

**POSITION CLASSIFICATION
PAY PLAN
RULES, REGULATIONS & POLICIES
FOR
EMPLOYEES
OF THE
WYOMING VALLEY
SANITARY AUTHORITY**



**INSTITUTE OF REGIONAL AFFAIRS
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FAIR EXCHANGE

As an employee you are engaged in a trade with the Authority – The Board expects you to do a full days work for which it will pay you a fair rate of pay.

You have an opportunity to work under pleasant conditions with friendly people. If you adopt a spirit of friendliness, you will be doing your part to make Wyoming Valley a better place in which to work and live.

The Authority, as far as possible, assures you steady work and a regular job. As you have read this personnel policy manual, you have found other ways in which the Authority is interested in you.

We're glad to have you with us – hope you'll retire in Wyoming Valley.

This Employees' Manual has been prepared to acquaint you with some of the responsibilities, benefits and privileges which may affect you from time to time during your employment.

We hope that your service to the public will be rewarding both in terms of happiness in your work and in your promotions to positions of greater responsibility as time goes by.

WYOMING VALLEY SANITARY AUTHORITY

POSITION CLASSIFICATION - PAY PLAN
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FOR
EMPLOYEES
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WYOMING VALLEY SANITARY AUTHORITY

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TABLE OF CONTENTS

- I. Personnel Policy 1
 - A. Position Classification..... 1
 - B. Pay Plan 3
- II. Pay Grade Schedule..... 6
- III. Table of Organization..... 7
- IV. Job Titles..... 8
 - Executive Director 9
 - Sanitary Engineer..... 11
 - Business Manager 13
 - Pollution Control Plant Foreman..... 14
 - Chemist..... 16
 - Laboratory Technician..... 17
 - Secretary I..... 18
 - Bookkeeper I..... 20
 - Clerk-Typist I 21
 - Pumping Station Foreman..... 22
 - Laborer I 24
 - Laborer II 25
 - Assistant Treatment Plant Foreman..... 26
 - Wastewater Plant Operator..... 28
 - Mechanic 29
- V. Rules, Regulations & Policies for Employees
 - Attendance 30
 - Bereavement Leave 30
 - Blue Cross - Blue Shield 30
 - Call-Back Pay Practices 30
 - Civil Leave 31
 - Classification..... 31
 - Deductions 31
 - Demotion..... 31
 - Discipline..... 31
 - Employment..... 32
 - Frequency of Pay..... 32
 - Gifts for Services 32
 - Grievance Procedures 32
 - Group Insurance Plan..... 33
 - Holidays 34
 - Hours of Work 34

Layoff	34
Leave Without Pay	35
Longevity	35
Maternity	35
Military Service	35
Outside Employment	36
Overtime Pay & Compensatory Time	37
Political Activity	37
Probation	38
Promotion	38
Reclassification	38
Records	38
Reinstatement	39
Salary Increases	39
Sick Leave	40
Social Security	41
Suggestion Box	41
Terminal Leave & Severance Pay	42
Training	42
Transfer	42
Travel Expenses	43
Vacations	43
Vehicles	44
Workman's Compensation	44

I. PERSONNEL POLICY

The personnel practices of any governmental organization is a subject that interests the general public that pays the bill. Many times public bodies are pressured into making expedient decisions rather than sound ones. And yet, it is an old axiom of government that a sound, durable pay plan is really the keystone of a well-constructed personnel program.

The broad fabric of good personnel administration, in which all employees are satisfied, revolves around certain basic goals. The three basic goals of personnel administration are:

1. to identify every job in the organization.
2. to fill that job with a competent employee.
3. to fill the job with a satisfied employee.

It is with the thought that the Board of the Wyoming Valley Sanitary Authority desires appropriate control over both basic policy and salary levels that this Employee Handbook which includes a position classification and pay plan has been adopted.

A. POSITION CLASSIFICATION

Position classification is a two-part process consisting of 1) determining and describing the duties, responsibilities, and qualifications of positions and 2) grouping together into classes those positions that are sufficiently alike to warrant equal treatment in all personnel practices. It is a foundation for the development of a pay plan and, when properly administered, seeks to fulfill the basic purpose of equal pay for equal work.

The detailed knowledge about jobs in a sound classification plan is fundamental and indispensable to many phases of personnel management facilitating good over-all administration. It provides a base for recruitment, examination, selection, placement, promotion, training, and the utilization of employees.

The acquisition and orderly arrangement of job knowledge are major steps that must be taken before pay rates and a pay plan can be established. It is important to know the skill, education, and experience which jobs require for satisfactory performance by the average employee. All the duties of each job, or at least the most significant, must be clearly understood. Certainly, as a Board responsible to the users of the service, we, as non-salaried members of the Board of the Wyoming Valley Sanitary Authority, do not have to know how to do each job, but we do have to know what each job consists of.

After this knowledge about jobs was obtained, we then proceeded to arrange it in usable form. This was accomplished by preparing a classification plan. Specifications have been written to cover each class so that upon completion of the plan, we not only have an inventory but a complete description of all the kinds of work which our employees do.

Because the classification of positions is essential to the development of a workable pay plan, many governmental jurisdictions prepare the two plans concurrently. Work on the pay plan is usually begun as soon as the principal features of the classification plan have been developed, and the two are commonly adopted at about the same time. This is precisely what the Board of the Authority has done.

All classes in the plan have been measured against a common group of factors in order to ascertain their relative value. Class specifications, carefully prepared and properly drawn, do contain descriptive material which reveal class relationships. The class specifications include the following:

1. Class title
 - a. brief but descriptive name for positions in the class
 - b. designation used on payrolls, budget estimates, and personnel rosters.
 - c. Roman numeral I always indicates lowest level of the series.
2. Level of the work
 - a. Presence or absence of supervisory or administrative responsibilities.
 - b. Relative difficulty and complexity of the work.
 - c. Length of time needed to learn the work.
 - d. Whether work is recognized profession, technical field, or trade.
3. Extent of Guidelines for work
 - a. Extent to which work may be described as routine or mechanical.
 - b. Nature and extent of available guidelines in the form of policies, procedures, or standard trade, or occupational practices.
4. Special working conditions
 - a. Unusual or unattractive working conditions.
 - b. Presence of occupational hazards.
5. Public contacts
 - a. Nature of public contact media: whether contacts are face-to-face, by telephone, or through correspondence.
 - b. Degree of discretion and responsibility allowed in interpretation of programs to the public.
6. Nature of supervision
 - a. Nature of supervisory duties: to transmit orders only, to oversee work, to check quality and quantity of results, to assign work and priorities, or to plan or participate in planning programs.

- b. Relative complexity of the operation supervised.
 - c. Need for independence of judgment and action.
 - d. Extent to which, and the purpose of which, work is reviewed by others.
7. Requirements of the work
- a. Nature and relative difficulty of knowledges, abilities, and skills involved.
 - b. Necessity for operating specialized machines and the training required.
8. Requirements of training and experience
- a. Nature, amount, and level of specialized or professional education or training required.
 - b. Nature and length of experience required.

The specifications will be periodically reviewed by the Personnel Committee and by the Board so that they truly reflect the duties and responsibilities of each position. Necessarily, revisions will be made from time to time, but we are quite cognizant of the fact that consistent internal relationships must be maintained in order to have an effective salary plan.

B. PAY PLAN

Pay administration is the art of paying the proper salary to an employee at the proper time. A sound pay plan calls for "equal pay for equal work" and the same pay for comparable jobs. A pay plan consists of the salaries established for classes of positions based upon their comparative worth and general levels of pay in the community.

Any pay plan that is finally adopted by the Wyoming Valley Sanitary Authority is important to five public or interested parties:

1. The Board of the Authority. Since wages and salaries may represent from 60 per cent to 80 per cent of the budget, the administration of these salaries and wages is a very important factor in the overall financing of the Authority.
2. The Sewer Renters. As "watch dogs" of the fiscal and budgetary processes, they will likewise be interested in the administration of the policies as it affects the expenditures of the Authority and therefore the rates they will pay.
3. The Supervisors. They will be concerned with pay administration because the level of compensation in any organization determines the success or failure in recruiting competent employees, and because the

level of compensation provides tangible recognition in the employee's paycheck for good performance and rewards the employee upon promotion to a higher check.

4. The Employees. To the employee, pay represents, in addition to compensation for work performed, his ability to attain his goals and objectives and determines his standard of living and his status in the community.
5. The Bond Holders. This sizable group who have invested \$17,000,000 of their money are concerned because their own money is at stake in the financial success or failure in the Authority's operations.

