

Conewago Township

Dauphin County Pennsylvania

Employee Handbook

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INTRODUCTION

WELCOME

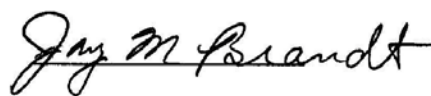
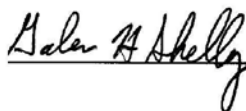
The Conewago Township Board of Supervisors welcomes you as a member of our family of employees. We sincerely hope that our relationship will be mutually satisfying and rewarding.

We must always remember that the sole reason for the existence of our jobs is to serve the needs of the citizens of our community. Every employee of Conewago Township, no matter what the job, is involved in serving the people for whom the Conewago Township government was established. We hope that you will consider your position here to be more than just a job. We hope that you will make a commitment to Conewago Township and its citizens to act at all times with diligence, respect, and honor. This objective can only be accomplished through the maximum use of the skills and abilities of all employees working together in a friendly, cooperative atmosphere.

In order that you may better understand the organization of Conewago Township government and its objectives, we have developed this Employee Handbook for your use. Within this Employee Handbook, you will find what we offer you, as well as what we expect of you in return. 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 that your supervisory personnel will be following as well. If you cannot find the answers to questions involving your job, your employment benefits, or your place in the overall function of the government Conewago Township, ask the Director of Administration or a member of the Board of Supervisors. They will be happy to answer your questions. The Conewago Township Board of Supervisors reserves the right to revise this handbook or any section thereof, at any time.

Again, Welcome! We are glad to have you as an employee of Conewago Township. Please help us make our offices the best Township government that they can be. We hope that your employment will be a long and pleasant experience for each of us, and that the citizens of Conewago Township will be satisfied with the job that we do for them.

Sincerely,



Conewago Township Board of Supervisors

Date Approved: December 12, 2007

Effective Date January 7, 2008

You and the Community

When we use the word “community” in this employee handbook, we are referring to several communities at the same time. One reference is of the population of Conewago Township; those people whom we serve. Another reference is to those individuals in the Conewago Township and related facilities who are our co-workers, which we spend so much of our time with each day. In the larger sense, these two are the same. We work within the geographic community and Conewago Township community. Thus, by serving one community, we serve the other. By providing much-needed help to the citizens of Conewago Township, we serve everyone. As members of the Conewago Township staff, we can be proud that we are a necessary and important element of our community’s development and security.

Because you represent Conewago Township, the community’s impression of you will often come to be their impression of our entire governmental organization. In your relations with others, whether they are Conewago Township citizens, visitors, or your work associates, you should always be courteous, tactful, and fair. This will not only add to the efficiency of the government process, but it will enhance your own happiness and satisfaction. Many of our citizens may be ill at ease and frightened by their contact with the powerful government system, especially in view of the fact that they may come in contact with us only in time of need or stress. In addition, most people still believe that “you can’t fight City Hall” and react accordingly.

Recognizing these facts will enable you to understand why they must act in a tense or even annoyed manner toward you. To meet the legitimate and psychological needs of our citizens, you must have ability, patience, personality, and character. You were chosen for your job because we believe you possess all of these qualities. You will necessarily have to make every effort to be understanding and helpful if fear or anger is displayed by another. Our job is to offer assistances to everyone; to those who come through our doors.

Many of us have a tendency to become careless and indifferent when dealing with people on other than a face-to-face basis, such as telephone communications or letter writing. Most of the time, this lack of feeling is unintentional. Thus, we hope that by making you aware of the problem, it will prompt you to make every effort to deal with others in a professional manner. The idea to “treat others as you would want to be treated yourself” is always a good practice to follow. Being friendly and courteous requires little energy, yet reaps large benefits. Bearing all this mind will help you improve your relationships with the community, as well as with your associates.

We cannot stress too greatly the importance of not only your job, but of you – the employee. The nature of the work you perform requires both good mental and physical health. Because many of you will be dealing with the public, you should be neat and clean at all times.

First and foremost, Conewago Township employees’ must remember that their purpose for employment is to meet the needs and well being of the citizens of Conewago Township. Employees are not here to entertain or be entertained during working hours. Please consider Conewago Township Government to be a vital function, which requires your complete attention.

Remember that employee attitudes towards others will determine the kind of government we have. A good question to ask yourself is:

How would I like to be treated if I were a citizen of Conewago Township seeking the help that only the Conewago Township government could give?

ORGANIZATION DESCRIPTION

Conewago Township is a political subdivision of the commonwealth of Pennsylvania. Was incorporated in 1850 and operates as a Second Class Township. The population is approximately 3,000 residents in an area of 16.7 square miles.

The **Board of Supervisors** governs Conewago Township. Each Supervisor is elected for a six-year term. The Board is responsible for adopting budgets, setting taxes and fees, establishing township operational policies, hiring employees, enacting ordinances, approving subdivisions and land development plans, entering into contracts and agreements and appointing members to the various boards and commissions. The Board of Supervisors has a regular meeting on the second Wednesday of every month at 7:30 p.m. in the township's meeting room. Other meetings are scheduled and published as needed.

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 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. This board meets on the last Monday of every month at 7:30 p.m. With the following exceptions Third Monday in May will meet, No meeting in November, Second Monday in December will meet.

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. It 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. It meets on the second Thursday of every month as needed at 7:30 p.m. Subject to change by solicitor schedule.

The **Sewer Authority** is responsible for the development of the township's sewer system. It is in charge of identifying those areas of the township, which need to be serviced by DTMA sewage disposal plants. DTMA leases the sewer system from Conewago Township. The members meet on the first Tuesday of each month at 7:00 p.m. With the following exceptions not on election day.

The **Recreation Board** is responsible for the operation of the various recreation programs that are offered by the township. In addition to this responsibility, the members also oversee the acquisition, development and maintenance of park areas that are owned by Conewago Township. They meet on the Third Tuesday of each month at 7:00 p.m.

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 can't make a decision. The members do not have a set meeting schedule and instead call meetings as necessary.

The **PA UCC Board of Appeals** makes the final decision regarding an applicants claim that the Code Enforcement Officer or Plumbing Inspector incorrectly interpreted the adopted code, that the codes do not fully apply, or that an equivalent form of construction is to be used.

The **Board of Auditors** is comprised of three individuals who are elected by the residents of Conewago Township for staggered six year terms. The Board of Auditors meets once a year in January at its annual Reorganization meeting at which the Auditors select a Chairman and Secretary of its Board as well as required by law business. Elected Auditors are prohibited by law from holding any other elected or appointed Township office or position.

