



PLYMOUTH TOWNSHIP

EMPLOYEE

HANDBOOK

2015 Edition

(Supersedes all previous editions)

TABLE OF CONTENTS

<i>TABLE OF CONTENTS</i>	2
<i>SECTION I: WORK ETHICS</i>	4
ABOUT THIS HANDBOOK	4
EMPLOYEE RELATIONS PHILOSOPHY	4
EQUAL EMPLOYMENT OPPORTUNITY	4
IMMIGRATION LAW COMPLIANCE	5
NON-DISCLOSURE	5
SEXUAL AND OTHER UNLAWFUL HARASSMENT	5
WORKPLACE VIOLENCE	6
EMPLOYMENT OF RELATIVES	6
NON-SOLICITATION	7
CONFLICTS OF INTEREST	7
OPEN DOOR POLICY	8
<i>SECTION II: PERFORMANCE EVALUATION AND PERSONNEL</i>	8
BACKGROUND CHECKS AND MEDICAL EXAMINATIONS	8
NEW EMPLOYEE ORIENTATION	8
PERSONNEL DATA CHANGES	8
ACCESS TO PERSONNEL FILES	8
CLASSIFICATIONS OF EMPLOYMENT	9
PERFORMANCE REVIEWS	9
TERMINATION OF EMPLOYMENT	10
<i>SECTION III: TIMEKEEPING, PAYROLL AND EXPENSES</i>	11
TIMEKEEPING	11
PAYDAY	11
DIRECT DEPOSIT	11
PAY ADVANCES	11
OVERTIME	11
TRAINING AND PROFESSIONAL DEVELOPMENT	12
BUSINESS TRAVEL EXPENSES	12
TUITION REIMBURSEMENT	13
<i>SECTION IV: BENEFITS AND TIME AWAY FROM WORK</i>	14
HOLIDAYS	14
VACATION	14
SICK DAYS	15

PERFECT ATTENDANCE AWARD	15
PERSONAL DAYS	15
BEREAVEMENT	15
SEVERE WEATHER AND EMERGENCIES	15
JURY DUTY	16
FAMILY AND MEDICAL LEAVE	16
MILITARY LEAVE	23
HEALTH BENEFITS	23
DENTAL BENEFITS	24
BENEFIT CONTINUATION	24
LONG TERM DISABILITY BENEFIT	24
LIFE AND ACCIDENTIAL DEATH/DISMEMBERMENT INSURANCE	24
WORKERS' COMPENSATION	24
457 DEFERRED COMPENSATION PLAN	25
PENSION	25
POST RETIREMENT HEALTH INSURANCE	27
EMPLOYEE ASSISTANCE PROGRAM	27
PASS HOLDER DISCOUNT	28
<i>SECTION V: ON THE JOB BEHAVIOR</i>	28
PROTECTING ORGANIZATION INFORMATION	28
PUBLIC RELATIONS	28
FEES AND GIFTS	28
POLITICAL ACTIVITY	28
WORK SCHEDULES	28
PERSONAL APPEARANCE	29
ATTENDANCE AND PUNCTUALITY	29
INFORMATION TECHNOLOGY, TELECOMMUNICATIONS AND SOCIAL MEDIA	30
STANDARDS OF CONDUCT	38
DRUG AND ALCOHOL USE AND TESTING	39
USE OF EQUIPMENT AND VEHICLES	40
<i>SECTION VI: SAFETY IN THE WORKPLACE</i>	41
EACH EMPLOYEE'S RESPONSIBILITY	41
GOOD HOUSEKEEPING	41
SMOKING IN THE WORKPLACE	41
VISITORS IN THE WORKPLACE	41
<i>SECTION VII: RECEIPT OF EMPLOYEE HANDBOOK</i>	42

SECTION I: WORK ETHICS

ABOUT THIS HANDBOOK

The policies outlined in this employee handbook should be regarded as management guidelines only. As with any management practice, these policies and guidelines may be changed from time to time.

Plymouth Township retains the right to make decisions involving employment, as it deems necessary to conduct operations. This handbook supersedes and replaces any and all prior handbooks.

NOTE: Aspects of this handbook may not apply to union employees. Furthermore, in the event that the provisions of the Handbook are in conflict with any collective bargaining agreement to which the Township is party, the terms of the collective bargaining agreement will govern for unionized employees. Please consult your contract for clarification. This handbook is not to be construed to convert “at will” employees into employees with a property right in their employment, or as evidence of an employment contract or guarantee of employment for any definite period of time.

This employee handbook generally describes the current benefit plans maintained by Plymouth Township. You should refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. In the event of a conflict between the general description in this handbook and the plan documents, the plan documents are controlling. This employee handbook is not contractual in nature and does not guarantee any continuation of benefits.

Unless modified by a collective bargaining agreement, the relationship between Plymouth Township and its employees is an employment-at-will relationship. Plymouth Township or the employee may terminate the employment relationship at any time, for any reason, or for no reason at all. Neither the policies contained in this employee handbook, nor any other written or verbal communication, are intended to create a contract of employment or a warranty of benefits. The policies contained in this handbook may be added to, deleted, or changed by Plymouth Township at its sole discretion, at any time and without notice, except that the organization will not modify the employment-at-will relationship in any case.

EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork, individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere.

We firmly believe that with direct communication, we can better resolve difficulties that may arise and develop a mutually beneficial relationship.

EQUAL EMPLOYMENT OPPORTUNITY

Plymouth Township is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on the basis of race, age, color, religion, gender, marital status,

pregnancy, childbirth, or related medical conditions, national origin, physical or mental disability or veteran status.

Plymouth Township is committed to providing reasonable accommodation to qualified individuals with disabilities.

An employee must notify management of the need(s) for accommodation and (if any) the functional limitations caused by a disability. When appropriate, the employee may be requested to obtain additional information from the physician. The township may also require an employee to undergo a medical examination performed by a medical professional of the township's choosing.

You may discuss equal employment opportunity-related questions with the HR Manager or Township Manager.

IMMIGRATION LAW COMPLIANCE

Plymouth Township employs only United States citizens and non-US citizens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Plymouth Township within the past three years.

NON-DISCLOSURE

Proprietary information which is obtained by an employee during the course of his/her work may not be disclosed or used except as his/her job requires. Proprietary information would include but not be limited to tax returns, audits, investigations, verifications, customer lists and pricing information.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Plymouth Township is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's gender, race, national origin, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to assure that, in the workplace, no employee harasses another for any reason.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical condition or handicap, medical condition, disability, mental status, veteran status, or other protected status.

Any employee who feels that he or she has experienced or witnessed harassment should immediately report the matter to their manager, either verbally or in writing. If the offender is the manager, you should report the matter to the Human Resources Manager or Township Manager. The organization will

promptly and thoroughly investigate all such reports as discreetly as possible. The confidentiality of any such report or complaint shall be maintained to the maximum extent possible in investigating such matter.

Plymouth Township recognizes that every investigation requires a determination based on all the facts in the matter. Each employee should be sensitive to the serious impact a false accusation can have. The organization trusts that all employees will act responsibly in reporting harassment under this policy.

The township will not take, nor will it will permit, retaliatory action will not be taken against an employee who reports or participates in the investigation of a violation of this policy. Violations of this policy will not be permitted and will result in disciplinary action, up to and including discharge.

WORKPLACE VIOLENCE PREVENTION

There will be zero tolerance of all acts or threats of violence in the Plymouth Township workplace.

Zero tolerance means that any and every act or threat of violence regardless of the initiator whether by employee to employee or employee to employer, will not be tolerated. Acts or threats of violence will bring an immediate and firm response, which could involve discipline up to and including termination.

Zero tolerance also means that each and every act or threat of violence by an external customer towards a Township employee or by an employee towards a customer either in customer service or in the field will not be tolerated. Sworn Police Officers of Plymouth Township however will follow guidelines appropriate to external public customers. It is the responsibility of each employee to serve all customers satisfactorily and courteously if the customer will allow it. But the employee is not required to accept threats or acts of violence from customers.

Zero tolerance requires that employees have an affirmative duty to report all threats or acts of violence to the Township Manager, Human Resources Manager, or any municipal employee designated by the Township Manager.

The specific measures, which an employee must always take, are these:

1. Do not argue with the initiator.
2. Keep two or three arm lengths away. Leave room for escape.
3. Do not bargain or make promises that you cannot keep.
4. Do not treat the situation trivially. You do not know if the person has a concealed weapon.
5. Report the incident to your manager or department head as soon as possible.
6. If there is an extreme risk, use the panic button or call 610-279-1901, which goes immediately to Plymouth Township's Dispatcher. An extreme risk is a clear and immediate threat of violence to you, to the work site, or to Plymouth Township.

EMPLOYMENT OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Plymouth Township may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Plymouth Township employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, management reserves the right to reassign or terminate the individuals.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, the term “relative” includes the following relationships: mother, father, daughter, son, sister, brother, and in-law status in any of the foregoing through marriage; wife, husband, aunt, uncle, niece, nephew, grandmother, grandfather, or grandchild.

No spouse, child or parent of an elected official or of an active staff member is eligible for consideration for any full-time position within the Township.

NON-SOLICITATION

Employees may not advertise, sell or distribute personal products or services to customers, visitors, or employees during work time or on Township property without explicit permission of the Township Manager.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Plymouth Township wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Manager or Township Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee, volunteer or elected official is in a position to influence a decision that may result in a personal gain for that individual or for a relative or personal acquaintance of that employee as a result of Plymouth Township’s business dealings. For the purposes of this policy, the term “relative” includes the following relationships: mother, father, daughter, son, sister, brother, and in-law status in any of the foregoing through marriage; wife, husband, aunt, uncle, niece, nephew, grandmother, grandfather, or grandchild.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Plymouth Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Plymouth Township.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, employees with influence over organizational purchases and contracts need to disclose any actual or potential conflict-of-interest to the Human Resources Manager or Township Manager as soon as possible so that safeguards can be established to protect all parties.

