-to-face or otherwise.

All information and data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Liberty Township and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

## **BUILDING SECURITY / VIDEO SURVEILLANCE**

Maintaining the security of Township buildings and property is every employee's responsibility. Employees are to leave Township premises as soon as their work day is completed. When leaving Township premises, make sure that all entrances are properly locked and secured. Desks and filing cabinets should be locked at the end of the work day, where appropriate. The Township utilizes video surveillance in the public areas in and outside of Township buildings, which may be used for security, safety, and disciplinary purposes. Employees shall not disrupt or tamper with any video surveillance equipment.

## **PREVENTING WORKPLACE VIOLENCE**

The Township is committed to ensuring the safety of its employees and guests. Accordingly, we maintain a zero-tolerance policy against acts or threats of violence in the workplace. For purposes of this policy, workplace violence generally refers to threatened or actual violence, intimidation, harassment, coercion, or other conduct that is intended to or actually causes a reasonable person to fear for his or her personal safety, or the safety of others.

No weapons are allowed on Liberty Township property unless they are carried by duly authorized law enforcement officers with proper credentials.

- If a violent incident is occurring, call 911.
- Contact your supervisor or a member of the Board of Supervisors as soon as possible.
- At the incident's conclusion, the Board of Supervisors will conduct an investigation, to include interviewing all involved employees and any witnesses.

## **CONFLICTS OF INTEREST**

Employees, and in particular employees of local government, such as Liberty Township, have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by applicable laws, including ethics laws, and Township policies and procedures.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if

employees have any influence or relationship with transactions involving purchases, contracts, or leases, it is imperative that any relationship be disclosed to the Board of Supervisors as soon as possible.

## EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, pre- or post-offer of employment medical examinations may be required in limited instances where there is a bona fide job-related physical requirement. The offer of employment and continued employment is conditioned upon the results of the examination supporting that the individual can perform the essential functions of the position. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be strictly limited to those who have a legitimate need to know.

## IMMIGRATION LAW COMPLIANCE

Liberty Township is committed to employing only United States citizens and those aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Township within the past three years, or if their previous I-9 is no longer retained or valid.

## OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the Township. All employees will be judged by the same performance standards and will be subject to the Township's scheduling demands, regardless of any existing outside work requirements. If the Township determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Township as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Township. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Township for materials produced or services rendered while performing their jobs.

## REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES

A qualified employee with disabilities may be afforded reasonable accommodations in order to allow the employee to perform the essential functions of the employee's job. Requests for reasonable accommodation should be made to the Board of Supervisors, which may require such medical/psychological documentation as necessary to assess and make a determination as to the request. If additional cost or employee time off is associated with the request the Board of Supervisors will consider the facts carefully in making its decision. Medical/psychological documentation obtained through this process shall be maintained as a confidential medical record.

## USE OF EQUIPMENT AND VEHICLES / DRIVERS LICENSE

Only authorized employees on authorized Liberty Township official business will use Township equipment. Equipment will not be used for personal use. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need

of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

When a valid driver's license is essential in accomplishing job duties, a valid license for the classification of work being performed must be maintained as a condition of continued employment.

## EMPLOYMENT

### EMPLOYMENT CATEGORIES

It is the intent of Liberty Township to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Liberty Township.

Each employee is designated as either Nonexempt or Exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay (i.e., one and one-half times) under the specific provisions of federal and state laws for all hours worked in excess of a forty hours work week. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An Exempt employee is not subject to the Fair Labor Standards Act (FLSA) and is not required to be paid overtime. Exempt employees are in job positions that have been determined to be administrative, executives, or professional status as a result of analysis and review under guidelines established in the Fair Labor Standards Act and may be changed only by the Board of Supervisors.

In addition to the above categories, employees may be designated:

**Full-time:** A full-time employee is defined as one who regularly works the entire scheduled work day and work week. Employees who work 35 or more hours per week are full-time.

