

**POSITION CLASSIFICATION  
PAY PLAN  
RULES, REGULATIONS & POLICIES  
FOR  
EMPLOYEES  
OF THE  
UNIVERSITY AREA  
JOINT AUTHORITY**



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

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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 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.

UNIVERSITY AREA JOINT AUTHORITY

## POSITION CLASSIFICATION - PAY PLAN

### RULES, REGULATIONS & POLICIES

FOR

EMPLOYEES

OF THE

UNIVERSITY AREA JOINT AUTHORITY

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UNIVERSITY AREA JOINT AUTHORITY  
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82-161220



THE STATE OF TEXAS  
COUNTY OF DALLAS  
I, \_\_\_\_\_, County Clerk of said County, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of said County.

I. PERSONNEL POLICY



## I. PERSONNEL POLICY

The personnel practices of any governmental organization are a subject of interest to 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 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.

Since the Board of the University Area Joint Authority desires appropriate control over both basic policy and salary levels, it has caused this Employee Handbook, which includes a position classification and pay plan, to be prepared.

### 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 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 ones, must be clearly understood. Certainly, as a Board responsible to the users of the service,



members of the Board of the University Area Joint Authority do not have to know how to do each job, but the Board does have to know of what each job consists.

After this knowledge about jobs was obtained, it was arranged 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, not only is an inventory available, but a complete description of all the kinds of work which the employees do is understood by the Board.

Because the classification of positions is essential to the development of a workable pay plan, many governmental agencies 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 to work.
  - d. Whether work is a 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, and/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 judgement and action.
  - d. Extent to which, and the purpose for which, work is reviewed by others.
- 7. Requirements of the work
  - a. Nature and relative difficulty of knowledge, 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 and/or training required.
  - b. Nature and length of experience required.

The Executive Director and the Personnel Committee will periodically review the specifications so that they truly reflect the duties and responsibilities of each position. Necessarily, revisions will be made from time to time, but the Board is 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 University Area Joint Authority is important to five public or interested parties:



1. The Board of the Authority. Since wages and salaries may represent from 60 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 process, the Sewer Renters will likewise be interested in the administration of the policies as they affect 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 form of the employee's paycheck for good performance and rewards the employee upon promotion to a higher salary level.
4. The Employees. To the employee, pay represents, in addition to compensation for work performed, an ability to attain his goals and objectives and determines his standard of living and status in the community.
5. The Bond Holders. This sizable group which has financed the system is concerned because their own money is at stake in the financial success or failure of 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 Central 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. It is hoped that fair treatment of all employees can be assured, thereby promoting high employee morale. It is hoped that the plan 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 a basic schedule of pay ranges showing the assignment of various salary grades 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 dif-



ferential is preferable to flat dollar increases since each step bears the same relationship to the entrance salary, and because increments are more meaningful at all levels of employment.

2. There are 8 rates in each pay range, a beginning rate and 7 merit steps.
3. The ranges overlap heavily, since the amounts are closely 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, or 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 .MERIT PAY PLAN



II. MERIT PAY PLAN

UNIVERSITY AREA JOINT AUTHORITY

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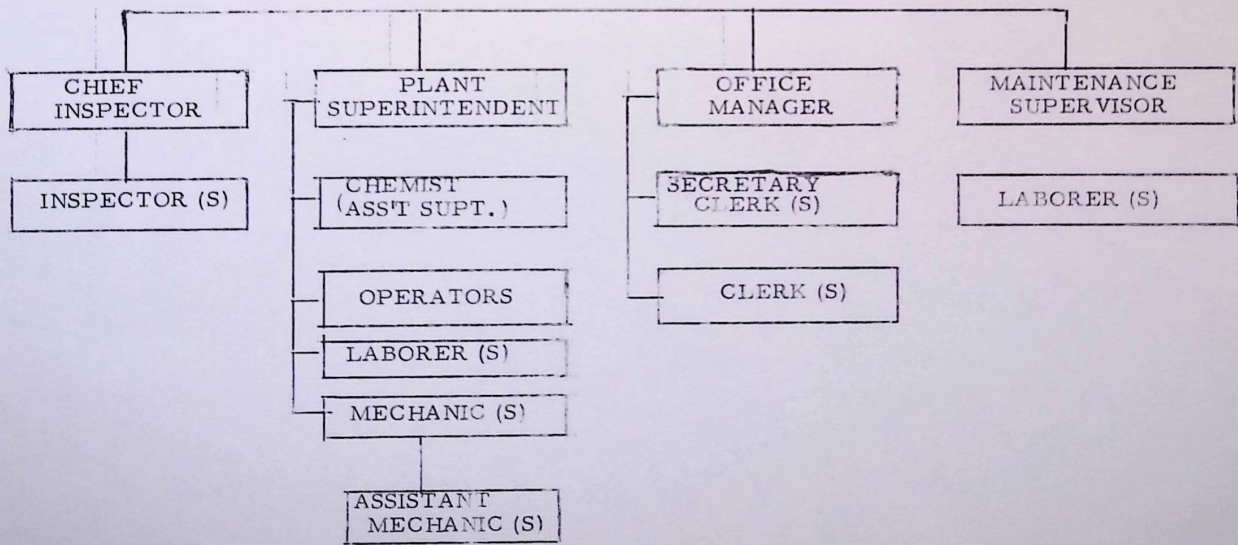
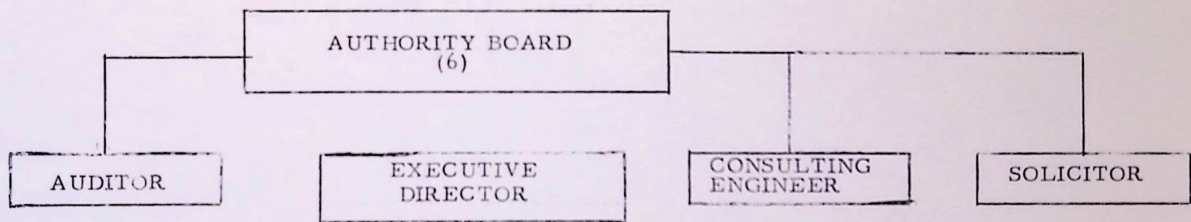
<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>
1	3,960	4,200	4,440	4,690	4,950	5,230	-----	-----
2	4,260	4,500	4,740	5,000	5,260	5,540	5,840	-----
3	4,640	4,900	5,160	5,440	5,740	6,040	6,360	6,720
4	5,040	5,320	5,620	5,940	6,280	6,640	7,000	7,400
5	5,500	5,800	6,120	6,460	6,820	7,200	7,600	8,020
6	6,000	6,330	6,680	7,040	7,420	7,820	8,250	8,700
7	6,600	6,960	7,340	7,740	8,160	8,600	9,060	9,560
8	7,300	7,700	8,120	8,580	9,040	9,540	10,060	10,640
9	8,000	8,440	8,900	9,480	10,000	10,540	11,120	11,720
10	8,800	9,280	9,780	10,320	10,880	11,480	12,100	13,700
11	9,700	10,240	10,800	11,400	12,040	12,700	13,400	14,140
12	10,700	11,280	11,900	12,560	13,240	13,960	14,660	15,400
13	11,800	12,400	13,080	13,800	14,560	15,360	16,200	17,100
14	13,000	13,700	14,460	15,200	16,000	16,880	17,700	18,600
15	14,400	15,200	16,000	16,800	17,700	18,600	19,600	----
16	16,400	17,200	18,100	19,000	20,200	21,700	-----	----



III. TABLE OF ORGANIZATION



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IV. JOB TITLES



IV. JOB TITLES

The employees of the University Area Joint Authority shall be classified as follows:

Administrative

Executive Director

Office Manager

Operational

Superintendent

Chemist - Assistant Superintendent

Operator

Mechanic

Mechanic Helper

Sewer Maintenance Supervisor

Chief Inspector

Inspector

Laborer

Clerical

Secretary-Clerk

Clerk



V. JOB DESCRIPTIONS



CLASS TITLE: Executive Director

CLASS DEFINITION: Chief administrative officer for the University Area Joint Authority, the Patton-Ferguson Joint Authority, and the College-Harris Joint Authority. Directly responsible to the respective boards for the managerial and technical activities of the sanitary sewerage systems, requiring direction and coordination of the operation and maintenance of the system, including all appurtenances and auxiliary facilities.