OPEN DOOR POLICY

We encourage employees to bring questions, suggestions and complaints to our attention. Employee input is used in our continuing effort to improve operations.

Should a problem arise, the employee should present the situation to his or her manager so that examination and discussion of the facts can settle the issue. We will make every effort to satisfactorily resolve matters.

If questions are still unanswered after meeting with the manager or further clarification is needed, a meeting may be requested with the Human Resources Manager or Township Manager. He or she will review the issues and meet with the employee to discuss possible solutions.

Employee suggestions and comments on any subject are important, and we encourage our employees to take every opportunity to discuss them.

SECTION II: PERFORMANCE EVALUATION AND PERSONNEL

BACKGROUND CHECKS AND MEDICAL EXAMINATIONS

Plymouth Township is an equal opportunity employer and hires individuals based solely upon their qualifications and abilities to do the jobs to be filled.

Plymouth Township requires qualified applicants to undergo criminal and motor vehicle record checks. In addition, when the Township extends a conditional offer of employment to an applicant, this offer is conditioned upon the applicant successfully completing medical and psychological evaluations to confirm the applicant's fitness to perform the essential duties of the position, as well as successfully passing baseline drug screenings.

NEW EMPLOYEE ORIENTATION

Upon joining Plymouth Township, each employee is given a copy of the employee handbook. After reading this employee handbook, the receipt page must be signed and returned to the Human Resources Manager. Personnel, payroll and benefit forms will also need to be completed.

If the employee handbook is lost or becomes damaged in any way, please notify the Human Resources Manager as soon as possible to obtain a replacement copy.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Plymouth Township of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, please contact Human Resources.

ACCESS TO PERSONNEL FILES

Each employee has a confidential personnel file. These files are maintained as a confidential, permanent record of employment. Personnel files are the property of Plymouth Township, and access to the information they contain is restricted.

Employees who wish to review their own file should contact the Human Resources Manager or Township Manager. With reasonable advance notice, employees, or their legal representatives, may review the employee's personnel file in the Township offices and in the presence of the Human Resources Manager or Township Manager.

CLASSIFICATIONS OF EMPLOYMENT

- Probationary Employees*** All new hires serve at least a six (6) month probationary period with the Township. During this period, managers assess each new employee's work performance and their relationship with other employees and the general public. After successful completion of the probationary period, employees shall continue to be at-will employees. Temporary and/or seasonal employees are usually considered to be on continuous probation. However, they too shall continue to be at-will employees.
- Full-time Employees*** Employees who are not in a temporary or probationary status and regularly work 35-40 hours each workweek. Full-time employees are eligible for the benefits package in accordance with their position and length of employment.
- Part-time Employees*** Employees who are not in a temporary or probationary status and work 1560 hours or less per year; that is less than 30 hours per week.
- Temporary / Seasonal Employees*** Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.
- Per Diem Employees*** Employees who do not work regularly scheduled hours, but are called in to work on an as-needed basis.

In addition to the proceeding, employees are also categorized as "exempt" or "non-exempt."

- Non-Exempt Employees*** Pursuant to the Fair Labor Standards Act (FLSA) and applicable state law, non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per work week.
- Exempt Employees*** Pursuant to the Fair Labor Standards Act (FLSA) and applicable state law, exempt employees are those who meet certain statutory requirements for exemption either as an executive, administrative, or professional employee. Exempt employees are not entitled to overtime pay.

Upon hire, the Human Resources Manager shall notify you of your employment classification.

PERFORMANCE REVIEWS

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted at the end of an employee's probationary period in any new position. This period, known as the probationary period, allows the manager and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated on an annual basis.

TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

<i>RESIGNATION</i>	voluntary employment termination initiated by an employee.
<i>DISCHARGE</i>	involuntary employment termination initiated by the Township.
<i>LAYOFF</i>	involuntary employment termination initiated by the Township for non-disciplinary reasons.
<i>RETIREMENT</i>	voluntary employment termination initiated by the employee after satisfying age, length of service, and any other criteria required for retirement from the Township.

Should an employee decide to leave employment with Plymouth Township, it is requested that he or she provide his or her Manager with at least two (2) weeks advance written notice. The employee's thoughtfulness will be appreciated and will be noted favorably should they ever wish to reapply for employment with the Township.

Employees who are rehired following a break in service in excess of three (3) months other than an approved leave of absence shall serve a probationary period, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including determining eligibility for benefits and leave calculations. Please see the Pension section regarding pension benefits for rehires.

Additionally, all resigning employees may be asked to participate in a brief exit interview with the Human Resources Manager prior to leaving. This interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and return of the Township-owned property. Suggestions, complaints, and questions can also be voiced.

If necessary, the Township may take action to recoup any replacement costs and/or seek the return of township-owned property through the appropriate legal recourse, including, but not limited to, deduction of any outstanding amounts from the employee's final paycheck.

An employee is requested to notify the Township if any address changes so that tax information will be sent to the proper address. Separated employees who are vested in the pension are requested to provide up-to-date contact information at all times.

Plymouth Township does not provide a "letter of reference" to former employees. Instead, upon request the written request of an employee or former employee, we will confirm in writing your dates of employment, salary history, and job title.

SECTION III TIMEKEEPING, PAYROLL, AND EXPENSES

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Plymouth Township to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties, along with non-productive time identified in the below overtime section.

Hourly employees must accurately record the time they begin and end their work. Each employee should only record their own time and not their co-employees. An employee shall not alter or amend any time record of a co-employee.

All employees are required to accurately record paid leave. Altering, falsifying, or tampering with time records may result in disciplinary action, up to and including termination of employment.

It is each employee's responsibility to ensure time and leave records are accurate. The manager will review the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the manager must verify the accuracy of the changes by noting the time record.

PAYDAY

All employees are paid bi-weekly, every other Friday following the end of the bi-weekly pay period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation, if direct deposit is not active.

DIRECT DEPOSIT

Direct Deposit is available and encouraged for all employees. It allows your paycheck to go directly into your designated account(s) at your bank. This service is at no cost to employees. Please see Human Resources with any questions or to enroll.

PAY ADVANCES

Pay advances will not be granted to employees.

OVERTIME

There may be times when the employee will need to work overtime in order to meet the needs of the Township. Although advance notice will be given when feasible, this is not always possible. All overtime for non-exempt staff must be approved in advance by his or her Manager.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 in one week. Though not required under law, the hours worked in a work week shall include sick time, vacation time, holiday time, personal days, bereavement time and jury duty.

In order to meet the important mission of the Township, as well as the needs of our customers, employees may be required to work beyond their normal scheduled shift.

TRAINING AND PROFESSIONAL DEVELOPMENT

Tuition, travel, room and board for workshops, conferences and training events may be paid by the Township subject to prior written approval by the Department Director or Township Manager and general budget limitations.

BUSINESS TRAVEL EXPENSES

Plymouth Township will reimburse employees for reasonable, necessary and appropriate business travel expenses incurred while on assignments away from the normal work location. Eligible expenses include transportation, lodging, and meals that are directly related to the business purpose of the travel. Employees are expected to limit expenses.

Prior to registering for a conference or training and prior to booking hotel accommodations and/or air travel, employees need the advance approval of their department heads. All department heads need the advance approval of the Township Manager.

The Township will not pay any expenses for a spouse, child or other person who may accompany an employee, department head or Council member to a conference or training.

Employees who are involved in an accident or injured while travelling on Township business should promptly report that incident to their department head.

Meal Reimbursement for Overnight Travel

Meal reimbursements to employees who have spent their personal funds will be based upon actual receipts. Receipts for meals charged to Township issued credit cards should be attached to the monthly credit card statement. The maximum allowance for meals is:

\$32 – Dinner
\$16 – Lunch
\$12 – Breakfast

Some conferences include meals in the cost of registration and it is expected that the participant will dine at the conference.

There is no meal reimbursement for out of office work activities not involving overnight travel.

Employees will not be reimbursed for alcoholic beverages ordered with a meal.

Any employee or department head who uses a Township issued credit card to purchase meals above the stated allowances or for alcoholic beverages will be expected to reimburse the Township for any such ineligible charges.

Mileage and Toll Reimbursement for Use of Personal Vehicle

Mileage reimbursement for conferences, training, or performance of work duties involving overnight travel will be based on actual mileage multiplied by the IRS standard mileage rate currently in effect.

Mileage reimbursement for out of office work activities not involving overnight travel will be based on any additional mileage incurred that day beyond the employees' normal commuting distance multiplied by the IRS standard mileage rate.

Employees will not be reimbursed for gasoline put into personal vehicles since the mileage allowance is intended to cover the cost of gasoline and wear and tear on their vehicle.

Tolls will be reimbursed based on actual toll booth receipts or copies of EZ Pass records.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

TUITION REIMBURSEMENT

The Tuition Reimbursement Policy is designed to foster the professional growth and development of full-time employees.

Full-time employees are eligible to participate in Plymouth Township's Tuition Reimbursement Program after one year of employment. An employee must have no performance warnings or disciplinary actions on file.

Course work in an accredited school for students in an Associate's, Bachelor's or Graduate degree, or applicable trade school will be covered under this program with prior approval. The major course of study must be applicable to Plymouth Township's current business needs.

In order to apply for tuition reimbursement, prior to registering for the course or starting course work, the employee must complete a request form and supporting documentation and submit the application and supporting documentation to his/her immediate manager and Human Resources for approval.