A sound formalized pay plan provides salary rates which compare favorably with those in private industry and in other governmental jurisdictions in Northeastern Pennsylvania, and which are neither so low as to make it impossible to attract and retain competent employees, nor unnecessarily high.

A sound plan means that the Board members, who are responsible for raising revenue and administering the expenditure of public funds, can predict short-run financial requirements for personnel services with much greater accuracy. We hope that fair treatment of all of our employees can be assured, thereby promoting high employee morale. We hope that it will provide a framework of reasonableness in relation to the immediate market, in which general increases can be related to rises in the cost-of-living without destroying the pay relationships among jobs.

This pay plan consists of two schedules: one, a basic schedule of pay ranges; the other, a table showing the assignment of the various classes of positions to one of these ranges. Inspection will reveal the following features ordinarily followed in sound pay plan practices:

1. There is a uniform percentage difference between each of the steps, in this case approximately 5%. This percentage differential is preferable to that flat dollar increases since each step bears the same relationship entrance salary, and because increments are more meaningful at all levels of employment.
2. There are 5 rates in each pay range, a beginning rate and 4 increment steps.
3. The ranges overlap heavily, since the amounts are repeated a number of times in the various ranges throughout the entire schedule.

Local governmental officials are continually faced with relating governmental salaries to community levels of pay. Three alternatives are

possible: to pay less than average, to pay the average, and to pay more than the average. The Board of the Authority has established a pay plan which reflects the average going community rates, in the hope that it will attract and retain qualified employees.

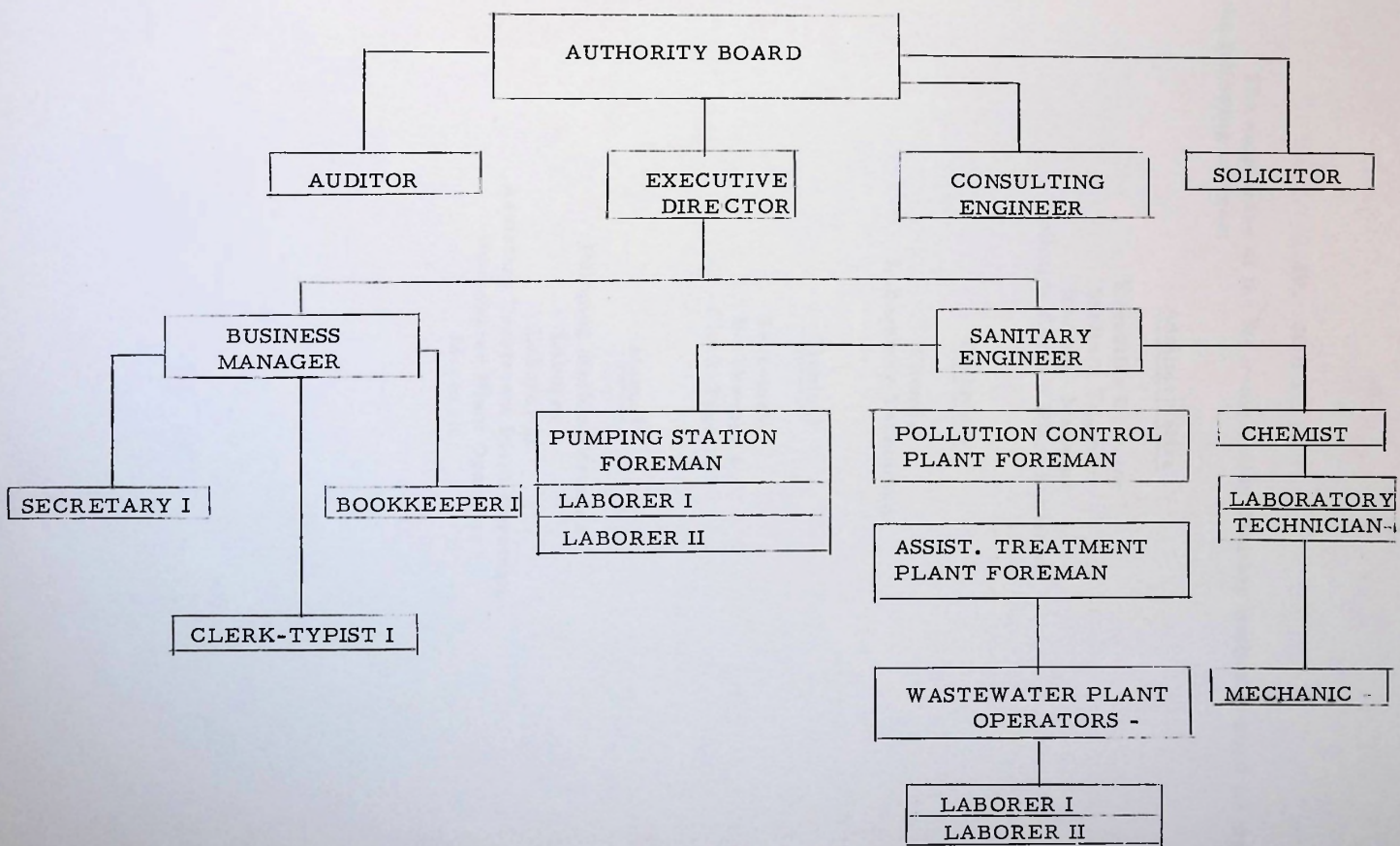
II. PAY GRADE SCHEDULE

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(Each grade represents a salary that increasingly is approximately 12 1/2% greater than the preceding one. Each step is approximately a 5% increment.)

GRADE	Step 1	Step 2	Step 3	Step 4	Step 5
1	\$3,000	\$3,150	\$3,310	\$3,475	\$3,650
2	3,375	3,545	3,720	3,910	4,100
3	3,800	4,000	4,200	4,410	4,620
4	4,275	4,490	4,715	4,950	5,200
5	4,800	5,040	5,290	5,555	5,830
6	5,400	5,670	5,955	6,250	6,560
7	6,085	6,390	6,710	7,045	7,400
8	6,845	7,190	7,550	7,925	8,325
9	7,800	8,190	8,600	9,030	9,480
10	8,775	9,215	9,675	10,160	10,670
11	9,870	10,365	10,885	11,430	12,000
12	11,100	11,655	12,240	12,850	13,500
13	12,500	13,125	13,675	14,360	15,075
14	14,000	14,700	15,435	16,200	17,000
15	15,800	16,600	17,430	18,300	19,200

III. TABLE OF ORGANIZATION



IV. JOB TITLES

The employees of the Wyoming Valley Sanitary Authority shall be classified in the following manner:

Administrative

Executive Director
Sanitary Engineer
Business Manager
Pollution Control Plant Foreman

Technical

Chemist
Laboratory Technician

Clerical

Secretary I
Bookkeeper I
Clerk-Typist I

Manual

Pumping Station Foreman
Laborer I
Laborer II
Assistant Treatment Plant Foreman
Wastewater Plant Operator
Mechanic

CLASS TITLE: Executive Director

CLASS DEFINITION: This is responsible administrative work for both the fiscal and technical activities of the Authority, requiring directing and coordinating the operation and maintenance of a wastewater treatment and interceptor system together with all appurtenances and auxiliary facilities.

DISTINGUISHING FEATURES OF THE WORK: This employee is the chief administrative officer of the Wyoming Valley Sanitary Authority in the operation, maintenance, and expansion of the system. His responsibility extends to all the personnel employed by the Authority. His recommendations are many times the basis for Board policy. He is expected to keep the Board informed of all state and Federal legislation pertaining to the operation of the system.

ILLUSTRATIVE EXAMPLES OF WORK: Serves as chief administrator for the Board on problems involved in operation, maintenance, and expansion of the system. Is responsible for studies to determine the efficiency and adequacy of the treatment system and reports to the Board. Attends Board meetings to report on current operations, etc., and participates in the formulation of operational departmental difficulties and problems. Is responsible for the designing of complete minor proposed extensions and improvements to the system and assists in the preparation of the bond prospectus for any proposed major plant improvement. Is responsible for the preparation of specifications and letting contracts for plant improvements. Maintains contacts with state and Federal officials.

SUPERVISION RECEIVED: Work is supervised through review and evaluation by the Board of the Wyoming Valley Sanitary Authority.

SUPERVISION GIVEN: Supervises directly the work of the Business Manager and the Sanitary Engineer in all sizable new construction and emergency and minor operations.

