



***MUNICIPALITY OF MONROEVILLE***

***EMPLOYEE HANDBOOK AND  
SAFETY MANUAL***

***To All Municipal Employees:***

I am pleased to provide this manual of personnel rules and practices to employees of the Municipality of Monroeville. The contents are the culmination of a great deal of discussion occurring over several years between management and employee representatives.

The manual should answer most of your questions concerning conditions of employment, rights and privileges; however, equally important is that the manual presents a definitive set of expectations and mutual responsibilities with regards to the employer/employee relationship.

Policies set forth in the manual are consistent with applicable municipal ordinances, the Monroeville Home Rule Charter, and prevailing collective bargaining agreements. If you have any questions or need any interpretation of these policies, you may consult the aforementioned references, or discuss them with your department head, collective bargaining representative, Personnel Director, or with me at my office.

Further, it is my desire that this most positive and productive example of two-way management/employee communication continue to characterize this administration's approach to issues of mutual concern to both employee and municipal management.

Finally, I would like to acknowledge and thank Susan Werksman, Director of Personnel and Finance, for giving so generously of her time, comments, and suggestions. Also, I would like to acknowledge and thank those municipal employees who brought the entire project to fruition.

Sincerely,

***MUNICIPALITY OF MONROEVILLE***



Jeffrey F. Silka  
Municipal Manager

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## ***PERSONNEL ADMINISTRATION POLICY STATEMENT***

The personnel system of the Municipality shall be constructed so as to incorporate techniques already existing in the field of modern Personnel Management. The administration of the system will recognize and rectify employee concerns and exhibit positive reinforcement so as to promote a pleasant and productive working atmosphere. Additionally, the personnel practices shall seek to exemplify professionalism and fairness in local government administration.

Please note, however, that this manual is flexible, changeable without prior notice, and unilaterally within the control of the Municipality. The manual is not intended to be a contract and any conflicting provisions shall be superseded by the respective collective bargaining agreements, employee contracts, or federal, state or local laws.

## ***APPLICABILITY***

The policies and procedures established in this manual shall apply to those persons having been duly appointed to fill any announced, paid vacancy existing in the Municipal work force with exception to:

1. Elected officials
2. Directors of Municipal Boards, Commissions, Authorities, or Municipal Manager
3. Persons employed as professional consultants or on a retainer basis or as independent contractors.

The Municipal Manager shall settle, through appropriate administrative review and in accordance with applicable and as governed by: collective bargaining provisions, Federal and Pennsylvania Acts, Statutes, rules and regulations, any discrepancy as to the applicability or interpretation of the contents of this manual

## ***ORGANIZATION***

The policies and procedures are arranged in a sequence that most likely coincides with the sequence of events that may occur during progressive employment. (i.e. recruitment, appointment, career development, promotion, salary increase, authorized leave, etc.) Specific types of personnel actions and events have been grouped into general categories and assigned section numbers for easy reference and indexing.

A listing of various benefits and privileges received by each municipal collective bargaining unit has been omitted from the manual so as to avoid out-dated information with the writing of each new collective bargaining agreement. There will, however, be an annual updating of the personnel manual per applicable ordinances, additional employee concerns and collective bargaining agreements. For information on benefits received by each bargaining unit, or employee group, refer to the appropriate "Municipal Collective Bargaining Summary". (CBS)

## ***DEMOGRAPHIC PAGE***

The Municipality of Monroeville, a Home Rule Charter Municipality, is located in Allegheny County, Pennsylvania, approximately 10 miles east of the downtown area of the City of Pittsburgh. The Municipality covers 19.54 square miles. Plum Borough is the northern border of the Municipality, Westmoreland County forms the eastern border, North Versailles Township forms the southern border and Turtle Creek Borough, Wilkins Township and Penn Hills Township form the Western border. The Municipality is presently about 92% developed.

Municipality residents are employed in the research, health care and commercial facilities located in Monroeville and in the City of Pittsburgh which is a 15-minute commute via divided highway.

The Municipality of Monroeville is one of the largest employers in Monroeville.

## ***STATEMENT OF SERVICE ORIENTATION***

The Municipality of Monroeville provides governmental services to the residents of Monroeville. These services are concerned with the health, safety, and welfare of all residents.

However, we also realize the importance of each employee to the successful operation of these services. The policies contained in this manual are intended to create and maintain good relations among all employees so that they will work together effectively for the good of all residents and employees.

We declare the following policies.

1. We will hire the best available person for each position.
2. We will make every initiative to develop each employee to his full potential.
3. We will attempt to promote from within whenever practical.
4. We will treat each employee with consideration and respect.
5. We will comply with federal and state laws regarding employees' welfare, safety and rights.
6. We will provide highly competitive employee benefits and pay in line with current business practices and conditions.
7. We will inform employees of developments which affect them.
8. We will make every effort to avoid discharging employees except as a last resort.
9. We will expect each employee to show genuine interest in his/her work and contribute to the continued development of our organization in any way possible.

**1.0 Hiring:** The Municipality of Monroeville adheres to the Equal Employment Opportunity Law. Additionally, the Municipality shall refer to applicable local, state and federal laws in the conduct of its personnel affairs.

**1.1 Definition and Hiring Authorization:** Upon encountering a vacancy, the Personnel Office must:

(a) complete Municipal Personnel Form 1000, "Hire Authorization and New Position Request", thus receiving hiring authority from the Municipal Manager, then,

(b) have on file a detailed job description of the position to be filled.

**1.2 Recruitment of Applicants:** Qualified applicants shall be considered on the following priority basis (See also, CBS).

**1.2.1 Existing Employees:**

(a) An employee is defined as an individual presently eligible to receive a municipal payroll check for personal services rendered. Position vacancies shall be filled by giving existing employees found to be qualified first priority at the discretion of the Manager. Qualification is based upon demonstrated abilities, educational attainment, requisite skills, performance on written, oral, or skills examination, where appropriate, and assessment of past work performance.

(b) Vacancy announcements shall be displayed on official bulletin boards at each work site of the Municipality. Current employees shall be allotted five (5) working days in which to respond. Administrative unit heads shall be appointed according to the Home Rule Charter.

(c) Employees on authorized leave during the period in which a position vacancy is posted will have a subsequent opportunity in which to submit their qualifications for consideration.

(d) Employees on long term, authorized absence from their municipal job shall receive timely notification of the availability of position vacancies.

(e) In accordance with affirmative action goals, the Municipal Manager may elect to fill available vacancies from a list of qualified persons outside the pool of municipal employees.

**1.2.2 Rehire of Former Employees:**

(a) Former employees who have left municipal employment in good standing will not receive advance notification of municipal position vacancies, but they will receive second priority consideration over similarly qualified persons. Former employees, however, must submit to applicable screening and testing.

(b) To receive consideration for rehire, a former employee's separation from the municipality must have occurred under positive circumstances pursuant to personnel records.

### **1.2.3 Outside Applicants:**

(a) If a qualified employee has not been identified within the five (5) day in-house posting of a job vacancy, the Personnel Office will publicly advertise the position vacancy in local newspapers and other appropriate mediums. A complete job description shall be included so as to attract the broadest mix of qualified applicants for the particular kind of vacancy.

(b) Persons residing in the Municipality shall receive priority consideration over non-residents similarly qualified.

(c) To be eligible for full-time municipal employment, applicants must be 18 years of age; submit a timely, bonafide, municipal employment application; and comply to a comprehensive personal background check, if required. Failure to conform to the aforementioned requirements or submission of false data will result in immediate disqualification. All applications become the property of the Municipality. (See also (f), below)

(d) Employment applications will remain active for six (6) months from the date of receipt. During that period applicants may also be considered for other position vacancies. To remain "active" beyond six (6) months, applicants must notify the personnel office in writing, requesting such.

(e) Persons responding to vacancy announcements for Monroeville Police Officer must meet all requirements established by Ordinance #1456.

(f) When recruiting Police Officers, the Personnel Officer shall place legal advertisements in local newspapers of general circulation on two (2) separate occasions. Such advertisements shall be published no more than thirty (30) days nor less than ten (10) days prior to the closing date for applications.

### **1.3 Examination of Applicants:** For each advertised position vacancy, the Personnel Officer shall initially screen applications to determine which applicant appears to meet qualifications for the announced vacancy. Applicants shall be further screened using the following:

#### **1.3.1 Examinations:**

(a) The Personnel Officer, Municipal Manager, and appropriate supervisory personnel shall determine the method of examination, to be administered according to the requirements and nature of the position vacancy.

(b) Testing instruments are to be standardized, unbiased, appropriate, and administered jointly or under the same conditions for all applicants.

(c) If a relevant examination instrument cannot be found, the Municipal Manager may either authorize another suitable instrument or waive the requirements. When a waiver is granted, selection shall be based on comparative assessment of educational attainment, work experience, and personal interview of applicants.

(d) The examination process for positions classified as managerial, administrative, or professional shall consist of professional training verification, experience, and an assessment of demonstrated abilities determined by oral and possibly written responses to hypothetical work related problems and questions



posed by the Municipal Manager and other supervisory personnel conducting the personal interview. Examination of current employees for position vacancies shall be based on an appropriate written examination, review of the employee's demonstrated abilities, interest, and previous job performance ratings.

(e) Examination of applicants applying for the position of Police Officer shall include an appropriate written examination, administered intermittently. Please see Ordinance #1456 for further details. An applicant for the position of sworn Police Officer may appeal any phase of the competitive examination process to the Municipal Manager. Such appeals shall be written and must be received by the Manager not later than ten (10) working days following the date on which notification of disqualification was issued. Such appeals shall be justified pursuant to Ordinance #1456.

- 1) Upon receipt, the Manager shall respond in writing within fifteen (15) days. If the Manager determines that a hearing is justified, the applicant shall so be advised. Within sixty (60) calendar days of the appeal, a public hearing shall be held. The applicant may be represented by legal counsel.
- 2) The decision of the Manager shall be final and binding; provided that nothing in this section shall supersede rights granted to the applicant by state or federal law.

(f) In all cases in which a written or practical examination is used, the personnel officer shall score the examination and rank applicant scores from highest to lowest.

(g) Individual outcomes of all written examinations and oral interviews shall be made available for inspection by the applicant. However, testing instruments and rating sheets become the sole property of the municipality and shall not be surrendered except by the Municipal Manager's authorization.

(h) Once graded, a rank listing of the examinations shall be provided to the Municipal Manager for inspection.

(i) After ninety (90) calendar days, those applicants ranked among the top three may undergo an examination in response to a subsequent position vacancies for which the same examination instrument is to be used.

### **1.3.2 The Personal Interview:**

(a) Applicants may be interviewed individually or jointly, as appropriate, by relevant supervisory and management personnel. The Personnel Officer shall demonstrate ethical questioning, exemplify professional conduct, and provide scored interviewing instruments.

(b) Final interviewees are eligible to receive at the Manager's discretion the following expense reimbursements when required to travel in excess of 100 miles for an interview:

1. Reasonable coach fare
2. Meal Reimbursement Per-Diem - Federal Guidelines Rate
3. Mileage Reimbursement for personal vehicle - Federal Guidelines Rate

#### 4. Hotel/Motel accommodations

##### **1.3.3 Background Information:**

(a) Applicants shall submit to a routine background investigation to determine the accuracy of information provided in the employment application. The nature of the position governs the depth of the investigation and is at the discretion of the Manager.

(b) Commencement of the background investigation is contingent upon securing the applicant's signature on a "release of information" forms. Informational items to be included in the background check may include but not be limited to:

- 1) verification of past employment
- 2) interviews with indicated references
- 3) review of school, college, training, and military records
- 4) examination of medical records
- 5) submission of fingerprints and photographs to Federal, State and County criminal justice agencies for record of any past criminal warrants.

(c) Information about the applicant will be obtained legally and ethically. Municipal findings shall be confidential; its dissemination being limited to department head and management level personnel who have legitimate cause at the discretion of the Manager.

(d) The personal background information of those candidates not selected for employment shall remain in the possession of the Personnel Officer for 12 months, after which they are to be destroyed. During the 12 month period, no records, under any circumstances, shall be made available to any outside organization, agency, or individual.

##### **1.3.4 Appointment to Municipal Employment:**

(a) The relevant department head and Personnel Officer shall submit applications and all other personal data of the top five (5) applicants to the Municipal Manager for review and final selection. In some instances, a search committee appointed by the Manager will submit the three (3) highest ranked individuals for the Manager's consideration.

(b) The Manager shall proceed to appoint, on the basis of relevant data and personal interview, the most qualified applicant. The Manager shall appoint all employees, full-time, temporary or other, except as otherwise specified by law.

(c) While the appointment of part-time and temporary employees may not necessarily require the extensive screening, examination, and background investigation stipulated above; hire authorization, recruitment, examination, or other necessary selection activities for such appointments shall be conducted by the Personnel Officer, at the direction of the Manager.

##### **1.3.5 Selection Outcomes and Notification:**

(a) At each progressive stage of the Municipal selection process, the Personnel Officer shall be responsible for notifying applicants not qualifying for further consideration. They will receive timely notice, and be provided a statement specifying the reason(s). Records of all communications shall be maintained by the Personnel Officer.

(b) It shall also be the responsibility of the Personnel Officer to maintain a record of examination outcomes and a list of eligible(s) for department heads wishing to fill a position vacancy similar to that for which an examination has been previously administered. The list shall remain valid for 12 months from the date of examination.

(c) Applicants receiving appointment as Municipal employees shall receive a "letter of appointment" stating the terms of employment. (i.e. benefits, rate of compensation, effective date of employment, name and title of supervisor, etc.) The appointee must sign a copy of the appointment letter and forward it to the Personnel Officer signifying acknowledgment and acceptance of the offer of employment before commencing work.

(d) All persons receiving appointment to Municipal employment must reside in the Municipality of Monroeville within six (6) months of successful completion of the prescribed probationary period.

(e) Police Officers must take and sign an oath of office before beginning their employment as Municipal Police Officers.

### **1.3.6 Medical Examination/Drug/Alcohol Screening (See Section 1.5):**

(a) Applicants interviewed and offered a position shall be required to undergo a medical examination and drug/alcohol screening conducted by a physician who is appointed and paid by the Municipality. The Personnel Officer shall receive the physician's assessment and subsequently inform the applicant as to whether he successfully met the required medical standards as set forth in the municipality's job descriptions.

(b) If an applicant fails to meet the stated medical standards, he or she shall be notified in writing by the Personnel Officer as to disqualification and the basis thereof in accordance with the American with Disabilities Act.

(c) In the event of a discrepancy, the applicant may appeal, the disqualification to the Municipal Manager, and request a second medical examination.

(d) If appeal is successful, the Personnel Officer shall supply the applicant with the names of three municipal designated physicians other than the initial medical examiner, from whom the applicant may receive, at his own cost, a second examination.

(e) If the applicant's second medical examination indicates that he or she has met the required medical standards, the Personnel Officer shall immediately process the employee for employment.

*Please see Ordinance #1660 for more information.*

**1.4 Affirmative Action** is an essential part of a modern, merit based, personnel system. The Municipality of Monroeville subscribes to this philosophy and is committed to acting without regards to race, creed, color, national origin, sex, age, or handicapped status in all of its personnel administration activities including: employment selection procedures; promotions; training; transfers; lay-offs; compensation; and conditions of employment. The Municipal Manager is responsible for administering this policy.

**1.5 The American with Disabilities Act (ADA)** makes it unlawful to discriminate against qualified job applicants and employees on the basis of disability. It is the Municipality's policy to make an employment offer prior to a medical exam. The offer is then subject to the results of a medical exam. If the results of the exam indicate a handicap or disability, the Municipality will perform an ADA analysis to determine if the handicap or disability will interfere with the individual's ability to perform the predetermined essential function of the job. If it is determined that the handicap will interfere with job ability, the Municipality then determines if reasonable accommodations can be made which will allow the individual to perform the essential functions of the job. If reasonable accommodations can be made, the Municipality will then provide reasonable accommodations for the individual in their new position as determined by the Municipal Manager. If an individual or employee feels they have been discriminated against under ADA a complaint may be filed with the ADA Officer of the Municipality.

**1.6 Job Descriptions.** Each employee will receive a copy of his/her job description upon employment and will sign a copy which shall be placed in his/her personnel file.

Job descriptions shall be reviewed by the Personnel Officer on a regular basis and updates where necessary. Any revision of a job description must be approved by the Municipal Manager and Department Head. A copy of the revised job description is to be given to the Municipal Manager, Department Head, and employee by the Personnel Officer.

**2.0 Employee Status and Classification:** Each individual appointed as a Municipal employee shall receive a designation as to their employment status and position classification as prescribed for by this section.

**2.1 Major Types of Appointment Statuses:**

(a) Part-time: These appointment duration may or may not be specified and the employee must average less than a forty (40) hour work week. Employees of this status receive compensation at a rate consistent with the entry level for a full-time employee performing a similarly classified position, per the latest salary ordinance. Such persons are eligible to receive unemployment Compensation and Workmen's Compensation.

(b) Full-time Temporary: These are appointments of a specified duration, but not exceeding 12 calendar months in which the employee averages 40 hours or more per work week. Such employees receive benefits and compensation.

(c) Probationary: Persons of this appointment status work a minimum of 40 hours per week and receive no other benefits or compensation other than those specified in the relevant CBS. Usually, this status is retained for six (6) months; at which time the Municipal Manager, considering the recommendation of the immediate supervisor, makes a determination whether to appoint the individual to full-time permanent status.

***NOTE: Sworn police personnel receive all benefits during the period of probation, as do full-time police personnel; except the right to be represented by the Police Collective Bargaining Unit or avail themselves of Police grievance procedures.***

(d) Full-time Permanent (Hourly): Upon successfully completing a six (6) month probationary period, this class of employee works 40 hours per work week, and receives the full array of benefits, privileges, rights and compensation specified by the latest collective bargaining agreement or municipal ordinance existing between the Municipality and the employee collective bargaining unit. (See also, CBS for benefit details)

(e) Full-time Permanent (Salaried): Administrative Unit heads are appointed at will as defined in the Home Rule Charter and Administrative Code.

### **2.1.1 Ancillary Types of Appointment Statuses:**

(a) Interns: Students pursuing a career in some aspect of Public Administration or field related to a particular department (i.e. engineering) are appointed with this status for a specified duration and are compensated at a rate negotiated between the Municipality, student, and/or sponsoring college or university. Such individuals receive only those fringe benefits which are legally required of the Municipality.

(b) Consultant: Status given those persons or firms who agree to provide a specific product or service for a negotiated fee, and generally for less than a year. No fringe benefits or other assurances are issued.

(c) Volunteer: Status of those persons either appointed by Municipal Council or who offer their personal services for use by the Municipal administration or its departments. Persons of such status do not receive any benefits, compensation, or assurance of any kind.

***NOTE: Municipal volunteer firemen do receive Workmen's Compensation coverage when injured while performing in an authorized firefighting capacity.***

(d) Seasonal Ancillary types of appointment statuses: Students must be graduating at a minimum in the same year from High School at time of application and enrolled in some type of continuing education program at the

commencement of their seasonal employment with the exception of lifeguards and other ancillary recreation personnel.

**2.2 Municipal Position and Classification:** Regardless of an individual's appointment status, each person appointed to Municipal employment shall receive designation as to their position title. As prescribed for by applicable ordinances and collective bargaining agreements. The Municipality practices what is referred to as the "Whole Job Ranking Method" of classifying municipal positions. In this method, each job is ranked, in its entirety, as it relates to other positions. Jobs receiving a similar ranking (based on levels of required skill, authority, etc.) are assigned to the same classification and salary. The ranking among positions may change as they undergo periodic changes in responsibility and task expansion or reduction. Job descriptions for each classified position are available from the Personnel Officer. (See CBS)

**2.2.1 Position Categories:**

(a) Officials and Administrators: Occupations in which employees set broad policies, or direct individual departments or specialized phases of municipal operations.

(b) Professionals: Occupations which require specialized theoretical knowledge which is usually acquired through work experience or other training which provides comparable knowledge.

(c) Protective Services Personnel: Occupation in which employees are entrusted with public safety, security and protection from destructive forces.

(d) Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill obtained through specialized post secondary education or through equivalent on-the-job training.

(e) Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a complete knowledge of the processes involved, which is acquired through on-the-job training and experience, or through apprenticeship or other formal training programs.

(f) Office and Clerical: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

(g) Service-Maintenance: Occupations in which employees perform duties which result in or contribute to the convenience hygiene or safety of the general public, or which contribute to the upkeep of buildings, facilities or grounds of public property.

**3.0 Time Away From Work:** The Municipality will acknowledge the rights and privileges of its employees regarding leave opportunities made available via collective bargaining agreements between the Municipality and its various employee bargaining units. The granting of leave requests shall be performed in accordance with prescribed procedures so as to insure consistent treatment of employees regardless of membership in a particular employee bargaining unit; as well as to provide the Municipality with the ability to monitor and control paid absences. Only full-time permanent employees are eligible for

paid leave time. Other categories of employment (part-time temporary, etc.) may receive leave time but without pay.

**3.1 Holiday Leave:** Each full-time permanent and full-time temporary employee shall receive holiday leave in accordance with the following provisions.

**3.1.1 Legal Holidays:** The number and designation of paid holidays an employee is eligible to receive is specified per current collective bargaining agreement or municipal ordinance.