Following the completion of the course, the employee should submit his/her grades and original receipts for tuition for reimbursement. 100% of tuition costs are reimbursed for courses in which a grade of B- or better has been achieved, up to \$1,000 per calendar year. Other fees are not reimbursed. If the course was taken on a pass/fail basis, reimbursement will be made for a grade of "pass".

If an employee voluntarily leaves the Township within one year of completion of the courses for which reimbursement was paid by the Township, or for termination due to violation of policy, the employee will be required to reimburse the Township for any tuition reimbursement which was paid out within the past year. The balance due, if any, will be withheld from the employee's last paycheck or billed directly to the employee, as designated by the Township and as otherwise permitted by applicable law.

Paid tuition reimbursement may be subject to taxes, depending on the current regulations surrounding this benefit. Taxes on this benefit are the responsibility of the employee.

Courses and certification programs taken by employees at the direction of their manager are processed and reimbursed through accounting. If an employee is interested in a certification or in taking a course that will apply directly to his/her job, the employee should contact their manager or Human Resources for guidance.

SECTION IV: BENEFITS AND TIME AWAY FROM WORK

HOLIDAYS

Plymouth Township observes the following holidays each year:

New Year’s Day	Labor Day
Good Friday*	General Election Day*
Memorial Day	Thanksgiving Day
Flag Day*	Friday after Thanksgiving*
Independence Day	Christmas Day

*The Community Center is open on these Holidays. It is closed on Easter Sunday.

A recognized holiday that falls on a Saturday or Sunday will be observed on the following Monday. The Department Director must approve adjustments in the holiday work schedule.

VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The following vacation schedule is the standard for full-time employees:

In the first year, if employed before June 15th	5 days
Beginning in the year in which one year of service is completed	10 days
Beginning in the year in which seven years of service is completed	15 days
Beginning in the year in which 12 years of service is completed	20 days
Beginning in the year in which 18 years of service is completed	25 days
Beginning in the year in which 25 years of service is completed	30 days

Requests for vacation absence must be in writing and approved by the Department Director. When necessary, vacation periods will be assigned in accordance with employee requests, taking operating requirements into consideration. Full-time, non-unionized employees may carry over a maximum of ten (10) paid days to the next calendar year. Unused vacation time in excess of this amount cannot be carried over and will not be paid.

Management may determine vacation dates for those employees who fail to make proper advance arrangements to take their remaining vacation time. Vacation pay will not be granted in lieu of taking the actual time off.

Eligible employees will be paid for any earned but unused vacation upon termination.

SICK DAYS

Sick pay is a privilege extended to the sick; it is not a right or an entitlement. Full-time, non-unionized employees receive sick pay according to the following schedule:

During the 1 st year of employment	three days
During the 2 nd year of employment	five days

During the 3rd year of employment
During the 4th year of employment

seven days
up to 90 calendar days
*(considered short-term
disability)*

Sick leave is to be used only when an employee is too ill to perform his or her normal work activities. Sick time cannot be used to care for a family member. Employees shall notify their manager one (1) hour before their scheduled shift whenever they are unable to report to work due to illness. Sick leave abuse will not be tolerated. Employees who are absent from work for three (3) or more consecutive days are required to present a physician's note as evidence of an illness or injury. The physician must also certify that he/she is fit for duty and can return to work. An employee, who in the opinion of Plymouth Township is abusing his/her sick leave privilege, may be required to submit a medical certificate for absences for one (1) day or more. An employee who misuses his/her sick leave shall be subject to disciplinary action, up to and including termination.

Sick leave may not be used for, or in place of, vacation/personal benefit time. Employees will not be paid for earned but unused sick days upon termination.

PERFECT ATTENDANCE AWARD

Full-time, non-unionized employees who have successfully completed their probationary period are eligible to receive a bonus of \$75.00 for each quarter of perfect attendance at work. Approved vacation and personal days and leave for jury duty shall not be counted against perfect attendance. The bonus award will be paid as soon as possible after the end of the respective quarter. In addition, there will be a further bonus of \$100.00 for perfect attendance during the four consecutive quarters within the regular calendar year.

PERSONAL DAYS

Full-time, non-unionized employees are eligible for four personal days each calendar year. Full-time employees with less than one year of continuous service will receive one personal day for each calendar quarter completed and worked. Personal days may not be carried over into the following year.

Employees will not be paid for earned but unused personal days upon termination.

BEREAVEMENT

Full-time employees are eligible for up to four paid days off for the death of an immediate family member. Immediate family is defined as spouse, child, mother or father. One day of paid bereavement leave will be granted for the funeral of a brother, sister, grandparent, mother-in-law or father-in-law. Requests for bereavement leave should be made to your immediate manager as soon as possible.

SEVERE WEATHER AND EMERGENCIES

At times, emergencies such as severe weather, fires, or power failures can disrupt Township operations. In extreme cases, these circumstances may require the closing of the facility. In the event that such an emergency occurs during non-working hours, the Township Manager or his/her designee will attempt to contact all employees at their homes.

When the decision to close is made after the workday has begun, employees will receive official notification from their immediate manager.

Except in cases of extreme weather (in which event you will be notified), employees are all expected to work their regular hours. With managerial approval, time taken off due to poor weather conditions can be charged to unused vacation or personal paid leave.

JURY DUTY

Plymouth Township recognizes the obligation of citizens to serve the interests of justice. Employees called for jury duty are granted the necessary time off upon proper notification to their immediate manager. An employee on jury duty will receive his/her normal base salary in addition to any monies paid to him/her by the court. If the jury is dismissed early, the employee shall return to work for the remainder of the day.

FAMILY AND MEDICAL LEAVE

The Township has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA) and its amendments. Eligible employees are entitled to family and medical leave on the terms and conditions stated in this policy, including the addendum on Military Family Leave, the regulations issued by the Department of Labor under the FMLA and the Township's other applicable leave policies.

Definitions

For purposes of this policy, the following definitions apply:

“Eligible Employee” means an individual who has been employed by the Township for at least 12 months and has worked at least 1,250 hours during the preceding 12-month period, provided that the Township employs at least 50 employees at the time of the FMLA leave request.

“FMLA Leave” means leave which qualified under the Family and Medical Leave Act of 1993 and the Department of Labor's regulations and is designated by the Township as so qualifying.

“Leave Year” means the twelve-month period measured backward from the date each employee's leave commenced.

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition involving:

- i. inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care;
- ii. a period of incapacity of more than three consecutive full calendar days that also involves continuing treatment as follows:
 1. treatment two or more times, within 30 days of the first day of incapacity (unless extenuating circumstances exist), by or under the supervision, orders or referral of a health care provider, so long as a first visit to a health care provider takes place within 7 days of the first day of incapacity;
 2. treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider, so long as the visit to the health care provider takes place within seven (7) days of the first day of incapacity;
- iii. any period of incapacity due to pregnancy or for prenatal care;
- iv. any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 1. requires periodic visits for treatment by a health care provider or by a nurse or physician's

- assistant under direct supervision of a health care provider;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
 3. may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy);
- v. any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, and which requires the continuing supervision of, but not necessarily active treatment by, a health care provider (e.g., Alzheimer's, severe stroke or terminal stages of a disease);
- vi. any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy) or kidney disease (dialysis).

Entitlement to Leave

An Eligible Employee is entitled to a total of 12 workweeks of leave during each Leave Year in the event of one or more of the following:

- The birth, adoption or placement for foster care of a son or daughter of the employee and to care for such child. Leave must be taken during the 12-month period following the birth or placement. Spouses employed by the Township will be entitled to a combined 12-week leave for this event. Leave applies equally to male and female employees. Family and medical leave may be taken before the actual birth of a child for prenatal care or if the mother's condition prevents her from working. Leave also may be taken before the actual placement or adoption of a child if the employee's absence from work is required for the adoption or placement to proceed.
- A Serious Health Condition of a qualifying family member, i.e., spouse, son, daughter or parent of the employee (but not "in-law"), if the employee is needed to care for such family member.
- A Serious Health Condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job.
- Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement for that Leave Year. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Paid Leave Benefits

FMLA Leave under this policy will be considered unpaid leave, unless the employee is entitled to paid leave under another applicable leave policy of the Township, including vacation, sick, personal, workers' compensation leave, and long term disability leave. If the employee is eligible for any such paid leave, the employee may apply the paid leave which will be substituted for and counted toward the employee's total 12-week period of FMLA Leave. Before paid leave may be substituted for unpaid leave, employees must meet all of the procedural requirements for the paid leave under the Township's applicable leave policy. Employees on leave that qualifies as both workers' compensation and FMLA Leave will receive payment under workers' compensation, but such leave will be counted toward the employee's total 12-week period of FMLA Leave.

Employees on leave that qualifies both as workers' compensation and FMLA Leave who are offered a transitional work position will have the option of remaining on FMLA Leave (and foregoing the modified

duty position and additional workers' compensation benefits) or terminating the FMLA Leave to accept the modified duty position.

For employees on unpaid FMLA leave, holidays which fall during the leave period will not be paid. If an employee's FMLA leave is integrated and running concurrently with any form of paid leave, and a holiday falls during such leave period, the employee will receive holiday pay in accordance with the applicable paid leave policy.

Intermittent or Reduced Schedule Leave

Leave due to the birth or placement of a son or daughter may not be taken intermittently or on a reduced work schedule basis. Leave due to a Serious Health Condition may be taken intermittently or on a reduced work schedule basis when medically necessary, in which case the Township may require the employee to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave due to foreseeable medical treatment. An employee on an intermittent or reduced leave schedule must make a reasonable effort to schedule the treatment so as not to unduly disrupt the Township's operation.

Notice

Employees are required to provide the Township with notice of the need to use FMLA leave. Notice consists of:

- The need for leave time;
- The FMLA-qualifying reason for the leave; and
- The anticipated timing and duration of the leave, including the reason for such leave and the treatment schedule if intermittent or reduced schedule leave is requested.
- When the leave involves a qualifying family member, employees are required to provide reasonable documentation or statement to confirm the family relationship, if requested.