REQUIREMENTS OF THE WORK: Knowledge of the methods, materials, equipment, and practices used in the operation and maintenance of treatment plants. Knowledge of fiscal records of the Authority. Knowledge of investment and fund accounting of the Authority. Ability to interpret broad administrative policies into general instructions for subordinates and employees. Ability to deal tactfully with members of the Board, employees, customers, and the general public; and to establish and maintain good relationships in the aforementioned. Ability to present effective talks on all phases of sewage treatment to interested organizations in the area served by the Authority. Ability to prepare detailed reports. Ability to deal with and cooperate with state and Federal officials. Knowledge of state and Federal health regulations. Ability to maintain cooperative relationships with the professionals engaged by the Board--such as, solicitor, C. P. A., consulting engineer, bond counsel, and financial advisor. Ability to maintain continuous contact

with the Councils, Superiors, and Commissioners of those municipalities which incorporated the Authority or which are served by the Authority.

GUIDELINES AND DISCRETIONS: The employee must exercise a high degree of administrative, technical, and professional judgment. Guidelines consist of State and Federal health legislation, regulations, and standards plus the Board's established policy.

EDUCATION AND EXPERIENCE: B. S. degree in engineering plus five years experience, of which at least three have been in a supervisory capacity in a medium or large size wastewater treatment plant as the chief administrative officer responsible for both the technical and fiscal work; or B. S. or B. A. degree in business administration, public administration or related fields plus 5 years experience in an administrative capacity, wherein at least three years included some responsibility for a wastewater treatment plant.

CLASS TITLE: Sanitary Engineer

CLASS DEFINITION: This is responsible supervisory sanitary engineering work in wastewater treatment.

DISTINGUISHING FEATURES OF THE WORK: In water pollution control work, this employee supervises through technical, operating and maintenance personnel, the waste treatment process at a large water pollution control plant, at times requiring a high degree of engineering competency. Included under his supervision are the interceptor lines and pumping stations for the whole system of the Authority.

ILLUSTRATIVE EXAMPLES OF THE WORK: Plans and supervises the work of an operating staff in treatment and disposal of wastewater at the Authority's pollution control plants. Solves operational and special problems at the water pollution control plant, directs and participates in research projects relating to plant wastewater treatment problems and to new methods and procedures for wastewater treatment processes; plans, assigns, and supervises through subordinates, the work of technical, operating and maintenance personnel engaged in treatment and disposal of wastewater at a large water pollution control treatment plant; evaluates and controls primary, aerobic and anaerobic treatment and sludge disposal processes by visual observation, microscopic inspection of samples, and the review of chemical, and physical test results.

SUPERVISION RECEIVED: General supervision is received from the Executive Director of the Authority who reviews reports and recommendations.

SUPERVISION GIVEN: Supervises the work of the pumping station foreman, plant foreman, and chemist; all sizable new construction; major emergency operations.

REQUIREMENTS OF THE WORK: Thorough knowledge of modern sanitary engineering principles and practices in the area of specialization. Knowledge of chemistry and biology. Thorough knowledge of the types of industrial processes which result in the discharge of hazardous water-borne waste materials and on a water pollution control plant. Considerable knowledge of water pollution control plant design, and application of equipment and plant facilities required in sewage treatment. Knowledge of administrative principles and practices. Knowledge of the methods of pre-treatment of industrial wastes. Ability to supervise diversified personnel operating and maintaining a sewage treatment plant. Ability to prepare comprehensive oral or written research project reports. Ability to express oneself, orally and in writing. Ability to establish and maintain effective working relationships with associates, the general public, the Board, and the Authority's consulting engineer. Knowledge of the application of chemicals in the Authority's treatment plant. Prepares specifications for supply items and operat-

ing equipment in the design, planning, and developing of contract specifications. Ability to interpret administrative policies into general instructions to be given to subordinates.

GUIDELINES AND DISCRETION: Guidelines consist of State and county health legislation, regulations, and standards plus the Board's established policy. Specific programs are determined by the Executive Director, although the employee has some freedom of action and is required to exercise administrative and technical judgment.

EXPERIENCE AND EDUCATION: Completion of a bachelor's degree at an accredited college or university with a major course in civil, chemical, or sanitary engineering, chemistry or biochemistry. At least five years of engineering experience in water pollution control, including at least three years in a supervisory capacity in a medium size project. Or any of the equivalent combination of acceptable experience and training is acceptable.

CLASS TITLE: Business Manager

CLASS DEFINITION: The performance of responsible and complex accounting work involving substantial supervisory and fiscal responsibilities.

DISTINGUISHING FEATURES OF WORK: A major responsibility of this class is determining fiscal facts, making analysis, developing conclusions, and making reports thereon for the Executive Director and the Board of the Authority. Reports apply to all revenue and expenditure items for the wastewater treatment functions. The business manager is responsible for administrative service functions, purchasing, processing and payment of invoices, preparation of bills, maintenance of accounts receivable and collections, fiscal management, and fiscal records management. This employee is one of two subordinates to the Executive Director, serving as a liason between the administration and municipalities, and between administration and the public, primarily in fiscal matters. Decisions are made in accordance with established precedents and Authority accounting practices. Work is reviewed through internal controls, audits, and reports.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises and maintains fiscal records of the Authority. Prepares data for consideration by staff and Board in preparing the Authority's budget.

SUPERVISION RECEIVED: Work is performed under administrative supervision by the Executive Director, and is reviewed through reports and observation of results obtained.

SUPERVISION GIVEN: Supervises the office force.

REQUIREMENTS OF THE WORK: Thorough knowledge of the modern principles and practices of business administration and a knowledge of fund accounting. Ability to supervise a small clerical staff. Ability to maintain effective working relationships with associates, officials, and the public.

GUIDELINES AND DISCRETION: Work is performed under policy instruction of the Executive Director, but requires the application of considerable initiative, discretion, and independent judgment.

EXPERIENCE AND EDUCATION: Graduation from college, including or supplemented by courses in business, public administration, or fund accounting, plus four years experience.

CLASS TITLE: Pollution Control Plant Foreman

CLASS DEFINITION: This is supervisory work involving the operation and routine maintenance of water pollution control plant machinery.

DISTINGUISHING FEATURES OF WORK: An employee in this class is responsible for work of assistant foreman operators, and laborers engaged in the routine phases of wastewater treatment and plant maintenance. The Pollution Control Plant Foreman has some latitude in independently performing those duties which relate to regular wastewater treatment operations; but during unusual conditions he acts under the supervision of the plant engineer. Work is reviewed by inspection for level of service provided.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises employees engaged in the operation and maintenance of primary aeration and final treatment tanks; assumes responsibility for keeping tanks clean of all floating grease, oil, and other floating matter. Repairs and maintains flights, chains, shearpins, and pumping equipment; assumes responsibility for the proper operation of diffuser tubes, riser valves, air lines and other related control and treatment devices. Takes charge of the lubrication of equipment throughout the water pollution control plant. Performs related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of plant engineer.

SUPERVISION GIVEN: Directly responsible for work of assistant plant foreman and indirectly work of operators.

REQUIREMENTS OF THE WORK: Considerable knowledge of the operation of regulatory valves, gates and other devices that control the flow of wastewater into the treatment plant. Considerable knowledge of the functions and lubrication requirements of water pollution control plant machinery and equipment, including electrically operated wastewater pumps. Knowledge of the maintenance and repair of water pollution control plant equipment and control plant operations and of the safety measures to be observed. Ability to supervise the work of a number of water pollution control plant employees engaged in the routine phases of plant operations and maintenance. Ability to read and interpret prints or plans covering mechanical and electrical work.

GUIDELINES AND DISCRETION: Guidelines vary from well-defined procedures in operating water pollution control plant to general instructions from plant engineer. Considerable discretion and independent judgment are required for the proper performance of the work.

EDUCATION AND EXPERIENCE: At least five years experience in the maintenance and operation of wastewater treatment equipment, including at least 3 years in a supervisory capacity. Graduation from a standard high school. Associate degree in sanitary engineering or credits at technical school level, including attendance at short courses in pollution control plant operation.

CLASS TITLE: Chemist

CLASS DEFINITION: The performance of chemical testing work performing qualitative and quantitative tests on a variety of materials and substances to determine their chemical and physical composition and properties.

DISTINGUISHING FEATURES OF WORK: Assignments require evaluative thinking and are performed in accordance with standard chemical practices. Wastewater treatment standards are set on the basis of tests. Work involves some disagreeable aspects.

