



Manheim Township

Lancaster • **1729** • County

A Healthy Community

**EMPLOYEE HANDBOOK
(NON-UNION EMPLOYEES)**

JANUARY 1, 2023

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I. INTRODUCTION

101 WELCOME TO MANHEIM TOWNSHIP

This Employee Handbook will enable you to become better acquainted with Manheim Township (“the Township”), and its procedures. This Handbook has been designed to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This Handbook is an explanatory document and is for use by all non-union Employees. Please read it carefully and keep it for reference.

Your benefits are more accurately described in our benefit guidebooks, which are consistently reviewed and modified as the need arises. If there are any differences between this Handbook and a benefit guidebook, the benefit guidebook prevails. No Handbook can anticipate every circumstance or question about policy. The need may arise to change policies described in the Handbook. We, therefore, reserve the right to revise, supplement, rescind or vary from any policies of this Handbook.

All Employees are employed “at will” which means the Township, or an Employee may terminate the employment relationship at any time with or without cause. This Handbook is neither an employment contract nor a guarantee the benefits and policies stated in it will not change. The Township, in its sole discretion, reserves the right at any time to amend, modify, alter, or terminate any statements or policies in this Handbook as well as any Employee benefit.

102 HISTORY

Manheim Township was established as one of Lancaster County’s first Townships in 1729. The Township is and remains the only First Class Township in Lancaster County. Today, the Township is a full service community that operates under the “council/manager” form of government and provides its citizens with public safety, recreation and administrative services, and a variety of community programs and public facilities.

The Township is located in central Lancaster County and occupies approximately 22.6 square miles and is roughly 7.5 miles wide and 3.2 miles long. The Township is situated immediately north of the City of Lancaster, which serves as the County seat of government. The Township’s east and west boundaries are generally determined by natural features, the Conestoga River and Little Conestoga Creek respectively, whereas the northern and southern boundaries are man-made lines. Annexation of land by the City of Lancaster beginning in 1931 and ending in 1952 has resulted in a very irregular southern boundary that includes “islands” of Township land area completely surrounded by Lancaster City.

103 VISION, MISSION AND VALUES

Manheim Township is a municipal organization that cares about people and is committed to promoting the Township as a quality place. The Township strives to provide quality services to people. All people are important and should be treated with fairness, respect, and honesty. Service is our product and must be delivered in a consistent, accurate, and timely manner and will be continually improved. We are a community where concerns for people, services, and the ecosystem are considered within the context of community needs and issues as they relate to a functional, safe, pleasing, and culturally diverse environment.

104 POLICY AMENDMENT

The Township reserves the right to alter, abolish, or amend benefit plans and any other term and condition of employment at any time without the consent of its Employees. The Township also reserves the right to interpret the provisions of any benefit plan or policy, make determinations as to eligibility for benefits and otherwise use its discretion in interpreting and applying the provisions of this document and all other employee benefits.

II. GENERAL EMPLOYMENT

201 OPEN DOOR POLICY

No one benefits when issues and concerns are not addressed. Employees with issues and concerns of any type are encouraged to bring them forward as soon as possible to supervisors or management. Department Heads are responsible for listening, understanding, and responding to employees in a timely and productive manner.

The Township believes that the working conditions, wages, and benefits offered to Employees are competitive. If Employees have complaints about working conditions or compensation, they are strongly encouraged to voice any concern openly and directly to the immediate supervisor. If an Employee feels that he or she has been unable to achieve resolution, the Employee may voice any concern to the Department Head. If the Department Head is involved or does not achieve resolution, the Employee may contact the Human Resources Department who may involve the Township Manager or Assistant Township Manager. The Township has and promotes an open-door policy for Employees to express concerns to enable the Township to provide a resolution. Experience has shown that the work environment is positively affected when Employees deal directly with the Township.

202 EQUAL EMPLOYMENT OPPORTUNITY

The Township is committed to and values the benefits of a diverse work force and seeks to ensure equal and fair treatment to all Employees and employment applicants through all aspects of the employment relationship.

The Township's policy is to select, place, train and promote the best qualified individuals. We consider relevant factors such as work quality, attitude, and experience, to provide equal employment opportunity for all Employees in compliance with applicable local, state, and federal laws and without regard to non-work-related factors such as race, color, religion, sex/gender, national origin, age, disability, citizenship, marital status, labor union membership, veteran's status, genetic disposition, or other non-job-related criteria.

This equal opportunity policy applies to all Township activities, including but not limited to, recruiting, hiring, training, transfers, promotions, retention, discipline, conditions of work, and benefits or any other aspect of personnel administration.

203 STANDARD WORK WEEK

The standard work week runs from Sunday through Saturday from 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday for all Employees. Employees engaged in fire protection have a work period of 28 consecutive days.

204 IMMIGRATION LAW COMPLIANCE

The Township is committed to employing only United States citizens, noncitizen nationals, lawful permanent residents and aliens who are authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Because of federal laws, each new Employee must properly complete the I-9 Form on the first day of employment. Before starting work, newly rehired Employees must also complete the form if they have not previously filled one out, if their previous I-9 is more than three (3) years old, or if their previous I-9 is misplaced or is no longer valid. Failure to provide requested information pursuant to this policy will result in discharge. If a new or rehired Employee cannot verify authorization to work within three (3) days of hire, the Township must terminate employment.

205 POLITICAL ACTIVITY

Employees will not participate in any political activity during the hours when they are on duty at their Township position, including solicitation of funds for a political purpose or use of Township facilities, equipment or supplies for political purposes. Employees will not use the authority of their position 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.

Employees shall not use any Township resources to promote any political candidate, political party, or political position, unless those resources are available to all members of the general public under equal terms. "Resources" includes, but is not limited to, buildings, grounds, parks, equipment, utilities, vehicles, postage, equipment, or electronic systems.

206 ETHICS/CONFIDENTIALITY

All Township Employees are reminded that public sector employment requires high ethical and professional standards as well as conscientious adherence to the laws of the Commonwealth. It is important for Employees to keep in mind that compensation is paid through taxes and therefore the public should be served in an honest, effective, and cheerful manner.

Conduct that interferes with normal operations, brings discredit to the Township, is illegal, or is offensive to the public or fellow Employees, will not be tolerated. Unacceptable conduct includes, but is not limited to the following:

- Conduct which conflicts with proper discharge of duties.

- Disclosure of confidential information without proper authorization, such as:
 - Financial interest in any sale to the Township of any goods or services when such financial interest came with prior knowledge;
 - Issuance (or effective influence) of a purchase order or contract where a direct or indirect private interest exists;
 - Use of confidential information or influence of Township position to advance personal or financial or other private interests;
 - Acceptance of any gift, loan, political contribution, reward, or promise of future employment from a person or organization, in order to influence a vote, official action or judgment of the official or Employee;
 - Direct influence of a policy decision before the Board of Commissioners where financial or personal interest exists and where full disclosure of the nature and extent of such interest has not occurred.

- Use of public property for purposes inconsistent with policy including use of Township-owned vehicles, clothing, equipment, materials or other property for unauthorized personal convenience, profit, or part of secondary employment.

- Engaging in any matter which represents a conflict of interest with the Township or undermines the integrity of Township government.

Employees are encouraged to discuss questions regarding this policy with the Township Manager, who may choose to discuss the matter with the Township Solicitor.

207 FRAUD

This policy applies to any irregularity, or suspected irregularity, involving Employees as well as consultants, vendors, contractors, and outside agencies and the Employees of such entities and/or any other parties with a business relationship with the Township.

Defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of Township activities.
- Disclosing confidential or proprietary information to outside parties.
- Disclosing to other persons security activities engaged in or contemplated by the Township.
- Accepting or seeking anything of a material value from contractors, vendors, or persons providing services/materials to the Township.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.
- Any similar or related irregularity.

Any Employee who suspects dishonest or fraudulent activity shall contact either the Township Manager, President of the Board of Commissioners, or the Township Solicitor. The Employee may request to remain anonymous. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. The Township will have:

- Free and unrestricted access to all Township records and premises, whether owned or rented; provided, however, that this shall not include Police Department records to which access is restricted by the Pennsylvania Criminal History Record Information Act or other state or federal statute (i.e., HIPPA regulations); and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, computer files, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation; provided, however, that this shall not include Police Department records to which access is restricted by the Pennsylvania Criminal History Record Information Act or other state or federal statute.

Violations of this policy may subject an Employee to discipline up to and including termination.

208 OUTSIDE EMPLOYMENT

The Township's Outside Employment policy serves to protect the interests and reputation of the Township when the outside employment activities of Employees may create a potential or perceived conflict of interest. Employees may not engage in any outside employment or business which could hinder or impair their performance of their Township duties, embarrass the Township, be incompatible with their Township employment, or conflict with the efficiency on the job. Employees are prohibited from working for any contractor or company that has a contract with the Township during the period of contract work for the Township.

All regular, full-time employees seeking to engage in secondary employment must notify their immediate supervisor and the Human Resources Department. Outside work will be regarded as secondary to regular Township employment and must not interfere with the Employee's availability for emergency or on-call duty. Outside work shall not be performed during hours when an Employee is on duty at a Township position.

If the Township Manager determines that an Employee's outside work interferes with performance of the ability to meet the requirements of the Township, as the Township modifies them from time to time, the Employee may be asked to terminate the outside employment.

209 ACCEPTANCE OF GIFTS

Employees shall not accept gifts given under circumstances indicating the hope or expectation of receiving a favor or better treatment than that accorded the public generally. Employees shall not solicit favor or gifts for themselves from anyone who has business with the Township. Employees must report to their Department Head gifts provided in the course of an Employee's duties from any resident, vendor, or person/entity doing or seeking to do business with the Township.

210 FINANCIAL INTEREST

Public Employees responsible for contracting, procurement, administering or monitoring grants and subsidies, planning, zoning, inspecting, licensing, auditing and other than negligible economic activity is required to submit statements of financial interests.

The statements of financial interests are to be filed by May 1, annually, until the year after leaving service with the Township. The statements of financial interests are available for public inspection.

No Employee shall have an economic interest in any business supplying goods or services to the Township in excess of \$500 per year unless such goods or services have been procured by the Township through a public competitive bid process and the involvement of the Employee in the bidding entity has been explicitly disclosed in the bidding process.

III. EMPLOYMENT STATUS AND RECORDS

301 TERM OF EMPLOYMENT

The Township is an "at will" employer. Unless an Employee is given a written contract signed by the Township Manager and Board of Commissioners specifying an employment term, all employment is "at will." This means that both the Township and the Employee have the right to terminate employment at any time with or without cause, absent a Collective Bargaining Agreement or Civil Service requirements. Nothing in this Handbook or any oral or written representation by any Employee of the Township shall be construed as a contract of employment.