**Part-time:** A part-time employee is one who is regularly scheduled to do work less than 35 hours per week, regardless of the number of hours actually worked.

**Regular:** A regular employee is one whose position is expected to continue on a long-term basis.

**Temporary:** A temporary employee is one whose position is not expected to exist on a continuing basis, and is meeting a temporary or special need of the Township. Seasonal employees are classified as temporary.

**Probationary:** A new employee is a probationary employee for six (6) months from the first day of employment. The probationary period is a working test period during which the employee's adjustment to the position and performance are evaluated. An evaluation is conducted during the probationary period at the end of three (3) months and at the beginning of the sixth month. Upon successful completion of the probationary period, employees are granted permanent status with the Township. If, for any reason, the performance of a probationary employee is found to be unsatisfactory, the Township will terminate that employee. Regarding the employee application, Liberty Township relies upon the accuracy of information contained therein, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Liberty Township's exclusion of the individual from further consideration for employment or, if the person has been hired, immediate termination of employment.

## ACCESS TO PERSONNEL FILES

Liberty Township maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of Liberty Township, and access to the information they contain is restricted. Only Liberty Township personnel who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file may contact the Secretary to arrange to review their own personnel files in Liberty Township's offices and in the presence of an individual appointed by the Township to maintain the files.

## EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Liberty Township are well qualified and have a strong potential to be productive and successful, it is the policy of Liberty Township to check the employment references of all applicants. Liberty Township will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm dates of employment, wage rates, and position(s) held. No additional employment data beyond those items will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## PERFORMANCE EVALUATIONS

Liberty Township employs a combination of informal and formal job evaluations.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary period. Additional formal performance evaluations are conducted at least annually to provide both supervisors and employees the opportunity to discuss job descriptions (statutory and by specific written job description, if any), job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Liberty Township Performance Evaluation Form is provided as a sample format to be used for that purpose. The performance of all employees is generally evaluated on a calendar-year basis.

Employees shall have the right to submit and have placed in their permanent record a written rebuttal of their performance evaluation, containing whatever comments the employee wishes to make, without censorship by Liberty Township. Employees receiving an unsatisfactory rating in one or more categories shall receive additional written evaluations on a monthly basis until such time as the deficiency is resolved or the employment is terminated.

## EMPLOYMENT SEPARATION

Separation from employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is separated:

- Resignation - voluntary employment separation initiated by an employee. Liberty Township requests, but does not require, at least 2 weeks written resignation notice from all employees.
- Discharge - involuntary employment separation initiated by the organization.
- Layoff - involuntary employment separation initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Regardless of the reason for separation, employees are responsible to return all of Liberty Township property, materials, or written information issued to them or in their possession or control on or before their last day of work. Where permitted by applicable laws, Liberty Township may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Liberty Township may also take all action deemed appropriate to recover or protect its property.

Liberty Township will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to the Township, or return of the Township-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Liberty Township is based on mutual consent, both the employee and Liberty Township have the right to separate from employment at will, with or without cause, at any time.

## EMPLOYEE BENEFIT PROGRAMS

### EMPLOYEE BENEFITS

Certain benefits are mandated by federal or state law as to those employees covered, such as Social Security, workers' compensation, state disability, and unemployment compensation. Liberty Township employees are covered by those programs in the manner prescribed by law.

In addition to those, the Township provides full-time employees with additional benefits, as discussed below, including:

- Employee Development
- Vacation Benefits
- Holiday Leave and Pay
- Jury Duty Leave
- Sick Leave
- Military Leave
- Bereavement Leave
- Dental Insurance
- Workers Compensation
- Family and Medical Leave
- Retirement

### EMPLOYEE DEVELOPMENT

Liberty Township encourages all employees to further their education whenever possible in a manner that will enhance their job performance and job efficiency. Seminars and conferences are available through the Department of Community Affairs, BOCA International, PSATS, LTAP and other providers. Attendance at conferences and seminars on Liberty Township expense must be approved in advance by the Board of Supervisors. When approved, generally Liberty Township will pay for the costs of the course and employee wages for attending. Employees attending seminars or courses, or other approved or authorized programs, will be compensated at their regular rate of pay for a normal workday for each day of the program. Such activities, including any travel time to and from the site of the seminar or course, will not be considered overtime, and

employees will not be entitled to overtime benefits or compensation even if such activities, including travel time, exceed the time of a regular workday.