ILLUSTRATIVE EXAMPLES OF WORK: Make a wide variety of chemical and sanitary analyses to determine effectiveness of wastewater treatment operations. Participates in research projects by running special tests. Prepares reports of findings and gives information on test results to the project engineer required. Prepares necessary reagents and standardized solutions. Performs related work as required.

SUPERVISION RECEIVED: Work is performed independently under the administrative supervision of the Project Engineer.

SUPERVISION GIVEN: Supervises the laboratory technicians.

REQUIREMENTS OF THE WORK: Considerable knowledge of the principles, methods and practices of chemistry. Knowledge of mathematics and its relation to chemistry. Skill in the use and care of standard laboratory equipment and materials. Ability to perform standard and special tests and to make accurate chemical analyses. Ability to prepare and interpret reports showing results of tests and analyses. Ability to read laboratory instruments.

GUIDELINES AND DISCRETIONS: Work follows standard procedures. Some discretion is required in analyses and reports.

EXPERIENCE AND EDUCATION: Completion of a bachelor's degree program at an accredited college or university with major course work in chemistry or chemical engineering.

CLASS TITLE: Laboratory Technician

CLASS DEFINITION: The performance of technical laboratory work by doing routine chemical bacteriological tests used in the purification and wastewater treatment.

DISTINGUISHING FEATURES OF THE WORK: Work includes making chemical and physical analyses of raw and treated wastewater samples. The work also includes preparing the necessary agents and equipment for testing.

ILLUSTRATIVE EXAMPLES OF THE WORK: Performs standard tests on wastewater to determine quantity of suspended solids, biochemical oxygen demand, dissolved oxygen, PH, oxidation-reduction potential, alkalinity, and sludge density. Prepares compounds and equipment necessary to perform tests. Collects samples for testing. Cleans laboratory and equipment. Prepares periodic reports as required.

REQUIREMENTS OF THE WORK: Knowledge of standard laboratory principles, procedures, techniques, terminology, equipment and materials. Some knowledge of the basic principles of quantitative analysis and bacteriology. Skill in the operation and care of standard laboratory equipment and apparatus. Ability to perform technical laboratory work with accuracy and dispatch.

GUIDELINES AND DISCRETION: Work is performed under well-defined procedures and under the technical direction of the chemist of the Authority.

SUPERVISION RECEIVED: Work is performed under the general supervision of the waste-water plant chemist. The Authority chemist may run independent laboratory analyses on some of the water samples tested by the laboratory technician to check accuracy.

SUPERVISION GIVEN: None

EXPERIENCE AND EDUCATION: Completion of two years beyond the 12th grade including college or pre-college courses in chemistry and biology, or an equivalent in experience.

CLASS TITLE: Secretary I

CLASS DEFINITION: The performance of secretarial work involving the performance of responsible clerical and stenographic duties.

DISTINGUISHING FEATURES OF WORK: The employee in this class acts as a secretary for the Executive Director and has responsibility for providing necessary stenographic, clerical, and related services for several executive and staff offices. Work includes the independent performance of office duties which require the exercise of judgment in making decisions in accordance with established policies and practices. Work involves the performance of advanced office duties and the use of judgment and knowledge acquired through experience in handling work problems encountered. Assignments are received in oral and written form and work is usually checked through review of results on completion. The employee occasionally exercises supervision over other employees assigned to assist in large scale clerical projects.

ILLUSTRATIVE EXAMPLES OF WORK: Types all of the Executive Director's correspondence, talks to persons contacting the Executive Director in person or by telephone, ascertains the purpose of the call or visit, takes care of the matter personally if possible, refers the caller to another appropriate employee or refers the caller to the Executive Director, as indicated. Maintains the records of appointments made by the Executive Director and notifies him in advance of the expiration of such appointments in order that new appointments can be made. Performs related work as assigned. Handles complaints, disposing of most of the problems involved, and supplies information explaining Authority procedures. Maintains control over incoming and outgoing correspondence.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Executive Director with review limited to a check of completed work with periodic spot checks of new or unusual functions.

REQUIREMENTS OF WORK: Thorough knowledge of office practices and procedures, and business English, spelling, and punctuation. Considerable knowledge of the organization of the Authority and of the functions of the several departments of the Authority. Ability to take and transcribe oral dictation accurately, and to operate a typewriter at a working rate of speed. Ability to understand and follow complex oral and written instructions. Ability to take shorthand accurately at 90 words per minute and type from shorthand notes or clear copy at 45 words per minute. Ability to compose a variety of letters, memoranda, and reports with only general oral instructions.

GUIDELINES AND DISCRETION: Guidelines vary from well-defined standard procedures for the performance of clerical tasks to very general instructions for the performance of receptionist and administrative detail duties.

Considerable discretion, independent judgment, and initiative are required for the proper performance of the work.

EXPERIENCE AND EDUCATION: High school diploma or business school training including or supplemented by courses in typing, stenography, and business practices, plus three years of experience in stenographic or secretarial work of a progressively responsible nature or an equivalent combination of training and experience.

CLASS TITLE: Bookkeeper I

CLASS DEFINITION: This class includes the performance of routine bookkeeping activities by hand or by operating one or more types of keyboard operated bookkeeping machines.

DISTINGUISHING FEATURES OF WORK: The work is of a routine nature and little or no discretionary action is required. It is performed according to standard methods and procedures. Most of the work will be performed under general supervision with specific instructions given on any new or difficult work. A superior is always available for questions and review of work. The work may include some general typing, filing, summarizing, billing, posting, and preparing miscellaneous statistical reports. Public contacts may require the explanation of established policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK: Will be required to operate bookkeeping machine to post financial transactions on proper ledger cards. Type reports, lists, warrants or checks, any other miscellaneous material required by superiors. Will operate the bookkeeping machine to write checks, prepare payroll, and post journal ledger entries relating to payroll. May prepare and maintain card files of various information relating to payrolls and other financial activities. May prepare bank deposits and handle small sums of money as required.

REQUIREMENTS OF WORK: Ability to work rapidly and accurately on routine operations. Ability to learn the operation of modern bookkeeping machines and equipment. Demonstrated ability to type 35-40 words per minute and care for a standard typewriter. Knowledge of modern bookkeeping procedures. Ability to meet and deal with the public with tact and discretion.

GUIDELINES AND DISCRETION: Work is performed under established procedures but requires the exercise of some discretion in their application on a day to day basis.

SUPERVISION RECEIVED: Work is performed relatively independently under general supervision, but the Business Manager is available for assistance with difficult or unusual problems. Work is usually reviewed on a spot-check basis.

SUPERVISION GIVEN: Generally none. May exercise supervision over part-time temporary clerical employees.

EXPERIENCE AND EDUCATION: Graduation from a standard senior high school and two years of successful experience as a billing clerk or bookkeeper, or any equivalent combination of education and experience.

CLASS TITLE: Clerk-typist I

CLASS DEFINITION: This class includes performance of general, simple, repetitive, clerical, and typing work under supervision.

DISTINGUISHING FEATURES OF WORK: The work generally follows a set routine, although it may include the performance of highly varied tasks. Typing may vary in amount from full-time to small, but a necessary part of the work. Typing duties require previous training. Clerical duties are at the beginning level. The work may include incidental receptionist duties and other public contacts, and the operation of standard office equipment for which some previous training is required. Instructions are given at the beginning of work, on subsequent new assignments, or when changes in procedure occur. After employees become familiar with procedures of the office, however, they work with considerable independence on regular work assignments. Authority methods and procedures are learned through actual experience.

ILLUSTRATIVE EXAMPLES OF WORK: Maintains files of correspondence, forms, reports, index cards, and other materials according to standard procedures; files material alphabetically, numerically, or other classification. Acts as a receptionist in directing visitors to proper offices. Types, and completes forms and letters not requiring original composition. Receives, sorts, and distributes mail. Operates standard office machines. Operates simple switchboard. Answers telephone and personal inquiries, routes visitors and calls, secures and gives out routine information.

REQUIREMENTS OF WORK: Working knowledge of business English and arithmetic and some knowledge of office practices and procedures. Working knowledge of the operation and care of a typewriter. Ability to follow oral and written instructions. Ability to learn clerical tasks readily, to adhere to prescribed routines. Ability to deal tactfully and courteously with other employees and the general public. Ability to type accurately at a working rate of 35 to 40 words per minute and write legibly. Ability to learn to operate common office machines.

GUIDELINES AND DISCRETION: Work generally follows standard procedures, or when new tasks are to be performed, detailed instructions. Little discretion is required for the proper performance of work.