302 EMPLOYMENT CLASSIFICATIONS

It is the Township's intent to clarify the definitions of employment classifications, so Employees understand their employment status and benefit eligibility. Each Employee is designated as either non-exempt (hourly) or exempt (salaried) according to federal and state wage and hour laws.

NON-EXEMPT EMPLOYEES are paid an hourly wage and are entitled to overtime pay for hours worked greater than forty (40) hours in a work week per provisions of federal and state laws.

EXEMPT EMPLOYEES are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

The Township defines the type of positions throughout the Township by the hours worked per week. 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 an introductory status and who are regularly scheduled to work the Township's full-time schedule of forty (40) hours per week or more (2080 hours or more per year). Generally, Employees with this status 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 an introductory status and who are scheduled to work less than thirty (30) hours per week (less than 1,560 hours per year). While Employees with this status receive all legally mandated benefits (such as Worker's Compensation and Social Security benefits), they are not eligible for the Township's other benefit programs.

TEMPORARY EMPLOYEES are those engaged to work full-time or part-time for a maximum specified period of time or for a specific assignment. A temporary Employee may be offered and may accept a new temporary assignment with the Township and still retain temporary status. While temporary Employees receive all legally mandated benefits (such as Workers' Compensation and Social Security benefits) they are ineligible for the Township's other benefit programs.

SEASONAL EMPLOYEES are those who worked a certain regular season or period of the year performing some work or activity limited to that season or period of the year.

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 will be notified of their new employment classification.

303 PERSONNEL RECORDS

Each Employee is responsible to promptly notify the Township of any changes in personnel data. Employees must update personal mailing addresses, telephone numbers, dependent information, emergency contacts, educational accomplishments, and other such status reports. All changes and/or updates should be communicated to the Human Resources Department. Personnel files are the property of the Township, and access to the information they contain is restricted in accordance with local ordinance, state, and federal law.

304 EMPLOYMENT APPLICATIONS/INQUIRIES

The 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. Any misrepresentation, falsification, or omission in any of this information may result in exclusion of the individual from further consideration for employment, or if the individual has been hired, termination of employment.

To ensure that individuals who join the Township are well qualified and have a strong potential to be productive and successful, the Township reserves the right to check the employment references and conduct any necessary background checks or pre-employment testing for all applicants.

Any reference check inquiries made by other Employers regarding past Employees must be referred to the Human Resources Department. The Human Resources Department has the discretion to direct the reference check to a Department Director when deemed appropriate.

305 INTRODUCTORY PERIOD

All Employees are on a ninety (90) calendar day introductory period when they first begin employment or are promoted. This time period is to be utilized for both the Employee and the Township to critically evaluate one another to determine whether the employment needs of each can be mutually satisfied. During this time period, Employees are being evaluated on the Employee's performance, suitability for the job, reliability, cooperativeness, attitude, dependability, and other relevant factors. Employees are similarly evaluating the Township to decide whether they wish to work here. The Township believes that this is the beginning step in creating a work environment where Employees cannot only develop their skills, but also enjoy working together.

The Township reserves the right to extend the introductory period where circumstances warrant. Employees who violate Township rules or who cannot perform at a satisfactory level will be subject to dismissal during this introductory period.

During this introductory period, Employees may terminate their employment for cause or no cause at any time, and the Township reserves the same right.

Continuance of employment after satisfactory completion of the introductory period should in no way be interpreted to mean that the Township has contracted to offer the Employee a lifetime or otherwise specified term position. It is intended to suggest only that an Employee who performs satisfactorily during this period has met the minimum performance expectations set by the Township. Following the introductory period, employment continues to be governed by the employment "at will" principle and no specific period of employment is guaranteed.

306 PERFORMANCE EVALUATIONS

The performance evaluation process provides a means for discussing, planning, and reviewing the performance of each Employee. Performance appraisals influence compensation, promotions, and transfers.

Employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position. During employment, the Township, will evaluate job performance for regular full-time and part-time Employees generally based on the following schedule:

- Conclusion of the introductory period
- Annually
- As is warranted by the job situation and the Employee's performance

The Township will undertake a formal evaluation of job performance giving consideration at each evaluation to changes in job content or responsibility. Employees are encouraged to share in the evaluation process by providing written comments to the evaluation form.

307 COMPENSATION

Compensation for employment is based on job performance. Raises also, may be based on performance, growth, Township finances, and productivity. All requests for compensation increase and/or promotion will be fairly considered by the Township.

308 PROMOTION & TRANSFER

The Township encourages qualified Employees to apply for open positions within the Township that would advance their professional careers or broaden the scope of their work experience. Employees must apply for the open position. If an Employee is interested in a current opening, the Employee should notify their immediate supervisor. Internal applicants are not guaranteed promotion or transfer.

When an Employee moves to another position at the Township, the move will be classified as either a promotion or a transfer. A promotion occurs when an Employee moves to a position that is at a higher pay grade. A transfer occurs when an Employee moves to another position. The Township may transfer an Employee if considered necessary or beneficial to the operation of business.

Any Employee who is promoted or transferred will retain their benefits and length of service with the Township.

309 LAYOFFS

If the Township determines that it is necessary, a reduced workweek may be put into effect to avoid a layoff or a temporary or permanent reduction in force may be necessary.

In making its decision on Employees to be affected by a layoff, the Township may consider a variety of factors, which may include individual Employee productivity, versatility, attendance, work experience, job skills, performance, length of service, or seniority. All final decisions concerning layoffs and recall are made in the sole discretion of the Township. Employees selected will be given as much notice as is required or reasonable under the circumstances.

Employees will be recalled according to need, classification, ability to do the job without additional training, past performance, and attendance history. Recalled Employees will receive the rate of pay applicable to the position to which they have been recalled. A recalled Employee must notify the Township of the Employee's intention to return to work within three (3) days after the Township makes contact. Failure to respond or refusal to accept the first available position for which the Employee is qualified will represent a voluntary resignation on the part of the Employee.

IV. TIMEKEEPING/PAYROLL

401 TIMEKEEPING

All Employees shall record all the time they begin work, end work, and the beginning and ending time of any departure from work for personal reasons or meal periods. Federal and state laws require the Employer to keep an accurate record of time worked to calculate Employee pay and benefits. Accuracy of time records is the responsibility of each individual Employee. Any corrections or questions must be immediately reported to the Employee's immediate supervisor.

For all hourly, non-exempt Employee "time worked" includes all the time actually spent on the job performing assigned duties:

- Travel time associated with transporting from home to work before the workday and back home following the workday, is not counted as time worked and is therefore not paid time.
- Time spent traveling from work site to work site as a necessary business activity during the workday is considered time worked.
- Travel time for training, conferences, and meetings is paid as "time worked".

Employees who falsify, alter, tamper with time records or record time for another Employee will be subject to discipline up to and including termination.

402 PAY DATES

The pay period runs from Sunday to Saturday on a bi-weekly basis. Employees will be paid each subsequent Thursday following the completion of the pay period. Pay checks will reflect compensation for the prior pay period less required payroll deductions.

403 DIRECT DEPOSIT

Employee's pay will be transmitted via direct deposit to banks, credit unions, and any other financial institution that is part of the Federal Clearinghouse. Direct deposit will be part of the onboarding process for new Employees. For existing Employees, direct deposit can be changed/updated via the payroll self-service portal.

Employees must provide advance notice if an account used for direct deposit is closed. If compensation is deposited into a closed account, the Employee shall contact their bank. If there was a clerical error by HR or payroll in entering the direct deposit information, a replacement check will be issued as soon as administratively possible.

404 DEDUCTIONS FROM PAYCHECKS

Deductions will be made from paychecks as required by law (including federal and state withholding taxes, Social Security contributions, garnishments, or any other deductions required by law) or, where applicable, as requested for contributions to Township benefits.

Employees should review paycheck information carefully each payday. If, at any time, an Employee has questions about the amounts reflected on the pay document or how they are calculated, they may contact the Payroll Administrator.

Tax withholding is based upon the completion of a W-4 form. Each Employee is responsible for the accuracy of this form and for updating the information when necessary.

405 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. If there is an error in the amount of pay, promptly bring the discrepancy to the Payroll Administrator's attention so that corrections can be made as quickly as possible.

Once underpayments of \$100 or more are identified, the Township will correct the underpayment immediately. Underpayments of less than \$100 will be corrected in the next regular paycheck unless this presents an undue burden to the Employee.

406 GARNISHMENT/CHILD SUPPORT

When an Employee's wages are garnished by a court order, the Township is legally bound to withhold the amount indicated in the garnishment order from the Employee's paycheck. The Township will, however, honor applicable federal and state guidelines that protect a certain amount of an Employee's income from being subject to garnishment.

407 REIMBURSEMENT OF TRAVEL EXPENSES

The Township has a Travel Expense Policy to ensure Employees who travel for Township business have clarity on what will be reimbursed. This Travel Expense Policy may change and should be reviewed by Employees.

V. EMPLOYEE BENEFITS PROGRAMS

501 OVERTIME PAY

The Township will pay overtime to nonexempt Employees in accordance with all applicable laws and the guidelines listed below.

Compliance

The Township will pay time and a half (1 ½) to hourly, nonexempt Employees who exceed forty (40) hours of hours worked in a work week unless another work week is established for certain positions under federal law. The Township will pay time and a half (1 ½) to Employees engaged in fire protection who exceed two hundred twelve (212) hours of hours worked in a 28 day work period.

Overtime Approval

Employees who anticipate the need for overtime to complete the week's work must notify their immediate supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule. Employees who work overtime without prior approval may be subject to disciplinary action.

Mandatory Overtime

There may be times when the Township will need to require Employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline.

502 COMPENSATORY TIME

Non-exempt (hourly) Employees may request compensatory time in lieu of overtime pay to which they would otherwise be entitled per this policy. Compensatory time off in lieu of overtime compensation is available at the rate of one and one-half (1 ½) times the hours worked (e.g., 1 hour of Overtime is equal to 1.5 hours of Compensatory Time). Selection of Compensatory Time is in the sole discretion of the Employee. When choosing Compensatory Time instead of Overtime, the Employee makes that designation in the time keeping system within the work week in which the Employee becomes eligible for overtime pay.

Employees are entitled to elect compensatory time in lieu of pay at the overtime rate as follows:

- Non-uniformed, non-exempt Employees may accrue up to a maximum total of forty (40) hours per calendar year

- Firefighters may accrue up to a maximum of seventy-two (72) hours per calendar year

Compensatory Time is not rechargeable or refillable once the above limits have been earned in a calendar year. Additional hours accrued beyond the above limits will be paid out at the end of the pay period at the applicable rate of pay.