DISTINGUISHING FEATURES OF WORK: Subject to the provisions of the Pennsylvania Municipal Authorities Act, other applicable statutes, bond indentures, and policies established by action of the respective Authority boards, administers the business affairs of the boards and bears primary responsibility for the fiscal, administrative, and operational activities of respective sewerage systems, including supervisory direction of operation, maintenance, and expansion of the systems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Facilitates the conduct of board meetings by preparing agendas, submitting oral and written reports on items of board business, current system operations, making appropriate recommendations and otherwise participating in the formulation of operational policies.
2. Administers all fiscal affairs of the systems by preparation of board and operational budgets, exercises direct control of budget execution, renders regular and special financial reports, and sees to the collection of fees and assessments.
3. Coordinates and directs the operations of the two sewerage collection systems and the treatment plant and sees that their operations comply with all required standards and policies of the boards.
4. Conducts, or directs the conduct of, studies and analyses of current and potential problems affecting the systems operations.
5. Deals directly with the public on all matters pertaining to sewerage operations, and provides liaison between the Authority boards and public.
6. Maintains contacts with federal, state, and other local officials, and keeps the boards informed of legislative, federal and state regulatory policies.



7. Directs the daily business activities of the authorities by supervisory direction and guidance of the office staff.
8. Maintains efficient operation of the sewerage systems by direction, supervision, instruction, and guidance of the principal subordinates, with direct personal supervision of the office manager, treatment plant superintendent, maintenance supervisor, and chief inspector.
9. Supervises the form, content, and submittal of appropriate reports required of governmental agencies and the respective boards.
10. Inspects major facilities to confirm operational procedures and standards.
11. Directly responsible for hiring and discharging, as well as disciplining employees, and for the administration of all personnel policies.
12. Prepares, or supervises the preparation of all specifications, contracts, or purchases, and administers all contracts.
13. Designs, or supervises the designing of, proposed minor plant or systems extensions and improvements, and prepares prospectus for any proposed major improvements.
14. Exercises, when necessary, final decision-making authority in matters not requiring action by the Authority Boards.
15. Represents the respective authorities at meetings and conferences and before area public and private groups and organizations.

SUPERVISION RECEIVED: Work is supervised through review and evaluation by the respective Authority Boards.

SUPERVISION GIVEN: Supervises directly the work of the office manager, treatment plant superintendent, maintenance supervisor, and chief inspector and through them all other employees.

REQUIREMENTS OF THE WORK: Adequate training and/or experience in the exercise of accepted and effective techniques of public administration. An appropriate degree in engineering or a thorough knowledge of the methods, materials, equipment, and practices used in the operation of sanitary sewerage systems and treatment facilities. Workable knowledge in provisions of the Pennsylvania Municipal Authorities Act, other state statutes and agency regulations pertaining to liquid waste treatment. Ability to conduct pertinent research and



to present results to the Authority Boards in an understandable form. Ability to make sound recommendations on matters pertaining to operations, and to interpret broad administrative policies into general instructions for implementation by subordinates. Thorough knowledge of Authority financing, and of modern methods and techniques of business management. Ability to deal tactfully with members of the boards, employees, customers, and the general public, as well as with federal and state officials, and to maintain cooperative and constructive relationships with professionals engaged by the boards, such as solicitors, certified public accountants, consulting engineers, bond counsels, and financial advisors.

**GUIDELINES AND DISCRETION:** This position requires a cooperative personality, a high degree of administrative, technical, and professional judgement, the ability to make sound decisions based upon objective data. Guidelines consist of the Pennsylvania Municipal Authorities Act, other state and federal statutes and agency regulations, local ordinances, bond indentures, and Board Policies.

**EDUCATION AND EXPERIENCE:** B.S. degree in civil or sanitary engineering from a recognized college or university, plus at least five years experience, of which at least three years have been in a supervisory capacity in a medium or large waste water treatment system as the chief administrative officer responsible for both technical and fiscal work; or a B.S. or B.A. degree from a recognized college or university in business administration, public administration, or related fields, plus five years experience in an administrative capacity, at least three years of which shall have included responsibility for waste water treatment.



CLASS TITLE: Office Manager

CLASS DEFINITION: As chief assistant to the Executive Director, has primary administrative responsibility for efficient office performance, primarily through supervision of secretarial and clerical staff. Performs special secretarial functions assigned by the Executive Director, and has considerable direct contact with the public.

DISTINGUISHING FEATURES OF WORK: Responsible for supervision of all administrative service functions, bookkeeping, purchasing, budgeting, fiscal management, secretarial and clerical assignments, procedures, and scheduling. Assists Executive Director in determining fiscal facts and making reports. Performs complex and specialized secretarial and clerical work. Serves as direct contact with the public, primarily in fiscal matters related to system operations.

ILLUSTRATIVE EXAMPLES OF WORK: Assistant and principal secretary to the Executive Director. Responsible for all other office procedures. Supervises and maintains fiscal records, including ledgers, payrolls and payroll tax reports. Supervises collection of accounts receivable. Administers insurance coverage for employees. Pays all invoices, makes bank deposits. Responsible for all filing. Orders supplies, materials, and required forms. Assists Executive Director in arranging the Authority meetings and gives public notice of same. Supervises instruction and use of office equipment. Performs other related duties as assigned.

SUPERVISION RECEIVED: Works under general and specific instructions of the Executive Director.

SUPERVISION GIVEN: All office secretarial and clerical staff.

REQUIREMENTS OF THE WORK: Thorough knowledge of the principles and practices of business administration, including a general knowledge of office management, budgeting, purchasing, bookkeeping, and coordination of office work and staff. Ability to interpret general instructions of the Executive Director into specific instructions to the staff, and ability to supervise small clerical staff. Thorough knowledge of accepted business English and competence in preparing and writing assigned reports. Ability to install, operate, and instruct in the operation of, modern office equipment. Ability to make independent decisions in the name of the Executive Director on routine matters, or in special areas authorized by the Director. Ability to maintain effective relationships with officials, associates, and the public. General knowledge of pertinent provisions of state legislation governing Authority operation, and familiarity with the fiscal and operational policies of the respective boards.



**GUIDELINES AND DISCRETION:** Work is performed under policy instruction from the Executive Director, but requires application of considerable initiative, discretion, and independent judgment, as well as tact and diplomacy in dealing with the public.

**EDUCATION AND EXPERIENCE:** Graduation from high school business or commercial course, or graduation with academic or general course, supplemented by completion of business course at a recognized private business school, plus at least three years experience in a business office, at least one of which shall be in a supervisory capacity.



**CLASS TITLE:** Superintendent

**CLASS DEFINITION:** Direct responsibility for supervision of all technical and operational phases of the public sewerage systems.

**DISTINGUISHING FEATURES OF THE WORK:** Technical and supervisory work in the operation of sewerage systems, including public collection lines, treatment plant, pumping stations, and all other appurtenances and auxiliary facilities.

**ILLUSTRATIVE EXAMPLES OF THE WORK:** Plans and supervises the work of operating personnel in the collection, treatment, and disposal of liquid waste. Administers and manages the treatment plant to obtain safe and efficient operation. Keeps all records necessary to evaluate the operation of the system, and files appropriate reports with Authority Boards and/or the Executive Director, and the Pennsylvania Department of Health. Responsible for solution of operational and special problems arising from time to time, and engages in or directs research projects relating to collection, treatment, and disposal problems and to new methods, improvements, and procedures. Plans, assigns, and supervises, directly or through subordinates, the work of technical, operating and maintenance personnel. Supervises training of operators. Reviews laboratory and operating volume reports. Controls requisitioning and purchasing materials, supplies, and equipment required in operating the plant and pumping stations, according to established policies and procedures. Performs related work as required.