SUPERVISION RECEIVED: Supervision is usually close and direct, but when standard procedures are followed this routine may readily be performed under general supervision with work reviewed on a spot-check basis.

SUPERVISION GIVEN: None

EXPERIENCE AND EDUCATION: Completion of high school including or supplemented by courses in typing and other commercial subjects. Some experience in general office typing, and clerical work.

CLASS TITLE: Pumping Station Foreman

CLASS DEFINITION: This is responsible supervisory work directing the operation and maintenance activities of the Authority's wastewater pumping program.

DISTINGUISHING FEATURES OF THE WORK: Coordinating the various phases and activities of the overall program, in a manner which meets established goals in a significant aspect of work. Work is performed under the direction of the Sanitary engineer. Assignments require evaluative thinking and are performed in accordance with accepted pumping operation, maintenance, and repair standards and applicable regulations. An employee in this class is responsible for the efficient operation and maintenance of pumping stations and intercepting chambers of the Susquehanna River.

ILLUSTRATIVE EXAMPLES OF THE WORK: Supervises subordinates in the operation of various pumping stations. Resolves operational difficulties which may arise. Plans, assigns, and reviews the work of a staff engaged in the inspection, maintenance and moderately difficult repair of electrical and mechanical pumping equipment and related appurtenances and controls at intercepting chambers and pumping stations of various types. Maintains and regulates intercepting chambers and pumping stations that indicate a malfunction on the control board as reported through radio telephone in main plant and vehicles. Supervises upkeep of buildings and grounds at pumping stations. Tours stations weekly to inspect and observe the operation of the machinery and equipment; prepares preventive maintenance schedules based on findings designed to maintain continuance of operation at levels in keeping with demands. Maintains inventories of supplies and materials; prepares requisitions for Sanitary engineer to replace stock when necessary. Maintains various records and makes periodic reports pertaining to pumping operation and maintenance. Performs related work as required. Points out to subordinates areas of non-conformance and recommends corrective action. Develops and implements emergency pumping schedules and procedures to meet peak or unusual demands.

SUPERVISION RECEIVED: Work is performed under the supervision of the Sanitary engineer.

SUPERVISION GIVEN: Supervises staff of pumping operators.

REQUIREMENTS OF THE WORK: Thorough knowledge of the principles and practices governing the operation and maintenance of pumping stations. Thorough knowledge of the principles governing the operation, testing and maintenance of pumping equipment. Thorough knowledge of the standard tools and practices involved in the repair of pumping equipment and appurtenances. Thorough knowledge of the hazards and safety precautions pertaining to high voltage equipment operation and maintenance. Knowledge of supervisory methods and techniques. Ability to coordinate the operations of river pumping stations, including repairs, maintenance for the greatest efficiency and

economy. Ability to inspect and evaluate pumping station and intercepting chambers operations and analyze operating reports. Ability to plan and review the work of personnel engaged in the various aspects of pumping operation and maintenance. Ability to trouble-shoot break-downs and devise methods for repairs. Ability to detect defects in equipment or its operation and to initiate the proper corrective measures. Ability to maintain various records relating to pumping station operations and personnel.

GUIDELINES AND DISCRETION: Assignments involve evaluative thinking. Guidelines vary from well-defined procedures to general instructions from the Sanitary engineer.

EXPERIENCE AND EDUCATION: Education equivalent to completion of high school. At least five years experience in the maintenance and repair of industrial pumping equipment including three years in a supervisory capacity. Additional credits at technical school level including attendance at short courses in pollution control plant operation.

CLASS TITLE: Laborer I

CLASS DEFINITION: Employees in this class perform unskilled manual labor tasks requiring no previous training or experience.

DISTINGUISHING FEATURES OF WORK: Work generally follows a set routine, but may include a wide variety of tasks. Work may require the performance of some limited semi-skilled duties which can be readily learned on the job and which serve as training for higher level positions.

ILLUSTRATIVE EXAMPLES OF WORK: The work will include some of the following tasks: wash windows and dust equipment; help to drain and wash tanks and basins; scrape and paint walls, floors, and equipment; cut grass and weeds, and care for grounds; help to clean lines and equipment; and load and unload supplies and heavy equipment from trucks.

SUPERVISION RECEIVED: Work is normally performed under general supervision with review based on spot checks.

SUPERVISION GIVEN: None

REQUIREMENTS OF THE WORK: None

GUIDELINES AND DISCRETION: Work is performed in accordance with standard procedures or specific instructions. Little discretion is required in normal operations.

EXPERIENCE AND EDUCATION: Ability to learn the use of uncomplicated tools and equipment. Ability to understand and follow oral instructions. Pennsylvania Motor Vehicle Operators License will be required by the job. Sufficient physical strength and stamina to permit the performance of heavy manual work is definitely necessary.

CLASS TITLE: Laborer II

CLASS DEFINITION: Employees in this class perform manual labor tasks requiring some previous training or experience as an employee with the Authority.

DISTINGUISHING FEATURES OF WORK: Work generally follows a set routine, but may include a wide variety of tasks. Work also requires the performance of some limited semi-skilled duties requiring some previous experience.

ILLUSTRATIVE EXAMPLES OF WORK: This employee will engage in such work as scraping and painting tanks, buildings, and equipment; and the cleaning and washing of tanks. At this level, he may inspect, clean, and flush lines with specific equipment. A part of the work will be to assist mechanics on projects requiring heavy moving and lifting. He will also operate pumps, hoses, and hoists, and other light equipment.

SUPERVISION RECIEVED: Work is generally performed independently with a review based on completed tasks. He will be supervised by a foreman or assistant foreman.

SUPERVISION GIVEN: Usually none, but may supervise other laborers when working in groups.

REQUIREMENTS OF THE WORK: Ability to use uncomplicated tools and equipment; and the knowledge of the care and use of light tools and equipment.

GUIDELINES AND DISCRETION: Work is performed in accordance with standard procedures or specific instructions from a foreman or assistant foreman. Some individual responsibility is required for the proper completion of work.

EXPERIENCE AND EDUCATION: Two years of experience in labor work or one year equivalent of previous experience with the Authority. Employees should have a Pennsylvania Motor Vehicle Operators License. He should possess sufficient physical strength and stamina to permit the performance of heavy manual work.

CLASS TITLE: Assistant Treatment Plant Foreman

CLASS DEFINITION: This is a supervisory wastewater treatment work supervising the activities of a group of operators.

DISTINGUISHING FEATURES OF THE WORK: Work involves supervision of operators who perform during an assigned rotating shift. Assignments are stable in nature and performed in accordance with instructions and established routines which govern wastewater treatment. The employee in this class is responsible for the efficient operation of wastewater treatment equipment. Some disagreeable aspects are included in the work as the employees are continuously exposed to offensive odors, and work assignments require the exertion of light physical effort in the performance of assigned tasks.

ILLUSTRATIVE EXAMPLES OF WORK: Assigns and supervises work of employees engaged in the operation of wastewater treatment equipment, such as wastewater pumps, ejectors, electric motors, heating boilers, sludge pumps, waste-gas burners and digestors during an assigned shift; tours the various stations of the plant to ascertain if employees are properly carrying out assigned work tasks and confers with such employees when a problem affecting plant operations occurs to offer advice and solutions, depending upon the circumstances involved. Operates such plant equipment in the absence of the regularly scheduled operator. Inspects primary tanks to determine level of sludge blanket and instructs operators in the transfer of sludge and supernatant liquid to other areas of wastewater processing. Reviews operational reports prepared by operators and reports unusual conditions to his superior.

SUPERVISION RECEIVED: Work is performed under the supervision of pollution control plant foreman.

SUPERVISION GIVEN: Supervises shift operators.

REQUIREMENTS OF THE WORK: Knowledge of the methods, practices, procedures and techniques used in the operation and routine maintenance of wastewater treatment equipment. Knowledge of the various pieces of plant equipment, such as raw wastewater pumps, waste-gas burners, sludge pumps and digestors, used in wastewater treatment processing. Knowledge of the occupational hazards and safety precautions of the work. Ability to assign and supervise the work of employees engaged in operating assigned wastewater treatment equipment. Ability to operate the various pieces of plant equipment such as raw wastewater pumps, waste-gas burners, sludge pumps and digestors, used in wastewater treatment processing. Ability to understand and follow oral and written instructions. Ability to prepare and submit required oral and written shift-operational reports.

EDUCATION AND EXPERIENCE: Education equivalent to the completion of the 12th grade. At least four years of recent experience in the operation and routine maintenance of wastewater plant or related pumping equipment, including at least three years in a supervisory capacity.

