

# **Franklin Township Municipal Sanitary Authority**

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## **PERSONNEL POLICY HANDBOOK**

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**This handbook is not intended to create a contractual obligation on the part of the Authority, and should not be considered by the employee as a contract of employment.**

**TABLE OF CONTENTS**

**Introduction** ..... 4

**Joining Us** ..... 5-11

    Employment Status ..... 5

    Equal Employment ..... 5

    Americans with Disabilities Act (ADA) ..... 5

    Employee Records ..... 6

    Employee Agency Fees ..... 6

    Categories of Employment ..... 6

    Recruitment and Appointment ..... 7

    Employee Selection Process ..... 9

    Probationary Period and Permanent Status ..... 10

**Performance Appraisals** ..... 12-13

    Promotion ..... 12

    Demotion ..... 12

**Days and Hours of Work** ..... 14-16

    Working Hours ..... 14

    Overtime ..... 14

    Coffee Breaks ..... 14

    Food and Beverage Purchases During Company Time ..... 15

    Attendance and Lateness ..... 15

    Inclement Weather ..... 15

    Reporting of Absence ..... 15

    Personal Time Off ..... 15

**Compensation** ..... 17-20

    Payday ..... 17

    Paychecks ..... 17

    Overtime ..... 17

    Wage Advances ..... 18

    Tax Information ..... 18

    Time Cards ..... 18

    Expense Reports ..... 19

    Travel & Entertainment Expenses ..... 19

**Employee Benefits** ..... 21-27

    Vacation ..... 21

    Holidays ..... 22

    Religious Observances ..... 23

    Group Plans ..... 23

    - Life Insurance ..... 23

    - Health Insurance ..... 23

    - Retirement ..... 24

    - Social Security ..... 25

    - Unemployment ..... 25

- Worker's Compensation .....	25
- Sick Leave .....	25
- Sickness and Accident Coverage .....	26
Rehiring of Employees .....	27
Leave of Absence .....	27
Funeral Leave .....	27
Jury & Witness Duty .....	28
Personal Leave .....	28
Military Leave .....	28
<b>Professional Development .....</b>	<b>29</b>
Tuition Reimbursement .....	29
Licensing .....	29
Continuing Education .....	29
<b>Resignation and Termination .....</b>	<b>30-31</b>
Resignation and Termination .....	30
COBRA .....	31
Sexual Harassment .....	31
<b>Safety .....</b>	<b>32-35</b>
<b>Company Rules and Regulations .....</b>	<b>36-42</b>
Drug-Free Workplace Policy .....	36
Alcohol Abuse .....	36
Theft & Dishonesty .....	36
Rules of Conduct .....	37
Filing of Grievances or Complaints .....	37
Solicitation & Distribution .....	38
Conflicts of Interest .....	39
- Outside Employment .....	39
- Community Activities .....	39
- Publication Clearance .....	39
- Release of Authority Documents .....	39
- Confidential Information .....	40
Smoking in the Workplace .....	40
Use of Authority Facilities and Equipment .....	40
Computer Software .....	41
Personal Phone Calls .....	41
Visitors .....	41
Insubordination .....	41
Workplace Violence Policy .....	42-43
<b>Miscellaneous .....</b>	<b>44</b>
Security .....	44
Parking .....	44
Dissemination of Rules and Regulations .....	44
Laboratory Ethics Policy .....	45-46
Laboratory Safety .....	47-48

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## Introduction

Welcome! We are pleased that you have chosen the Franklin Township Municipal Sanitary Authority ("Authority") as your employer and hope that your career with us is pleasant and mutually beneficial.

The Franklin Township Municipal Sanitary Authority was created in December 1967 by the Municipality of Murrysville (Formerly Franklin Township) in Westmoreland County. The Authority's sewerage system is comprised of one sewage treatment plant, twelve sewage pumping stations, collector sewers and conveyance sewers. This sewerage system serves the communities of the Municipality of Murrysville, Export Borough, Delmont Borough, parts of Penn Township, Salem Township, Plum Borough and the Municipality of Monroeville.

The Franklin Township Municipal Sanitary Authority offices are located at the wastewater treatment plant at 3001 Meadowbrook Road, Murrysville, Pa. The Authority's telephone number is (724) 327-1950.

The obligation of the Authority to its customers and the success of every person who works here depends on *your* willingness to do your job to the best of your ability.

This handbook sets forth Authority policy in many areas. It does not provide all the answers to every question. Furthermore, the policies described herein may be modified or changed from time to time at the Authority's sole discretion due to changing conditions and improvements within the Authority, subject to current labor agreement if it affects conditions of employment. Items agreed to during contract bargaining shall supersede any rules and regulations contained herein. Any contemplated modification or change which may impact upon the labor agreement, or conditions of employment which are subject to bargaining with the representative of the non-exempt employees, will be the subject of bargaining with that representative prior to implementation. If you do not understand the policies or if there is no policy that covers your situation, ask your supervisor or the Authority Manager. For purposes in this handbook the term *exempt* shall mean non-union employees and the term *non-exempt* shall mean union employees.

**Joining Us...**

**Employment Status**

All employees of the Authority are employees at will, unless they have a union contract signed by authorized officers of the Authority. This means that both the employee and the Authority have the unrestricted right to terminate the employment relationship with or without cause at any time. No employee or agent of the Authority, other than the Board of Directors, is authorized to make any representations, oral or written, altering the employment at will relationship.

This handbook is not intended to create a contractual obligation on the part of the Authority, and should not be considered by the employee as a contract of employment. The Authority remains free to change wages and all other working conditions without having to consult anyone and without anyone's agreement as to exempt employees only.

This handbook supersedes any and all prior handbooks, policy manuals or individual personnel policies which may have been issued to Authority employees in the past.

**Equal Employment**

The Franklin Township Municipal Sanitary Authority is committed to equal employment opportunity. We will not discriminate with regard to race, color, religion, sex, age, national origin, disability, veteran status or on any other basis prohibited by law.

We expect that each employee will respect every other employee. Derogatory comments or harassment of any kind will not be tolerated.

If you feel that the Authority or any employee has treated you in a discriminatory manner, report the incident to the Manager or a member of the Board of Directors immediately.

The Authority has adopted a voluntary Affirmative Action Plan, providing, among other things, that the Authority will re-emphasize its policies on equal employment opportunity. It is our policy that employment and employment opportunities should be based on an individual's qualifications and competence to perform the job. This policy applies to all aspects of the employment relationship including hiring, promotion, transfer, training and wage and salary administration.

**Americans with Disabilities Act (ADA)**

The Authority supports the ADA legislation which provides that employers are prohibited from discriminating against qualified individuals who suffer any physical or mental disability that substantially limits major life activities. In addition to physical disabilities, the ADA covers

persons suffering from AIDS and other contagious diseases, as long as they do not pose a direct threat to their co-workers, and it includes rehabilitated drug abusers and alcoholics.

### **Employee Records**

It is most important that we have current information on each employee. Occasions arise when we must contact you at home. Also, emergencies may arise when it is necessary to contact the person you have chosen to be called in case of an emergency.

Please notify the Manager at once whenever there is a change as related to employment with the Authority in your:

- Address
- Educational Accomplishments
- Emergency Telephone Number
- Home Telephone Number
- Insurance Beneficiaries
- Marital Status
- Military Status
- Number of Dependents
- Person to notify in case of accident or illness
- Visa Status (if applicable)
- Professional Licenses

### **Employment Agency Fees**

When an employee is hired through an Employment Agency and the Authority has paid the agency fee, the employee will be required to enter into an agreement with the Authority which provides for reimbursement of 50% of the employment fee if the employee voluntarily terminates employment within a period of one year from the date of hire.

### **Categories of Employment**

Classification of Positions: Each employee of the Franklin Township Municipal Sanitary Authority shall be assigned to a classification. Position classifications are as follows:

*Managerial* - Manager, Assistant Manager, Plant Superintendent and Field Supervisor.

*Technical/Clerical positions providing administrative or technical support to operating functions; including, but not limited to* - Secretary-Receptionist, Bookkeeper and Clerk.

*Operator/Laborers positions paid at an hourly rate for maintenance of skilled and semi-skilled trade functions; including, but not limited to* - Operators, Lab Technicians and Laborers.

*Temporary/Seasonal position normally paid at an hourly rate for Authority operation functions for a specified period of time - Part-Time Help.*

### **Recruitment and Appointment ( Procedures subject to collective bargaining agreement )**

It is the policy of the Franklin Township Municipal Sanitary Authority to recruit and select the most capable and qualified individual for any position.

