

POSITION CLASSIFICATION AND POLICY MANUAL

RULES, REGULATIONS & POLICIES

FOR

EMPLOYEES

OF THE

COPLAY-WHITEHALL SEWER AUTHORITY



ARCHIVES
JS257
C6W682

**INSTITUTE OF REGIONAL AFFAIRS
WILKES COLLEGE
WILKES-BARRE, PENNSYLVANIA**

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 this area 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.

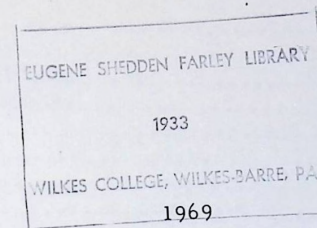
We're glad to have you with us – hope you'll retire in this area.

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.

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TABLE OF CONTENTS

I. Goal of Personnel Administration..... 1

 A. Position Classification..... 1

 B. Pay Plan..... 4

II. Table of Organization..... 5

III. Job Titles..... 6

 Office Manager..... 7

 Clerk and Electronic Billing Machine Operator..... 9

 Maintenance Foreman..... 12

 Laborer I..... 13

IV. Rules, Regulations and Policies for Employees

 Attendance 14

 Bereavement Leave 14

 Blue Cross- Blue Shield 14

 Call-Back Pay Practices 15

 Civil Leave 15

 Deductions 15

 Demotion 15

 Discipline..... 16

 Employment..... 16

 Frequency of Pay 16

 Gifts for Services 16

 Grievance Procedure 16

 Group Insurance Plan 17

 Life Insurance 17

 Accidental Death, Dismemberment and Loss of Sight Benefits 17

 Weekly Disability Income Benefits 18

 Holidays 18

 Hours of Work..... 18

 Military Service..... 19

 Overtime Pay and Compensatory Time..... 19

 Probation 20

 Records 20

 Reinstatement 20

 Sick Leave 21

 Social Security 22

 Transfer 22

 Vacations 23

 Vehicles 23

 Workmen's Compensation 23

GOAL OF PERSONNEL ADMINISTRATION

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 policy manual 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 Copley-Whitehall Sewer Authority desires appropriate control over the basic policy that this position classification and policy manual 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 also provides a mutual understanding between supervisor and employee as to the job and pay, and thereby facilitates more effective supervision and employee performance. 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, and the utilization of employees. By establishing proper job relationships, a classification plan defines lines of promotion to positions of greater difficulty and responsibility in the same line of work. It furnishes information upon which training can be based, employee performance evaluated, and duplications of work or improper functioning of organizational structure detected. The grouping of jobs makes it easier to handle personnel matters, since employees in similar categories can be considered as a group.

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. We must know whether jobs are routine, or require employees to make important decisions independently. As members of the Board, we must know which jobs involve the supervision of others. Certainly, as a board responsible to the users of the service, we as the Board of the Coplay-Whitehall Sewer Authority, do not have to know how to perform each job, but we do have to know what are the duties and responsibilities of each job.

After this knowledge about jobs was obtained, we then proceeded to arrange it in usable form. This was accomplished by preparing a classification plan. Like jobs are grouped into classes; classes of the same kind but of different levels of responsibility are grouped into series; and the classes and series are arranged into major occupational groups. 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.

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.

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 factor pattern which was followed in preparing this classification plan indicates that all classes can be measured against the same criteria. 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. Level of nonsupervisory duties: whether work is at beginning level

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 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. The significant word in this definition is "art"; for pay administration is an art, not a science. It is true some of the factors influencing the setting of salaries can be measured, but these measurements cannot replace the use of judgment on our part.

