

**Gregg Township  
Employee Handbook**

**June 2012**

**Prepared by:**



**VANTAGEN**  
A PARENTEBEARD COMPANY

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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Gregg Township. I understand that I should consult the Secretary/Treasurer if I have any questions that are not answered in the handbook.

I became an employee at Gregg Township voluntarily. I understand and acknowledge that there is no specified length to my employment at Gregg Township and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Gregg Township may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that Gregg Township will not change or cancel its employment-at-will policy. I understand that Gregg Township may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only authorized by the Board of Supervisors of Gregg Township.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **101 Nature of Employment**

This handbook gives a general understanding of the personnel policies of Gregg Township. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them.

However, this handbook cannot cover every situation or answer every question about employment at Gregg Township. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee at Gregg Township voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Gregg Township may terminate your employment at will at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that Gregg Township has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this handbook are changes that are authorized and signed by the Board of Supervisors of Gregg Township.

## **102 Employee Relations**

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

## **103 Equal Employment Opportunity**

To give equal employment and advancement opportunities to all people, we make employment decisions at Gregg Township based on each person's performance, qualifications, and abilities. Gregg Township does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Gregg Township.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Board of Supervisors. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

## **104 Business Ethics and Conduct**

We expect Gregg Township employees to be ethical in their conduct. It affects our reputation and success. Gregg Township requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our citizens' trust. Employees owe a duty to Gregg Township and our citizens to act in ways that will earn the continued trust and confidence of the public.

As an organization, Gregg Township will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Board of Supervisors for advice and consultation.

It is the responsibility of every Gregg Township employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

## **107 Immigration Law Compliance**

Gregg Township is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at Gregg Township is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave Gregg Township and are rehired, you must complete another Form I-9 if the previous I-9 with Gregg Township is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Secretary/Treasurer. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

## **114 Disability Accommodation**

Gregg Township is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

Gregg Township is also committed to not discriminating against any qualified employee or applicant

because the person is related to or associated with a person with a disability. Gregg Township will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

Gregg Township is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.



## 201 Employment Categories

It is important that you understand the definitions of the employment classifications at Gregg Township and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

These employment classifications do not guarantee employment with Gregg Township for any specific period of time. You became an employee at Gregg Township voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Gregg Township may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Gregg Township management.

In addition being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the Gregg Township full-time schedule. REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work 40 hours per week at Gregg Township. In most cases, regular full-time employees are eligible for all Gregg Township benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a REGULAR PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than the full-time work schedule, but work at least 25 hours per week. Regular part-time employees are eligible for some Gregg Township benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 25 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other Gregg Township benefit programs.

You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment in a specific position or with Gregg Township is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

## **202 Access to Personnel Files**

Gregg Township keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of Gregg Township. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. If you wish to review your own file, contact Secretary/Treasurer. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of Gregg Township is also present and may make notes of contents, but may not make copies.

## **203 Employment Reference Checks**

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

The Secretary/Treasurer will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **204 Personnel Data Changes**

It is important that Gregg Township have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Secretary/Treasurer.

## **205 Introductory Period**

Gregg Township has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with Gregg Township is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Gregg Township also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date. If you are promoted or transferred within Gregg Township, you will be asked to complete a secondary introductory period of the same length when you start the new position.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

If you go through a secondary introductory period because of a promotion or transfer, and it appears that you are not performing satisfactorily in the new job, you may be removed from the new job. If this happens, you may be allowed to return to your former job or to a comparable job for which you are qualified. This will depend on our business needs and whether a comparable job is available.

When employees satisfactorily complete the first introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other Gregg

Township benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see the exact requirements.

Your employment status will not change if you go through a secondary introductory period due to a promotion or transfer within Gregg Township.

## **209 Performance Evaluation**

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are done at the end of your introductory period for any new job. The introductory period is a time for you and your supervisor to talk about your job responsibilities and the performance requirements of the new job. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done annually.

## **210 Job Descriptions**

We try to have accurate job descriptions for all jobs at Gregg Township. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the Secretary/Treasurer.

## 301 Employee Benefits

Gregg Township gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, state disability, and unemployment insurance.

There are several factors that determine if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- 401(k) Savings Plan
- Bereavement Leave
- Dental Insurance
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Insurance
- Paid Time Off (PTO)
- Medical Leave
- Short-Term Disability
- Sick Leave Benefits
- Witness Duty Leave

You may have to pay part or all of the cost for some benefits but Gregg Township fully pays for many of them.