CLASS TITLE: Wastewater Plant Operator

CLASS DEFINITION: The performance of routine semi-skilled wastewater treatment plant work operating assigned plant equipment on a rotating shift basis.

DISTINGUISHING FEATURES OF WORK: Work is performed under the immediate supervision of the assistant wastewater plant foreman. Assignments are limited in nature and are carried out in accordance with detailed instructions. An employee in this class is responsible for carrying out assigned tasks in a water pollution control plant. Some disagreeable aspects are included in the work as employees are continuously exposed to offensive odors, and work assignments require the exertion of light physical effort in the performance of assigned tasks.

ILLUSTRATIVE EXAMPLES OF WORK: The work includes the operation of assigned wastewater treatment equipment, such as raw wastewater pumps, ejectors, electric motors, heating boilers, sludge pumps, waste-gas burners and digestors by starting and regulating automatic controls in accordance with established plant procedures and practices during a specific phase of wastewater treatment. Reads and records meter and gauge readings. Takes periodic samples of wastewater from specific points during shift operations for laboratory analysis. Prepares and submits daily shift operational reports. Performs related work as required.

SUPERVISION RECEIVED: Work is performed under the direction of the assistant plant foreman.

SUPERVISION GIVEN: None

REQUIREMENTS OF THE WORK: Ability to learn the methods, practices, procedures and techniques used in the operation and routine maintenance of wastewater treatment equipment. Ability to understand and follow oral and written instructions. Ability to read and record meter and gauge readings accurately. Ability to make simple arithmetic computations and prepare reports.

GUIDELINES AND DISCRETION: Some discretion may be required in the performance of the work.

EXPERIENCE AND EDUCATION: Education equivalent to the completion of the 12th grade, combined with two years of acceptable wastewater treatment plant experience.

CLASS TITLE: Mechanic

CLASS DEFINITIONS: The performance of master level work in several trades in building or mechanical maintenance.

DISTINGUISHING FEATURES OF WORK: Work includes testing mechanical and electrical units with special meters and gauges, making work assignments, checking completed repair work, maintaining lubrication charts and inventory records, establishing specifications for simple supplies and replacement parts, and keeping cost records.

ILLUSTRATIVE EXAMPLES OF WORK: Inspects repair jobs in progress and upon completion; tests electrical units and controls with specific meters and gauges; repairs all electrical meters and gauges; maintains lubrication charts, and records of all repair and maintenance work; maintains perpetual inventory of all repair equipment and parts.

SUPERVISION RECEIVED: Work is performed independently under the administrative supervision of the assistant wastewater plant foreman.

SUPERVISION GIVEN: None

REQUIREMENTS OF THE WORK: Thorough knowledge of the methods, practices, and tools used in the maintenance of machinery such as pumps, compressors, conveyor belts, feeding and mixing mechanisms, and valves, and various types of electrical gauges and switches. A demonstrated skill in the care and use of the tools and equipment used in the maintenance of buildings and a variety of mechanical equipment. Ability to detect and repair defects in moderately complex mechanical and electrical equipment. Ability to prepare and maintain inventory and work records.

GUIDELINES AND DISCRETION: Work follows standard procedures and instructions from assistant wastewater plant foreman. Some discretion is required in diagnosing the causes of malfunction of equipment and determining repair procedures.

EXPERIENCE AND EDUCATION: Completion of high school plus five years experience in the maintenance and repair of mechanical and electrical equipment.

RULES, REGULATIONS & POLICIES

FOR

EMPLOYEES

ATTENDANCE

Employees are expected to work a full and complete designated work day, as assigned. Tardiness shall be cause for disciplinary action. If an employee, for some unavoidable reason, cannot report for work, he is expected to notify his supervisor as soon as possible. Absence from work without permission or notice is considered to be indifference to the Authority's interest and may result in disciplinary action.

BEREAVEMENT LEAVE

Leave of absence, without loss of pay, shall be granted to an employee to enable him to pay his respects on the death of a member of his family. The family is defined as wife, husband, child, father, father-in-law, mother, mother-in-law, sister, brother, and grandparents, and any relatives under the same roof.

Such leave of absence shall be not more than 3 days between death and burial.

BLUE CROSS - BLUE SHIELD

The Wyoming Valley Sanitary Authority provides coverage of its employees only under the All Service Co-op group enrollment plan for Blue Cross Hospital benefits. If employees separate from the employment of the Authority, Blue Cross protection may be transferred to the new place of employment or the protection may be continued under the Non-Group Member Plan.

The Authority also provides coverage for its employees only under Plan B for doctor bills under Blue Shield. This protection may be transferred under conditions similar to Blue Cross. The Blue Shield aid extends to and includes Professional Anesthesia Services.

Details of the coverage under both plans, paid for by the Authority, may be obtained from the office of the Executive Director or from Blue Cross Hospital Association of Northeastern Pennsylvania in Wilkes-Barre, Pennsylvania.

CALL-BACK PAY PRACTICES

The term "call-back pay" refers to the practice of paying a premium to labor personnel workers who report for work in excess of their regular work week of 40 hours in a seven day period. Call back pay is at the overtime rate of time and one-half, with a minimum of four hours for each call-back.

Outside workers may be sent home during inclement weather, or they may be shifted to other work, particularly on inside jobs. The minimum for an outside worker who is sent home is four hours. Time lost can also be made up at the straight time rate with the approval of the supervisor.

CIVIL LEAVE

The term "civil leave" refers to the practice of allowing time off for employees to perform jury duty, when subpoenaed to appear before a court, public body or commission in connection with Authority business, when performing emergency civilian duty in connection with national defense.

Employees are compensated while on jury duty leave by an amount equal to the difference between their regular pay and the fee provided for jury service. This can be done by the employee turning the jury fee over to the Authority while the employee continues to receive his regular pay check.

CLASSIFICATION

Each position is classified under a specific grade, and each grade has its own salary range.

Employees should acquaint themselves with the Authority's position-classification pay plan which is part of the Handbook.

DEDUCTIONS

Deductions from salary and wages are made for Federal withholding tax, social security, applicable wage taxes and other deductions mutually agreed upon between the Authority and the employee.

DEMOTION

Upon demotion through formal procedure an employee normally shall receive a one-step decrease in pay or whatever decrease is authorized by the Executive Director and the Personnel Committee.

DISCIPLINE

If an employee's conduct falls below a desired standard, he may be subject to disciplinary action, such as removal, suspension without pay, reduction in pay, or reprimand. General reasons for which an employee may be disciplined are:

1. drinking intoxicating beverages on the job.
2. arriving on the job under the influence of intoxicants.
3. failure to follow orders of a superior.
4. being absent from work without permission.
5. being habitually tardy or absent.
6. failure to perform work in an efficient manner.
7. being wasteful of material or property.
8. violation of safety rules.
9. failure to report accident or injury.
10. abusive language or conduct.
11. personal acceptance of a fee, gift, or other valuable thing in the course of his work for the Authority.

The procedure outlined under Grievance Procedure--superior, executive director, personnel committee, Board of Authority--shall be used for disciplinary cases.

EMPLOYMENT

Employment with the Authority is gained upon submitting an application for employment, taking an interview, taking an assembled or unassembled examination, and passing a physical examination. The interview may be with the immediate superior, the executive director, and/or the Personnel Committee of the Authority. The physical examination is performed at Authority expense.

FREQUENCY OF PAY

Employees will be paid every other Friday. Should a holiday fall on a pay-day, employees will be paid on the preceding day.

GIFTS FOR SERVICES

If you are offered a gift for the services you give as an Authority employee, refuse the gift graciously. Explain that the service is part of the job and is covered by your salary.

GRIEVANCE PROCEDURE

Should an employee have a complaint, view, or opinion pertaining to employment conditions or relationships, the employee should discuss his grievance with his superior. Should the decision of the superior not satisfy the employee, the employee may appeal the decision to the executive director. The grievance will then be discussed jointly with his superior and the executive director. Should the employee still be dissatisfied with the decision, the employee, the superior,

and the executive director together will discuss the grievance with the Personnel Committee of the Authority. Should the superior or executive director refuse to bring the grievance to the Personnel Committee, the employee has the privilege of presenting the grievance in writing to the Personnel Committee.

The decision of the Personnel Committee of the Authority shall be affirmed by the Board of the Authority at the next meeting of the whole Authority.