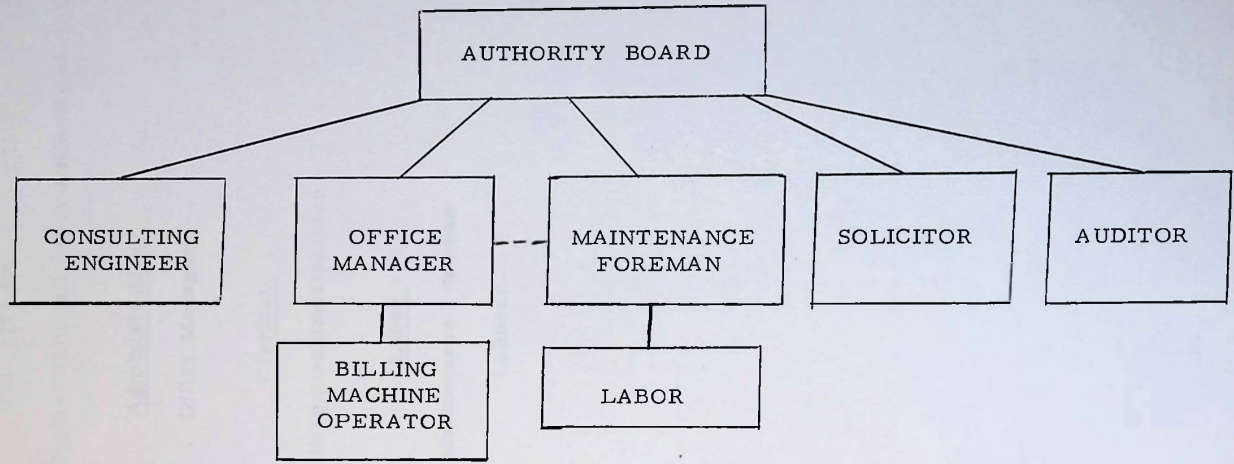
Any pay plan that is finally adopted by the Authority is important to five publics or interested parties:

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 class.
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 their money in our system are concerned because their own capital 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 our area of 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.

TABLE OF ORGANIZATION



JOB TITLES

The employees of the Coplay-Whitehall Sewer Authority shall be classified in the following manner:

Administrative

Office Manager

Clerical

Billing Machine Operator

Labor

Maintenance Foreman

Laborer

CLASS TITLE: Office 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 Board of the Authority. Reports apply to all revenue and expenditure items for the Authority. The Office 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 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:

1. Duty to the Board: Work directly with the Board implementing their decisions under the direction of the Secretary and Treasurer. Be capable of answering questions posed by the customers of the system so that the Board is not contacted on minor problems.
2. Agendas: Make up agendas for the meetings so that the business of the Authority is conducted as speedily as possible. Have as much information as possible available on matters to be discussed. Attend the meetings and record the minutes of the meetings. Provide a copy of the minutes to those who are entitled to receive them.
3. Agreements: Understand and be well versed in the provisions of all agreements with Municipalities and Individuals and cooperate fully in the terms of the agreements.
4. Bond Indenture: Understand and keep the records of each fund: Construction Fund, Assessment Fund, Clearing Fund, Revenue Fund, Debt Service Funds, Maintenance Reserve Fund, Bond Redemption and Improvement Fund, Administration Account and Operating Account.
5. Trustee: Notify the trustee weekly of the amounts to be transferred into the individual funds and any additional charges and credits. Advise him of the Requisitions to be paid when authorized by the Board. Cooperate in every way to give the trustee the information he requires.
6. Legal: Notify the Attorney to file assessment liens for quarterly rentals promptly.
7. Office Systems: Create office systems to facilitate easy access to information required by all employees to make their job as effective as possible. Close daily supervision. Responsibility to see that the routine established conforms to need, and to revise routine when necessary for more effective and efficient performances.

8. Bookkeeping: Bill out all outstanding assessments yearly, accruing interest. Control this account quarterly. Record the receipts and disbursements for each fund and make complete trial balances quarterly. Check all bills and report them to the Board. Write all checks and prepare them for signature on the Administration Account and Operating Account after the bills have been approved by the Board. Complete the following reports monthly or quarterly as required: Withholding Tax, Wage Tax, F.I.C.A., Privilege Tax, Municipal Employees Retirement Fund, Sales Tax, etc. Supervise procedures for collecting delinquent accounts and reporting them to the attorney for lien when they are sufficiently delinquent without cause. All accounts are audited quarterly.