If the need for leave is foreseeable, the employee is required to provide such notice to his/her manager at least 30 days before the commencement of the leave, unless impractical to do so under the circumstances, in which case notice must be given as soon as practicable. If an employee fails to give 30 days' notice for a clearly foreseeable leave with no reasonable excuse for the delay, the Township may deny the employee's request until at least 30 days after the date on which the employee provides notice of the need for leave.

If the need for leave is not foreseeable, the employee is required to provide notice to his/her manager as soon as practicable in the circumstances, generally as prescribed by the Township's usual and customary notice requirements for requesting such leave.

Employees are required to give additional notice as soon as practical whenever there is a change in the dates of scheduled leave. The Township periodically may require an employee on FMLA Leave for the Serious Health Condition of the employee or of a qualifying family member to report on his/her status and intent to return to work.

The Township will respond to requests for FMLA leave in writing, usually within five business days of the request. The response will notify the employee concerning his/her eligibility for leave and the employee's rights and obligations with respect to the leave.

When the Township learns of an FMLA-qualifying reason for leave after a leave has commenced under another of the Township's policies, the Township will designate the leave as FMLA-qualifying from the

commencement of the event. Employees are required to cooperate in providing the Township with information needed to make this determination.

Medical Certification

In order to take leave due to a Serious Health Condition, an employee is required to provide the Township with an acceptable medical certification on the approved form completed by the health care provider of the employee or his/her family member, as the case may be, within fifteen (15) calendar days of receiving the Form unless it is not practicable to do so despite the employee's diligent, good-faith efforts. If the absence is not FMLA-qualifying and the employee does not have leave available under other Township leave policies, the employee will be considered in violation of the Township's attendance policy and appropriate disciplinary action will be taken.

The medical certification must contain the date the Serious Health Condition began, the probable duration of the condition and medical facts about the condition. If the FMLA Leave is needed to care for the employee's own Serious Health Condition, the certification must include a statement of the job function(s) the employee is unable to perform. If the FMLA Leave is to be intermittent for the employee's own planned medical care, the certification must state the dates on which the treatment is expected to be given and the probable duration of the treatment. If the FMLA Leave is needed to care for a child, spouse or parent's Serious Health Condition, the certification must state how long the need for leave will continue and why the care is medically necessary. If the FMLA Leave is to be intermittent or on a reduced schedule in order to care for the employee's child, spouse or parent, the certification must address the medical necessity of intermittent leave or leave on a reduced schedule. The certification also must specify the expected duration of the condition and the schedule of intermittent or reduced work schedule leave.

If the Township receives a certification that is incomplete or insufficient, the employee will be notified in writing what additional information is necessary to make the certification complete and sufficient and will be provided with seven (7) calendar days to cure the identified deficiency. An employee must cooperate in authorizing his or her health care provider to clarify or authenticate an employee's certification form.

If requested by the Township, an employee must cooperate in providing a second certification by a health care provider designated by the Township and, if necessary, a third certification by a health care provider jointly designated by the employee and the Township. The Township also may require an employee to submit recertification(s) on a periodic basis. Failure to comply with these certification requirements will result in the delay, denial or termination of FMLA Leave.

Employees approved for FMLA Leave will be required to recertify every thirty (30) days.

Continuation of Group Health Benefits

The Township will maintain an employee's coverage under group medical, prescription, dental and vision plans during the period of FMLA Leave under the same terms and conditions as if the employee was actively working. Employees who are not entitled to health benefits while actively working will not

receive those benefits while on FMLA Leave. During FMLA Leave, the employee will be required to continue to make all premium payments that he/she otherwise would have had to make if actively employed.

An employee on an unpaid FMLA leave is responsible for contacting the Human Resources Manager to make satisfactory arrangements for submission of premium payments. Failure to make timely premium payments may result in the termination of coverage.

If the employee fails to return to work following the expiration of the FMLA leave, for a reason other than a Serious Health Condition or circumstances beyond the employee's control, the Township will be entitled to repayment by the employee of any benefit premiums paid by the Township during the leave.

Continuation of Other Benefits

Consistent with the Township's other leave policies, coverage under other fringe benefit policies and employee benefit plans of the Township will continue as set forth below:

- Life and Accidental Death and Dismemberment Coverage

During FMLA leave, the Township will continue to make premium payments towards basic life and accidental death and dismemberment coverage. The employee is not required to make a premium payment for this coverage.

- Long Term Disability Coverage

During FMLA leave, the Township will continue to make premium payments towards long term disability coverage. The employee is not required to make a premium payment for this coverage.

- Vacation, Sick, Personal and Longevity Benefits

Employees on FMLA Leave will continue to accrue vacation, sick, personal and longevity benefits under the applicable Township policy(s) for up to three months.

Return To Work

Consistent with the Township's policy and practice with respect to other medical leaves, before returning to work following FMLA Leave for the employee's own Serious Health Condition (except for intermittent or reduced work schedule leave unless reasonable safety concerns exist), the employee will be required to present a certification from his/her health care provider that the employee is medically able to resume work. If the date on which an employee is scheduled to return to work from FMLA Leave changes, the employee is required to give notice of the change, if foreseeable, to the Township within two business days of the change.

Subject to the limitations below, an employee returning from FMLA Leave will be restored to the position of employment held when the leave commenced or to an equivalent position. Job restoration may be denied if conditions unrelated to the FMLA Leave have resulted in the elimination of the employee's position or if the employee qualifies as a "key employee" (generally the highest paid 10% of the workforce). Key employees may be denied job restoration if it would cause substantial and grievous economic injury to the Township, in which case the key employee will be notified of this decision.

Military Family Leave Policy under the Family and Medical Leave Act

The following policy addendum to the Township's Family and Medical Leave Policy implements the Military Family Leave provisions for Qualifying Exigency Leave and for Military Caregiver Leave under

the Family and Medical Leave Act (FMLA). Employees who otherwise meet the eligibility terms for non-military FMLA leave are eligible for Military Family Leave.

Qualifying Exigency Leave

- a. Leave Entitlement. An eligible employee may take Military Family Leave because of any Qualifying Exigency arising out of the fact that the employee's Qualifying Family Member (spouse, son, daughter, or parent) is a Covered Military Member deployed to covered active duty to a foreign country.

The entitlement for qualifying Exigency Leave is the same 12 workweeks per leave year as for non-military FMLA leave, which may be taken on a continuous, intermittent or reduced work schedule basis. The leave year is defined in the same way as non-military FMLA leave. Any leave taken for a qualifying exigency also counts toward the 12 workweeks of non-military FMLA leave. The same leave year will be applied to both Qualifying Exigency Leave and non-military leave.

The definition of Qualifying Family Members (son, daughter, parent and spouse) is the same as for non-military FMLA leave, except that in the case of a son or daughter there is no age 18 limitation.

- b. Covered Military Member. A covered military member is an individual on active duty in a regular component of the Armed Forces, or an individual in the Reserve components called to active duty, who is deployed to a foreign country. Call to duty refers only to Federal activation, not state or local activation unless under order of the President of the United States.
- c. Qualifying Exigencies. To constitute a qualifying exigency, the activity in question must fall into one of eight categories, as follows:
 - i. Short-Notice Deployment: leave taken when a covered military member gets seven calendar days' notice or less of a call to duty. This leave may be taken for a period limited to seven calendar days from the date of notice and without regard to whether any other exigency exists.
 - ii. Military Events and Related Activities: to attend any official ceremony, program or event sponsored by the military related to the active duty of a covered military member, including family support or assistance programs and information briefings.
 - iii. Childcare and School Activities: to arrange for alternative childcare when the active duty necessitates a change; to provide for childcare on an urgent, immediate need basis (e.g., child's sickness during school); to enroll in or transfer a child to a new school or daycare facility; or to attend meetings with school or daycare staff when such meetings are necessary due to circumstances arising from the active duty of a covered military member. This form of leave is not available for routine, regular or everyday childcare events that occur for all parents.
 - iv. Financial and Legal Arrangements: to make or update financial or legal arrangements to address the covered military member's absence, such as executing powers of attorney or transferring bank account signature authority; or to act as the covered military member's representative in legal affairs during active duty and for a period of ninety (90) days following termination of active duty.
 - v. Counseling: to attend counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the military member, the need for which arises from the active duty, e.g., military chaplain or military service organization.
 - vi. Rest and Recuperation: to spend time with a covered military member who is on short-term, temporary, rest and recuperation during the period of deployment, limited to five days of such leave per instance of rest and recuperation.
 - vii. Post-Deployment Activities: to attend arrival ceremonies, reintegration briefings and events and other official military ceremonies and programs; and to address issues arising from the death of a covered military member. This leave is available during the ninety (90) days following the covered service member's return from active duty.

- viii. **Additional Activities:** to address other events which arise out of the covered military member's active duty, provided that the Employer and employee agree that such events qualify as an exigency and agree as to the timing and duration.
- d. **Notice and Certification Requirements.** Employees seeking to use Qualifying Exigency Leave are subject to the same notice requirements as non-military FMLA leave, including the need to give foreseeable notice when practical. Also, such employees will be required to certify the need for leave, including the covered military member's active military orders and dates of service. The employee must provide a copy of the military member's orders upon request. In addition, a qualifying Exigency Certification form will be required.

Military Caregiver Leave

- a. **Leave Entitlement.** An eligible employee can take Military Family Leave when needed to care for a Covered Service member with a Serious Injury or Illness if the employee is the Qualifying Family Member (spouse, son, daughter, parent or next of kin) of Covered Service member.

