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| Hemlock Township  C:\Users\Jeff\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\CA5DA6C8.tmp  Employee Handbook  and  Policy Manual  HEMLOCK TOWNSHIP  BOARD OF SUPERVISORS  26 Firehall Road  Bloomsburg, PA 17815  570. 784.6178  ADOPTED BY THE HEMLOCK TOWNSHIP  BOARD OF SUPERVISORS  Revised / Reviewed March 2019 |

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# HEMLOCK TOWNSHIP

# EMPLOYEE HANDBOOK AND POLICY MANUAL

INTRODUCTION

## **STATEMENT OF PURPOSE**

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

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

The rules and procedures included in this handbook are intended to provide employees with information on which they can rely in dealing with matters affecting their work-related conduct, including their responsibilities, rights, and benefits. This handbook does not constitute a contract with any employee or group of employees, and if items in this handbook are found to be in conflict with any law, the law will prevail. Likewise, if any policies or procedures conflict with the terms of the Hemlock Township Police Association Collective Bargaining Agreement or the Police Standard Operating Procedures (SOP) Manual, The Agreement and SOP Manual shall supersede this handbook. The Board of Supervisors may authorize exceptions, additions, or changes to this handbook whenever necessary to meet the intent of fair treatment of employees and reasonable and efficient service to residents of the Township.

It is understood that, unless provided in writing, employment within the Township is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

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

Please direct any questions you may have to the Township Manager.

## **NONDISCRIMINATION**

In the administration of this handbook, the Township does not discriminate against any person in recruiting, selection for employment, training, promotion, retention, discipline, benefits, conditions of work, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, age, sex, sexual orientation or national origin. In addition, the Township does not discriminate because of physical disability unless certain physical abilities are necessary to perform genuine job requirements. The Township will attempt to make reasonable accommodation to enable otherwise qualified employees and applicants with disabilities to be employed.

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

The Board of Supervisors reserves the right to modify or change the Employee Handbook and Policy Manual at any time as requirements and the needs of the Township change.

This Employee Handbook and Policy Manual was revised (date) and supersedes all prior editions.

# EXPECTATIONS

**EMPLOYEE EXPECTATIONS**

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

1. **On the Job Conduct**—Employees are expected to work diligently while on duty, to show respect and concern for the public, to abide by established work rules, and not to take any action which would subject the Township government to ridicule or embarrassment. Employees are expected to perform all duties assigned by their designated supervisors except where there is reasonable cause to believe that such assignments are in violation of the law, or that assignments would place the employee or others in avoidable physical danger.
2. **Work Rules**—The Board of Supervisors may establish work rules, operating procedures, and standards of conduct as are necessary for the proper operation of the Township.
3. **Work Hours**—The schedule of hours for employees will be determined by each direct supervisor, with the approval of the Board of Supervisors. The Supervisor will inform employees of their daily schedule, including meal and rest breaks, and any changes deemed necessary.
4. **Overtime**—Employees are not to perform work beyond their regularly scheduled hours without prior approval from their direct supervisor or the Township Manager unless such work is required by an emergency which could cause danger or inconvenience to the public, or which could result in damage to property or equipment, or which could result in significant financial loss to the Township.
5. **Driver's License**—If operating a motor vehicle is part of an employee's job, then maintenance of a valid Pennsylvania operator's license for the class of vehicle operated shall be a necessary condition of employment. Operating any vehicle without the required license shall be considered gross negligence and subject to immediate dismissal. Any change in the status of the employee's license must be reported to the Chief of Police or Roadmaster, and the Township Manager immediately.
6. **Political Activity**—Employees shall not participate in any political activity during the hours when they are on duty at their Township positions. Employees will not use the authority of their positions to influence any other person's political actions. Nothing herein contained shall affect the right of employees to hold membership in and support a political party, to vote as they choose, to express publicly or privately their opinions on all political subjects and candidates, to maintain political neutrality, and to actively participate in political meetings as private citizens after work hours and off Township premises.
7. **Outside Employment**—Employees shall not engage in outside employment which might in any way hinder the impartial performance of their public duties, embarrass the Township government, impair their efficiency, or present a potential conflict of interest. Outside work may not be performed during hours when an employee is on duty at his Township position.
8. **Acceptance of Gifts**—Except for lawful salary and that which may be authorized by law, employees shall not seek or accept, either directly or indirectly, any gift, gratuity, loan, fee, or other item of value arising from or offered because of employment with the township. Any offer of a gift, reward, or other inducement to illegal action shall be promptly reported to the respective department head or the Township Manager. Any gift or gratuity shall be immediately turned over to the respective department head or the Township Manager with a written statement explaining the circumstances involved.
9. **Serious Misbehavior**—It should be obvious to any Township employee that as a public employee, he/she must adhere to the highest principles of honesty and ethics. Clearly, any violation of standards to be expected of a public employee must be viewed with great alarm and appropriate corrective action will be taken.