9. Correspondence: Receive all mail. Reply to routine correspondence over the signature of the Secretary. Refer all other correspondence to the appropriate person such as the engineer, attorney or directly to the Board.

10. Maintenance: Develop maintenance records to enable the Maintenance Foreman to be informed of the problems he will encounter in specific areas of the sewer system. Locate and dispatch him immediately when any trouble is reported directly to the office. Cooperate in scheduling routine work.

11. Supervising: Supervise and direct all the operations of the office. Be capable of operating all equipment, such as the NCR Electronic Bookkeeping Machine, calculators, addresser-printer, typewriters, etc. Be responsible for the office employees and their work. Assist in all phases of the work in the office.

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

SUPERVISION GIVEN: Supervises the office forces.

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 Authority.

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

CLASS TITLE: Clerk and Electronic Billing Machine Operator

CLASS DEFINITION: This class includes operation of an electronic billing machine, general clerical and typing work, and supervision of subordinate clerks, under direction of the Office Manager.

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. 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:

1. Master Cards: The basis for all the information in the office is found on the Master Cards. These cards originated with the assessments. Additional information is constantly being recorded on these cards, such as date of notification to connect to the sewer system, date connected to the system, plumber who did the work, date the property was transferred, to whom it was transferred, etc. These cards must constantly be updated to reflect any change in the property. These cards are filed alphabetically.
2. Customer Service for Paying Bills: Be available at all times for the receiving of payments of quarterly rentals, tapping fees, assessment payments at the counter. Courteous answers to all problems or referral to proper person. Check cash daily and have sufficient currency available for change.
3. Daily Bank Deposit: Deposits are made daily. All deposits must equal the total of bills paid to us that day. An adding machine tape must be attached to the bills showing the total receipts for the day and the date. These bills must be placed in numerical order for easy posting to the ledger cards later.
4. Operating Addresser-printer: Print bills for all accounts in eight controls with addressing plates on addresser-printer. Plates must be kept in correct number sequence to coincide with the sequence of the ledger cards. Changes must be made simultaneously with ledger cards and master cards in the event changes are made, such as new addresses and new home owners.
5. Operating N. C. R. Machine: All accounts must be billed quarterly and prepared for mailing. A knowledge of bookkeeping is essential to understand the working of the machine. Copies of bills must be filed in numerical order for quick checking. Totals must be posted to a master card so that there is a daily record of outstanding balances. Receipts are posted daily. They

must be broken down in the following divisions: Total Amount Received, Total Penalties Charges, Total Penalties Paid, and Net Payments. The accounts are broken down into eight controls according to the date in the quarter they are billed. The total of the eight controls is the total outstanding. These controls are checked periodically to prove out the controls.

6. Second Notice: Approximately two weeks after bills are due, second notices are sent out to all unpaid accounts with one balance. These bills are boldly stamped SECOND NOTICE.

7. Notice for Lien: If an account is delinquent for two quarters, a letter is sent out notifying the property owner that his property will be liened for sewer rental if the account is not paid within ten days. This is a certified letter to the property owner with a copy to the tenant if he has signified his intention to be responsible.

8. Contracts for Tenants: If a property owner desires to have his tenant responsible for the sewer service bill and the tenant agrees, contracts are sent to them for their signature. We must have one copy in our office signed by both in order to properly bill the tenant. The ledger card is then marked. A master card, ledger card and address plate must then be made for the tenant. These contracts are filed in numerical order.

9. Water Meter Readings: Meter readings are made by the office monthly by the Sanitary Engineer on special accounts. Readings are also obtained from the City of Allentown, Whitehall Township Water Authority and the Northampton Borough Municipal Authority. The City of Allentown and the Whitehall Township Water Authority mail the meter readings to us. We must go to the Northampton Borough Municipal Authority and check their records for their readings. Lists of their customers are prepared in this office yearly and are used to check their records. We cooperate with them by requesting permission to inspect their records in advance, notify them of any changes we have observed in our records that would be of help to them and double check our records with their records when we secure the current readings. Their meters are read on a cycle and we conform our records to their cycle.