The entitlement for Military Caregiver Leave is 26 workweeks in a single 12-month period. The 12-month period or "leave year" for this type of leave begins on the first day the eligible employee takes Military Family Leave to care for a Covered Service member and ends twelve (12) months after that date. If an eligible employee does not take the entire 26 workweeks in the 12-month period, the balance is forfeited. The 26-workweek leave is not a yearly entitlement that renews each year, like non-military FMLA leave rather, the leave is calculated on a per-service member, per-injury basis.

A husband and wife employed by the same employer, who both are eligible for FMLA leave to care for a Covered Service member with a Serious Illness or Injury, are limited to a combined 26-workweek entitlement.

The definition of Qualifying Family Members (son, daughter, parent and spouse) is the same as for non-military FMLA leave, except that in the case of a son or daughter there is no age 18 limitation. The term "next of kin" means the nearest blood relative other than the Covered Service member's spouse, parent, son or daughter.

- b. **Interaction of Military Caregiver Leave with Other FMLA Leaves.** During the single 12-month period applicable to this leave, an employee is entitled to no more than 26 workweeks of FMLA leave, including both Military Family Leave and non-military leave, and the employee's use of non-military leave cannot exceed 12 workweeks. For example, an employee could take 16 weeks

of Military Caregiver Leave and 10 weeks of childcare leave; but the employee could not take 10 weeks of Military Caregiver Leave and 16 weeks of childcare leave.

- c. **Covered Service member.** The definition of Covered Service member includes both a current member of the Armed Forces, National Guard or Reserves, and a veteran of such service when the veteran undergoes treatment during the five-year period since serving as an Armed Forces member. The member must be undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a Serious Injury or Illness incurred in the line of duty while on active duty.
- d. **Serious Illness or Injury.** A Serious Illness or Injury is one that may render the Covered Service

member medically unfit to perform the duties of his or her office, grade, rank or rating. The term includes an injury or illness that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. The same definition applies to veterans, except that the injury or illness may have manifested itself before or after the member became a veteran.

- e. Notice and Certification Requirements. Employees seeking to use Military Caregiver Leave are subject to the same notice requirements as non-military FMLA leave, including the need to give foreseeable notice when practical. Also, such employees will be required to certify the need for leave, including Medical Certification from an approved military health care provider, e.g., a Department of Defense or Department of Veterans Affairs provider or a provider approved by one of those entities. Alternatively, an employee may provide the employer with invitational travel orders or invitational travel authorizations issued to any family member to join an injured or ill service member at his or her bedside.

MILITARY LEAVE

A military leave of absence will be granted to employees to attend scheduled drills or training or if called to active duty with the U.S. armed services. The Township will comply with the applicable provisions of the Uniformed Services Employment and Re-employment Rights Act (“USERRA”) and the Pennsylvania Military Code.

Military orders should be presented to your Manager and arrangements for leave made as early as possible before departure. Employees are required to give advanced notice of their service obligations to the Township unless military necessity makes this impossible. You must notify your Manager of your intent to return to employment based upon the requirements of the above applicable laws.

HEALTH BENEFITS

Plymouth Township provides health benefits to full-time employees and their eligible dependents through the Delaware Valley Health Trust. Monthly contributions towards the cost of the benefit may be required depending upon the level of coverage and the co-pay option selected by the employee. Eligibility for new employees is 31 days after date of hire. Changes in benefits can occur during annual open enrollment, or if an eligible life event takes place, i.e. birth/adoption of a child, marriage, divorce. Changes must be submitted to Human Resources within 30 days of the life event.

The Township reserves the right to change any benefit plan or provider at any time.

DENTAL BENEFITS

Plymouth Township provides dental benefits to full-time employees and their eligible dependents through Delta Dental, with no premium sharing. A summary of the benefits provided under the dental plan is available from the Human Resources Manager. Eligibility for new employees is 31 days after date of hire. Changes in benefits can occur during annual open enrollment, or if an eligible life event takes place, i.e. birth/adoption of a child, marriage, divorce. Changes must be submitted to Human Resources within 30 days of the life event.

The Township reserves the right to change any plan or provider at any time.

BENEFIT CONTINUATION

The federal Public Health Services Act gives employees and their qualified dependents the opportunity to continue health insurance coverage for a limited timeframe, as defined by law, under Plymouth

Township's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under Public Health Services Act, the employee or beneficiary pays the full cost of coverage at Plymouth Township's group rates, plus a 2% administrative fee. Plymouth Township provides each eligible employee with a written notice describing rights granted under Public Health Services Act when the employee becomes eligible for coverage under Plymouth Township's health insurance plan. The notice contains important information about the employee's rights and obligations.

LONG TERM DISABILITY BENEFIT

Plymouth Township provides long-term disability (LTD) coverage to full time employees (not-applicable for AFSCME members) through a commercial insurer. A covered employee who is continuously disabled for three months due to non-work related sickness or injury can file a claim. Once approved by the insurance company, the employee can begin to receive 75% (60% paid by insurer, 15% by Township) of monthly base income for three months, minus any offsets. If the disability continues beyond 180 calendar days, the employee would receive 60% (paid by insurer) of monthly base income, minus any offsets. In appropriate instances, the disability leave will coincide with the FMLA. Eligibility for LTD coverage is after one year of employment.

The Township reserves the right to change any benefit plan provider at any time.

LIFE AND ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE

Full-time employees receive group Life and AD&D Insurance, which is paid for by the Township. For employees receiving an amount of insurance above \$50,000, it is taxable and will appear on the W2 form at the end of the year.

WORKERS' COMPENSATION

Any on-the-job injury, no matter how slight, must be reported immediately to the Human Resources Manager. On-the-job injuries are covered by a workers' compensation insurance policy. Failure to report in a timely manner could result in a denial of coverage.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim. Management needs to be alerted to any condition, which could lead to, or contribute to, an employee accident.

Plymouth Township will abide with all requirements set forth by the Pennsylvania Workers' Compensation Act and other applicable laws. Adverse action will not be taken against an employee in retaliation for filing a workers' compensation claim.

The amount of benefits payable to the employee and the duration of payment depend upon the nature of the injury or illness. The injured employee will be taken to a panel physician or hospital and treatment must continue with a panel provider for the first 90 days of the injury.

457 DEFERRED COMPENSATION PLAN

The purpose of this plan is to provide retirement income and other deferred benefits to employees of Plymouth Township in accordance with the provisions of Section 457 of the Internal Revenue Code of 1986. The 457 Deferred Compensation Plan allows the full-time employee, through payroll deductions, to invest money into a tax-deferred account. These funds are available at normal retirement age. Also, the

funds can be portable at termination. An early withdrawal, if requested, is only permitted in the case of an unforeseeable emergency as defined in the IRS Code. Funds, however, are taxable at the time of distribution. Participation in this plan is optional. Please speak with the Human Resources Manager with any further questions.

PENSION

Plymouth Township pension plans do not confer a right of employment to any employee.

NON-UNIFORM EMPLOYEE PENSION PLAN

The following summaries are intended to be merely highlights of the Pension Plan's benefits and conditions. The Plymouth Township Code will always be the governing documents providing the official description of the pension plan.

1. Eligibility

Regular full-time employees of the Township are covered by the Plan. (Members of the police force have a separate pension plan).

2. Vesting

Effective January 1, 1998 an employee's rights under the pension plan shall vest after five years of service, regardless of age. An employee shall vest after ten years of service for a disability pension.

3. Calculation of Pension Amounts

Effective July 1, 2000, average pay for purposes of calculation of retirement benefits shall be based on the employee's highest three years of compensation.

Effective January 1, 2003, employees shall receive (1) plus (2) but not greater than (3) where

- (1) is 2% of average monthly pay times years of service up to 25,
- (2) is 1.667% of average monthly pay times years of service in excess of 25, and
- (3) is 60% of average monthly pay.

Employees hired prior to January 1, 2003 shall receive the greater of the amount as calculated above or the following, where

- (1) is 50% of average monthly pay, and
- (2) is multiplied by the ratio of service at date of termination to service the employee would have had at normal retirement (but not less than 12)

(Each year Plymouth Township offers an illustration of the estimated monthly benefit to each eligible employee covered by the Pension Plan. This is non-binding and is for informational purposes only. At the time of retirement however, the actuary will determine an exact pension calculation.)

4. Normal Retirement

Effective July 1, 2000, an employee may retire at age 60 with ten years of service; or at age 62 with five years of service.

5. Early Retirement

Effective July 1, 2000 an employee with ten years of service may retire at age 50 or older and receive a reduced pension benefit.

6. Deferred Vested Pension At Age 62

Employees who are vested but who leave the service of the Township for any reason before they are

entitled to either Early or Normal Retirement will receive a deferred vested pension at age 62.

The amount of the deferred vested pension is calculated the same way as a normal retirement pension, taking into account actual service and average pay at the date of termination of employment.

7. Disability Pension

(A) An employee who has completed ten years of continuous service and who is disabled due to work-related injury shall be entitled to disability pension of 50% of the average salary of the highest five of the last ten years of salary, less any workers' compensation or other Township-provided disability benefits.

(B) An employee who has completed ten years of continuous service and is disabled from a non-work-related injury shall be entitled to disability pension of 30% of the average salary of the highest five of the last ten years of salary, less any Township-provided disability benefits such as Long Term Disability payments.

8. Cost of Living Adjustments

Effective January 1, 2000, retired employees shall receive annual automatic cost of living increase to reflect the change in the cost of living in the preceding year. These increases shall be subject to certain limitations. Cost of living adjustment will stop when the pensioner reaches the maximum amount specified in the pension ordinance.