## **320 401(k) Savings Plan**

Gregg Township offers a 401(k) savings plan to help eligible employees save for the future and their retirement years.

To be eligible to join our 401(k) savings plan, you must have completed 12 months of service and be 21 years of age or older. You may join the plan only during open enrollment periods. When you are eligible, you may participate in the 401(k) plan subject to all the terms and conditions of the plan.

You choose how much salary you wish to contribute to the 401(k) plan. You also will choose how your plan account should be invested.

Your 401(k) contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing the 401(k) plan. Your 401(k) account will be taxed when you take money out of it in the future but at that time it is possible that you will pay taxes at a lower rate.

There are more details about our 401(k) savings plan in the Summary Plan Description. If you have questions about the 401(k) plan, contact the Secretary/Treasurer for more information.

## **303 Paid Time Off Benefits**

Gregg Township provides Paid Time Off (PTO) to eligible employees. PTO is an all-purpose time-off policy. You can use PTO for vacation, illness or injury, and personal business. PTO combines traditional vacation and sick leave plans into one flexible, paid time-off policy.

Employees in the following employment classifications are eligible for PTO:

- Regular full time employees
- Regular part time employees

Once you enter an eligible employment classification, you begin to earn PTO according to the following schedule. However, before you can use PTO, you must complete your introductory period of 90 calendar days.

The amount of PTO you receive is based on how long you have been employed. This is the schedule for PTO eligibility:

Regular Full Time Employees  
8 days or 64 Hours after 90 day introductory period  
13 days or 104 Hours after 3 years of service  
18 days or 144 Hours after 10 years of service

Regular Part Time Employees  
32 hours after 90 day introductory period  
56 hours after 3 years of service  
72 hours after 10 years of service

We calculate PTO on a calendar year basis, all PTO allotments become available in January and should exhaust on December 31.

You may not take less than one hour PTO at a time. If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.

To schedule planned PTO, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. A full week of PTO should be requested 30 days in advance.

You will be paid for PTO at your base pay rate as of the time of the absence. PTO pay does not include overtime or any special forms of compensation. PTO is not considered time worked for purposes of overtime calculations.

If you use PTO for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation. Your PTO will be used to supplement any payments that you are eligible for from state disability insurance, workers' compensation, or Gregg Township-provided disability insurance programs. The combination of these disability payments and your PTO may not be more than your normal weekly pay.

If you do not use your available PTO by the end of the benefit year, you may carry over a maximum of 160 hours of PTO. Any additional amount over 160 hours will carry over into a Medical Leave Bank. This bank will accumulate unused PTO time to be used by Gregg Township Employees in the event of a serious medical condition/illness, in accordance with the Medical Leave Policy.

If your employment terminates, your PTO allotment will be prorated according to your termination date. You may be paid for any unused PTO that has been earned through your last day of work. However, if Gregg Township in its sole discretion, terminates your employment for cause, you may lose any remaining unused PTO and will not be paid for it. Medical Leave Bank time is not payable upon termination.

## 305 Holidays

Gregg Township gives time off to all employees on the following holidays:

- \* New Year's Day (January 1)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving or First Day of deer season
- \* Christmas (December 25)

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

Employees in the following employment classifications are eligible for holiday time off with pay once they have completed their 90 day introductory period.

- \*Reg Full Time Employees
- \*Reg Part Time Employees

If a recognized holiday falls on a Saturday, Gregg Township will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Gregg Township will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus their wages at their straight-time rate for the hours they worked on the holiday.

We do not count holiday paid time off as hours worked when calculating overtime.



## **306 Workers' Compensation Insurance**

Gregg Township provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither Gregg Township nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

## **309 Bereavement Leave**

Gregg Township provides bereavement leave to employees who need to take time off because an immediate family member died. To ask for bereavement leave, see your supervisor.

Employees in the following employment classifications are eligible for up to 3 of bereavement leave with pay:

Regular Full Time Employees  
Regular Part Time Employees

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, bonuses, or shift differentials.

We normally will give you bereavement leave unless there are business reasons that require you be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse; your grandparent or your grandchild. We will also consider requests for bereavement leave if someone dies who was as close to you as an immediate family member, but the approval of such time off is at the discretion of Gregg Township.

Employees may be required to provide proof of funeral attendance to qualify for bereavement pay.