(a) An employee absent without approved leave the day before or after a paid holiday shall not be compensated for the holiday.

(b) Holidays occurring on a Saturday will be observed the preceding Friday; holidays occurring on a Sunday will be observed on the following Monday.(except the Police Department)

(c) When a holiday occurs during an authorized leave of absence for which an employee receives compensation, the holiday will not be counted as part of the leave of absence,

(d) Employees who are required to work on a recognized holiday because of the essential nature of their work will be compensated in accordance with applicable overtime pay provisions, per CBS.

**3.1.2 Personal Holidays:** In addition to legal holidays, employees may receive personal holidays subject to advance supervisory approval, which allows them to attend to any personal commitments or obligations during the regular work day. The number and designation of personal holidays are stipulated per applicable collective bargaining agreements and ordinances. (See also, CBS)

**3.2 Vacation Leave:** The awarding of vacation days to full-time permanent employees shall be proportionate to the number of years of service and respective collective bargaining agreements.

**3.2.1 Accrual and Utilization of Vacation Days:**

(a) Employee's shall receive vacation days at a rate outlined by applicable collective bargaining agreement or municipal ordinance.

(b) Employees must expend their complete vacation allowance by the end of each calendar year. Only under the most dire of circumstances may an employee receive authorization from the Municipal Manager to carry forward unused vacation days to the next calendar year. Exempt personnel should refer to appropriate Ordinance for permitted vacation accrual allowance.

(c) Employees may begin to use their earned vacation days as of the first work day of the new year. An employee leaving municipal employment and who has not taken all of their vacation days will be allowed to take the remaining vacation days just before the scheduled separation. If determined necessary that

an employee continue his employment up to the scheduled date of separation, the employee will receive compensation, at the regular rate, for any unused vacation days.

(d) Following an employee submitting a Leave Request Form in accordance as per Collective Bargaining Summary and Ordinance requirements, vacation days may be taken at any time; however, employees must submit the Leave Request form to their department head in advance of taking vacation leave. The department head will make a recommendation to approve or disapprove the request for vacation based on the department's workload and staffing level.

(e) An annual preliminary plan must be received not later than January 1 if employees plan to take more than three (3) consecutive vacation days during the calendar year. The preliminary plans should include vacation days taken during the summer months and year-end holiday season. Adjustments in their schedules are allowed, but department heads will give preference to the department's master vacation schedule if employee vacation requests result in scheduling conflicts. Sworn police personnel will continue the current practice of bidding on vacation leave on the basis of seniority.

(f) Except for sworn personnel, employees are not permitted to perform work while on official vacation leave.

(g) If necessary, before the start of the new year, the Municipal Manager may advance annual vacation leave, which will be limited to the number of days to be earned the following year.

(h) Official records of vacation accrual, scheduling and utilization will be maintained by the Personnel Officer and made available to individual employees via their payroll stubs and quarterly reports received by department heads.

(i) If workload or special assignments prevent an employee from utilizing total number of vacation days, remaining vacation days may be carried over to the following year and/or compensation given for unused vacation days, subject to Municipal Manager's authorization.

(j) Non-Bargaining Unit personnel may accrue vacation time towards retirement as per the non-bargaining unit agreement.

**3.3** **Sick Leave:** Each full-time permanent employee shall receive compensation at their regular hourly rate when absent due to illness, injury, or major surgery. The exact amount of sick leave benefit available to an employee is specified in their particular bargaining unit's CBS or municipal ordinance.

**3.3.1** **Legitimate Use:** Sick leave does not include absences resulting from the employees elective decision to care for an ailing member of his immediate family, physician appointment, medical tests, etc. Personal leave may be requested in such instances.

**3.3.2** **Doctor's Statement:** Employees may be responsible for submitting a doctor's statement attesting to the occurrence and treatment of illness, injury, or other medical problem resulting in an employee missing three (3) consecutive



days of work. This does not preclude a department head from requiring the production of a doctor's statement for a period less than three (3) days.

**3.3.3 Reporting Off Sick:** Absence from work due to sickness is to be reported directly to the responsible department head within 15 minutes of the start of the workday. Police Department personnel must give as much notice as possible if their physical condition requires the use of sick or injury leave. Unless the employee has been restricted to bed rest or is hospitalized, the employee is personally responsible for informing his department head of the nature of the illness and the expected date of return to work.

**3.3.4 Authentication of Sick Leave:** The Municipality reserves the right to authenticate cases requiring sick leave pay. Employees found misrepresenting the state of their health or displaying an unusually high rate of sick leave utilization are subject to disciplinary action. Such disciplinary action may include reimbursement of sick pay received under falsified circumstances, suspension without pay, demotion, or termination. A part of the authentication process may involve the presentation of a doctor's certificate indicating the nature of the employee's illness or injury and treatment received.

**3.3.5 Modified Duty Assignment:** Employees sustaining sickness or injury which may require an extended absence from their regular job assignment may be assigned modified duty, at regular pay, within their bargaining unit; which does not further jeopardize their health or the health and safety of co-workers. Such modified duty assignment will occur only after consulting the employee, relevant medical personnel, department head, and the Personnel Officer. Upon availability, modified duty assignment will not extend past three (3) months.

**3.3.6 Unavailable Modified Duty:** If appropriate modified duty assignments can not be identified, an employee will be allowed to utilize his sick leave benefit as provided for in the applicable CBS or municipal ordinance. However, employees having exhausted their allotment of sick leave will not be eligible to again receive the benefit until such time their doctor, and a medical advisor appointed by the Municipality, can advise that the employee has attained a level of health and general motor ability to perform his/her job without risk to himself or co-workers. In the absence of a positive determination to this effect, the employee will be separated from Municipal employment with all the rights and privileges provided for by the applicable collective bargaining agreement.

***NOTE: Employees failing to report for duty on the day prescribed by the Municipality, at the advisement of medical professionals, shall be subject to disciplinary action or dismissal.***

**3.3.7 Extended Sick Leave:** Employees receiving a negative medical determination with regards to returning to work and who have exhausted their sick leave benefit and other available leave time, may petition the Municipal

Manager for extended sick leave. If granted, it shall be without pay not to exceed six (6) months. In addition, an employee must agree to undergo periodic physical or mental examinations; which will be performed by appropriate medical personnel appointed by the Municipality. Refusal to submit to examination shall be justification for termination of the extended sick leave benefits.

**3.3.8 Sick/Injury Records:** Official records of sick or injury leave are maintained by the Personnel Officer and made available to individual employees via their payroll stubs and quarterly reports received by Department Heads.

**3.3.9 Accumulation of Sick Leave:** Sick leave is not cumulative from year to year; however, dependent on the provisions of the particular collective bargaining agreement or municipal ordinance, employees may be permitted to cash-in a limited number of unused sick days.

**3.3.10 On the Job Sickness/Injury:** Job related sickness or injuries are processed in accordance with the filing of Workmen's Compensation; however, the employee continues to receive sick leave pay, if appropriate, from the Municipality and assign any Workmen's Compensation monies over to the Municipality for the duration of his sick leave status. (See, also, Section 5.8).

**3.3.11 Continuation of Benefits:** All other forms of fully paid leave and benefits shall continue to be earned by an employee on sick or injury leave status; however, they may not be used until the date the employee actively returns to work.

**3.3.12 Discontinuance of Performance Evaluations:** Employees on sick leave for six (6) months or more shall not be subject to performance appraisals and shall maintain the rating established prior to sick leave status. Employees shall be evaluated three (3) months after returning to work.

**3.4 Discretionary Leave:** Full-time permanent employees are eligible to receive up to three (3) days leave with or without pay. Such leave is awarded at the discretion of the Municipal Manager, and may be appropriately used for medical appointments if the employee has exhausted available personal days.

**3.5 Tardiness:** Unauthorized absence for a portion of the work period shall be charged as an unexcused absence without pay. Frequent occurrence of unexcused absences may result in disciplinary action.

**3.6 Expert Witness or Jury Leave:** Employees selected for jury duty or subpoenaed as expert witnesses will receive their regular earnings minus any compensation they may receive from the criminal justice system. Attendance at legal proceedings must be substantiated by an official court document submitted to the immediate supervisor and forwarded to the Personnel Officer. Compensation will not be made for attendance at legal proceedings in which an employee's personal

behavior or actions are the subject of such proceedings. The employee is required to attend such proceedings.

- 3.7 Volunteer Fire Fighters:** With the exception of sworn police officers and clerical personnel, employees serving as volunteer firemen may leave their job with pay to suppress fires. Police and clerical employees will, however, receive their regular earnings when involved in fire suppression activity that extends into their regularly scheduled working hours.
- 3.8 Bereavement Leave:** Depending upon specific provisions of the relevant collective bargaining agreement or municipal ordinance, employees may receive up to five days paid leave upon the death of an immediate family member, which includes spouse, child or parent. Up to three days on the death of a parent-in-law, sister, brother, sister-in-law or brother-in-law, grandparent or grandparent-in-law, or grandchild. Employees may receive one day leave for an extended family member, which includes uncles, aunts and first cousins. The employee may be required to present evidence of death, and/or the relationship of the deceased before payment for leave is made.
- 3.9 Paternity Leave:** Where not otherwise provided for by collective bargaining provisions, each employee may receive up to five days paid leave time for birth of a child by the employee's spouse.
- 3.10 Maternity Leave:** Female employees are eligible to receive a leave of absence equaling allowable sick leave as provided for in the applicable collective bargaining agreement (See CBS), for child birth or medical treatment/hospitalization in association with child delivery. Such leave must be documented as being medically necessary for the health of the mother or fetus. The Municipality reserves the right to require periodic medical examinations of an employee to confirm the medical necessity of prolonged periods of maternity leave. In all instances, it is required that the employee have a written permit from her doctor in order to return to work.
- 3.11 Military Leave:** During time of war, if an employee volunteers or is drafted, he may be granted leave without pay for the period of actual service. An employee's job may be temporarily filled, but the employee may return to his original job upon release from active duty. If a sworn police officer has served on the Monroeville Police Force for at least six months and is required to report for military service or training, the officer will receive credit for the time spent in such military service or training for purpose of seniority, salary increases, and previous benefits, contingent upon returning to work within six months. Employees reporting for routine, periodic, military training, short-term active duty or emergency call-out as a Reservist or National Guardsperson will receive their regular compensation from the Municipality minus any compensation that may be received from the Armed Services. Such compensation; however, will be limited to a total of fifteen workdays annually; beyond this fifteen day period the

employee is only assured of obtaining his regular job and other benefits as a full-time permanent employee of the Municipality upon his return.

- 3.12 Leave of Absence:** Upon use of all available leave time and at the Municipal Manager's discretion, he/she may authorize a leave of absence for employees that may or may not include the following: continued regular earnings; vacation and sick leave accrual; years of service; medical and insurance benefits; etc. for any period(s) not exceeding three months of a calendar year. Leave time may include urgent personal business requiring an employee's attention for an extended period, such as settling estates, liquidating a business, etc.
- 3.13 Religious Observance Leave:** Those employees observing religious holidays other than those officially listed holidays per various collective bargaining agreements, may request paid leave time for such observances. Subsequently, employees must then accept a corresponding number of official holidays without pay. When practical, department heads will attempt to schedule an employee's workdays so as to accommodate the employee's observance of non-traditional religious holidays.
- 3.14 Official Duty Leave:** With the approval of the Municipal Manager, employees may receive paid leave of up to five workdays to participate in professional conferences or seminars, Municipal budget permitting.
- 3.15 The Family and Medical Leave Act of 1993:** The law which became effective August 15, 1993 applies to employers with at least 50 employees. Employees will be allowed to take up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period. An employee must have worked for the Municipality for at least twelve (12) months and for at least 1250 hours during the year proceeding the start of the leave. Approval is required by the Municipal Manager to take leave intermittently or to reduced work schedules where leave is taken as a result of the birth, adoption or placement of a child for foster care. Leave to care for a seriously ill family member or due to the employee's own serious health condition can be taken whenever medically necessary. The Municipality will continue to provide health insurance coverage during this period as though no leave had been taken. When leave ends, employees are entitled to return to the same jobs they held before going on leave or equivalent positions. The Municipality may require a medical certification from a health care provider to support a leave request. A request for leave form may be obtained from the Personnel Officer.
- 4.0 Involuntary Time Away from Work:** Under various circumstances, an employee's time away from work is not voluntary but rather imposed by municipal policy and practice. Such involuntary time away from work may result from, but not necessarily limited to, the following:

**4.1 Injury/Disability:** When a supervisor is aware that an employee's illness, injury or physical disability may jeopardize the safety of the employee, co-worker, or general public, the employee may be required to undergo medical examination and possible temporary separation from municipal employment if warranted. Until such an employee is found medically and physically capable of returning to work, applicable municipal insurance, leave benefits and wages will continue to be in effect (See CBS).

**4.2 Suspension/Dismissal:** The Municipal Manager may suspend or dismiss any employee with just cause (ie. misconduct, incompetency, or insubordination). Specific behavior warranting such action will include, but not be limited to:

- (a) neglect or violation of any official duty or assignment;
- (b) conviction of a misdemeanor or felony;
- (c) conduct which reflects unfavorably on the municipality as an employer; disorderly conduct; as per Ordinance #618
- (d) engaging in political activity prohibited by Article XV, Section 1505 of the Monroeville Home Rule Charter;
- (e) abusing sick leave or other leave utilization;
- (f) absent without leave;
- (g) excessive tardiness;
- (h) abuse of municipal property;
- (i) falsifying statements to supervisors or the public;
- (j) violation of State Statutes, Municipal Ordinances, Administrative Policy, department regulations and safety practices; (See references in Appendix)
- (k) consumption or possession of intoxicating beverages, or illegal controlled substance on municipal property, in municipal owned vehicles, or while performing in the official capacity as a municipal employee; as per Ordinance #1097
- (l) membership in any organization which advocates the overthrow of any legal constituted government;
- (m) the discovery of false statements made on employment applications, documents or during interviews when being considered for municipal employment;
- (n) acceptance of gifts valued in excess of \$25.00 pursuant to the ethics ordinance;
- (o) refusal to be examined by an authorized physician of the municipality when making a claim for extended illness or sickness benefits,
- (p) possession of any papers, books, device, apparatus or paraphernalia for the purpose of receiving, recording or registering illegal bets or wagers while on municipal property or in municipal owned vehicles;
- (q) gambling on municipal property or in municipal owned vehicles;
- (r) the use of municipal supplies, materials, equipment or other property for personal purposes or securing the same for others;
- (s) pursuing any non-job related activity during work hours without the permission of the department head;

- (t) profane, obscene, insulting words, gestures, or threats toward the public or any municipal employee; Also see Section 7.8, Disciplinary Policy of this manual and Article XV, section 1507 of the Monroeville Home Rule Charter. Employees receiving disciplinary action may appeal that action via the grievance procedure specified in the relevant CBS.

*Please see Ordinances #1097, #618, #1697 for more information.*

**4.3 Layoff (Reduction in Force):** Where not covered by state law or specified collective bargaining contract provisions, (see CBS), the following policy and procedure will be utilized when, for reasons of economy, it is deemed necessary by action of Municipal Council, to reduce the size of the municipal labor force:

**4.3.1 Furlough Procedures:** Furlough procedures begin with temporary or part-time employees; followed by probationary, full-time employees; then regular full-time employees. The employee with the least seniority, defined as continuous full-time employment with the municipality, starting from date of hire, will be furloughed first. Recall from furlough will be in reverse order. Furloughs will not exceed two years. After two years of furlough status, without recall, employees are considered terminated. Employees failing to return to work within five work days of notification of recall will be considered to have resigned from municipal employment.

**4.3.2 Compensation Upon Layoff:** Employees on layoff status will receive compensation for any unused vacation days, personal holidays, anniversary day, birthday, attendance incentive or longevity pay at the end of the calendar year in which the layoff occurs. Employees accepting other employment will receive compensation for the types of benefits but prorated to the date of separation.

**4.3.3 Health Benefits for Laid Off Employees:** All health benefits normally received by an employee will continue until the next premium due date. The furloughed employee has the option of continuing his hospitalization and other insurance coverage by assuming responsibility for premium payments under the provisions of the COBRA law for a period of eighteen (18) months.

**4.3.4 Pension Contributions of Laid Off Employees:** Employees on layoff status may retain their pension membership if they are vested members of the pension plan. Non-vested furloughed employees must withdraw their contributions, plus interest earnings, within two years of being officially furloughed.

**5.0 Rights/Privileges/Benefits:** Complying with applicable state laws, Monroeville Municipal employees have formed four separate collective bargaining groups; each bargaining with the Municipality for a particular set of rights and benefits. A detailed explanation of rights, benefits and privileges for each bargaining unit is found in the respective Collective Bargaining Summaries or municipal ordinances. Common rights, privileges and benefits for municipal employees are presented below:

- 5.1 Right to Appeal:** Adverse working conditions or personnel actions taken against the employee are grievable items. All bargaining units outline a five to ten step grievance procedure that allows the employee redress of his/her grievance. In all cases, with the exception of department heads and municipal manager per the Home Rule Charter, the final step in the grievance procedure is presentation of the case to an arbitrator or the Monroeville Personnel Board. (Consult appropriate benefit summary for further discussion of step by step grievance process.)
- 5.2 Credit Union Membership** is afforded to each full-time permanent employee and their immediate family members via payroll deductions. Membership is voluntary with maximum unsecured loans of \$3,000 and secured loans of \$5,000.
- 5.3 Political Activity of Municipal Employees** shall be conducted as private citizens and during non-working hours. Political activity expressly prohibited are found in the Monroeville Home Rule Charter, Article XV, section 1505.
- 5.4 Medical Insurance** coverage is provided at no cost to all full-time permanent employees, their spouses and eligible dependents. Dependents include the employee's spouse, unmarried children under 19, and children up to 25 yrs. who are enrolled in post secondary education and solely dependent upon the employee for support. This insurance provides several thousand dollars of health services annually. Always ask the attending physician or facility whether they participate in our insurance plan. Participating physicians and hospitals accept our insurance payments as the total payment for services rendered; non-participating facilities may require the patient to pay any charges not totally satisfied by the insurance plan. The insurance carrier provides the Municipality with documentation regarding medical coverage for employees. Please consult this documentation for a complete summary of benefits.

*Please consult applicable Collective Bargaining Summaries, Ordinances, and Summary of Benefits for additional information.*

**5.4.1 Additional Health Insurance** are available to employees, but at their own expenses. These insurance currently include:

- (a) accident insurance for burns, lacerations, fractures, automobile accidents, dislocations, dismemberment and death benefits.
- (b) cancer hospitalization, which provides upwards to \$200.00 per day for hospitalization for cancer treatment. (Special pamphlets and fact sheets are available from the Personnel Officer.)

**5.4.2 Optional Health Insurance:** are available to suit the personal needs and preference of employees. There are three (3) options for the provision of medical benefits:

- (a) traditional coverage via Blue Cross and Blue Shield delivery system.
- (b) health maintenance organization participation; whereby medical attention is rendered exclusively by a limited pool of medical specialists (US Healthcare or Health America). Premium costs exceeding Blue Cross/Blue Shield are at the employees' expenses.
- (c) The Municipality offers a cash rebate program for non-participation in the Municipality's group health care plan. Currently the cash rebate is as much as 50% of premium.

**5.5** **Pension Rights** are negotiated between the various employee bargaining units and municipal management. Currently, only two pension plans exist for all municipal employees, the Police Plan and the Pennsylvania Municipal Retirement Board Plan for non-uniformed municipal employees. Participation in the respective plan is required and constitutes a condition of employment once the participation eligibility requirements are met. (See CBS) All documents necessary for participation and receipt of benefits are available from the Personnel officer.

**5.5.1** Police Pension Plan provides each sworn member of the Monroeville Police Department with a pension benefit of 50% of the annual average salary of the highest three years preceding the date of retirement. However, the officer must contribute 6% of his gross salary to the program. The officer must also meet one (1) of three (2) age and service years requirements:

- (a) 25 years of service and 55 years of age
- (b) 25 years of service and 50 years of age (open window annually)

In the event an officer's death occurs before he reaches pensionable age, his widow would receive all pension contributions made by the officer plus 5.5% interest. Should the officer die after reaching pensionable age, his widow would receive 50% of the monthly pension benefit for life. Should the widow die or remarry, the deceased officer's children under 18 years of age would receive 50% of the pension benefit.

*Please see Ordinance #822 for more information.*

**5.5.2** Pennsylvania Municipal Retirement Board is the organization which administers the pension program for the non-uniformed Monroeville Municipal Employees. This plan is similar to the Police Pension plan in that the pension amount is 50% (2% per year of service) of the annual average salary of the last three years preceding the date of retirement. Employees must contribute 6% of their gross annual salary. Under this plan, an employee is eligible for full pension benefits upon meeting the following requirements:



a) Early Retirement: Any member who has separated voluntarily after twenty (20) years of credited service may retire early, regardless of age, with no actuarial reduction to his or her basic benefit.

b) Permanent Disability Benefits: A member who has ten (10) or more years of credited service may, upon application or on application of a responsible official of the Municipality, be retired by the Board on a disability allowance:

(1) if the member is under superannuation retirement age, or on a superannuation retirement allowance if the member has attained or passed such age,

(2) if the physician designated by the Board, after medical examination of the member shall certify to the Board that the individual is unable to engage in any gainful employment and that said member ought to be retired.