**Recruitment Procedures:** The Manager shall conduct a recruitment activity tailored to the appropriate classes of positions to be filled and directed to all appropriate labor markets.

In order to afford promotional opportunities, notices of all job openings will be posted on the official bulletin board for at least five days prior to publicly announcing the vacancies. If internal recruitment efforts prove insufficient, notices will be sent to other recruitment sources such as professional publications, the Pennsylvania Bureau of Employment Security, schools, local governments, and advertisements may be placed in appropriate newspapers and journals.

**Job Openings:** Written job applications for advertised job openings will be accepted for a period of ten days following the advertisement of the notice. The notice or advertisement will include the job title, rate of pay, and a brief description of the duties and responsibilities.

#### **Application:**

**Application Forms:** All applications for employment shall be on Authority forms, requiring relevant background information, except if waived by the Manager for certain positions for which traditions or normally accepted business practice allows for individually submitted resumes. In such cases, an application form will be completed for the personnel file after appointment.

**General Qualifications:** In order to be eligible to submit an application for Authority employment an applicant shall meet the following eligibility requirements:

- Be at least eighteen years of age, provided that this may be waived by the Manager, with Board approval, for temporary/seasonal or other unspecified employees.
- Be a citizen of the United States or an alien here on a permanent visa with the express intent of becoming a United States citizen.

**Special Qualifications:** Applicants for the following positions shall meet the additional requirements:

All positions involving major use of an Authority motor vehicle, shall only be filled by those possessing a good driving record as established by the State Motor Vehicle Bureau, and the required operating license.

All positions wherein bonding is required shall only be filled by those applicants demonstrating a good credit record.

**Receipt, Review and Rejection of Applications:**

All applications shall be delivered in person or by mail to the Manager's office.

All applications containing errors or omissions shall be returned to the applicant for completion or correction.

Applications and any accompanying data shall be dated, numbered and recorded in the order of original receipt and shall not be returned to an applicant after being recorded.

**Applications shall be rejected when the applicant:**

- Does not meet the minimum job related qualifications established for the posted job opening, or
- Filed an application after the dated fixed for closing receipt of application as stated in the job announcement, or
- Has deliberately falsified the application, or
- Is not within the legal age limits prescribed by state regulations, or
- Is physically, mentally, or otherwise unable to perform the duties of the respective position as established by the appropriate medical or otherwise applicable examination, or
- Has been convicted of a criminal or civil offense which renders the individual unsuitable for the position for which the application was filed, or
- Has established an unsatisfactory employment and/or education record of such nature as to demonstrate unsuitability for the respective positions.

Those applicants who are not eligible on the above grounds shall be notified immediately. All qualified applicants shall be notified of date, time and place of an examination and/or interview.

**Appointment:** Original appointments to vacancies shall be based on merit as determined by the appropriate review procedures including, when applicable, examination, interview, experience and education.

The Manager shall interview each qualified candidate with the help of the Assistant Manager and/or Plant Superintendent, if desired, and review the skills and qualifications of each applicant. To the extent possible, the preference of the Manager with regard to hiring the employee shall be recognized.

## Employee Selection Process

**Managerial and Administrative/Supervisory Classifications:** The selection process for these positions shall be determined by the Manager and the Authority Board. The sequence of steps may be as follows:

- Submission of an application and/or personal resume;
- Submission of at least six references, chosen by applicant, three personal references and three professional references;
- A pre-employment interview; standardized questions.
- Medical examination, including drug testing, only if deemed essential to the effective performance of the position for which the applicant applies; complete medical information is required for insurance purposes after hiring;
- Probationary appointment.

**Technical/Clerical and Operator/Laborer:** The selection process for these classes shall be determined by the Manager, but in accordance with the following general sequences.

- Submission of application;
- Submission of at least six references, chosen by applicant, three personal references and three professional references;
- A pre-employment interview; standardized questions;
- Medical examination, including drug testing, only if deemed essential to the effective performance of the position for which the applicant applies; complete medical information is required for insurance purposes after hiring. A medical, physical examination is deemed necessary for those positions that will be performing physical, manual labor;
- Background investigation;
- Probationary appointment.

**Temporary Employees:** Generally, the appointment of temporary and part-time employees shall be by the Manager, utilizing whatever recruitment and selection procedures are most feasible and effective, provided they follow the general policy requirements of the Authority with regard to recruitment and selection. A medical, physical, including drug screening, examination performed by a physician selected by the Authority may be required for those positions that will be performing physical, manual labor.

**Priorities:** Priority in the selection of candidates for a particular job shall be given first to the qualified applicants who have been permanent employees of the Franklin Township Municipal Sanitary Authority and were laid off in good standing for lack of funds or work. With regard to positions above the entrance level, qualified persons from the above category shall compete with present Authority employees for promotion to such vacancies.

### **Probationary Period and Permanent Status**

**General:** The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their position and for rejecting any employee whose performance is not satisfactory. To attain optimal effectiveness of the probationary period, the Manager shall keep detailed records of the employee's performance and other pertinent information.

Terms of probation shall be those lengths established by labor agreements, those lengths established by the Authority Board for certain employees and shall be one hundred and eighty days for those employees not covered above.

**Probationary Period:** At any time during the probationary period, the Manager may remove the employee from employment based upon observed performance that indicates the employee is unable or unwilling to perform the duties of the position satisfactorily or that their habits or lacks of dependability do not merit continuance of employment.

If a probationary employee has committed an offense which is considered cause for disciplinary action, they can be disciplined or dismissed without prior notice. A probationary employee who is found to have been appointed through fraud or error shall be removed by the Manager.

**Promotional Appointment:** The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. If a person is removed from a promotion during their probationary period, they shall be entitled to return to the position held before the promotion.

**Interruption of Probationary Period:** If an employee is laid off during a probationary period and subsequently reappointed, they shall be given credit for the position of the probationary period completed before they were laid off.

**Permanent Status:** Not less than thirty days prior to the end of the probationary period, the Manager shall recommend to the Authority Board that such employees be appointed as a permanent, full-time employee or be dismissed and provide the records of performance and other information to justify the recommendation. The Authority Board shall review the recommendation and supporting records of the employee and if permanent appointment is recommended, shall certify and recognize the candidate as a permanent employee.

## Performance Appraisals

( Exempt Employees Only )

### Performance Appraisals

All of us are concerned about how we are doing on the job. Your performance will be periodically reviewed. Performance appraisals help us determine how well you are performing your job and help you to learn ways of improving your performance.

Performance appraisals form a part of your permanent personnel record. They are an important factor in decisions regarding merit increases, promotions, counseling, discipline and other personnel actions. The Authority will strive to formally evaluate performance for each employee at least once every year. The Manager will review and evaluate the performance of each employee on an individual basis and report to Personnel Committee of the Authority the results of said review. In general, these reviews will be conducted in December of each year. In addition, newly hired, promoted or transferred employees may be evaluated at shorter intervals.

Performance reviews are a tool to help identify and improve employee strengths and weaknesses. Employee Performance Appraisals are considered in reaching salary decisions, but are not determinative.

It is the policy of the Authority to provide a performance appraisal of all employees so that a mutual effort of the employee and employer shall accomplish an overall growth of organizational performance and individual knowledge of job strengths/weaknesses and establish areas for the individual's further development through training, motivation and incentive.

Periodically, each employee's "on the job performance" will be reviewed and evaluated by the Manager. This will be reviewed with the employee. If necessary to overcome work deficiencies, courses of action will be discussed. Any employee, if exception is taken to the evaluation, may appeal the evaluation to the Authority Board.

### Promotions

Vacancies within the Authority service will be filled, whenever possible, by promotion of qualified incumbent Authority employees.

### Demotions

An employee may be demoted to a position of lower classification for which they are qualified for any of the following reasons:

- When an employee would otherwise be laid off, because of position abolishment, reclassification or lack of work.

- When an employee voluntarily requests such demotion.
- When in the judgment of the Manager the employee is unwilling or unable to perform the duties of the job.

Process:

- Demotions will be initiated by the Manager.
- An employee who is demoted shall have the pay rate reduced to the rate for the new classification or continue at the existing rate, whichever is the lowest.
- All demotions shall take effect five days after the Manager has so advised the employee of the action and reasons therefore.

Appeal:

- Any permanent employee demoted during a promotion probation period or for disciplinary reasons may appeal the action to the Authority Board or grievance procedure per contract.