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

Dishonesty, including knowingly providing false information on your application



* Theft

 Use of the Township equipment or personnel for unauthorized or personal projects

 Consumption of alcoholic beverages while on duty or reporting for work under the influence of alcohol

The use or possession of any controlled drug or narcotic which has not been prescribed by a physician for a medical condition



 Recklessness resulting in an accident

 Willful abuse of Township equipment

 Unprovoked assault on another person

 Gross negligence in the performance of assigned work

 Requesting or accepting gifts, payment, or any other direct or indirect benefit offered during, and/or related to Township business

 Failure to accurately and timely account for any funds collected for or advanced by the Township

 Abusing the authority delegated to an employee, especially by nonobjective treatment of residents.

## **SAFETY**

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

1 Call 911 for serious injuries to be seen in the emergency room. If a minor injury occurs while you are on the job, there is a first aid kit in the road crew office on the shelf in the Roadmaster's office. Report all injuries and accidents immediately to the Township Manager and your direct supervisor, regardless of severity.

1. The transfer of any bodily fluids (blood, saliva, urine, etc.) may pass on numerous health conditions. Employees should use plastic gloves and extreme caution to avoid contact with these fluids.
2. On the job injuries will be handled in accordance with the Workers' Compensation laws. Any employee who is injured while on the job must notify the Township Manager immediately to be eligible for coverage provided under the Workers' Compensation Act. You may also be required to submit to drug testing if you are injured on the job.
3. Report all hazardous conditions or other safety and health concerns immediately to your direct supervisor or the Township Manager.
4. Use any safety equipment provided in performing assigned work. Follow manufacturer's instructions in operating any equipment or machinery.
5. Wear the prescribed clothing or uniform for the job to be performed. While not to be construed as a dress code, loose clothing, cut-off jeans, loose scarves, etc. shall not be permitted when working around machinery. Because of an employee's visibility to the public, appropriate, presentable clothing shall be worn.
6. Do not operate equipment on which the employee has not been trained or which the employee does not feel competent in operating.
7. Wear seat belts at all times when operating or riding in Township vehicles or equipment.
8. While operating township vehicles or equipment, use cell phones or other communication devices only when absolutely necessary and according to law for the purposes of conducting vital Township business. Whenever possible, equipment operation should stop while using the phone or communication device.
9. Warn co-workers or anyone who might be in danger of any unsafe conditions or practices you observe.
10. Report defective equipment to your direct supervisor without delay.
11. Report unsafe conditions that the employee observes anywhere in the Township, regardless of whether the condition is the employee's responsibility to rectify.

### **USE OF COMMUNICATION SYSTEMS AND TECHNOLOGY**

It is the policy of the Township to provide or contract for communications services and equipment necessary to promote the efficient conduct of its business. Such technology includes, but is not limited to, telephones, cellular phones, two-way radios, fax machines, postal mail, and computer equipment (including electronic mail). All employees are obligated to use township owned resources responsibly, ethically, and lawfully.

1. All Township communications services and equipment are the sole property of the Township. Accordingly, the Township may access and monitor employee communications and files as it deems appropriate.
2. Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the organization for both internal and external business communications.
3. Employees have no right to privacy expectation in any matter created, sent or received on municipal technology or accounts and that the municipality reserves the right to monitor, review and access e-mail.
4. There is to be no display or transmission of sexually-explicit images, messages, or cartoons, or any transmission or use of email communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs. The communication services, equipment and/or e-mail system should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other nonjob- related solicitations.
5. While the use of township communication devices for personal purposes is discouraged, it is understood that minimal use within reason and without disruption to one's work is generally acceptable. However, any charges incurred as a result from personal use of Township communication equipment or services above and beyond the normal charges will be reimbursed to the Township by the employee.
6. Social media includes an ever-expanding variety of online technology tools that enable people to easily communicate via the Internet to share information and resources. The term “social media” shall include, but not be limited to, forums, social networking sites such as Twitter, Facebook, Instagram, LinkedIn, and YouTube, and any and all other community-oriented online sites or blogs. Hemlock Township recognizes that its employees are utilizing social media for a variety of legitimate reasons, including, but not limited to, socializing, networking, business, and concerted or legally protected activities. Hemlock Township also recognizes that the use of social media can be detrimental to the township and employees, if misused. For example, social media can be misused if it interferes with the employee’s work, is used to harass or slander coworkers or any other person, discriminates, creates a hostile work environment, harms the goodwill and reputation of the township, or discloses or uses any confidential information (excluding general information on wages, hours and terms and conditions of employment) learned as a result of an individual’s employment with Hemlock Township. Employees should bear in mind that social media posts may be viewed by other public users, staff, vendors, and others. Employees who choose to participate in social media on personal time are reminded that the township Employee Policy Manual may apply to aspects of these activities. Employees participating in social media should review the Employee Policy Manual and, particularly, the Code. Hemlock Township is mindful that, in large part, employees’ participation in social media is a matter of each individual’s judgment and discretion. Employees are reminded, nevertheless, that at all times each individual is, or may be perceived by others to be, a representative of Hemlock Township. Accordingly, Hemlock Township requests that each employee weigh the interests of the township when engaging in social media activities; carefully avoid any statement that might be construed as a statement by or for Hemlock Township; and avoid any statement that may reflect negatively upon the township. Remember that you are responsible for what you write and present when conducting social media activities. If you are discussing products and/or services when conducting social media activities, you should make clear that the views posted are yours alone and do not represent the views of Hemlock Township, unless the post at issue is made in the course of your employment with the township and has been preapproved to be made on behalf of Hemlock Township by Hemlock Township. Employees who violate the township Employee Policy Manual in the context of social media participation shall be subject to appropriate disciplinary action. This policy is intended to provide guidelines to Hemlock Township employees engaging in social media activities. It is not intended to interfere with or restrict any employee’s right to engage in activities that are protected by the First Amendment to the United States Constitution, the Pennsylvania Constitution, or any applicable federal or state law.
7. Employees may not use Township stationary or postage for personal letters. Employees should exercise care so that no personal correspondence appears to be official communications of the Township.
8. Improper use of Township communications services and equipment may result in disciplinary action, including possible termination, as well as civil and criminal liability.