When the disability of member is determined to be service-connected, as defined in Act 15 of 1974, no minimum period of service shall be required for eligibility.

A disability annuity payable from the total disability reserve account which, together with the municipal annuity and the member's annuity, if any, shall be sufficient to produce a retirement allowance of thirty (30%) percent of the member's final salary. Where the disability of the member is determined to be service-connected, the disability allowance shall equal fifty (50%) percent of the member's final salary. The disability annuity shall be eligible under the Act of June 2, 1915 (P.L. 736, No. 338), known as "The Pennsylvania Workmen's Compensation Act" or the Act of June 21, 1939 (P.L. 566, No. 284), known as "The Pennsylvania Occupational Disease Act."

Any member with eight (8) or more years of credited service entitled to retire for disability may, in lieu of such retirement, elect to retire not voluntarily under the provisions of Section 5.

Should a disability annuitant die before the total disability retirement allowance received equals the amount of the member's accumulated deductions at the time of disability retirement, the Board shall pay to the named beneficiary (if living, or if the named beneficiary predeceased the annuitant, or no beneficiary was named, then to the annuitant's estate) an amount equal to the difference between such total retirement allowance received and the annuitant's accumulated deductions. If such difference is less than One Hundred (\$100.00) Dollars and no letters have been taken out on the estate within six (6) months after death, such difference may be paid to the undertaker or to any person or municipality who or which shall have paid the claim of the undertaker.

c) Death Benefit: A member who is entitled to a superannuation retirement allowance or a member who is entitled to a voluntary early retirement allowance (because of completing twenty (20) years of credited service) may file a written application for retirement requesting that such retirement become effective at the time of death. The application must be filed with the Pennsylvania Municipal Retirement Board on PMRB-8.

d) Vesting: After ten (10) years of credited service, a member may vest by filing an application with the Board within ninety (90) days of separation from employment.

A member who has been involuntarily terminated after eight (8) years of credited service may vest by filing an application with the Board within ninety (90) days of involuntarily separation from employment.

*Please see Ordinance #1253 for more information.*

**5.6** Social Security Insurance premiums are paid by both the employee and Municipality in equal amounts. The Municipality will match each dollar contributed by the employee. These contributions provide for the following benefits:

*Please see ordinance #15 the Social Security Act for more information.*

**5.6.1** Retirement Benefits are normally received at age 65, but are available to persons between 62 and 65. However, for each month you retire before reaching age 65, your monthly benefit check will be reduced by 5/9 of 1%. This benefit is not intended to replace all pre-retirement earnings, but rather provide a basic level of income that when used in conjunction with savings, investment or other insurance, can provide some reasonable protection against a huge gap between pre-retirement and post retirement disposable income. Presently, a worker generally receives benefit at age 65 between 30 to 55 percent of his or her taxable earnings.

**5.6.2** Medicare helps health care costs after an employee reaches age 65. Medicare has two parts:

- (a) Hospital insurance pays for
  - \* inpatient hospital care
  - \* inpatient care in a skilled nursing facility
  - \* home health care

There is a deductible which must be paid before Medicare begins payment in a benefit period.

- (b) Supplemental Medicare Insurance helps pay for

- \* doctor's services
- \* outpatient hospital care
- \* outpatient physical therapy and speech pathology services
- \* other services and supplies not covered by hospital insurance
- \* home health service

There is a annual deductible after which Medicare pays 80 % of the charges for additional covered services for the rest of the year.

(c) Retiring Nonunion personnel hired before 9/82 having 20 years of service receive continued hospitalization and medical benefits until eligible for Medicare services.

**5.6.3** Disability Benefits are paid to employees who become severely disabled before age 65. A person is considered disabled if he or her physical or mental condition prevents him or her from engaging in any substantial gainful work and which is expected to last or has lasted at least 12 months, or to result in death.

**5.6.4** Survivor Benefits are paid to the widow or widower at age 60 or disabled widow or widower at age 50. Benefits will be received regardless of the surviving spouse's age; providing the spouse is caring for an eligible child under age 16. The benefit received by eligible survivors depends on the age of the employee at death.

**5.7** Life Insurance is provided each employee, with the amount of coverage varying for uniformed and non-uniformed personnel. Necessary documents for enrollment and claims are available from the Personnel Officer.

*Please see Ordinance #1196 for more information.*

**5.7.1** Uniformed Personnel (Police) receive life insurance in the amount of \$75,000. If proven accidental the benefit to the designated beneficiary will double the principal amount of \$150,000.00. Upon retirement, the principal amount of the policy is reduced to \$10,000.00

**5.7.2** Non-Uniformed employees receive the same life insurance benefit as uniformed employees except the principal amount is reduced to \$15,000 during active employment and \$6,000.00 at retirement.

**5.8** Workmen's Compensation: Regardless of employee status of classification, insurance is made available to each and every employee. The basic intent of this state mandated insurance program is to provide employee with some degree of income maintenance should they acquire any work related disease, experience any injury or death. These benefits are tax free to the employee or his beneficiary. Workmen's Compensation Insurance is paid by the Municipality on behalf of its

employees in accordance with state laws as well as instruction from its Workmen's Compensation carrier with regards to its execution. It is, therefore, imperative that all incidents eligible under Workmen's Compensation be reported and documented immediately. Department heads and the Personnel Department can assist in this documentation.

Workmen's Compensation will be denied to any individual whose injury or death is caused by intoxication. Workmen's compensation benefits are denied if an employee has an auto accident while operating a vehicle provided to him by his employer when the employee is not operating the vehicle in the course of his employment at the time of injury.

**5.9 Unemployment Compensation Insurance** is another income maintenance program mandated by the State. This program attempts to protect employees from financial catastrophe in the event of unintentional separation from employment. Active employees are required to pay a contribution of 0.15% on gross earnings for the right to participate in this program. Unemployment Compensation Insurance is also paid by the Municipality on behalf of its employees, the State in no way contributes to the amount received by furloughed municipal employees. The Municipality's participation in the program is defined as 100% reimbursable, meaning every dollar paid in benefits is returned to the state by the Municipality.

**5.10 Comprehensive General Liability Insurance** coverage obtained by the Municipality protects employees from any financial obligation should they happen to be involved in an unintentional incident causing property damage or bodily injury or death during the performance of their duties or while operating municipal owned mobile equipment.

**5.11 Professional Liability Insurance** is provided for each official and full-time employee of the Municipality. This particular insurance coverage will pay any claims arising out of a "Wrongful Act" for which the employer or official shall become legally obligated to pay as damages. A "Wrongful Act" is defined as any actual or alleged error or misstatement or act or omission or neglect or breach of duty including malfeasance and non-feasance by employees in the discharge of their duties, or and matter claimed against them solely by reason of their being or having been a municipal employee.

**5.11.1** Non-Uniformed Employee coverage is limited to \$2,000,000 for any one incident and a \$2,000,000 annual aggregate loss.

**5.11.2** Police Officers receive coverage in the amount of \$250,000 for each officer, \$500,000 for each incident and a maximum annual aggregate of \$1,000,000. The policy for police professional liability specifically insures officers against claims of bodily injury (e.g. physical injury, sickness, disease, etc.) or personal injury (e.g. false arrest, false imprisonment, malicious

prosecution, libel, slander, defamation of character, violation of property rights, etc.) if committed while making or attempting to make an arrest or while resisting an overt attempt to escape by a person under arrest before such person has been or could have been brought before a magistrate or like official, authorized to hold a preliminary hearing.

**5.12 Education and Skill Development Opportunities** are generally granted those employees demonstrating ability, interest and reasonable justification for participating in certificate or degree educational programs. The courses must be directly related to the employee's present occupational field or enhance employee's ability to compete for promotional opportunities that may arise in the municipality periodically. Specifically, the following terms and conditions will apply to the awarding of educational/training opportunities:

**5.12.1 Educational/Training Program Definitions:**

(a) Tuition shall consist of all charges assessed for courses, instruction and administrative cost as listed by the institution.

(b) Registration fees shall consist of those charges required before a student is permitted to register for a course. This does not include initial cost associated with acceptance procedures of the particular institution.

(c) Books and Materials shall include text books, notebooks, and other publications or materials required by the institution if the student is to actively participate and successfully complete the course and lab work. All books and material will remain the property of the Municipality.

(d) Examination cost shall consist of any charges or fees assessed for the privilege of taking examination as prerequisite fees to successfully completing or receiving credit for a course.

**5.12.2 Financial Cost:** Tuition, registration, books and examination costs are paid in full by the Municipality for full-time employees who have successfully completed, with a passing grade of C or its equivalent. The employee will be reimbursed for these expenses at the time of successful completion of course work.

**5.12.3 Authorization** to participate in a voluntary educational program must be submitted in writing to the Municipal Manager 30 days in advance of enrollment. The Manager may consider the employee's performance appraisal rating and recommendations of the relevant department head, responsible deputy manager and personnel officer before permitting enrollment in a program as a municipal sponsored student.

**5.12.4 Obligations** to the municipality upon successfully completing a voluntary skill development program shall consist of:

(a) commitment of one month future employment for each credit hour or continuing education units (CEU) receiving reimbursement for completed courses. or

(b) pro-rated reimbursement of the expense monies received should the employee voluntarily separate from municipal employment.or

(c) employees intentionally falsifying expenses shall forfeit all reimbursement/rebates and future participation in the educational assistance program, and may be subject to dismissal.

**5.13 In-House Training and Development** is provided to employees for the purpose of improving the quality of personal services rendered by municipal employees and aiding in preparing for promotional opportunities. The training and development function is directed by the Municipal Manager or designee. All courses, seminars, textbooks, or other cost associated with mandatory training and development activities, whether on-site or off-site, are 100% assumed by the municipality, including the participating employee's wages. Such training and development opportunities shall be advertised at each work site in the municipality, permitting any full-time employee to participate; however, management reserves the right to establish the number of employees that can participate in any given program and may provide preference to those employees within the department for which the training is particularly relevant. In some instance, training may even take the form of a temporary job reassignment or on-the-job training (OJT). While participating in this kind of training/development, the employee continues to receive his regular hourly wage rate. However, once successfully completing OJT, the employee shall receive the wage rate of that particular position, if higher than his/her regularly assigned position.

**5.14 Employee Privacy** regarding municipal records is emphasized throughout all aspects of the personnel administration function. To assure continued protection of employee rights to privacy, the Municipality:

- (a) will retain only that information required for business or legal purposes;
- (b) will protect the confidentiality of all personnel records;
- (c) will refuse to release information to outside sources without the employee's written approval;
- (d) will require each employee involved in record keeping to adhere to these policies and practices, violations will result in disciplinary action;
- (e) will grant each employee immediate access to personal information in municipal records, and to correct inaccurate information or express disagreement with material contained therein.

**5.14.1 Departmental Employee Files:** Employee files at the departmental level are maintained by the respective department heads and are used only for the purpose of maintaining attendance records, latest performance evaluations or memoranda or documents relating to performance which are of current relevance. At least once a year, the information contained in department files is to be reviewed by department heads and, where appropriate, is either purged or sent to the Personnel Officer to be included as part of the employee's basic personnel file. No material is to be kept in this file which is more than two calendar years old.

Any older material is to be forwarded to the Personnel Officer for inclusion in the basic personnel file. Additionally, all requests for personnel information or work history, by outside individuals, agencies or municipal officials other than the responsible department head, must be forwarded to the Personnel Officer. The Personnel Officer is the only individual authorized by the Manager to respond to such requests.

**5.14.2** Personnel Department Files are referred to as the basic personnel files and contain such items as:

- (a) application for employment and resume, if any;
- (b) letters of appointment;
- (c) copies of documents, such as diploma, birth certificate, military discharge papers;
- (d) evaluation of performance;
- (e) results of: physical and drug/alcohol screening and background information.
- (f) record of leave time taken;
- (g) memoranda concerning promotions, transfers or other status changes;
- (h) letters of commendation and the like;
- (i) written reprimands and other documents detailing disciplinary actions or grievances;
- (j) training records, including grades from in-house or outside training or educational programs;
- (k) income executions (garnishments);
- (l) employment records (e.g. interviews, worksheet, test results, etc.).

**5.14.3** Important Supplementary Documents such as designations of beneficiaries for life insurance and pension programs, health care enrollments, annuity plans, schedule of payroll deductions, etc., are also maintained by the Personnel Officer.

**5.14.4** Employee Access to Personnel Records is limited to two annually; however, during any grievance proceedings, an employee may have unlimited access to his/her personnel records. A request by an employee to inspect his/her own department files is to be directed to the employee's department head who will arrange a mutually convenient time for the inspection. The department head or someone designated by such must be present when the inspection is made. An employee's request to inspect his/her own Basic Personnel File is to be directed to the Personnel Officer, who will arrange a mutually convenient time for the inspection. Employees may take notes or may request copies of particular documents in their personnel file. However, a charge of .20¢ per copy will be made for each page of copy in excess of five (5) pages. Copying will be performed by the Personnel department. An employee may, upon receiving authorization from the Municipal Manager, correct information in the file, routine corrections such as name change, change of address, dependents, beneficiaries, etc. will be made by the Personnel Officer. In the case of disputed data, the employee may insert a statement of disagreement in the basic file.

**5.14.5** Retention of Personnel Records is governed by rules promulgated by the Pennsylvania Historical and Museum commission, Division of Archives and Manuscripts. These rules provide the following schedule of record retention:

<b>Document</b>	<b>Retention Period &amp; Disposition</b>
Application for Employment Basic & Supplementary Personnel Files	2 years; destroy (not hired) Permanently (original cannot be destroyed, even after micro filming)
Basic & Supplementary Personnel Files of Terminated Employees Permanent	Destroyed during year of former employee's 75th birthday, or one (1) year after termina- tion if employee was 75 yrs or more
Temporary	Five (5) years after term- ination of employment, then destroy
Payroll Records: Terminated Employees, Permanent	Destroy during year of former employee's 75th birthday, or one year after termination if employee was 75 yrs or more
Terminated employees, Temporary	Five (5) years after termination, then destroy
Time Cards, Travel Expenses Records & General Pay Records	Four (4) years; destroy

<b>Document</b>	<b>Retention Period &amp; Disposition</b>
Attendance Sheets	Two (2) years; destroy
Pension Plans & Transactions	Five (5) years after termination of benefits; destroy
Employee Accident Reports	Three (3) years after settlement receipt, or after the death of recipient; destroy

**5.15** Uniform and Clothing Allowances are provided for the following classes of employees: police officers, police radio dispatchers, fire officials, inspectors, public works crews and refuse collectors. The receipt of uniforms or clothing allowance is generally a collective bargaining item; in which the quantity and dollar amount for uniforms are negotiated from contract to contract. Specific listing of uniform clothing allowances benefits are listed in the respective CBS or municipal ordinances.



**5.15.1 Purchase of Uniforms:** All uniforms except those of police department personnel and fire official are purchased by the municipality on behalf of employees. The Police and Fire Official make individual, as needed, purchases using their annual clothing allowance.

**5.15.2 Cleaning and Necessary Repair of Uniforms** are the responsibility of each employee; except in the case of public works mechanics. Mechanics receive laundry services at the expense of the Municipality.

**5.15.3 Probationary and Part-Time Employees Uniforms:** Probationary and/or part-time refuse employees also receive uniforms or clothing allowance, when applicable; however, should an employee fail to receive full-time permanent appointment, these items will be returned to the responsible supervisor.

**5.16 Benefits Awarded Upon Separation** from municipal service to full-time regular employees include, certain insurance coverage, leave and other benefits. These benefits are similar to those of active employees but are often reduced or extended for a limited time following separation. A detailed list of benefits and corresponding eligibility requirements are found in the respective employee group CBS.

**5.16.1 General Insurance:** Employees retiring after 25 years continuous municipal service, continue to receive municipal paid life insurance, hospitalization coverage and medical insurance. The hospitalization and medical coverage terminate when the retirees first become eligible for medicare or the insurance program of an employee's spouse provides for similar master plan coverage and limits. Employees separating from municipal employment for reasons other than retirement and in good standing, may also continue to participate in the above group insurance programs; but they must assume full responsibility for premiums falling due after the effective date of separation. After three (3) years, or the time period specified in the particular insurance policy, participation in the municipality's group programs will not be possible and the employee is given the option of purchasing private coverage via the conversion programs available through the municipality's various insurance carriers. Application for conversion policies are available from the Personnel Officer.

***NOTE: It is possible, with Council's approval, that the Municipal Manager may offer to continue some or all of an employee's insurance benefits as part of an early retirement incentive program.***

**5.16.2 Unused Vacation Days:** Separating employees may receive compensation for any unused vacation days at their regular hourly rate; or they may elect to take the balance of unused vacation by postponing the effective date of separation by the number of unused vacation days. Use of either option requires prior approval of the Municipal Manager. Furloughed employees will receive pay for

unused vacation days at the end of the calendar year in which they are furloughed. However, those furloughed employees accepting employment with another employer will receive the full amount of their earned vacation pay upon furnishing proof of an offer of employment to the Municipal Personnel Officer.

**5.16.3 Unused Petty Sick Leave:** Separating employees entitled to receive compensation for petty sick days will receive \$50 per day based on the number of petty sick leave days accrued as of the date following the date of separation. Again, furloughed employees must wait until the end of the calendar year of their layoff before receiving petty sick leave pay.

**5.16.4 Accumulated Sick Leave:** This is a contractual benefit applicable to sworn police officers only, permitting them to use the number of unused sick days accumulated prior to 1974 immediately prior to retiring. An officer accepting employment elsewhere will be paid on each municipal pay date at his regular rate until the number of accumulated sick days have been fully compensated. The death of an officer would entitle his named beneficiary to receive the compensation for any accumulated sick days.

**5.16.5 Longevity Pay:** The full amount of earned longevity pay per CBS or municipal ordinances will be awarded those eligible employees separating from municipal employment on or after their hire anniversary date. Separations occurring before an employee's anniversary hire date will entitle the employee to a prorated longevity pay, based on the number of service years, months and days completed at time of separation. All longevity pay is payable on the first (1st) pay date occurring after separation. The named beneficiaries of a deceased employee will receive the amount of longevity award accrued by the employee.

**5.16.6 Pension Benefits:** Employees participating in the municipality's pension program, but have not achieved vesting rights at the time of separation shall receive their pension contributions plus interest as soon as administratively possible. Application for return of pension contributions are available from the Personnel Officer. Furloughed employees may defer the return of their pension contribution for up to two (2) years; after which they must qualify as pensionable or vest. Otherwise, they too must complete application for the return of their contributions plus interest. Should an employee return to full-time regular municipal employment after withdrawing his pension contribution, he will enter the pension program as a new employee with zero (0) service years or he may wish, again, to purchase previous service years.

**5.17 Employee Solicitation:** At no time shall employees be coerced to participate in any program or activity which solicit in-kind services, financial contributions or membership of employees.

**5.17.1 Solicitation Efforts:** All solicitation efforts not duly authorized by the Municipal Manager shall be considered a nuisance and disruptive to the orderly

conduct of municipal business. Solicitations commonly receiving municipal approval are:

- (a) Annual United Way Campaigns
- (b) Annual Central Blood Bank Drives
- (c) Annual enrollment efforts conducted in association with municipal approved supplemental insurance and employee savings programs or credit union, etc.

**5.17.2 Employee Involuntary Participation:** The above policy does not apply to those programs which now or may hereafter require employee participation as a condition of employment, e.g. pension program.

**5.17.3 Employees Voluntarily Participating** in authorized solicitation efforts shall receive reasonable time away from their work station to accomplish same; provided the department head is informed in advance of the employee's intentions to participate in such programs. Outside solicitation for insurance or other voluntary programs shall be limited to one annual visit per official representative. For extended discussions with such representatives, the employee must authorize the personnel office to release their home phone number and address.

**5.17.4 In-House Solicitations:** The Municipality recognizes that often times employees may wish to solicit contributions or purchases from co-workers in association with fund raising activities of their personal club or charity. This type of in-house solicitation is permissible provided it is performed during break or lunch periods and out of plain view of the general public.

**5.17.5 Notices of Private Fund Raising:** Employees may post notices of their private fund raising or charitable event in the posting areas located in employee lounge facilities. However, posting events or solicitation efforts on behalf of political candidates or organizations known to create controversy and community upset are prohibited.

**5.18 Outside Employment or Business Interests** on the part of municipal employees is permissible; however, employees must obtain prior approval from the Municipal Manager before engaging in such activities. Those business involvements determined by the manager to represent a potential conflict of interest or hinder an employee's effectiveness as a municipal employee will not be approved. (Also see Monroeville Home Rule Charter, Article XV, Section 1506.)

**5.18.1 Outside Employment Waiver:** Employees accepting outside employment must sign a waiver, releasing the municipality from any liability, expense or cost because of injury, sickness, or layoff incurred from outside employment activity.

**5.18.2 Outside Employment Status Change:** Any change in an employee's status as an outside employee, e.g. promotion, release, etc. must be communicated to the Municipal Manager within five (5) working days.

**5.18.3 Outside Employment of Manager and Staff:** Non-municipal employment of the Manager or Heads of Administrative Units shall require approval of Council, given at a public meeting.