## VACATION BENEFITS

Full-time regular employees are granted vacation leave after one full year of employment as follows:

<u>Length of Service</u>	<u>Vacation Leave</u>
After one year	5 days/year
2 to 9 years	10 days/year
10 years and over	15 days/year

Employees will not generally be granted vacation leave beyond the amount accrued, and in no case except under extenuating circumstances with written approval of the Board of Supervisors.

In accordance with the Fair Labor Standards Act, salaried employees must take their vacation in no less than half-day increments. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation. If a paid holiday falls within an employee's vacation period the holiday will be paid in lieu of the vacation day, which may be used at another time. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry a maximum of 80 hours of unused vacation time forward to the next benefit year. Any hours in excess of 80 hours at the end of the year will be forfeited.

To request vacation leave, the employee is to fill out a Request for Employee Leave form, and submit it to the Board of Supervisors for approval. Occasionally, vacation leave requests may have to be revised to insure that each department remains properly staffed. All efforts are to be made by the employee to use the vacation in the allotted period. Employees are encouraged to use their allotted vacation time each year. However, when an employee terminates employment with the Township, he or she will receive pay for any unused vacation balance at their then current rate of pay.

## HOLIDAY LEAVE AND PAY

Liberty Township will grant holiday time off to all employees on the holidays listed below, on the date observed by the Federal/and or State government. In addition to the Federal/and or State Holidays, Liberty Township grants one floating holiday for the employee given as a substitution for a holiday not listed and taken on a day chosen by the employee. To request floating holiday leave, the employee is to fill out a Request for Employee Leave form, and submit it to the Board of Supervisors for approval:

- New Year's Day
- Primary Election Day
- Memorial Day
- Independence Day
- Labor Day
- General Election Day
- Thanksgiving Day
- Christmas



- Floating Holiday

Liberty Township will grant paid holiday time off to full-time regular employees and those part-time employees who have averaged a minimum of 24 hours per week over the three months preceding the holiday. Part-time employees will be paid a pro-rated number of hours based on the average number of hours worked in a day over the three months preceding the holiday. In order to be eligible for holiday pay, all employees must work (or have approved vacation) the day preceding and the day following the holiday. If nonexempt employees must work on a recognized holiday, two times their straight-time rate for the hours worked on the holiday will be paid in lieu of the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime or compensatory time.

## JURY DUTY

The Township encourages all employees to fulfill their civic responsibilities by performing jury duty when called. Regular full-time employees will be paid for jury duty days at the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If the court releases the employee during the standard work day, employees must report to work. Employees may retain any jury pay received from the court.

## SICK LEAVE BENEFITS

Liberty Township provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Sick leave is not intended for routine doctor and dentist appointments; employees are encouraged to schedule these appointments during non-working hours, or if necessary, use vacation time. Regular full-time employees will have sick leave benefits of 5 days per calendar year. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify the Township Office at least one (1) hour before the scheduled start of their workday each day of the unexpected absence. If an employee is absent for three or more consecutive days a physician's statement may be provided verifying the illness or injury and its beginning and expected ending dates and is required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 5 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation or be included in overtime pay.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 15 days of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Unused sick leave benefits will not be paid to employees while they are employed or on resignation or termination. Upon retirement, only, if the employee has accumulated sick days, those days will be paid for in cash as a retirement benefit up to and including the maximum days allowed. This payout will not occur under any other circumstances. Sickness on a holiday will not be paid as holiday pay.