### **311 Jury Duty**

Gregg Township encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees with 90 calendar days of service in an eligible classification may request up to 1 weeks of paid jury duty leave over any 1 year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

Regular Full Time Employees  
Regular Part Time Employees

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or Gregg Township may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Gregg Township.

Subject to the terms, conditions, and limitations of the applicable plans, Gregg Township will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

### **313 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your

health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at Gregg Township's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

## **316 Health Insurance**

Our health insurance plan offers medical, dental, and vision care benefits to eligible employees and their dependents. Employees in the following employment classifications are eligible to enroll in the health insurance plan:

Regular full time employees

The eligible employees can enroll in the health insurance plan subject to the terms and conditions of the agreement between Gregg Township and its insurance carrier.

If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

There are more details about our health insurance plan in the Summary Plan Description (SPD). When you become eligible for health insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Secretary/Treasurer for more information.

## **317 Life Insurance**

Gregg Township offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves. Eligible employees may also purchase life insurance for their dependents.

The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan:

Regular full time employees  
Regular part time employees

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Gregg Township and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Secretary/Treasurer for more information.

### **318 Short-Term Disability**

Gregg Township has a short-term disability (STD) benefits program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Employees in the following employment classifications are eligible for the STD plan:

Regular full time employees  
Regular part time employees

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between Gregg Township and its insurance carrier. If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it is not covered by the STD plan.

Employees who qualify for this plan are eligible for paid medical benefits under the STD plan on the 8<sup>th</sup> day of injury or illness. Please contact the Secretary/Treasurer to complete the appropriate application information.

There are more details in the STD Summary Plan Description including how much can be paid and when, the limits, the restrictions, and what is not covered. If you have questions about STD benefits, contact the Secretary/Treasurer for more information.

## **401 Timekeeping**

Nonexempt employees are responsible for accurately recording the hours they work. The law requires Gregg Township to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination

If you are a nonexempt employee, you should not start working more than 5 minutes before your scheduled start time. You should also not continue working more than 5 minutes after your schedule end time. You can only you can start earlier or work later when your supervisor approves it in advance.

Nonexempt employees must sign their time records to say they are accurate. Each supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and your supervisor must initial the changes on the time record.

## **403 Paydays**

All employees are paid biweekly on every other Monday. Each paycheck includes pay for all work performed through the end of the previous payroll period, which runs from Friday through Thursday.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday.

## **405 Employment Termination**

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to Gregg Township, or return of Gregg Township-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with Gregg Township is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, Gregg Township may terminate your employment at any time, with or without cause or advance notice.

When you terminate, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

## **409 Administrative Pay Corrections**

Gregg Township tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Secretary/Treasurer immediately so that the error can be corrected as quickly as possible.

## **410 Pay Deductions and Setoffs**

Laws require Gregg Township to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

Gregg Township also offers programs and benefits to eligible employees that are not required by law.

You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay setoff" from your paycheck. Pay setoffs mean that Gregg Township must deduct money from your paycheck to pay off a debt you owe us or someone else.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see ~~the~~ Secretary/Treasurer

## **411 Show Up Pay**

There are times when due to various circumstances, non exempt employees will be required to come to work on a day when they are not otherwise scheduled to be at work. In order to appropriately compensate employees when this situation arises, Gregg Township will pay any non exempt employee a minimum of 2 hours of pay for showing up when they are requested to come in and are not otherwise scheduled.

This time will be compensated in accordance with Federal and State overtime regulations.

## **501 Safety**

Our workplace safety program is a top priority at Gregg Township. We want Gregg Township to be a safe and healthy place for employees, customers, and visitors. The Board of Supervisors is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive workplace safety training. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, another supervisor, or the Board of Supervisors. We want you to know that you can report any concerns about workplace safety anonymously and without fear of reprisal.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Gregg Township safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Secretary/Treasurer or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

## **502 Work Schedules**

The normal work schedule for all Gregg Township regular full time employees is 8 hours a day, 5 days a week. Part time employees' schedules will be communicated to at the time of hire. Your supervisor will tell you what time your work schedule will normally start and end.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.



## **504 Use of Phone and Mail Systems**

Gregg Township telephones are intended for business calls. You are not permitted to make long-distance or toll calls from our phones. If you make personal calls on Gregg Township business phones, we may require that you pay us for any charges.