**SUPERVISION RECEIVED:** Specific instructions and general supervision are received from the Executive Director, and in some instances from Board members and the consulting engineers.

**SUPERVISION GIVEN:** Supervision is given to the assistant superintendent-chemist, plant operators, mechanics and mechanic helpers.

**REQUIREMENTS OF THE WORK:** Thorough knowledge of modern sanitary engineering principles and practices, and complete knowledge of and capability to operate and maintain the specific type of treatment facilities operated by the Authorities. Knowledge of the physical and chemical processes involved in treatment of sewerage, and of the types of industrial processes which result in the discharge of hazardous water-borne waste materials. Considerable knowledge of plant design, and application of equipment and plant facilities required in sewage treatment. Knowledge of administrative principles and practices required to operate the sewerage system. Ability to supervise diversified personnel, and to establish and maintain effective working



relationships with superiors and subordinates, the consulting engineers, the Executive Director, and the Authority Boards. Ability to interpret administrative policies into general instructions to be given to subordinates.

**GUIDELINES AND DISCRETION:** Chief guidelines consist of state legislation, regulations, and standards of operations, and the policies established by the Authority Boards. Specific programs are determined by or with the counsel of the Executive Director, although the employee has considerable freedom of action and is therefore required to exercise administrative and technical judgment.

**EXPERIENCE AND EDUCATION:** Completion of at least a bachelor's degree at an accredited college or university with major work in civil, chemical, or sanitary engineering, chemistry or biochemistry. At least five years experience in the operation of comparable sewerage systems, of which at least three years have been in a responsible supervisory or administrative capacity; or any equivalent combination of acceptable experience and training which meets standards approved by the Pennsylvania Department of Health. Must possess a state certificate as specified in Act 322, approved November 18, 1968.



CLASS TITLE: Chemist-Assistant Superintendent

CLASS DEFINITION: Combination of technical work entailing required chemical and bacteriological testing for control purposes and assisting the superintendent in routine or specially assigned administrative or operational duties.

DISTINGUISHING FEATURES OF THE WORK: Direct responsibility for performing all necessary chemical and bacteriological tests required to evaluate and control the efficient treatment of sewage based upon state and local standards. Assists the superintendent in the administrative and operational aspects of treatment either by direct assignment of routine functions, or as acting superintendent in the absence of the latter.

ILLUSTRATIVE EXAMPLES OF THE WORK: Performs tests on waste water to determine quantity of suspended solids, settleable solids, PH, bio-chemical oxygen demand, dissolved oxygen, phosphates, and sludge density. Prepares chemicals and reagents necessary to perform required tests. Maintains records of tests and submits reports on a regular or demand basis. Participates in research assigned by the superintendent. Performs special tests on the waters of Spring Creek, and on effluent from industries desiring to connect with the sewerage system. Regularly performs some of the routine duties of the superintendent and others on an assignment basis.

SUPERVISION RECEIVED: Direction and supervision is received directly from the superintendent, especially in the administrative areas, although the chemical aspects of the position entail considerable freedom, with work reviewed by the superintendent or Executive Director.

SUPERVISION GIVEN: Exercises routine supervision of the treatment plant operators, mechanics, and mechanics helpers.

REQUIREMENTS OF THE WORK: Extensive knowledge of the principles, methods, and practices of chemistry, especially that area of technical knowledge required in the specific type of sewerage treatment. Knowledge of mathematics as related to his technical chemistry functions at the plant. Skill in use and care of standard laboratory materials and equipment. Ability to perform standard and special tests, make accurate chemical analyses, evaluate test results in relation to prescribed standards, prepare and interpret reports. Ability to interpret and carry out orders or instructions of his superiors, and to supervise and inspect the work of skilled and semi-skilled employees in implementing the duties assigned by the superintendent. Ability to establish and maintain effective working relationships with and among employees under his supervision.



**GUIDELINES AND DISCRETION:** Work guidelines are determined on the basis of accepted standard testing and analysis procedures in waste water treatment. Some discretion is required in analyses and reports. Supervisory work is generally routine, while all such work is subject to the instructions of the superintendent.

**EXPERIENCE AND EDUCATION:** Preferably a bachelor's degree in Chemistry from an accredited college or university. Minimum of graduation from a standard high school or vocational school, including or supplemented by courses in chemistry, with at least three years experience in a sewerage treatment plant. Should also qualify for certification as a sewerage plant operator under rules and regulations set by the Pennsylvania State Board of Certification



CLASS TITLE: Sewage Plant Operator

CLASS DEFINITION: Performance of routine semi-skilled waste water treatment plant work, operating assigned equipment on a rotating shift basis.

DISTINGUISHING FEATURES OF THE WORK: Work is performed under the immediate supervision of the superintendent or assistant superintendent. Assignments are stable in nature and are carried out in accordance with detailed instructions and operating procedures at the plant. Work requires light physical effort, but the employees are continuously exposed to offensive odors.

ILLUSTRATIVE EXAMPLES OF WORK: Keeps plant log book and charts up to date. Operates on an assigned shift a wide range of sewage treatment equipment such as raw sewage pumps, sludge heaters, compressors, ejectors, filters, blowers, aeration tanks and the like. Performs regular routine procedures such as back wash filters, skim grease from C. S. tanks, checking chlorine residual, check amount of dissolved oxygen, take pressure readings, and others necessary to the efficient operation of the treatment process. Clean all equipment and housing facilities regularly, and perform other duties as assigned, including cutting grass, shoveling snow, and hosing floors.

SUPERVISION RECEIVED: Orders, assignments, directions, instructions, and supervision when necessary, are received from the superintendent or assistant superintendent. As the operator of one shift is relieved by another, any special instructions are orally conveyed.

SUPERVISION GIVEN: None

REQUIREMENTS OF THE WORK: Ability to learn the methods, practices, procedures, and techniques used in the operation and routine maintenance of the specific type treatment plant and its equipment. Ability to understand and follow oral and written instructions, and to read and record meter and gauge readings accurately. Sufficient knowledge of the whole treatment plant operations to be able to recognize malfunctions, to correct simple ones and act decisively in reporting others to the appropriate superior. Ability to make simple arithmetic computations and prepare reports.

GUIDELINES AND DISCRETION: Although procedures are normally routine, some discretion may be required in the performance of specific functions.



**EXPERIENCE AND EDUCATION:** Graduation from a high school or a vocational school, combined with at least two years of acceptable experience in a waste water treatment plant. Current operators are encouraged to qualify for state certification, and those employed in the future may be required to qualify for state certification under the various options specified in Act 322, approved November 18, 1968.

**DESCRIPTION OF FUNCTIONS OF WORK:** Direct responsibility for maintaining efficient operation of various mechanical and electrical facilities and equipment by constant close watch, and regular testing of mechanical and electrical units with special meters and gauges, making necessary repairs with assistance of helpers or plant operators, maintaining laboratory charts and plant records facilitating control and evaluation of the systems operating facilities.

**ILLUSTRATIVE EXAMPLES OF WORK:** Perform regular inspections and routine operator reports for purposes of preventive maintenance. Maintain a regular schedule of testing mechanical and electrical units and controls and make repairs as needed. Maintain a systematic register of inspection and maintenance of equipment and units keeping notes and plant records of work done. Check piping systems daily. Keep buildings and surrounding areas in good repair and appearance. Assist plant operators in the cleaning of tanks. Perform other duties as may be assigned by the plant superintendent.

**SUPERVISION AND LEVELS:** General supervision is received from the plant superintendent and working superintendent.

**ASSISTANCE GIVEN:** Supervises a maintenance helper and plant operators when their assistance is required.

**REQUIREMENTS OF THE WORK:** Extensive practical knowledge of the methods, principles, and tools used in the maintenance of mechanical and electrical units such as pumps, gauges, valves, and various electrical equipment, conveyor belts, testing and wiring mechanisms. There is needed skill in the use of tools and equipment used in the maintenance of buildings and all electrical and mechanical equipment and power lines. Ability to select and repair defects in electrical wiring, mechanical and electrical equipment, ability to prepare and maintain inventory and work records.