Compensatory time may be used in minimum fifteen (15) minute increments. Employees must request the use of earned Compensatory Time through the "Request Time Off" function in the payroll system. Employees should request Compensatory Time at least five (5) days in advance. The Township will make every effort to grant reasonable requests for the use of Compensatory Time where the operations of the applicable Department are not disrupted.

Any earned but unused Compensatory Time as of December 31st of each calendar year will be paid out in the first pay of the following calendar year based on the prior calendar year pay rates in effect when the Compensatory Time accrued.

503 EMPLOYEE BENEFIT PLANS

The Township provides the following Employee Benefit Plans for eligible Employees:

- Group Health Insurance
- Dental Insurance Benefits
- Vision Insurance Benefits
- Life Insurance
- Short Term Disability Income Protection
- Long Term Disability Income Protection
- Benefits Opt-Out Option
- Voluntary Retirement Plan (457 and IRA)
- Township Retirement Plan (401A)
- Overlook Golf Benefit
- Pool Season Pass Benefit
- Tuition Reimbursement
- Employee Assistance Program

The requirements for enrollment in each of these plans vary and are subject to separate benefit plan rules or Township policy. New Employees are generally eligible for most benefits unless otherwise specified within thirty (30) days of employment with the Township and will be contacted at the appropriate time regarding enrollment. The Township, in its sole discretion, reserves the right to amend, modify, alter, or terminate any or all of these plans at any time.

504 VACATION TIME

Vacation is time off with pay and is available to provide opportunity for rest, relaxation, and personal pursuits. The Township recognizes the importance of taking time away from work in order to have a healthy work/life balance. January 1 of the vacation year will be used to determine the length of service eligibility for vacation for each Employee. The vacation period shall extend from January 1 to December 31.

Regular Full-Time Employees

All Full-Time Employees who have completed thirty (30) days of employment are eligible for paid vacation based upon their anniversary date as a full-time Employee as follows:

LENGTH OF CONTINUOUS SERVICE	VACATION (NON-FIREFIGHTER PERSONNEL)	VACATION (FIRE PERSONNEL WORKING 24 HOUR SHIFTS)
Following first 30 days up to First Calendar Year of Employment	80 hours prorated based on date of hire	84 hours prorated based on date of hire
1-2 Years	80 hours	84 hours
3-4 Years	104 hours	108 hours
5-10 Years	120 hours	144 hours
11-14 Years	160 hours	192 hours
15-19 Years	200 hours	240 hours
20 Years or more	200 hours plus 8 hours per year for Years over 20 up to 40 hours max (Cap of 240 hours)	240 hours plus 12 hours per year for Years over 20 up to 60 hours max (Cap of 300 hours)

No Paid Vacation

Regular Part-Time Employees, Seasonal, and Temporary Employees are not eligible for paid vacation.

Scheduling Vacation

Vacation leave may be taken in fifteen (15) minute increments. Employee vacation requests will be granted subject to the staffing needs of the Township and with approval of the Department Director. Accordingly, any conflicts will be addressed by taking into consideration the amount of advance notice provided, department needs, and seniority. Employees must request the use of Vacation Time through the "Request Time Off"

function in the payroll system. Any requests for time off for vacation, must be submitted to and approved by the immediate supervisor at least five (5) days in advance. Exceptions will be considered on a case-by-case basis.

When a holiday occurs during an Employee's authorized vacation, vacation hours shall not be charged for the holiday.

Carry Over

Any vacation hours greater than forty (40) for non-firefighter personnel and forty eight (48) for fire personnel working 24-hour shifts that are not used by December 31st in an Employee's bank will be forfeited.

Employees will be permitted to carry over accrued, but unused vacation time in the following calendar year as follows:

Position	Maximum Vacation Carryover
Non-Firefighter Personnel	40 hours
Fire Personnel working 24 hour shifts	48 hours

Any Non-Firefighter Personnel who have greater than forty (40) hours of accrued vacation and any Fire Personnel working 24-hour shifts who have greater than forty-eight (48) hours of accrued vacation time as of the effective date of this Handbook will have two (2) years to reduce the Employee's bank to forty (40) hours to conform with this policy.

Payout

Accrued but unused vacation time will be paid out upon separation from the Township.

505 HOLIDAYS (Excluding 24-hour Fire Personnel)

Regular Full-Time Employees

Regular Full-Time Employees will be entitled to pay on the following scheduled holidays listed below:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Day

Holidays falling on Saturday will typically be observed on the previous Friday and holidays falling on Sunday will typically be observed on the following Monday. An exact schedule will be announced in advance.

Leave Early Days

Employees who are regularly scheduled to work on the below holidays will be entitled to leave early and receive pay on the following scheduled holidays listed below:

- Day before Thanksgiving – 2 hours early
- Christmas Eve – 4 hours early
- New Year's Eve – 2 hours early

Leave early days will be on a schedule that is announced in advance.

No Paid Holidays

Part-Time, Seasonal, Temporary Employees, and Fire Personnel working 24 hour shifts are not eligible for holiday vacation. Because Fire Personnel work on holidays, they will receive bonus days.

Pay for Holidays

Employees eligible for holidays shall be paid for the hours they were regularly scheduled to work on the holiday.

Employees on Leave

Employees who are on layoff, disability, unpaid FMLA, or any other unpaid leave at the time the holiday occurs are not entitled to receive holiday pay.

506 PERSONAL LEAVE TIME (Excluding 24-hour Fire Personnel)

Regular Full-Time Employees are provided thirty-two (32) hours of personal leave time per calendar year on January 1st. In lieu of personal leave, Fire Personnel working 24 hour shifts will receive bonus days. New Employees within the first year of employment will receive pro-rated personal leave based on date of hire following completion of the introductory period.

Personal days may be used for religious observance or any other purpose. Personal time may be taken in fifteen (15) minute increments subject to Departmental scheduling and approval, and with a minimum of five (5) days' preapproval by the immediate supervisor. Exceptions will be considered on a case-by-case basis.

Personal leave must be taken in the calendar year in which it is earned. There is no carryover of unused personal leave from one year to the next. If Employees do not use personal leave by the end of the calendar year, it will be forfeited.

Payout

Personal time will not be paid out upon separation from the Township.

507 BONUS TIME (Eligible Fire Personnel)

In lieu of paid holidays and personal leave, Regular Full-Time Fire Personnel working 24 hour shifts will receive one hundred twenty (120) hours of bonus time. No other Township Employee is entitled to bonus time.

Bonus time will be awarded on January 1 of each year. New Employees within the first year of employment will receive pro-rated bonus time based on date of hire following completion of the introductory period.

Bonus time may be used for any purposes. Bonus time may be taken in twelve (12) hour increments subject to Fire & Rescue Departmental scheduling and approval with a minimum of five (5) days' preapproval by the Fire Chief.

Bonus time must be taken in the calendar year in which it is earned. There is no carryover of unused bonus time from one year to the next. If Firefighter Personnel do not use bonus time by the end of the calendar year, it will be forfeited. Bonus time will not be paid out upon separation.

508 SHIFT DIFFERENTIAL (Eligible Fire Personnel)

Regular Full Time Fire Personnel working 24 hour shifts shall receive time and one-half (1 ½) for any hours worked as follows:

- Beyond their regularly scheduled shift in any work day; or
- Any additional shifts for which the Fire Personnel was called in to cover on their day off
- Approved training time for time worked on a normally scheduled day off

There shall be no pyramiding of overtime. Fire Personnel may have his or her regularly scheduled shift altered or changed to exclude the shift differential by mutual agreement with the Fire Chief.

509 SICK TIME

Regular Full-Time Employees will be eligible for up to forty-eight (48) hours of paid sick time per calendar year on January 1st. Sick time may be used for an Employee's illness, medical, or dental appointments or to care for an immediate family member who is ill. Sick leave may be taken as follows:

- In Fifteen (15) minute increments for all Regular Full Time Employees
- In Six (6) hour increments for Fire Personnel working 24 hour shifts

Sick time will be awarded on January 1 of each year. Regular Full-Time Employees in their first employment year will be eligible for paid sick time on a prorated basis based on the date of hire. Upon successful completion of the introductory period, Employees will be entitled to use accrued sick time

The Township will not pay for unused sick time upon separation of employment or at the end of the calendar year. However, unused sick time of up to a maximum bank of one hundred forty-four (144) hours may be carried over into succeeding calendar years. Any Employee with a bank exceeding one hundred forty-four (144) hours as of December 31 of each year will forfeit any hours in excess of one hundred forty-four (144).

Employees who are unable to report to work because of an illness or emergency, must contact their immediate supervisor as far in advance as possible prior to their scheduled shift time, but no later than two (2) hours prior to their scheduled start time. Any Employee absent for three (3) or more scheduled days due to illness must present a signed medical certification upon their return to work.

Employees missing work due to illness must contact their immediate supervisor relaying the status and expected return date. Unless approved, failure to contact the immediate supervisor each day an Employee is out sick will result in disciplinary action.

If an Employee feels ill at work, the Employee shall contact the immediate supervisor. If appropriate, arrangements will be made for an Employee to leave work. Employees will be paid for any time worked that day.

510 JURY DUTY

Regular Full-Time Employees required to serve as a Juror, will be paid their regular compensation by the Township. In order for the Employee to receive their regular compensation, the Employee must submit their court voucher to the Human Resources Department.

Employees must provide the Township with a copy of the Jury Duty Notice as soon as it is received. Employees serving on jury duty shall have Saturdays and Sundays as days

off during the term of such service, regardless of their normally scheduled work shifts. Employees required to be available for jury duty, but not required to be in court, must report to work.

511 EMERGENCY SERVICE LEAVE

Paid Emergency Service Leave of up to fourteen (14) full workdays in a calendar year may be granted to Employees who are certified in a specific discipline to respond and participate in specialized disaster or emergency relief operations at a Federal or State declared disaster. Participation must be with a Federal, State, or regionally recognized agency or governmental unit, or with a recognized non-governmental agency. Examples of such agencies include:

- US Department of Homeland Security (FEMA, USAR, DMAT, DMOT, etc.)
- Pennsylvania Emergency Management Agency (USAR, IMT, IMAC, etc.)
- South Central Task Force (IMT, etc.)
- Red Cross, Salvation Army
- Other recognized disaster response agency (Mennonite Central, Team Rubicon, etc.)

Employees must request approval from the Director of Human Resources and the Township Manager and must provide a statement or verified orders from the requesting agency explaining the need for participation. Upon return, Employees must furnish a written statement from the requesting agency served certifying activities during the period of absence from work.

512 VICTIMS OF CRIME LEAVE

The Township will grant reasonable and necessary unpaid leave from work, without pay, to Employees who are victims of, a witness to, or family member of a victim of a crime to attend or participate in legal proceedings pertaining to the crime. Affected Employees must give the Director of Human Resources reasonable notice that leave under this policy is required and provide documentation substantiating the need for leave.

Exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

513 BEREAVEMENT

Paid bereavement leave will be granted to Regular Full Time Employees for the death of a family member per occurrence according to the following schedule:

FAMILY MEMBER	BEREAVEMENT LEAVE (NON- FIRE PERSONNEL)	BEREAVEMENT LEAVE (FIRE PERSONNEL WORKING 24 HOUR SHIFTS)
Parent (including current stepparent or guardian)	5 scheduled shifts	2-24 hour scheduled shifts
Spouse	5 scheduled shifts	2-24 hour scheduled shifts
Child (including stepchild, foster child)	5 scheduled shifts	2-24 hour scheduled shifts
Brother or sister (including half-brother or half-sister, step-brother, step-sister)	5 scheduled shifts	2-24 hour scheduled shifts
Grandparent	3 scheduled shifts	1-24 hour scheduled shift
Grandchild	3 scheduled shifts	1-24 hour scheduled shift
Aunt or Uncle	3 scheduled shifts	1-24 hour scheduled shift
Nephew or Niece	3 scheduled shifts	1-24 hour scheduled shift
Parent in-law, Brother/Sister in-law	3 scheduled shifts	1-24 hour scheduled shift

If an Employee leaves early from work on the day of notification of death of a family member, that day will be paid, but will not be counted toward the bereavement leave benefit.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials. Extensions beyond the above bereavement leave allotment may be granted without pay with the approval of the Township Manager.

514 FAMILY AND MEDICAL LEAVE POLICY

Basic Leave Entitlement

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible Employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for Employee's child after birth, or placement for adoption or foster care;

- To care for Employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes Employee unable to perform the Employee's job.

Military Family Leave Entitlement

Eligible Employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible Employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible Employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Benefits and Protections

During FMLA leave, the Employer must maintain the Employee's health coverage under any "group health plan" on the same terms as if Employee had continued to work. Upon return from FMLA leave, most Employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an Employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least twelve (12) months, have one thousand two hundred fifty (1,250) hours of service in the previous twelve (12) months, and if at least fifty (50) Employees are employed by the Employer within seventy-five (75) miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the Employee from performing

the functions of the Employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An Employee does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

The Township requires use of all accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, Employees must comply with the Township's normal paid leave policies.

Employee Responsibilities

Employees must provide thirty (30) day's advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the Employee must provide notice as soon as practicable and generally must comply with Employer's normal call-in procedures.

Employees must provide sufficient information for Employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the Employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered Employers must inform Employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the Employees' rights and responsibilities. If they are not eligible, the Employer must provide a reason for the ineligibility.

Covered Employers must inform Employees if leave will be designated as FMLA-protected and the amount of leave counted against the Employee's leave entitlement. If

the Employer determines that the leave is not FMLA-protected, the Employer must notify the Employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any Employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An Employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an Employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

515 UNPAID MEDICAL LEAVE

The Township may grant an uninterrupted Unpaid Medical Leave to all Regular Full-Time and Regular Part-Time Employees for certain reasons as defined by the FMLA as follows:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for Employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes Employee unable to perform the Employee's job.

The maximum Unpaid Leave is as follows:

Classification	Amount of Unpaid Leave
Regular Full Time Employees	Not to exceed 8 weeks
Regular Part Time Employees	Not to exceed 6 weeks
Regular PT Fire Personnel	Not to exceed 16 weeks

Unpaid medical leave can be used after 90 days of employment for eligible Employees or as an extension of FMLA leave for the above reasons.

Prior to requesting Unpaid Medical Leave, an Employee must have exhausted all paid leave. Such leave is at the sole discretion of the Township Manager and will depend

upon the reasons given, length of service, work record of the Employee, and the Township's needs. This leave of absence is unpaid and will not be granted on an intermittent basis.

The Township will continue to maintain group health insurance coverage for the Employee and, where applicable, for the Employee's dependents during the Unpaid Medical Leave to the extent permissible by the Township's health plan in effect at that time.

If an Employee fails to return to work for any reason after the Unpaid Medical Leave has expired, group health coverage will terminate, and the Employee will be considered to have voluntarily terminated with the Township unless an accommodation under the ADA has been granted.

Upon returning from Unpaid Medical Leave due to an Employee's own serious health condition, the Employee must provide certification from the Employee's health care provider that the Employee is able to resume work and that the Employee is fit for duty with regard to the serious health condition that caused the Employee's need for the Unpaid Medical Leave.

A request for Unpaid Medical Leave should be submitted to the Director of Human Resources in advance of the leave and should include a medical certification which includes verification of the above reasons and the Employee's expected date of return to work. At the conclusion of the Unpaid Medical Leave, the Township will attempt to restore the Employee to the same or similar position but does not guarantee restoration. Such a decision will be based on the current needs of the Township.

516 MILITARY LEAVE

The Township is committed to protecting the job rights of employees absent on military leave. Employees may take a military leave of absence in order to perform service in the uniformed services.

Paid Military Leave

Paid military leave will be granted under the following conditions, with appropriate documentation:

- An active member of the Pennsylvania National Guard shall be entitled to paid leave, without being required to use vacation time, on all workdays during which they are engaged in active State duty for emergency.
- An active member of the Pennsylvania National Guard or member of any reserve component of the armed forces of the United States, shall be entitled to paid leave, without being required to use vacation time, for a period of time not to exceed

fifteen (15) consecutive or nonconsecutive workdays in any year, for training or other military duty under orders authorized by Federal or State law.

Employees will continue to accrue vacation while on paid military leave.

Unpaid Military Leave

Employees taking part in the following military duties are entitled to unpaid leave under this policy:

- Active duty
- Active and inactive duty for training
- National Guard duty under Federal statute
- Absence from work for an examination to determine a person's fitness for any of the above types of duty
- Funeral honors duty performed by National Guard or Reserve members
- Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service.

Employees on an unpaid military leave may, at their option, use any or all accrued vacation or personal leave during their absence. Employees do not accrue vacation, personal leave, or sick leave while on military leave of absence status.

Employees who return to work after an extended absence for military service are eligible for reinstatement in accordance with applicable law. They must, however, seek reinstatement within the required time limits and be qualified for work.

Employees who are separated from the service by undesirable, bad conduct, or dishonorable discharge shall not be entitled to any of the benefits relating to military leave without pay except such vested rights as they may have acquired by previous employment with the Township.

517 TUITION REIMBURSEMENT

The Township strives to enable Employees to be equipped and current in their respective industry. The Township may allocate funds on an annual basis for tuition reimbursement for eligible Employees.

Reimbursement must be requested in advance pursuant to the requirements of the Township's Tuition Reimbursement Policy which can be obtained from the Human Resources Department.

518 LACTATION/BREASTFEEDING

For up to one (1) year after a child's birth, any Employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Township has designated the room for this purpose. Employees who work off-site or in other locations will be accommodated with a private area as necessary. Breaks of more than twenty (20) minutes in length will be unpaid, and the employee should indicate this break period on time records.

519 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Through the employee assistance program (EAP), the Township provides confidential access to professional counseling services. The EAP is available to all Employees and their immediate family members, offers problem assessment, short-term counseling, and referral to appropriate community and private services.

Some examples of issues addressed by the EAP are:

- Addictions
- Alcohol and drug use
- Conflict resolution
- Critical incident support
- Eldercare
- Family/child issues
- Financial counseling
- Grief and loss
- Legal counseling
- Marital relationship conflict
- Sexual and physical abuse
- Stress, depression, and anxiety
- Work and career

The EAP is strictly confidential and is designed to safeguard an Employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Township only if requested by the Employee in writing. There is no cost for an Employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let Employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the Employee.

VI. EMPLOYEE CONDUCT AND DISCIPLINE

601 DISCRIMINATION AND HARASSMENT FREE WORKPLACE

The Township strives to create and maintain a work environment in which people are treated with dignity and respect. A good working environment is essential to the well-being of all Employees, and all Employees should feel comfortable and welcome while at work. The Township will not tolerate unlawful discrimination or harassment. Through enforcement of this policy and education of employees, the Township will seek to prevent, correct, and discipline behavior that violates this policy.

Each Employee is covered by this policy and must ensure that prohibited conduct does not occur. Supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including failing to immediately report such misconduct, are in violation of this policy and subject to discipline.

Discrimination

Unlawful discrimination and harassment are strictly prohibited. Discrimination in the workplace occurs when an Employee is treated differently based on a protected characteristic, rather than individual merit. "Protected characteristics" include:

- Race, color, national origin, ethnicity, or ancestry;
- Religion;
- Sex/gender;
- Age;
- Disability, including physical or mental disability or medical condition;
- Pregnancy;
- Citizenship;
- Marital status;
- Labor union membership;
- Veteran's status;
- Genetic disposition;
- Political views or activity;
- Status as a victim of domestic violence;
- Any other characteristic that is protected by any applicable federal, state, or local law.

Harassment

For purposes of this policy, "harassment" is any verbal or physical conduct that creates a threatening, intimidating, coercive, humiliating, disrespectful, hostile, degrading or offensive environment on the basis of any protected characteristic. The Township's harassment policy is not limited to Employees, but also covers vendors, residents, and

other individuals that interact with the Township. The Township does not tolerate harassment of non-employees by Employees, or harassment of Employees by non-employees.

The following examples of harassment are intended to be guidelines, and are not exclusive when determining whether there has been a violation of this policy:

- Verbal Harassment: Epithets, derogatory statements, slurs, negative stereotypes, jokes, taunts, voice accents, name-calling, comments about physical features, ridiculing or demeaning comments, threats, intentionally excluding someone from normal workplace activities and making them feel unwelcome.
- Visual Harassment: Posters, cartoons, drawings, pictures, emails, memes, symbols, writing.
- Physical Harassment: Gestures, assault, unwelcome physical touching, physical intimidation, impeding physical movement of another, vandalism.

Sexual harassment is a type of harassment that is based on a person's sex or gender. "Sexual harassment" is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment includes, but is not limited to, the following:

- Making sexually offensive or obscene remarks, jokes, advances, or gestures, including jokes or comments about a person's sexuality or sexual experience.
- Making sexual advances, propositions or requests for sexual favors or activity.
- Engaging in physical contact that is sexual in nature, such as touching, pinching, patting, grabbing, massaging, brushing against another Employee's body or poking another Employee's body.
- Stereotyping based on an individual's gender or sex.
- Displaying or distributing sexually offensive or obscene posters, cartoons, drawings, pictures, emails, memes, symbols, writing.
- 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.
- Perpetrating physical assaults of a sexual nature.