The **Tax Collector** shall collect all County, Conewago Township, Lower Dauphin School District, and other taxes levied within Conewago Township by authorities authorized to levy taxes. The tax collector may also be designated in the tax-levying ordinance or resolution or be employed by the tax-levying authority to collect taxes levied under the act of December 31, 1965 (P.L. 1257, No. 511), known as "The Local Tax Enabling Act."

The **Township Director of Administration** appointed by the Board of Supervisors. The administrator is responsible for the proper and efficient administration of the township.

The **Township Road Master** is employed by the Township Board of Supervisors and reports to the Board of Supervisors. His/Her duties are to do or direct 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.

Facilities and Location:

Township Offices
3279 Old Hershey Road,
Elizabethtown Pennsylvania 17022

E-mails

General Board of Supervisors --Bos.conewagotwpdauphin@comcast.net
Norman Miller Norm.conewagetwpdauphin@comcast.net
Shirley Meyers Shirley.conewagotwpdauphin@comcast.net
Dolores Dolores.conewagotwpdauphin@comcast.net

Phone Numbers

George Giangi, Emergency Mgmt. Director	312-1127- Cell 608.6393
John Rochat, Chairman, Supervisor	533-3831 – Cell 203-9339
Jay Brandt, Supervisor	367-3667
Galen Shelly, Supervisor, Road Master	367-3722 – Cell 943-8318
Norman Miller, Director of Administration	534-3712 - Cell 982-3580
Shirley Meyers, Secretary/Asst.Treasurer	566-1996 – Cell 319-3419
Dolores Kuntz, Treasurer/Asst. Secretary	838-4088 – Cell 512-0291
Kevin Shope, Road Crew	944-2349 – Cell 943-4602
Robert Keeney Road Crew	367-3860 – Cell 371-4702
John Graybill, Emergency	534-2812 – Pager 237-0910
Dale Laudermilch, Emergency	367-2451 – Cell 608-6392

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Conewago Township and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Township to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Disclaimer Notice

No employee handbook can anticipate every circumstance or question about policy. As the Township continues to grow, the need may arise and the 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. Employees will be notified of such changes to the handbook as they occur.

This Personnel Policy 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. Neither this Personnel Policy nor any written or oral policies, practices or procedures that may be developed from this handbook create an expressed or implied employment contract. In accordance with the laws of the Commonwealth of Pennsylvania, all employees are employees' at-will. Your employment may be terminated at any time with or without cause.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Conewago Township, and I understand that I should consult the Board of Supervisors or the Director of Administration regarding any questions not answered in the handbook. I have entered into my employment relationship with Conewago 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. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Supervisors of Conewago 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 Conewago Township is at will and either Conewago Township or I can terminate the employment relationship at anytime 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

EMPLOYEE'S NAME

(Print): _____

SIGNATURE: _____

DATE: _____

EMPLOYMENT

100 Nature of Employment

This handbook is intended to provide employees with a general understanding of our work place. Employees are encouraged to familiarize themselves with the content of this handbook, for it will answer many common questions concerning employment with Conewago Township.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Conewago Township is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Conewago Township reserves the rights to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Board of Supervisors of Conewago Township.

101 Employee Relations

Conewago Township believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Director of Administration or to any Board of Supervisor member.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Conewago Township demonstrates its commitment to employees by responding effectively to employee concerns.

102 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.

Employees who believe or suspect they have been denied an equal opportunity relative to their employment, or who perceive another employee has been so denied, or who believe that they, or another employee have been subjected to retaliation for having raised such a concern, are encouraged to promptly bring their belief or suspicion to the attention of their immediate supervisor, and/or the Director of Administration.

The Township will investigate all such complaints promptly to determine whether discrimination has occurred. The Director of Administration will supervise the investigative process and report findings and recommendations to the Board of Supervisors. In the event the Director of Administration is the person accused of violating the EEO policy, a Board of Supervisor member selected by the Board of Supervisors will conduct the investigation of the complaint and make all recommendations relating to the resolution of the complaint to the Board of Supervisors.

Any employee, supervisor or Director who is found, after appropriate investigation, to have engaged in equal employment violations will be subject to disciplinary action, depending upon the circumstances, up to and including termination of employment.

103 Ethics and Conduct

The successful operation and reputation of Conewago Township is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Conewago Township is dependent upon our residents trust and we are dedicated to preserving that trust. Employees owe a duty to the Township, its citizens' and others to act in a way that will merit the continued trust and confidence of the public.

Conewago Township will comply with all applicable laws and regulations and expects its Supervisors and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. To treat all Conewago residents equally and fairly and make available to anyone any services or products that would be available under the law to others.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter shall be discussed openly with your immediate supervisor and, if necessary, with the Director of Administration for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every Township employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

104 Statements of Financial Interests

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 of Conewago Township

The statements of financial interests are to be filed by May 1, annually until the year after leaving Conewago Township service.

Officials will not be sworn into office or compensated until they file statements of financial interest.

The statements of financial interests are available for public inspection.

Penalties

The Conewago Township governing body may take any appropriate management action to enforce this policy based on the specific violation and any mitigating facts. Action may include:

- reprimand, suspension, demotion, or discharge;
- forfeiture of future employment rights;
- a fine;
- restitution; and
- debarment from future business dealings with

Under state law, violators may be fined and imprisoned.

Dissemination

This policy will be posted on all Conewago Township bulletin boards.

All current and future employees

- Will be provided a copy of this policy.
- Are required to sign a receipt for this document stating that they have received it, will review it carefully and will comply with its provisions.

105 Hiring of Relatives

The employment of relatives in the same area of 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 persons currently employed by Conewago Township may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. The Township employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide within 30 calendar days who is to be transferred with Board of Supervisors approval.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

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.

106 Conflicts of Interest

Employees, and in particular employees of local government, such as Conewago Township, have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Township wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director of Administration for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by applicable laws and the administrative department of the Township. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require approval from the Board of Supervisors.

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 on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Director of Administration and the Board of Supervisors as soon as possible the existence of any Ethical conduct may be governed by the State Ethics Act.

107 Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, post-offer of employment medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a health professional of Conewago Township's choice will perform a medical examination at the Township's expense. Only in limited instances where there is a bona fide job-related physical requirement will an employee be required to take a physical examination during the hiring process and before receiving an offer of employment. The offer of employment and assignment to duties is conditioned upon the results of the examination supporting that the candidate is able to perform the essential functions of the position for which he or she applied satisfactory completion of the exam.

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.

108 Immigration Law Compliance

Conewago Township is committed to employing only United States citizens and 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.

Employees may raise questions or complaints about immigration law compliance without fear of retaliation by co-workers or supervisors.

109 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 Conewago Township Director of Administration 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. It is prudent to check with your Director of Administration regarding outside employment to avoid any potential conflicts.