9. Election Options

Participants who are entitled to a retirement pension may elect either:

A. Life Only Option, or

B. Joint and Survivor Option, or

C. Ten Year Certain and Life Option.

10. Death Benefit

Upon the death of a retired employee, who was not a police officer, a lump sum of \$1,500 will be paid to the employee's beneficiary or estate.

11. Break in Service

A former full-time Plymouth Township employee who returns to employment will receive pension credit for the years previously worked only if the period of his/her original employment is greater than the period of his/her absence. Rehired employees who receive credit for their original years of service will have their original date of hire moved forward to reflect the break in service.

POST RETIREMENT HEALTH INSURANCE

Full-time, non-union civilian employees hired after July 1, 2011, are eligible to receive group health insurance provided by the Township only at age 60 or older with 25 years of service. This health insurance will be on the same basis as active employees.

Once the retiree is eligible for Medicare, insurance coverage will change to a different plan in accordance with the collective bargaining agreements and/or Township policy. The Township reserves the right to change carriers and/or method of providing coverage, and/or to negotiate health coverage with its collective bargaining units.

The spouses of AFSCME retirees and their qualified dependents shall also be covered with group health insurance in accordance with the collective bargaining agreement.

Effective January 1, 2002, spouses of non-unionized retirees and their qualified dependents shall be covered with group health insurance in accordance with the following schedule: 2.5 months of coverage for every year of service. Coverage for spouses and dependents is limited to a maximum of 5 years or the spouse reaching Medicare eligibility age, whichever is earlier.

Police who normally retire at the minimum age of 52 with 25 years of service, or who qualify for and receive a permanent disability pension, shall also receive health insurance for the Officer, spouse and eligible dependents in accordance with the collective bargaining agreement. Once the retiree and/or qualified dependents are eligible for Medicare, insurance coverage will change to a different plan in accordance with the collective bargaining agreement. The Township reserves the right to change carriers and/or method of providing coverage, and/or to negotiate health coverage with its collective bargaining units.

Should an AFSCME or non-bargaining employee move out of the geographic area serviced by the Township's healthcare network, the retiree might select a comparable health care plan in his/her area. However, the retiree will pay the premium costs in excess of the amount which the Township would pay for the retiree's coverage in the Township's health care network.

The Human Resource Manager will provide complete details of the plans and enrollment assistance at retirement time.

EMPLOYEE ASSISTANCE PROGRAM

Plymouth Township realizes that balancing work and personal life is a primary concern for all of us. In an effort to assist employees on an individual basis with work or personal issues, the Township provides to its employees an Employee Assistance Program ("EAP") through an outside Company. All calls to the EAP are completely confidential. We encourage you to make use of the many services provided and hope that the EAP becomes a helpful resource for you and your family. For more information regarding the Employee Assistance Program, please contact Human Resources.

PASS HOLDER DISCOUNT

A full-time employee, who has completed thirty (30) days of continuous employment, is eligible to receive the resident rate on their annual membership fee for the Greater Plymouth Community Center. Membership fees may be paid through payroll deduction. This benefit is renewable each year provided the employee meets the eligibility requirements. This benefit does not apply to temporary or seasonal employees.

SECTION V ON THE JOB BEHAVIOR
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PROTECTING ORGANIZATION INFORMATION

Protecting Plymouth Township's information is the responsibility of every employee and we share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss Plymouth Township's confidential business with anyone who does not work for the Township.

All telephone calls regarding a current or former employee's position/compensation with Plymouth Township must be forwarded to the Human Resources Manager.

Direct all telephone calls from the press or media to the Township Manager.

PUBLIC RELATIONS

Plymouth Township's reputation has been built on excellent service and quality work. Maintaining this reputation requires the active participation of every employee. The public's opinions and attitudes about the Township may be pre-determined for a long period of time by the actions of one employee. It is sometimes easy to take the public for granted, but one takes the risk of losing not only that individual, but potentially also all those the individual interacts with.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

FEES AND GIFTS

It is unlawful for Township employees to charge or accept a fee or other compensation for services they perform as a Township employee. Employees may not accept any gift(s) that could influence them in the discharge of their duties. Employees are also prohibited from granting such gifts in the discharge of their duties.

POLITICAL ACTIVITY

Political activity for Township employees at the local level should not go beyond casting votes or the private expression of opinions as citizens. Employees may be politically active at the Federal or State levels provided their efforts take place during non-working hours. Plymouth Township Code and/or Federal or State statutes will govern. Township officials may not solicit contributions from employees for any political cause.

WORK SCHEDULES

Due to the nature of the Township's business, each employee's work schedule may vary depending on job requirements. The Township's business hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. Evening or weekend work may be required to accomplish work responsibilities. Such evening or weekend work will be scheduled in advance whenever possible. Managers will advise employees of their individual work schedules.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Plymouth Township presents to residents, customers and visitors.

During business hours, or when representing Plymouth Township, you are expected to present a clean, neat and tasteful appearance. Clothing must be appropriate for work being done, and it should not contain offensive or inappropriate messages or constitute a safety hazard.

Some employees will be required to wear uniforms or other work clothing supplied by the Township. Only those articles of clothing so approved and purchased may be worn while on the job.

For office attire, business casual is the standard. Business casual means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, revealing, see-through or tight fitting clothing. Appropriate attire includes:

- For men: Collared shirts, turtlenecks, sweaters, dress slacks, pressed khakis, well-maintained shoes and socks.
- For women: Pressed blouses or tailored shirts, Township polo shirts, skirts, sweaters, dress pants, pressed khakis, dresses, well-maintained shoes, or dress sandals.

Your manager or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your manager feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work.

Consult your manager or Human Resources if you have questions as to what constitutes appropriate appearance.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to an employee's success with Plymouth Township. We work as a team and this requires that each person be in the right place at the right time.

If an employee is going to be late for work or absent, he or she must notify their Manager as soon as possible, but at least within 60 minutes before the start of the workday. Notifying a co-worker is not an acceptable form of notification.

Personal issues requiring time away from work such as doctors' appointments should be scheduled during non-working hours if possible.

An employee is determined to have voluntarily abandoned their position if they fail to report to work for three (3) consecutive business days without prior approval of leave or adequate explanation of an emergency condition necessitating their absence without prior approval.

Excessive and/or unauthorized absences or lateness will lead to disciplinary action, up to and including termination.

INFORMATION TECHNOLOGY, TELECOMMUNICATIONS AND SOCIAL MEDIA

The following applies to Plymouth Township's owned/supplied e-mail, internet, fixed and mobile phones, smart phones, and fax systems, hereafter collectively referred to as "Plymouth Township IT and Telecom Systems".

Plymouth Township IT and Telecom Systems are owned by the Township and are intended solely for the proper conduct of Township business.

Abuse or misuse of e-mail, the internet or voice mail systems by any employee may result in disciplinary action, up to and including discharge.

Internet Use:

Plymouth Township has established parameters for acceptable and responsible use of the internet by all employees using Township internet access.

- Internet access is provided to Township employees to assist with the conduct of Township operations. All users will behave responsibly with special attention to system integrity¹, professional conduct, and acceptable network etiquette.
- The Township has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the workplace.
- Responsible Computing
 - All employees using Township computing and information resources including internet access must act responsibly. All users are responsible for the integrity of these systems. All Township employees are also required to: respect the rights of other computer users both inside and outside the organization; respect the integrity of all system controls; obey all pertinent federal and state laws; respect all applicable copyrights and licensing agreements; and, observe the highest standard of ethics.
 - Employees are reminded that all relevant Township policies, such as: Discrimination, Unlawful Harassment, Sexual Harassment, and Workplace Violence, also apply in using computing resources and the internet.
 - The internet provides staff with access to many valuable resources for conducting Township business and for communicating globally on Township business. It is recognized that employees may have occasional need to use the internet system during business hours for personal business. In order to maintain professionalism and ensure quality service to those conducting business with the Township, it is important to keep personal use of the internet to a minimum. Every attempt should be made to utilize the internet during scheduled breaks, including lunch. It is the responsibility of all employees to abide by this policy and the responsibility of management to enforce this policy.
 - Open systems such as the internet are vulnerable to unintentional and deliberate misuse. All employees and IT staff must guard against threats to the integrity of Township systems.
- User Responsibilities
 - All network users are required to use hardware, software, and networks responsibly. Users must observe all federal and state laws, as well as Township policies, and internet etiquette.
 - Users of the internet services provided by the Township are expected to:

Use all systems in accordance with established Township policies and procedures.

 - Observe all relevant laws and regulations, and comply with copyright and license agreements of programs and data.
 - Respect the privacy and privileges of other users.
 - Respect the integrity of all systems connected to the internet.
 - Know and follow generally accepted etiquette of the internet.

¹ Hardware, software, information and data which is uncorrupted by hacking, misuse, abuse or negligence.

- Make economical and wise use of system resources.
- Report suspected threats to system integrity immediately.
- Be sensitive to their role as representatives of the Township in network communications.
- Unacceptable uses of Township internet access include, but are not limited to:
 - Use of the internet for any purpose that violates federal, state, or local law.
 - Removal of Township data via thumb drive, CD, DVD or uploading.
 - Excessive use unrelated to Township business.
 - Sharing of any assigned passwords. Seeking out or using the passwords of others.
 - Use of Township internet services to interfere with or disrupt network users, services, or equipment.
 - Intentionally seeking out, copying, or modifying files and data belonging to others without authorization of the file owner.
 - Representing oneself electronically as another.
 - Developing or sending programs designed to harass other users or to infiltrate computer or system and/or damage or alter software components.
 - Knowingly transferring or receiving sexually explicit text or graphics.
 - Use of inappropriate language in communications.
- Consequences of Misuse

Any user demonstrating unacceptable use of Township systems will be subject to revocation of privileges and/or disciplinary action.
- Cautions
 - Privacy
 - All employees should understand that no communications on the internet are totally secure, even after being deleted. Write and send nothing you would not wish to see on the front page of the local newspaper. Users should be aware that all communications sent from the Township network can ultimately be traced back to the Township. Files may also be subject to scrutiny under subpoena in a court action.
 - Under certain circumstances management and/or the IT Director may access files as deemed necessary to protect the integrity of the system or Township business. No employee should assume entitlement to uninhibited privacy on a network.
 - Credibility

Employees are cautioned that, while the internet and World Wide Web (the Web) are significant resources, information can be posted by anyone. The accuracy, timeliness, and credibility of information varies greatly from one web site to another. In relying on information found on the internet for preparation of reports or decision-making, users are cautioned to know the source of the data, to verify the authority (and biases) of the source, to know when the data was last updated, and to cite sources.