## MILITARY LEAVE

Regular full-time employees ordered to active duty in the Armed Forces, Armed Forces Reserves, or National Guard will be granted leave of absence for the periods of such active duty and will be paid a military training allowance which shall be an amount which, when added to the government pay, will equal the employee's regular base salary exclusive of any overtime hours lost because of such service.

To qualify for the military allowance, the employee is required to present a copy of his or her orders to active duty to Liberty Township as far in advance as possible and to return to the Township a Department of Defense Leave and Earning Statement. No military training salary allowance will be paid for inactive reserve or guard duty.

## BEREAVEMENT LEAVE

Paid bereavement leave of up to three (3) days shall be granted to full-time employees for the death of a relative as previously defined in this document. To request bereavement leave, the employee is to fill out a written request and submit it to the Board of Supervisors for approval.

## DENTAL INSURANCE

Liberty Township currently provides an optional dental insurance plan that employees may choose to participate in at a cost to the employee.

## WORKERS' COMPENSATION INSURANCE

Liberty Township provides comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment subject to all applicable legal provisions of the Federal and State Workers' Compensation and Occupational Disease Acts requirements. Workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. If an injury is incurred while under the influence of alcohol or illegal drugs, intoxicants or controlled substances, workers compensation coverage may be denied by the insurance carrier.

Employees who sustain work-related injuries or illnesses shall inform their supervisor immediately but no later than 24 hours after the incident. The supervisor must fill out a "SUPERVISOR'S INVESTIGATION REPORT" within 24 hours of report. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The employee must fill out a "EMPLOYEE INJURY REPORT" form as soon possible in order to be covered. This form should normally be filled out within 24 hours.

At any time if you have a serious injury go to the nearest Emergency Room.

## FAMILY AND MEDICAL LEAVE

Liberty Township is covered under the Family and Medical Leave Act of 1993 (FMLA or Act) which states: Public agencies are covered employers without regard to the number of employees employed. Section 29 CFR 825.104.

Any Liberty Township employee with at least one (1) year of service and who has worked at least 1,250 hours in the last 12 months will be eligible to take up to 12 weeks of FMLA leave during a 12-month period for any of the following reasons:

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

The twelve-month period is calculated on a rolling basis by counting backwards from the date of a leave request. FMLA leave for birth or placement under Section a, and b. must be taken at one time in consecutive days or weeks. Leaves of absence due to serious health conditions under Section c and d. may be taken intermittently or on a reduced schedule, when medically necessary, and provided the employee complies with the procedures as set forth under Employee Responsibility.

Employees are required to first utilize any accrued vacation time and personal days as part of their twelve (12) week FMLA leave. Employees requesting FMLA leave due to their own serious health condition must first utilize any accrued sick leave, in addition to accrued vacation and personal leave, as part of their 12 week FMLA leave. Once accrued paid leave has been exhausted, the remainder of any FMLA leave shall be unpaid. Any employee using unpaid FMLA leave shall not be entitled to holiday, bereavement, or jury duty pay while on such leave.

When requesting FMLA leave whether paid or unpaid, a 30-day advance notice is required where the necessity for leave is foreseeable. Where the need for leave is not foreseeable, the employee must provide such notice as soon as practical (within one or two days of discovering the need for leave). Failure to provide written notice may result in the employee's leave being delayed. Notice shall include sufficient explanation of the reason for leave, the date on which leave is anticipated to begin, and the anticipated duration of the leave.

Employees requesting leave due to their own or a qualifying family member's serious health condition must, in conjunction with their relevant health care provider, submit medical certification of the need for leave and additional recertification of the need for leave every thirty (30) days. Failure of the employee to provide the completed forms to Liberty Township within fifteen (15) days of Liberty Township request for such forms may result in denial of leave until certification is provided or revoking an employee's entitlement to continued leave.