110 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 Director of Administration. The Director may request such

medical/psychological documentation as may be necessary to assess and make a determination as to the request. If additional cost or employee time off is associated with the request the Director may meet with the Board of Supervisors for their decision. Any medical/psychological documentation obtained through this process shall be maintained as a confidential medical record.

111 Job Posting and Employee Referrals

Conewago Township provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Conewago Township Board of Supervisors reserves discretion to decide which positions to post.

Job openings will be posted on the bulletin board and normally remain open for 7 calendar days. Each job posting notice will include the dates of the posting period, job title, department, location, pay level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs if that document was given in the past year.. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Director of Administration listing job-related skills and accomplishments. It should also describe how their current experience with the Township and prior work experience and/or education qualifies them for the position.

The Township recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed. All employment offers positions must be approved by the Board of Supervisors

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to Conewago Township. Other recruiting sources may also be used to fill open positions in the best interest of the Township.

118 Drivers License

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 STATUS & RECORDS

201 Employment Categories

It is the intent of Conewago 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 Conewago 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 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. Such employees are in job positions that have been determine to be administrative, executives, or professional status as a result of analysis and review. An employee's EXEMPT or NONEXEMPT classification is determined by guidelines established in the Fair Labor Standards Act <http://www.dol.gov/esa/whd/flsa/> and may be changed only upon written notification by the Board of Supervisors..

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Conewago Township's full-time schedule. Generally, they are eligible for the Township's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Township, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Township's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Township is appropriate. Employees who satisfactorily complete the introductory period (usually 90 days) will be notified of their new employment classification.

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

SALARIED EMPLOYEE –Fixed rate per year, with so many hours per month contracted for the fixed pay. The Board of Supervisors will select which benefits this employee is entitled to have per year.

INDEPENDENT CONTRACTORS: - Consultants, freelancers or independent contractors are not employees of Conewago Township. The distinction between employees and independent contractors is important because employees may be entitled to participate in Conewago Township benefits programs, while independent contractors are not. In addition, Conewago Township is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes, or pay unemployment tax on payments made to an independent contractor.

PER DIEM employees are those who routinely work either a full-time or a part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs. The Township may offer this category in limited classifications and to limited numbers of employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written authority of the Board of Supervisors.

202 Access to Personnel Files

Conewago 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 Conewago Township, and access to the information they contain is restricted. Generally, only the Board of Supervisors and legitimate personnel of Conewago Township who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director of Administration. With reasonable advance notice, employees may review their own personnel files in Conewago Township's offices and in the presence of an individual appointed by the Township to maintain the files.

203 Personnel Data Changes

It is the responsibility of each employee to promptly notify Conewago Township of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Director of Administration.

204 Employment Reference Checks

To ensure that individuals who join Conewago Township are well qualified and have a strong potential to be productive and successful, it is the policy of Conewago Township to check the employment references of all applicants.

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

205 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Conewago Township uses this period (usually 90 days) to evaluate employee capabilities, work habits, and overall performance. Either the employee or Conewago Township may end the employment relationship at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the 90 days after their date of hire. Employees who are promoted or transferred within Conewago Township must complete a secondary

introductory period of 90 days with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence.

In cases of promotions or transfers within Conewago Township, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probation period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Conewago Township's needs. During a secondary probation period, all vacation, personal and sick leave previously accrued remains in effect.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification. Employees continuing employment past the introductory period remain employees at will and the employment relationship may be terminated by either the employee or the employer at any time.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Employees are not eligible for vacation, personal or sick leave during their initial introductory period but will be credited with time accrued for each of these categories after successfully completing the introductory period.

208 Employment Applications

Conewago Township relies upon the accuracy of information contained in the employment application, 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 Conewago Township's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance 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 introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. (See Conewago Township Performance Form for additional information)

Completing accurate, honest and thorough performance evaluations is considered to be an essential function of all supervisory positions. Supervisors are expected to observe the performance of all subordinates and to accurately and candidly complete evaluations, including narrative descriptions of areas of improvement and recommendations and goals for the following year.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Eligible employees at the Township are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs may be available to eligible employees: Check with the Director of Administration at the start of year. Each year the Board of Supervisors will update the available benefits for the current year.

- | | |
|------------------------------------|-------------------------|
| * Benefits Continuation (COBRA) ** | * Short-Term Disability |
| * Pension Plan | * Jury Duty Leave |
| * Personal Time off (PTO) | * Sick Leave Benefits |
| * Employee Development | * Workers Compensation |
| * Family and Medical Leave | * Holidays |
| * Travel Allowances | * Life Insurance |
| * Health | * Vacation Benefits |

Some benefit programs require contributions from employees, but most are fully paid by the Township. The benefit package for regular full-time employees represents an additional cost to Conewago Township.

305 **Benefits Continuation (COBRA) (*normally applies with 20 full employees or more*)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Township's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirement.

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

327 Employee Development

Conewago Township encourages all employees to further their education whenever possible which will enhance their job performance and job efficiency. At present, there are two general types of education sponsored by the Township, seminars and courses.

Seminars -Seminars are generally from one to three days in length, held during normal working hours and no formal grade is given. All conferences and seminars must be approved by a majority of the board. Examples are training sponsored by the Department of Community Affairs, BOCA International, LTAP, etc.

Courses –Courses are offered by an accredited school, business college, or university, are generally two to sixteen weeks in length, held during non-working hours, and a formal grade is given.

The following guidelines pertain to wages or salary paid to employees for training and education:

Seminars – Seminars held during the day – Employees will be paid for class time.

Required seminars held during the evening – Hourly employee scheduled for evening sessions will be paid (including overtime) for class time if flex-time scheduling doesn't work or compensatory time can not be work out by the Conewago Township Supervisor because of job requirements.

Courses – Completed on the employee's time. Employees will not be paid for class time.

The Township will pay one hundred percent (100%) of tuition costs and registration fees for all required and approved seminars. For seminars recommended by the employees' supervisor and Director of Administration, the Township will pay tuition and fees at the time of registration. In addition, if the employee uses his/her personal vehicle to travel to and from seminars, the Township will reimburse him/her in accordance with Section 512 – Travel Expenses.

Courses-- the Conewago Township Board of Supervisors must approve the course work and rate of payment and conditions of payment. In any case the final grade must be at least a C or better for the full agreed upon payment to be received.

Note: Overtime Pay - Employees voluntarily attending seminars, training courses, or other approved or authorized extracurricular programs as noted above, employee 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.

The Board of Supervisor will be the final approval or change of rate of pay when questions arise about any seminar or course work.

330 Health Insurance

The Township's health insurance plan provides employees and their dependents access to medical insurance. The Township reserves the right to change, cancel or renew this policy and others without notice to the employees. If the employee has any questions regarding this policy they must see the Director of Administration for current benefits.

Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees' Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Conewago Township and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Director of Administration for more information about health insurance benefits.

335 Holidays

Conewago Township will grant holiday time off to all employees on the holidays listed below:

- * Election Day (national and primary)
- * New Year's Day (January 1)
- * Presidents' Day (third Monday in February)
- * Good Friday (Friday before Easter)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (4th Thursday in November)
- * Day after Thanksgiving
- * Christmas Eve close at noon (December 24)
- * Christmas (December 25)
- * New Year's Eve close at noon (December 31)

Conewago Township will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

* Regular full-time employees

* Regular part-time employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. However, holiday pay will not be provided for individuals on short or long term disability, family and medical leave, personal leave or military leave.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If eligible nonexempt employees 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.

340 Jury Duty

The Township encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 2-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leaves are:

* Regular full-time employees

* Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to the Director of Administration as soon as possible so that he/she may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Township or the employee may request an excuse from jury duty if, in the Township's judgment, the employee's absence would create serious operational difficulties.

The Township will continue to provide their present benefits for the full term of the jury duty absence.

356 AWS (Alternate Work Schedule) added and approved 2/11/2009

This Policy applies to all regular and part-time employees.

Purpose ---Township seeks to provide employees some latitude in scheduling their work hours by establishing the hours that make the best use of their skills and time along with the township seeking to provide the citizens the coverage and commitment they desire.

AWS—A work week of fewer than five days in a seven-day period or fewer than 10 days in a 14 day period.

1. An employee may work four 10 hour days including 30 minute lunch and 2 -15 minute breaks each day to equal 40 hours per week.
2. Note: Federal Law requires that employees in positions subject to the Fair Labor Standards Act (FLSA) be compensated overtime (in cash or leave) for all hours worked in excess of 40 hours in a given week. Employees in such non-exempt positions are therefore ineligible to participate in an alternative work schedule that allows over 40 hours of work in any given seven-day period.
3. Core Hours- The schedule hours of the workday during which all full time employees must be present at work. Township hours established under this policy for employees working the day shift are 9:00 a.m.- 3:00 p.m.
4. Flex-Time- A work schedule divided into core time (9:00a.m.-3:00 p.m.) during which the employee must be at work, and flex-time bands are at either end of the core time, during which employees with the Board of Supervisors prior approval may adjust the times they begin (6:00 a.m.-9:00 a.m.) and end (3:00-6:00 p.m.) their workday. This change in schedule must remain the same during the entire pay period. Break time cannot be used to alter the beginning or the end of the employee's start and ending time.
5. An employee may request an alternative work schedule as defined in items 3 and 4 by requesting his/her desire of a AWS in writing at least two pay period ahead of the start date. Approval or denial of the request will be given within 10 business days of date received by the Director of Administration. The Board of Supervisors will have final authority to continue this requested schedule at their next Board of Supervisors meeting.
6. In emergency situations, the Director of Administration with a majority approval by phone call to Supervisors can make immediate changes to any of the CWS policy.
7. At the discretion of the Director of Administration, Road Master, and or Supervisors employees may be called to work during their scheduled time off to meet workload requirements. Compensation for such work shall be in accordance with established policy.

Holidays Pay

Paid time off for holidays will continue to be the equivalent of a **day** paid holiday. The number of hours (8 or 10 hours) of the day he/she is getting paid for the Holiday time off will be the same as before defined as **one day holiday pay**. For any given holiday, the excess of employee's schedule workday over eight hours will still be called a day of holiday paid even if they are normally working a AWS schedule. Only when full-time employees work more than 40 hours of actual work time including the Holiday time

off that week will overtime come into the pay schedule. For example, an employee working a 4/10 schedule and the Holiday falls on his normal AWS he /she would record 10 hours holiday paid. (10 hours will account for part of the 40 hour work week pay period to the employees) (If employee is working a 5/8 schedule than it would remain 8 hours for holiday paid, and would receive a 8 hour as part of the 40 hour work week)

If an employee Holiday falls on a normal off day for the employee he/she would receive no additional compensation but would be able to take the holiday off during the schedule pay period or as soon as possible depending on work schedules and approval of the Director of Administration.

Annual Vacation, Personal Time and Sick Leave Benefits

Annual vacation, personal time and sick leave benefits will accrue at the same rate as for an employee on a regular work schedule. These benefits shall be expended on an hour-for-hour basis equal to the numbers of hours used during a schedule work period. For example, if an employee has selected an AWS workweek and is scheduled to work 10 hours on a day he/she requested to take leave, 10 hours will be charged against accumulated leave for the day.

Interpretation

The Board of Supervisors is responsible for interpretation of this policy and their interpretation is final. The employees will abide by this interpretation as the final resolution to any disagreement.

360 Pension Plan

Conewago Township has established a pension plan to provide employees with a benefit for retirement. The plan is provided by the Commonwealth of Pennsylvania Public Employee Retirement Commission. Conewago Township on December 13, 2000 voted to contribute 3% with an Ordinance No. 2001-1. A vote by the Board of Supervisors on February 14, 2001 for the adoption of this plan with an effective date of January 1, 2001 was approved. This plan is an accumulated contribution, interest and excess investment monies credited to the employee account. Upon the election of a benefit, the member will receive an annuity equal to a single life annuity.

The vesting schedule for the pension plan is as follows:

Years of Vesting Service	Percent
5 years of credited service	100

Superannuation age requires sixty (60) years of age

Employee may select deduction between 3% up to 10% maximum per pay. The maximum matching of employees' pay by the Township is 3% per pay.

365 Personal Time Off (PTO)

Personal Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, illness or injury, doctor or dentist appointments, personal business, and the like. Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

* Regular full-time employees

** Regular part-time employees

** PTO for regular part-time employees will be calculated based upon the average daily hours worked in the previous year. 3PTO 1800 hrs and above 2PTO 1800hrs-1300hrs 1 PTO 1300hrs-800hrs

Once employees enter an eligible employment classification, they are entitled to three (3) PTO days each year. A new employee shall be entitled to PTO days pro-rated for the first year based on their date of hire. (1day every 4 months)

Hourly employees can use PTO in minimum increments of one hour. In accordance with the Fair Labor Standards Act, <http://www.dol.gov/esa/whd/> salaried employees must take their PTO in no less than half-day increments. Employees who have an unexpected need to be absent from work should notify their direct supervisor and the Director of Administration at least one (1) hour before the scheduled start of their workday. The Director of Administration must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, employees should request in writing advance approval (three business days, if possible) from their supervisor and the Director of Administration. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or time worked for overtime pay.

In the event that available PTO is not used by the end of the benefit year, employees will forfeit the unused PTO. PTO does not accumulate from year to year.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work. However, if the Township, in its sole discretion, terminates employment for cause, forfeiture of unused PTO may result.

