



MUNICIPALITY OF MONROEVILLE

Employee Handbook Part-Time Employees

To All Municipal Employees:

I am pleased to provide this manual of personnel rules and practices to temporary employees of the Municipality. 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

Lynette C. McKinney
Interim 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 The manual is not intended to be a contract and any conflicting provisions shall be superseded by the respective collective bargaining agreements, employee contracts, or federal, state or local laws.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 part-time vacancy existing in the Municipal work force.

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

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 treat each employee with consideration and respect.
3. We will comply with federal and state laws regarding employees' welfare, safety and rights.
4. We will provide pay in line with current business practices and conditions.
5. We will inform employees of developments which affect them.
6. We will make every effort to avoid discharging employees except as a last resort.
7. 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) have on file a detailed job description of the position to be filled.

1.1.1 Outside Applicants:

- (a) The Personnel Office will publicly advertise the position vacancy in local newspapers and other appropriate mediums.

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

- (c) To be eligible for part-time municipal employment, applicants must submit a timely, bonafide, municipal employment application; and comply with 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.

- (d) Employment applications will remain active for six (6) months from the date of receipt. To remain "active" beyond six (6) months, applicants must notify the personnel office in writing, requesting such.

1.1.2 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.

1.1.3 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" form. 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.

1.1.4 Appointment to Municipal Employment

(a) 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.

(b) 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.

1.1.5 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) Applicants receiving appointment as Municipal employees shall receive a "letter of appointment" stating the terms of employment. (i.e. 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.

1.2 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.

1.3 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.

1.4 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 below:

(a) Part-time: These appointment durations may or may not be specified and the employee will work an average of a forty (40) hour work week. Employees of this status receive compensation at a rate consistent with the salary ordinance.

3.0 Time Away From Work: The Municipality will acknowledge the rights and privileges of its employees regarding leave opportunities. The granting of leave requests shall be performed in accordance with prescribed procedures so as to insure consistent treatment of employees; as well as to provide the Municipality with the ability to monitor and control 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 Sick Leave: Each part-time employee may receive sick leave time but without pay.

3.1.1 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.

3.1.2 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. 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.

3.1.3 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.

3.1.4 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 worker's compensation pay, if appropriate, from the Municipality Worker's Compensation Insurance carrier.

3.2 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.

3.3 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.

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 .

4.2 Suspension/Dismissal: The Municipal Manager may suspend or dismiss any employee with just cause (i.e.. 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;
- (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.

5.0 Rights/Privileges/Benefits: Common rights, privileges and benefits for municipal employees are presented below:

5.1 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.

5.2 Workmen's Compensation: 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.

5.3 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.

5.4 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.

5.4.1 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.

5.4.2 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.).

5.4.3 Employee Access to Personnel Records is limited to two annually. 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.

5.4.4 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:

Document	Retention Period & Disposition
Application for Employment	2 years; destroy (not hired)
Basic & Supplementary Personnel Files	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

Document	Retention Period & Disposition
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

5.5 Uniform and Clothing Allowances are provided for the following classes of employees: police officers, police radio dispatchers, fire officials, inspectors, and public work personnel.

5.5.1 Probationary and/or part-time refuse employees may also receive uniforms or clothing allowance, when applicable; however, these items will be returned to the responsible supervisor at the end of employment.

5.6 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.

5.6.1 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

5.6.2 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.

5.6.3 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.

5.6.4 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.

5.6.5 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.

5.7 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.

5.8 Sexual Harassment Policy:

(1) The Municipality of Monroeville prohibits sexual harassment in any form, including any 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 or the penalties outlined 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.

5.9 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.

5.10 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 by an annual councilmatic approved salary ordinance. 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.

5.11 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.

5.12 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.

5.13 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.

5.14 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.

5.15 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.

5.16 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.

6.0 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.

6.1 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 at the end of the temporary assignment. These evaluations are retained in the employee's personnel record.

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

(b) To provide documentation of work performance problems, in order to provide documentation for future employment;

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

6.2 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.

6.3 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.

6.4 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)

6.5 Smoking While On Duty:

6.5.1 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.

6.5.2 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.

6.5.3 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.

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

6.6 Alcohol/Control Substances:

6.6.1 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.

6.6.2 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.

6.7 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.

6.8 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.

6.8.1 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.

6.8.2 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.)

6.8.3 Appealing Disciplinary Action: Employees have the opportunity to appeal disciplinary action to the Personnel Board. Any appeals to the Personnel Board can be forwarded to the Municipal Manager's office.

6.9 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.

6.9.1 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.

6.9.2 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.

6.10 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.

6.11 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.

6.12 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.

6.13 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.

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

6.15 Fire Evacuation Plan: 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.

A. 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.

B. BASEMENT AREA (Planning, Engineering, 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.

C. 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.

D. 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.

E. 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.

6.16 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.

6.17 Punching a Time Clock

6.17.1 Various part-time positions may be subject to punching a time clock. Department heads will notify employees if they are responsible to punch in. Punching in requires punching out for an employee's scheduled lunch time. Employees may not punch any others employee's time card.

6.18 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:

6.18.1 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 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 10% participation rate of protected group members in the awarding of the contractual services contracts.

PERSONNEL MANUAL

REFERENCES TO FEDERAL, STATE, & LOCAL

SECTION	ORDINANCES & RESOLUTIONS
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1.3	Ordinance #1660, 1456
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

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