### **SMOKING**

Smoking is prohibited in the following areas:

1. Township meeting rooms
2. Any Township office
3. Any Township vehicle or equipment
4. Any area where smoking is prohibited for safety reasons.

Employees who observe anyone failing to comply with the smoking policy should inform him/her of the policy politely. If one persists in failing to comply with the policy, the Township Manager should be notified. Employees who refuse to comply with the smoking policy may face disciplinary action as described elsewhere in the personnel policy.

### **MEDICAL PROCEDURES / EXAMINATIONS**

1. Those to whom a conditional offer of employment has been extended and present employees may be required to submit to medical tests or examinations to establish their fitness for the job for which they have applied and their fitness to do so without endangering themselves or others. If the Board of Supervisors determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined.
2. Employees may be required to have a medical examination when the examination is job-related and consistent with business necessity. Such occasions may arise when there is the potential for exposure to toxic or unhealthy situations, when the employee is being considered for transfer or promotion, or when there is a question concerning the employee's ability to perform his or her duties or the job for which he or she is being considered.
3. The cost for medical examinations required by the Township will be paid by the Township and must be performed by a designated or approved physician or licensed medical facility. Such examinations paid for by the Township are the property of the Township and are to be treated as confidential. However, records or specific examinations, if required by law, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.
4. Drug and alcohol testing will be mandatory when an employee is involved in any accident while operating any Township vehicle that results in bodily injury or major property damage.
5. Employees who need to use prescribed drugs or narcotics while at work, where such use may impair their ability to perform their job safely and effectively, must report this requirement to the Township Manager. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even not permitted to work if they are judged not able to perform their jobs safely and properly while taking the prescribed drugs or narcotics.
6. The Township reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or others.
7. The Township reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. The cost for any such second opinion will be paid by the Township.
8. Employees who become ill on the job or suffer any work-connected injury, no matter how minor, are to report the incident to the Township Manager and their direct supervisor immediately. Time spent by an employee in waiting for and receiving such medical attention because of a work-related injury will be considered hours worked for pay purposes.
9. Employees with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or the health of others. The Township may request that the employee submit to a medical examination if the Board of Supervisors believes the employee is a health or safety threat to himself or others.

### **PERSONAL PROPERTY**

The Township is not responsible for personal property of the employees while on Township premises or conducting Township business. All personal property brought onto the premises may be inspected with the purpose of enforcing the organization's policies.

### **HARASSMENT**

It is the long-established policy of the Township to extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, age, sex, pregnancy, gender, disability, religion, national origin, ethnic background, military service, citizenship or any other characteristic protected by law. All personnel are reminded that each employee is, at all times, to be treated in a courteous manner by fellow employees so that he or she is free from harassment or interference based on factors such as those mentioned above. Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment.

### **SEXUAL AND OTHER HARASSMENT POLICY AND GUIDELINES**

I) **POLICY**

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

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

II) **SCOPE**

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

III) **DEFINITIONS**

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

3) Adversely affecting an individual's employment opportunity.