Reprimand:

- In situations where a formal oral warning has not resulted in the expected improvement or where more severe initial action is warranted, written reprimand by the Manager will be given to the employee and a copy shall be placed in the employee's personnel folder or grievance procedure per contract.

## Days & Hours of Work

### **Working Hours**

The Authority's normal work week for non-exempt employees shall consist of five work days in a pre-established work schedule. The work day shall consist of any twenty-four hours in a pre-established work schedule. The work shift shall consist of eight consecutive hours, any lunch to be eaten without interruption to work. The work shift shall begin at 8:00 a.m.; 4:00 p.m.; and/or midnight, unless changed by the Manager such as summer hours, Monday through Friday. An employee who works the 40-hour week is considered a full-time employee. An employee who works less than a 30-hour week is considered a part-time employee. If the Authority hires permanent part-time non-exempt employees, the terms and conditions of employment applicable to such individuals shall be the subject of collective bargaining with the representative of the non-exempt employees. The established hours for exempt employees are from 8:30 a.m. to 4:30 p.m. with a one-hour lunch period. The lunch hour shall be taken by office employees in rotating shifts to better serve the public and not leave the office unattended. The Field Supervisor shall receive a thirty minute lunch period to be taken when it is compatible with the daily work schedule. Any change in the normal work week shall be posted at least two weeks in advance on the Authority maintained bulletin board.

### **Overtime**

Work schedules and system emergencies periodically necessitate work beyond the scheduled hours. The Authority expects that employees will cooperate in working the extra hours needed to complete an assignment and service the Authority customers. When the Authority notifies an employee that he is needed for overtime work, the employee shall report for the overtime as assigned unless at the time of notification the employee furnishes the Authority a valid, necessitous reason to be excused. In the absence of such a reason, no employee shall be justified or warranted in declining the overtime assignment on any day when the necessity for working such overtime arises because the job must be completed that day or because of operating conditions which reasonably necessitate the overtime. Overtime will be distributed as equitably as practical with the proviso that work in progress should not be affected or imperiled and shall be posted monthly. Overtime hours declined shall be counted as overtime hours worked for purpose of overtime distribution.

Employees may not work overtime without prior approval of the Manager, Assistant Manager and/or Plant Superintendent, unless emergency dictates.

### **Coffee Breaks**

The Authority does not have a formal coffee break schedule, however, occasional breaks shall be directed by the Manager.

### **Purchases During Company Time**

While on company time, employees are not permitted to stop at restaurants, convenience stores, businesses ,etc, to purchase or shop for food, beverages or other items without prior authorization by management.

### **Attendance and Lateness**

Regular and punctual attendance is essential for efficient operations. Attendance problems place a burden on other employees, lower productivity and unnecessarily raise costs which in turn affect the sewer rates charged to our customers. Any employee arriving late for work or leaving early shall be given the opportunity to make the time up or be docked for the time not on the job. If attendance problems occur, disciplinary action may result at the discretion of the Manager. Habitual offenders may be considered for dismissal.

### **Inclement Weather**

Punctual attendance is expected on all business days, regardless of the weather. Minor lateness will ordinarily be excused during inclement weather. Except under extreme weather conditions, employees who do not report to work will not be paid and may elect to take vacation time, if available.

### **Reporting of Absence**

All absences must be reported directly to the Manager, Assistant Manager and/or Plant Superintendent or other available means. If an absence is not reported, payment for the day or period of absence will not be made, unless, in the Authority's sole discretion, extenuating circumstances prevented the employee from calling in or the failure to call in is otherwise excused. When calling, advise the reason for the absence, and when you expect to return to work. If you cannot return on the date originally indicated, you must again contact the Manager and/or Plant Superintendent. An employee who fails to report for work for three consecutive working days and fails to notify the Authority of the absence will conclusively be deemed to have resigned.

### **Personal Time Off**

All personal time off must be assigned to one of the following two categories on the time card if not made up:

- A. Personal Day - provided that the employee has unused personal time remaining for the year to cover the personal time off.
- B. VACATION - provided that the employee has sufficient vacation time remaining for the year.

The granting of other Personal Time Off is at the discretion of the Manager and depends on the workload.

Exempt employees will not be required to charge their holiday or vacation accounts for an absence of less than a full day if the absence is made up in the same week.

In no case will exempt employees be docked for absences of less than a full day. If the employee does not have sufficient holiday, vacation, or time accrued to cover a Personal Time Off of less an entire day, the time off will be "borrowed" from the accounts for these categories and repaid from future accruals. The actual time worked per day is to be reflected on the time card.

**Compensation**

**Compensation ( Exempt Employees Only )**

The Authority provides fair and equitable compensation. Wages and salaries are normally reviewed annually. Adjustments to wages and salaries are based on individual merit unless employee is under a union contract. The market rates in the area and the financial condition of the Authority.

**Payday**

The Authority operates on a bi-weekly pay period beginning on Monday and ending on Sunday. Employees are paid every other Thursday, except for salary employees who are paid bi-monthly. Should a pay day fall on a holiday, paychecks will normally be issued on the last work day prior to the holiday.

**Paychecks**

Your paycheck will only be distributed to you. If for any reason you are unable to pick up your paycheck, you should notify the Manager as to whether you want your paycheck held for you or mailed to you. The paycheck will be held for you, unless you advise otherwise.

If you lose your paycheck before cashing it, notify the Manager immediately so that a stop payment order can be issued to the bank. If your check was endorsed by you and cashed prior to the issuance of a stop payment order, the Authority cannot be responsible for the issuance of another check.

**Overtime**

The Authority's work week is from 12:01 a.m. Monday to midnight the following Sunday.

All exempt and non-exempt employees are required to show overtime worked on their time cards in order to be paid for the overtime.

Dependent upon your overtime classification, you will be paid time and one-half (exempt and non-exempt personnel) for overtime. Exempt personnel (Manager, Assistant Manager and Plant Superintendent) shall not be compensated for overtime. You will be advised as to your overtime classification.

Overtime will be paid to an employee qualifying for overtime pay due to overtime classification for time worked in excess of forty hours per work week and in excess of eight hours per work day.

In the case of an emergency call out where an employee is called out to work, the minimum paid time for such an occurrence shall be three (3) hours pay calculated at one and one-half the hourly base rate.

Overtime will be distributed as equitably as practical with the proviso that work in process shall not be affected or imperiled and shall be posted monthly. Overtime hours declined shall be counted as overtime hours worked for purposes of overtime distribution. Overtime hours shall not be pyramided.

Sick leave time shall not be counted as time worked in computation of overtime for scheduled overtime. Sick leave and vacation time will be counted as time worked in computation of overtime for unscheduled overtime.

### **Wage Advances**

The Authority cannot make wage advances.

### **Tax Information**

All employees are required to have a W-4 payroll withholding form on file with the Manager. Please advise the Manager of changes as they occur.

### **Time Cards**

All employees (except for the Manager, Assistant Manager and Plant Superintendent) are required to complete a weekly time card by use of a time clock.

At the end of each weekly period, the Plant Superintendent will total the hours and sign the time card and submit it to the Manager for approval.

The employee's time card will be reviewed and signed by the Manager. If the employee has been absent during the period, the reason for such absence must be stated. Failure to properly complete the time card or failure to forward it at the designated time, can result in the employee's pay being delayed.

### **Expense Reports**

#### **PERSONAL CAR:**

Employees using their personal car on Authority business at the Authority's request will be reimbursed at the established prevailing yearly Internal Revenue Service (IRS) standard.

#### **OUT OF POCKET:**

Any employee incurring a justified out of pocket expense on behalf of the Authority shall receive reimbursement from the Authority after expense receipts are turned in, reviewed and approved by the Manager.

All employees are expected to travel the most direct route which will result in the least cost to the Authority. Where two or more employees are traveling to the same destination, every effort should be made to use one car.

#### **AUTHORITY VEHICLES:**

The following policy will be followed regarding Authority vehicles:

- Authority vehicles are available for official Authority use only.

#### **Travel & Entertainment Expenses**

##### **EXPENSES:**

Receipts must be obtained and submitted to the Manager to be considered for reimbursement. Employees traveling or entertaining on Authority expense are expected to spend money with the same care and application as though it were their own with due regard for their level of responsibility in the Authority. It is expected that Authority employees away on business will travel and live reasonably but not lavishly. Any expense requires a receipt wherever practicable.