Employees requesting an intermittent leave or leave on a reduced schedule due to a serious health condition must first make a reasonable effort to schedule any treatment so as to not unduly disrupt the operations of Liberty Township (if such need is reasonably foreseeable) and provide as part of the medical certification from the health care provider a statement as to why such leave is medically necessary.

Employees are required to notify Liberty Township of their intent to return to work every thirty (30) days and, where applicable, are required to update their medical certification every thirty (30) days.

Employees returning from a leave due to their own serious illness or injury must provide a "Fitness for Duty/Return to Work" certification from their health care provider prior to reinstatement.

Liberty Township shall designate any leave as FMLA leave where the circumstances indicate that the leave qualifies and shall inform the employee of this fact and of any paid vacation, personal or sick time that must be used as part of the twelve (12) week FMLA leave.

Liberty Township may, at its own expense, require a second opinion of a health care provider approved or designated by Liberty Township, so long as the provider is not employed on a regular basis by Liberty Township. If there are conflicting medical opinions, a third opinion, which will be final and binding on both Liberty Township and the employee, may be required by Liberty Township, at Township expense, from a health care provider approved jointly by the Township and the employee.

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

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

Liberty Township will not interfere with, restrain, or deny the exercise of any right provided under the FMLA. Liberty Township will not discharge or discriminate against any person for opposing any practice made unlawful by the FMLA nor will it discriminate against or discharge any person because of involvement in any proceeding under or related to the FMLA. The Secretary of Labor is authorized to investigate and attempt to resolve complaints and violations and may bring an action in any federal or state court against an employer for violating FMLA. The FMLA will be enforced by the Department of Labor's Wage and Hour Division. An eligible employee may also bring a civil suit for violation of the FMLA. It should be noted that the FMLA does not affect any federal or state law prohibiting discrimination, nor does it supersede any state or local law which provides for greater family or medical leave benefits. The FMLA does not affect an employer's obligation to provide greater leave benefits that are required under a collective bargaining agreement or employee benefit plan or contract. No rights provided for under the FMLA may be diminished or waived by agreement, plan, or contract. A copy of your rights under the FMLA is posted within Township offices. Questions concerning the FMLA or your leave benefits should be directed to the Secretary or Board of Supervisors.

## RETIREMENT

Liberty Township offers its regular full-time employees two retirement plan opportunities: Participation in the Non Uniform Pension Plan and participation in a "457 plan", which is a defined contribution retirement plan available to state and local public employees that operate in much the same way as 401(k) plans in that the employee can opt to contribute part of his or her pre-tax salary into the plan by automatic deductions, which then grows tax-deferred until withdrawal.

## WORK RULES

### WORK SCHEDULES

Work schedules for employees vary throughout the organization to meet the needs of Liberty Township. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in

the total hours that may be scheduled each day and week. It is further understood that emergency or weather-related conditions might require employees to work beyond normally scheduled hours to accommodate Liberty Township needs. No matter what variations may occur, Full-time employees are responsible for working a minimum of 35 hours per work week to maintain their full-time status.

Normal work hours are as follows:

Secretary/Treasurer 8:00 am - 4:00 pm Monday – Thursday  
Secretary/Treasurer 8:00 am - 2:00 pm Friday  
Additional evening hours to attend Board of Supervisor and Planning Commission Monthly meetings and other evening meetings as required.

Road Department 7:00 am - 3:00 pm  
Additional hours to perform emergency work or attend meetings may be required.

Employees are permitted to use one optional unpaid meal period up to 1- hour for each eight (8) hour workday.

### TIMEKEEPING / ERRORS IN EMPLOYEE PAY

Accurately recording time worked is the responsibility of every nonexempt employee and part-time employee. Federal and state laws require Liberty Township to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work using the time clock provided for that purpose. Altering, falsifying, tampering with time records, recording time on another employee's time record, or failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 10 minutes prior to their scheduled starting time, and should stay no more than 10 minutes after their scheduled quitting time without expressed prior authorization from their supervisor.