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

IV)**EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE SEXUAL**

**HARASSMENT GUIDELINES**

1. Every employee has the right to a productive workplace free of sexual harassment and each employee is expected to act in a manner which supports such an environment. Sexual harassment constitutes discrimination based on gender under federal law and is, therefore, an illegal employment practice.
2. No employee has to tolerate unwelcome or unwanted sexual behavior or advances from any other employee, either supervisor or non-supervisor, or non-employee.
3. No employee is to be subject to the threat or suggestion that his or her job, advancement, assignment, wage, etc. depends on whether or not he or she submits to sexual demands or tolerates harassment.
4. It is the responsibility of each employee to inform the individual whenever that person's actions become offensive and undesirable to the extent, they could be considered harassment.
5. After an objection to such behavior has been registered with the offender(s), aggrieved individuals should go to the Township Manager or a member of the Township Board of Supervisors for assistance as further outlined in Section VI.
6. Employee complaints, either formal or informal, will be kept confidential and disclosure made only to the extent necessary for purposes of investigation or corrective action.
7. An employee shall suffer no reprisal or retribution of any sort for filing a formal or informal complaint of any form of harassment.
8. **ADMINISTRATIVE PROCEDURES**
   1. If an employee believes that he or she has been subjected to conduct which may constitute harassment, as defined above, that employee should report the offensive conduct to the Township Manager or to a member of the Board of Supervisors who, in turn, will advise the employee and consult with the appropriate persons to resolve the issues surrounding the complaint.
   2. All reported allegations of harassment must be investigated and cannot be dismissed, even in those cases where the complaining employee does not wish to pursue the complaint or identify the specific employee involved. The investigation will be conducted as outlined in Section VIl.
   3. It is imperative that all parties involved in a complaint remain cognizant of the need to maintain strict confidentiality while the complaint is being investigated and evaluated.
   4. After an investigation of the employee's complaint has been concluded, the aggrieved employee will be advised of the results of any form of investigation.
   5. Based on a finding of reasonable evidence that harassment has occurred, the Township will take the necessary and appropriate action, including disciplinary action against the offending party. Any violation of this policy will result in immediate and appropriate disciplinary action, up to and including termination.
   6. Employees are assured that retaliation will not be tolerated against any employee who makes a complaint with the reasonable belief that harassment, as defined herein, has occurred.
9. **EMPLOYEE COMPLAINT PROCEDURE FOR SEXUAL AND OTHER FORMS OF HARASSMENT**
   1. Inform the offending party that the behavior is unwelcome.
   2. If the offending party is antagonistic, ask someone to accompany you as a witness.
   3. If you do not wish to confront the offending party personally, write a letter informing him or her that his or her behavior is unwelcome. Sign, date, and present the letter in front of witnesses, or send the letter by registered mail. Keep a copy.
   4. Contact the Township Manager or any member of the Board of Supervisors.
   5. Acquire a harassment complaint form (Appendix A), complete and sign the form, and return it to the Township Manager or any member of the Board of Supervisors.
   6. The Board of Supervisors will designate who will conduct the investigation.

Vll) **THE INVESTIGATION**

* 1. Specific details will be obtained dealing with who, what, where, with what frequency, who else, time place, history, contemporaneous events and reports.
  2. A chronology of events will be prepared and confirmed with complainant.
  3. Other persons may be interviewed who work with or near the alleged offending party.
  4. The investigation will be limited to obtaining sufficient information for decision making. Every attempt will be made to complete the investigation within three days.
  5. Every attempt will be made to remain objective.
  6. Evidence will be collected and evaluated to identify any inconsistencies between the people interviewed about the alleged harassing behavior, circumstances, location, dates and times, etc. Re-interview of witnesses and those involved may be necessary to clarify previous testimony and/or determine the basis for the inconsistency.
  7. A written summary of the investigation, including the evidence used to determine the merit of each allegation, will be prepared.
  8. The Board of Supervisors will make a final determination based upon the facts gathered through the investigation and take appropriate corrective action.
  9. The Board of Supervisors will inform the alleged victim of the harassment of the corrective action taken. This information should be kept confidential.
  10. All documentation will be marked confidential and filed in a secure place within the appropriate personnel file.
  11. The Board of Supervisors will follow up with the alleged recipient to insure that the harassment has stopped and that he or she is not experiencing reprisal of any form.

# EMPLOYMENT ISSUES

**JOB DESCRIPTIONS**

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

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

**PAY RATES**

The Board of Supervisors shall set the compensation for each employee on the occasion of each re-organizational meeting on the first Monday in January (except in the case of a holiday, when it will be held the first Tuesday), except those under multi-year collective bargaining agreements.

The Fair Labor Standards Act (FLSA) requires overtime pay for all hours worked over forty (40) for employees not otherwise exempt from overtime regulations (i.e. salaried employees). Vacation and holiday hours paid do not count as hours worked.

**CATEGORIES OF EMPLOYMENT**

**Regular Full-time Employees** — Any employee who is scheduled to workthirty-five (35) or more hours per week for fifty-two (52) weeks per year.

**Permanent Part-time Employee** — Any employee expected to work on a regular basis and scheduled, as needed, fewer than thirty-five hours per week fifty-two weeks per year.

**Part Time Employee** Any employee who works as needed with no set number of hours per week.

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

**SELECTION PROCESS FOR EMPLOYMENT**

1. It is understood that, unless provided in writing, employment within the Township is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.
2. An application must be on file for a candidate to be considered for employment. The review of the candidate may include review of a written application form, resumes, oral interviews, and reference checks. All candidates considered for Township employment must undergo a criminal background check. Any deliberate misstatements or material omission on resumes, whenever discovered, shall entitle the Township to terminate employment with immediate effect.
3. The appropriate Supervisor Liaison and Township Manager shall recommend a qualified individual for employment based on the evaluation of the candidate. The selection decision shall be subject to approval by the Board of Supervisors.
4. The Township may fill a position by transferring or promoting a current Township employee if the employee possesses the qualifications for the position to be filled, and if the promotion is in accordance with any other policies and procedures the Township may develop.
5. All newly hired employees shall serve a probationary period of six (6) months during which the employee shall be required to demonstrate fitness for the position. The probationary period may be increased for up to an additional six (6) months at the discretion of the Board of Supervisors. In such case, the employee will be notified in writing at least one week prior to the end of the first probation period. A newly hired probationary employee may be removed from his/her position at any time by the Board of Supervisors.
6. Employees hired for temporary, seasonal, or project work, which is expected to last less than one year shall not be considered regular employees.