If an employee's spouse or children accompanies him or her on a trip, all travel and entertainment costs for spouses and children are personal expenses and shall not be reimbursed. Expenses supported by receipts must be adjusted to exclude the portion caused by a spouse and/or children.

##### **HOTELS:**

Employees are to use good commercial accommodations and are authorized to incur room charges only at a reasonable business rate. Reservations should be made as far in advance as possible to assure space at reasonable rates and made by the person assigned that responsibility.

##### **MEALS:**

Employees traveling alone or with others are expected to eat well but not extravagantly. Normally, three meals are allowed when an employee is away overnight, but dinner on the evening of return is not allowed unless unusual circumstances are explained to justify the expense.

**ENTERTAINMENT:**

Employees are not authorized to entertain others unless their position relative to the Authority is such that the entertainment is a normal and necessary part of their job assignment. An explanation of the expense, including the names of those present, their business affiliations and the business discussed should be noted. All expenses, including a tip, require a receipt.

**Employee Benefits**

**Employee Benefits**

The Authority believes strongly that fringe benefits are important to each employee because of the security they provide in the case of hospitalization, disability, retirement and death. Vacation and holiday benefits are provided for needed time off to spend with family and friends. These benefits are described in this handbook. All full-time employees are entitled to participate in the complete benefit package. Part-time employees are not entitled to a complete benefit package.

Employee benefits do have a cost and represent a "hidden paycheck." The Authority bears the majority of the cost. However, it is the employee's responsibility to verify their own coverage with the Manager.

The Authority reserves the right to modify or amend any group life and health benefits for its current employees and for its retirees with comparable benefits.

**Vacation**

All employees shall be entitled in each calendar year to annual vacation, accompanied by vacation pay, according to the following schedule:

<u>Years of Continuous Service</u>	<u>Number</u>	<u>Vacation Days</u>
1 year	5	5
2 years	10	10
5 years	15	15
15 years	20	20
17 years	21	21
19 years	22	22
21 years	23	23
23 years	24	24
25 years	25	25

An employee may take up to five (5) days vacation one day at a time, provided not more than two persons are off at a time, and management is notified two (2) days in advance. Employer will consider an additional five (5) days vacation one day at a time, provided not more than one person is off at a time, and management is notified at least two (2) days in advance on a case by case basis. Approval shall not be withheld arbitrary. Also, an employee may take two (2) weeks vacation at one time, provided that one and only one other employee can schedule a

single week of vacation during that two (2) week period. Also, two employees can schedule a single week of vacation during the same week but only during one single week of each month.

The vacation year is the calendar year. Length of vacation is based on years of service accrued from the employee's starting date of employment (vacation anniversary date) falling within the vacation year. If an employee reaches the first, second, fifth or fifteen year of continuous service on such anniversary date, he shall be entitled to take the five (5) days attributable to such attainment in the period between the anniversary date and December 31 of the vacation year. In order to be eligible for vacation or vacation pay in any vacation year, the employee (a) must be on the payroll on January 1 of the vacation year, and (b) must have performed work in not less than one-half ( $\frac{1}{2}$ ) of the pay periods in either (i) the preceding calendar year, or (ii) the twelve months preceding his anniversary date which falls in the vacation year.

Employees shall select their vacations in the order of their seniority. Vacations shall occur during a vacation period established by the Authority, which will be consistent with the provision of full services to the public and shall be in the best interest of the Authority. Not more than one employee shall be on vacation at any one time. Vacation leave shall not accumulate from year to year. Any employee who selects his vacation period and then seeks to change it shall only be permitted to select those vacation dates which remain.

Any employee who voluntarily terminates his employment during the vacation year and prior to taking vacation, shall receive his accrued entitlement for that vacation year and pay pertaining thereto.

Any employee who terminates his employment during the vacation year and prior to taking vacation, for an involuntary reason other than discharge, shall receive his accrued vacation entitlement for that vacation year and pay pertaining thereto.

## Holidays

The Authority provides holidays as listed:

- Day before New Year's Day
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day (November 11)
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas Day
- Christmas Day

In addition to the above holidays, each full-time employee will receive two (2) personal holidays per calendar year. Personal holidays must be used within the calendar year during which they are granted (or by December 31 of each respective year). Employees may not receive pay for personal holidays not used during the calendar year.

Holidays which fall on Saturday are ordinarily observed on the Friday before, and those which fall on Sunday are ordinarily celebrated on the Monday following.

If a holiday falls within an employee's vacation period, such holiday shall not be considered as part of the vacation period and the employee shall receive his or her vacation in addition to holiday pay as provided.

### **Religious Observances**

The Authority will make reasonable accommodation for religious observance and practice, including religious holidays.

If you need time off for religious observance, you should notify the Manager as soon as possible.

### **Group Plans**

The Authority makes available to all full-time employees health insurance, life insurance and other benefits.

#### **LIFE INSURANCE:**

Full-time employees are insured on the first of the month upon being eligible and joining the pension plan. The employee should contact the Manager for information and brochures regarding the current life insurance plan in place.

The Authority shall provide and pay for life insurance to provide a lump sum death benefit in an amount of Fifty Thousand Dollars (\$50,000.00) for each employee until retirement.

The Authority shall provide and pay for life insurance at retirement to provide a lump sum death benefit in an amount of Five Thousand Dollars (\$5,000.00) for each employee until death.

#### **HEALTH INSURANCE:**

Full-time employees are eligible on the first of the month following one hundred and eighty days of employment. The employee should contact the Manager for information and brochures regarding the current health insurance plan in place. The Authority shall contract for and pay for family coverage for the following programs of medical insurance for which the descriptions and specifications appear in Municipal Employers' Insurance Trust (MEIT), Highmark PPO Blue \$500 (deductibles to be paid by the Authority) and Vision Care programs (or programs providing comparable benefits with an alternative carrier or alternative carriers to be chosen by the Authority).

During the year 2010 , each employee shall then pay Forty-five dollars (\$45.00) per month towards the premium due of all health care coverage costs.

During the year 2011, each employee shall then pay Fifty Dollars (\$50.00) per month towards the premium due of all health care coverage costs.

During the year 2012, each employee shall then pay Fifty-five Dollars (\$55.00) per month towards the premium due of all health care coverage costs.

During the year 2013, each employee shall then pay Sixty Dollars (\$60.00) per month towards the premium due of all health care coverage costs.

During the year 2014, each employee shall then pay Sixty-five Dollars (\$65.00) per month towards the premium due of all health care coverage costs.

The Authority will offer a cash out option of the above hospitalization package at Twenty-Five Percent (25%) of amount paid for employee in designated categories, employee must prove yearly that equivalent or better coverage is secured. Cash out fully taxable, distributed evenly throughout year on paycheck. Cash out does not qualify in pension calculations. The Authority will offer the cash out option as long as the group medical insurance rates are unaffected by the loss of enrollment from medical insurance by the cash-out option.

#### RETIREMENT:

The Authority sponsors a Pension Plan for its employees. The employee should contact the Manager for information and brochures regarding the current pension plan in place.

Effective January 1, 2005, the pension formula shall be number of years employment times 2.00%, retroactive. New employees hired after January 1, 2005 will have a five (5) year vesting period.

The Authority will contribute Fifty Percent (50%)of cost for up to three (3) years before normal retirement age per the pension plan, based on amounts paid for active employees in the designated categories. Early Retirees may remain in the Group Plan or apply to Authority for payment on a comparable plan.

#### SOCIAL SECURITY AND MEDICARE:

Social Security tax deductions are composed of two parts, Social Security and Medicare. The Authority contributes an amount equal or greater to the amount paid by you. Benefits are provided by the federal government in accordance with federal law and include retirement and disability payments to you or your spouse and children if you die or become disabled before retirement.

For details on benefits, contact your local Social Security Office.

**UNEMPLOYMENT:**

The Authority makes contributions on your behalf to the State Unemployment Compensation Fund. In the event you become unemployed through no fault of your own, you may be eligible for state unemployment benefits.

**WORKER'S COMPENSATION:**

The Authority pays for insurance coverage to provide you with workers' compensation protection. Worker's Compensation will pay, through the Authority's insurance carrier, medical benefits and lost wages for on-the-job injuries and occupational diseases. The amount of Worker's Compensation benefits to which you may be entitled is determined by state law.

All accidents must be reported immediately to the Plant Superintendent or Manager. Should you need any assistance in completing forms, call the Manager. Medical bills related to on-the-job injuries and occupational disease should be forwarded directly to the Manager.