GROUP INSURANCE PLAN

The Authority participates in the Pennsylvania Municipal Authorities Association Group Insurance plan, purchased from State Mutual Life Assurance Company of America located in Worcester, Massachusetts, covering both its Board members and employees:

Group Life and Accidental Death & Dismemberment Plan I

Group Weekly Disability Income Plan II - Schedule A

If an employee terminates his employment or a Board member ceases to be affiliated with the Authority, his insurance terminates immediately.

LIFE INSURANCE

In the event of the employee's death from any cause, the amount of life insurance benefits are payable to the beneficiary selected by the employee. This amount will be paid in a lump sum unless the employee has elected any of the other available settlement options.

If the employee becomes permanently and totally disabled prior to his 60th birthday, his insurance will be continued without further cost provided he submits satisfactory evidence of such disability.

ACCIDENTAL DEATH, DISMEMBERMENT AND LOSS OF SIGHT BENEFITS

The full amount of insurance benefits payable to the beneficiary are if the employee loses his life; or to the employee if he loses both hands, both feet, sight of both eyes, one hand or one foot and sight of one eye, one hand and one foot within 90 days after an accident. One-half the amount of insurance is payable to the employee for loss of one hand, one foot, or sight of one eye.

WEEKLY DISABILITY INCOME BENEFITS

The amount of weekly indemnity benefit is payable if the employee is unable to work because of an accident or sickness. He must be under the care of a licensed medical doctor.

There is no limit to the number of separate periods of disability for which benefits are payable. However, successive terms of disability due to the same or a related cause and separated by less than two weeks of full-time work will be considered one period of disability.

HOLIDAYS

The Authority has determined that 8 holidays shall be considered for "holiday premium pay." The premium rate of time and one half shall apply to those employees who work on the holidays listed below:

Holidays Granted

A-New Year's Day	E-Labor Day
B-Washington's Birthday	F-Veteran's Day (Armistice Day)
C-Memorial Day	G-Thanksgiving Day
D-Independence Day	H-Christmas Day

If any of the above holidays fall on a Saturday or a Sunday, the following Monday shall be a holiday.

Employees may also take compensatory time off at the rate of time and a half for the 8 holidays.

Holidays which occur while an employee is on annual vacation shall not be charged against annual vacation.

HOURS OF WORK

The standard number of days in a work week is five.

Administrative, clerical, and technical employees work 35 hours per week, Monday through Friday. The normal hours of work are from 9:00 A. M. to 5:00 P. M. with one hour for lunch.

Employees classified as labor work 40 hours in a work week of 168 hours. All such employees shall rotate on four workweek shifts. Night differential pay is not authorized when rotating on other than a day shift. The normal hours of work are from 7 to 3, 3 to 11, and 11 to 7, with a lunch period of one hour, at a time arranged by the immediate superior.

LAYOFF

If there are changes of duties in the organization of the Authority, or lack of work or funds, the Executive Director may lay off employees with the approval

of the Personnel Committee. Whenever possible, employees who are to be laid off shall be integrated into another part of the organization by transfer. When lay offs are required, they shall be based on:

1. relative efficiency; and
2. seniority

LEAVE WITHOUT PAY

Sometimes personal circumstances cause an employee to need leave without pay. The Executive Director can grant a reasonable length of time without pay. If circumstances require additional time, additional leave must be granted by the Personnel Committee of the Authority. However, an employee granted such leave without pay will lose all seniority rights with the Authority. Upon desire to return to his former position, he will be placed No. 1 on the list for his former position, when and if such position shall be vacated.

LONGEVITY

In recognition of length of service with the Authority, an employee will receive longevity increases:

At beginning of 8th year, an increase of 3%

At beginning of 12th year, an increase of an additional 3%, or 6%

At beginning of 16th year, an increase of an additional 3%, or 9%

For longevity purposes, the "year" is figured from the first of the following month after the employee commences work.

MATERNITY

No female employee shall remain an Authority employee longer than 4 months after becoming pregnant. A leave of absence without pay may be granted although the customary procedure is resignation by the employee. Date of resignation or the inclusive period of the leave of absence without pay is handled under the heading of Leave Without Pay.

MILITARY SERVICE

"Annual military leave" refers to paid time off for employees who, as members of the military reserves of National Guard, are subject to annual training exer-

cises or related annual military duty. The employee is paid the difference between the employee's military pay and his regular salary. Military leave is allowed up to 15 calendar days in any calendar year.

Leave of absence with pay is granted for purposes of registration or examination for induction into either the Pennsylvania Guard or Armed forces.

Same rules apply to enlistment and induction. In either case, an employee will go on military leave.

Upon return to civilian life, the employee need only prove that his period of service was satisfactory. The discharge can be medical, but other than dishonorable.

The veteran must prove he still can do the job, make application to work within 90 days after discharge and return to his old job if it still exists or similar employment if it does not.

Military service if on military leave counts toward total length of service with the Authority.

A substitute employee may be hired during the absence of an employee on military leave. The substitute is then transferred to a similar position if one exists. Otherwise the substitute is placed on an employment register for later employment.

OUTSIDE EMPLOYMENT

Permission to work at outside employment while an employee of the Authority may be granted by the Executive Director. Should the request not be granted, the employee may file his request in writing to the Personnel Committee of the Authority.

In order to be approved, the outside employment must conform to the following:

1. Be compatible with the employee's Authority work.
2. In no way detract from the efficiency of the employee in his Authority work.
3. In no way conflict with interest of Authority work.
4. Be understood that in any situation wherein extra or emergency duty will be necessary in an employees' Authority work, such extra duty will be in preference to his outside employment.

It should be understood that, at any time, permission to hold outside employment may be revoked.

OVERTIME PAY AND COMPENSATORY TIME

"Overtime pay" refers to additional compensation or compensatory time off for time worked in excess of 40 hours per week.

Clerical, administrative, and technical personnel are generally given compensatory time off for overtime in excess of 35 hours per week. The time off is normally figured at the time and one-half rate, computed according to the basic salary rate.

Manual personnel will be paid at the rate of time and one-half for overtime work in excess of the normal work week of 40 hours, or the employee may take time off at the time and one-half rate, computed according to the basic salary rate.

Overtime shall be computed to the nearest quarter of an hour.

Generally the working hours will be limited to the normal schedule. Occasionally, however, the work will require an employee to begin work before the normal scheduled time, or remain at work after his normal quitting time. When emergencies or peak load periods occur, it is expected that employees will cooperate and work the extra hours required.

If additional compensation or compensatory time off for work in excess of the normal work week cause unforeseen administrative problems for the Authority, the Authority shall make the final decision as to overtime compensation or compensatory time.

POLITICAL ACTIVITY

Employees of the Authority should vote regularly because it is a duty and obligation as a citizen.

As a civil servant, an employee of the Authority may not actively participate in an election; may not engage in any form of political activity on the job or off the job to such an extent that it interferes with doing his job well; may not solicit or receive political contributions or services while on the job.

No employee shall use his Authority position in the furtherance of any political activity in which he may participate.

PROBATION

The probationary period is the time during which it is determined whether or not an employee is suited for his position.

The length of the probationary period is normally 3 months.

An employee becomes eligible for confirmation in his or her position on the first day of the month next following the third completed month of probationary employment.

PROMOTION

Job vacancies shall be filled by promotion from within the organization whenever possible. Promotions will take into account merit as well as technical qualifications. All employees must possess the necessary basic qualifications for the position to which they seek promotion.

The length of the promotional probationary period shall be 3 months. During a promotional probationary period in a new position, a promoted probationary employee shall retain his status as a permanent employee. After the employee serves his probationary period in a new position, he loses all rights to his former position.

Promotions may be by promotional competitive examination (assembled or unassembled) as determined by the Personnel Committee of the Authority.

RECLASSIFICATION

A request for reclassification to a higher or different classification may be initiated by an employee, supervisor, or the Executive Director. Such requests may be initiated if it is felt that the existing classification does not reasonably describe the duties and responsibilities of work actually being performed. All requests shall be considered and approved by the Personnel Committee of the Authority, and thence submitted for approval to the Board of the Authority.

RECORDS

The Executive Director will maintain all records necessary to the proper administration of the personnel program. After appointment, applications and other personnel records necessary for a complete personnel history will be maintained. Such history records shall be available for inspection to the employee concerned and to Authority members on a need to know basis.

REINSTATEMENT

As a general rule, any employee who has resigned from the service of the Authority and is later reinstated will be considered as a new employee with no accrued rights, privileges, or benefits. All such benefits are cancelled when an employee leaves the employ of the Authority. The Personnel Committee of the Authority, however, may in unusual circumstances reinstate an employee to any position which is in the best interests of the Authority.