Liberty Township is committed to complying with the requirements of the Federal Labor Standards Act and the Pennsylvania Wage and Hour Law. Any employee who believes that his or her compensation was improperly docked or calculated incorrectly, should raise the concern with the Township Board of Supervisors. Liberty Township will promptly investigate any complaints and will reimburse employees for improper accounting.

### ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential to the proper functioning of Liberty Township positions. To maintain productive work environment, the Township expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the citizens of Liberty Township. In order to monitor and deter excessive absenteeism, the Township has established a threshold of two (2) occurrences of unscheduled absence prior to initiating corrective action. Unscheduled absence is defined as being absent or late for work, without prior approval. The number of occurrences is measured over a 12-month period beginning with the first unscheduled absence. Disciplinary action, up to and including termination of employment, may result from unscheduled absenteeism. Employees who are unable to report to work on time should notify their immediate supervisor or a member of the Board of Supervisors at least one (1) hour before the scheduled start of their workday.

## OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. No overtime work is permitted without the immediate supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt or regular part-time employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked in excess of 40 hours per work week, compensated at 1 ½ times the regular hourly rate. Paid time off for sick leave, personal time off or vacation leave will not be considered hours worked for purposes of performing overtime calculations. An employee may elect to receive comp time in lieu of overtime pay if they have not reached the 240 hour maximum accumulation of comp time permitted. Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action, up to and including termination of employment.

## COMPENSATORY (COMP) TIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. Nonexempt or part-time employees may elect to receive comp time in lieu of overtime pay. Comp Time is subject to the same guidelines as overtime and any hours worked for comp time must receive prior authorization. Comp time hours will be granted based upon the pay that would otherwise have been received. For example, if an employee would have been compensated at 1 or 1.5 times the hours worked, they would earn 1 or 1.5 hours of comp time per hours worked, likewise, if they would have been compensated at 2 times the hours worked they would earn 2 hours of comp time per hour that is worked. The maximum number of hours that can be accumulated through comp time at any given point in time is two hundred and forty (240) hours. Once an employee has accumulated 240 hours of comp time, the employee must take overtime pay for any overtime hours worked.

Use of comp time must be scheduled and can be used in minimum increments of one (1) hour. To use Comp time, employees should request advance approval from their immediate supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Upon separation of employment accumulated Comp time is paid at the employee's base pay rate at the time of separation of employment.

Exempt employees are not entitled to compensatory time. Exempt employees are required to work the hours that are required by their jobs. The Township acknowledges that there are times when exempt employees may be required to work longer hours or at times that are not contemplated by their jobs. On these occasions exempt employees may adjust their schedule to begin later or leave earlier as is reasonable and permitted by their work schedules. Exempt employees are expected in all instances to act responsibly when scheduling time off.

## PAY ADVANCES

Under no circumstances will employees receive an advance on their pay.

## ACCIDENTS

In the event of an accident or injury while at work:

- Provide first aid if necessary and if qualified

- Call 911 for an ambulance unless it is absolutely clear that the injury does not require medical assistance
- In the event of a vehicular accident, notify the police in the jurisdiction in which the accident occurred
- Notify the Liberty Township office as soon as possible
- After the immediate actions have been completed:
  - Responsibility for complete and accurate reporting of the accident or injury rests with the employee involved. Since accidents involving property damage or personal injury may result in claims, a prompt and complete description of circumstances is essential
  - Be courteous at all times, avoid disputes, and do not make any commitments for the employee involved or for the Township
  - Secure the names, addresses and telephone number of all witnesses to the accident or injury
  - Record statements of witnesses as to what they observed. Be sure to include the date, time, place, weather or work site conditions, and all other relevant circumstances. Sketches, measurements and photographs are valuable
  - Include a description of first aid rendered and any medical treatment given or received, if applicable. Indicate to which hospital and by what means any injured parties were transported
  - Preserve all evidence of value.