The goal of this policy is to deter conduct that is disrespectful, unwanted, unreasonable, and demeaning. In order to ensure a respectful, welcoming, and safe work environment for all employees, the Township may consider an Employee's conduct to be a violation of this policy, even if the conduct does not rise to the level of unlawful harassment. When determining whether conduct violates this policy, the Township will consider whether a reasonable person could conclude that the conduct created a hostile, intimidating, degrading, or demeaning environment.

Statements such as “I was just joking,” “I didn’t mean it that way,” and other similar excuses are not defenses to allegations of harassment. Nor is being under the influence of alcohol, drugs, or other substances.

This policy applies to both the workplace and work-related social events, including office parties, off-site events, and work entertainment events.

Complaint Procedure

All Employees are responsible for maintaining a work atmosphere free of discrimination and harassment. If an Employee believes that this policy has been violated, the Employee should contact the Director of Human Resources as soon as possible. Complaints should not be limited to an Employee’s own experiences. If an Employee observes discrimination or harassment happening to a co-worker or fellow Employee, the Employee should report it.

If an Employee feels uncomfortable bringing the matter to the Director of Human Resources, or if the Director of Human Resources is thought to be involved in the harassment, Employees should contact the Township Manager or the President of the Board of Commissioners. Employees will be asked to submit their complaint in writing so that allegations of discrimination or harassment can be fully investigated. When possible, a complaint should include details of the incident or incidents, names of individuals involved, and the names of any witnesses.

Investigation Process and Confidentiality

The Township has a legal obligation to promptly investigate and respond to all complaints made under this policy. Upon receipt of a complaint, the Township will conduct a thorough investigation in a prompt and impartial manner.

All persons to whom a complaint is made, or who learn of a complaint as part of a Township investigation, must do everything reasonably possible to keep the complaint confidential in order to maintain the integrity of the investigation process, ensure fairness, and protect the privacy of those involved. However, the investigation of complaints may require disclosure to the accused individual and to other witnesses for the purpose of gathering pertinent information. Disclosure of information learned through the complaint and investigation process will be limited to those disclosures that are necessary for the Township to fulfill its legal obligations, conduct a thorough investigation and take corrective action. Nothing in this policy should be construed as a guarantee of absolute confidentiality. This policy is not intended to curtail an Employee’s right to discuss work-related matters, including terms and conditions of employment.

If the Township determines that a violation of this policy has occurred, appropriate relief for the Employee bringing the complaint, and appropriate disciplinary action against the person engaging in conduct that violates this policy, up to and including termination, will follow.

A non-employee who subjects an Employee to harassment in the workplace will be informed of the Township's policy and appropriate action will be taken. The Township will make follow-up inquiries to ensure that the harassment has not resumed.

Retaliation Prohibited

The Township recognizes that it can be difficult to bring a complaint about discrimination and harassment. To encourage individuals to come forward with their concerns, the Township strictly prohibits retaliation against any individual who exercises his or her rights under this policy.

Retaliation occurs when a person is punished, penalized, or treated unfavorably for any of the following:

- Making a complaint under this policy about conduct which the Employee believes in good faith to be harassment, discrimination, or a violation of this policy.
- Expressing an intention to make a complaint under this policy about conduct which the Employee believes in good faith to be harassment, discrimination, or a violation of this policy.
- Assisting another Employee in making a complaint under this policy.
- Participating in any investigation under this policy or providing any information in connection with a complaint under this policy.

If an Employee believes he or she has been subject to retaliation, the Employee should report it to the Director of Human Resources immediately. Retaliation of any kind will be considered a violation of this policy and will result in disciplinary action, up to and including immediate termination.

602 CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

The Township strongly discourages romantic or sexual relationships between a Manager or other supervisory Employee and his or her staff (an Employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff member. Given the uneven balance of power within such relationships, consent by the Employee is suspect and may be viewed by others or, at a later date, by the Employee as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any Employee of the Township enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an Employee who reports directly or

indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Director of Human Resources. Because of potential issues regarding quid pro quo harassment, the Township has made reporting mandatory. This requirement does not apply to Employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to the Township, it will review the situation with management considering all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact management, which will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

603 EMPLOYMENT OF RELATIVES

Relatives of current Employees will be considered for employment on the basis of their qualifications. Due to the potential for perceived or actual conflicts, however, relatives ordinarily will not be hired if employment would create a direct supervisor/subordinate relationship between immediate family members. Similarly, Employees will not be ordinarily assigned, transferred, or promoted to a position if it will create a direct supervisor/subordinate relationship between immediate family members. No individual will have decision-making authority or significant influence over the hiring, work responsibilities, compensation, or other condition of employment of an immediate family member.

For purposes of this policy, "immediate family member" is defined as one of the following:

- Relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin;
- Relationships by marriage – spouse, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, and spouse/partner of any of the foregoing; and
- Cohabiting couples, significant others, and individuals in a romantic relationship.

Prior to an employment offer, transfer or promotion, the immediate supervisor for the vacant position will be required to certify that the candidate for the position is not an immediate family member as defined above. If any Employee of the Township is or becomes an immediate family member to another Township Employee while employed, and if one of the parties is in a supervisory capacity over the other, or in a position with decision-making authority or significant influence over the other, the parties must notify the Director of Human Resources. This requirement does not apply to Employees who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to the Township, it will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another position or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the Township will decide which party should be moved. If it is determined that one or both parties must be moved, but no other jobs are available for either party, one or both parties may be subject to termination.

604 DISABILITY ACCOMMODATION

The Township complies with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals on the basis of disability. The Township also provides reasonable accommodation for such individuals in accordance with these laws. It is the Township's policy to:

- Ensure that qualified individuals are treated in a nondiscriminatory manner in the pre-employment process and that Employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Keep all medical-related information confidential in accordance with the requirements of federal and state law and retain such information in separate, confidential files.
- Provide applicants and Employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Township.

Procedure for Requesting an Accommodation

An Employee with a disability who believes a reasonable accommodation is needed to perform the essential functions of his/her job should contact the Director of Human

Resources. Upon receipt of an accommodation request, the Director of Human Resources will meet with the Employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Township might allow to assist in overcoming these limitations. The Director of Human Resources, in conjunction with other individuals who have a need to know and who assist in the process, will determine the feasibility of the requested accommodation. All involved parties will engage in a good faith interactive process with the Employee to decide on an appropriate and effective accommodation.

605 RELIGIOUS ACCOMODATION

The Township respects the religious beliefs and practices of all Employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Township.

Procedure for Requesting an Accommodation

An Employee whose religious beliefs or practices conflict with the Employee's job, work schedule, or with Township policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to Director of Human Resources.. The written request will include the type of religious conflict that exists and the Employee's suggested accommodation.

Providing Religious Accommodation

The Township will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on the Township. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress code that does not affect safety requirements, or for other aspects of employment.

606 EMPLOYEE RELATIONSHIP WITH THE PUBLIC/CO-WORKERS

The Township operates on the basis that every individual deserves to be treated with respect, courtesy, tact, and consideration. Therefore, the Township expects its Employees to treat delivery personnel, vendors, residents, members of the public and fellow Employees in a courteous and professional manner. Employees should be aware of and sensitive to any behaviors that are offensive to others. If an Employee observes, or is the object of any unprofessional conduct, he or she is responsible to report it to the Employee's immediate supervisor immediately.

607 EMPLOYEE RESPONSIBILITIES

The Township intends to maintain the highest standards of customer service. Therefore, in all dealings with the public and with each other, all Township Employees are expected to respect the dignity of each individual. With the foregoing in mind, the Township has developed policies and rules.

Employees are encouraged to read the following list of actions and to understand them fully. If any one of these actions or any one of the actions outlined elsewhere in the Handbook or similarly egregious action is taken by an Employee, it may result in disciplinary action up to and including termination.

- Improperly treating a fellow Employee, customer, or any other non-Employee.
- Insubordination or lack of cooperation.
- Failing to follow instruction or to perform assigned work.
- Failing to meet a Township measure of efficiency and productivity.
- Placing long distance personal phone calls or making or receiving excessive personal phone calls, internet use, or texts on Township time.
- Unauthorized or excessive absences (including late arrival and early departure) from work.
- Sleeping on Township property during work time.
- Abusing, wasting, or stealing Township property or the property of any Township Employee or non-Employee.
- Removing Township property or records without written authorization.
- Falsifying employment application or other personnel records.
- Falsifying Township reports or records (including timesheets).
- Violating the law on Township premises.
- Fighting or starting a disturbance on Township premises or while performing job duties, including, but not limited to, assaulting, or intimidating a Township Employee or non-Employee.
- Unauthorized possession of firearms, weapons or dangerous substances while performing job duties or on Township premises.
- Reporting to work in a condition unfit to perform job duties, including reporting to work with measurable amounts of illegal drugs or controlled substances present in an Employee's system or being under the influence of alcohol or drugs or controlled substances.
- Reporting to work in an impaired state.
- Consuming or selling alcohol, illegal drugs, or controlled substances on Township premises or while performing job duties.
- Smoking, eating, or drinking in prohibited areas.
- Violating a Township safety rule or practice or creating or contributing to unhealthy or unsanitary conditions.

- Acting in conflict with the interests of the Township.
- Disclosing confidential Township information without authorization.
- Unauthorized solicitation or distribution on Township property.
- Using profanity toward others.
- Failing to fully cooperate in any Township investigation.

608 PROGRESSIVE DISCIPLINE

The Township holds its Employees to high standards of performance and behavior. There may be times when disciplinary procedures become necessary when performance or actions by an Employee do not meet the Township's expectations.

When a situation requires, the progressive disciplinary steps outlined below will be followed, and documentation shall be placed in the Employee's personnel file. During the introductory period, and in other serious situations in which it may be warranted, progressive disciplinary steps may be waived or skipped by the Township.

Verbal Warning

When an Employee's job performance has begun to deteriorate or they have violated a policy or procedure, the supervisor will meet with the Employee to warn them of the infraction that has been noted. This meeting will be recorded in the Employee's personnel file.

Written Warning

An Employee may be given a written warning if the violation is of a serious nature or they have received a verbal warning in the past. The nature of the infraction(s) will be in writing and shall be given to the Employee. The Employee is requested to sign the reprimand, which will be placed in the Employee's personnel file.

Performance Improvement Plan

An Employee may be placed on a Performance Improvement Plan (PIP) as part of a Written Warning when their performance continues to be below Township expectations or standards following a reprimand. The PIP will have specific objectives the Employee must meet and a time frame in which they must be met so that their performance will meet expectations.

Final Warning

An Employee may be given a final warning if the violation is of a highly serious nature or they have received a written warning in the past. The nature of the infraction(s) will be in writing and shall be given to the Employee, stressing the seriousness of the violation and potential for dismissal if improvement is not immediate. The nature of the infraction(s) will be in writing and shall be given to the Employee. The Employee is requested to sign the reprimand, which will be placed in the Employee's personnel file.