You may not use Gregg Township postage or metering for your personal mail. The postage is intended only for official business-related mail.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

## **505 Smoking**

In accordance with the Pennsylvania Clean Air Act, Gregg Township prohibits smoking throughout the workplace.

This policy applies equally to all employees as well as to our residents and visitors.

## **506 Rest and Meal Periods**

If you are a full-time nonexempt employee, you will have 2 rest periods of 15 minutes in length each workday. When possible, rest periods will be scheduled in the middle of work periods. Because rest time is counted and paid as time you worked, you must not be absent from your workstation longer than the rest period allows.

All full-time employees may choose to have one meal period of 30 minutes in length each workday. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

## **507 Overtime**

There may be times when Gregg Township cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws, or pay at 1.5 times base rate. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

If you do not work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

## **508 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use Gregg Township property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

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

In addition, Gregg Township will follow all CDL rules. You can reference the CDL personnel policy, as provided to each employee at the time of hire into a CDL required position.

## **516 Computer and Email Usage**

To help you do your job, Gregg Township may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

At Gregg Township you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of Gregg Township, religious or political causes, outside organizations, or any other non-business matters.

Gregg Township buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Gregg Township prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the Board of Supervisors or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## **517 Internet Usage**

Gregg Township may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. You may only use the Internet usage for job-related activities. We do not allow personal use of the Internet.

All Internet data that is written, sent, or received through our computer systems is part of official Gregg Township records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of Gregg Township. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right

to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Gregg Township does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

To protect against computer viruses, you may not download a file from the Internet without getting authorization in advance.

If you use the Internet in a way that violates the law or Gregg Township policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- \* Sending or posting discriminatory, harassing, or threatening messages or images
- \* Using the organization's time and resources for personal gain
- \* Stealing, using, or disclosing someone else's code or password without authorization
- \* Copying, pirating, or downloading software and electronic files without permission
- \* Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- \* Violating copyright law
- \* Failing to observe licensing agreements
- \* Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- \* Sending or posting messages or material that could damage the organization's image or reputation
- \* Participating in the viewing or exchange of pornography or obscene materials
- \* Sending or posting messages that defame or slander other individuals
- \* Attempting to break into the computer system of another organization or person
- \* Refusing to cooperate with a security investigation
- \* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

- \* Using the Internet for political causes or activities, religious activities, or any sort of gambling
- \* Jeopardizing the security of the organization's electronic communications systems
- \* Sending or posting messages that disparage another organization's products or services
- \* Passing off personal views as representing those of the organization
- \* Sending anonymous email messages
- \* Engaging in any other illegal activities

## 518 Social Media

Just as the internet has changed our world forever, social media has changed the way people communicate. Gregg Township views social media and networking sites as powerful tools to strengthen our brand and to further your personal reputation and network.

Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP, to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr and Yahoo groups.

When you are participating in social networking, you are representing both yourselves personally and Gregg Township. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all Gregg Township employees in this space. While we encourage this online collaboration, we would like to provide you with a company policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

### **Policy Guidelines:**

- Do not post any financial, confidential, sensitive or proprietary information about Gregg Township, our affiliate companies, clients or candidates.
- Speak respectfully about our current, former and potential customers, partners, employees and competitors. Do not engage in name-calling or behavior that will reflect negatively on your or Gregg Township's reputation. The same guidelines hold true for any company vendors and business partners.
- Beware of comments that could reflect poorly on you and Gregg Township. Social media sites are not the forum for venting personal complaints about supervisors, employees, or the organization.
- As a Gregg Township employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.

- Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire.
- If you see unfavorable opinions, negative comments or criticism about yourself or Gregg Township, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to our Secretary/Treasurer.
- If you are posting to personal networking sites and are speaking about job related content or about Gregg Township, identify yourself as a Gregg Township employee and use a disclaimer and make it clear that these views are not reflective of the views of Gregg Township or any of its affiliated companies. *“The opinions expressed on this site are my own and do not necessarily represent the views of Gregg Township.”*
- Many sites like Facebook and Twitter blur the lines between business and personal. Keep this in mind and make sure to have a balance of information that shows both your professional and personal sides. Be cautious of personal photos and content ensuring you project yourself as a professional at all times.
- Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you don’t know. Stick to the facts, try to give accurate information and correct mistakes right away.
- Do not post obscenities, slurs or personal attacks that can damage both your reputation as well as Gregg Township’s.
- When posting to social media sites, be knowledgeable, interesting, honest and add value. Gregg Township’s reputation and brand is a direct result of our employees.
- Do not infringe on copyrights or trademarks. Don’t use images without permission and remember to cite where you saw information if it’s not your own thoughts.
- Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- If contacted by the media, refer them to the Marketing Department.