**GUIDELINES AND DISCRETION:** Work follows standard procedures and instructions prescribed in the plant manual or the specific Division



CLASS TITLE: Mechanic

CLASS DEFINITION: Performance of master level work required to construct, maintain, or repair treatment plant and pumping station structures and mechanical equipment, sewer lines, and other appurtenances and auxiliary equipment.

DISTINGUISHING FEATURES OF WORK: : Direct responsibility for maintaining efficient operation of system mechanical and other facilities and equipment by constant observation, and regular testing of mechanical and electrical units with special meters and gauges, making necessary repairs with assistance of helper or plant operators, maintaining lubrication charts and other records facilitating review and evaluation of the systems operating condition.

ILLUSTRATIVE EXAMPLES OF WORK: Performs regular inspections and reviews operators' reports for purposes of preventive maintenance. Maintains a regular schedule of testing mechanical and electrical units and controls and makes required repairs. Maintains a prescribed schedule of inspection and lubrication of equipment and units requiring same, and keeps records of work done. Checks pumping stations daily. Keeps buildings and surrounding areas in good repair and appearance. Assists plant operators in the cleaning of tanks. Performs other duties as may be assigned by the plant superintendent.

SUPERVISION RECEIVED: General supervision is received from the plant superintendent and assistant superintendent.

SUPERVISION GIVEN: Supervises a mechanics helper and plant operators when their assistance is required.

REQUIREMENTS OF THE WORK: Extensive practical knowledge of the methods, practices, and tools used in the maintenance of mechanical units such as pumps, gauges, valves, and various switches, compressors, conveyor belts, feeding and mixing mechanisms. Demonstrated skill in the use of tools and equipment used in the maintenance of buildings and all electrical and mechanical equipment, and sewer lines. 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 prescribed in the plant manual or the specific direction



of the superintendent or assistant superintendent. Considerable discretion and judgment is required in diagnosing causes of malfunction of equipment and determining appropriate repair procedures.

**EXPERIENCE AND EDUCATION:** Completion of high school or vocational or technical school plus at least four years experience in the maintenance and repair of mechanical and electrical equipment, buildings, or an equivalent combination of training and experience.

**ILLUSTRATIVE EXAMPLES OF WORK:** Assist the mechanic in performing work of all types of maintenance and repair work on equipment, facilities, and power lines. Perform minor routine work without immediate supervision, including lubrication of certain machinery, moving equipment and supplies, driving trucks to pick-up loads and spare parts, cleaning and repairing tools, making drawings, drawing grids, cleaning clogged sewer lines, and other assigned related work.

**SUPERVISION RECEIVED:** Works under the direct supervision, instruction, and guidance of the mechanic.

**SUPERVISION GIVEN:** None.

**REQUIREMENTS OF THE JOB:** Ability to perform heavy manual work, physical stamina, to know the use and care of tools and mechanical equipment in the plant and power lines. Capable to know the materials, practices, materials, and work used in the construction of power lines, transmission, and power plants, including wire stringing, mechanical and safety, and to understand and follow oral and written instructions. Ability to learn the construction of power lines and safety practices, including the operation and maintenance of a coverage chart and collecting system.

**GUIDELINES AND DISCRETION:** Little discretion is required in the performance of this work, since it is usually performed in the presence of and with the direct supervision of the mechanic.

**EXPERIENCE AND EDUCATION:** Completion of at least year's high school, or an equivalent combination of training and experience. Eligibility for Pennsylvania vehicle operators license is required.



CLASS TITLE: Mechanic's Helper

CLASS DEFINITION: Beginning and sub-journeyman level work in the maintenance and repair of mechanical and electrical equipment and buildings.

DISTINGUISHING FEATURES OF WORK: Assists mechanic in maintenance and repair of electrical and mechanical equipment, lubrication of mechanical devices involved in sewage treatment, and sundry related work.

ILLUSTRATIVE EXAMPLES OF WORK: Assists the mechanic in performance of all types of maintenance and repair work on equipment, buildings, and sewer lines. Performs some routine tasks without immediate supervision, including lubrication of certain machinery, moving equipment and supplies, driving truck to pick up tools and spare parts, cleaning and repairing tools, running errands, mowing grass, cleaning clogged sewer lines, and others assigned.

SUPERVISION RECEIVED: Works under the direct supervision, instruction, and guidance of the mechanic.

SUPERVISION GIVEN: None

REQUIREMENTS OF THE WORK: Ability to perform tasks requiring mechanical aptitude, to learn the care and use of tools and mechanical equipment in the plant and pumping stations. Capacity to learn the methods, practices, materials, and tools used in the maintenance of pumps, compressors, conveyor belts, feeding and mixing machines, mechanisms and valves, and to understand and follow oral and written instructions. Ability to learn the occupational hazards and safety precautions involved in the operation and maintenance of a sewerage plant and collecting system.

GUIDELINES AND DISCRETION: Little discretion is required for the performance of this work, since it is usually performed in the presence of and with the direct supervision of the mechanic.

EXPERIENCE AND EDUCATION: Completion of at least junior high school, or an equivalent combination of training and experience. Eligibility for Pennsylvania vehicle operators license is required.



CLASS TITLE: Sewer Maintenance Supervisor

CLASS DEFINITION: Responsible for sewer maintenance and repair work at the supervisory level. Direct responsibility for maintaining the efficient functioning of all sewer mains and street laterals and manholes by supervising work crew(s) assigned to construct and repair same. Includes responsibility for contacting the general public to resolve complaints concerning functioning of the sewer collection system and complaints resulting from construction and/or repair work done. Duties call for evaluative thinking and are performed according to standard practices and general work instructions. Assignments may be performed outside of regularly scheduled work hours.

ILLUSTRATIVE EXAMPLES OF WORK: Prepares and administers a regular schedule of inspecting, and, when necessary, repairing damaged or ill-functioning mains or laterals. Supervises work crew in construction and repair of mains and laterals, requiring adherence to procedures, practices, and type and quality of tools which are accepted in the industry. Visits work sites and determines that adequate safety measures have been taken. Personally inspects larger industrial and commercial connections for conformance to Authority standards. Investigates complaints and reports concerning complex problems relating to sewer main breaks, seepage of water into private dwellings and utility subsurface structures and damage to sewers. Makes written reports and sketches of conditions found. Reviews daily time and materials reports. Makes appropriate recommendations relating to sewer collection to the Executive Director. Personally, or by assignment to a qualified employee, inspects all industrial, commercial, and residential connections made to the system by private contracting plumbers to assure that installations are in accordance with Authority regulations and standards.

SUPERVISION RECEIVED: Directly subject to general or specific orders and instructions of the Executive Director.

SUPERVISION GIVEN: Direct responsibility for supervising all employees assigned to work on construction, maintenance, and repairs of sewer mains and street laterals, and appurtenances.

REQUIREMENTS OF WORK: Thorough knowledge of methods, practices, materials, equipment and tools used in sewer maintenance. Considerable knowledge of the occupational hazards present and the safety precautions used in such work of maintenance and repair.



Complete familiarity with the general physical layout, and component structures and appurtenances of the system. Ability to detect and correct structural defects, unsafe and dangerous conditions and determine repair needs. Ability to interpret and work from sewer construction blueprints and prepare sketches. Ability to exercise accepted supervisory practices and to establish and maintain effective working relationships with associates.

**GUIDELINES AND DISCRETION:** Construction and maintenance work must be performed according to standards prescribed in the rules and regulations of the Authority, general or specific instructions of the system engineer, and practices and procedures of work generally approved in sewer operations. Although performance is subject to direction, control, review and evaluation of the Executive Director, the maintenance supervisor exercises extensive discretion in the maintenance program.