Pennsylvania passed new regulation effective August 4, 2007 which are published under Title 34, Labor and Industry, Chapter 121. They mandate new duties of employers in Pennsylvania regarding Workers' Compensation. Section 121 (3b) requires the employer to have their employees sign the new form entitled "Providing Workers' Compensation Information" at the time of hire and at the time of injury. This form is **in addition** to the "Rights and Duties" form under Section 306 (f1), **not a replacement for it**. Both of these forms must be signed at the time of hire and at the time of injury. Existing employees need not sign unless they have a WC Injury.

**SICK LEAVE:**

New employees shall not be entitled to any sick leave benefits until he or she shall have been employed and actually worked his or her regularly scheduled shift for a period of one hundred and eighty calendar days. After this period of time, the employee will be limited to a maximum of five days and allowed to obtain an additional day for each six months as a regular employee, up to the maximum indicated below.

Employees shall be qualified to receive sick leave for non-service connected sickness or disability which renders such members unable to perform their normal duties to a total of ten working days in any one calendar year.

Sick leave shall be cumulative to a total of Eighty-five (85) working days (non-exempt employees) and a total of Ninety (90) working days (exempt employees). Accumulation shall be retroactive from date of hire for existing employees per the date of this personnel policy.

A Twenty-Five (\$25.00) dollars sick day buyback each year for any unused days once banked days are maxed out. A maximum of 10 per year, fully taxable, not counted toward the pension and a \$250.00 per year maximum.

Sick leave will accrue during periods of vacation and holiday. It will not accrue during military leave, approved leave of absence, workers' compensation or any other time the employee is separated from the active payroll.

Validation - If an employee is absent for three (3) or more consecutive work days on account of injury or illness, the Authority may require submission of validation in the form of a physician's certificate and, upon the employee's return to work, may require a certificate as to his physical fitness. Any misrepresentation shall be cause for disciplinary action. Any employee who in the sole opinion of the Authority, is abusing his sick leave privilege, shall be required to submit to the Authority a physician's certificate for an absence of one (1) day or more.

Any employee actually working less than four hours in any given day and then leaving work due to illness, shall be charged with one full day's sick leave. In the event that the employee shall work four or more hours before leaving work due to illness, the employee shall then be charged with one-half day sick leave.

Employees may substitute unused vacation time for sick leave.

Time lost from work because of injuries covered under Worker's Compensation will not be charged to the employee's sick leave.

Temporary and part-time employees will not accumulate any sick leave and will not be paid for any absences.

#### SICKNESS AND ACCIDENT COVERAGE:

The Authority provides full-time employees who have completed six months of service short-term disability insurance coverage. Coverage is provided for all non-work related sickness and accident disabilities. The employee should contact the Manager for information and brochures regarding the current life insurance plan in place.

**This handbook is intended to provide a summary of all benefit programs. The terms of each program are governed, in most cases, by a more detailed plan documentation insurance policy. A Summary Plan Description explaining the terms of most programs may be obtained from the Manager.**

**The Authority reserves the right to change the employee benefits it provides to employees with comparable benefits at any time, and to interpret the provisions of all benefit plans.**

## **Rehiring of Employees**

A former Authority employee may be considered for re-employment by the Authority provided the applicant's previous service with the Authority terminated under satisfactory circumstances. Benefits at re-employment shall be the same as those for a new employee.

Employees separated from employment because of a layoff due to lack of work, and who are reinstated or rehired within three months of the layoff, will be reinstated with full benefits, subject to any restrictions contained in the particular employee benefit plan.

The Authority does not guarantee that upon reinstatement or rehire the employee will be placed in the same job they formerly held or that they will receive the same compensation they formerly received.

## **Leave of Absence**

The Authority provides several types of unpaid leaves of absence. Application for all leaves of absence must be made to the Board of Directors. Approval of a request for leave of absence is not automatic. We have many things to consider in reviewing your request, including the reason for the request, your overall performance and length of service and the operational needs of the Authority.

Regular full-time employees may be granted leaves of absence without pay for health reasons (including pregnancy) or compelling personal reasons. Requests for leaves of absence, including the reasons therefore, must be made in writing to the Manager as far in advance as practical.

## **GENERAL CONDITIONS:**

If you engage in gainful employment during the leave of absence, you shall conclusively be deemed to have resigned. You shall be subject to immediate dismissal for falsifying the reason for a leave of absence.

## **Funeral Leave**

When death occurs in the immediate family, an employee, upon request, will be excused for a maximum of five (5) consecutive calendar days, which shall include the day of the funeral. Immediate family shall include father, mother, spouse and child. Four (4) consecutive calendar days which shall include the day of the funeral for their brothers and sisters. Three (3) consecutive days, which shall include the day of the funeral for their father-in-law, mother-in-law, son-in-law, daughter-in-law and grandchildren. For each day missed from scheduled work on account of the funeral leave, the employee shall receive eight hours times his or her straight

time rate. Time thus paid shall not be counted as hours worked for purposes of determining overtime pay. In the event of the death of an employee's grandparent, sister-in-law or brother-in-law, an employee, upon request, will be given the day of the funeral off. If additional time off is required, you may use vacation time.

### **Jury & Witness Duty**

Employees called for jury duty will be granted a leave of absence while attending court. Approval to attend court must be obtained from an Authority official in advance. If the judge dismisses the employee from required attendance prior to 12:00 Noon, the employee shall not be required to report to work for the balance of the shift. For any day missed from scheduled work on account of jury duty, an employee shall be compensated the difference between his regular straight time rate of pay and the amount received by him for jury duty pertaining to such day. Time thus paid shall not be counted as time worked for purposes of determining overtime or premium pay. On request by the Authority, the employee shall furnish evidence of attendance as a juror and of fees received. The Manager and Plant Superintendent will receive full pay for the duration of any jury duty.

### **Personal Leave**

On occasion it becomes necessary to take time off to attend to personal affairs. Requests for personal leave should be made to the Manager. Approval will be on a case-by-case basis. Personal leave will be unpaid. Employees do have the option of using vacation time or personal holidays if available.

### **Military Leave**

If you leave the Authority to perform military service with the United States, you will be granted a leave of absence in accordance with the law. Upon timely application for re-employment after discharge from the military service, you will receive all rights and benefits provided by law.

<b>Professional Development</b>
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**Tuition Reimbursement**

The Authority encourages further professional development for the mutual benefit of the employee and the Authority, and has established a tuition refund plan for its employees to further this goal. This policy applies to all courses which in the sole discretion of the Authority have a direct bearing on the nature of the work being or expected to be done by the employee in the future and is limited to one course per semester. The Authority does not pay for supplies or books.

All full-time employees are eligible to participate. To apply, the employee must submit a written request to the Manager prior to signing up for the course.

Payment of 100% of the cost of any approved program will be made upon receipt of evidence of a passing grade, a tuition receipt and canceled checks.

**The Authority will not be responsible for any further reimbursement after employment has been terminated.**

**Licensing**

The Authority will pay reasonable license fees and dues for all employees acquiring a Certified Wastewater Treatment Plant Operators License or such other licenses specifically requested by the Authority and also any fees and dues for those desiring to become members of organizations which meet the approval of the Authority.

**Continuing Education**

Periodically, specialized courses, seminars and technical meetings are available which may be of benefit to one's professional development. Attendance at such courses is also encouraged. Those desiring to take specialized courses or attend seminars or technical meetings must first coordinate their planned activity through the Manager and such activity must be approved by the Board of Directors (if costs are more than \$50) or Authority Manager if reimbursement is expected.

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<b>Resignation &amp; Termination</b>
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**Resignation and Termination**

**Exempt employees are employed at-will, which means that the Authority may dismiss any exempt employee, with or without cause, without any liability on the part of the Authority, and that the employee may resign at any time with or without cause.**

Employees who give prior notification of an intention to resign their employment may, at the sole discretion of the Authority, be terminated from employment immediately. Should this occur, the terminated employee may receive up to two weeks pay in lieu of notice. Employees resigning with at least two weeks prior notice will receive payment for any credited but unused vacation time at the time of termination of their employment.

Employees employed less than one year will not be entitled to any termination payments (severance pay or payment for unused vacation).

The tenure of every employee shall be conditioned on good behavior and the satisfactory performance of duties. Any employee may be temporarily separated by layoff, suspension, or permanently separated by resignation or dismissal.

**Layoff:** In all cases of layoffs or reduction of forces, the Authority shall give due consideration to seniority, the individual qualifications of the employee to perform the work in question and the efficient operation of the facilities.