10. Property Transfers: When property is transferred, the local newspaper carries this information. We clip this weekly. To receive detailed information, the tax office supplies a transfer list of the same properties. Both lists receive the utmost scrutiny and all the information is transferred to the master card. New ledger cards are then prepared with billing to the old owner to the time of the transfer and to the new owner to the end of the quarter. Address plates must also be changed. Partial transfers of property must also be noted. New homes under construction are carefully watched. Vacant lots are checked periodically to ascertain if buildings are being constructed. All properties connecting to the system must pay tapping fees. This is also checked.

11. Mail: All mail must be put through the mailing machine at the end of the day.

12. Telephone: All calls concerning billing will be handled with courtesy

and promptness. All calls will be handled with courtesy.

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 and especially an electronic billing machine.

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: Supervises subordinate clerks under direction of the Office Manager.

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: Maintenance Foreman

CLASS DEFINITION: Supervises and performs duties required to maintain the sewerage system in efficient working order.

DISTINGUISHING FEATURES OF WORK: Work generally follows a set routine, but may include a wide variety of tasks necessary to inspect, maintain, and repair lines and equipment of the sewerage system. Responsible for supervising work of laborers engaged in maintenance, as well as personally performing maintenance work when necessary.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Maintenance: Inspect, clean and flush sewer lines, open stoppages, maintain all pumps, valves, and rolling equipment.
2. Water Meters: Read water meters periodically.
3. Jordan Creek Meter Chamber: Change meter chart at the same hour and day every week. Clean wet-well area every two weeks. Back flush float and flume once weekly. Maintain surrounding grounds. Scrub and clean inside once weekly.
4. Kimmett Avenue Meter Chamber: Same as Jordan Creek chamber.
5. Eberhard Road Pumping Station: Grease universal joints on pumps and shafts lightly once each week. Grease comminutor and shaft in wet-well once weekly. By-pass sewage flow and clean out trough at comminutor. Clean out bar screen. Clean and wash down wet-well twice weekly. Scrub cutters on comminutor every six months.
6. Seventh Street Ejector Station: Check for proper operation every other day. Grease every week. Clean station weekly.

SUPERVISION RECEIVED: Normally performs duties without direct supervision, under orders received from the Board, Office Manager, or on his own initiative. Works under direct supervision of the Engineer when the work requires special knowledge and experience.

SUPERVISION GIVEN: Close and direct supervision of maintenance laborers.

EXPERIENCE AND EDUCATION: High school graduate or equivalent. Knowledge and experience in sewer maintenance, meters, and pumps. Ability to understand oral and written instructions on sewer operation and maintenance, and to learn the use of required tools. Sufficient strength and stamina to perform the manual duties required. Qualified to operate a motor vehicle in accordance with the Pennsylvania Motor Vehicle regulations.

CLASS TITLE: Laborer I

CLASS DEFINITION: Performs unskilled and semi-skilled manual labor required to maintain the sewerage system. Work is normally routine, but may include a wide variety of tasks.

DISTINGUISHING FEATURES OF WORK: Under direct and close supervision, performs manual work required in excavation, maintenance, and repair of sewer lines, and the care of grounds and equipment.

SUPERVISION RECEIVED: Works under close and direct supervision of Maintenance Foreman, in accordance with standard procedures or specific instructions.

SUPERVISION GIVEN: None

EXPERIENCE AND EDUCATION: Ability to read and write in order to understand and follow instructions, and ability to learn to use manual and other tools required for the performance of work. Sufficient strength and stamina to permit performance of heavy manual work required. Have a Pennsylvania Motor Vehicle operator's license.

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 superior 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 any relatives under the same roof.

Such leave of absence shall be from day of death, to and including day of burial.

Whenever an employee is absent because of death of a near relative, there shall be no deductions from the salary of the employee for absence on the day of the funeral. The Authority may extend the period of absence with pay in its discretion as the need of the case may warrant. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, and sister-in-law.

All compensation required to be paid under the provision of this policy shall be paid to the employee in the same manner and at the same time said employee would have received his salary if the absence had not occurred.