**EXPERIENCE AND EDUCATION:** Minimum of high school or technical or vocational school graduation preferred, and/or considerable training and experience in sewer maintenance work as a laborer or supervisor with at least one year supervising a crew engaged in similar work.



CLASS TITLE: Chief Inspector

CLASS DEFINITION: Directly responsible for inspection of all construction, maintenance, or repair work performed by Authority employees or private contractors or plumbers or sewer mains, laterals, manholes, and other appurtenances, excluding the treatment plant, to determine compliance with established standards and regulations.

DISTINGUISHING FEATURES OF WORK: On the basis of standards, policies, or regulations of the Authority and those acceptable to the sewer industry in general, personally observes all construction, maintenance, and repair of sewer mains, laterals, manholes, and other appurtenances, excluding treatment plant, while work is in progress, and upon completion of work approves or disapproves in writing. Inspectional duties include all elements in the collection system for which the maintenance supervisor is responsible, as well as work done on laterals located on private property and plumbing which effects the effective and sanitary discharge of waste from such private property into the public mains.

ILLUSTRATIVE EXAMPLES OF WORK: Observes all construction, maintenance, and repair work on mains, street and private laterals, and inside plumbing controlling discharge into the collection system, and, in writing, approves or disapproves work. Inspects discharge lines at trailer courts. Regularly conducts dye tests. Reports all violations of sewerage regulations. Reports properties not connected to the system, and initiates enforcement procedures for securing compliance. Inspects backfilling and resurfacing of streets following excavation for installation or repair work. Receives, records, and reports complaints to appropriate supervisor or to Executive Director. In writing, and through supplementary oral instruction, informs contractors, plumbers, and property owners of the regulations and standards established for sewage discharge from industries, commercial establishments and residences. Maintains diary of inspection and such files established to record the condition of the entire collection system. Submits monthly report on inspections, approvals and disapprovals, violations, actions taken, and the like. Investigates complaints of malfunctions in the system and, if repair work is required, reports same in writing to Sewer Maintenance Supervisor.

SUPERVISION RECEIVED: The inspector is directly responsible to and reports to, the Executive Director orally and in writing, and should receive no supervision or control from any other official or employee.



**SUPERVISION GIVEN:** Initially, the inspector supervises no Authority employees, but may exercise supervision over private construction, maintenance, or repair contractors. When the Executive Director determines that the amount of work requires additional inspectional personnel, they shall be under supervision of the inspector.

**REQUIREMENTS OF WORK:** Complete familiarity with the policies of the Authority and its regulations which set forth standards of installation of mains, laterals, manholes, and other appurtenances. Ability to write or make oral reports, and to complete approved forms and standards, practices, and procedures accepted generally. Ability to deal tactfully and courteously with contractors and general public, and to establish and maintain effective relationships with associates.

**GUIDELINES AND DISCRETION:** Inspector's evaluations must be in accordance with Authority policies and regulations as well as with quality and procedural standards accepted in the industry generally. In the applications of quality and performance standards, the inspector frequently exercises considerable personal judgment and discretion. Responsibility for digression from established standards shall be the inspector's, or, if done under orders of the Executive Director, then responsibility shall rest on the latter.

**EXPERIENCE AND EDUCATION:** Completion of high school, or technical or vocational school is minimal, plus training and at least one year experience in plumbing and or sewer work sufficient to provide knowledge of and ability to determine and interpret standards and regulations.



CLASS TITLE: Inspector

CLASS DEFINITION: As directed by the chief inspector, inspects all construction, maintenance, or repair work performed by Authority employees or private contractors or plumbers on sewer mains, laterals, manholes, and other appurtenances, excluding the treatment plant, to determine compliance with established standards and regulations.

DISTINGUISHING FEATURES OF WORK: Under direction and supervision of the chief inspector, and on the basis of standards, policies, or regulations of the Authority, and those standards acceptable in the sewer industry in general, personally observes all construction, maintenance, and repair of sewer mains, laterals, manholes, and other appurtenances, excluding the treatment plant, while work is in progress, and upon completion of project submits to chief inspector his recommendation of approval or disapproval in writing. Inspectional duties include all elements in the collection system for which the maintenance supervisor is responsible, as well as work done on laterals located on private property, and plumbing which effects the effective and sanitary discharge of waste from such private property into public mains.

ILLUSTRATIVE EXAMPLES OF WORK: When directed by the chief inspector, observes all construction, maintenance, and repairs on mains, street and private laterals, and inside plumbing controlling discharge into the collection system, and, in writing, recommends approval or disapproval to the chief inspector. Inspects discharge lines at trailer courts. Regularly, or at direction of chief inspector, conducts dye tests. Reports all violations of sewerage regulations to chief inspector. Reports properties not connected to the system, and through chief inspector initiates procedures for securing compliance. Inspects backfilling and resurfacing of streets following excavation for installation or repair work. Receives, records, and reports complaints to chief inspector for investigation and submission by the latter to the appropriate supervisor or Executive Director. Under orders of the chief inspector, delivers oral or written instructions to contractors, plumbers, and property owners on the regulations and standards in effect for sewage discharge by industrial and commercial establishments and residences. Maintains diary of inspection and such files required to record the condition of entire collection system. Assists chief inspector in preparation of monthly or special reports dealing with inspections, approvals or disapprovals of work, violations, actions taken, and the like. Investigates complaints of malfunctions in the system, and if repair work is required, reports same to chief inspector for disposition.



**SUPERVISION RECEIVED:** The inspector is under direct supervision of the chief inspector, or, in special circumstances, the Executive Director.

**SUPERVISION GIVEN:** The inspector has no authority to supervise any other employee, unless so authorized by the Executive Director.

**REQUIREMENTS OF WORK:** Familiarity with the policies and regulations of the Authority which describe the standards applicable to the sewerage system. Ability to understand and follow written or oral orders, and to write or make oral or written reports, and to complete forms and maintain appropriate files as directed. Reasonable knowledge of sewer installation standards, practices, and procedures. Ability to deal tactfully and courteously with contractors and the general public, and to establish and maintain good relationships with associates.

**GUIDELINES AND DISCRETION:** Inspector's evaluation must be in accordance with directions of the chief inspector and with the policies and regulations of the Authority, as well as with the quality and procedural standards, exercises personal judgement and discretion only within the limits set by the chief inspector. No digression from established standards is permitted without approval of chief inspector or the Executive Director.

**EXPERIENCE AND EDUCATION:** Completion of high school or technical-vocational school, or equivalent in experience working in areas related to plumbing or sewerage operations.



CLASS TITLE: Secretary-Clerk

CLASS DEFINITION: Includes performance of limited secretarial duties but consists predominantly of routine clerical duties involved in administering assessments, billing, and collections.

DISTINGUISHING FEATURES OF WORK: Work generally follows a regular routine, although it includes a number of highly varied tasks. Typing duties, which require previous training, vary in amount, but are a necessary part of the position. Considerable typing of correspondence, and extensive operation of various types of modern office equipment. Work includes incidental receptionist duties and other public contacts. Once work schedules and procedures are learned, employee works with considerable independence on regular work assignments.

ILLUSTRATIVE EXAMPLES OF WORK: Types correspondence, assessments, and Authority minutes, prepares stencils, operates copy machine. Prepares and types liens. Occasionally issues permits, collects assessment payments and accepts sewer rentals, and assists in mailing quarterly rental bills.

SUPERVISION RECEIVED: Works under direct supervision of the Office Manager, although because of the set pattern of operations, specific supervision is rarely required.

SUPERVISION GIVEN: None

REQUIREMENTS OF WORK: Working knowledge of business English and arithmetic, and considerable knowledge of office procedures and practices. Skill in operation and care of typewriter, mimeograph, and copy machine. Ability to perform duties with little or no immediate supervision, and to follow oral or written instructions. Accuracy and reasonable speed in typing correspondence and various forms. Ability to deal tactfully and courteously with other employees and the general public.

GUIDELINES AND DISCRETION: Work generally follows established procedures and routine schedules which require little direct instruction or supervision and only occasional discretion.