Suspension

As part of a Final Warning an Employee may be given up to three (3) days suspension as the Township's way of communicating the seriousness of the infraction.

Termination

Serious misconduct or continuous poor performance may result in the Employee's termination from employment with the Township. All terminations must be approved by the Township Manager.

609 ATTENDANCE

The Township's operational efficiency is dependent upon all Employees adhering to the work schedule in effect. If, for any reason, an Employee is unable to report to work at his or her scheduled time, he or she is required to notify the Employee's immediate supervisor by phone, no later than two (2) hours before the Employee's scheduled start time. Failure to do so may disqualify an Employee from receiving compensation for that shift/day and may subject an Employee to disciplinary action. If an Employee is absent for more than one (1) day without notifying the Township of the reason for the absence, it will be presumed that the Employee intends to quit his or her position and employment will end based on a voluntary resignation.

Excessive Absenteeism or Lateness

Regular and prompt daily attendance is an essential function of every Employee's job. Illness or personal problems justify an occasional absence or lateness. The Township has a liberal policy when the Employee is absent or late for these reasons. However, frequent or unscheduled absence or lateness, even though legitimate, impairs an operation and diminishes the value of the Employee's job.

"Excessive absenteeism or lateness" is defined as any occurrence of more than ten (10) times in a six (6) month period for Regular Full Time Employees or six (6) times in a six (6) month period for Regular Part Time Employees. If an excessive absenteeism or lateness pattern develops, the Employee may be subject to the progressive discipline policy (Section 607) at the discretion of the Department Director.

Notification of Absence

An Employee who is absent from work is expected to contact their immediate supervisor every day. If the nature of the absence has been diagnosed by a physician as a prolonged illness or injury the Employee will be requested to contact their immediate supervisor periodically as requested by the Township.

Physician's Statement

The Township reserves the right to request an Employee to submit a physician's medical certification for any absence regardless of its length, including late arrival to work or leaving work early. The medical certification should indicate the nature of the illness or

injury and the anticipated length of the absence. Any restrictions governing the working hours or duties must be stated on the certificate. Employees who have been requested to submit a medical certification will not be permitted to return to work until the requested certification is submitted. In addition, the Township reserves the right to request confirmation of an injury or illness by a physician selected by the Township.

610 DRESS CODE

Employees contribute to the corporate culture and reputation of the Township in the way they present themselves. It is important for all Employees to project a professional image to residents, visitors, and members of the public. During business hours or when representing the Township, Employees are expected to wear professional attire and present a clean, neat, and tasteful appearance.

Employees shall dress and groom according to the requirements of the Employee's position and job duties.

Attire must be neat and clean and clothing may not have holes in them. To achieve desired standards, the following are prohibited:

- Footwear deemed inappropriate for designated job duties
- Athletic wear and sleep wear unless required for the designated job
- Clothing containing offensive or vulgar messages
- Clothing deemed inappropriate for designated job duties
- Tops or pants which reveal an Employee's midriff or behind when bending over or stretching while performing normal job activity
- Visible septum piercings, gauges bigger than a dime and surface piercings
- Visible tattoos which may be considered offensive
- Offensive body odor

The Director of Human Resources or the Township Manager has sole discretion in determining whether Employees comply with this policy. Items not specifically addressed by this policy will be addressed by management on a case-by-case basis. Employees may be asked to leave the workplace and return properly dressed or groomed. Under such circumstance, Employees will not be compensated for the time away from work.

Clothing shall be conducive to the safe and effective performance of required job duties. Employees performing maintenance, repair or construction functions are required to wear clothing conducive to the duties being performed to assure a healthy and safe working environment. When protective equipment is required, the Township will provide

accordingly. Employees must be aware of the areas where protective clothing, such as hard hats or other head covering, is required and adhere to these requirements.

For designated positions, the Township may furnish complete or partial uniforms. Whether an Employee's own or a Township uniform, the clothing must be clean and presentable when reporting for assigned work period. Upon termination of employment, all Township-assigned clothing must be returned. If uniforms are not returned following termination, the Employee may be responsible for the cost of the uniform(s).

If an Employee has any requests for accommodation to this dress code policy based on religious reasons, they need to submit their request in writing to the Director of Human Resources. The Township may, when necessary if requested, make reasonable accommodation in this policy for a person pursuant to applicable federal and state law.

611 PERSONAL BUSINESS

Personal business is not to be conducted on Township time. If personal business during work time becomes unavoidable, the Employee may be excused for a limited time by their immediate supervisor. If the personal business requires the Employee to leave work, an Employee may request time off.

612 INCLEMENT WEATHER

If the weather becomes so severe that the Township cannot open or it would be too dangerous for Employee travel, the Township will attempt to notify Employees. If Township facilities are closed due to inclement weather, all Employees scheduled to work, excluding safety-sensitive Employees, will be paid for their scheduled hours.

If notification has not been made, the Township will operate on a normal schedule. Employees should report at their normal times or as soon thereafter as possible. Employees paid on an hourly basis who do not report to work on such days will not be paid and will be required to use available paid time off.

613 SOLICITATION AND DISTRIBUTION

The Township believes Employees should have a work environment free from interruptions of a non-work related nature. ~~as work time is for work.~~ Employees should focus on duties and not engage in activities that would interfere with an Employee's own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g., selling or collecting for products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency and may not be respectful of others job responsibilities and their right not to be interrupted.

Employees may not engage in solicitation for any purpose during his or her work time which includes the working time of the Employee who seeks to solicit and the Employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the Employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an Employee's statutory rights, including discussing terms and conditions of employment.

Distribution by Employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not Employees are on working time. Electronic distribution is subject to the Township's internal policy and may not occur during the Employee's working time. Non-Employees are prohibited from distributing materials to Employees on Township premises at any time. Literature that violates the Township's policies, includes threats of violence, or is knowingly or recklessly false is never permitted. Nothing in this policy is intended to restrict an Employee's statutory rights, including discussing terms and conditions of employment.

614 PERSONAL MAIL

Employees may not use the business address as a personal mailing address. Employees may not use office stationery, postage, or postal equipment for personal use.

615 RESIGNATION

Employees should notify the Director of Human Resources in writing at least two (2) weeks before an Employee's last day of work stating the reason for resigning. Employees will be paid for all earned and unused benefits pursuant to the terms of this Handbook.

616 EXIT INTERVIEWS

All Employees leaving the Township's employ, voluntarily or terminated with or without cause, may request an exit interview with a member of Township Management. Conversely, provided the Employees is willing, the Director of Human Resources or Township Manager may request the opportunity to ask questions related to Employee's work experience with the intent of becoming aware of situations that would be beneficial for the Township to know.

617 KEYS AND SECURITY CODES

Employees having possession of Township keys and/or security codes are responsible for the safekeeping of such. Loss, theft, or misuse is to be reported immediately. No duplication of keys or sharing of security/access codes is permitted.

618 RETURN OF PROPERTY

Employees must immediately return all property of the Township that is in their possession or control upon resignation or termination of employment with the Township. Where permitted by law or by agreement, the Township may withhold the cost of any items that the Employee did not return when required. The Township may also take legal action deemed appropriate to recover or protect Township property.

VII. SAFETY & HEALTH

701 SAFETY

The Township and its Employees are responsible to establish and maintain a safe work environment. The Township will attempt to assure a safe environment and compliance with federal, state, and local safety regulations. All Employees and Department Directors are charged with the responsibility of reporting the existence of any hazardous condition or practice in the workplace. It is the responsibility of each Employee to abide by safety procedures of the Township.

Employees must obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe conditions to the immediate supervisor. Employees at all levels of the organization should correct, or report, unsafe conditions as promptly as possible. Failure to do so will result in immediate discipline up to and including termination.

Please observe the following precautions:

- Notify the immediate supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, inform your supervisor immediately.
- Use, adjust, and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand job fully and follow instructions. Ask questions if uncertain.
- Know the locations, contents and use of first aid and fire-fighting equipment.
- Employees who drive Township vehicles will maintain the appropriate speed limits, utilize safety belts, and adhere to all motor vehicle rules and regulations.
- Employees required to wear prescribed safety equipment, including hard hats and safety shoes, shall be subject to discipline if found to be negligent.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination. Employees who are found to be unwilling or deliberately negligent in equipment operation shall be disciplined up to and including immediate termination.

702 MEDICAL EXAMINATION

As part of the Township's employment procedure an applicant may be required to undergo a pre-employment medical examination after an offer of employment has been made, to ensure the applicant is capable of performing the responsibilities of the position that has been offered.

In order to maintain occupational health and safety, current non-uniformed Employees in positions involving public safety or in which it is prudent to ensure that Employees are continually fit for exertional duties, may be requested to submit to a job-related medical examination on a regular basis. Where a medical examination is required, the Township will select a physician and will pay the costs. Information from medical examinations will be maintained in separate files, along with other confidential medical information. Medical examinations will be administered consistently for all Employees or applicants in a similar job class.

703 WORKERS COMPENSATION

In compliance with state laws, the Township carries Workers' Compensation Insurance that applies to all accidental injuries to an Employee while at work. Workers' Compensation is carried to cover expenses and earnings lost due to injury while on the job. To qualify for this benefit, Employees must immediately report any work-related injury to the immediate supervisor or to the Human Resources Department.

Employees injured at work must visit the chosen health care providers listed on the panel. Employees must continue to visit the chosen health care providers for ninety (90) days from the date of the first visit. After completion of this period, Employees must notify the Township within five (5) days of a visit to another health care provider of the Employee's own choice. Non-compliance with the ninety (90) day provision will result in the Township being relieved from liability for payment of services rendered during the ninety (90) day period.

It is the policy of the Township to take appropriate action to bring Employees back to work as soon as it is determined to be a medically sound decision.

704 MODIFIED DUTY POLICY

To help reduce Workers' Compensation and other related costs, and to assist Employees who are incapacitated in their return to work, the Township may, at its sole discretion, offer temporary modified job assignments for Employees with temporary work-related restrictions due to an illness or injury.

Modified duty assignments under this policy are specially created temporary job assignments for Employees injured or otherwise incapacitated. Such modified duty assignments are temporary assignments only, are not vacant or permanent positions within the Township's workforce and may not be available to Employees on a permanent basis under any circumstances. The availability of such modified assignments depends on the Employee's restrictions and the business needs of the Township. The existence of this modified duty policy does not in any way guarantee that light duty will be available at any given time, or for any particular Employee who requests it.

