

TOWNSHIP OF WEST BRADFORD

RESOLUTION 91-12  
A RESOLUTION TO ADOPT  
PERSONNEL POLICY FOR EMPLOYEES  
OF WEST BRADFORD TOWNSHIP

WHEREAS the Township by and through its Board of Supervisors recognizes the desirability of retaining its employees and avoiding employee turnover; and

WHEREAS the Board of Supervisors recognizes that in order to properly administer employee benefits, grievances and rules it is important to have them set forth in a document; and

WHEREAS the employees are desirous of obtaining certain employment benefits; which said employment benefits materially contribute to a reduction in employee turnover; and

WHEREAS the employee's are desirous of having the various benefits, personnel policies, grievances procedures and employee rules set forth in one comprehensive document;

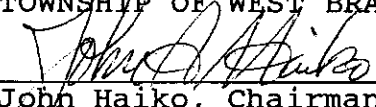
NOW THEREFORE, BE IT AND IT HEREBY IS RESOLVED by the Board of Supervisors of West Bradford Township that the document "Personnel Regulations", dated September 10, 1991, as attached hereto are deemed to be the regulations, benefits, work rules and grievance procedures for employees of West Bradford Township unless changed by future resolutions of the Board of Supervisors.

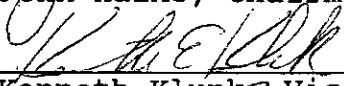
RESOLVED THIS 10TH DAY OF SEPTEMBER 1991.

ATTEST

  
\_\_\_\_\_  
Jack M. Hines, Jr., Secretary

BOARD OF SUPERVISORS  
TOWNSHIP OF WEST BRADFORD

  
\_\_\_\_\_  
John Haiko, Chairman

  
\_\_\_\_\_  
Kenneth Klunk, Vice-Chairman

  
\_\_\_\_\_  
Thomas McCaffrey, Supervisor

TOWNSHIP OF WEST BRADFORD  
PERSONNEL REGULATIONS

I. GENERAL PERSONNEL REGULATIONS

A. Work Week

1. The work schedule for the professional and clerical staff is from 8:00 a.m. to 4:30 p.m., Monday through Friday with a one-half hour lunch period. The clerical staff shall stagger their lunch hours so that at least one member of the clerical staff is always on duty to answer the telephone and greet visitors. The 40 hour work week is considered minimum for all staff members. Staff members shall notify the office as early as possible in the morning if, for any reason, they are unexpectedly absent or tardy. Staff members whose duties require them to leave the office shall leave word as to their whereabouts and anticipated time of return. Personal telephone calls are not encouraged during working hours. If necessary, personal outgoing calls should be made when the telephone lines are not busy, leaving at least one line open for incoming calls.
  
2. The work schedule for public works employees is from 7:00 a.m. to 3:30 p.m., Monday through Friday with a one-half hour lunch period. The public works employees shall take their lunch period as scheduled by their immediate supervisor. Public works employees may eat while working to prevent complete work stoppage as allowed by their immediate supervisor (i.e. eat while their truck is being loaded with materials; however, this shall not be done so as to be a detriment to the health or safety of the employee).

Overtime will be paid for time worked in excess of eight (8) hours per day or forty (40) hours per week. If a holiday occurs in a given week, time for that day shall be included in the total hours worked for that week. Overtime will be paid at a rate of 1-1/2 times the employees hourly rate. Hourly personnel will be paid at a rate of 2 times the employees hourly rate for working on a Sunday or holiday, as listed in this manual.

Part-time employees will not receive overtime compensation beyond their normal hourly rate, unless they work for more than forty (40) hours per week. In that event, they will be compensated according to the overtime pay regulation cited above for public works employees.

Part-time employees will not receive holiday compensation. Holidays will not be included in their total hours worked for that week.

B. Sick Leave

Each employee will be entitled to up to 10 days sick leave in any one year period. Whenever a day of sick leave is used that day will be replaced on the anniversary of that date.

EXAMPLE: An employee is ill on June 18 and 19. From that date until the next year the employee will have 8 days sick leave available. After June 18 of the next year the employee will have 9 days available and after June 19 of the next year the employee will have 10 days available.

Probationary employees will be entitled to up to 5 days sick leave after the six month probationary period and prior to the end of their first year of employment. Use of sick leave will be as noted above and the same example will apply except for the number of days available until the completion of the first year of employment.

The Township Manager may require a physician's statement upon return to work after any period of illness exceeding 3 days. Accumulated sick leave shall not be compensated for upon separation. Records of absences to be charged to sick leave shall be kept by each employee or their immediate supervisor on forms supplied by West Bradford Township and shall be completed and filed with the Township Manager in a timely manner.

Employees that do not utilize any sick leave during any year between January 1 and December 31 shall receive a \$200.00 U.S. Savings Bond. Employees utilizing only 1 day or less shall receive a \$100.00 U.S. Savings Bond.

C. Disability Leave

In the case of a single illness or disability, and after all sick leave has been exhausted, an employee may apply to the Board of Supervisors for Disability Leave.