**Resignation:** An employee may resign in good standing by filing written reasons with the Manager at least two weeks prior to the final day of work. An employee resigning in good standing may be reinstated to any position in the class if there is a need for services and/or a vacancy within two years after the date of resignation.

**Suspension:** (Disciplinary actions against non-exempt employees shall be subject to the provisions of the existing collective bargaining agreement).

**For Cause:** When in the judgement of the Manager an employee's work performance or conduct justifies disciplinary action short of dismissal, the employee may be suspended, without pay for up to twenty working days.

**Process and Appeal:** The Manager shall furnish by the effective date written notice to the employee affected by the suspension setting forth reasons for said suspension. The employee may appeal a disciplinary suspension to the Authority Board by filing written notice within ten days of the effective date of the action with the Board and requesting a hearing before the Board.

Dismissal: ( Disciplinary actions against non-exempt employees shall be subject to the provisions of the existing collective bargaining agreement).

A permanent employee may be dismissed or demoted whenever in the judgement of the Manager the employee's work or misconduct so warrants. When the Manager decides to take such action after utilizing all remedial steps possible, which shall include a pre-termination meeting, written notice shall be filed with the employee and the Authority Board containing a statement of the substantial reasons for the action. The employee shall be notified prior to the effective date of the action. The notice shall inform the employee that the action may be appealed by filing a written request with the Authority Board for a hearing within two calendar weeks from the effective date of the action.

### **COBRA (Consolidated Omnibus Budget Reconciliation Act)**

Under Federal law the Authority is not required, but will offer terminating employees continuance of their health care coverage if paid for by the employee. The monthly charge for continued coverage includes a 2% administration fee. Checks should be made out to the Franklin Township Municipal Sanitary Authority.

A more detailed explanation of the COBRA plan is included in the medical plan booklets distributed to each employee. Contact the Manager for additional information.

### **Sexual Harassment**

The Authority prohibits sexual harassment of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal.

**Please find attached to this employee handbook a copy of the Authority's Resolution No. 99-2 which is a resolution creating a sexual harassment policy for all new and existing Authority employees.**

**Safety**

**Safety**

The Authority is committed to providing all employees with a safe working environment. A Safety Committee will be established and composed of two non-exempt and two exempt employees from the Authority. This Committee shall have the right to inspect equipment used in the plant processes for the purpose of observing its safe or unsafe condition when such questions are brought to the attention of the Safety Committee. If the Committee believes conditions found are dangerous to life of limb, it shall report its findings to management for attention and correction. Corrections of unsafe conditions to be made within a reasonable amount of time. We shall continue to provide and maintain all reasonable precautions to safeguard your health and safety. All of us have an obligation to prevent, correct and eliminate unhealthy and unsafe conditions and practices. Safety rules have been designated to protect you. It is expected that all employees using Authority vehicles or personal vehicles on Authority business will abide by the laws governing vehicle operation.

Accidents do not just happen. They are caused. Knowing and following the rules and wearing proper safety equipment are ways for you to help us make the Franklin Township Municipal Sanitary Authority a safe place to work. The following regulations concerning safety conditions are directed primarily to those employees working in the field:

**IMMUNIZATIONS:**

When required, the Authority shall pay for all appropriate immunization and booster shots for such illnesses/diseases as tetanus, typhoid, diphtheria, etc.

**HARD HATS:**

Each employee assigned to a construction project will be required to wear a hard hat at all times while on the job (with the exception of periods in the field office or in an enclosed automobile). Hard hats are available from the Manager.

Each person having a hard hat will be responsible for its safekeeping. It is important that supervisors also wear hard hats while on the job.

**ENTERING CONFINED SPACES:**

Every employee who finds it necessary to enter a confined space will be required to exercise safety precautions. Prior to entering any confined space the atmosphere shall be tested to insure that dangerous atmospheric conditions are not present. Gas detectors, safety harnesses and air blowers are available when entering manholes. Additional personnel with radio communications must be stationed above the entrance to the manhole. Other confined spaces

such as empty tanks, wet wells, dry wells may be entered after certifying ventilation is operable, atmospheric conditions are acceptable and standby personnel are notified.

#### UNIFORM:

All personnel entering areas where clothing might be contaminated are required to wear uniforms. These uniforms will be supplied, maintained and paid for by the Authority.

Uniforms must be turned in once a week at the designated office for laundering.

Upon termination of employment, all uniforms must be returned to the Authority. If all uniforms are not returned, the terminating employee is responsible for an amount equivalent to the fair market value of the garments less depreciation of 3% per month that the garments are in service.

#### STEEL-TOED WORK SHOES:

Beginning January 1, 2005 each union employee, Field Inspector and Plant Superintendent will be reimbursed up to \$150.00 each year toward the purchase of steel-toed work shoes upon submission of a paid receipt for same. Each employee is required to wear steel-toed safety shoes during all periods of work.

#### TRAFFIC - LOCATION OF EQUIPMENT:

When it is necessary to perform surveys or observations near or on traveled roadways, traffic cones shall be used.

If the traffic is heavy, flags shall also be set up and, if necessary, flagmen shall be assigned as required. If there is any doubt, contact the local police department for advice. In addition to the foregoing, employees shall wear traffic vests on all surveys near or on traveled roadways.

#### Responsibility:

It is the responsibility of each employee to make sure that the foregoing regulations are strictly adhered to per the safety committee's recommendations. Any violations shall be reported to the Manager to which each project is assigned.

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## Policy

The Authority maintains a formal safety program which includes training and education, as appropriate. A number of programs are in place and available to all personnel as their job responsibilities dictate. Additional programs and updated information will be made available to affected employees on an ongoing basis. Please check with the Manager for a copy of all pertinent safety programs in place.

Failure to comply with all Authority safety policies as communicated in our safety training programs and manuals may be subject to disciplinary action including dismissal, as appropriate. Applicable safety rules/programs in place include but are not limited to the following:

1. All accidents must be reported immediately to your supervisor or Plant Superintendent.
2. Drinking, possession of intoxicating liquor, drugs or reporting for work while under the influence of alcohol or drugs is prohibited.
3. Do not attempt to lift heavy or bulky equipment beyond your physical capacity.
4. Always use established aisles and walkways. Do not take shortcuts between machines or through roped-off areas.
5. Clean up spilled materials promptly and completely.
6. Running is not permitted in any work area.
7. Workers engaging in horseplay, teasing or distraction of fellow workers are subject to disciplinary action.
8. The wearing of hand protection, eye protection, protective clothing and other safety equipment specified by Authority work procedures is mandatory.
9. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails or other loose clothing that can be entangled in moving machinery shall not be worn.
10. Know and follow the area work procedures at all times.
11. If in doubt concerning the safe way to perform a job, ask your supervisor before proceeding with the task.
12. Take necessary precautions to ensure that tools, equipment and materials present no hazard by location or use.
13. Do not use makeshift ladders.

14. Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice or warning furnished for use at any plant.
15. Moving, rearranging and repair of machines and equipment shall be performed by authorized personnel only.
16. Do not alter or attempt to repair any article of safety equipment without authorization from your immediate supervisor.
17. Do not use defective equipment; report it to your supervisor immediately.
18. Never operate machines or equipment provided with guards unless such guards are in place and operational.
19. No equipment or machine shall be operated when it is red-tagged as dangerous.
20. No unauthorized person shall make electrical or mechanical repairs to equipment.
21. Portable ladders must be well secured, in good condition, and in a level position.
22. Each employee is responsible for knowing the operation and location of fire extinguishers in his work area.
23. Misplaced equipment creates a hazard. Each employee is responsible for seeing that each piece of equipment is in its proper place.
24. Never use compressed air for blowing dust or dirt off work clothes.
25. Protective safety goggles or plastic face shields must be worn when there is a danger of flying particles or splattering of any kind.
26. Safety shoes should be worn by all employees working in operating areas.
27. Be absolutely sure no one is in a position to be injured and that all safeguards are in proper position before turning on electricity, gas, steam, air, water or setting any machinery in motion.
28. Good housekeeping is the responsibility of each employee. Keep your work area neat and clean at all times.
29. Vehicle seat belts are to be worn by all employees.

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<b>Authority Rules and Regulations</b>
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**Drug-free Workplace Policy**

The improper use of narcotics and other controlled substances (illegal drugs) is a significant problem in the workplace and throughout society.

In the workplace, the sale, use and abuse of illegal drugs threatens the safety and morale of all personnel, and threatens the public image of the employee and the employee's company as well.