### **PERFORMANCE EVALUATION**



**New Employees** — A newly appointed employee shall serve a probationary period of at least (6) six months during which he/she will be required to demonstrate his/her fitness for the position.

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

Evaluation of all employees is the responsibility of the Township Manager or the Board of Supervisors, to continuously evaluate the performance of employees.

1. The Board of Supervisors, or their designee, is to inform an employee directly any time performance falls below acceptable levels. This notification may be informal but should include specific information as to why performance is unsatisfactory and what the employee must do to bring performance up to an acceptable level.
2. The Township Manager, Chief of Police, and/or Roadmaster will prepare a written evaluation of each employee's performance on a regular basis and submit it to the Board of Supervisors. The Board of Supervisors liaison charged with supervision of the Township Manager and Chief of Police will also complete an annual written evaluation for those employees. The evaluation will include an explanation of any unsatisfactory performance and a description of any accomplishments over and above those normally expected in the job. The Township Manager may prescribe forms to be used in evaluating employees.

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

### **TRAINING**

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

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

Employees are responsible for informing the Township Manager, Chief of Police, and/or Roadmaster, as applicable, of any duties they are required to perform for which they feel they do not have sufficient training or for which they feel additional training would improve their performance.

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

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

### **GRIEVANCES**

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

The employee shall present the grievance in writing first to his or her direct supervisor as soon as possible after the condition or events giving rise to the grievance are known.

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

## **EMPLOYEE DISCIPLINE**

If for any reason, such as carelessness, inefficiency, tardiness, insubordination, violation of ethical principal, etc., it should become necessary to invoke disciplinary action on an employee, the following steps will generally be taken by the direct supervisor and/or the Township Manager, under the direction of the Board of Supervisors. The Township Manager shall be notified of all disciplinary action taken against an employee.

 A first time offense will result in an oral warning with the fact of the warning placed in the employee's personnel file.

 A second offense will result in a written warning outlining specifics of the offense. A copy of the warning shall be placed in the employee's personnel file.

 A third offense will result in time off without pay and written documentation to be placed in the employee's personnel file.

 A fourth offense will result in dismissal by the Board of Supervisors.

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

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

## **PERSONNEL RECORDS**

A personnel file shall be established for each employee and maintained in the custody of the Township Manager.

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

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

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

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

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

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

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

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

## **BENEFITS**

**MEDICAL INSURANCE Amended 05/12/2020**

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

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

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

**Permanent Part-time Employee** — Any employee expected to work on a regular basis and scheduled, as needed, fewer than thirty-five hours per week fifty-two weeks per year.

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

**Health Insurance** — All regular full-time and permanent part-time employees are eligible for medical coverage under a plan determined by the Board of Supervisors. Full-time employees are eligible for coverage after thirty (30) days, and the cost of coverage for the employee and his or her family is currently shared by the Township and the employee according to a regular payroll deduction occasionally amended by Board action. Permanent part-time employees who average twenty-four hours per week or more are eligible for coverage after six (6) months of Township employment and the Township will contribute one-half the cost of single coverage (employee only) toward the cost of Township sponsored medical insurance. The part-time employee may enroll in the family plan, with the additional cost to be paid by the employee.

**Health Insurance Reimbursement -** The Township will allow an insurance opt out with a maximum benefit amount of, $400.00 per month for any employee or dependent of an employee who chooses not to take the medical coverage provided by the township. In order to participate in this, opt out program, the employee will have had to request participation prior to May 12, 2020.  After this date, the benefit will no longer be available. Added 05/12/2020

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

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

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

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

**COBRA** – or the Consolidated Omnibus Budget Reconciliation Act, gives employees of small businesses who receive health insurance from their employers the right to purchase continuation health insurance after they leave employment or the occurrence of another "qualifying event." It allows eligible employees and dependents to purchase health insurance for eighteen months after their employment ends. The covered employees and eligible dependents must have been continuously insured under the group policy or for similar benefits under any group policy which it replaced, for three consecutive months ending with the employee's termination. Continuation coverage is not available for anyone who is covered or is eligible for coverage under Medicare; who fails to verify that he is ineligible for employer-based group health insurance as an eligible dependent; or is or could be covered by any other insured or uninsured group health coverage arrangement and under which the person was not covered immediately prior to such termination (this last condition excludes Medical Assistance, CHIP and adult basic).

What is a “qualifying event?”

A qualifying event is an event that would result in the loss of coverage for the covered employee or eligible dependent, including:

* Death of the covered employee
* Termination of employment, {either voluntarily or involuntary, but not for the employees’ gross misconduct.}
* Reduction in hours
* Divorce or legal separation
* Eligibility for Medicare
* Dependent child ceasing to be dependent.