**5.18.4 False Statement of Outside Employment:** Falsification of, or failure to submit a disclosure of outside employment shall be grounds for disciplinary action.

**5.19 Employees Volunteering for Municipal Committees:** Employees volunteering to serve on various municipal employee committees or who may be elected as a representative of their particular collective bargaining unit will be granted reasonable time away from their regular work routine to participate in such activities. Supervisors may require 24 hours advance notifications of such activities before authorizing an employee to leave his work area.

**5.19.1 Premium Pay for Voluntary Committee Work:** Under no circumstances will an employee receive overtime or other premium pay for their participation in employee committees or while acting in their capacity as union officials.

**5.19.2 Employee Mass Meetings:** Employees may attend mass meetings sponsored by an employee committee, credit union or particular bargaining unit only if such a meeting has received prior approval from the Municipal Manager 48 hours in advance of the scheduled event.

**5.20 Promotional Opportunities:** Providing promotional opportunities to full and part-time employees is a major component of the Municipality's effort to promote employee development and morale. Existing employees are therefore evaluated and considered for job vacancies before an outside search for the job applicant is made. After ten (10) working days, public advertisement of the position vacancy will occur in the event a qualified in-house candidate is not identified with the exception of administrative staff.

**5.20.1 Qualifications for Promotion:** All employees must possess the qualifications necessary for the position to which they seek promotion. The department head in whose department the promotional opportunity exists shall, in conjunction with the Personnel Officer, determine whether an employee possesses the necessary qualifications for promotion to a particular position. Appropriate tests may be given to aid in their determination. While seniority is a factor in the awarding of promotional opportunities, seniority alone does not ensure appointment. In those collective bargaining agreements where seniority is a major criterion for determining appointments, one must demonstrate proficiency in the particular job before receiving permanent appointment.

**5.20.2 Promotions to Non-Supervisory Positions:** Persons promoted to non-supervisory positions shall serve a probationary period not exceeding sixty (60)

work days; excluding lost time due to illness or vacation. In the case of supervisory and professional promotions, a probationary period not exceeding ninety (90) days is served.

**5.20.3 Benefits:** Employees receiving promotions shall continue to make use of all benefits accrued while in their former position, until they have received permanent appointment to their new position. The employee, however, will immediately earn an hourly rate commensurate with their new position.

**5.20.4 Temporary Appointment** of employees to a position of higher job class may be made at the direction of the Municipal Manager at any time; however, such appointments will not exceed a period of ninety (90) working days without being posted for the benefit of other employees who may wish to be considered for appointment.

**5.21 Travel Expenses** are provided to those employees and municipal officials required, for business purposes, to travel. Travel arrangements must be made so as not to abuse public trust and funds.

**5.21.1 Local Travel Expenses** are reimbursed at the end of each calendar month and include the following items:

- (a) parking
- (b) tolls
- (c) meals
- (d) mileage (IRS Rate)

(Monthly travel expense reports must be submitted on appropriate forms provided by the Finance Office and accompanied by receipts.)

**5.21.2 Overnight Trips:** Expenses accumulated from overnight or longer trips require prior approval by the Municipal Manager. Expenses are estimated and a cash travel advance is issued for the trip. An accounting of all expenses are made at the conclusion of the trip and any expenses found to exceed or not to exceed the estimate, are presented to the Finance Office with appropriate receipts and explanations. Legitimate overnight travel expenses include:

(a) Lodging at a private home or other location not otherwise available for commercial lodging is not included. Also, only the charges for the room and tax, if levied, are to be reported as lodging expenses.

(b) Meals plus appropriate tips (meals expenses reported should be for the traveler only. A per diem of \$27 is provided to cover meals.

(c) Air Travel: the price of coach class is the maximum expense allowable; use of personal vehicles will be reimbursed at the standard rate of .275¢ per mile.

(d) Ground Transportation: taxis, buses, rail or limousine service are permissible; however, free transportation provided at airports by hotels/motels should be used whenever possible.

(e) Automobile rental is an allowable expense only when a vehicle is not available from the municipal motor pool and travel by car is deemed the most economical and practical method of transportation available.

(f) Parking and Tolls

**5.22 The Right to Know Law:** The Municipality must study, know and publish information concerning hazardous substances within the workplace. Individual employees in some circumstances and collective bargaining representatives in other matters have the right to have information about the hazardous substances being utilized in the workplace.

5.23 NEW SEXUAL HARRASSMENT POLICY (Ordinance 2089 adopted 11/10/1998)

### **5.23.1 – Statement of Policy**

TITLE VII of the Civil Right Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age, or national origin. Sexual Harassment is included among prohibitions. This policy prohibits not only sexual harassment, but also harassment based upon race, color, national origin, age, or handicap or any other classification protected by law.

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

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

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

### **5.23.2 – Statement of Prohibited Conduct**

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

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

A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work at Monroeville and who has posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
  - (2) Displaying signs or other material purporting to segregate an employee by sex in any area of the work place, other than restrooms and similar semiprivate lockers/changing rooms.
  
- d. Retaliation for sexual harassment complaints, such as:
  - (1) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about, or resisted harassment, discrimination or retaliations; and
  - (2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct.

e. Other Acts:

- (1) The above is not to be construed as an all inclusive list of prohibited acts under this policy;
- (2) Sexual harassment is unlawful and hurts other employees. Any of the prohibited conduct described here is sexual harassment of any one at whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex based conduct have no legitimate business purpose; accordingly, the employee who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.
- (3) Acts which occur outside the workplace outside working hours can also, in certain circumstances, create a hostile working environment and must be brought to management's attention.

### **5.23.3 – Penalties for Misconduct**

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

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

### **5.23.4 – Procedures for Making, Investigating and resolving Sexual Harassment and Retaliation Complaints.**

(a) Complaints.

Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation. Anyone who has observed sexual harassment or retaliation should report it to their immediate supervisor. In the event that it would be inappropriate to report such concerns to one's immediate supervisors, the report may be made to the Personnel Director or the Municipal Manager.

Only those who have an immediate need to know, including the person to whom a report was made, the alleged target of harassment or retaliation, the Alleged harasser or retaliator, and any witness will or may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment



or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy.

(b) Cooperation.

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

OLD Sexual Harassment Policy:

(1) The Municipality of Monroeville prohibits sexual harassment in any form, including any which action which creates hassle or offensive working environment. Employees who feel that they have been harassed are encouraged to come forward and report any harassment to the appropriate department head unless the department head is the harasser. These claims should be reported directly to the Personnel Officer.

(2) The Municipality of Monroeville sexual harassment policy applies to anyone and to any harassment that occurs in the course of employment.

(3) Even harassment (i.e. residents, vendors etc.) occurring off premises and/or while the employee is off duty is covered by the policy if the behavior affects working relationships or is otherwise related to employment (i.e. a supervisor or elected official who harasses a subordinate at an after hour social gathering etc.)

(4) The list of examples are not meant to be exclusive and that practically any unwelcome behavior that's of a sexual nature or that's directed at someone because of that person's sex can constitute sexual harassment. Also indicate that "unwelcome behavior" can include gestures, leers, and the circulation or posting of pornographic material.

(5) The policy does not limit the Municipality's latitude to act by placing limits on the definition of sexual harassment of the penalties outlines in the policy. The policy is meant to serve as guidance only.

(6) All claims and investigations will be held in the strictest confidence.

(7) All claims will be investigated and the complaining employee will be notified of the results of the investigation.

(8) Employees found to have engaged in harassment will be disciplined up to and including discharge.

(9) Claimants have the right to appeal any results to the Monroeville Human Relations Commission.

**5.24** Employer Provided Vehicles: The Municipality provides a vehicle to those positions which are considered to be "on call." Vehicles are to be used for Municipal business only. Employees should use their own vehicle for personal business.

**6.0 Compensation:** The Municipality of Monroeville subscribes to the belief that a productive, conscientious and innovative workforce does not come into existence via spontaneous generation, but rather via purposeful design of a competitive compensation plan, participative management and mutual respect. It is the policy of this municipality to continue development of a progressive compensation program and demonstrate genuine concern for employees; so that talented men and women will find government service in Monroeville among the most rewarding and attractive local government career opportunities in the state of Pennsylvania.

**6.1** The Pay Schedule for all municipal employees normally consists of twenty-six (26) bi-weekly pay dates; the first of which occurs on the second Friday in January of each calendar year. However, because of variances from one year to the next, there are occasions when there are twenty-seven (27) bi-weekly pays during a given year. The Municipality has a policy against any pay advances. Earnings are based on total hours worked during a 14 day payroll period, ending the Saturday preceding the Friday pay date. Compensation rates for municipal employees are established either by annual councilmanic action per recommendations of the Municipal Manager or as the result of collective bargaining negotiations between the Municipality and its several employee collective bargaining units. Regardless of the method used to establish compensation rates, the Municipality is committed to maintaining the integrity of its compensation program; making certain that pay differentials and position classifications amply reflect the varying degrees of skill, education, experience, judgment and responsibility inherent in each municipal position.

**6.2** Overtime Pay for employees who are non-exempt, as that term is defined by the Fair-Labor Standards Act, any hours worked over forty in a workweek shall normally result in compensation at time and one-half (1-1/2) times the employee's regular rate of pay. Employees shall be permitted to accumulate, at time and one-half (1-1/2) rates compensable time for time worked in excess of forty (40) hours in a workweek according to the Collective Bargaining Summaries. Once this level of accumulation has been achieved the employee will receive overtime pay for all hours worked in excess of forty (40) in a workweek. Employees are not permitted to work overtime, except in emergency circumstances, without the prior

approval of their immediate supervisor. Employees are not permitted to start work early, leave work late, or work through their work breaks without receiving approval from their immediate supervisor.

**6.3 Longevity Pay** is received by all municipal employees; which recognizes continuous years of loyal municipal service. The exact dollar amount received for each year of continuous service is subject to collective bargaining negotiations. For current longevity rate restrictions, applicable maximums and eligibility requirements, consult the appropriate CBS. (Also see section 5.16.5 of this manual.)

**6.4 Premium Pay** is compensation received by those employees performing special tasks in addition to their normal duties and responsibilities or is an incentive pay for meeting certain job performance standards. Typically, most premium pay is established as a result of collective bargaining negotiation and, therefore, the C.B.S. should be consulted to determine the availability of premium pay to any particular employee group. Examples include:

- (a) Premium pay for certain police department personnel
- (b) Snow Removal Routes for Public Works employees
- (c) Shift differential for police and police dispatchers

**6.5 Cost of Living Increases** are awarded to those employees having a "cost of living" provision contained in their collective bargaining agreement with the Municipality. The increase provides protection against inflation, and are awarded quarterly based on the monthly point increases occurring in the Consumer Price Index for the Pittsburgh Metropolitan area. For further details on the COLA increases, consult the CBS.

**6.6 Employee Incentive Awards** are given to employees, of any group, in recognition of their outstanding achievements in one of the several organizational goals established by the Municipality. Typically, the total program consists of a contribution of up to \$5000 and special privileges and/or gifts. The current program consists of the following elements:

**6.6.1 Service Awards** consist of longevity pay plus a gift, depending on the number of years of continuous service. The gifts are awarded at intervals of every 5 years of continuous employment. (See section 7.13 for selection criterion)

**6.6.2 Attendance Certificates** are distributed to those employees having a perfect attendance record for the 12 month period of December 1 through November 30 of the following year. (See section 7.13 for selection criterion)

**6.6.3 Safety Awards** of \$200 cash are presented to individual employees whose suggestions significantly improve the performance of a specific job or the overall safety condition in the municipality. (See section 7.13 for selection criterion)

**6.6.4** Retirement Recognition Dinner is hosted annually by the Municipality in honor of those employees electing to retire during the previous 12 months. The employee will receive a service award to commemorate the number of years of continuous employment.

**6.7** Performing in a Higher Job Classification: Employees temporarily assigned to perform jobs of a higher job classification are compensated at the first step of the higher job classification resulting in an hourly wage increase over their usual job class. This temporary position can last a maximum of 90 work days, and at the conclusion of the 90 work days, the Municipal Manager will post the position for permanent appointment by any qualified in-house employee (See section 5.20, promotional opportunities). Please note, in certain instances, particularly applicable to police and administrative personnel, when an employee temporarily fills in for his superior, he is not entitled to be compensated at a comparable rate as his superior because this is a normal duty in most job descriptions. In other instances, employees have negotiated a "utility rate" with the municipality that would apply when an employee performs outside of his usual job description. Additionally, it is the policy of the Municipality that no employee shall suffer a loss of regular earnings as a result of temporary reassignment to a lower job class. An employee shall continue to receive his regular earnings; except in those cases in which an employee has been officially demoted or has chosen to enter into a lower job class to avoid an impending furlough.

**6.8** Worker's Compensation as a benefit is discussed in section 5.8; however, the Municipality administers this benefit in such a fashion that the maximum compensation is realized by the employee. Worker's Compensation benefits are nontaxable; however, it usually takes 3 to 6 weeks before the benefit check is forwarded to the injured employee. To avoid the interruption to employee earnings and, at the same time, to preserve the reduced tax liability afforded by Workmen's Compensation benefits, the Municipality continues to issue biweekly earnings check to the injured employee. Thus for tax purposes, the monies received by the employee become a part of the employee's earnings record for federal, state and local taxes, thereby receiving a net biweekly pay check significantly larger than his regular take home pay.

**6.9** Payroll Errors: If an error occurs on a payroll check, the employee should not endorse the check until he has presented the error for review to his immediate supervisor and/or the Municipal Payroll and Benefits Clerk. A new payroll check will be prepared, if necessary, to correct the error. Any payroll errors presented to the Payroll and Benefits Clerk after the check has been cashed shall be resolved and necessary adjustments made during the next payroll period.

**6.10** Promoting From Within is the chief means by which the Municipality provides employees an opportunity to advance to higher levels of compensation and career development. Employees are encouraged to take advantage of in-house and

outside training and educational programs that will aid them in preparing for future job vacancies (see section 5.12 "Education and Skill Development Opportunities" and section 5.20, "Promotional Opportunities").

- 6.11 Position Reclassification:** Those employees believing their current duties extend far beyond the original duties described in their official job description may petition to have their job reviewed. Should the review, conducted by the Personnel Officer, prove a job classification upgrade is justified, the compensation received for the performance of the task is accordingly adjusted upwards.
- 6.12 Fair Labor Standards Act:** The FLSA requires that employees be compensated at overtime rates for work over 40 hours in a pre determined workweek. Police Officers can accumulate compensatory time (480 hours) and all other employees may accumulate compensatory time (240 hours) in lieu of overtime pay, The compensatory rate is calculated at 2 hours for each hour worked for PDCE/MCW members and 1.5 hours for each hour worked for all other employees. The calculated overtime rate includes all the employees regular earnings including longevity, etc. The FLSA divides employees into those which are covered by its provisions and those which are exempt. Exempt employees are determined by Section 2.21(a)- position categories.
- 6.13 The Equal Pay Act** requires that a woman be paid the same wage or salary a man would be paid for doing the same job under the same circumstances. The Municipality does not pay for work based upon the sex of the employee.
- 6.14 Garnishments:** The Municipality of Monroeville is required by law to honor legal assessments, levies, or garnishments against employees. Employees are expected to recognize fiduciary responsibilities and to satisfy indebtedness in a timely fashion. Employees must exercise a high degree of common sense and judgment before assuming new or increased financial obligations. Federal law provides that an employer cannot discharge an employee for garnishments (regardless of the number) on a single indebtedness. However, Employees are forewarned relative to multiple indebtedness as disciplinary could result.

*Title III of the Consumer Protection Act of 1970 places limitations on the portion of wages which are subject to garnishment.*

**Policy and Guidelines for the Management Compensation and Performance Pay and Review System September 14, 1999**

Introduction to the Management Compensation System

The Management Compensation System at the Municipality of Monroeville is comprised of market-driven salary ranges, a set of salary administration policies, a performance review system

and a comprehensive benefits program. The goal of the Municipality of Monroeville's Management Compensation System is to provide an effective salary schedule that will attract qualified and professional people and motivate them to stay and devote their best interests to accomplishing the objectives of the Municipality.

All regular full-time Management, exempt and non-exempt, non-unionized employees shall receive a rate of compensation in accordance with the pay ranges established in the Municipality of Monroeville's Management Compensation System.

Hiring and promotional decisions and salary adjustments will be made without regard to race, color, veteran's status, religion, sex, national origin, age, medical condition, disability, familial status, sexual preference or other criterion as defined and protected by law.

This manual has been designed to assist Department Heads in understanding, implementing and working with Municipality of Monroeville's Management Compensation System.

### *Maintenance of the Compensation System*

It is the policy of the Municipality of Monroeville that the Management Compensation System shall be consistent with the salary levels generally paid for comparable employment in the area from which the employees are recruited and from comparable governmental jurisdictions. In order to implement this policy, the Management Compensation System shall be reviewed periodically and adjusted as necessary to reflect changes in market costs, labor market conditions, employee recruitment and turnover experience factors.

### **Job Descriptions**

A job description is a summary of the most important features of the job as it is performed. It identifies the job and describes the general nature of the work, specific task responsibilities, outcomes and employee characteristics required to perform the job.

An up-to-date job description is kept on file for every position. When a new position is created, a job description is created by the department head and finalized by the Municipal Manager and the Director of Personnel & Finance. The job description should be written using the following format:

1. ***Statement of general purpose:*** This paragraph is a description of the role the position plays in the department and in the municipality. It should summarize the goals, responsibilities and reporting relationship of the position. It should also indicate whether the position is exempt or nonexempt, a decision that will be made by the Director of Personnel & Finance according to the Fair Labor Standards Act.
2. ***Job Responsibilities:*** A list of typical day-to-day duties of the position. Any estimate of the percentage of time required to perform these duties is also helpful. Use action verbs that are as specific as possible, such as type, draft, write, edit, calculate, complete, direct,

control, draw, assemble, and schedule, rather than words such as prepare, coordinate, do, make and other words which are open to misunderstanding.

3. ***Minimum Qualifications:*** This includes education and a description of the minimum amount of experience needed to do this job. Any physical requirements, such as frequent heavy lifting, ability to stand for long periods of time, etc. should also be included.

In general, a job description and salary range will be developed for each position before the interviewing process begins. This will facilitate more effective negotiations during the recruiting process and promote internal equity as the individual is hired.

Reference: Employee Handbook Section 1.6

### **Performance Review and Coaching on Performance Problems**

The Municipality of Monroeville provides all employees with a formal and objective review of their performance on an annual basis, at a minimum. It is a process by which the Department Head and employee jointly discuss specific job responsibilities and the Department Head's evaluation of the employee's performance. The system should reinforce continuous communication of this information throughout the year (coaching) with a written summary of management observations.

Coaching is the management activity of monitoring or collecting information on performance, giving employees feedback, suggesting enhancement, obtaining commitment for performance changes and following up on results. Feedback is information that is given to employees that will help them learn about their behavior and its effect on others. It should be tied to performance goals and results. It should be specific, concrete and involve as many details as possible. If necessary, the Department Head and the employee should jointly agree to an improvement plan.

#### ***Misconduct counseling***

Misconduct is behavior that is generally unacceptable in the workplace. Examples are excessive absenteeism or tardiness, consuming alcohol or illegal drugs, fighting, bringing firearms into the workplace and insubordination. The Municipality of Monroeville expects an employee to conform to acceptable standards of conduct. Each Department Head will communicate those standards to employees and will address a misconduct problem through a corrective process. Misconduct counseling provides a way to handle misconduct situations in a corrective, progressive, and nondiscriminatory manner.

When performing misconduct counseling, a Department Head must assure that an employee is treated in a nondiscriminatory manner without regard to race, sex, color, religion, age, national origin, disability, or veteran status according to the municipality's established EEO program.

When a misconduct situation occurs, the Department Head must review the employee's record to determine the impact of any previous misconduct actions. Prior misconduct actions may result in acceleration of the misconduct counseling process.

In those instances of misconduct that require immediate action, the Department Head will conduct a timely and private investigation of the situation to determine the facts, conferring with the Municipal Manager. If an employee's behavior is disruptive to the normal conduct of business or if it is deemed that the employee's presence is a threat to other employees, the Department Head may decide, with the approval of the Municipal Manager, to immediately suspend the employee pending an investigation or to terminate the individual's employment.

### ***Counseling***

When a behavioral problem develops which can be handled by a verbal discussion, the Department Head must address it promptly and constructively. The problem should be discussed with the employee to obtain understanding and cooperation in correcting the unacceptable behavior. It is the responsibility of the Department Head to discuss what the employee must do to correct the unacceptable behavior and what action will be taken if the behavior is not corrected. The Department Head should then notify the Municipal Manager.

A written counseling process is used when an employee has not responded to verbal counseling or when the behavior violates a standard of conduct that warrants immediate formal action. All formal misconduct actions must be documented and the Department Head shall ensure that the following steps are taken when initiating corrective action:

- a. Summarize prior verbal counseling, if any.
- b. Record what standard of proper conduct/policy was violated and the incident(s) that resulted in the policy violation.
- c. Outline the possible result.
- d. Outline what the employee must do to correct the behavior.
- e. Establish in what period of time improvement should be shown and record an evaluation date.

The Department Head should meet frequently and regularly with the employee during the follow-up period, and the Department Head should document such meetings.