In case of an extended period of sickness necessitating absence from employment, it shall be the policy, insofar as reasonably possible, to re-employ the employee in his former position providing there is a suitable position available.

SALARY INCREASES

All permanent employees come under the step system of salary increases. The steps are:

Minimum	entry
Step 1	1 year
Step 2	2 years
Step 3	3 years
Step 4	4 years

These increases are automatic. An employee moves into Step 2 at the end of the first year of employment, and from that point the steps are climbed each year to the maximum.

If an employee is promoted to a position in which the salary range overlaps the range of his former position, his salary is advanced from the place where it fits into the new range to the next higher step.

When a particular job is reallocated to a higher range class as a result of increased duties and responsibilities required, the employee must prove that he qualifies for the job in the classification.

If all jobs in a class are moved to a higher range as a result of study of the duties of this class, the employee's salary is located at the same step in the new range as it was in the old range. The anniversary date for salary increase purposes does not change.

SICK LEAVE

"Sick Leave" refers to granting leave with pay for sickness.

An employee eligible for sick leave with pay shall be granted such leave for the following reasons: (a) personal illness or physical incapacity resulting from causes beyond the employee's control; (b) the illness of a member of the employee's household that requires the employee's personal care and attention; (c) enforced quarantine of the employee in accordance with community health regulations; or, (d) the death of a member of the employee's immediate family, but not in addition to bereavement leave. An employee on sick leave shall inform his immediate superior prior to or within two hours after the time set for the beginning of his daily duties. Failure to do so may be cause for denial of sick leave with pay for the period of absence.

Sick leave with pay shall be granted to employees when approved by the employee's supervisor for excused absence because of sickness, injury, or physical inability to perform assigned duties. Employee shall be removed from the payroll by his supervisor for unexcused absence and for excessive intermittent or excessive regular absences because of illness or claimed physical inability to perform assigned duties of position. Appeal by the employee shall follow the procedure under Grievance Procedure.

An employee receiving sick leave with pay who simultaneously receives compensation under workmen's compensation laws or through a sick benefit plan financed in whole or in part by the Authority shall receive, for the duration of such compensation, only that portion of his regular salary which will, together with said compensation, equal his regular salary.

Employees are permitted 5 working days leave during a calendar year. Up to 10 working days may be granted when approved by the Executive Director and 5 of those working days shall encumber the employees' vacation leave.

Only the Board of the Authority can grant sick leave beyond 10 working days.

Accumulated sick leave may not be:

1. Added to vacations.
2. Converted to cash payment at time of retirement.
3. Converted to cash payment at time of separation.

Holidays that occur while an employee is on sick leave shall not be charged against his sick leave.

If an employee's request for sick leave is not justified, the value of the absent time shall be deducted from the employee's accrued annual vacation or pay.

Pregnancy shall not be considered a sickness warranting the granting of sick leave with pay.

Advanced sick leave may be granted up to an amount equal to an employee's accumulated annual vacation.

SOCIAL SECURITY

The Authority and its employees will participate, on a contributory basis in the Old Age Survivors and Dependent Insurance Program (Social Security) as prescribed by law.

The last column of the following chart shows the total Old-Age, Survivors and Disability Insurance Tax and the Hospital Insurance Tax both you and the Authority will pay, starting in 1968, if your wages reach the \$7,800 limit.

<u>Year</u>	<u>OASDI Tax Rate</u>	<u>Hospital Tax Rate</u>	<u>Total</u>	<u>Amount of Tax</u>
1968	3.9%	0.5%	4.4%	\$343.20
1969-70	4.2%	0.6%	4.8%	\$374.40
1971-72	4.6%	0.6%	5.2%	\$405.60
1973-75	5.0%	0.65%	5.65%	\$440.70
1976-79	5.0%	0.7%	5.7%	\$444.60
1980-86	5.0%	0.8%	5.8%	\$452.40
1986 & after	5.0%	0.9%	5.9%	\$460.20

Benefits for you and your Family - If you're "fully insured" and have reached "retirement age" you can collect old-age benefits for any month in which you're retired. Technically, retirement age is 62; but a worker under OASI can't collect full benefits unless he has attained the age of 65.

If an employee of the Authority should die, either "fully" or "currently insured", the surviving wife (or husband) will receive a lump-sum death payment of up to \$255.00. If the spouse does not survive, the lump-sum goes to the person who pays the burial expenses to the funeral home.

OASI also provides for disability benefits. These are similar to full (age 65) retirement benefits based on average monthly wage. However, if an employee is under 62, the total disability benefit to the employee and dependents may be reduced by receiving workmen's compensation. The benefits plus the workmen's compensation cannot exceed 80% of the average monthly earnings before the disability.

SUGGESTION BOX

Suggestions by employees are welcomed. Employees are urged to submit original and practical ideas to help improve the operations of the Authority.

Ideas or suggestions can be something to:

- a. improve public relations
- b. reduce waste
- c. increase efficiency
- d. eliminate safety hazards
- e. give the sewer renter better service
- f. modernize procedures

Ideas not eligible are those which routinely result from doing the regular job, gripes, or grievances.

Rewards for suggestions will be made by the Personnel Committee, on the recommendation of the supervisor or executive director, either as a cash payment, extra vacation, or time off.

TERMINAL LEAVE AND SEVERANCE PAY

"Terminal leave pay" refers to special cash payments or other compensation for employees at the time of their retirement, in addition to regular pension benefits. The term "severance pay" refers to special cash payments or other compensation to employees at the time of separation from service--other than retirement.

Normal vacation that has been earned but not used is not counted as either terminal leave or severance pay.

Very few local governments have a terminal leave pay plan, and those that have base it on accumulated sick leave.

TRAINING

Employees may be given educational or training leave with full or partial pay for the purpose of taking courses directly related to his work as determined by the Executive Director and the Personnel Committee of the Authority.

All employees are encouraged to participate in all in-service training programs.

TRANSFER

Requests from employees for transfer from one job to another may be made in writing to the Executive Director. Such requests will be given consideration by the Personnel Committee when a suitable vacancy occurs.

Transfers may be made by the executive director in the best interests of the Authority.

It should be clearly understood that a transfer does not involve a higher salary--that occurs only with a promotion.

TRAVEL EXPENSE

Occasionally employees will be required to travel on Authority business. Travel on official business outside the Authority's area should be by public carrier when practical or by Authority owned vehicle.

If the employee must use his own car, mileage will be paid at the rate of 10¢ per mile. Prior approval of the trip and method of travel must be obtained from the Executive Director. Immediately upon return, expense sheets shall be filled out for the business manager, and approved by the Executive Director.

VACATIONS

Vacations are granted to all employees of the Authority.

Employees are encouraged to take their vacation annually and required to take vacation after it has accumulated for two years.

The vacation year shall be from May 1 to April 30. Employees are required to serve 6 months before being eligible to take a vacation.

Arranging individual vacations shall be the responsibility of the immediate supervisor and approved by the Executive Director.

The vacation policy shall be as follows:

- a. One week vacation with pay is granted to employees who had been employed with the Authority from one to five years.
- b. Two weeks vacation with pay is granted to employees who have been employed with the Authority from six to ten years. Three weeks vacation with pay is granted to employees after 11 years or more of service.

Since vacation is considered a part of salary or wage, the employee shall be compensated for accumulated vacation in case of resignation as separation from employment. In case of in-service death, payment for accumulated leave shall be made to widow, widower, or survivors.

VEHICLES

The use of Authority-owned vehicles shall be limited to official business only. Taxi service shall not be performed with Authority vehicles, and the unauthorized use of such vehicles may result in dismissal.

WORKMAN'S COMPENSATION

Authority employees are fully protected in the event of an injury which occurs while on the job, under the workmen's compensation laws of Pennsylvania. Since the Authority is a corporation, all employees of the Authority are covered under the workmen's compensation policy. Also covered are the officers of the Authority while acting within the scope of their duties for the Authority.

The risks of the Wyoming Valley Sanitary Authority are classified under the Waterworks Code, since this is the classification the Pennsylvania Compensation Rating Bureau normally assigns to sewage disposal systems and plants. Strictly clerical office employees are assigned under Code 953.

To be sure of coverage under workmen's compensation, report of injury must be immediately made to the supervisor. Otherwise the validity of claim for workmen's compensation is placed in doubt.

Employees may elect to use accrued sick leave and vacation credits because of on-the-job injury. This will assure the employee of full salary in most cases where job related disability is suffered.



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