### **RETIREMENT/PENSION**

All regular full-time employees are eligible for retirement benefits under a plan determined by the Board of Supervisors. The plan is currently administered by the Pennsylvania Municipal Retirement System (PMRS). Full-time employees are eligible three months following the date of' employment.

#### **TIME OFF FROM WORK**

Employees shall adhere to established work hours and be at their place of duty and available for work as scheduled. Employees shall be granted time off for specific periods and reasons. Temporary employees are not eligible for paid leave. Sick leave taken does not count toward total weekly hours for the purposes of overtime.

Regular full-time employees shall be granted leave subject to the following limits. For the accrual of paid time off, employment beginning the 15th of the month or before is accrued for that month; if employment begins after the 15th of the month, that month is not considered for the purposes of paid time off.

**Vacation** Vacation time begins accruing from the date of employment. The employee is eligible to use vacation after the probationary period has ended. Until an employee has completed his or her first year of service, he or she is granted one day per full calendar quarter completed. After the employee achieves his or her first service year, vacation time is granted each January.

If the employee begins employment prior to July 1 in a given year, the following January will mark the completion of the first service year. If the employee begins employment after July 1, the first service year is achieved the next January (i.e. an employee who begins May 1, 2003, marks the completion of the first service year on January 1, 2004 and is awarded one week of vacation; an employee who begins November 1, 2003 marks the completion of the first service year on January 1, 2005).

Regular full-time employees who have completed at least their first year of service shall earn vacation according to the following schedule:

(a) After the completion of one (1) year of credited service, one (1) week 40 hours);

(b) After the completion of two (2) years of credited service, two (2) weeks (80) hours);

1. After the completion of three (3) years of credited service, two (2) weeks and eight hours (88 hours);
2. After the completion of four (4) years of credited service, two (2) weeks and sixteen hours (96 hours);

(e) After the completion of five (5) years of credited service, two (2) weeks and twenty-four hours (104 hours);

(f) After the completion of six (6) years of credited service, two (2) weeks and thirty-two hours (112 hours);

(g) After the completion of seven (7) years of credited service, three (3) weeks (120 hours);

(h) After the completion of eight (8) years of credited service, three (3) weeks and eight hours (128 hours);

1. After the completion of nine (9) years of credited service, three (3) weeks and sixteen hours (136 hours);

(j) After the completion often (10) years of credited service, three (3) weeks and twenty-four hours (144 hours);

(k) After the completion of eleven (11) years of credited service, three (3) weeks and thirty-two hours (152 hours);

(l) After the completion of twelve (12) years of credited service, four (4) weeks (160 hours).

(m) After the completion of fifteen years of credited service, four (4) weeks and twenty hours (180 hours).

Use of vacation time is subject to approval by the Township Manager or the respective department head and shall be granted subject to the maintenance of efficient operations.

Employees may carry up to one week of the vacation time earned in a year into the following calendar year. An employee who does not use all of his or her accrued vacation time may be reimbursed vacation time not used upon departure from their position. Employees discharged for gross misconduct will not receive unused vacation time.

**Sick Leave** - Sixty-four (64) hours of sick leave per year are accrued on a monthly basis and begin accruing from the date of employment. The employee is eligible to use paid sick time after his or her probationary period has ended. Sick leave may be used in two-hour increments, as necessary. For employment commencing mid-year, sick leave is pro-rated in that year according to the number of full months worked in that year. Sick leave used does not count toward total weekly hours for the purposes of overtime. Sick leave may accumulate up to 240 hours. Upon departure, an employee will be paid up to one-half of the accumulated sick days. Employees discharged for gross misconduct will not receive unused sick time.Sick leave shall be allowed to be used for the following purposes: Personal illness, physical incapacity, or non-compensable bodily injury or disease

* Enforced quarantine in accordance with public health regulations
* To meet medical and dental appointments when an employee has made reasonable efforts to secure appointments outside normal working hours, provided the Township Manager and the Chief of Police or Roadmaster, as applicable, are notified at least one (1) day in advance of the day on which the absence occurs.
* Illness or physical incapacity in the employee's immediate family requiring his/her immediate attention and resulting from causes beyond his/her control.

An employee who is absent from work because of illness should telephone their applicable supervisor. In the event of the Township Manager utilizing time off he/she shall notify the respective township supervisor overseeing the office.

The Township may require proof of illness for authorized sick leave or authorization for return to work for absences of three (3) or more days. Proof of illness may include a doctor's certificate or other proof of illness from the employee's physician indicating the nature and duration of the illness. The Township reserves the right to have the employee examined by a physician of its choosing to certify that the employee is capable of returning to work. Nothing in this section shall supersede any applicable state or federal laws, ie; Americans with Disabilities Act, or HIPA.

Any unscheduled absence shall be reported to the direct supervisor or Township Manager no later than one (1) hour prior to the employee's starting time each day.

**Personal Time** Regular full-time employees, at the conclusion of their probationary period, shall be granted 30 hours of personal time. Personal time is generally intended to be used in the year it is granted, although 8 hours may be carried over into the following year.