If the employee's behavior has not improved following the counseling process, the Department Head will review the case with Human Resources to evaluate the future status of the individual's employment. If the behavior does not warrant continued employment, termination of employment will occur if the behavior is not corrected.

### **Termination**

As a general rule, an individual's employment may be terminated if:

- There is evidence of prolonged poor performance;



- There is evidence of misconduct, as defined above.
- There is a restructuring within the organization based upon financial considerations within the Municipality of Monroeville.
- The structure of the individual's job changes, requiring a realignment of job duties for which the individual's skills are not a match.

The Municipality of Monroeville makes every attempt to avoid a situation where a termination may be necessary. As an organization, the creation of new jobs and any restructuring which takes place is undertaken carefully and with input from any interested parties who may be able to provide insight into the organization's current and future needs.

This policy does not inhibit the right of the Municipality of Monroeville to terminate an individual's employment at any time for any reason, whenever the Municipality of Monroeville deems it in their best interest.

In any case of termination, every attempt will be made to provide as much notice as possible and an honest explanation to the individual for the change in status. Such conversations will be in confidence and with every attempt made to preserve the individual's privacy and sense of self-worth. In some cases, severance will be awarded, based on an individual's length of service and performance.

The Municipal Manager must authorize and approve any termination decision.

*Reference: Employee Handbook Section 7.1*

## ***Salary Grades***

Each position within the Municipality of Monroeville is evaluated and assigned to a salary grade. Salary grade assignments are made by reference to salaries paid to similar positions in other organizations (market data).

External compensation data is derived from salary surveys, which reflect different positions by scope of the organization, staff size and other factors. Market-based salary grades keep pay competitive, credible to employees and internally equitable.

The use of salary grades or ranges provides for financial rewards based on both performance and the location of employees' salaries within the assigned ranges. The critical points within the salary grades are as follows:

### **Lower Third**

The lower third of the salary grade represents the salary that an individual would earn who is newly hired or within the first few years of employment, and who may still be learning some aspects of the job.

## Midpoint/Middle Third

The midpoint of the salary range represents the approximate salary level paid for a competent, experienced employee performing all duties of the job at a satisfactory level. This rate of pay is considered the “going rate” within the community for trained, experienced people. The midpoint is the rate used for comparison when a competitive analysis of Monroeville Municipality pay levels is performed. The middle third of the grade surrounding the midpoint represents the salary that the individual who has fully learned the job and is demonstrating acceptable job performance is earning.

## Upper Third

The upper third of the salary range generally represents employees who have learned all aspects of their jobs and are performing at the level expected for an experienced, skilled employee whose demonstrated performance is consistently above average or at a superior level, or to those employees who have extensive work records with the company.

**Red Circle Rates:** A “red circle rate” refers to the salary of those employees who have progressed through their pay grade and are now above the maximum salary for the grade. Grade maximums are often exceeded by job incumbents who have been with the organization for a long period of time, who are often among the most talented and dedicated in the organization.

Department Heads should make particular efforts to ensure that the job specifications and salaries classified for these individuals accurately characterize the work performed and the employee’s contributions to the company.

**Green Circle Rates:** A “green circle rate” refers to the salary of those employees who are below the minimum salary for the grade. Generally, employees should not be at a level below the minimum for their job classification, except under unusual circumstances. The situation may occur if someone is hired who requires additional training on the job, if an increase at the time of promotion does not bring the employee to the minimum or as a result of an increase in the salary schedule.

**Salaries of employees below the minimum for the range should be reviewed at least every six months.**

**Guidelines:** Applicants should not be hired below the minimum of the salary range established for the position. If the applicant’s qualifications meet more than the minimum requirements of the job, that applicant may be hired at a rate within the lower third of the salary range. No applicant may be hired above the midpoint of the salary range without the approval of the Municipal Manager.

**Compa-Ratio:** A compa-ratio is an index number that permits management to do an analysis of the anatomy of the pay grade or salary range by individual salary, department, or a variety of different criteria. The compa-ratio is the total actual pay divided by the midpoint. It measures

how well actual practice corresponds to intended policy, and it is used to assess how employees are paid in relation to the midpoint.

Example:

<u>Actual Pay</u>	<u>Pay Midpoint</u>	<u>Compa-Ratio</u>
\$15,000	\$20,000	.75
\$18,000	\$16,000	1.13

### **Administrative Guidelines**

**Range Adjustments:** Ranges will be adjusted on an annual basis to reflect change in the market rates due to inflation.

**Newly Created Positions:** In general, when a new job is created, salary surveys should be consulted to “price the job” and assess the grade into which the new job will fit. Keep in mind that the midpoints of the ranges are representative of salaries paid for similar positions in other municipalities.

**New Hires:** In general, employees should not be hired below the minimum of the salary range established for the position. No new employee may be hired above the midpoint of the salary range without the approval of the Municipal Manager.

**Salary Increases:** Generally, adjustments to salary will be achieved through five methods:

- Longevity pay;
- Merit increase;
- Performance Bonus Plan;
- Promotional increases; and
- Market adjustments.

**Longevity Pay:** Longevity Pay is a flat dollar amount paid to employees each year based on length of service; an amount is established each year to be paid out per year of service. This payment is independent of performance ratings.

**Merit Increase Program:** A performance review form drives the merit increase program. The performance review should facilitate communication and encourage unbiased judgment of performance by management. The annual merit increase rewards the achievement of individual performance goals. Since the amount budgeted for merit increases each year depends on organizational results, this program is tied into achievement of organizational financial goals also. All employees earning a rating of “Satisfactory” (a rating of 2.0 or higher on a 4.0 scale) or above are eligible for a merit increase. Each year, the Municipal Manager and the Municipal Council establish a budgeted range for merit increase percentages. This budgeted range (usually from 1-6%) varies depending upon the financial health of the organization and the average merit increase granted in this region during the current year. All salary increases will be granted

within this suggested range, unless the employee has received a promotion that warrants a higher increase or there are other special circumstances as defined by the Municipal Manager.

**Performance Bonus Plan:** A annual bonus plan recognizes and rewards achievement of extraordinary performance in the achievement of individual goals, team and organization-wide goals. The plan reinforces communication of goals and objectives through progress reports throughout the year. Total incentive payouts are limited to a budgeted amount each year that is tied in to organizational performance and agreed upon in advance. All employees who have met their goals and are in the 25% top performers of the organization, as documented on their performance review forms, are eligible for participation in the Performance Bonus Plan.

The Performance Bonus will be paid in a one time payment paid on the employee's anniversary date in the subsequent year following the year the qualifying performance rating was earned. The performance pay bonus will be confidential, known to the Municipal Manager and the Director of Personnel and Finance.

**Promotions:** A promotion occurs when an employee's job responsibilities change significantly. This does not necessarily occur whenever there is a title change. In general, promotions will result in a 10% salary increase.

If an employee is promoted into an existing position and his/her salary is below the minimum of the range for the position, the employee's salary will normally be immediately adjusted so that it is at the minimum for the range.

If bringing the employee to the minimum will result in more than a 15% increase, the employee will be given a 15% increase immediately and his/her salary will be re-reviewed in six months.

**Market Adjustments:** In some cases, when it is judged necessary, individual salaries may be adjusted which are not in line with the market. Any such increases will need to be approved by the Municipal Manager. Sometimes this results from the annual range adjustment or when employees are hired who lacked the minimum qualifications for the position at the time they were hired but are now fully qualified, or a lower rate was negotiated which is not in line with the current market.

**Questions, Concerns & Future Issues:** Even though the Management Compensation System has been carefully constructed, questions, concerns and future issues associated with it may arise. Employees having questions or comments are encouraged to discuss these matters with their supervisor. If the need still exists, the employee may then talk to the Municipal Manager who will report the item to the Director of Personnel & Finance along with a recommendation.

**7.0 Conditions of Employment:** The Municipality has adopted Policy Statements and procedures in order to assure the most effective management of human and material resources. Each municipal employee must adhere to these policies and procedures. New policies may be added as needed; and the employees and bargaining unit representatives are routinely invited to participate in the construction and implementation of these new policies. Please note, that the phrase "Conditions of Employment" does not guarantee

employment upon adhering to policies set forth in this or any other section of this manual.

**7.1 Performance Appraisals** are an integral part of the Municipality's overall efforts to obtain maximum levels of productivity from its work force. It is the policy of the Municipality that each employee receive an annual appraisal of his job performance and work behavior on his hire date each year. These evaluations are retained in the employee's personnel record for a period of 7 years. Performance evaluations have been designed for each category of municipal employment and are used by the administration:

(a) To foster improved and regular two-way communications between supervisors and employees;

(b) In awarding pay merit increases, when the terms governing such increases are specifically addressed by collective bargaining or municipal ordinances provisions;

(c) To provide documentation of work performance problems, in order to administer disciplinary action in a fair and reasonable fashion;

(d) As a factor in awarding promotional opportunities;

(e) To aid in assessing job training needs of individual employees and recognizing exemplary job performances; and

(f) To serve as a factor in the lay-off of municipal employees, when the procedure for achieving a reduction in force is not specifically addressed by statute or collective bargaining agreements. Appropriate documents for conducting the evaluation are available from the Personnel Officer sixty days prior to the scheduled evaluation date. Employees must conduct a self evaluation prior to the evaluation date and submit it to their immediate supervisor at the time official discussion takes place on the evaluation performed by the supervisor. The employee's signature is required on the completed evaluation; however any employee wishing to challenge his performance rating may do so within ten days of the date of the evaluation via the applicable grievance procedures.

*See also the Monroeville Home Rule Charter, Article XV, section 1502 (f).*

**7.2 Safety Policy Statement:** It shall be the policy of this Municipality to maintain safe working conditions and prescribe operation practices which safeguard the health of employees and provide for the most efficient delivery of municipal services. Safe work habits and observance of safety rules are the responsibility of each employee and will be grounds for disciplinary action, including termination, if willfully neglected or ignored. An Employee Safety Committee coordinated by the Personnel Officer and consisting of employees from each of the major municipal operating departments exists to oversee the implementation of this policy. Major responsibilities of the Safety Committee are as follows:

(a) establish a comprehensive employee safety awareness program and make amendments as needed;

(b) recommend safety rules and work methods for the various categories of municipal jobs;

(c) conduct investigations of on the job accidents and submit findings and recommendations to the Municipal Manager and responsible department head for consideration. Employees having concerns about the safety conditions of their work area, equipment or work practices should alert their supervisor or bargaining representative. Safety Rules and Regulations are to be found in the Municipal Safety Manual, available from department heads or the Municipal Personnel Officer.

*Please see Ordinance #1457 for more information.*

**7.3 Resident Requirement Policy:** Resolution 82-10 establishes the use of residency as a qualification for employment within the Municipality; one must be domiciled in the Municipality prior to appointment to be considered a candidate for municipal employment. However, in those cases where it is found that there exists an insufficient labor force within the municipality from which to appoint a qualified candidate, the Municipality of Monroeville will, by authority of Municipal Council, expand its recruitment effort to include non-residents. However, non-resident appointees to a Municipal Service must reside in Monroeville within 6 months of successfully completing the probationary period and continue their residency for the duration of their appointment.

**7.4 Outside Employment while on Municipal Sick or Injury Leave:** While the Municipality does not object to its employees having a second place of employment; it is the policy of the current municipal administration that such employment must cease during periods in which the employee is officially listed as being on sick or injury leave. The Municipality feels that any outside employment while on sick or injury leave will possibly extend the employee's recovery time. An employee who returns to work in a modified duty capacity after sustaining a temporary physical impairment may also engage in outside employment after receiving approval from the Municipal Manager. The Manager may consider such items as the employee's official medical condition, degree of physical impairment, medical prescription for recovering, municipal manpower needs and the nature of the outside employment. (Also see section 5.18)

**7.5 Smoking While On Duty:**

**7.5.1 Smoking in Municipal Facilities** is permitted only in those areas not displaying a no smoking sign. On those occasions in which an employee wishes to smoke while conducting official business in the presence of a citizen, the employee is expected to ask the citizen if he finds smoking offensive. Non-smoking office employees may also request that a citizen not smoke in their presence. The use of tobacco, in any form, is prohibited in the Monroeville Public Library.

*Please see Ordinances #1630 and #1430 for more information.*

**7.5.2 Smoking While Operating Municipal Vehicles:** Employees are permitted to smoke while operating motorized municipal vehicles; however, if other employees or citizens are passengers in that vehicle, the employee wishing to smoke is expected to ask permission of the passengers.

**7.5.3 Smoking Not Permitted:** Employees are not permitted to smoke when performing activities that require detailed eye and hand coordination, when repairing sanitary sewer lines, when working with flammable liquids or other highly flammable materials or when actively performing as a sworn police officer.

**7.5.4 Snuff/Chewing Tobacco:** Employees and sworn police officers are not permitted to use snuff or chewing tobacco while performing municipal business.

**7.6 Alcohol/Control Substances:**

**7.6.1** No person shall be permitted to use, possess or consume any type of alcoholic beverage within or on a publicly owned facility in Monroeville, unless such person shall have obtained a permit to authorize the use of any such publicly owned facility for such purpose. Any person violating any provision of this ordinance shall be subject to pay a penalty not to exceed \$300.00 per violation.

**7.6.2** While operating a Municipal vehicle, consumption of alcoholic beverages, narcotics, or over the counter drugs having a warning NOT to operate a motorized vehicle when using that product, is strictly prohibited. Infraction of this rule could result in immediate dismissal.

*Please see Ordinance #1457 for more information.*

**7.7 A Dress Code and Personnel Hygiene Code** applies to all employees not normally required to wear a uniform. Employees may feel free to dress in a manner consistent with their individual taste and particular job; however, the following are not permitted:

- (a) exceptionally form fitting or revealing blouses, sweaters, shirts, skirts, dresses, or pants;
- (b) recreational footwear or clothing with the exception of the recreation department;
- (c) excessive amounts of make-up or jewelry;
- (d) jeans or jean outfits; and
- (e) persistent body odor (not due to a medical reason);
- (f) poor personal hygiene: Non-shaved men, dirty appearance, torn or ripped clothing.

***NOTE: Immediate supervisors are responsible for alerting employees when they are in violation of the dress code.***

**7.8** **The Disciplinary Policy of the Municipality** defines fair and progressive action in order to effectively correct substandard behavior. Consequently, any disciplinary action will be coupled with a counseling session to explain the behavioral or performance standard expected.

**7.8.1** Progressive Discipline: If the substandard behavior is not inordinately serious or is not covered by an accepted code of discipline, the progression of discipline will be followed:

- (a) Oral reprimand;
- (b) Written letter of reprimand;
- (c) One day suspension from work without pay;
- (d) Three days suspension from work without pay;
- (e) Termination.

If the substandard behavior is not displayed for one year, the progression through the steps starts over again. However, a continuing pattern of substandard behavior can result in further disciplinary action.

*Please see Ordinance #1631 and Police Code of Discipline for more information.*

**7.8.2** Disciplinary Action is viewed by the Municipality as a learning situation rather than as punishment. It is designed to encourage exemplary levels of performance. If an employee fails to meet performance or behavioral expectations, the system is designed to eliminate uncorrectable employees. (See section 4.2 for unacceptable behavior.)

**7.8.3** Appealing Disciplinary Action: Employees have the opportunity to appeal disciplinary action via the various grievance procedures outlined in the applicable laws and collective bargaining agreements (See appropriate CBS). Any appeals to the Personnel Board shall be subject to the following rules and procedures: (see also Home Rule Charter)

## **RULES AND PROCEDURES GOVERNING APPEALS TO THE PERSONNEL BOARD**

1. The Municipal Manager shall notify all members of the Personnel Board in writing of the suspension, removal, reduction in rank or demotion of any municipal employee who has recourse to Appeals Hearing before the Personnel Board and the reason for such action within two working days of the time such action was initiated.

2. Any employee in the Career Service, excluding probationary employees, who is suspended, removed, demoted or reduced in rank for any of the causes as outlined in the Monroeville Home Rule Charter, Article XV, Section 1507, Paragraphs 1 through 6, shall have the right to appeal to the Personnel Board, except those having grievance



procedures in collective bargaining contracts, which includes employees in the Police, Public Works, and Refuse Collection Departments.

3. The municipal employee (Grievant) shall, within 45 Calendar days following the Grievant's suspension, removal, reduction in rank or demotion, submit a written request for a public or private Appeals Hearing to the Chairman of the Personnel Board who, in turn, will notify the Secretary.

4. The Secretary shall, within 48 hours upon receipt of the written request from the Grievant, contact the members of the Personnel Board. The Chairman shall set up an Appeals Hearing within 30 days of the receipt of the Grievant's written request.

5. The Secretary of the Personnel Board shall notify the Grievant by letter of the location, date and time of the Appeals Hearing at least two weeks prior to the date of the Appeals Hearing. The Grievant will also be notified that if the Grievant is to be represented by an attorney at the Appeals Hearing, it must be at the Grievant's Expense.

6. The Personnel Board or the Grievant may request a two calendar week postponement of the Appeals Hearing, if the Personnel Board or Grievant is notified by the Other party 48 hours prior to the date and time of the original hearing.

7. Appeals Hearing:

(a) All hearing of appeal by a quorum of the Personnel Board shall be closed to the public unless otherwise requested by the employee making the appeal.

(b) The Personnel Board shall be the judge of admissible evidence and procedure and all testimony shall be given under oath administered by the Chairman or any member of the Personnel Board.

(c) A shorthand or stenographic record of the proceedings shall be made, from which a permanent dated transcript will be prepared, filed with, and preserved by the Personnel Board. The Appeals Hearing record shall be sealed and filed with all other information involved and not be available for public inspection.

(d) The Personnel Board shall have the Power to authorize and conduct investigative hearing or proceedings in aid of the exercise of their powers and performance of their duties.

(e) The Personnel Board may compel the attendance of witnesses, the production of books, records, papers or other evidence at investigative hearing and for that purpose may issue subpoenas signed by any of the officers aforesaid, and cause the same to be served in any part of the Commonwealth of Pennsylvania in accordance with general law applying to the service of subpoenas.

(f) If any person shall refuse or neglect to obey any subpoena issued by the officer, that person shall, upon conviction thereof at a summary proceeding, be sentenced to pay a fine as may be ordained, and in default of the payment of such fine and costs, shall be imprisoned not to exceed thirty (30) days.

(g) If any persons shall refuse or neglect to obey any subpoena issued by the officer, the Officer may apply by petition to the Court of Common Pleas for its subpoena, requiring the attendance of such persons before the officer or the Court.

(h) In the event all charges are not dismissed, all parties shall have the right of further appeal as provided in the "Local Agency Law" Act of 1968, December 2, P.L. 1133, as now or hereafter amended, supplemented, re-enacted or supplied.

(i) The Personnel Board will, if possible, render a decision immediately upon the completion of the Appeals Hearing or, in no instance, longer than 30 days, in writing, from receipt of the Appeals Hearing transcript.

(j) No order of suspension made by the Personnel Board shall be for a period longer than one (1) year. In addition, the Personnel Board may sustain the charges or reduce the length of suspension or dismiss the charges.

(k) In the event the Grievant is cleared of all charges, then the Grievant shall be reinstated to the position with full pay for the period during which the Grievant was suspended, removed, reduced in rank or demoted.

(l) Upon such acquittal, and after the expiration of all time for appeal, all references to the charge, hearing and decision shall be maintained as confidential records of the Municipality.

(m) The Secretary of the Personnel Board shall set forth the decision of the Personnel Board in writing to the Municipal Manager who, in turn, will notify the Grievant by letter of the Personnel Board's decision and the terms of its disposition and how the decision will effect the Grievant. In addition, the Municipal Manager will notify the Grievant of any other recourse which may be available to the Grievant.

(n) In the event that the aforementioned "Rules and Procedures Governing Appeals to the Personnel Board" are in conflict with provisions as set forth in the Monroeville Home Rule Charter, the latter will be the governing instrument.

(o) The Personnel Board may, from time to time, adopt rules or amendments governing the Appeals Hearing Procedures.

**7.9 An Employee Assistance Program** is available to those who find their behavior or performance problems on the job directly related to serious personal or medical problems. The policy of the Municipality with regards to such employees is to make genuine efforts to assist the employee in receiving outside professional assistance in overcoming his particular problems.

**7.9.1 Types of Assistance:** The Municipality is prepared to assist employees experiencing several different kinds of commonly occurring personal problems, including:

- (a) Alcoholism,
- (b) Drug Abuse,
- (c) Extreme Emotional Stress,

- (d) Family Problems,
- (e) Chronic Disease,
- (f) Financial Problems,
- (g) Smoking,
- (h) Depression, etc.

**7.9.2** Participation in the Program is purely voluntary; thus it is the responsibility of the employee to advise his department head, Personnel Officer, or Municipal Manager of his desire for such assistance. Furthermore, participation will not affect future employment or career advancement; nor will participation protect the employee from disciplinary action for continued substandard job performance or rule infraction.

**7.10** Resigning in Good Standing is defined by the Municipality as presenting a letter of resignation to the responsible department head, Personnel Officer or Municipal Manager within 14 calendar days of the scheduled date of separation. Failure to comply with this procedure will be entered in the employee's personnel record and may result in denial of re-employment rights.

**7.11** The Employee Group Health and Fitness Program is offered to Municipal employees in order to help them protect their own health along with the health of their family. US Healthcare will subsidize the cost an employee occurs by belonging to a local health and fitness facility (See section 5.4).