The employee may receive their regular wages subject to a deduction equal to the amount of any disability insurance benefit that is received.

The Board of Supervisors with consideration of recommendation of the Township Manager, may grant disability leave in increments of up to 10 days. Upon determination that the employee is eligible for long term disability and is to receive benefits from any of the following: P.M.R.S., Social Security or Workman's Compensation Insurance then the disability leave under this section shall not apply.

No benefit is payable for: any period of disability during which an employee is not under the treatment of a legally qualified physician. While an employee is on disability leave, no benefits for sick leave and vacation will be earned, but insurance and pension benefits will continue in force.

D. Hazardous Weather Absence

When hazardous weather conditions exist, the Township Manager shall determine the work schedule and will be responsible for granting excused paid absence from work.

E. Holidays

The Township will observe the following holidays:

New Years Day  
Primary Election Day  
Memorial Day  
July 4th - Independence Day  
Labor Day  
General Election Day  
Thanksgiving  
Day before Christmas  
Christmas Day  
Two (2) Personal Holidays

(The personal holidays are earned at the rate of 1 per each six months employed in each calendar year. Personal holidays must be used within the calendar year).

F. Vacation

Vacation leave will be granted all full time employees as follows:

6 months to 2 years service - 1/2 day per month for a total of 6 days annually.

2 years to 5 years service - 3/4 day per month for a total of 10 days annually.

5 years to 15 years service - 1-1/4 day per month for a total of 15 days annually.

15 years service plus - 1-3/4 days per month for a total of 21 days annually.

No more than 10 days unused vacation time may be carried over to the next succeeding year.

Vacation time shall be scheduled with the employee's immediate supervisor at least one month prior to the time of vacation. Insofar as possible vacations will be given in accordance with request. In case of conflict, seniority will be the determining factor. Staff members will be responsible for keeping their vacation records on forms provided by West Bradford Township. In the event of separation, unused accumulated earned vacation time will be paid in cash.

F. (2) Accrued Vacation - Reimbursement at Separation

Employees are permitted to carry over a maximum of 10 days unused vacation per year. All unused vacation carried over will be payable at the time of separation based on the employee's current salary at the time of separation. No individual may use more than 25 days vacation in any year without special request and approval of the Township Manager.

G. Leave of Absence

Under special circumstances, leave of absence without pay may be granted by the Township Manager upon written request.

H. Death in Family

In the case of death of an employee's immediate family member (mother, father, brother, sister, husband, wife child, mother-in-law and father-in-law) an employee may take a maximum of three working days leave. Use of leave for bereavement other than an immediate member of the family must be approved by the Township Manager and will typically be for one working day and will be charged as a sick day or the employee can elect to use vacation time or a personal day.

I. Jury Duty

In the event that an employee serves on a jury, daily compensation shall be determined as regular pay less jury duty compensation. Employees are required to submit a certificate of juror's attendance issued by the clerk of the court for which jury duty was provided.

J. Military Duty

Armed forces active duty shall be considered a leave of absence without pay, provided that an employee does not volunteer for extended service beyond the period required and returns for Township Work within ninety (90) days after release from the armed forces.

K. Personal Expenses

Personal expenses on official business. An official or employee engaged in official business authorized by the Township may be reimbursed for all or part of necessary business related expenses incurred. All such expenses must be submitted along with receipts for approval by the Township Manager.

L. Acceptance of Gifts

Employees of the Township are prohibited from accepting any gift or favor from any individual, firm or group which might reasonably be expected to influence an employee in the discharge of his/her duties. If an employee has any questions concerning the applicability of this prohibition in a particular situation, refer the matter to your immediate supervisor or the Township Manager.

- a. Limited exception being the acceptance of unsolicited or promotional items that are less than ten dollars (\$10.00) in retail value.
- b. Penalties:  
Any offense may result in reprimand and up to immediate dismissal; depending upon the severity of the offense.

M. New Employees

- a. Proposed employees will be required to take a pre-employment physical at the Occupational Health Center at Chester County Hospital or other facility as directed by the Township Manager. The cost will be borne by the Township.
- b. New employees will be subject to a six (6) month probationary period to determine whether or not they are suitable for the position for which they were hired. The Township reserves the right to dismiss anyone during this probationary period without recourse or detriment to West Bradford Township or its officers.

II. LISTING OF BENEFITS

- A. Social Security: The employee and the Township shall make matching contributions as required by law.
- B. Workman's Compensation: The Township shall provide coverage as required by Pennsylvania Workman's Compensation Law.
- C. Life Insurance: \$20,000.00 as described in the Group Life Insurance fund brochure.  
(Effective after the first thirty (30) days of employment).
- D. Health Insurance: Accident and Health Insurance, major medical benefits including dependent coverage. Details of benefits and coverage are described in the benefits information provided by the insurance carrier.  
(Effective after the first thirty (30) days of employment).
- E. Disability Insurance: As described in the insurance certificate. Maximum benefit 35 weeks.  
(Effective after the first thirty (30) days of employment).