**Holidays** Regular full-time employees shall be paid for 11 holidays, as approved by the Board of Supervisors. Regular part-time employees shall be paid for four hours for each Township holiday.

Employees are eligible for paid holidays after the completion of their probationary period. An employee must work his or her last scheduled workday before and after the holiday to be eligible for holiday pay

New Years Day Columbus Day

Presidents Day Veterans’ Day

Good Friday Thanksgiving Day

Memorial Day The day after Thanksgiving

Independence Day Christmas Day

Labor Day

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

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

**Parental Leave** — After having worked for the Township for at least twelve (12) months and with at least thirty (30) days notice, an employee expecting to become a parent either by birth or adoption shall upon request, be granted up to three (3) months leave without pay for purposes of preparing for the child's arrival or caring for the child after arrival. Insurance benefits shall continue during this leave. As part of the three (3) months parental leave, a pregnant woman shall be allowed to use her earned sick leave in order to be paid for that period of time only when she is unable to work as certified by a physician. No employee shall be required to take parental leave so long as she is physically able to perform her job.

**Family Medical Leave Act** — The Family and Medical Leave Act is federal law that entitles eligible employees, in this case, those of a local government agency regardless of the number of employees, to take unpaid, job-protected leave for specified family and medical reasons. The employee must have worked for the employer for at least twelve months (not necessarily consecutive, but with a break in service that lasted no more than seven years unless the break was due to service covered by the Uniformed Services Employment and Reemployment Rights Act, USERRA) and must have had at least 1,250 hours of service for the Township during the twelve month period immediately preceding the leave-

Eligible employees may take 'up to twelve workweeks of leave during the preceding 'twelve month period for one or more of the following reasons:

* The birth of a child or placement of a child with the employee for adoption or foster care;
* To care for a spouse, son or daughter, or parent who has a serious health condition;
* For a serious health condition that makes the employee unable to perform the essentialfunctions of his or her job;

 For any qualifying exigency arising out of the fact that a spouse, parent, son, or daughter is a military member on covered active duty or call to covered active duty status.

 An eligible employee may also take up to 26 workweeks of leave during a "single twelve month period" ("single twelve month period" for military caregiver leave is different from the twelve month period used for other FMLA leave reasons—see the Township Manager for more information).

Other provisions and conditions, such as intermittent leave, leave on a reduced schedule, and use of paid leave while on FMLA shall be according to federal law, in consultation with the Township Manager.

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

**Other Leaves** — When it is determined by the Board of Supervisors to be in the best interest of the Township, or when required by law, other paid or unpaid leaves shall be granted upon written request submitted far enough in advance to permit consideration. All compassionate leaves or leaves of absence, with or without pay, are subject to prior written approval of the Board of Supervisors.

### **TIME OFF REQUEST PROCEDURE**

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

1. All requests for time off shall be submitted in writing on forms provided by the Township and shall be submitted to the Township Manager or Direct Supervisor.
2. The Township Manager or Direct Supervisor shall date stamp and forward any request for time off to the supervisor of the respective department, or in the event of the supervisor's unavailability, to the designated alternate supervisor as follows:

Department/Employee Supervisor Alternate Supervisor

Road Crew Road Master Township Manager

Police Chief of Police Supervisor Police

Office Township Manager Supervisor Chair

Police Chief Police Liaison Supervisor Chair

Township Manager Supervisor Chair Vice-Chair

1. Decisions on requests for time off shall be made and communicated to the employee no later than the end of the employee's shift on the next work day following the date the request was submitted. Denial of an employee's request for time off should include the reason it was denied. If the employee is not notified of the decision on his/her request within the specified time period, the request shall be deemed approved.
2. Denial of an employee's request for time off shall be subject to the grievance procedure outlined in the Hemlock Township Employee Handbook and Procedures Manual.

#### **CLOTHING ALLOWANCE**

In order to ensure that road employees have the ability to purchase appropriate personal work apparel, a $125 per year clothing allowance is provided to road crew employees to purchase steel-toed boots and other necessary work apparel. Road crew employees are eligible for the reimbursement beginning first day of the quarter following completion of the probationary period. Detailed receipts must be submitted to the Township Office prior to reimbursement.

##### **USE OF PERSONAL VEHICLES FOR TOWNSHIP BUSINESS**

The Township is not responsible for damage to employees' cars while on Township business. The Township will reimburse the employee, when approved in advance by the employee's direct supervisor, according to the per mile rate set at the annual Organizational Meeting for actual miles driven.

**CREDIT CARD**

Credit cards may be issued to employees for the purpose of covering expenses incidental to authorized travel and enabling a cost effective, convenient and streamlined method of purchasing items and services as is often required for purchases, reservations and training. Reports on authorized user activity enable Hemlock Township to capture information necessary to better manage Township purchasing activities.

**APPLICABLITY**

This policy is applicable to every township official or employee who is issued any township credit card. Township officials or employees who are issued a Township credit card are required to be familiar with the requirements of this policy.