If a modified duty assignment is available, an Employee will be permitted to work in a modified duty assignment only after the Township receives a written statement from Employee's health care provider approving the assignment for the injured Employee. In general, the Township will review the status of the temporary modified duty assignment with the affected Employee every thirty (30) to sixty (60) days, considering the Township's business needs and the Employee's condition, to determine if continuation of the assignment is appropriate.

If at any point an Employee is medically determined to have sustained permanent restrictions, the creation or continuation of a temporary modified duty assignment will not be considered. In that event, the Township will review the Employee's situation separately, to determine the appropriate steps to be taken, if any, under the Americans with Disabilities Act, other applicable law, and other relevant Township policies.

705 TOBACCO POLICY

The Township has a responsibility to provide and maintain a safe and healthy work environment for all Employees. Smoking in any form or use of tobacco products (pipes, cigars, chew, snuff, cigarettes, or "vaping" with e-cigarettes) is prohibited inside all buildings or vehicles owned, leased, or operated by the Township. This prohibition includes use of tobacco products or vaping while working outdoors. Smoking in the workplace both on and off site is prohibited except in those locations that have been specifically designated smoking areas at scheduled break times or during lunch periods. In the event there is no designated smoking area, smoking is strictly prohibited. General housekeeping procedures shall be followed at all times.

706 ALCOHOL, DRUGS & ILLEGAL SUBSTANCES

To help ensure a safe, healthy, and productive work environment for Employees and others, to protect Township property, and to ensure efficient operations, the Township has adopted a policy of maintaining a workplace free of alcohol, drugs, and illegal substances.

Employees under the influence of alcohol, non-prescribed drugs, or illegal substances on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with them. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing, or selling alcohol or controlled substances, or having alcohol or controlled substances in an Employee's system without medical authorization during work hours, on Township premises, or while on duty will result in disciplinary action up to and including immediate termination.

Off the job use of alcohol or illegal, non-prescribed drugs which adversely affects an Employee's job performance, or which jeopardizes the safety of other Employees, or the Township's property may result in disciplinary action up to and including termination.

Reasonable Suspicion Testing

During employment, periodic drug testing may be required at the discretion of the Director of Human Resources or the Township Manager to ensure the safety of Employees and the general public. Pre-employment drug testing is required for certain job classifications specified by the Township. Drug testing may also be required for, but not limited to chronic absenteeism/tardiness, accidents, diminished job performance, or reasonable suspicion that an Employee has used a prohibited drug or has misused alcohol on the job. If there is reason to suspect that an Employee is working while under the influence of an illegal drug or alcohol, the Employee will be required to submit to testing and suspended without pay until the results of tests are made available to the Township by the testing laboratory.

Random Testing

The Township conducts random drug and alcohol testing for designated positions subject to Department of Transportation regulations. The random selection provides an equal chance for each Employee to be selected each time a random selection occurs. Random selection shall be conducted throughout the year. The Township contracts with a third-party vendor who manages and conducts random selection and drug and alcohol testing.

Random selection, by its very nature may result in Employees being tested in successive random selections or more than once in a calendar year. Alternatively, some Employees may not be selected in a calendar year.

Individuals selected for random testing will be notified by the Township. Once notified, every action the individual takes must lead to a collection. If a randomly-selected individual engages in conduct which does not lead to urine collection and/or breath sample, the Township may consider this a refusal to test.

Refusal to Test

An Employee's refusal to test for alcohol or controlled substances will be considered a positive test result. When an Employee refuses a test, it will be treated as insubordination and failure to obey a direct order and will constitute an admission that the Employee is impaired and will result in termination.

Positive Test Results

If an Employee receives notice that test results were confirmed positive, the Employee will be given an opportunity to explain the positive results following the Employee's receipt of the test results. In addition, the Employee may request to have the same sample retested within seventy-two (72) hours at Employee's own cost. A positive drug test may result in immediate termination.

Employees undergoing prescribed medical treatment with a controlled substance should report this treatment to the Director of Human Resources. In this circumstance, a medical certification from the Employee's physician must be provided stating that job performance will not be impaired by this treatment.

Medical Marijuana

The Township will not discriminate against an Employee solely on the basis of the Employee's status as an individual who is certified to use medical marijuana, and who possesses a valid identification card issued by the Commonwealth of Pennsylvania. The Township has designated certain position as safety-sensitive under the PA Medical Marijuana Act. In the event that an Employee who is in a safety-sensitive position begins treating with medical marijuana, the Director of Human Resources or Township Manager shall be notified immediately.

Use of medical marijuana on Township premises, and in Township property, is prohibited. The Township also prohibits any use of medical marijuana which would place the Township in violation of federal law.

The Township may impose discipline on an Employee for being under the influence of medical marijuana in the workplace, or for working while under the influence of medical marijuana, when the Employee's conduct falls below the standard of care normally accepted for the Employee's position. If an Employee is under the influence of medical marijuana, the Township reserves the right to prohibit the Employee from performing any task or taking any action, in accordance with federal and state law.

Confidentiality

The Township will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know will have access to the results. The Employee will be asked for his or her consent before the test results are released to other parties. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the Employee's employment.

707 ACCIDENT REPORTING

Employees should seek treatment for any medical emergency at work by dialing 911 or the number for the local police or ambulance unit. Worker's compensation coverage protects Employees if injured on the job. So as not to jeopardize eligibility for this benefit, Employees must report any work-related injury to the immediate supervisor immediately if any on-the-job injury is incurred. The supervisor will complete the injury report form. See the Worker's Compensation policy for more information.

708 WORKPLACE VIOLENCE

The Township has a "zero tolerance" policy for any incidents of workplace violence, including threats of violence, by or against Employees or other individuals on Township-owned or leased property, while engaged in the conduct of or as a result of Township business. Violence or threats of violence against any property also will not be tolerated.

Any violent acts or threats made by any Employee, volunteer, contractor, vendor or elected or appointed official against another person's life, health, well-being, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for immediate action, including, where appropriate, termination of the relationship with the Township. This policy applies to any threats made on Township property, at Township events or under other circumstances that may negatively affect the Township's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures, or symbols, infringe upon the Township's right or obligation to provide a safe workplace.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person,
- Making threatening remarks,
- Aggressive, hostile, or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress,
- Intentionally damaging employer property or property of another,
- Possession of a weapon in the Township building or while on Township business,
- Committing acts motivated by, or related to, harassment or domestic violence.

It is the responsibility of all Employees to ensure that the Township is a workplace that is free of violence. Employees are responsible for the following:

- Read and be familiar with the workplace violence policy and be proactive in the prevention of workplace violence incidents.
- Immediately report all incidents of workplace violence to the Department Director, the Human Resources Department, Township or Assistant Township Manager.
- Employees who have protection from abuse orders from other individuals shall notify the Director of Human Resources. Employees shall work with the Director of Human Resources or the Township Manager to take appropriate steps to minimize the opportunity for the legally identified perpetrator to contact or visit the Employee.

Any individual who believes that he or she has been the target of violence or threats of violence or intimidation or has witnessed or otherwise learned of violent conduct by another in the capacity described above, should contact the Department Director, the Human Resources Department, Township Manager or Assistant Township Manager immediately. All reported incidents will be investigated and dealt with promptly.

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any individual determined to have committed such acts will be subject to immediate discipline or other action, including, where appropriate, termination of the relationship with the Township. Individuals engaged in violent or threatening acts on Township premises will also be reported to the proper authorities.

709 WEAPONS

To maintain a workplace safe and free of violence for all Employees, the Township prohibits the possession or use of dangerous weapons which includes firearms, explosives, knives with a 3-inch blade or longer and other weapons that might be considered dangerous or could cause harm on Township property. Weapons that are lawfully possessed by an Employee and are concealed from view, may remain locked in a personal vehicle in the trunk or glovebox of an Employee's personal vehicle. "Township property" is defined as all Township-owned or leased vehicles, buildings and surrounding areas such as grounds, sidewalks, walkways, driveways under the Township's ownership or control.

An Employee shall immediately report any weapon possession to their immediate supervisor. Any Employee on duty or on the Township's premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination.

710 DOMESTIC VIOLENCE

The Township recognizes that domestic violence can have an adverse impact on Employee's job performances and may also impact a co-worker's performance. Employees who have a Protection from Abuse Order (PFA) are encouraged to bring it to the attention of the Human Resources Director. The Township will assist Employees affected by domestic violence, within reasonable guidelines. Information will remain confidential to the degree possible as long as the safety of others is not at risk.

711 USE OF VEHICLES

Use of a Township-owned vehicle, or if requested or required to use a personal vehicle in the performance of work, Employees must possess a valid driver's license and operate vehicles in a proper, safe, and courteous manner observing all laws and regulations. Employees are prohibited from texting and shall observe all laws as to the use of cell phones or electronic devices while driving. Seat belt use is mandatory. Accidents, fines, citations, and related penalties for moving violations or other improper use during work hours must be immediately reported to the Director of Human Resources and are the Employee's responsibility.

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record confirming the existence of a valid operator's

license for the class necessary to operate the required vehicle. Employees also may be asked to submit copies of a current driving record from time-to-time. Employees must immediately report to the Director of Human Resources any suspension or limitation on an Employee's operator's license. Failure to do so will result in disciplinary action up to and including termination.

712 SEAT BELT USE

The Township takes the health and safety of its employees very seriously and recognizes that seat belts are an important and effective item of personal protective equipment that reduce injury to motor vehicle operators and occupants. Therefore, the Seatbelt Use policy has been established to require mandatory use.

Seat belts will be used for all occupants of the Township vehicles or other vehicles including leased, rented, or personally owned when on the Township business. Seat belts in all vehicles are to be maintained so that they are clean, easily accessible, and in good working order. The lack of a properly functioning seat belts in a municipal vehicle shall result in the vehicle being placed out of service.

The driver of the vehicle is responsible for enforcing seat belt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility.

713 AUTHORIZED DRIVERS

The Township considers the safety of its Employees and residents among its highest priorities. The Township designates which positions are driving positions. It also maintains a list of authorized drivers, each of whom must meet the policy standards below to remain on the list.

Requirements

All Employees who are in driving positions must meet the following requirements:

- Must be at least 18 years of age.
- Front line fire apparatus drivers must be at least 21 years of age.
- Must have at least 2 years of licensed driving experience.
- Possess a valid U.S. driver's license of the classification appropriate to the vehicle to be used (at least a Class C license).
- All CDL drivers must meet the CDL requirements in addition to the standards stated within this policy.

Driver Responsibilities

All Employees who are in driving positions must maintain a valid U.S. driver's license of the classification appropriate to the vehicle to be used.

Drivers that have a medical or physical condition, or who are or will be taking medication, which may affect their ability to operate a Township vehicle safely and effectively, must report the condition and/or medication to the immediate supervisor as soon as possible. The Township reserves the right to request documentation from a qualified health care professional documenting such a condition when necessary.