In response to the Federal "Drug-Free Workplace Act of 1988", we have established the following general policy regarding illegal drugs:

- No person will be considered for hire who is a user or seller of illegal drugs.
- Any employee found to be using, possessing or working while under the influence of illegal drugs on Authority premises at any time (including breaks or meal periods) will be in violation of our drug-free policy which is cause for immediate disciplinary action including dismissal.
- All personnel will agree to abide by the Authority's policy and will agree to notify the Manager of any convictions for drug violations within five days of said convictions.
- Any employee found to be a seller or involved in the sale, solicitation, or dealing of illegal drugs will be immediately dismissed.

Under the terms of the Drug-Free Workplace Act, we are required to give all personnel a copy of the official policy statement concerning the establishment of a drug-free workplace.

**Alcohol Abuse**

The use of alcoholic beverages on Authority premises during working hours and reporting to work or working while under the influence of alcohol is strictly prohibited and cause for disciplinary action including dismissal.

**Theft & Dishonesty**

Theft of Authority property or the property of others will not be tolerated. Violators will be subject to immediate dismissal.

Misrepresentation, falsification, withholding of material facts or the altering or falsification of any Authority record, including applications for employment, analytical data, expense

reimbursement requests, time cards and other documents, will result in disciplinary action including possible dismissal.

### **Rules of Conduct**

In the administration of discipline, the Authority's objective and concern is to be constructive. Disciplinary actions are taken for the purpose of correcting a deficiency and helping to make a more valuable employee.

Ordinarily, therefore, the Manager will apply corrective discipline if an employee engages in misconduct or fails to meet Authority requirements as to performance or otherwise. However, this depends upon all of the circumstances, and discipline may or may not be imposed, as determined by the Authority in its discretion. When it is imposed, it may consist of one or more warnings or reprimands, oral or written. These guidelines do not change an employee's status as an employment-at-will relationship subject to termination at any time, with or without cause as to exempt employees only. Any corrective discipline applied to the non-exempt employees shall be subject to the terms in the applicable collective bargaining agreement.

### **Filing of Grievances or Complaints**

Any exempt or non-exempt employee shall have the right to appeal any allegedly adverse employer action including, but not limited to, these rules and regulations, unwarranted demotion, dismissal, suspension, or position classification. No employee shall be disciplined or discriminated against as a result of having submitted a grievance.

#### **Procedural Steps:**

Before submitting a grievance, an exempt employee shall discuss the grievance with the Manager. If this informal meeting is unable to resolve the grievance, the employee shall initiate the grievance procedure.

**Non-exempt Employees:** The grievance procedure as written in the labor contract will be followed.

#### **Exempt Employees:**

**Initiation:** An employee shall submit a grievance to the Manager within ten days after the occurrence or action which gives rise to the grievance. The submission shall be in writing and shall contain all the pertinent information and the corrective action being requested.

**First Step:** The Manager shall arrange a meeting within ten days of receipt of the grievance. The grievant, if dissatisfied may appeal to the Authority Board, by giving written notice of appeal to the Board within ten days.

**Second Step:** The Authority Board shall arrange a hearing date and time not later than thirty days following receipt of the notice of appeal. The grievant and the Manager shall review the grievance with the Authority Board and the Board shall render its decision in writing within twenty days and file notice of same with all involved parties.

The decision of the Board shall be final and binding, except as provided by these rules and regulations and applicable law.

**Personnel Hearings:** If the employee files a reply and requests a hearing within the prescribed periods, the Authority Board shall schedule a hearing. At the written designation of the employee the hearing may be private or open to the public.

The Authority Board shall provide notice of the date, time and place of a hearing to all involved principal parties by personal service or certified mail.

**Procedure:** In conducting a hearing, the proceedings shall be as informal as possible and it shall be assumed that the action complained of was taken in good faith unless proved otherwise.

**Decision:** The Board's decision as empowered by the personnel policy and these rules and regulations shall be final and binding but shall not abridge an employee's right to appeal a decision to an appropriate agency or tribunal.

### **Solicitation & Distribution**

The purpose of the Authority's no solicitation and no distribution rule is to provide a set of guidelines for determining the appropriateness of distribution and solicitation by and of Authority employees. These rules are established to secure the safe and orderly operation of the Authority as well as your safety and privacy. No employee shall solicit another employee while either employee is on working time.

Non-employees shall not solicit or distribute literature on Authority premises. No person, not an employee, customer, sales representative, business visitor, supplier or other person having business with the Authority shall trespass on Authority premises.

## **Conflicts of Interest**

In the modern business world, it is important that you avoid putting yourself in a position where your judgment on behalf of the Authority may be questioned because of gifts from or financial interests in those with whom we do business. It is expected that each employee will serve the Authority's best interests at all times.

### **OUTSIDE EMPLOYMENT:**

If an employee is considering outside employment the work must not interfere with the employee's normal duties.

### **COMMUNITY ACTIVITIES:**

The Authority encourages employees to participate in community activities, particularly those of a civic or professional nature.

### **PUBLICATION CLEARANCE:**

All employees are encouraged to author technical papers and articles; however, advance approval by the Manager is suggested prior to the presentation, publication or release of such material if Authority related.

### **RELEASE OF AUTHORITY DOCUMENTS**

No Authority documents are to be furnished to anyone without the express approval of the Manager.

This policy applies to drawings, specifications, reports, software and other documents or material connected with the Authority and is intended to protect the Authority and our customers from possible sources of embarrassment or injurious public relations which could result from the release of documents to parties who could misuse them.

**CONFIDENTIAL INFORMATION:**

"Confidential Information" means documents or information of any character, written or oral, affecting or relating to the business of the Authority or any of its customers, or their manner of operation, including but not limited to trade secrets, drawings, plans, specifications, instructions, data, manuals, computer programs, the names of customers, prices charged and the like, which come into the possession of or knowledge of the employee, or which are produced or developed by the employee using such information.

Confidential information which is disclosed to the employee shall remain the property of the Authority and/or its customers and all confidential information in documentary form shall be returned to the Authority upon the employee's termination of employment.

The employee agrees to maintain all confidential information in strict confidence and not to disclose confidential information to any third party (except as required by law and after prompt prior written notice to the Authority) and not to use confidential information, except in the course of employment with the Authority. Confidential information of a customer of the Authority shall not be disclosed to or used for the benefit of another customer of the Authority.

The obligations of the aforementioned shall not extend to confidential information which (a) is already in the possession of or is known to the employee at the time of the initial disclosure by the Authority or any of its clients, as shown by written evidence; (b) is lawfully acquired by the employee from a source other than directly or indirectly from the Authority or any of its clients; (c) is or becomes published or otherwise publicly available through no breach of this agreement.

**Smoking in the Workplace**

Authority Public Meetings are "smoke free."

**Use of Authority Facilities and Equipment**

The use of Authority's postage for personal mail is prohibited. The receipt of personal mail is discouraged, and the Authority cannot be responsible for the inadvertent opening of personal mail.

Equipment, trucks, typewriters, calculators, computers and other equipment shall not be used for personal use without prior approval by the Manager.

## **Computer Software**

The Authority licenses the use of computer software from a variety of outside companies. The Authority does not own this software and unless authorized by the software developer, does not have the right to reproduce it.

US Copyright Law states that illegal reproduction of computer software can subject the violator to civil damages of as much as \$100,000 and criminal penalties including fines and imprisonment.

In order to protect the Authority from serious legal liability, the unauthorized copying of software will not be tolerated. Any employee found violating Federal law or company policy is subject to disciplinary action up to and including dismissal. In addition, employees learning of any misuse or duplication of software or related documentation within the company shall notify the Manager immediately.

No employee shall install personal software on Authority computers, to avoid dangers to the Authority system.

## **Personal Phone Calls**

Authority phones are for Authority use. The number of phone lines at the Authority has been selected to provide maximum business use at minimum cost. Personal phone calls should be kept to a minimum. Excessive personal phone calls may result in disciplinary action.

## **Visitors**

We all have relatives and friends, however, they do not know the Authority's facilities as you do. They may place themselves in unsafe situations and injure themselves. They may also unintentionally disrupt work. To avoid potential injuries and embarrassment, no visitors are permitted on Authority facilities without prior permission. If someone must see you due to an emergency or if someone comes to pick you up from work, they must check in with the clerk or receptionist at the main office. The clerk/receptionist will inform the Manager or your supervisor in emergency cases so that you may meet with the visitor.