370 Post Employment Health Care Plan

Conewago Township has **no** retirement health insurance program

375 Short-Term Disability

The Township provides a short-term disability (STD) benefits currently from PSATS called Weekly Disability Income Plan B. Group Id. H0477. Conewago Township provides this at no expense to the employees that are eligible. The Township reserves the right to change, cancel or renew this policy and others without notice to the employees. If the employee has any questions regarding this policy they must see the Director of Administration for current benefits.

380 Sick Leave Benefits

Conewago 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, during personal or vacation time. Eligible employee classification(s):

* Regular full-time employees: Eligible employees will accrue sick leave benefits at the rate of 4 days per year (1/3 days for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits. 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 their direct supervisor and the Director of Administration at least one (1) hour before the scheduled start of their workday. The Director of Administration must also be contacted on each additional day of unexpected absence. If an employee is absent for two or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 4 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, such as incentives, commissions, bonuses, or included in overtime pay.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 24 days of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

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. Upon retirement, 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.**

390 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- * Regular full-time employees
- ** Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

* Upon initial eligibility the employee is entitled to 0 vacation days during the first year of employment.

- | | |
|---------------------------------|-------------------------------|
| * After 1 year - 5 days/year | After 16 years - 16 days/year |
| * After 5 years - 10 days/year | After 17 years - 17 days/year |
| * After 8 years - 11 days/year | After 18 years - 18 days/year |
| * After 12 years - 12 days/year | After 19 years - 20 days/year |
| * After 15 years - 15 days/year | |

** Vacation for regular part-time employees will be calculated based upon 1 hour of vacation for each 26 hours of worked in the previous year.

The established vacation year is the calendar year, January 1 through December 31 each year. The length of eligible service is calculated on the basis of the year of the hire date. In January of the year following the date of hire, the employee is considered to have one year of eligible service.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. **Employees will be "credited" with the vacation that they would normally "earn" for the year as of January 1st of that year. However, vacation will be earned on a monthly basis.** Employees must work at least eighty percent (80) of their normal scheduled time each month; not including time off for paid short-term absences, vacations, or holidays, in order for the month to count for vacation accrual purposes.

Paid vacation time can be used in minimum increments of 2 hour for regular hourly employees. In accordance with the Fair Labor Standards Act, salaried employees must take their vacation in no less than half-day increments. To take vacation, employees should request advance approval from their supervisors and Director of Administration. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

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 such as incentives, commissions, bonuses, or shift differentials.

If a paid holiday falls within an employee's vacation period, an additional day of vacation will be granted. This additional day may be taken at the beginning or end of the employee's vacation period or at another time during the vacation year, subject to the Director of Administration approval. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

As stated above, 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 and will not be paid for.

When employment is terminated, employees will receive vacation pay for any unused vacation earned through the last day of work. However, if the Township, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result. In the event that the employee has used more vacation than earned, as of the termination date, the Township will deduct the unearned portion from the employee's final paycheck.

395 Workers' Compensation Insurance

Conewago 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 and the Director of Administration should be contacted by the employee or 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.

Neither Conewago Township nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Township.

Procedures for work related injuries

1. If you have a **serious injury** go to the nearest Emergency Room.
2. If you have a **non-life** threatening injury:
 - Inform your supervisor and the Township Office of the injury
 - If you need medical attention, go to the WorkNet Occupational Health Clinic at 5400 Chambers Hill Road.
 - Identify yourself as an employee of Conewago Township.

The WorkNet hours of operation are Monday through Friday, 8 a.m. to 6 p.m. If you need medical attention due to work-related injury or illness when the WorkNet office is closed, please call 566-3771. This number is a 24-hour on-call medical professional assistance line. A doctor will ask you questions and together you determine whether you should go to the emergency room or wait to be seen at the WorkNet Office. A Conewago Township accident report must be completed and given to the Director of Administration and Township Office.

TIMEKEEPING/PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee and part-time employee. Federal and state laws require Conewago 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. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

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.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

403 Paydays, Pay Deductions, and Setoffs

All employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The payroll period runs from 12:01 a.m. Sunday thru 12:00 midnight on Saturday.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees scheduled to be off on payday may pick their checks up in Conewago Township Office after 1:00 p.m. on Thursday or make arrangements for the township to hold check.

Employees are asked to cash their checks promptly. Any questions regarding paychecks should be directed to Township Secretary and or Treasurer. All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from your paychecks. Paychecks will list a breakdown of earnings and deductions. Employees will receive a full statement of earnings and deductions for the entire year on a W-2 form each January. Employees are responsible to ensure the Payroll Department has the correct address where the form should be sent. Additionally, pursuant to the Fair Labor Standards Act, exempt employees may be subject to deductions from their pay on a daily or weekly basis in the following circumstances:

- absence from work for one or more full days for personal reasons, other than sickness or disability; except where the employee is using accumulated and authorized paid time off;

- absences for one or more full days occasioned by sickness or disability (including work-related accidents) if salary replacement is provided by a disability insurance policy or through the Pennsylvania Workers' Compensation Act;
- absences for jury duty, attendance as a witness or temporary military leave, in excess of accrued paid time pursuant to Conewago Township policy, up to the amount received by the employee as jury fees, witness fees or military pay;
- suspension for one or more full days imposed in good faith for infractions of workplace conduct rules applicable to all employees;
- initial and terminal weeks of employment; or
- unpaid leave under the Family and Medical Leave Act.
- Medical Insurance
- Conewago 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 Director of Administration or with the Township Board of Supervisors. Conewago Township will promptly investigate any complaints and will reimburse employees for deductions taken in error.

405 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.
- * 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.

Conewago 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, conversion privileges, 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 Conewago Township is based on mutual consent, both the employee and Conewago Township have the right to separate from employment at will, with or without cause, at any time. Employee benefits will be affected by employment separation in the following manner. At separation all accrued, vested vacation and personal time will be paid. Some benefits may be continued at

the employee's expense if Conewago Township so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

408 Pay Advances

The Township does not under any circumstances provide pay advances on unearned wages to employees.

409 Administrative Pay Corrections

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

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director of Administration so that corrections can be made as quickly as possible.

WORK CONDITIONS & HOURS/ ACCIDENTS

500 Accident and Injury Procedures

A. Immediate action required

- Provide first aid if necessary and if qualified.
- Call an ambulance if necessary
- In the event of a vehicular accident, notify the police in the jurisdiction in which the accident occurred.
- Notify Conewago Township office and Director of Administration as soon as possible.

B. Secondary action required

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.

C. Written forms and reports required

Each type of accident or injury requires that specific information be filed by the employee involved. If reports concerning accidents or injuries are delayed or incomplete, Conewago Township position with regard to liability or recovering damages may be compromised. The following information pertains to specific situations:

- Conewago Township employee injury report
- Conewago Township property damage report
- Conewago Township employee accident report
- Conewago Township Workmens' Compensation

D. Investigation of accidents

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.