Gregg Township may monitor content out on the web and reserves the right to remove posts that violate this policy.

Users who violate the Policy may be subject to discipline, up to and including termination of employment. If you have any questions about this policy or a specific posting out on the web, please contact the Secretary/Treasurer.

## 522 Workplace Violence Prevention

We are committed to preventing workplace violence and making Gregg Township a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of Gregg Township without proper authorization.

Gregg Township does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor, the Secretary/Treasurer or the Board of Supervisors. Gregg Township wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

Retaliation against any employee who raises a concern regarding workplace violence of any kind will not be tolerated and will result in immediate termination for the offender.

## **526 Cell Phone Usage**

Gregg Township prohibits employees using cell phones for business while they are driving, either for phone calls or for texting. Blue tooth devices should not be used as they can be distractions to drivers. . If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone. Drivers should never text while in a moving vehicle.

In addition, when using a cell phone, please remember to keep your conversations private and quiet.

Violations of this policy will result in disciplinary action up to and including termination of employment.



## 601 Medical Leave

Gregg Township provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider. It also includes temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees may request medical leave only after they have completed 90 calendar days of service. To accommodate disabilities, we may make exceptions to the 90 days rule. If you think you will need a medical leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return. Gregg Township reserves the right to obtain information from your medical provider regarding your ability to perform your position upon your return, should further clarification be necessary.

Unpaid medical leaves are normally for the period of the disability, up to 8 weeks within any 12 month period. If you need more time, we will also consider a request for extension. Before beginning an unpaid medical leave, you must first use any available paid leave you may have, such as PTO or your medical leave bank.

If you sustain a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Gregg Township will provide health insurance benefits until the end of the month in which a medical leave begins. At that time, you will be responsible for your portion of the cost of those benefits in order for your coverage to continue. You may be eligible for STD benefits to offset loss of pay. Please see Short Term Disability policy and the Secretary/Treasurer with any questions.

Your benefits, such as PTO or holiday benefits, will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job for which you are qualified. If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

## **605 Military Leave**

Gregg Township will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive partial pay if you are on leave for a two-week training assignment or a shorter absence. When you return, if you give us satisfactory proof of your military pay, we will pay you the difference between your normal base pay and the pay you received while on military duty (excluding expense pay). You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during a military leave.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Secretary/Treasurer for more information.

## **607 Pregnancy-Related Absences**

Gregg Township will not discriminate against an employee who asks for an excused absence for medical disabilities associated with pregnancy. If you ask for leave because of a pregnancy-related condition, we will treat your request the same as a medical leave request and follow the applicable federal and state laws. Read the Medical Leave policy in this handbook for more information.

If you ask for time off for pregnancy and/or childbirth reasons such as bonding or child care, we will treat your request the same as an unpaid family or personal leave request. This is because bonding and child care are not considered medical disabilities.

## 701 Employee Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and Gregg Township.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- \* Theft or inappropriate removal or possession of property
- \* Falsification of timekeeping records
- \* Working under the influence of alcohol or illegal drugs
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- \* Fighting or threatening violence in the workplace
- \* Boisterous or disruptive activity in the workplace
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- \* Insubordination or other disrespectful conduct
- \* Violation of safety or health rules
- \* Smoking in prohibited areas
- \* Sexual or other unlawful or unwelcome harassment
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Unauthorized use of telephones, mail system, or other employer-owned equipment
- \* Unauthorized disclosure of business "secrets" or confidential information
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct
- \* Violation of CDL rules

Since your employment with Gregg Township is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, Gregg Township may terminate your employment at any time, with or without cause or advance notice.

## **702 Drug and Alcohol Use**

Gregg Township is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Gregg Township employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Gregg Township premises or while conducting any business-related activity away from Gregg Township premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have a drug or alcohol problem, you may request unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, if your substance abuse problem has not already resulted in disciplinary action and you are not currently subject to immediate disciplinary action. We may approve the time off if you agree to stop using the problem substance; follow all Gregg Township policies and rules relating to conduct at work; and if giving the time off will not cause Gregg Township an undue hardship.