- F. Pension Plan: According to a defined benefit plan with the Pennsylvania Municipal Retirement System. The employee is responsible to contribute three (3%) percent of the their gross wages into the plan. The Township will match the employee contribution to fund the municipal responsibility under the plan. If an employee terminates prior to becoming eligible for any benefits, he/she shall be eligible to his/her accumulated contributions and interest accumulated under conditions of the referenced retirement plan.
- G. Safety Shoes: Any employee who is required by their job responsibilities to work in or around construction activities or heavy equipment shall be provided with safety shoes by the Township in accordance with the following schedule:
- One (1) pair at beginning of full time employment and one (1) pair at the end of probationary employment. Each year thereafter: one (1) pair.

### III. WORK RULES AND GRIEVANCE PROCEDURES

- A. Employees will be responsible to accomplish responsibilities of their job description.
- B. Employees shall observe reasonable work rules as established by their immediate supervisor.
- C. Employees shall strive to work in a safe manner. Safety rules must be observed. Attention to proper maintenance and cleanliness of work areas and equipment must be given to prevent accidents.

D. Operation of municipal vehicles and equipment.

Any employee who operates municipal vehicles or equipment must have received any required training and/or license. This includes, but is not limited to, a valid Pennsylvania Driver's License for the class of vehicle which the employee is required to operate.

Vehicles shall be operated in a safe manner according to prevailing conditions, and when traveling on public roads, in observance of traffic laws and regulations.

Any employee that is required to have a valid license as condition of their employment and shall have that license suspended or revoked shall be considered not available for work. The employee may be considered for termination of employment, after review by the Township Manager.

Should a municipal employee be found responsible for an accident deemed preventable in the operation of a municipal vehicle, the following action will occur using a monitoring period of 36 months. Responsibility for such accident shall be determined after review with the employee's immediate supervisor and the Township Manager. Police reports may be a part of this review.

- a. One (1) preventable accident or one (1) moving traffic violation shall result in a written warning.
- b. Two (2) preventable accidents or two (2) moving traffic violations shall result in a 5 day suspension from work without pay.
- c. Any combination of three (3) preventable accidents and/or three (3) moving traffic violations shall result in termination of employment.
- d. Any employee who shall operate a municipal vehicle in a reckless manner so as to be a hazard to fellow workers and/or other individuals shall be subject to immediate termination of employment.

E. Grievance Procedures

It is the sincere intent of the Township to be fair and reasonable with all employees at all times. However, in the course of the working environment employee to employee problems or employee to employer problems may develop. Generally, satisfactory solutions to a problem employees may encounter are not found by discussing it with fellow employees or other members of the staff not empowered to resolve a problem. Fair handling of a problem can only be accomplished by letting the proper people know of its existence. If any employee has a question about interpretation or application of Township policy, is in disagreement with a fellow worker or supervisor, feels that he/she has been treated unfairly, or some problem has not been resolved to their satisfaction, they may use the following three (3) step procedure for solution of such problems without fear of recrimination. Failure to comply with any of the time limits below shall constitute a waiver of the grievance.

Procedure

Step 1: DEPARTMENT HEAD:

The employee will bring the situation to the attention of his/her immediate supervisor within ten (10) working days of the occurrence of the problem creating the grievance, explaining the nature of the problem and the suggested solution if he/she has one.

After being confronted verbally with the grievance, the immediate supervisor will investigate and provide a solution or an explanation to the employee within five (5) working days. In the event the immediate supervisor fails to respond to the grievance within five (5) working days, the employee will proceed to step 2.

Step 2: TOWNSHIP MANAGER:

If the employee is dissatisfied with the solution provided by the immediate supervisor he will have an additional five (5) working days to appeal his grievance, in writing, to the Township Manager.

When the Township Manager receives the written grievance, he will determine if Step 1 was followed. The written grievance will be routed through the immediate supervisor and he will state what solution/explanation he provided.

Additionally the Manager will:

- a. Talk with the employee to get further clarification of the problem.
- b. Talk with the immediate supervisors to get further clarification of the problem.
- c. If necessary, schedule a meeting between the employee, the immediate supervisor and himself. Both the employee and the immediate supervisor may have additional representation at this meeting. The Manager will record all proceedings of the meeting and will provide all concerned with copies of the minutes of the meeting.

After careful consideration of all facts, but with five (5) working days, the Manager will render a decision in writing to the employee.

### Step 3: BOARD OF SUPERVISORS

If the employee is dissatisfied with the decision provided by the Township Manager, he/she will have five (5) working days to appeal, in writing \*, this decision to the Board of Supervisors.

The Board of Supervisors will after careful consideration of all facts and action taken in Step 1 and 2, within ten (10) working days render a final decision in writing to the employee or his representative. Because the full responsibility for the operation of the Township rests with the Board of Supervisors the decision rendered by the Board must be regarded as final and binding.

- \* Note: The request for appeal to the Board of Supervisors shall be in writing. The employee may present details and/or reasons for the appeal orally to the Board of Supervisors.