- The supervisor of the employee or worksite is responsible for conducting this evaluation by inspecting the site where the incident occurred and may request assistance from other employees of the Township as well as from the Board of Supervisors.
- The supervisor is then responsible for insuring that corrective action is taken or for recommending corrective action to the Director of Administration or the Board of Supervisors.
- The Supervisor will fill out the Supervisor's "Investigation Report" and give to the Director of Administration or the Board of Supervisors.

501 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Conewago Township has established a workplace safety program. This program is a top priority for the Township. Its success depends on the alertness and personal commitment of all.

The 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 supervisor, or with the Director of Administration and 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 the appropriate supervisor and the Director of Administration. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Use of Phone and Mail Systems

Discretion should be used when using the telephone for personal long-distance and toll calls. Employees are required to reimburse the Township for any charges resulting from their personal use of the telephone for long-distance and toll calls. Employees should also practice discretion when making local personal telephone calls this includes cell phones that belong to the Township.

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.

503 Smoking

In keeping with the State of Pennsylvania policy of smoking in public places and public owned vehicles, (http://en.wikipedia.org/wiki/List_of_smoking_bans_in_the_United_States) Conewago Township's intent is to provide a safe and healthy work environment; therefore, smoking and use of tobacco products is prohibited in all township offices and vehicles when carrying passengers. Smoking is permitted outside of buildings, in salt shed, break room, shop, and storage shed. This policy applies equally to all employees, customers, and visitors.

504 Drug and Alcohol Use Free Workplace

Conewago Township is committed to protecting the health and safety of its workforce and all people who come into contact with its workplace and/or use of its services. Therefore, Conewago Township is committed to achieving and maintaining a drug free workplace. To meet this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Conewago Township strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, controlled substances and/or drug paraphernalia, other than the use/possession of legally prescribed medication, in any amount or in any manner. While on the Township premises and while conducting business-related activities off the Township premises, no employee may use, possess, distribute, sell, convey, distribute, manufacture or be under the influence of alcohol or illegal drugs, intoxicants or controlled substances other than the use/possession of legally prescribed medications. The legal use of prescribed medications is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees taking prescribed medication who are in safety sensitive positions may be required to provide documentation from a physician regarding the ability to perform their job duties in a safe manner. However, the abuse of alcohol, prescription medications and over-the-counter drugs is also strictly prohibited. Drug or alcohol testing may be required if a supervisor has reasonable suspicion that an employee is under the influence.

Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Director of Administration or a member of the Board of Supervisors to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Township policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Township any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Director of Administration or Township Board of Supervisors of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Director of Administration or a Board of Supervisors member without fear of reprisal.

In addition, the provisions of a CDL license requirements for Drug and Controlled Substance Testing, and Conewago Township Resolution 1-96 1/02/1996 Part 4 shall apply.

505 Meal Periods

All full-time employees are provided with one meal period each eight (8) hour workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees during meal periods will be compensated for this time. Limited work or answering phones could be required during meal periods. The standard meal period for the various departments is as follows:

Administration Department	½ hour
Public Works	½ hour

506 Work Schedules

Work schedules for employees vary throughout our organization. The Director of Administration will advise employees of their individual work schedules. 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 as well as flex-time can be used to accommodate Conewago Township needs . Normal work hours for the various departments are as follows:

Administration Department	7:00 am	-	4:30 pm (9 1/2 hrs)
Public Works	7:00 am	-	3:00 pm (8 hrs)

507 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. All overtime work must receive the Director of Administration and or 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 1½ 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. (see Policy 356 when Holidays come into schedule 40 hours count) An employee may elect to receive comp time in lieu of overtime pay if they have not reached the 80 hour maximum accumulation of comp time permitted. (See section 509 Compensatory Time) Failure to work scheduled overtime or overtime worked without prior authorization from the Director of Administration and or supervisor may result in disciplinary action, up to and including termination of employment.

508 Call-In Times

Operating requirements or other needs may require that an employee gets “called-in” at times other than their normally scheduled working hours. In situations where this occurs, an employee will be compensated for a minimum of two (2) hours “call-in time” at their overtime rate. Call-in time will not apply to regularly schedule monthly meetings, or other meetings for which the employee has been provided with at least one week’s prior notice.

509 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 be received by the Director of Administration and or supervisor for 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 eighty (80) hours. Once an employee has accumulated 80 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 supervisor and the Director of Administration. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Upon separation of employment Comp time is paid at the employee's base pay rate at the time of separation of employment. It does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees should use the "Comp time" category on the bi-weekly time sheet to account for comp time earned and used. Comp time for salaried individuals or part-time employees is accumulated at 1 hour of comp time for each (1) hour worked in excess of the standard workday.

Full-Time Exempt employees are not entitled to compensatory time. Full-Time exempt or salaried employees are required to work the hours that are required and anticipate 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 and to coordinate the same with members of their department.

510 Use of Equipment and Vehicles

Only authorized employees and in support of authorized Conewago Township official business will use Township equipment. Equipment will not be used for personal use unless at least two Township Supervisors have approved the use in advance and have notified the Director of Administration in advance.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. 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. The Director of Administration can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

511 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or other natural disasters, can disrupt Conewago 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 Full time and Regular 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. This will be done by a phone call to the Director of Administration or a direct call to the employees' home or cell phone number.

512 Travel Expenses

Conewago Township will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Board of Supervisors must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives would be reimbursed by the Township. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed for travel outside of Dauphin County include the following:

- * Airfare or train fare for travel in coach or economy class or the lowest available fare.
- * Car rental fees, only for compact or mid-sized cars.
- * Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- * Taxi fares, only when there is no less expensive alternative.
- * Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- * Cost of meals and incidental expenses in accordance with the IRS Per Diem Allowances
- * Charges for telephone calls, fax, and similar services required for business purposes.

Expenses that generally will be reimbursed for travel within Dauphin, Lebanon, and Lancaster County include the following:

Mileage costs for use of personal cars at the standard rate allowed by the Internal Revenue Service. Meals cost when unable to carry a lunch or when included in your travel plans.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Conewago Township may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees for extended travel, after travel has been approved by a majority vote of the Board of Supervisors. Employees should

submit a written request one week in advance to the Director of Administration when travel advances are needed so proper check approval can be completed.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from additional companions and such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 7 days. Receipts for all individual expenses should accompany reports.

Employees should contact the Director of Administration for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Conewago Township, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the Township at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Township's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main office entrance.

516 Computers and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are the Township property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Conewago Township strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Township prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, violate other Township policies, or are harmful to morale.