Electronic Mail

Plymouth Township has established parameters for acceptable and responsible use of electronic mail by employees using the Township Electronic Messaging System.

Electronic messaging (e-mail) is provided to Township employees to assist in the conduct of Township operations. E-mail is a local government record and this statement defines the Township's policy regarding the generation, access and inspection of public records created using the Township's e-mail system. It is Township policy that e-mail, like other Township assets, be used for the benefit of the Township.

- E-mail messages are Township property. Management has the authority to inspect the contents of any equipment, files, calendars or electronic mail.
- E-mail shall not be considered private property of the sender or the recipient.
- No messages of a confidential nature should be sent using e-mail.
- It is recognized that employees may have occasional need to use the e-mail system during business hours for personal business. In order to maintain professionalism and ensure quality service to those conducting business with the Township, it is important to keep personal use of the e-mail system to a minimum. Every attempt should be made to correspond electronically during scheduled breaks, including lunch. Please note that such messages are subject to review by management.
- All authorized employees shall use e-mail as they would any other official Township communication tool.

Responsibilities:

- Users
 - It is the responsibility of all users to read and abide by this policy. Failure to comply with this policy may result in disciplinary action.
 - E-mail users will take necessary precautions to protect network security by:
 - Using a secure password and not revealing their password to others
 - The nature of e-mail – immediate and informal like a phone call, irrevocable like a memorandum – requires that users recognize their own responsibility for the content and dissemination of their messages. This responsibility includes ensuring that their messages:
 - Contain information that the user is authorized to distribute
 - Are accurate

- Are sent to individuals who need to know
- Protect others' right to confidentiality

Guidelines for Use:

- Permissible Use

Plymouth Township will provide e-mail access to employees for business purposes. Users will be given e-mail access only if they agree to abide by all established policies. Permissible use will include, but not be limited to, the following:

- Assisting the user in performing his/her job responsibilities
- Facilitating the communication of information in a timely manner
- Coordinating meetings, schedule locations, and other Township resources
- Communicating with individuals, departments and organizations throughout the Township

- Prohibited Use

The following uses of the Township's e-mail and internet access system are prohibited:

- Conducting illegal activities
- Sending copies of documents in violation of copyright laws
- Conducting political activities
- Compromising the integrity of the Township
- Operating a private business
- Soliciting or advertising for personal gain
- Accessing, receiving/sending gossip and/or any obscene, offensive, slanderous, ill-considered messages, images or practical jokes
- Sending any message that violates the Township's Sexual Harassment, Discrimination/Harassment Policies, Workplace Violence, and/or any other Township Policy
- Posting personal information about yourself or others

- Access Violations

It is a violation of the Township's policy for any user to use e-mail and computer systems for purposes of satisfying idle curiosity about the affairs of others, and/or with no substantial business purpose for obtaining access to the files or communications of others.

- Monitoring of Communications Systems

The Township has the right to monitor and log any and all aspects of its communications system including, but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

- Disciplinary Actions

Anyone found in violation of this policy may be subject to disciplinary action up to and including termination.

- Retention of Electronic Mail Messages

- Retention of e-mail records is the responsibility of the IT Department

Software Copying and Usage

Plymouth Township has established guidelines to prevent the intentional or accidental breaking of software licensing agreements by Township employees.

- When organizations purchase computer software, they obtain a license agreement from a vendor that grants them a non-exclusive right to use that software for business purposes. Unauthorized reproduction of software beyond what is explicitly stated in the license agreement is considered copyright infringement under the Copyright Act (17 USC 107, 117).
- It is the policy of the Township that copying software beyond the stated conditions of the vendor's end-user license agreement (EULA) is strictly prohibited. This applies to the Township's entire internal licensed usage, including computers, and mobile devices.
- The Township is responsible for maintaining the security of its computing and communications systems and reserves the right to assign and monitor all software usage within the organization. Licensed software is considered Township property and provided to employees for business purposes only.
- All employees are expected to use software, hardware, and networks responsibly. Users must adhere to the terms and conditions stated in the EULA, as well as to all Township policies and state and federal laws.
- By following licensing agreements, employees validate the vendor's technical assistance for the product, lessen the chance of virus distribution and enable the IT Department to provide effective, responsive support for all Township PCs.
- Unacceptable uses of Township software include, but are not limited to:
 - Loaning, renting, leasing or giving Township-purchased software to persons or agencies outside of the Township organization
 - Loading and using unauthorized or "pirated" copies of software on Township owned equipment
 - Taking original copies of Township-purchased software for personal use at home
 - No installation or downloading of any software, purchased or free, on township-owned devices
 - Making copies of and distributing the printed materials that accompany a software product
- The penalties for any type of copyright infringement are serious and may result in significant legal costs for the Township. Litigation for this offense can also adversely affect public perception of Township ethics and detract from positive customer relations. Therefore, any violation of the software copying and usage policy will be subject to disciplinary action up to and including termination.
- This policy will be reviewed and updated by the Township in response to new legal developments and Township experiences.

Personal Use of Telephones and Cell Phones (Township Issued & Personal devices)

Plymouth Township has established guidelines for the use of telephones during business hours for personal purposes.

- In order to maintain professionalism and ensure quality service to those who conduct business with Plymouth Township, it is important to keep personal telephone use to a minimum.
- The use of Township telephones, Township issued, and personal cell phones during working hours for personal reasons should be limited to those calls, both incoming and outgoing, of a necessary or emergency nature. Every attempt should be made to make personal calls during scheduled breaks, including lunch.
- The Township's telephone system has a call dialed and received review system which identifies all calls made to and from Township telephones in all facilities. When it can be identified that calls are being made in violation of this policy, the employee may be subject to disciplinary action up to and including discharge.
- Downloading of apps onto Township-owned devices is prohibited.
- The use of Township issued or personal cell phones while operating any Township equipment is prohibited.

Disclaimer of Liability

Plymouth Township is not responsible for material viewed or downloaded from the internet by employees. The internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk.

Confidentiality

Employees shall not disclose, remove or use any confidential or proprietary information or data in the possession of Plymouth Township. Sharing this type of information, even unintentionally, may result in legal action against the employee, and/or Township. Do not disclose business plans or include conversations with analysts, the press or other third parties, including friends and family. Do not deny or confirm rumors and do not suggest denial or confirmation in any way. Avoid forums where confidential matters are discussed. In the world of social networking, there are often sites where parties post comments on items that are clearly confidential. Be selective and thoughtful about where you post and how you reply.

Disparagement

Employees are prohibited from disparaging or harming the reputation of Plymouth Township, its policies, employees, elected officials, volunteers, vendors, customers or members of the public at any time. Disloyal comments will be treated as a disciplinary matter and may subject you to disciplinary action up to and including immediate discharge.

SOCIAL MEDIA

The following is Plymouth Township's Social Media and Social Networking Policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager if you are uncertain. Violation of this policy by any employee may result in disciplinary action up to and including immediate discharge.

Online "social media" generally includes web-based communities, hosted services and application and social networking sites (such as Facebook and MySpace), video sharing sites (such as YouTube and Hulu), photo sharing sites (such as Flickr), wikis (such as Wikipedia), blogs (both personal and employer-sponsored), microblogs (such as Twitter), business networking sites (such as LinkedIn and Plaxo) and recommendation sites.

Scope and Purpose of the Policy

This policy complements Plymouth Township's Information Technology and Telecommunications Policy which governs employee use of office computers and phones. As such, it concerns employee use of online social media both in and outside of the workplace, on duty or off, and also applies to personal computers and hand-held devices as well as office communications equipment. The principal purpose of this policy is to protect Plymouth Township, its officials, employees and members of the public from the many liability risks that often arise when online social media is used to invade the privacy of others, unlawfully defame them and tarnish their reputations, or knowingly subject them to abuse, harassment or intimidation. Plymouth Township therefore takes its online social media policy very seriously and it will be strictly enforced in cases of egregious misconduct.

Prohibited Use of Social Media at the Workplace or While On Duty

Employees may not access online social media using any communications devices, including, but not limited to, computers and smart phones, at the workplace or while otherwise engaged in official township business.

The only exceptions to the above prohibition are when employees are directed to access online social media by their manager or where obtaining such access is required by their job. Employees may only post information pertaining to Plymouth Township and its personnel with the written approval of the Township Manager. This includes any postings which respond to negative, inaccurate or misleading postings made by others about Plymouth Township or its personnel. Employees who make any such pre-approved social media postings must do so using township computers during regular work hours.