**7.11.1** Specific reasons exist for offering this program:

- (a) to reduce employee health risks;
- (b) to realize substantial savings on the municipality's long term health costs;
- (c) to increase employee productivity and morale;
- (d) to reduce job related accidents caused by fatigue, poor physical strength and/or conditioning;
- (e) to lower the risk of premature death and disability illness among employees; and
- (f) to promote esprit de corps among the various employee groups.

**7.11.2** Participation in the program is voluntary and is limited to full-time regular municipal employees. Employees may enroll in any local health and fitness facility which offers a range of activities and facilities; including:

- (a) fitness testing,
- (b) nautilus equipment,
- (c) indoor track,
- (d) swimming,
- (e) aerobics,
- (f) exercise bikes,
- (g) stop smoking cessation,

- (i) volleyball,
- (j) basketball.

**7.11.3** Those employees supplying documented evidence of improved physical conditioning or weight loss as a result of participating in the health and fitness program will be recognized at the annual employee awards and recognition program. They will receive a certificate of participation and a cash award of \$50.00.

**7.12 Affirmative Action Program:** In accordance with Resolution 79-105, the Municipality has drafted an Affirmative Action Plan, which is available for public inspection in the Manager's office. Briefly, some of the features of the plan are described below:

**7.12.1** Seven specific objectives to achieve Equal Employment Opportunity with regards to municipal employment:

- (a) Proportionate representation of protected groups;
- (b) Distribution of protected groups throughout department and job categories;
- (c) Elimination of biased or discriminatory personnel selection procedures;
- (d) Provide encouragement and skills training in improving the promotion ability of protected group members currently in the municipal work force;
- (e) Communicate to the general public and various personnel recruitment sources the Municipality's status as an Equal Employment Opportunity Employer;
- (f) Make a good faith effort to appoint protected group members to Municipal boards and commissions; and
- (g) Provide at least a 10% participation rate of protected group members in the awarding of contractual services contracts.

**7.12.2** Specific objectives and responsibilities defining the Administrative Assistant.

**7.12.3** A Work Force Utilization Analysis which statistically describes the distribution of white males and protected group members throughout the various municipal job categories.

**7.12.4** Numerous objectives for improving the mix of protected group members in the full-time municipal work force.

**7.12.5** A Reliable Reporting System and Internal Auditing System for monitoring the Municipality's progress in obtaining its Affirmative Action goals.

**7.12.6** Annual Up-dates of the plan reported to the Municipal Manager.

**7.13 Employee Awards and Recognition Program:** This program is designed to recognize those employees having demonstrated, through exemplary performances and loyal service, a commitment to excellence in rendering public services. The program consists of 5 award categories; each having their particular set of eligibility criterion and gifts.

**7.13.1 Safety Awards** are offered in an attempt to raise the level of safety awareness among municipal employees; thereby reducing the frequency of work related injuries and accidents.

(a) To qualify, an employee must suggest corrective action for a potentially hazardous condition, unsafe work practices, or suggest some alternative use of equipment, safety device, etc., that would make a significant and practical contribution to improving the level of safety in the work environment. The safety suggestion must be well documented and capable of eliminating a potential threat to employees safety. The employee must submit his safety suggestion to both the responsible department head and the Municipal Safety Committee for evaluation. Should the committee and department head agree that the suggestion is valid and addresses a significant safety issue, a joint recommendation by the two is forwarded to the Municipal Manager for endorsement and authorization to proceed with implementation. As a part of their recommendation , the department head and committee chairperson must supply a detailed listing of expected benefits, associated cost, equipment to be used and/or acquired, interruption of municipal operation, etc. that may result from implementing the suggestion. They must also specify a time frame for periodic review and evaluation on the progress of the safety suggestion. A final review of the safety project shall be conducted by the Municipal Safety Committee, who shall assess the impact of the suggestion with regards to improved safety conditions, safety awareness, safety practices, accident reduction, etc.

(b) Restrictions to the receipt of this award must be followed:

1. volunteers and consultants are excluded from participating in this program
2. collaboration on safety suggestions is permitted only between employees regularly assigned to the department in which the safety suggestion is to be implemented
3. department heads are not permitted to participate if these suggestions comply with their normal duties and responsibilities. The safety committee will decide if the department head is eligible for the award.
4. individual employees are limited to 2 safety awards during a 12 month period.
5. to receive a safety award an employee must not have violated Municipal Safety Rules or Procedures within the 12 month period preceding the scheduled receipt of a safety award (Such violation must be officially documented in the employee's personnel file).

(c) The award, consisting of a certificate identifying the employee as having contributed to the overall safety of fellow employees, is presented at the annual employee awards and recognition banquet. In addition, the employee receives a \$200.00 cash award for each safety suggestion implemented.

(d) A member of the Employee Safety Committee shall determine the award recipients and forward the list to Municipal Manager by December 1 of each year.

**7.13.2 Attendance Awards** encourage employee attendance.

(a) To qualify, an employee must have perfect attendance for the 12 month period of December 1 through November 30 of the following year. During this period an employee utilizing sick leave, injury leave or leave without pay will be disqualified from consideration; all other leave time categories will not be considered for purposes of determining this award either.

(b) Exclusions and restrictions that apply to the receipt of this award are:

1. temporary, probationary, part-time or seasonal employees
2. full-time, regular employees who have less than 12 months of permanent service as of November 30 of the calendar year or who have been suspended from municipal service during the 12 month period preceding November 30 of the calendar year.

(c) The award will consist of a specially designed certificate that will be presented to each employee upon the completion of their first 12 month period of perfect attendance. A new, updated certificate will be presented upon the completion of subsequent periods of perfect attendance.

**7.14 Service Awards** are given to those employees completing consecutive and continuous five (5) year intervals of municipal service. The award is given as a token of the Municipality's appreciation of the employee's continued partnership with the Municipality in providing quality and consistent public service to the residents of Monroeville.

(a) Only full-time, regular employees of the municipality are eligible for this award.

(b) The award consists of a "Certificate of Service" and of various jewelry items. More elaborate and expensive pieces will be received by the more senior employees.

**7.15 Retirement Recognition Dinner:** This is an annual affair hosted by the Municipality to recognize those employees retiring from municipal service.

(a) Only those employees meeting retirement eligibility criterion or qualifying for medical disability are recognized on this occasion.

(b) Employees leaving for reasons other than retirement are not eligible for participation in this award category.

(c) The award will consist of an appropriately inscribed gift, commemorating the employee's years of municipal service. The gifts will be awarded on the same basis as the service awards (7.14).

(d) Those retirees having 15 years or more of service shall receive a watch having a face minted in the form of the municipal logo. Additionally, retirees will receive a diamond chip imbedded in the face of the watch for each additional five (5) years of service over fifteen (15) years.

(e) The employee's friends and relatives receive personal invitations to the affair; spouses and immediate offspring's attend at the expense of the Municipality.

- 7.16 Release of Information:** It is the policy of the Municipality of Monroeville to provide inspection of any public document by any resident of the community upon the authorization of the Municipal Manager. As this process can be very time consuming, it is important that sufficient time be allowed for preparation of the documentation. Most requests will require an approximate ten working days preparation period. Ordinance #1766 also addresses the cost associated with copying of documents. Copies made on the copy machines are \$.20 per page. A public document request form may be obtained from the Manager's office. All employees should refer to this policy when public information is requested.
- 7.17 Personal Telephone Calls:** The use of the telephone for personal calls during working hours is to be for emergencies only and then should be made while on breaks or lunch. Emergency long distance call must be made collect or charged to your home phone or credit card.
- 7.18 Use of Fax Machines:** FAX machines are located in the Managers office, Police Department, and Public Works Building for the urgent transmission of important documents. The FAX machines shall be operated only by the Municipality of Monroeville personnel. Designated personnel shall at all times maintain a log of all transmissions which shall be submitted to the Finance Officer at the end of each month. Transmission shall be only for official business. Designated personnel shall be responsible for reporting any malfunctioning of machine immediately to the Manager's Secretary. Improper use of Fax machines by any employee shall be subject to disciplinary action.
- 7.19 Cash Drawer Policy:** The cash drawer is to be locked at all times during the day and night, only to be unlocked to gain access for the purpose of taking payments or making change upon request. This is only to be done by a designated employee of the finance and/or tax office. The supervisor will carry a separate key. Nothing else is to be kept in this drawer except those things related; i.e., receipts, moneybags, envelopes, etc. Unauthorized personnel are not permitted to handle cash at the Reception Desk.

**7.20 Cashing of Personal Checks:** There will be no personal checks cashed at any time at the Reception Desk.

**7.21 CDL Licensure Requirements:** The Municipality will pay for the original CDL permit and/or additional endorsements. Any future renewal or additional endorsements will be the responsibility of the new employee. Whenever driving a Municipal vehicle requiring a CDL license, the employee MUST have the CDL license on his/her person.

The Vehicle Code, Title 75, revised 1993 states as follows: A person who drives, operates or in physical control of a commercial vehicle while having any alcohol in his system or who refuses to take a test to determine his alcohol content as provided by section 1613 shall be placed out of service for 24 hours. Section 1613 states that a person who drives a commercial motor vehicle in this Commonwealth is deemed to have given consent to take a test or tests of the person's breath, blood or urine for the purpose of determining the person's alcohol concentration or the presence of other controlled substances. Refusing to take such a test will disqualify the driver from driving a commercial vehicle for a period of one year.

Section 3731.e i(4) states that penalties will be applied if a person driving a commercial motor vehicle tests at a 0.04% blood/alcohol content.

The Municipality will strictly adhere to the provisions of the Vehicle Code.

**7.22 Fire Evacuation Plans** It is expected that all employees will, if conditions permit, utilize the fire extinguisher to suppress any fire if possible. Please remember to KEEP CALM if an incident of this nature occurs.

**7.22.1 FIRST FLOOR-Municipal Building**

1. Immediately leave the building via closest exit door. (5 exit doors on this level, Located at Main Reception Desk, Left Side at Finance Office, Right side at Police Dept., Right Side at Council Chambers, and Rear of Council Chambers.
2. Notify Police Communications Desk ( Walk down to Police Department entrance, specify location).
3. All employees shall assemble on the (Lombard Motors) side of the parking lot.
4. A roll call of personnel shall be taken, any missing person shall be reported immediately to Fire officer or Police officer.

**7.22.2 BASEMENT AREA (Engineering, Building & Fire Official) Municipal Building**

1. Immediately leave the building via the nearest exit. (3 means of egress on this level, rear exit door at Planning Office, Stairway exit to first floor level, and exit by the Pistol range.)
2. Notify Police Communications Desk (walk into Police Dept. -Specify location of fire)



3. All employees shall assemble on the Lombard Motors side of the parking lot.
4. A roll call of personnel shall be taken, any missing personnel shall immediately reported to fire or police personnel.

**7.22.3. POLICE DEPARTMENT LOWER LEVEL Municipal Building.**

1. Immediately leave the building via the nearest exit. (3 means of egress on this level, Main exit door near dispatch, rear exit door at rear parking lot, stairway exit to first floor.

*Note 1: Detainees held in the jail cells should be handcuffed and removed from the cell under supervision of such personnel as directed by Officer in Charge.*

2. Notify Fire department as required.
3. Assist building personnel as required.

**7.22.4 PUBLIC WORKS BUILDING Garage/Storage Level**

1. Activate nearest fire alarm manual pull fire alarm box.
2. Exit area at the nearest exit door, which are marked with internally illuminated exit marking signs.
3. Go to the area where the upper and lower driveways meet and do an employee head count - report anyone missing to the first arriving fire/police unit.

**7.22.5 PUBLIC WORKS BUILDING-Upper Level Office Area**

1. Activate nearest fire alarm manual pull fire alarm box.
2. Exit area (front exit door) is the preferred exit for this area. The secondary exit is via the rear stairway through the garage area. (In as much as the fire potential is greater in the garage/storage area, employees should utilize the front main exit doors if possible.)
3. Go to the area where the upper and lower driveways intersect and do an employee head count - report anyone missing to the first arriving fire/police unit.  
NOTE: The fire alarm system is monitored by Honeywell and the Communications desk notification is automatic.

**7.23 Drug Free Workplace Act:**

In 1988, Congress enacted the Drug Free Workplace Act (P.L. 100-690), which required, effective March 18, 1989, that recipients of either federal contracts for over \$25,000 or any grants certify they provide a drug free workplace.

It is the policy of the Municipality of Monroeville that they will provide a drug free workplace by: (1) publishing a statement that employees will not distribute, possess, or use a controlled substance in the workplace; (2) a drug free awareness program has been established to inform employees about the danger of drug abuse, available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for workplace drug abuse violations; (3) this manual provides employees with a copy of the statement which makes it a condition of employment that they comply with its terms; (4) employees must notify the Municipality of any criminal drug

conviction for a workplace violation within five days; (5) the Municipality will take appropriate action including termination of any employee who is convicted of using drugs in the workplace; and (6) the Municipality will make a good faith effort to continue to maintain a drug free workplace.

The Municipality upon learning of an employee's criminal drug offense conviction will provide, within ten days a written notice of the conviction. The Municipality will then take appropriate action against the employee, which might include firing the employee. Termination, however, is not mandatory and less stringent disciplinary action is permitted. The regulations provide that any personnel action must be consistent with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs receiving federal financial assistance.

#### **7.24 Weapons in the Workplace Policy:**

No employee shall use or have on their person or on Municipal property any weapon as defined by the PA Crime Code (Section 908c) at any time. Violation of this policy is cause for immediate dismissal. The only exception to this rule are those weapons expressly allowed to be carried and used by police officers and animal control personnel. Those permitted to carry weapons per the exception rule listed above must qualify yearly through the police training officer.

#### **7.25 Workplace Violence Policy**

It is the policy of the Municipality of Monroeville to assure public employees employment and a place of employment which is free from recognized hazards that are causing, or are likely to cause, death, serious physical or mental harm to the employee.

Workplace violence shall be defined by the PA Crimes Code, PA Consolidated Statutes, Title 18 and Act 64, as currently amended. Workplace violence may include but not be limited to harassment, physical restraint, stalking, threats, concealment or brandishing of a weapon, kicking, punching, slapping, pushing, attack with or without an object, rape or homicide.

The Municipality of Monroeville has established a “zero tolerance” policy for workplace violence. Any employee who violates such policy will be subject to immediate discipline, up to and including discharge.

**7.25.1** The following are steps which will be taken to avoid hiring an employee who is prone to commit acts of violence:

- 1) Thorough background checks will be conducted on applicants consistent with applicable law.

- 2) All applicants will be checked for felony convictions. Felony and Misdemeanor convictions may be considered only to the extent to which they relate to the applicant's suitability for employment in the position for which he has applied.
- 3) All applicants will receive a thorough job interview.
- 4) All successful applicants will be subject to a drug screen consistent with applicable law.

**7.25.2** The Municipality of Monroeville will thoroughly investigate all reported or known incidents of threats, harassment or violent behavior, document the results of the investigation, and discipline the offending employee accordingly. All complaints received must be investigated through the police department.

Any employee who feels that he or she is a victim of workplace violence or who witnesses an incident of workplace violence may file a complaint either in writing or verbally to their Supervisor within ten (10) days of the alleged occurrence.

The Supervisor will meet with the employee within ten (10) days of receipt of a complaint in an attempt to resolve the complaint to the satisfaction of both parties.

If the complaint is not resolved to the petitioner's satisfaction, the employee shall present said complaint to the Personnel Director for consideration within twenty (20) days from the date the complaint was originally filed with the Supervisor. Within seven (7) days thereafter, a written decision shall be rendered by the Municipality of Monroeville.

At any time, the employee may file a formal complaint with one of the following agencies within the respective timeframes:

**PENNSYLVANIA HUMAN RELATIONS  
OPPORTUNITY COMMISSION**

Pittsburgh Regional Office  
11th Floor State Office Building  
Pittsburgh, PA 15222  
412-565-5395  
TDD 412-565-5771  
Time Frame:  
180 days from date of alleged occurrence

**EQUAL EMPLOYMENT  
COMMISSION**

Pittsburgh District Office  
Federal Building  
Room 2038-A  
1000 Liberty Avenue  
Pittsburgh, PA 15222  
412-644-3444  
Time Frame:  
300 days from date of alleged occurrence

**7.26 Alcohol/Drug Testing Policy**

**7.26.1 The Problem:** Drug and Alcohol abuse is a major health problem in the workplace. It affects all industries, age groups, economic levels, and geographic

areas. It jeopardizes safety and reduces productivity. Studies show that employees who abuse drugs and alcohol are more likely to have accidents, use more sick leave, and file more worker's compensation claims. They are also more likely to be absent, late for work, or leave work early. Further, their actions can endanger fellow employees and the general public. Drug and alcohol are a significant factor in highway accidents and death.

**7.26.2 Municipal Philosophy:** The Municipality is committed to providing a safe, productive, and drug-free workplace. We recognize that our employees are our most valuable resource and we wish to maintain their healthy well-being. We believe that most substance abuse problems can be prevented or rehabilitated. We encourage employees with such problems to seek counseling.

**7.26.3 Drug Education:** Periodically, the Municipality will provide employees with information on the effects and consequences of drug use on personal health, safety, and the work environment. Supervisors will attend classes on how to recognize manifestation and behavioral symptoms of drug and alcohol use.

**7.26.4 Policy:**

- The lawful manufacture, distribution, dispensing, possession, or use of illegal drugs or alcohol is prohibited in the Municipal workplace.
- Illegal drug usage, whether on or off the job, may adversely affect an employee's job performance, jeopardize the safety of other employees, clients, and the general public. As such it is just cause for disciplinary action up to and including termination of employment.
- Employees are not permitted to perform safety-sensitive functions within four hours of using alcohol. Employees are not permitted to use alcohol during working hours. No driver should use alcohol for eight hours following an accidents or until he/she undergoes a post-accident alcohol test whichever occurs first.
- If an employees reports to work in a condition giving a supervisor reasonable cause to suspect the influence of alcohol or illegal drugs, the employee may be required to submit to a breath and alcohol and/or urine drug test. if the test reveal that the employee has an alcohol level greater than 0.04, or has illegal drugs in his/her system, the employee will be subject to disciplinary action up to and including termination of employment. An employee with an alcohol level 0.02 to 0.039 will not be permitted to perform safety-sensitive functions for 24 hours.
- When there is reasonable cause, vehicles, lockers, and/or related personal areas may be searched without prior notice to ensure a work environment free of alcohol and illegal drugs. Any employee found to have illegal drugs in his/her vehicle, locker, and/or related personal area will be subject to immediate disciplinary action to and including termination of employment.

- Any employee who may be undergoing medically prescribed treatment with a controlled substance which may limit his/her ability to perform on the job must this treatment to his/her supervisor prior to beginning work. Failure to do this shall be cause for disciplinary action.
- It is a condition of continuing employment with the Municipality for an employee to notify the Municipality if he/she is convicted under a federal or state drug statute for the use, sale, or distribution of drugs in the workplace, such notification must occur within five (5) days of conviction.

**7.26.5 Drug and Alcohol Testing Circumstances:** The Municipality will conduct drug testing for the following reasons: Pre-employment, random, reasonable suspicion, post-accident, fitness for duty, and follow-up to a positive drug test. Alcohol will be tested for all of the above circumstances except pre-employment.

1. *Pre-employment:* Prior to employment, all hires will be required to undergo drug screening. Hires who test positive will be denied employment. Failure to consent to this screen will be considered as withdrawal of his/her application for employment.

2. *Random Testing:* To encourage year round avoidance of illegal drugs, all municipal employees not required to possess a CDL shall be randomly tested at an annualized rate of 25% for illegal drugs and/or substances. All employees who are required to possess a Commercial Drivers Licenses (CDL) will continue to be randomly tested at an annualized rate of 50% for drugs and 10% for alcohol in accordance with DOT/FHWA governing law(s). Those to be tested will be selected at random, which means that every employee--whether previously tested or not--has an equal chance to be tested every time tested are conducted. Once and individual is notified of the test he/she should go to the collection site immediately.

3. *Reasonable Suspicion Testing:* May be conducted based upon, among other things:

- A. Direct observation of drug use or possession and/or physical symptoms of being under the influence of illegal drug and alcohol;
- B. A pattern a abnormal conduct or erratic behavior;
- C. Arrest or conviction for a drug or alcohol related offense, or identification of the employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;

4. *Post Accident Testing:* Is required for drivers and co-drivers, who are involved in an accident where death occurs, when the driver is issued a citation by the police for a moving violation and someone needs immediate medical treatment away from the scene of the accident or when the employee is issued a citation by the police for a moving violation and a vehicle must be towed

from the scene of the accident. The drug and/or breath alcohol test should be conducted as soon as possible after the accident takes place.

5. *Return-To-Duty Testing:* An employee found to have engaged in prohibited drug and alcohol conduct shall submit to return to duty drug and alcohol testing prior to performing safety-sensitive functions.

6. *Follow-up Testing:* Employees who have engaged in illegal drug or alcohol use shall be required to submit to drug and alcohol testing a minimum of six (6) times for twelve (12) months following the incident. The number of tests should be greater if deemed necessary by the Municipality of the designated Substance Abuse Professional. Cost of Follow-up testing will be borne by the employee.