BLUE CROSS - BLUE SHIELD

Coplay-Whitehall Sewer Authority provides coverage of employees only, under the One Twenty Preferred 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 at the expense of the individual.

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 Office Manager or from Blue Cross Hospital Association of the Lehigh Valley in Allentown, 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. Time lost can also be made up at the straight time rate with the approval of the Maintenance Foreman.

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.

DEDUCTIONS

Deductions from salary and wages are made for Federal Withholding Tax, Social Security, applicable Wages Taxes, Municipal Employees Retirement Fund and other deductions mutually agreed upon between the Authority and the employees.

DEMOTION

Upon demotion through formal procedure, prescribed by the Board, an employee shall receive a decrease in pay or whatever decrease is authorized by the Authority.

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 order 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

EMPLOYMENT

Employment with the Authority is gained upon submitting an application for employment, and an interview, conducted by the Board or such individual designated by the Board.

FREQUENCY OF PAY

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

GIFTS FOR SERVICES

If you are offered a gift for the services you provide 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 em-

ployment conditions or relationships, the employee should discuss his grievance with his immediate superior. Should the decision of the superior not satisfy the employee, the employee may appeal the decision to the Authority, indicating to his superior that he will do so. The grievance will then be discussed jointly with his superior and the 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 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 to the Board.

ACCIDENTAL DEATH, DISMEMBERMENT AND LOSS OF SIGHT BENEFITS

The full amount of insurance benefits are payable to the beneficiary 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 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 nine 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

- | | |
|---------------------|---------------------------|
| 1. New Year's Day | 6. Thanksgiving Day |
| 2. Good Friday | 7. Day after Thanksgiving |
| 3. Memorial Day | 8. Christmas Day |
| 4. Independence Day | 9. Day before Christmas |
| 5. Labor Day | |

If any of the above holidays fall on 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 nine 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 37-1/2 hours per week, Monday through Friday. The normal hours of work are from 8:00 A. M. to 4:30 P. M., with one hour for lunch.

Employees classified as labor work 40 hours in a work week of 168 hours. However, they may be required to work less than 40 hours.

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 exercises 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 perform required duties of 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.

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 and other office personnel below grade of office manager are generally given compensatory time off for overtime in excess of 37-1/2 hours per week. The time off is normally figured 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. Compensatory time shall be taken at a time approved by the supervisor, but, in no case, later than 10 regular work days.

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 three 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.

RECORDS

The Office Manager 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 records shall be available for inspection only 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 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.

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; and, (b) enforced quarantine of the employee in accordance with community health regulations. 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 Authority or Office Manager 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 procedures established by the Board.

Employees are permitted ten working days of sick leave during a calendar year. Sick leave may be accumulated up to twenty work 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.

A doctor's certificate will be required for an absence for sickness of three days or more.

SOCIAL SECURITY

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

Employees will be informed of authorized deductions.

Benefits for you and your Family - If you are "fully insured" and have reached "retirement age" you can collect old-age benefits for any month in which you are retired. Technically, retirement age is 62; but a worker under OASI cannot 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, or as specified by law. If the spouse does not survive, the lump-sum death payment 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.

TRANSFER

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

Transfers may be made by the Authority in the best interest of the Authority.

It should be clearly understood that a transfer does not necessarily involve a higher salary, unless the transfer is designated as a promotion.

VACATIONS

Annual vacations are granted to all employees of the Authority, after an initial employment of one year.

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

The vacation year shall be from July 15 of one year to July 14 of the next.

Arranging individual vacations shall be the responsibility of the immediate supervisor and approved by the Office Manager.

The vacation policy shall be as follows:

1. One week vacation with pay is granted to employees who have been employed by the Authority for one year.
2. Two weeks vacation with pay is granted to employees who have been employed by the Authority from two to five years. Three weeks vacation with pay is granted to employees after five 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 or separation from employment. In case of in-service death, payment for accumulated leave shall be made to widow, widower, or other legal beneficiaries.

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.

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 jeopardized.

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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