Use of Social Media Outside Workplace or While Off Duty

How employees use social media outside the office while off-duty reflects not only on their character but on Plymouth Township as well. Employees should be aware that most social media postings are "public" in the broadest sense of the word and will remain in the public domain for a very long time. These restrictions are not intended to violate the First Amendment rights of any employees, but to protect Plymouth Township and all of its personnel from social media postings which violate the rights of others, including their right to privacy. Where appropriate, employees will be held fully accountable for knowingly engaging in any of the following misconduct involving their use of social media:

- Posting harassing, threatening or discriminatory comments about other Township employees or officials
- The transmission of messages or images (including videos) that are offensive, derogatory, defamatory, off-color, sexual in content, where such messages or images are plainly associated with, or directed at, Plymouth Township or its personnel
- Posting any information or conducting any online activity that may violate local, state or federal laws or regulations
- Unauthorized disclosure of any confidential or proprietary information in the possession of Plymouth Township, including, but not limited to, confidential police investigations, and privileged legal opinions, and personnel matters. Sharing this type of information, even unintentionally, may result in legal action against you, Plymouth Township and/or Plymouth Township's officials and personnel. When in doubt about the nature of such information, employees should consult with their manager.
- Posting comments or images that misrepresent Township policies and actions
- Posting messages or images on social media which defame, harass, or bully other

Township personnel or otherwise create a hostile work environment for them

- Posting statements or images on behalf of Plymouth Township or using the Township's name or email address, unless expressly authorized by the Township Manager
- Posting unauthorized communications with the media concerning official municipal business
- Posting confidential details of any official investigations such that disclosure of that information would violate state or federal law, or otherwise expose Plymouth Township to legal liability
- Posting statements or images by police personnel that constitute conduct unbecoming an officer, including, but not limited to, racial, ethnic or religious disparagement
- Posting statements or images that otherwise violate Plymouth Township's Standards of Conduct

Disclaimer

Plymouth Township is not responsible for material viewed or downloaded from the internet by Township employees. Employees using social media do so solely at their own risk.

No Expectation of Privacy

Employees should have no expectation of privacy in anything they create, store, send or receive on the Township's communications equipment or systems, including, but not limited to, email, telephone, voice mail, computer, internet and facsimile. All Township employees should recognize that all communications, whether in writing or electronic, including messages sent via email or voice mail, to or from social media, or the internet generally, are not confidential communications and are subject to review, monitoring or interception by Plymouth Township. Plymouth Township has an important, vested interest in assuring that it and its personnel do not violate any laws and the Township reserves the right to monitor and/or intercept all communications at any time or from time to time. All employees should further be aware that passwords and deletion functions do not prevent the Township from accessing any communications at any time over Plymouth Township's communications systems.

STANDARDS OF CONDUCT AND DISCIPLINE

To ensure orderly operations and provide the best possible work environment, Plymouth Township expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Standards of conduct include behaving professionally, functioning in a problem-solving mode, cooperating with co-workers, using a team approach, and focusing on delivering top-quality service. If an individual's behavior interferes with the orderly and efficient operation of a department or the organization as a whole, corrective measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension and/or discharge. The appropriate disciplinary action imposed will be determined by Plymouth Township in its sole discretion, and does not guarantee that one form of action will necessarily precede another.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including discharge:

- Violation of Plymouth Township's policies or safety rules
- Insubordination
- Unauthorized possession, use or sale of alcohol or controlled substances,
- Unauthorized possession, use or sale of weapons, firearms or explosives
- Theft or dishonesty
- Physical harassment
- Sexual harassment
- Disrespect toward fellow employees, residents, patrons or the public at large
- Poor attendance
- Poor performance

These examples are not all inclusive. Disciplinary and discharge decisions will be based on an assessment of all relevant factors, in Plymouth Township's sole discretion.

This policy is **not** intended to modify the employment-at-will nature of the employment relationship.

DRUG AND ALCOHOL USE AND TESTING

Plymouth Township is dedicated to the maintenance of a safe and hazard-free workplace. Plymouth Township prohibits the use, sale, or dispensing of alcohol, drugs and narcotics while on Township premises and while conducting business-related activities off Plymouth Township premises. No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

1. An employee who reports for duty while under the influence of drugs or alcohol will not be permitted to enter the Township premises. This employee will be declared unfit for duty and escorted home. He/she will be subject to disciplinary action up to and including discharge.
2. An employee who possesses, uses, dispenses, or sells narcotics, non-prescribed drugs or alcohol on Township premises, work related areas, or during work time will be subject to disciplinary action up to and including discharge.
3. Managers shall arrange for examinations, including blood test and urinalysis, and under the following circumstances: (1) for any employee working in a safety-sensitive position who is involved in an accident while operating a Township vehicle or other heavy equipment; (2) for any employee who displays objective characteristics of being under the influence of drugs and/or alcohol during working hours; and (3) for any employee who is involved in a motor vehicle accident during working hours and who displays objective characteristics of being under the influence of drugs and/or alcohol.
4. Any employee who refuses to comply with the request for an examination or testing shall be removed from duty and their employment terminated.
5. If such medical examination and/or test conducted reveals that an employee has been under the

influence while at work, that employee shall be subject to disciplinary action up to and including discharge.

6. However, any employee who voluntarily comes forward and admits to being addicted to drugs and/or alcohol and who does not have a medical determination that such addiction is under control, may request an unpaid leave of absence to undertake treatment. Such employee will not be permitted to return to work until medically certified to the Township Manager that the employee has his/her addiction under control and is fit for duty. This paragraph shall not apply when such request occurs after the employee is the subject of a drug or alcohol-related disciplinary proceeding or is in an accident or exhibits unusual behavior while under the influence of drugs or alcohol.
7. An employee who is certified as fit for duty and returns to work shall be immediately terminated when such employee is subsequently medically determined to be using drugs or alcohol or when such employee violates paragraphs 1,2, and/or 8 of this Policy.
8. An employee who is involved in a drug or alcohol incident during non-work time may be subject to discipline up to and including discharge if the drug or alcohol incident adversely affects his/her ability to perform duties as a Township employee. (In addition to the above policy, there are regulations and policies such as random testing pool for employees who are required to have a CDL/Commercial Driver's License. These tests are pursuant to Federal Testing Requirements.)

In addition, job applicants and employees may be asked to provide body substance samples (such as urine, hair, and/or blood) to determine the illicit or illegal use of drugs and alcohol - see related policy "Use of Equipment and Vehicles". Refusal to submit to drug testing or failing the drug test may result in disciplinary action, up to and including discharge.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise concerns with their manager or the Human Resources Manager without fear of reprisal.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, and follow all operating instructions, safety standards, guidelines, and applicable laws.

Employees are to notify their manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Employees are liable for the payment of their own fines that may arise as a result of citations for speeding, illegal parking or other driving violations while operating a Township vehicle on Township business. All personnel, while operating any Township owned/leased vehicle, shall wear seatbelts installed in that vehicle. Upon entering the various vehicles, all personnel will secure the seat and shoulder harness before moving the vehicle. The same will apply to any other persons in the vehicle as a passenger. Ultimately, the driver is responsible to see that all passengers in the vehicle are properly restrained and may be disciplined along with the offending party.

Operation of any Township vehicle/equipment while under the influence of alcohol or illegal drugs may be grounds for immediate discharge. If an employee is required to operate a Township vehicle/equipment and is taking prescription drugs which could interfere with the ability to operate the equipment, he or she is required to notify their department head. Employees who are responsible for equipment or who operate Township vehicles are subject to controlled substances and alcohol testing on a random or for cause basis or as stipulated under a collective bargaining agreement. Drivers selected for testing will be required to

supply a urine sample for testing. For random testing each driver shall have an equal chance of being tested each time selections are made. Also see the Drug & Alcohol Use Section concerning drug and alcohol testing.

Whenever an employee, whose job requires that he or she operate a Township vehicle as a regular duty of that job loses his or her license, the department head must be contacted immediately. Any employee who operates a vehicle under a suspended or invalid operator's license is subject to disciplinary action, up to and including dismissal. Employees in job positions which require a CDL license may result in disciplinary action, up to and including dismissal if they lose such license during their employment.

Smoking or the use of tobacco products is not allowed in any Township vehicle.

Township vehicles may only be operated by authorized personnel and must be only used for official Township business.

All Township vehicles and equipment are covered under the Township's general insurance program. Employees who use their personal car for approved Township business are required to carry at least the minimum insurance coverage required by State law. The Township will not reimburse an employee for damage to their personal vehicle.

SECTION VI SAFETY IN THE WORKPLACE

EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork at Plymouth Township. Each employee and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify a manager of any emergency situation. If an employee is injured or becomes sick at work, no matter how slightly, he or she must inform their manager immediately.
- Only if an employee is trained and qualified he or she may use, adjust and repair machines and equipment.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Employees should understand their jobs fully and follow instructions. If you are unsure, ask your manager.
- Know the locations, contents and use of first aid and firefighting equipment.
- Wear personal protective equipment in accordance with the job being performed.
- A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. Employees are expected to keep his or her place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your manager.

SMOKING IN THE WORKPLACE

Plymouth Township is committed to providing a safe and healthy environment for employees and visitors. To accomplish this, smoking is prohibited on the Township's property (except in designated areas). As of September 11, 2008, Pennsylvania's Clean Indoor Act bans smoking in public places and workplaces. This also applies to indoor and outdoor garages, open reception areas, Township vehicles, lobbies and all sides of public buildings.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Plymouth Township, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Plymouth Township facilities at their main entrances. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Township's premises, employees should immediately notify their manager or, if necessary, direct the individual to the main entrance.

**SECTION VII
RECEIPT OF EMPLOYEE HANDBOOK**

The Personnel Rules and Regulations of Plymouth Township (a.k.a. the "Employee Handbook") describes important information about Plymouth Township, and I understand that I should consult the Human Resources Manager regarding any questions not answered in the handbook.

I have entered into my employment relationship with Plymouth Township voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Plymouth Township can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law or collective bargaining agreement.

Since the information, policies, and benefits described in the handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Plymouth Township's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Township Manager has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE _____

ATTESTED BY:

MANAGER'S NAME (printed): _____

MANAGER'S SIGNATURE: _____

DATE: _____