**7.26.6 Drugs to be Tested:** Urine specimens will be screened for the classes of drug and at the cutoffs listed below:

<b><u>Drug</u></b>	<b><u>Immunoassay Screen Cutoffs</u></b>	<b><u>GC/MS Confirmation Cutoffs</u></b>
Amphetamines	1,000 ng/ml	5000 ng/ml
Cannabinoids (Marijuana)	50 ng/ml	15 ng/ml
Cocaine and Metabolite	300 ng/ml	150 ng/ml
Opiates	300 ng/ml	300 ng/ml
Phencyclidine	25 ng/ml	25 ng/ml

**7.26.7 Alcohol Testing:** As required by 49 CFR Part 40, the alcohol test is to be conducted by a certified “breath alcohol technician” (B.A.T.) using an “evidential breath testing device” (E.B.T.) which is approved by the National Highway Safety Administration (NHTSA). Tests are conducted in an area where confidentiality of results is assured. If the alcohol screening testing indicates an alcohol concentration 0.02 or greater, a confirmation test must be done 15-20 minutes later.

**7.26.8 Collection sites:** They must follow the guidelines established by the National Institute on Drug Abuse (NIDA) for collecting, handling, and storing urine drug specimens and must meet the exacting “Chain-of-custody” requirements. Alcohol testing can be done only by a certified Breath Alcohol Technician (B.A.T.) using an approved Evident Breath Testing Device (EBT).

**7.26.9 Unobserved Specimen Collection:** Individual shall be permitted to provide urine specimens in private and will not be directly observed. Exceptions to this are rare and are described below.

**7.26.10 Observed Specimen Collection:** May occur under the following circumstances:

- When the specimen fall outside the range of 90.5 to 99.8 degrees Fahrenheit or shows signs of contamination;
- When a previous urine specimen provided by the individual was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/1; or
- When the collection site person observes conduct clearly indicating an attempt to substitute or adulterate the sample.

**7.26.11 Laboratories to be used:** Only laboratories certified by the National Institute Drug Abuse (NIDA) and the Department of Health and Human Service (DHHS) to conduct Workplace Drug Testing Programs will be used to analyze urine specimens. The NIDA/DHHS Certification indicates that the laboratory meets the highest standards for drug testing.

**7.26.12 Medical Review Officer (MRO):** The Municipality will utilize a Medical Review Officer to review and interpret test results obtained through drug testing. The MRO is a physician knowledgeable in the Medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. Our Municipality Medical Review Officer service are provided by a third-party administrator.

The MRO receives test results from the laboratory and evaluates them before notifying the Municipality. Prior to notifying the Municipality, the MRO will conduct a medical interview--via phone or in the office--to discuss the individual's medical history and other biomedical factors. He will receive all medical history and other biomedical factors. He will receive all medical records made available by the tested employee to determine if there might be a legitimate medical reason for a confirmed "positive test." If there is, the MRO will report the test as "negative."

If the MRO is unable to reach a person who tested positive, he shall report his efforts to contact the driver to the employers. As soon as possible, the employer shall request the driver to contact the MRO prior to dispatching the driver or within 24 hours, which ever is sooner.

**7.26.13 Reports of Drug Test Results:** The Medical Review Officer will forward results only to the person designated in the Municipality to receive such results. the MRO shall report whether an individual's test is negative or positive. If positive, he will identify the substance for which the test was positive.

**7.26.14 Split Sample Testing:** After the MRO informs an employee that he will be reported to his employer as testing positive for illegal drug use, the employee has the right to request that the "split sample" be tested at another NIDA/DHHS Laboratory. The employee must make this request to the MRO within 72 hours after the MRO-Driver evaluation call/visit. The cost of the

second laboratory analysis and MRO review will be borne by the employee. The employee will be reimbursed by the Municipal if the split sample is negative.

**7.26.15 Reports of Alcohol Test Results:** Following a confirmed alcohol test of 0.02 or greater, the Breath Alcohol Technician (B.A.T.) must immediately report the results to the Municipal representative designated to receive this information. This is done so that the Municipality can take steps to ensure the employee testing positive will not drive his/her vehicle. The designated Municipal representative must provide the testing sites with a telephone number where the representative can be reached at all times.

**7.26.16 Disciplinary Actions:**

1. The use of alcoholic beverages or substances containing alcohol including any medication, mouthwash, food, candy, or any other substance while performing Municipal duties is strictly prohibited (see Section 7.6 of the Personnel Handbook). An employee who is found to have a breath Alcohol concentration of 0.02 or greater but less than 0.039 shall not be allowed to perform safety-sensitive for at least 24 hours following the administration of the test. Employees will punch out immediately after testing in this range and may not punch back in until 24 hours later. There will be loss of pay during that 24 hour period. Further infractions in this area will incur progressive discipline. A second violation will result in three (3) days suspension from work without pay. A third violation results in termination. Employees whose blood alcohol content is above 0.4 will be immediately be suspended for three (3) days without pay. Employees must then see a substance abuse professional, can not drive commercially until they have done so, and have been released to active duty by the substance abuse professional. A second violation in this area will result in termination. If there are no alcohol violations for three years then the progression through the steps over again.

2. An employee who test positive for drugs will immediately be suspended for three days without pay and must see a substance abuse professional before being allowed to drive commercially. A second violations in this area will result in termination. There is no time limit that can clear a violation.

3. *Refusal of Testing:* Any driver who refuses either drug and alcohol testing will be immediately terminated. There will be no excuse accepted.

**7.26.17 Substance Abuse Professional:** Under DOT/FHWA and alcohol regulations, and employee who engages in prohibited drug or alcohol conduct shall be referred to a Substance Abuse Professional (S.A.P.) for an evaluation and possible referral to a counseling or treatment program. By law, the S.A.P. may make specific recommendations for follow-up drug and alcohol testing that could last as long as 60 months from a driver's return-to-duty date. No driver may return to duty without a negative drug and alcohol test and a evaluation by the



S.A.P. that the driver has properly followed the rehabilitation program presented by the S.A.P. the cost of S.A.P. shall be borne by Health Insurance or the Employee.

**7.27: Computer Usage Policy** Network and Internet access is now available to employees at the Municipality of Monroeville. The use of computers and technology is vital to both. Municipal computer networks are provided to employees so they may access software that supports Municipal Research and Municipal communication.

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers.

It allows employees access to vast diverse and unique resources. Our goal in providing this service to employees is to promote Municipal excellence by facilitating resource sharing, innovation and communication. The Municipality of Monroeville firmly believes that the valuable information and interaction available through local networks and the Internet can enhance the goals of the Municipality.

As a means for maintaining the integrity of the system, all users:

1. Will be solely responsible for the computer, computer software assigned to them and for any software files residing in their personal directories or folders.
2. Will not reveal their network password to other users, nor will attempt to access another user's account by learning said password.
3. Will report any computer vandalism, computer malfunction or other situation which has made their assigned computer inoperable.
4. Will not attempt to illegally enter the computer network either on-site or through other communication devices. Once on a network, will not use such network for illegal communication purposes.
5. Will not copy Municipal software or use personal software on the computer networks or on any local drive of a computer, either stand alone or those connected to a network without authorization from the system administrator.
6. Will not intentionally alter any files and/or hardware on Municipal computer networks. This will be viewed as vandalism.
7. Will not be permitted to distribute any annoying, threatening, obscene, or harassing messages over electronic media.
8. Will not create or introduce into any computer system either owned, leased or maintained by the Municipality, a computer program that invades, disrupts, absorbs or destroys computer programs, computer system resources and/or data.
9. Will use only municipal licensed software on the networks.
10. Will use Municipal E-Mail to schedule and maintain all appointments.
11. Will clear their electronic mail accounts daily.
12. Will understand that the computer networks are valuable resources of the Municipality of Monroeville taxpayers. Users and their guardians are responsible for any damage that the users may cause to the computer network in accordance with the discipline code of the Municipality of Monroeville.

13. Will use the network only for lawful purposes and must comply with the Crimes Code of PA 3933. Unlawful Use of a Computer under section 3933 is punishable by law as either a misdemeanor or a felony.
14. Will not use Municipal Computers for personal use. i.e., Documents, e-mail, databases, the Internet or any other electronic use or file not specially relating to your municipal job or functions.

**7.27.1 Computer Use-Terms/Conditions** The purpose of the Municipality of Monroeville and the Internet is to support Municipal research by providing access to unique resources with the opportunity for collaborative work.

The use of an account must be in support of Municipal research and resources must comply with the rules appropriate for the network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.

The System Administrator may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, the System Administrator may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted, damaged or need to be updated. Files may be subject to search under court order.

**7.27.2 Misuse:**

Possible examples:

1. Using the network for any illegal activity, including violation of copyright or other contract;
2. Using the network for personal financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Wastefully using finite resources;
5. Gaining unauthorized access to resources or entities;
6. Invading the privacy of individuals;
7. Using an account owned by another user or allowing another users to use your account;
8. Posting personal communications without the original author's consent;
9. Posting anonymous messages;
10. Downloading, storing, printing or distributing files or messages that contain information considered dangerous to the public at large;
11. Vandalizing the data of another user, any computer hardware, peripherals or structural cabling systems;
12. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network;
13. Attempting to circumvent data protection schemes or uncover security loop-holes;
14. Using electronic mail to harass other;

15. Masking the identity of an account or machines;
16. Posting on electronic bulletin boards materials that violate existing laws or the Municipality policy and procedures;
17. Any unauthorized user attempting to monitor or to tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the agreement of the owner.
18. Playing of games on system during Municipal work hours.

**7.27.3 Security** If a user can identify a security problem on either the Municipality of Monroeville networks or the Internet, the user must notify the System Administrator. Problems should not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to local networks and the Internet.

**7.27.3 Computer System Data Security Policy (Ordinance 2124 Adopted 10/12/1999)**

- I. Policy: It is the policy of the Municipality of Monroeville to preserve the confidentiality of department, personnel, business, academic, and research data to protect this data from unauthorized access or disclosure, and to grant access to this data only on a "need to know" basis. This policy defines appropriate administrative, technical, and physical safeguards to protect the confidentiality, controlled availability, accuracy, and integrity of data managed or maintained by municipal computer systems.
- II. Procedure:
  - A. Municipal Manager Designees: The Municipal manager assigns or authorizes appropriate municipal staff as his designees for normal computer system user account management functions and expedient response to data security issues. These designees may work either within the Municipality's Information Systems department or within departments which provide decentralized compute systems services and support.
  - B. Data Stewardship:
    1. The Municipal Manager, or designee identifies supervisory positions in user departments or functional areas to serve as stewards for computer system data or functions. For Example:
      - Engineering department representatives should be responsible for evaluating and approving requests for access to GIS and Engineering functions.
      - Finance Department representatives should be responsible for evaluating and approving requests for access to finance system functions.
      - Public Safety representatives should be responsible for evaluating and approving requests for access to police, fire and EMS system functions.

2. The data steward approves to a function based upon a user's need to know.
3. The data steward is responsible for periodic reviews of data accessibility and recommendations for appropriate access modifications.

#### C. Computer System and Data Access

1. Access to all municipal multi-user computer systems should be activated and controlled by computer system user account identification codes and passwords. All requests for computer systems use accounts should be made in writing to a data steward or for functions without stewards, the user's supervisor, thereby certifying the user's need to know. Once a user account has been assigned, the user's supervisor is responsible for monitoring appropriate activity and for communicating information regarding improper activity or a change in a user's job function or status which may require access modification or account termination.
2. All municipal computer system accounts should be secured by a minimum of two-account specific variables. (1) User Identification Code (Commonly known as a user ID or username): and (2) User Password. The Municipality of Monroeville does not consider the Identification Code to be confidential. However, the password should at all time be treated by the assigned user as secret, and all reasonable measures should be taken by the user to protect and maintain this secret status. Passwords should not be disclosed by the user at anytime to anyone for any purpose.
3. A User should be assigned only one computer system account for each computer system, application, or function, unless otherwise authorized by the Municipal Manager, or designee.
4. Upon assignment of an account or passage of this policy, users should be required to sign a "Receipt," certifying that they will comply with all municipal policy and procedure regarding the proper use and handling of confidential municipal data. This receipt should include the user's social security, employee identification number, or other personal identifier to facilitate secondary authentication within the systems. Computer accounts for which no receipt is signed should be terminated.
5. By accepting and using an account, the assigned user agrees to comply with all departmental and municipal policies regarding proper use and authorized activities. The user agrees to be held accountable to the municipal and related entities for any liability, demands, claims, damages, suits, or judgments for injury or damage to any person or property, or loss caused by negligence or intentional acts or omissions, in connection with access to and use of municipal computer systems and data, including but not limited to unauthorized access or disclosure of confidential business, research academic, or other municipal data.

6. Each time a user account is employed to gain access to a municipal system, the assigned user is solely responsible for properly and completely exiting the computer system at the completion of activities.
  7. All Municipal computer system accounts should be issued for the performance of authorized municipal activities. Unauthorized use of municipal computer accounts is prohibited. “Authorized municipal activities” are defined as those approved by the user’s supervisor, department head. Designated data stewards, municipal Manager, or designee. In the course of normal, authorized activities, users are prohibited from browsing, copying, printing, or otherwise making any use of any data other than that for which their computer access has been specifically approved.
  8. All data entered into, stored within, reported from, or transported via municipal computer systems is the property of the Municipality of Monroeville. Management reserves the right to observe and review activities by users of these systems. Examples of “management” include police and fire chiefs, administrative department heads, department and program directors, staff members direct supervisors, and the Municipal Manager. Users of municipal computer systems should have no expectation of privacy regarding their activities on these systems.
  9. To protect the Municipality’s data security interests, information regarding the technical specifications of data security protocols should not be disclosed to any persons or entities outside of the municipality without the permission of the Municipal Manager, or designee.
- D. Suspension, Resumption, and Termination of Access: Computer system users accounts shall be suspended for the following reasons, unless otherwise expected by the Municipal Manager, or designee:
- After five successive failed attempts to gain access via a user account. Such invalid attempts may be the result of unauthorized parties attempting to guess or “crack” the user account. The account should remain suspended pending review by the Municipal Manager, or designee.
  - If the account remains inactive for a period of 90 days or more.
  - If activity within the account, upon the judgment of the Municipal Manager, or designee, is detrimental to the Municipal or in conflict with municipal policy, procedure, objectives, or intent.

Suspended accounts may be reactivated and access resumed only upon the approval of the Municipal Manager, or designee.

Computer system user accounts shall be terminated for the following reasons, unless otherwise excepted by the Municipal Manager, or designee:

- If the account remains inactive for a period of 180 days or more.
- If the assigned user for the account has a change in job function or position which alters or eliminates the user's need-to-know.
- If the assigned user for the account is terminated from employment or service to the municipality.
- If activity within the account, upon the judgment of the Municipal Manager, or designees, is detrimental to the municipality or in conflict with municipal policy procedure, objectives, or intent.

E. Use of Computer Workstations.

1. Municipal computer workstations, including standalone personal computers and all network-attached devices, should only be used for authorized municipal activities. Unauthorized use of municipal computer workstations is prohibited. "Authorized municipal activities" are defined as those activities approved by the user's supervisor, department head, and/or Municipal Manager, or designee.
2. Municipal Computer workstations, including standalone personal computers and all network-attached devices, which may contain confidential municipal data or have the potential to facilitate access to such data, should be protected by reasonable measures from unauthorized use. "Reasonable measures" include device-based power-on or logon password protection, password secured screen savers, and/or placement of devices in locations which are normally inaccessible to unauthorized parties.
3. Users of computer workstations are responsible for taking reasonable precautions to protect the integrity of applications and data on those systems. The municipality recommends that users of computer workstations perform regular backups of key files or even entire hard drives in an effort to protect the integrity and functionality of these systems.

- F. Penalties for Misuse of Access: Misuse of computer accounts, including but not limited to the unauthorized access or disclosure of confidential municipal data, whether deliberate or accidental, may result in municipal disciplinary measures up to and including termination of employment, as well as civil and criminal penalties.

**7.27.4 Consequences for Inappropriate Use** The network user shall be disciplined in accordance with the Municipal disciplinary procedure for violation of the Computer Usage Policy. Additionally, the network user shall be responsible for damages to the equipment, system or software resulting from deliberate or willful acts. Disciplinary action will be in accordance with the Municipality policy and/or the Crimes Code of PA, Section 3933.

**7.27.5 Disclaimer** The Municipality of Monroeville makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any personal costs incurred. The Municipality of Monroeville will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, delays and interruptions caused by its own negligence or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Municipality of Monroeville specifically denies any responsibility for the accuracy or quality of information obtained.

**Municipality of Monroeville  
Statement of Understanding**

As an employee of the Municipality of Monroeville, I have read the Computers User Guidelines. I understand that this access is designed for research and information purposes. I recognize that it is impossible for the Municipality of Monroeville to restrict access to all controversial materials and will not hold them responsible for materials acquired on the network.

I accept full responsibility for my use of the Internet through Monroeville's network, whether at work or at home. Furthermore, we understand the consequences of misuse could result in disciplinary action in accordance with the Municipality discipline code and/ or the Crimes Code of PA section 3933.

All files on the network are considered the property of the Municipality of Monroeville and are subject to normal review and maintenance procedures. Electronic mailbox areas are provided for operational convenience and not for storage of personal files.

*Employees Name* \_\_\_\_\_

*Employees Signature* \_\_\_\_\_

*Date* \_\_\_\_\_



## 8.0 Short Term Disability Policy

**POLICY:** It is the policy of the Municipality of Monroeville to provide short-term disability compensation for illness or injury of a non-occupational nature, and for which worker's compensation is not paid, according to the following procedures. Short-term disability is defined as a period of disability which may be anticipated to last at least ten (10) calendar days, and not exceed twenty-six (26) weeks.

### **PROCEDURE:**

1. Employee informs the Municipality of the personal disability/illness.
2. Employee has exhausted all accrued leave time as defined by the Collective Bargaining Unit Agreement.
3. Employee signs release for the Municipality and the **Short Term Disability Coordinator** to obtain medical information for this disability, as this information relates to the essential functions of the employee's job.
4. The **Short Term Disability Coordinator** will monitor all medical care, including, but not limited to; plan of treatment; office visits; medical procedures; hospitalization; referrals; and, physical condition of the employee, as this information relates to the essential functions of the employee's job.
5. The **Short Term Disability Coordinator** will coordinate the Return to Work Status, including facilitating modified and full duty.
6. The **Short Term Disability Coordinator** will keep the Municipality informed of the employee's medical progress on a regular basis, by both written and verbal reports.
7. The Municipality may require periodic medical examinations. These medical examinations may be performed for the following reasons:
  - A. At the time that the employee exceeds the norm of Best Practice Disability Duration Guidelines, or, in absence of that, the Average Length of Disability, according to the Official Disability Guidelines\*\*\*;
  - B. The treating physician will not communicate, nor address questions, with the **Short Term Disability Coordinator**;
  - C. The employee will not communicate with the treating physician, or the **Short Term Disability Coordinator**;
  - D. The Treating Physician requests a medical examination by another physician;
  - E. The employee requests a medical examination by another physician; or,
  - F. A second opinion is required.

8. The **Short Term Disability Coordinator** will notify the Municipality, and arrangements will be made by **the Short Term Disability Coordinator** for an examination. If such an examination is required, it will be at the expense of the Municipality.
9. At some point, it may be necessary to request an independent medical chart review to validate medical treatment, recommend an alternate course of treatment, and recommend a Return to Work Plan. This will also be arranged by the **Short Term Disability Coordinator**.
10. This procedure will continue until the employee's return to work on full duty basis or at the end of six months, whichever occurs first.
11. The employee will continue to be paid at the rate of pay as dictated by the individual bargaining unit agreement.

**\*\*\*Official Disability Guidelines, Length of Disability Data by ICD-9-CM from CDC (Centers for Disease Control) and OSHA (Occupational Safety and Health Administration) Plus NHDS (National Hospital Discharge Survey) Hospital Length of Stay, 1998, published by the Work-Loss Data Institute.**

## PERSONNEL MANUAL

### REFERENCES TO FEDERAL, STATE, & LOCAL

SECTION	ORDINANCES & RESOLUTIONS
1.3	Ordinance #1660, 1456
1.3.2 (b)	Ordinance #2047
2.1.1 (d)	Ordinance #2047
4.2	Ordinance #1097,1697,618
5.4	Ordinance #1196
5.5.1	Ordinance #822
5.5.2	Ordinance #1253
5.6	Ordinance #15
5.7	Ordinance #1196
7.2	Ordinance #1457
7.3	Resolution #82-10
7.5	Ordinance #1430, 1630
7.6	Ordinance #1457
7.7	Ordinance #1631
7.8.1	Ordinance #1631
7.12	Resolution 79-105
7.16	Ordinance #1766
7.24	Ordinance #2047
7.25	Ordinance #2047
7.26	Ordinance #1958
7.27	Ordinance #2047
ACT 101	
ADA (Americans with Disabilities Act)	
AFFIRMATIVE ACTION	
ACT 111	
ACT 44	
COBRA LAW	
DRUG FREE WORKPLACE ACT	
EQUAL PAY ACT	
FAIR LABOR STANDARDS ACT	
FAMILY MEDICAL LEAVE ACT	
MONROEVILLE HOME RULE CHARTER	
SOCIAL SECURITY ACT	
VEHICLE CODE, Title 75	

# *Safety Manual*

## **1.0 RESPONSIBILITIES**

**1.01** All Employees are responsible for doing their part in a collaborative team effort. The principle duties and responsibilities for all employees are as follows:

1. Assumes an active role in accident prevention.
2. Remind yourself and others of the value of performing without accidents.
3. Don't create or allow conditions that may result in an accident.
4. Become familiar with all Municipal Safety rules and regulations.
5. Excel in housekeeping.
6. Make a constant effort to improve conditions within the work environment.
7. Identify opportunities to improve health, safety policies, and procedures.