## **Insubordination**

Insubordination is any conduct by an employee indicating ridicule, contempt, indifference or defiance of one under whose direction a said employee is working. Insubordination is disruptive to the work place and will not be tolerated. Insubordinations shall be grounds for disciplinary action, including dismissal.

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## Franklin Township Municipal Sanitary Authority Workplace Violence Policy

It is the policy of the Franklin Township Municipal Sanitary Authority to provide a safe, healthful workplace that is free from violence or threats of violence. For purposes of this policy, workplace violence is any violent or potentially violent behavior that arises from or occurs in the workplace that affects Authority employees.

The Franklin Township Municipal Sanitary Authority shall:

- Seek to eliminate the potential for violence in and around the workplace.
- Seek to eliminate the potential for violence by affecting the attitudes and behavior of our employees.

Individuals who engage in violent or prohibited behavior (see below) may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

The Authority takes reports of threatening or violent workplace incidents seriously. Employees, supervisors and managers are expected to follow the Authority's procedures to report actual or alleged incidents of violence in the workplace.

### Prohibited Behavior

The Franklin Township Municipal Sanitary Authority does not tolerate behavior, whether direct or through the use of Authority facilities, property or resources that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression; or,
- Disrupts the workplace or the Authority's ability to provide service to the public.

Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, gestures and expressions or behaviors such as stalking.

### Reporting Requirements

All employees of the Authority must cooperate to maintain a safe work environment. Individuals should report to the manager any incidents of violent, threatening, harassing, or intimidating behavior in the workplace, whether or not those involved are Authority employees.

Employees who report incidents of workplace violence may request to do so confidentially. Such requests will be honored to the degree legally allowable. Employees who are concerned about confidentiality should discuss their concerns with the Authority Manager.

Employees with questions or complaints about workplace behaviors which fall under this policy may discuss them with the manager. Concerns will be investigated and appropriate action will be taken. This may include disciplinary action for an employee who is a perpetrator of a violent act.

**Please find attached to this employee handbook a copy of the Authority's Resolution No. 06-01 which is a resolution creating a workplace violence policy for all new and existing Authority employees.**

<b>Miscellaneous</b>
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## **Security**

Security of Authority facilities is an important concern to the Authority. All employees are expected to be attentive to potential security problems. Employees should not permit unauthorized persons to enter Authority facilities. Employees should report any unauthorized persons or potential security violations they may observe to the Manager or Board of Directors.

## **Parking**

The Authority provides parking space for its employees.

In the interests of safety, fire protection and avoiding congestion, you are required to observe parking regulations, observe posted speed limits and refrain from using spaces reserved for the handicapped or visitors unless you are authorized to do so. Employees must also provide open access to the front door area at all times. We recommend that you lock your car. The Authority assumes no responsibility for any damage to, or theft of, any automobile in the parking lot or of any personal property within the automobile. However, the Authority will maintain liability insurance.

## **Dissemination of Rules and Regulations**

The Manager will maintain an up-to-date copy of the FTMSA Personnel Rules and Regulations and Personnel Policy. Those items will be available to all employees upon request. The Manager will advise the employees with updated information when any revisions or changes take place.

Any future change which is a matter subject to collective bargaining under applicable law will be bargained with the representative of the non-exempt employees prior to implementation, insofar as it may pertain to the non-exempt employees.

## **Laboratory Ethics Policy:**

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## **Objective**

The objective of this quality manual is to establish a documented quality system that provides for continuous improvement of that quality system to ensure reliable and accurate laboratory test results.

All laboratory personnel who perform analytical testing are familiar with the quality documentation, which is implemented in their work, policies and procedures. The laboratory quality manager provides copies of the quality documentation to the laboratory staff and/or informs the staff of its location. Laboratory staff review the documentation as part of their on-the-job training, which is recorded in their training records. The quality system documentation includes:

Laboratory quality manual;  
Work instructions;  
Records, forms, and reports.

The supporting documents and procedures are referenced in this quality manual, but are maintained separately from the quality manual.

## **Laboratory Ethics Policy:**

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Records, forms, and reports.

The supporting documents and procedures are referenced in this quality manual, but are maintained separately from the quality manual.

## Policy

The Authority maintains a formal safety program which includes training and education, as appropriate. A number of programs are in place and available to all personnel as their job responsibilities dictate. Additional programs and updated information will be made available to affected employees on an ongoing basis. Please check with the Manager for a copy of all pertinent safety programs in place.

Failure to comply with all Authority safety policies as communicated in our safety training programs and manuals may be subject to disciplinary action including dismissal, as appropriate. Applicable safety rules/programs in place include but are not limited to the following:

1. All accidents must be reported immediately to your supervisor or Plant Superintendent.
2. Drinking, possession of intoxicating liquor, drugs or reporting for work while under the influence of alcohol or drugs is prohibited.
3. Clean up spilled materials promptly and completely.
4. Running is not permitted in any work area.
5. Workers engaging in horseplay, teasing or distraction of fellow workers are subject to disciplinary action.
6. The wearing of hand protection, eye protection, protective clothing and other safety equipment specified by Authority work procedures is mandatory.
7. Know and follow the area work procedures at all times.
8. If in doubt concerning the safe way to perform a job, ask your supervisor before proceeding with the task.
9. Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice or warning furnished for use at any plant.
10. Do not alter or attempt to repair any article of safety equipment without authorization from your immediate supervisor.
11. Do not use defective equipment; report it to your supervisor immediately.
12. Each employee is responsible for knowing the operation and location of fire extinguishers in his work area.
13. Protective safety goggles or plastic face shields must be worn when there is a danger of flying particles or splattering of any kind.

14. Good housekeeping is the responsibility of each employee. Keep your work area neat and clean at all times.
15. All analytical testing will be performed using EPA approved methods. Deviation from these methods are not allowed unless authorized in writing by management.
16. Quality control and quality assurance must be performed with all analytical methods.
17. Unethical, improper or illegal lab practices may not be used.
18. Laboratory personnel will be trained prior to performing work in the laboratory. Records of this training will be kept.
19. Laboratory personnel will review, understand and follow the latest version of the ethics policy. Following this, a signed copy will be kept on file.
20. Data shall not be mishandled or reported in a way or for any reason. These activities include but are not limited to:
  - Deliberately mislabeling a sample bottle or sample location,
  - Deliberately diluting samples before analysis without recording and accounting for such dilutions in the calculations of final reportable results,
  - Falsifying dates or times on raw data records, logbooks or log sheets,
  - Falsifying results of analysis without the performance of that analysis,
  - Manipulating standard solutions to create the appearance of passing quality control,
  - Taking shortcuts in the analysis,
  - Deliberately recording data not actually obtained by the laboratory to create the appearance of compliance with regulations or a regulatory permit,
  - Knowingly using a method other than the approved method for a particular analysis or not following the said method, and
  - Knowingly performing a procedure incorrectly.

Punishments for violating the laboratory's Code of Ethics will be evaluated by management on a case-by-case basis and administered according to the severity of the violation.

## **Laboratory Safety**

The Authority is committed to providing all employees with a safe working environment. Management shall inspect the equipment and techniques used in the analytical testing processes for the purpose of observing its safe or unsafe condition. If management believes conditions found are unsafe, it shall document its findings and correction measures. Corrections of unsafe conditions to be made within a reasonable amount of time. We shall continue to provide and maintain all reasonable precautions to safeguard your health and safety. All of us have an obligation to prevent, correct and eliminate unhealthy and unsafe conditions and practices. Safety rules have been designated to protect you.

Accidents do not just happen. They are caused. Knowing and following the rules and wearing proper safety equipment are ways for you to help us make the Franklin Township Municipal Sanitary Authority a safe place to work.

## **Laboratory Safety Manual**

This manual provides a set of minimum standards and practices for the safe and healthy operation of the laboratory. It is required reading for all laboratory personnel.

Revisions and updates will continue to be made. Please contact management with any comments or suggestions you have about the manual.

This manual is intended to:

1. Provide information and standards for the healthy and safe operation of a laboratory.
2. Define the responsibilities of the laboratory worker for the safe operation of a laboratory.
3. Provide a standard of good laboratory safety practices.
4. Provide the general guidelines and basic rules considered the minimum for the safe operation of a laboratory.
5. Protect all laboratory users from health and safety hazards.

The manual is not all encompassing.

If you have any questions about how to safely undertake a task or project, ask your supervisor before you begin. Refer to the *Franklin Township Municipal Sanitary Authority Laboratory Safety Manual*.