EXPERIENCE AND EDUCATION: Completion of high school or business school with diploma or considerable work in business courses, including typing and the use of mechanical office equipment. Some experience as a clerk or clerk-typist.



CLASS TITLE: Clerk

CLASS DEFINITION: Performance of routine clerical work under supervision, and related work as required.

DISTINGUISHING FEATURES OF WORK: Routine clerical duties involved in billing, collection, and sewer assessments. Typing restricted largely to preparation of forms. Work procedures are established and are routine. Authority methods and procedures are learned by actual experience.

ILLUSTRATIVE EXAMPLES OF WORK: Greets customers and answers telephone. Makes entries in assessment book, and ascertains the assessments are mailed. Makes bank deposits and credit memos for prothonotary, marks office copies of bills paid. Assists in preparing sewer rental billings and assessment installment bills. Handles occasional problems involving some individual judgement.

SUPERVISION RECEIVED: Required supervision is received from the Office Manager.

SUPERVISION GIVEN: None

REQUIREMENTS OF WORK: Some knowledge of office procedure and practice, and basic skill in typing. Ability to follow established procedures and routine with little direction or supervision. Ability to follow oral or written instructions. Some knowledge of Authority policies. Ability to deal tactfully and courteously with other employees and the public.

GUIDELINES AND DISCRETION: Little discretion is required for proper performance of work since tasks are routine and repetitious.

EXPERIENCE AND EDUCATION: Some knowledge of office practice and familiarity with specific routine and procedures of the Authority. Completion of high school or business school, or at least basic business courses, including typing and use of modern office equipment.



CLASS TITLE: Laborer

CLASS DEFINITION: Includes performance of unskilled manual labor tasks requiring some training and experience.

DISTINGUISHING FEATURES OF WORK: Work generally follows a set routine, but may include a wide variety of tasks, Work requires the performance of some limited semi-skilled duties. May be exposed to hazardous conditions when working in open excavations.

ILLUSTRATIVE EXAMPLES OF WORK: The work will include some of the following tasks; wash windows; dust equipment and piping; paint walls and floors; cut grass and care for grounds; assist in repair and maintenance of sewer lines, manholes and appurtenances, assist in the construction of sewer lines, manholes and appurtenances.

SUPERVISION RECEIVED: Work is performed under the supervision of the Maintenance Supervisor or Plant Superintendent.

SUPERVISION GIVEN: None

REQUIREMENTS OF THE WORK: Must be familiar with acceptable safety standards when working in open ditch construction.

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

EXPERIENCE AND EDUCATION: One year's experience in labor work. Pennsylvania motor vehicle operators license is required. Sufficient physical strength and stamina to permit the performance of heavy manual work, if required.



VI. RULES, REGULATIONS AND 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 grandparents, and any relative under the same roof.

Such leave of absence shall be not more than 3 days between death and 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, 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. Time for bereavement leave is chargeable as sick leave.

#### CALL-BACK PAY PRACTICES

The term "call-back pay" refers to the practice of paying a premium to personnel who report for work in excess of their regular scheduled work week in a seven day period. Call-back pay is at the overtime rate of time and one-half.



#### 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, and/or when performing emergency duty in connection with a civil emergency.

Employees are compensated while on jury duty 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.

#### CLASSIFICATIONS

Each position will be classified by the Board under a specific grade, and each grade has its own salary range.

Employees should acquaint themselves with the Authority's 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, prescribed by the Board, an employee shall receive a decrease in pay to whatever step is directed 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 grade or step, 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 item 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 Executive Director or such individual designated by the Executive Director.

#### FREQUENCY OF PAY

Employees will be paid on the 15th and last day of each month. Should the 15th or last day of the month fall on a Saturday, Sunday, or holiday, employees will be paid on the preceding work day.

#### GIFTS FOR SERVICES

If a gift is offered for the services provided by an Authority employee, the gift must be graciously refused. It should be explained that the service is part of the job and is covered by the 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 immediate superior. Should the decision of the superior not satisfy the employee, the employee may appeal the decision to the Executive Director indicating to his superior that he will do so. The grievance will then be discussed jointly with his superior and the Executive Director.

In the event the decision of the Executive Director does not satisfy the employee, the employee may appeal the decision to the Personnel Committee of the University Area Joint Authority. In the event the decision of the



Personnel Committee of the University Area Joint Authority does not satisfy the employee, he may appeal the decision of the Personnel Committee to the Board of the University Area Joint Authority whose decision shall be final.

#### GROUP INSURANCE PLAN

The Authority provides Group Insurance for its employees purchased from the Provident Indemnity Life Insurance Company located in Norristown, Pennsylvania. The coverage provided includes:

1. Group Life Insurance in an amount as established in the official contract. The Authority pays 100% of the basic amount. Each employee has the opportunity to obtain up to twice the amount of the basic insurance offered, in \$1,000.00 increments. The Authority will pay 50% of the cost for these additional amounts.
2. Accidental Death and Dismemberment Insurance. The Authority provides an additional sum equal to the life insurance benefit in the event death is due to accident, or for double dismemberment. This coverage extends a full 24 hours of the day.
3. Accident and Sickness Insurance. This insurance is available to employees on an optional basis. The coverage starts the 8th day of sickness and runs for a maximum of 26 weeks. The Authority will pay for 50% of the coverage if the employee elects to avail himself of it.

If an employee terminates his employment with the Authority, his insurance terminates immediately. Complete details of the Group Insurance Plan are available from the Office Manager or from the Agent of Record, Mr. George Borosque.

#### HOLIDAYS

The Authority has determined that seven (7) 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   | 5. Thanksgiving Day   |
| 2. Memorial Day     | 6. Christmas Day  |
| 3. Independence Day | 7. Good Friday or the 1st day of deer season--Employee's choice |
| 4. Labor Day        |   |



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

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

In the event an employee is required to work on a holiday due to his regular shift falling on that day, or due to an emergency, he will receive straight pay for the holiday and time and one-half for all hours worked on the holiday. In lieu of time and one-half pay, when required to work on a holiday, the employees may request compensatory time off at the rate of time and one-half for each hour worked.

#### HOURS OF WORK

The standard number of days in a work week is five (5).

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 4:00 P.M. with one-half hour for lunch.

Employees performing duties at the Spring Creek Pollution Control Facility or who are classified as inspectors or sewer line maintenance personnel work 40 hours in a work week. The Superintendent of the Spring Creek Pollution Control Facility is responsible for establishing the shift policy for work at the treatment plant.

#### LAYOFF

If there are changes of duties in the organization of the Authority or lack of works or funds, the Executive Director may layoff employees with the approval of the Personnel Committee. Wherever possible, employees who are to be laid off shall be integrated into another part of the organization by transfer. When layoffs 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, with the employee's immediate supervisor's circumstances require additional time, additional leave must be granted by the Personnel Committee of the Authority. However, an employee granted such leave without pay may lose all seniority rights with the Authority. Upon desire to return to his former position, he will be placed number 1 on the list of his former position, when and if such positions shall be vacated.

#### LONGEVITY

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

At beginning 8th year, an increase of 3%

At beginning of 12th year, an increase of an additional 4.5%

At beginning of 16th year, an increase of an additional 7.5%

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

#### MATERNITY

In case of pregnancy, further duration of employment will be established for each female employee based on prevailing conditions and merit. A leave of absence without pay may be granted if requested and approved by the Executive Director. Date of resignation or the inclusive period of the leave of absence without pay is handled under the heading of Leave Without Pay.

#### MEDICAL REIMBURSEMENT INSURANCE

The University Area Joint Authority provides coverage of its employees only under the Group Enrollment Plan underwritten by the Provident Indemnity Life Insurance Company. Since this is a Medical Reimbursement Insurance Plan written specifically for the University Area Joint Authority by Provident Indemnity, protection is not available to employees after separation from the Authority.



The Group Enrollment Plan provided by the Authority covers hospital room and board, miscellaneous medical expenses, out patient accident treatment, surgery, a blanket accident expense benefit, medical care insurance, blanket maternity, diagnostic X-ray and laboratory benefits, and ambulance service. The Authority also provides supplemental Major Medical Insurance which is based on an 80%/20% cost sharing basis.