E-mail may not be used to solicit others for personal business.

Conewago Township purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, employees may only use software on local area networks or on multiple machines according to the software license agreement. The Township prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Director of Administration or any member of the Board of Supervisors if learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

517 Internet Usages

Internet access to global electronic information resources on the World Wide Web is provided by Conewago Township to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted during meal periods, on break times, or before or after work.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Conewago 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 Internet e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Conewago Township in violation of law or the Township policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the Conewago Township image or reputation

- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of Conewago Township's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of Conewago Township
- * Sending anonymous e-mail messages
- * Engaging in any other illegal activities

518 Workplace Monitoring

Workplace monitoring may be conducted by Conewago Township Board of Supervisors direction or its representative to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of the Township as well as their satisfaction with our service.

Computers furnished to employees are the property of Conewago Township. As such, computer usage and files may be monitored or accessed.

Conewago Township may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Conewago Township is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

LEAVE OF ABSENCE

601 Family and Medical Leave

Eligibility and Leave Requirements

Conewago 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 Conewago 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.

If both spouses are employed by Conewago Township and are otherwise eligible for FMLA leave, they are permitted to take only a combined total of 12 weeks leave during any 12 month period for reasons set forth in above Section a or b.

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.

During any period of FMLA leave, Conewago Township will continue to make premium payments to maintain an employee's health care coverage under the same terms and conditions as in existence on the date leave begins, or as changed during the period when the employee is on leave. However, this does not eliminate the requirement of employee co-payments for those employees who normally have co-payments towards their insurance coverage. Provisions for employee co-payments will be made at the time of leave request. If any co-payment is more than thirty (30) days past due, Conewago

Township will terminate health care coverage for the duration of the leave period. Coverage will be restored upon return to work.

Conewago Township will be entitled to recoup the costs of providing health care coverage for an employee during the leave period if the employee fails to return to work at the conclusion of his/her FMLA leave period. This obligation does not apply in a situation where Conewago Township grants an additional leave of absence and the employee subsequently returns to work or where the employee is unable to return to work for reasons beyond his/her control.

EMPLOYEE Responsibility

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.

The notice referred to in 2.1 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. An FMLA request form for employees to use is located in the Township office upon request.

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 Conewago Township within fifteen (15) days of Conewago 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 Conewago 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 Conewago 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.

EMPLOYER Responsibility

Conewago 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.

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

An employee who requests intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment may be temporarily transferred, at Conewago Township option, to an alternate position having equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Conewago 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.

Restoration of Employment

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. Conewago Township is not obligated to reinstate any employee whose job position is eliminated while on leave.

Employees designated by Conewago Township as "Key" employees may be denied restoration if necessary to avoid substantial grievous economic injury to Employer's operations, in accordance with the express provisions of the FMLA. These key employees are among the ten percent most highly compensated salaried employees and will be notified of their status as key employees at the time they make their leave request. If it is anticipated that it may be necessary to deny restoration to a key employee, Conewago Township will notify that employee and offer him or her an opportunity to return to work. If that employee elects not to return to work, Conewago Township will nevertheless reconsider at the end of the leave whether or not it will be possible to reinstate that employee without suffering substantial and grievous economic injury.

Notification of Rights

Conewago Township will not interfere with, restrain or deny the exercise of any right provided under the FMLA. Conewago 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 effect 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 Director of Administration.

605 Military Leave

Military Leave will be granted in accordance with applicable state and federal laws.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

700 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Conewago Township expects employees to follow rules of conduct that will protect the interests and safety of all employees and Conewago Township.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * 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
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from workstation during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Violation of personnel policies
- * Unsatisfactory performance evaluation or conduct
- * Persistent tardiness of Conewago Township absenteeism

Employment with Conewago Township is at the mutual consent of the Township and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

701 Workplace Violence Prevention

Conewago Township is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general Conewago Township has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises at any time.

Conewago Township mandates a zero tolerance for violence or threats of violence environment and will make every reasonable effort to prevent violent incidents from occurring. Violence, for our purposes, includes physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and threats or talk of violence. This policy establishes procedures to control and prevent workplace violence. It applies to all employees (full-time/part-time, temporary, contract, etc.) of Conewago Township and also any independent contractors for Conewago Township.

Prompt and accurate reporting of all violent incidents, both direct and indirect whether or not physical injury has occurred, is required, this includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. If any violence (by an employee) is displayed in the workplace (or threats of violence), that person may be subject to immediate termination. No talk of violence or joking about violence will be tolerated. Incidents will be logged on an **Incident Report Form** and forwarded immediately (within 3 business days) to the Board of Supervisors for further attention. The Director of Administration or those witnessing the incident are expected to take the necessary action if immediate attention is deemed appropriate.

It is everyone's business to prevent violence in the workplace. Employees can help in this process by reporting what they see in the workplace that could indicate that a co-worker is in trouble. (You are probably in a better position than management to know what is happening with your co-workers. By taking an active role, you may well prevent an incident from happening altogether.)

You must report any incident that may involve a violation of any of Conewago Township policies that are designed to provide a safe workplace environment. All incidents must be reported within four hours to the Director of Administration this includes calling him 24/7.

Concerns about potential violence may be presented to the Director of Administration or to any Board of Supervisor directly.

All reports will be investigated and information will be kept confidential, except where there is a need to know in order to effectuate a solution to the problem.

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of Conewago Township work force, Conewago Township will provide initial counseling and support services to our employees. As the crisis passes and support systems are put into place for individuals affected by the incident, Conewago Township will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, customers, and others who need to know of the status of Conewago Township business operations, directly whenever possible.

Conewago Township will not discriminate against victims of workplace violence. Its workplace violence prevention program ensures that all employees, including Township Supervisors and staff, adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

In order to provide a safe workplace, Conewago Township will limit access to all Conewago Township property to those with a legitimate business interest. All visitors should check in with the

secretary or office upon entering Conewago Township places of business. The person with whom the visitors have business will be called to the office to receive the visitors.

1. Weapons may pose a special problem for Conewago Township, so all employees should adhere to the following:

A. Conewago Township will not tolerate employees being in the possession of any weapons, including weapons transported in employee vehicles, both inside the workplace and in the parking area. In addition, when working outside Conewago Township premises, employees are prohibited from carrying or transporting weapons while conducting business.

B. No carrying of concealed weapons is permitted on Conewago Township property or while performing work as a Conewago Township employee, unless specifically authorized by the Board of Supervisors. This includes all employees, whether or not they have a valid permit to carry a concealed weapon. Exception to this policy will be police officers, game warden, or those authorized to enforce the law. During hunting season an employee with a valid Pennsylvania hunting license may have his/her hunting gun in his/her personal vehicle with a trigger lock installed properly. The only key to this lock must be retained in the Township office for safe keeping until the employee is leaving work for the day.