Under the Drug-Free Workplace Act, if you perform work for a government contract or grant, you must notify Gregg Township if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Board of Supervisors without fear of reprisal.

This policy will be applied in accordance with CDL regulations for all Township CDL licensed drivers.

## **703 Sexual and Other Unlawful Harassment**

Gregg Township is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Gregg Township will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. Gregg Township provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Board of Supervisors or any other member of management. There will not be punishment or reprisal if you report sexual harassment, ask questions, or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Board of Supervisors or any member of management so it can be investigated in a

timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Retaliation against any employee for bringing forth concerns around issues of harassment of any kind will not be tolerated and the offender will be terminated from employment.

## **705 Personal Appearance**

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about Gregg Township. Personal appearance can also influence the morale of your co-workers.

During business hours or whenever you represent Gregg Township, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, Gregg Township may make a reasonable accommodation to this policy for a person with a disability.

The following examples should help you understand the Gregg Township personal appearance guidelines:

- \* Shoes must provide safe, secure footing, and offer protection against hazards.
- \* Canvas or athletic type shoes are not appropriate professional attire.
- \* Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- \* Mustaches and beards must be clean, well trimmed, and neat.
- \* Hairstyles are expected to be in good taste.
- \* Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- \* Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- \* Excessive makeup is not permitted.
- \* Offensive body odor and poor personal hygiene is not professionally acceptable.
- \* Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- \* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- \* Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally

- appropriate and must not be worn during business hours.
- \* Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.
  - \* Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
  - \* Visible excessive tattoos and similar body art must be covered during business hours.

## **706 Return of Property**

Gregg Township may loan you items to help you do your job such as:

- \* credit cards
- \* equipment
- \* identification badges
- \* keys
- \* manuals
- \* pagers/phones
- \* protective equipment
- \* security passes
- \* tools
- \* uniforms
- \* vehicles
- \* written materials

You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at Gregg Township, you must return all Gregg Township property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.



## **714 Drug Testing**

We are committed to making Gregg Township a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs or alcohol on the job. We may ask job applicants and employees to provide body substance Gregg Townships, such as urine and/or blood. We will use the Gregg Townships to check for the illegal or illicit use of drugs and alcohol. If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including termination of employment.

Our Employee Assistance Program (EAP) can give you confidential counseling and referral services with problems such as drug and/or alcohol abuse or addiction. It is your responsibility to ask for assistance from the EAP before Gregg Township has to take disciplinary action because of your judgment, performance, or behavior. While we support you using the EAP to get help, we may still take disciplinary action, up to and including termination of employment.

Gregg Township reserves the right to require an employee to receive testing if we have reasonable suspicion that they are under the influence during work hours. Should an employee refuse to be tested, employment may be terminated.

This policy will also be applied in accordance with CDL regulations.

We will provide copies of the drug testing policy to all employees. We will ask you to sign an acknowledgement form that says that you got a copy of the drug testing policy. If you have questions about our drug testing policy or its administration, contact the Secretary/Treasurer.

## **716 Progressive Discipline**

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Gregg Township.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

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

Disciplinary action may be any of the following four steps: 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Written warnings and suspensions will be formally documented and will be placed in employees personnel file as well as a copy provided to the employee.

You should also look at the Employee Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

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

## 802 Recycling

We want to help the environment by recycling at Gregg Township. We are committed to buying, using, and disposing of products and materials in the best ways for the environment.

You should use the special recycling containers when you throw away the following materials:

- \* computer paper
- \* white high grade or bond paper
- \* ledger paper
- \* mixed or colored paper
- \* newspaper
- \* corrugated cardboard
- \* brown paper bags
- \* aluminum
- \* brass
- \* copper
- \* iron
- \* steel
- \* tin
- \* transformers
- \* wire
- \* glass
- \* plastics
- \* motor oil
- \* tires
- \* printer cartridges

We also want to reduce the amount of paper and other resources that get used and then thrown away. These are some ways that you can help reduce using up natural resources:

- \* communication through computer networks with email
- \* posting memos for all employees
- \* two-sided photocopying
- \* eliminating fax cover sheets
- \* reusing paper clips, folders, and binders
- \* reusing packaging material
- \* turning off lights when not in use

Whenever possible, we encourage you to buy products for work that contain recycled or easily recyclable materials.

If you have any questions or new ideas and suggestions for the recycling program, contact the Secretary/Treasurer.