Details of the Medical Reimbursement Insurance and supplemental Major Medical Insurance, part of which is paid for by the Authority, may be obtained from the Office Manager or from Mr. George Borosque who is the Authority's Agent of Record.

#### MILITARY SERVICE

Annual military leave refers to time off with pay for employees who, as members of the Military Reserves or National Guard, are subject to annual training exercises or related annual military duty. The employee is paid the difference between the employees base military pay and his regular salary. Military leave is allowed up to 15 calendar days in any calendar year.

The leave of absence with pay is granted for purposes of registration, or examination for induction into either the National Guard or Armed Forces.

Upon return to civilian life, the employee need only prove that his period of service was satisfactory by presenting his discharge for examination. Nothing less than an honorable or medical discharge will be acceptable as evidence of satisfactory service.

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.



### OUTSIDE EMPLOYMENT

Permission to work at outside employment while an employee of the Authority may be granted by the Executive Director if recommended by the immediate supervisor. 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 work;
2. In no way detract from the efficiency of the employee in his Authority work; and
3. In no way conflict with the interest of Authority work.

It must be understood that in any situation where an extra or emergency duty will be necessary in an employee's Authority work, such extra work must be in preference to his outside employment.

Each employee who obtains outside employment must waive and release the Authority from any liability, expenses or costs because of any injury or sickness incurred by reason of any employment other than as an employee of the Authority.

### 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 37 1/2 hours per week. The time off is normally figured at the time and one-half 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 Executive Director shall make the final decision as to overtime compensation or compensatory time. Compensatory time shall be taken at a time approved by the supervisor.

#### 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.

#### RECLASSIFICATION

A request for a change in classification to a higher or different classification may be initiated by the employee, the employee's supervisor or the Executive Director. Such request 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 then submitted for approval to the Board of the Authority.

#### RECORDS

The Executive Director will maintain all records necessary for 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 the 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 employment 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 interest of the Authority. Seniority will be considered at the time of



reinstatement.

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

#### SALARY INCREASES

All employees will be assigned a salary grade and come under the step system of salary increases. The step increases are not automatic, but at the time an increase is granted, the increase shall be to the next step in the employee's salary grade.

The Executive Director in concert with the employee's supervisor will review an employee's salary at least once every eighteen (18) months (on the anniversary date plus six months) and a decision shall be made as to whether an increase (step promotion) in salary is warranted. To qualify for the step promotion, the employee must have demonstrated increased usefulness, initiative, and a willingness together with a desire to work.

Depending on an individual employee's performance, the salary and/or grade may be reviewed more frequently than eighteen months.

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 or grade 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.

#### SEVERANCE PAY

The term "severance pay" refers to special cash payments, less authorized deductions, 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 severance pay.



Policy of the Authority is to pay a minimum of two weeks pay at the time of separation from employment, other than retirement or separation as a disciplinary matter. This policy will apply to only full time employees who have worked in excess of six months.

#### 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 regulation; 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 at least two hours before 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 employees when approved by the employee's supervisor for excused absence because of sickness, injury, or physical inability to perform assigned duties. An employee shall be removed from the payroll by his supervisor for unexcused absence and for excessive intermittent or excessive regular absence because of illness or claimed physical inability to perform assigned duties. 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.

During a calendar year employees are permitted ten working days of sick leave when approved by the Executive Director with the employee's immediate supervisor's recommendation. The Personnel Committee may grant sick leave up to twenty working days with the recommendation of the Executive Director. Only the Board of the Authority can grant sick leave beyond 20 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 for 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 by the Executive Director.

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 the employee and his family - If he is "fully insured" and has reached "retirement age" he can collect old-age benefits for any month in which he retires. Technically, retirement age is 62; but a worker under Social Security 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 as specified by law.

Social Security 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.



### TRAINING

Employees may be given educational or training leave with full or partial pay for the purpose of taking courses directly related to their work as determined by the Executive Director of the Authority with a recommendation by the employee's immediate supervisor.

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

### TRANSFER

Requests from employees for transfers from one job to another may be made in writing to the Executive Director. The recommendation of the employee's immediate supervisor must accompany the request. Such requests will be given consideration by the Personnel Committee of the Authority 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 necessarily involve a higher salary, unless the transfer is designated as 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 said vehicle is available.

If an employee is authorized to use his own car, mileage will be paid at the rate as established from time to time by action of the Board. Prior approval of the trip and method of travel must be obtained from the Executive Director or Plant Superintendent. When travel overnight is required, the employee shall be paid his reasonable and actual expenses as determined by the immediate supervisor and/or Executive Director. Immediately upon return, expense sheets shall be filled out for the Office Manager, and approved by the employee's immediate supervisor, Plant Superintendent or Executive Director whichever is applicable.



### VACANCIES AND 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.

Job vacancies will be filled by the Personnel Committee with the recommendation of the immediate supervisor and Executive Director.

### VACATIONS

Vacations are granted to all employees of the Authority with the conviction of the Authority that:

- (1) Its employees will be benefited by a period of rest and relaxation during the year; and
- (2) That its employees are entitled to vacation based upon length of continuous service.

Employees are encouraged to take their vacation annually. Vacation is accrued monthly as shown below. The maximum vacation time which may be accrued is 330 hours. Individual vacations must be scheduled with the immediate supervisor and approved by the Plant Superintendent or Executive Director.

The vacation policy shall be as follows:

- a. Two (2) weeks vacation with pay is granted to non-exempt employees who have been employed with the Authority from one through five years.
- b. Three(3) weeks vacation with pay is granted to non-exempt employees who have been employed with the Authority from the beginning of the sixth year through the tenth year of employment.
- c. Four (4) weeks vacation with pay is granted to non-exempt employees starting with the eleventh year of service.
- d. Two (2) weeks vacation with pay is granted to exempt employees who have been employed with the Authority from one through two years.
- e. Three (3) weeks vacation is granted with pay to an exempt employee who has been employed with the Authority from the beginning of the second year through the fourth year of employment.
- f. Four (4) weeks vacation with pay is granted to exempt employees after more than four years service.



For the purpose of this policy, exempt employees are defined as being the Executive Director, the Spring Creek Pollution Control Facility Plant Superintendent, the Spring Creek Pollution Control Facility Assistant Superintendent, the Office Manager, the Superintendent of Sewer Maintenance, and the Chief Inspector. All other employees are classified as non-exempt.

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 vacation shall be made to the widow, widower or survivors. In the event an employee is laid off, all accumulated vacation shall be paid to that employee.

For the purpose of this policy, vacation is accumulated at the rate of 6.67 hours per month for those employees authorized two weeks vacation per year; at the rate of 10 hours per month for those employees authorized three weeks vacation per year; and, at the rate of 13.33 hours per month for those employees authorized four weeks vacation per year.

#### 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.

#### WORKMEN'S COMPENSATION

Authority employees are fully protected in the event of an injury which occurs while on the job, under workmen's compensation laws of the State 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 placed in doubt.

Employees may elect to use accrued sick leave and vacation credits because of an on-the-job related disability.



VII. GLOSSARY



Class - A unique position or a group of similar positions constitute a class. Such positions will be similar as to the nature of the work, education, training and experience, skills required, difficulty of the work, and the degree of responsibility and discretion associated with the position.

Class Title - A definite, descriptive designation for a position class as defined herein. The title applies to all positions comprising a class, and should be brief but at the same time clearly indicating the kind and rank of work. In large organizations in which there are a number of employees in the same general position class but perform duties entailing different levels of responsibility and work difficulty, the class designation may include a numerical indication of the grade within the class, such as clerk I, clerk II, etcetera. The higher the number, the higher the grade within the general class.

Classification Plan - Position classification itself is a two-part process. First, it determines and describes the duties, responsibilities, and qualification of positions, regardless of the individuals who may occupy those positions. Second, it groups together into appropriate classes those positions which are sufficiently alike to warrant equal treatment in recruitment and other personnel practices.