Drivers must report any license suspensions, moving violations resulting in four (4) or more points, accidents involving serious bodily injury or property damage and any vehicular convictions of misdemeanors or felonies to the Director of Human Resources on their next scheduled workday.

Employees are responsible for paying any moving or parking violations. Employees may not permit persons who are not authorized or employed by the Township to operate or ride in a Township vehicle. Any Employee involved in any type of an accident during working time and/or while driving a Township vehicle must immediately report the accident to the Director of Human Resources.

Revocation of Driving Authorization

The Township reserves the right to prohibit any individual from driving a Township vehicle whom it determines to be unsafe, regardless of the basis. Revocation will be automatic upon the following:

- Driver's license is suspended or revoked;
- Conviction of any one of the following:
 - Operating a vehicle under the influence of alcohol or other controlled substance.
 - Leaving the scene of an accident.
 - Conviction of any felony involving the use of a motor vehicle.

Reinstatement of authorized driving status is subject to review by the Director of Human Resources and the Township Manager.

Any revocation of driving authorization for an Employee in a position where driving is essential to perform their work duties may result in disciplinary action.

Motor Vehicle Record Checks (MVR)

The Township reserves the right to perform Pennsylvania Department of Transportation motor vehicle (or home state of driver) license history and record checks upon initial hire, on an annual basis or periodically as it deems appropriate. All MVR checks will first be authorized by the Employee. Refusal to authorize an MVR check may result in the revocation of driving authorization.

VIII. TECHNOLOGY POLICY

801 TELEPHONE USAGE

Contact with the public is vital to the Township's operations. Therefore, telephone courtesy is a high priority. Employees should be aware of the impact that is made on behalf of the Township's image by each conversation and to approach calls with an accommodating attitude and observe the following:

- Answer promptly and identify yourself.
- Speak clearly.
- Take careful and complete messages.
- Do not leave a caller on hold for an extended period of time.

The Township recognizes that there may be an occasion when it is necessary to make or receive a personal call at work. Outgoing calls should be placed during lunch break if possible. Incoming calls should be kept to a minimum and for necessary conversations that cannot wait until after business hours. Abuse of this privilege is subject to disciplinary action.

802 CELL PHONE USAGE

The Township understands that occasionally personal cell calls, texts, or emails, may occur from time to time. Employees may carry and use personal cell phones while at work on a sporadic basis. If Employee use of a personal cell phone causes disruptions or loss in productivity, the Employee may become subject to disciplinary action. Cell phones shall be stored out of the public view, turned off, or set to silent and/or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

The Township may provide cell phones to selected personnel to assist them in efficiently performing job duties. Cell phones and phone numbers are and will remain the property of the Township. Township cell phones are for work purposes only. Occasional personal calls are acceptable. Abuse in use of a Township cell phone will result in the privilege being removed and possible further disciplinary steps depending on the seriousness of the incident.

The Township strictly prohibits using a cell phone while driving. Employees must pull off to the side of the road or other appropriate area to use the phone.

803 COMPUTER USAGE

The Township recognizes that use of the Internet and email has many benefits and can make workplace communication more efficient and effective. Therefore, Employees are encouraged to use the Internet and email systems appropriately. Unacceptable use of the Internet and email can place the Township and others at risk. This policy outlines the Township's guidelines for acceptable use of Township technology and electronic communication systems, including, computers, software, electronic mail (email), copiers, fax machines, telephones, voice mail, instant messengers, and the Internet.

This policy must be followed in conjunction with other Township policies governing appropriate workplace conduct and behavior and provides minimum standards except where specific laws, policies, procedures, rules and regulations from the Lancaster County Chief of Police Association, county, state, or federal government require a different standard for policy computer operations and may be supplemented by policies and procedures specific to police department communication systems.

Use Requirements

The Township has established the following guidelines for Employee use of the Township's technology and communications networks in an appropriate, ethical, and professional manner.

- All technology provided by the Township including computer systems, communications networks, email, Township-related work records and other information stored electronically, is the property of the Township and not the Employee. In general, use of the Township's technology systems and electronic communications should be job-related and not for personal convenience. Excessive use of Township systems for personal use is prohibited. Employees violating this policy are subject to discipline up to and including termination.
- Employees may not use the Township's Internet, email, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. This includes, but is not limited to, ethnic slurs, racial comments, off-colored jokes, or anything that can be construed as harassment or showing disrespect for others. Harassment of any kind is prohibited, and all communications or files used through the Township's technology and electronic communication systems are subject to the Township's anti-harassment, anti-discrimination, and non-solicitation policies.

- Disparaging, abusive, profane, or offensive language; materials that might adversely or negatively reflect on the Township or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or email – are forbidden.
- Use of Township technology and electronic communication systems for any illegal purpose is prohibited. The Township reserves the right to report any illegal violations to appropriate law enforcement authorities.
- Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to the Township, or parties outside the Township.
- Employees shall not permit any proprietary or confidential information of the Township to enter the public domain through electronic transmissions. Also, these systems shall not be used to receive copyrighted materials, trade secrets, proprietary information, or similar materials from outside the Township without prior authorization.
- Employees may not use the system in a way that disrupts its use by others. Intentional interference with the normal operations of the Township network is prohibited.
- To prevent contamination of Township technology systems by harmful computer viruses, Employees may not download any software or electronic files or attachments without implementing the virus protection measures that have been approved by the Township. Employees should not open email attachments from unknown, suspicious, or untrustworthy sources.
- Every Employee of the Township is responsible for the content of all text, audio, or image files that he or she places or sends over the Township's Internet and email systems. The Township's corporate identity is attached to all outgoing email communications, which should reflect corporate values and appropriate workplace language and conduct. Employees may not represent their personal opinions as those of the Township.
- No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. No anonymous emails can be sent from the Township's systems. All Employees are required to identify themselves by name and email address. Employees may not examine, change, or use another person's files or username, for which they do not have explicit authorization.

- Solicitation of others for commercial ventures, religious or political causes, outside organizations or other non-business matters is prohibited.
- All other inappropriate uses identified by the Township are prohibited.
- Internal and external email, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the Township.

Software and Licensing Usage

The 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. The Township adheres to vendor software license agreements and copyright holders' notices and expects Employees to do the same.

Unless permitted by a license agreement, duplication of copyrighted software, except for backup and archival purposes, is a violation of copyright law. Employees are prohibited from duplicating Township-owned software, from copying such software onto personal computers or other electronic devices, and from installing privately owned software onto the Township's computers and networks. Unauthorized reproduction of software will result in disciplinary action, which may include termination of employment.

Due to the threat of viruses that could impact the Township's ability to conduct business, Internet "shareware" cannot be downloaded or installed onto the Township's computers and networks.

Township's Right to Monitor and Consequences for Misuse

All Township-supplied technology, including computer systems, equipment, and Township-related work records, belongs to the Township and not to the Employee user. Email and other electronic communications transmitted by Township equipment, systems and networks are not private or confidential, and they are the property of the Township. The Township reserves the right to examine, monitor and regulate email and other electronic communications, directories, files, and all other content, including Internet use, transmitted by, or stored in its technology systems, whether onsite or offsite. Employees understand the Township routinely monitors use patterns and Employees should observe appropriate workplace discretion in their use and maintenance of such Township property.

Because all the computer systems and software, as well as email and Internet connections, are the property of the Township, all Township policies apply to their use and are in effect at all times. Any Employee who abuses the Township-provided access to email, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action

up to and including termination, within the limitations of any applicable federal, state, or local laws.

804 REMOTE WORK

Occasionally and upon approval by the Township Manager, an Employee may work remotely. Working remotely is not a guaranteed benefit. Rather, it is an alternative method of meeting the needs of the Township. The Township has the right to refuse to permit remote work at any time.

805 SOCIAL MEDIA POLICY

The Township understands that social media can be a fun and rewarding way to share life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist Employees in making responsible decisions about the use of social media, the Township has established these guidelines for appropriate use.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to an Employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Township, as well as any other form of electronic communication.

The same principles and guidelines found in Township policies also apply to an Employee's activities online. Ultimately, an Employee is solely responsible for what the Employee posts online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that an Employee's conduct that adversely affects his or her job performance, the performance of fellow Employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Township or the Township's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the manual, and ensure that postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject an Employee to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow Employees, residents, vendors, or people who work on behalf of the Township. Also, keep in mind that work-related complaints are more likely to be resolved by speaking directly with your co-workers or by utilizing the Township's open-door policy than by posting complaints to a social media outlet. Nevertheless, if complaints or criticism are posted, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, Employees, or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm another's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or Township policy.

Be honest and accurate

Employees must ensure honesty and accuracy when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that may have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about the Township, fellow Employees, members, customers, suppliers, people working on behalf of the Township or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Township trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from a personal blog, website, or other social networking site to a Township website without identifying yourself as a Township Employee.
- Express only personal opinions. Employees may not represent themselves as a spokesperson for the Township. If the Township is a subject of the content, be clear and open about the fact that you are an Employee and make it clear that your views do not represent those of the Township, fellow Employees, residents, vendors, or people working on behalf of the Township. If an Employee publishes a blog or post online related to the work performed for the Township or subjects associated with the Township, Employees must make it clear that they are not speaking on behalf of the Township. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the view of the Township."

Using social media at work

Refrain from using social media while on work time or on Township equipment unless it is work-related as authorized by the Township Manager or consistent with the Township equipment policy. Do not use Township email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Township prohibits taking negative action against an Employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any Employee who retaliates against another Employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Township's behalf. General media inquiries should be directed to the Township Manager or the Assistant Township Manager unless specifically delegated.

IX. EMPLOYMENT FORMS

901 EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

This handbook describes important information about the Township, and I understand that I should consult the Director of Human Resources regarding any questions not answered in the handbook. This Handbook does not represent the entire policies of the Township but is designed to give guidance to many essential Township personnel policies.

The Township continually reviews its personnel policies and Employee benefits and reserves the right, in its sole discretion, to modify, supplement, amend or delete any of the provisions contained in this Handbook or any Employee benefits at any time. Furthermore, I understand that the Township reserves the right to interpret all provisions of the handbook or of any benefit policies contained therein.

I have entered into my employment relationship with the Township voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Township or I can terminate the relationship "at will", for any reason or for no reason, at any time.

I acknowledge that this handbook is not a contract of employment. I hereby acknowledge that I received my Handbook describing Township policies and my benefits as an Employee of the Township. I have read and understand the Township policies contained herein and am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment.

Lastly, I agree to comply with the Township's policies regarding the protection of confidential business information, whether herein stated or part of the Township's overall practices and procedures.

EMPLOYEE SIGNATURE

DATE: _____

EMPLOYEE NAME (Please Print)