**ISSUANCE**

A township credit card may be issued to an individual who meets the following conditions:

1. Department Head and employee in good standing for Hemlock Township;
2. He or she is authorized to make departmental purchases and has been authorized by the Board of Supervisors for the issuance of a credit card;

**LIMITS**

The Board of Supervisors hereby establishes the following general credit card limits. Additionally, these are the maximum credit limits. The Township Manager may establish limits within these maximums for individual department heads based on their discretion:

1. Township Manager / Assistant Manager:
   1. Total Credit limit: $1,500
2. Secretary:
3. Total Credit limit: $1,000
4. Department Head:
5. Total Credit limit: $1,500
6. Exceptions:
7. In the event of the need of an authorized user to exceed the purchasing limits contained in this section, he/or she shall submit the request in writing to the Township Manager and the Township Manager and Secretary both must sign off on the purchase.
8. Should the Township Manager or the Secretary be required to make a credit card purchase in excess of the limits contained in this section, a Board Member and the Township Manager or Treasurer who is the non-requestor must sign off on the purchase.

**AUTHORIZED USE AND PROCEDURE**

Authorized users are authorized to use a credit card to purchase merchandise or services required as a function of their duties at Hemlock Township in accordance with the following provisions. Unauthorized or inappropriate card use is addressed in Section 7 of this policy.

1. Only Employees authorized by the Board of Supervisors shall utilize a Township issued credit card to conduct Township business.
2. Credit cards shall be stored securely.
3. When a purchase is made utilizing a Township credit card, the authorized employee must retain a copy of the receipt(s) to be turned into the Secretary for reconciliation with the monthly credit card statement. The employee will also be required to fill out at Credit Card use form monthly.

**UNAUTHORIZED USE**

* + - 1. Credit cards must never be used to purchase items for personal use or for non-Township related purposes. Unauthorized and/or inappropriate card use includes, but is not limited to:

1. Items for personal use;
2. Items for non-township related purposes;
3. Cash or cash advances;
4. Food or beverages for an individual employee with the exception of authorized business-related meetings or approved travel.
5. Alcoholic beverages;
6. Weapons or explosives of any kind except for purchases made in accordance with Hemlock Township Police Department policy;
7. Entertainment or recreation except for purchases made in accordance with an approved Township program;
8. Political activity.
   * + 1. An authorized user who makes an unauthorized purchase with a credit card or uses the card in violation of this policy will be subject to disciplinary action including, but not limited to, revocation of the credit card, restitution to Hemlock Township for unauthorized purchases, and disciplinary action up to and including termination of employment with Hemlock Township.
       2. If an authorized user engages in an inadvertent card swipe that results in an unauthorized purchase with a credit card, they are to contact the their immediate supervisor or the Township Manager as soon as they become aware of the error.
          1. An inadvertent card swipe is a credit card transaction that was made in error.
          2. Inadvertent card swipes that are not reported will be treated as an unauthorized purchase in accordance with this policy
          3. Card holders must report the error prior to final submission of the Credit Card Expense Summary and Authorization Report.
       3. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, then refunds must be deposited immediately into an authorized depository of Hemlock Township.

**CARD HOLDER RESPONSIBILITY**

The following is the responsibility of each individual authorized user:

1. Safeguard thecredit card and account number at all times;
2. Lost or stolen cards must be reported immediately to the Township Manager;
3. Do not allow anyone to use the credit card and/or account number who is not authorized to do so;
4. Obtain and retain original itemized receipts for goods and services purchased. If the original itemized receipt is lost, an employee must contact the vendor and attempt to secure a copy of the receipt. An employee may submit an affidavit in lieu of receipt only if unable to secure a copy of the original itemized receipt from the vendor;
5. Review in a timely manner the credit card statement from the financial institution provider for accuracy and insuring all transactions posted are legitimate transactions made by the authorized user.
6. Report suspected fraudulent, disputed or unauthorized use immediately to the employees immediate manager and the Township Manager..
7. Surrender the credit card and corresponding support documentation to the department head upon employment separation from Hemlock Township or when directed to do so by the Township Manager or immediate supervisor.
8. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF POLICY

I, the undersigned, do hereby acknowledge that I have read and understand the Hemlock Township Credit Card Use Policy and by affixing my signature agree to abide by the terms and conditions of that policy.

Employee Date

APPENDIX A

HEMLOCK TOWNSHIP BOARD OF SUPERVISORS

HARASSMENT COMPLAINT FORM

Name of Complainant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

If you were asked to advise the Supervisors on the appropriate course of action, what would you suggest/prefer be done regarding the situation?

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

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

### Hemlock Township

#### Employee Handbook and Policy Manual Notification

1, hereby acknowledge that I have received and reviewed a copy of the Hemlock Township Employee Handbook and Policy Manual.

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

(Printed Name)



(Signature) (Date)

**Police Supervisor Liaison**

**Road Supervisor Liaison**

Supervisor

Supervisor

Supervisor

Supervisor

Supervisor

Manager

Assistant Manager

Police

Chief

Road

Master

Zoning

Sergeant

Corporal

Patrol

Road

Crew

**Zoning Supervisor Liaison**