Each accident or injury requires that specific information be filed by the employee involved. If reports concerning accidents or injuries are delayed or incomplete, Liberty Township position with regard to liability or recovering damages may be compromised.

In order to learn from the accident or injury, it is important to objectively determine the actual cause so that hazards or deficiencies contributing to the accident/injury may be corrected promptly to prevent further occurrences. Liberty Township will conduct and document its investigation and thereafter the Board of Supervisors shall review the report and take corrective action as warranted.

## SAFETY

Liberty Township provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their immediate supervisor or the Board of Supervisors. All reports can be made without fear of reprisal.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify your immediate supervisor and the Board of Supervisors. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## USE OF PHONE AND MAIL SYSTEMS

Discretion should be used when using the telephone for personal calls. Employees are required to reimburse the Township for any charges resulting from their personal use of the telephone.

The use of Township-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

## EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or other natural disasters, can disrupt Liberty Township operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid to Regular Full time and Part-Time employees up to three (3) days per year. Only the Chairman of the Board of Supervisors can activate an emergency closing of Township Operations.

## EMPLOYEE CONDUCT & DISCIPLINARY ACTION

### PROGRESSIVE DISCIPLINE

Liberty Township shall administer discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. Liberty Township's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Liberty Township is based on mutual consent and both the employee and Liberty Township have the right to terminate employment at will, with or without cause or advance notice, Liberty Township may use progressive discipline at its discretion.

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

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Liberty Township recognizes that there are certain types of employee problems that are serious enough to justify either an immediate suspension, or, in extreme situations, immediate termination of employment, without going through the usual progressive discipline steps. In addition, Liberty Township reserves all rights to pursue criminal charges, fines and restitution where appropriate.



## STANDARDS OF BEHAVIOR

There are certain standards of behavior which we all must observe. No conduct which is unsafe, inconsiderate, or illegal will be permitted. By accepting employment with us, you have a responsibility to Liberty Township and to your fellow employees to adhere to certain rules of behavior and conduct, and to act in a mature and responsible way. Below are some examples of obvious misconduct that will result in discipline by the Township, up to and including discharge.

- Damaging Township property or other property, negligence leading to damage of property or failing to promptly report such damage.
- Reporting to work under the influence of drugs, alcohol or other substances; violating the Township's drug and alcohol policy, Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Actual or threatened violence, intimidation, fighting, horseplay, boisterous or disruptive activity in the workplace or other behavior that may endanger the safety of an employee or others
- Unsafe work practices
- Criminal or illegal conduct of any kind
- Violating any Liberty Township policy, procedure or program
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Excessive absenteeism, tardiness or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unsatisfactory performance evaluation or conduct

The above list is not exhaustive: indeed, it would be impossible for Liberty Township to list all impermissible conduct. This list is not intended to, and does not, create a contract – express, impress, implied, unilateral or otherwise – between any employee and Liberty Township, or alter the at-will relationship. All misconduct will be handled on a case-by-case basis and the Township reserves the right to initiate disciplinary action at any time, in its sole discretion, up to and including discharge

## FORMS

The most recent version of forms may be obtained from the Township Secretary.

- Time Reporting
- Absence Request
- Performance Evaluation

## EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel manual describes important information about Liberty Township, and I understand that I should consult my supervisor or the Board of Supervisors regarding any questions not answered in the handbook. I have entered into my employment relationship with Liberty Township voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Township or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur and may supersede, modify, or eliminate existing policies and that the latest revision is the one to be consulted. Only the Board of Supervisors of Liberty Township has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. All employment with Liberty Township is at will and either Liberty Township or I can terminate the employment relationship at any time for any reason with or without cause or notice. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I have reviewed the above Disclaimer Notice and have received a copy of the employee handbook.

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EMPLOYEE NAME (print)

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SIGNATURE