C. Weapons include guns, knives, explosives, and other potential weapons. Appropriate disciplinary action, up to and including termination, will be taken against any employee who is in violation of this policy.

702 Progressive Discipline

The purpose of this policy is to state the Township's position on administering equitable and consistent 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.

Conewago 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 Conewago Township is based on mutual consent and both the employee and Conewago Township have the right to terminate employment at will, with or without cause or advance notice, Conewago 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.

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

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules (section 701) policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Conewago Township.

703 Problem Resolution

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

Conewago Township strives to ensure fair and honest treatment of all employees. Supervisors, staff, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Township in a reasonable, business-like manner, or for using the problem resolution procedure.

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

1. Employee presents problem to immediate supervisor within 5 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Director of Administration, or any member of the Board of Supervisors.

2. Supervisor responds to problem during discussion or within 5 calendar days, after consulting with Director of Administration, when necessary. Supervisor documents discussion.

3. Employee presents problem to Director of Administration within 5 calendar days, if problem is unresolved.

4. Director of Administration counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor, if necessary, and directs employee to Board of Supervisor for review of problem if unresolved.

5. Employee presents problem to Board of Supervisor in writing.

6. Board of Supervisors reviews and considers problem. Board of Supervisors informs employee of decision within 10 calendar days, and forwards copy of written response to Director of Administration for employee's file. The Board of Supervisors has full authority to make any adjustment deemed appropriate to resolve the problem.

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

other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

705 Non-Discrimination, Sexual and Other Unlawful Harassment

Title VII of the Civil Rights Act of 1964 and other federal and state laws prohibit employment discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is included among the prohibitions.

Sexual harassment, according to the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or, (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the Statement of Prohibited Conduct which follows. These examples are provided to illustrate the kind of conduct proscribed by this policy; the list is not exhaustive.

Sexual harassment is unlawful, and such prohibited conduct exposes not only Conewago Township, but individuals involved in such conduct, to significant liability under the law. Employees at all times should treat other employees respectfully and with dignity in a manner so as not to offend the sensibilities of a co-worker. Accordingly, Conewago Township is committed to vigorously enforcing its sexual harassment policy at all levels.

This Policy applies to Conewago Township employees, volunteers, elected officials, and third parties who come into contact with Township employees in the course of performing their duties.

Prohibited Conduct

Conewago Township considers the following conduct to represent some of the type of acts which violate the sexual harassment policy:

- a. Physical assaults of a sexual nature, such as:
 - (1) Rape, sexual battery, molestation or attempts to commit these assaults; and
 - (2) Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- b. Unwanted sexual advances, propositions or other sexual comments such as:
 - (1) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way, that such conduct in his or her presence is unwelcome;
 - (2) Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
 - (3) Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.

- c. Sexual or discriminatory displays of publications in the workplace, such as:
 - (1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work at the Township and who has posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
 - (2) Displaying signs or other materials purporting to segregate an employee by sex in any area of the work place, other than restrooms and similar semi-private lockers/changing rooms.
- d. Retaliation for sexual harassment complaints, such as:
 - (1) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about, or resisted harassment, discrimination or retaliation; and
 - (2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct.
- e. Other acts:
 - (1) The above is not to be construed as an all inclusive list of prohibited acts under this policy;
 - (2) Sexual harassment is unlawful and hurts other employees. Any of the prohibited conduct described here is sexual harassment of any one at whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex based conduct have no legitimate business purpose; accordingly, the employee who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

Penalties for Misconduct

Any employee's commission of acts of sexual harassment or retaliation against a sexual harassment complainant or witness will result in appropriate sanctions, up to and including dismissal, against the offending employee, depending upon the nature and severity of the misconduct.

A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

Although disciplinary action may not be available against non-employees who engage in sexually harassing or retaliatory conduct toward Township employees, such conduct should be reported to the Director of Administration so necessary steps to put a stop to such conduct will take place.

Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints

(a) Complaints. - Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation. Anyone who has observed sexual harassment or retaliation should report it to the Director of Administration or a member of the Board of Supervisors.

Every effort will be made to maintain the confidentiality of such complaints. Generally, only those who have an immediate need to know, including the person to whom a report was made, the alleged target of

harassment or retaliation, the alleged harasser or retaliator, and any witness will or may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy.

(b) Cooperation. - An effective sexual harassment policy requires the support and example of personnel in positions of authority Conewago Township agents or employees who engage in sexual harassment or retaliation or who fail to cooperate with Township sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Township employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

(c) Other Types of Harassment. - As stated in the beginning of this policy, the law prohibits harassment based upon a number of protected characteristics (race, color, creed, national origin, religion, disability). Conewago Township Board of Supervisors will not tolerate harassment based upon any protected characteristic. Employees of Conewago Township can expect that other types of harassment will be handled in a manner similar to this policy.

706 Attendance and Punctuality

Attendance and punctuality are essential functions of all Conewago 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 Township. In order to monitor and deter excessive absenteeism, the Township has established an annual threshold of two (2) occurrences of unscheduled absence prior to initiating corrective action. After two (2) occurrences, a doctor's certificate may be required to substantiate the illness. Unscheduled absence is defined as being absent or late for work, without prior approval. Any period of continued absence is considered one occurrence. 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 excessive unscheduled absenteeism. Employees who are unable to report to work due to illness or injury should notify their direct supervisor or the Director of Administration at least 30 minutes before the scheduled start of their workday.

707 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Conewago Township presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult the Director of Administration if you have questions as to what constitutes appropriate attire.

710 Return of Property

Employees are responsible for all of Conewago Township property, materials, or written information issued to them or in their possession or control. All employees on or before their last day of work must return all properties of Conewago Township that are in their possession. Where permitted by applicable laws, Conewago Township may withhold from the employee's check or final paycheck the cost

of any items that are not returned when required. Conewago Township may also take all action deemed appropriate to recover or protect its property.

720 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Township. Conewago Township requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

725 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Township may not solicit or distribute literature in the workplace at any time for any purpose.

The Township recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

All solicitation or messages must be workplace appropriate and must not violate the Sexual Harassment policy or the Workplace Violence policy.

In addition, the posting of written solicitations on township bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- * Affirmative Action statement
- * Internal memoranda
- * Organization announcements
- * Workers' compensation insurance information
- * State disability insurance/unemployment insurance information

MISCELLANEOUS

802 Recycling

The Township supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of materials at the Township parking lot. The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Township encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- * communication through computer networks with e-mail
- * posting memos for all employees
- * computerized business forms
- * reusing paper clips, folders, and binders

Whenever possible, employees of the Conewago Township are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Conewago Township is helping to solve trash disposal and control problems facing all of us today.