A sound classification plan is fundamental to all other phases of personnel management and facilitates effective and fair overall administration. It provides the basis for recruiting, examining, selecting, placing, and utilizing 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 supplies information upon which training can be based, employee performance evaluated, and duplications of work or improper functioning of organizational structure remedied. It also provides necessary mutual understanding between a supervisor and his employee as to work expected, compensation, and other conditions and benefits involved.

Classification and Pay Plans (maintenance) - An orderly procedure has been established for continuous maintenance of the position classification and pay plan, since they tend to become obsolescent because of change in legislation, organization, functions, procedures, technological advances, personnel, or cost-of-living.

All requests for establishment of new positions or a change in the classification of positions will be made to the Executive Director, who shall conduct a thorough review and investigation of the duties and responsibilities. If the change is justified, the Executive Director will prepare a new or revised position description, and allocate the position to



an existing class plan. If no appropriate class exists, a new specification will be prepared and adopted by the Authority.

Employees will be given the opportunity to have a management review of his classification from time to time, and the decision of the Executive Director is subject to review by the Personnel Committee with final review and approval reserved by the Board of the Authority.

Class Specifications - A written description of the essential characteristics of the class and the factors and conditions which separate it from other classes. It is written in terms of duties, responsibilities, typical tasks performed, extent of supervision given and received, and the qualifications required to perform the work.

Classification Survey - A study of each job in an organization to secure valid information for grouping positions into appropriate classes or groups. In a large organization with many employees and a large variety of job classes, a classification survey involves comprehensive questionnaires, desk interviews with each employee, conferences for review purposes with supervisors, collecting position descriptions, salary scales and other benefits from the private economic sector of the community for comparative purposes, and final conferences with top management and his board to determine the correlation of the classification plan as written with the policies of the organization.

Demotion - Movement of an employee from a position in one range to a position of lower range designation.

Discharge - Termination of an employee with prejudice. The Authority has a formal and clear written policy indicating authority for discharging an employee and appropriate procedures to use when exceptions are made to the decision to discharge.

Disciplinary Action - Reprimand, warning, suspension, dismissal, demotion, reduction or withholding of a vacation or other benefit or special privilege. Supervisors and employees should have a clear understanding of the condition justifying disciplinary action and the person who is empowered to impose such discipline.

Discretion - Position classes are often determined on the basis of the amount of discretion which must or may be exercised by an employee in the performance of his duties. Although some positions are almost completely routine, requiring little or no evaluation, judgement, or decision-making, all positions require at least a minimum of discretion. The amount of discretion exercised is an important factor in establishing position specifications and in determining the position class.



Distinguishing Features of Work - This part of the classification plan is a description in general terms of a specific position which serves as the basis for allocating to a class.

Duty Day - Any day or shift on which an employee is scheduled to be available for work.

Duties (extra) - Occasions sometimes arise when an employee is expected to perform duties which are not a regular duty required by his position specifications, such as illness of another employee, filling in for vacations, unusual workload, and the like. Generally this is done without extra compensation, unless the frequency of such extra work tends to make the extra duties in fact permanent. In the latter case, the position requirements should be rewritten and the employee paid according to the new scale called for by the modifications. Such extra duties should not exceed thirty to sixty days.

Education and Experience - A general statement of the minimum educational background and amount of experience desired of the individual applying for a given position. The statement of specific requirements in this portion of the classification plan does not preclude variances in those instances when the applicant possesses an "equivalent" or where divergence will not result in an unqualified individual being employed. However, substitution of an "equivalent" should be the exception.

Full Time Employee - Any employee who works the normal amount of working hours in a given period as prescribed by the Authority.

Illustrative Examples of Work - Examples of work are not intended to imply that they constitute all of the duties required of the employees, but merely to describe the major duties assigned on a regular basis. They provide a more detailed picture of the nature of the work to be performed and indicate the degree of difficulty and qualification needed. When more than one grade exists in a given position class, the two are differentiated to a great extent on the difficulty of the work as detailed in the examples.

Layoff - Termination of employment because of lack of work.

Overtime Compensation - Compensation paid to employees performing overtime work at rates specified by the Authority. This Authority pays for overtime work at time and one-half time, or by giving compensatory time off during regular hours at one and one-half hours off for each overtime hour worked. When the conditions of employment indicate that working extra hours is an integral part of the position, especially in the case of supervisory or administrative positions, overtime pay is not usually granted.



Overtime Work - Hours worked in excess of the normal hours fixed by the Authority. Overtime work should be performed only upon the orders or authorization of the appropriate supervisor.

Part Time Employee - Any employee who regularly works less than thirty(30) hours per week. A part time employee is not eligible to participate in the insurance benefit programs of the Authority nor is he eligible for vacation, sick leave, and holiday benefits.

Pay Plan - A total list of salaries or wages established for the various classes of positions existing in the organization. It is the basic tool to secure consistency in employee compensation. When positions are grouped into valid classes, each containing all the positions substantially similar in duties and responsibilities, salary rates can be established for each class which will be fair and equitable for all positions included in the class. It also makes possible a comparison of the various classes of positions within each occupational group so that properly related pay differentials may be established between the several classes, as well as provide a comparison of private and public compensation levels in a given community.

The pay plan sets a minimum entrance salary or wage for each position class and a maximum salary or wage beyond which no employee occupying a position of that class can be advanced. Commonly this range between minimum and maximum in a give class is 25-30 percent over the minimum for the first six steps. Between the minimum and maximum are a number of steps to provide for salary advancement, not to be considered as automatic increments on a regular periodic basis, but AS A REWARD FOR MERITORIOUS SERVICE AND INCREASED USEFULNESS. Percentage increases based upon the base pay are preferable to flat rate increases granted equally to all classes.

Position - The set of tasks assigned to and performed by one employee. "Job" and "position" are frequently used interchangeably.

Position (identical) - Positions in which two or more employees perform substantially the same set of tasks during the same working hours. They are quite common where positions are filled on a shift basis.

Probationary Employee - An employee who has been appointed but who has not completed a prescribed probationary period during which he is required to demonstrate his fitness for the position by actual performance of the duties of his position.



Probationary Period - A specified period of employment in which the ability of the employee to perform satisfactorily is observed and evaluated. This is especially essential when a position specification calls for an ability to acquire certain knowledge and skills on the job. At the completion of the probationary period, management should make a thorough performance evaluation and determine whether or not the employee has acquired the prescribed abilities and skills.

Promotion Pay - Employees who are promoted should be paid at the rate prescribed for the first step of his new pay grade. However, in the promotion of an employee being paid a higher salary than the minimum of his new grade, he should be paid at the rate prescribed for the step next higher than his previous salary.

Qualification Requirements - Minimum requirements in the class specifications should govern the recruitment and selection of employees to a position in the plan. Where the requirements specify a particular ability, it is essential that the presence or absence of such ability be determined before the position is awarded.

Re-classification of Positions - Supervisors shall take the initiative for re-classifications of positions, and shall fix a regular periodic review time, as well as call attention to need for changes in the interims.

Requirements of the Work - A brief and general indication of the knowledge, practices, procedures, techniques, and abilities required in the performance of a given position. This need not be an all-inclusive list, but is specific enough to guide the employing agent to determine whether or not a particular applicant for a position possesses the basic skills and abilities called for by the position description and duties.

Supervisor - Any person responsible to a higher level authority who gives orders and directions to other employees.

Supervision Given - The classification plan states clearly the positions and individuals which an employee is authorized to supervise and the extent of the supervision. Authority to supervise other employees indicates justification for a higher class or grade rating.

Supervision Received - The classification plan states clearly the specific supervisor from whom an employee receives his orders and direction and to whom he is to report. Its purpose is to prevent confusion and misunderstanding which occurs frequently unless the chain of command is definite and completely understood. The amount of supervision received also helps to determine the level of the position classification, with the class level highest having the lowest amount of supervision.





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