**1.02** The Manager or his designee is responsible for the development , organization, coordination, and implementation of safety programs and safety education. The Manager will be in full cooperation with the Safety Committee, will advise the Department Administrators, supervisors and employees of unsafe conditions, accident prevention programs and recommend loss control measures. The Manager will also respond to requests for resources needed to be used in meeting health and safety objectives.

**1.03** Department Administrator is responsible for maximizing the protection of health and safety for employees in his department; as well as obtaining maximum level of services and production from the human and material resources made available to him. It is normal practice for department heads to delegate authority to carry out safety policy to supervisors; but the responsibility for meeting objectives and the protection of employees in the performance of their assignments cannot be transferred to subordinates. The principle duties of department heads are as follows:

1. Promote on the job safety awareness.
2. Set a good example.
3. Ensure the necessary resources are provided.
4. Respond to requests for resources to be used to help meet health and safety program objectives.
5. Ensure accident investigations and follow ups are conducted to prevent recurrences.
6. Ensure that safe and healthful working conditions exist within the workplace.

**1.04** Supervisor will assume the responsibility of thoroughly instructing their subordinates in safe practices that are to be observed while performing their work routine they will vigilantly enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards associated with activities under their jurisdiction and will set the example of good safety practice in the department.

The principal duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.

2. Make sure all injuries are reported promptly and treated properly and all accidents are reported even if injury is not apparent.
3. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through safety education, adjusting operating procedures or modifying equipment.
4. Provide employees with complete safety instructions regarding their duties prior to employees actually starting work.
5. Make sure that safe and healthful working conditions exist in your work area.
6. Encourage employees to have a positive attitude toward environment, health, and safety efforts.
7. Conduct periodic inspections of work areas, to identify, evaluate and control workplace hazards.
8. Give full support to all safety procedures, activities and programs.

**1.05** Employees as a part of the comprehensive safety and loss prevention program is expected to follow all Municipal safety rules and regulation and consider safety as a high priority as they go about their daily tasks. Each employee's safety commitment must include, but is not limited to the following:

1. Wearing the prescribed uniform and required safety equipment.
2. Not operating equipment or using tools for which training or orientation has been received.
3. Warning co-workers of unsafe conditions or practices which could cause and accident.
4. Reporting defective equipment immediately to the responsible supervisor.
5. Reporting dangerous or unsafe conditions that exist in the workplace; as well as throughout the municipality. This would include defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.
6. Reporting all injuries and accidents regardless of severity.
7. Appropriate warning and protection of unsafe conditions that result from municipal work activities; so as to protect the general public for the hazard.
8. Take care not to abuse tools and equipment, so that these items will be in a safe and usable condition for the next occasion of their use.
9. Recognize that adherence to safety rules is a condition of employment and that infraction of municipal rules will be dealt with in accordance with disciplinary procedures described in this manual.

## **2.0 SAFETY EQUIPMENT**

**2.01** Providing Safety Equipment Employees will receive only those safety devices and equipment applicable to their regular work routine. Supervisors may authorize the use of safety items that would be required for special work assignments. Employees will be required to acknowledge receiving prescribed safety devices by signing an equipment card. This card will be used to verify that the employee was issued those safety items listed on the card. The record will be consulted in the event the employee is involved in an accident that could have been

prevented by use of safety equipment and on the occasion of the employee's separation from municipal employment. Any safety items not returned or returned in unusable condition shall be charged against the employees wages at separation. Lost or abused safety equipment must be purchased by the employee; the cost of which will be deducted from be weekly earnings. Safety items available from the municipal stores will include:

Safety Shoes	Rain Gear	Gloves
Boots	Protective headgear	Goggles
Hearing protection	Visibility Vests	Gas monitoring devices
Welding Clothing/Shields	Breathing Apparatus	Special Application Tools
Protective Clothing		

Failure to use personal protective equipment will result in disciplinary action against the employee and/or responsible supervisor.

**2.02** Additional Safety Equipment Other protective equipment shall be provided in order to protect employees from high risk exposures; e.g. barricades, cones, warning signs, warning lights and other specialty safety items. Supervisors are responsible for making certain that appropriate safety accessories are provided when known hazards exists in the work environment or that may be directly associated with the performance of a particular task.

### **3.0 JOB SAFETY PROCEDURES AND PERSONAL PROTECTIVE EQUIPMENT USE**

#### **3.01** Personal Protective Equipment

##### 1. Head Protection

- a) Any employee serving as a flagger must wear a orange hard hat.
- b) Hard hats will be worn anytime an employee is working in a ditch, manhole, or performing any other below surface work.
- c) Any employee working from aerial lifts will wear hard hats to protect from possible contact with over head hazards.
- d) Hard hats will be worn anytime there is a overhead hazard present (i.e., working around earth moving equipment, trimming trees, etc.)

##### 2. Face and Eye Protection

- a) Face and eye protection must be worn when there is reasonable probability of injury that can be prevented by such protection.
- b) Face and/or eye protection will be worn when:
  1. Grinding, cutting or drilling with power tools, i.e. chain saws, etc.
  2. Using compressed air tools
  3. Cutting or breaking glass
  4. Collecting refuse, garbage and recycling materials
  5. Using power woodworking machinery (both fixed and portable)
  6. While riding on or operating a vehicle without benefit of a windshield
  7. Operating or while in the immediate area of snow blowers, lawnmowers, salt spreaders, etc.

##### 3. Hand Protection

- a) Suitable gloves should be worn when:
  1. handling heavy, sharp, jagged, or rough materials and objects
  2. welding or cutting
  3. while collecting refuse, garbage, and recycling materials
  4. when handling corrosive, toxic and/or possible carcinogenic chemicals that may be absorbed through the skin
4. Foot Protection
  - a) All public works employees are required to wear steel toe safety shoes.
  - b) Metatarsal protection must be worn when operating a jackhammer.

**\*ALL EMPLOYEES ARE ENCOURAGED TO WEAR BACK BRACES WHEN DOING HEAVY LIFTING!!!!**

**3.02 Operating Power Tools** When Employee's are using fixed or portable power tools, they are required to follow the below listed guidelines:

1. All power tools will be kept in good repair and used only for the purposed for which they are designed for.
2. Power tools shall be inspected and determined to be safe prior to use.
3. Loose, fringed and frayed clothing and jewelry shall not be worn while operating any power tools.
4. Power tools shall not be left running unattended.

**3.03 Welding**

1. Each welding or cutting unit shall be equipped with a complete fire extinguisher.
2. Objects to be welded, cut, or heated shall be moved to a designated safe location. If the objects can not be moved, all movable hazards in the vicinity shall be taken to a safe place or the combustible material shall be protected from heat, slags, and sparks from the welding.
3. Workmen and the public shall be shielded from welding rays, flashes, sparks, molten metal slag.
4. No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentration may create a potential hazard.

**3.04 Working in Traffic Areas**

1. All employees must follow guidelines in the WORK ZONE TRAFFIC CONTROL GUIDE PUBLICATION 203 (67 PA CODE).
2. Reflective vests or orange shirts are required when doing work on roads or within 5 ft. of curb.



### **3.05** Working In or Around Confined Spaces

1. All employee's must follow safety procedures outlined in the Municipality of Monroeville confined space program.

### **3.06** Office Safety

1. Every employee shall be responsible to see that his/her own desk area is clean and orderly. Good housekeeping is the key to a safe office environment.
2. Keep an eye open for loose floor coverings.
3. All file, desk, and table shall be kept closed when not in use.
4. Office tables, desks, and chairs must maintain in good condition free from sharp corners, projecting edges, wobbly legs, etc.
5. Never use chairs, desks or other office furniture as a make-shift ladder. Always use a step ladder.
6. Smoking will only be in designated areas.

**3.07** Resolving Safety Problems Often, the obvious remedy to an unsafe condition appears costly, time consuming, unreasonable and over-reactionary. This is generally due to failure to consider alternative solution that once evaluated prove to be both timely and cost effective for the situation. Supervisors and employees are encouraged to make field decisions to eliminate a clear and present threat to employee safety, In making such judgments employees should apply one or more of the below approaches to resolving safety problems:

1. Eliminate the hazard by removal of the machine, method, material or structure.
2. Provide control of the hazard by enclosing or guarding the point of hazard at the source.
3. Revise work routine in light of hazardous condition and provide safe avoidance procedures for the hazard.
4. Provide personal protective equipment to shield employee form the hazard.

**3.08** Avoiding Hazardous Conditions The most effective way to avoid hazardous conditions is to engineer them out of the job. Supervisors and employees are to accomplished by job planning, drafting equipment specification to include safety features and devices, and pre-job site inspections to identify potential hazards. ***AT NO TIME SHOULD PROTECTIVE DEVICES OR SAFETY PRACTICES BE SET ASIDE TO GET DONE "SOONER" or "CHEAPER". The price Paid for such indiscretion may greatly outweigh the anticipated gain.***

## **4.0 TRAINING**

**4.01** Training Each Department has the responsibility of providing both classroom and on-the-job training to allow each employee to do his/her job in a safe and efficient manner. This training shall include:

1. Relevant skills training and testing.
2. Orientation to departmental and municipal-wide safety and work rules.

3. Procedures for reporting on-the-job injuries.
4. Municipal requirements for use of vehicles.
5. Field supervised instruction and certification of the use of particularly hazardous machines, equipment or materials.

**4.02 Conformation Of Training** Before assigning an employee to a particular hazardous task, it shall be the responsibility of the Supervisor to verbally confirm with the employee that they have been trained and are proficient in the skills required to perform the task in a safe and efficient manner.

## **5.0 HAZARD NOTIFICATION**

**5.01 Reporting Safety Hazards** Employees are encouraged to report safety hazards whenever found. To the responsible supervisor. Department heads and supervisors are encouraged to act on verbal reports of safety hazards in a timely and effective manner.

**5.02 Reporting Safety Hazards and Related Suggestions** Employees may also report safety hazards and related suggestions in written form by filling out a hazard notification form (appendix A). Forms will be submitted in suggestion boxes at the public works lunch room or in the Municipal Building by the time clock. These forms will be reviewed and evaluated by the safety committee.

**5.03 Grievance - Unsafe Working Conditions** Employees observing an unsafe work condition or practice may file a grievance via the collective bargaining grievance procedure; if (1) asked to perform under hazardous conditions that have not been addressed with regards to making appropriate safety devices available or the job routine modified to manage and obvious hazardous condition, or (2) a hazard for which a hazard notification form has been generated has not been properly addressed by the department administrator; after ten working days of the date of the notification. In the latter instance the employee may grieve "unsafe working conditions or practices" as the basis for his/her grievance.

## **6.0 PURCHASING PROCEDURES FOR SAFETY EQUIPMENT**

**6.01 Conforming To Industry Standards** The Safety Committee along with the relevant Department Head and Municipal Manager will work together to ensure that equipment, commodities and services that are purchased conform to industry standards as well as Federal, State, and Local code manufacturing requirements.

## **7.0 OPERATIONS IN THE PUBLIC WAY**

**7.01 Procedures For Working In Public Rights Of Ways** Whenever work activity is taking place in streets, parkways, sidewalks or other places where citizens as well as employees may be endangered, the supervisor or crew leader on the work site is as responsible for the safety of the public, in this type of operation, as he is for getting the job done. He must spend ample time before, during, and after the work to protect employees and the public from the hazards created

by the work. The same expectation applies to independent contractors performing work or services on behalf of the Municipality. The following procedures are to be apply:

1. If street work is to be done, preparations will be made for traffic and pedestrian safety before work actually begins.
2. If traffic is affected by the operation, proper signs will be used to warn in advance of work area, ( construction ahead) and traffic control signs in and around the work area will be properly placed and maintained through the period when work or traffic obstructions exist.
3. Where barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday before leaving.
4. Lighted barricades will be used whenever possible for overnight protection.
5. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of the roadway, a flagman with protective vest and hard hat will be used.
6. All employees working on the road or 5ft of the curb will wear reflective vests or orange shirts.
7. Flagmen will be used to slow or direct traffic where approach to the work area does not provide adequate visibility by drivers.
8. All plates used to cover holes in the street, on a temporary basis, will be spiked in place.
9. In any case where streets are significantly obstructed or closed for any period of time, the Police Department, Fire Department and Ambulance Service will be notified of the situation and approximately how long the closure will be in effect.

#### **7.02 Pedestrian Safety**

1. When pedestrian traffic is impeded by municipal operations, barricades, restrictive tape or rope or other restraint will be used to direct pedestrians around the work or hazard area.
2. If pedestrian traffic must be routed into the street, protection will be provided by cones, barricades and signs.
3. Holes in the sidewalk or parkway which must be left open will be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole should be used. Keep in mind that darkness and snow can present potential complications in such situations.

### **8.0 OPERATION OF MUNICIPAL MOTOR VEHICLES AND EQUIPMENT**

Local Government the size of Monroeville has a large variety of motorized and equipment that are essential for the effective rendering of public health and safety services. It is the intent of this administration to achieve optimal levels of productivity and safety with regards to the use of this equipment. Therefore, the set of regulations presented below shall be stringently adhered to by supervisory and hourly personal having occasion to operate municipal owned, or personal, motorized vehicles and/or equipment on behalf of the Municipal of Monroeville.

**8.01** Authorization to operate motorized vehicles and/or equipment on behalf of the Municipality must be obtained from the Office of Municipal Manager, which shall consider the following elements in granting such authorization.

1. The employee must possess a valid PA driver license, appropriate for the class of vehicle or equipment to be operated.
2. Satisfactorily complete the Municipality's Defensive Driving Course, and rectification in same at 3 year intervals.
3. Present written notice from the Vehicle Services Foreman indicating the employee has received specific instruction in the operation and maintenance routines prescribed for the particular vehicle or equipment he is to operate.
4. Orientation to municipal driving rules and insurance procedures.
5. Employee must receive a positive recommendation from the Municipality's Auto Insurance carrier; upon their review of the employee's motor vehicle driving record.

**8.02** Procedures For Operating Municipal Vehicles And Equipment While operating municipal vehicles or equipment employees must adhere to all rules and regulation prescribed in the traffic codes of the State of Pennsylvania and any instructions or posting that may apply when operating on municipal property. In addition the following procedures are to apply.

1. Before operating any vehicle on behalf of the Municipality, the employee must conduct a "pre-operation check-out" to determine the vehicle's road-worthiness; this procedure shall include checking the following equipment:
  - a. headlights/spotlights
  - b. brake lights
  - c. turn signals
  - d. dashboard lights
  - e. radio equipment
  - f. emergency accessories
  - g. horn
  - h. windshield wipers and windshield
2. The operator of a municipal owned vehicle is to make certain the following safety equipment is contained in the vehicle and is operable.
  - a. flashlight with red reflector cone.
  - b. first aid kit
  - c. emergency flares or reflective road emergency triangles
  - d. reflective safety vest
  - e. seatbelts
  - f. fire extinguisher
3. Make the vehicle available to municipal mechanics for regularly scheduled maintenance and safety inspections; as prescribed by the Fleet Supervisor.
4. The driver assigned to a vehicle shall visually inspect the vehicle for any malfunctions (e.g. oil leafage, tire pressure, body damage, etc.). Any suspected malfunction should be referred to and cleared by the Vehicle Service Foreman before operating.

5. The driver shall report any vehicle malfunction during operation directly to his supervisor or municipal mechanic.
6. Vehicles stopping on public roadways shall have the emergency flashing lights operating. If mounted with a rotating caution beacon the beacon must be on when the vehicle is in use.
7. Unattended vehicles shall have the engine turned off, keys removed and emergency brake engaged (except police vehicles).
8. Wheel chock (blocks) shall be placed in all wheel mounted construction equipment. This chock is placed under the vehicle or equipment wheels when the vehicle is parked and the possibility exists that it could drift forward or backwards.
9. No employee is permitted to pick-up or transport any unauthorized personnel in municipal vehicles (i.e., hitchhikers, friends, etc.) Transport of any person, other than a municipal employee, will be permitted only after approval by the responsible supervisor.
10. Seat belts and restraining harnesses shall be worn by the driver and all passengers when municipal vehicles or equipment are in the operation mode. This also applies to those employees using their personal vehicles while on official municipal business. Employees will not be requested to ride in vehicles that do not have seat belts, except when the manufacturer excludes such devices.
11. No employee shall operate a vehicle that does not comply with the vehicle code of the State of Pennsylvania. Supervisors shall strictly adhere to this stipulation.
12. Municipal vehicles are not to be parked in "No Parking" or "Handicapped Parking" zones except in emergency situations or in required performance of official duty.
13. Vehicles are to be locked when not occupied.
14. Tailgates will be up and locked when vehicles are in motion. If a vehicle's use requires that the tailgate remain in the open position, a red flag will be attached to the outward corners of the gate or the extremities of the item being transported.
15. Transporting passengers in other than specifically designed passenger seating or running boards (fire/refuse exempt) is strictly prohibited. Operators as well as the responsible supervisor shall be responsible for enforcing this rule; **\*NOTE: No employee is to be transported in the cargo section of municipal vehicles.** Violation of this standard will result in a three (3) day suspension without pay.
16. Operators of heavy equipment will always have a person guide them when backing up; if alone, the operator will get out of the vehicle and inspect the area before backing up.
17. Construction-type equipment will travel at less than 25 mph. - without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when operating the vehicle.
18. Use of special equipment without having received the appropriate training and authorization (see section (8.1)) is strictly prohibited. Violators are subject to be terminated.
19. During periods of limited visibility or any time windshield wipers are in use, the headlights shall be in use.
20. Consumption of alcoholic beverages, narcotics or over the counter drug have in a warning not to operate a motorized vehicle when using that product, is strictly prohibited. Infraction of this rule could result in immediate dismissal.

21. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
22. All items transported either in a truck or trailer, that may move around during transport, will be secured.
23. No more than three (3) persons will ride in the front seat of any vehicle, Where only two (2) single seats exist, only one (1) rider is permitted per seat.

## **9.0 ACCIDENT AND INJURY INVESTIGATION**

**9.01 Accident Injury Report** Accident and Injury Reports shall be made of all employee accidents, which results in personal injury or property damage. Accident Report forms are available from Supervisors. The Municipal Employees Safety Committee and the responsible supervisor will conduct an investigation of all such accidents; with the intent of identifying casual factors and making recommendations on ways to avoid similar accidents in the future. The Safety Committee shall receive a copy of the investigative report and recommendation, to assist in the planning of its safety awareness activities.

1. Accidents should be reported immediately to the responsible supervisor who will forward an official report of same to the municipal payroll and benefits clerk with 48 hours. Failure to forward the report in a timely fashion may result in a delay of workman's compensation benefit or denial of supplementary payments from the municipality. Sever accidents which preclude an employee from completing the necessary report shall be reports by the immediate supervisor.
2. When an employee is involved in an vehicular accident; the employee is to:
  - a. stay at the site and request police assistance
  - b. get pertinent information of those involved, e.g. license plate number, operator's number, name, address, phone number, etc.
  - c. record witness names, addresses and phone numbers.
  - d. record time of accident and any extenuating circumstances.
  - e. make certain a police report is filed on the accident.

**\*\*Be certain not to volunteer** any admission of fault or other statement that may jeopardize the successful administration of the claim by the Municipality's insurance carrier. However do be courteous and inquire about the well being of anyone involved in the accident. Violation of this section will result in a 3 day suspension without pay.
3. All municipal vehicles, equipment, tools or apparatus involved in an accident are to be removed from service until such time that repair is completed or until the appropriate repair personnel has inspected and certified that the item is operable, having all safety features and devices available for use. Violation of this section will result in a 3 days suspension without pay.

## **10.0 DISCIPLINARY ACTION AND SAFETY**

Disciplinary action against employees may occur if it can be demonstrated that the employee's work practices or operation of vehicles, equipment, tools, or apparatus does not comply with proper use or prescribed safety rules. Supervisor will also be required to consider an employee's

overall safety rules. Supervisors will also be required to consider an employee's overall safety record and habits when completing annual employee performance appraisals. Discipline shall consist of:

1. First offense shall result in a verbal warning; if not deemed flagrant or it is found the employee is not entirely at fault.
2. Second offense shall require a written reprimand.
3. Third offense may lead to a written reprimand and a maximum 5 day suspension without pay.
4. Fourth offense, depending on the severity of the infraction, the violator may receive suspension of up to 30 days or termination.

***APPENDIX A***



**MUNICIPALITY OF MONROEVILLE  
SAFETY HAZARD NOTIFICATION FORM**

*Date Issued:* \_\_\_\_\_

Please be advised that I have observed the following unsafe condition/work practice:

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I recommend the following corrective action:

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*Employee's Name (Optional)* \_\_\_\_\_