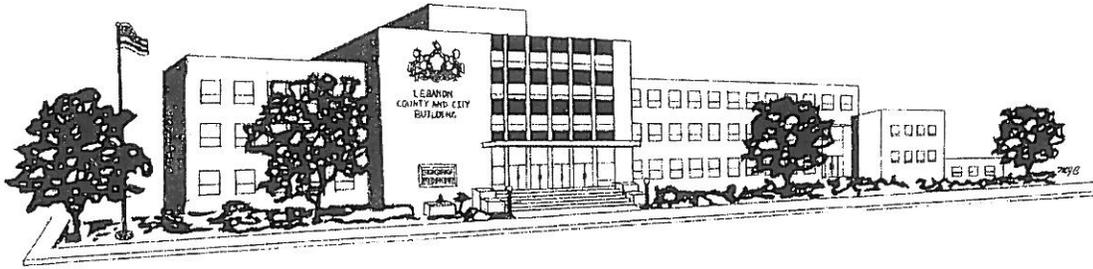




Municipal Building

Employee Handbook

non-union



OUR MISSION:

The Lebanon County Commissioners are dedicated to providing public service to the community to protect, restore, and improve the quality of life in Lebanon County. Functioning as the Executive and Legislative Branches of government, the County Commissioners and their associated agencies commit themselves to the leadership and service required in pursuing activities beneficial to the citizens of the County of Lebanon.

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I. THE HANDBOOK

This handbook is provided for your information and reference while you are employed by the County of Lebanon. The policies and procedures set forth in this handbook do not in any way constitute and should not be construed as a contract of employment for any specified time, nor is any property interest in employment with the County of Lebanon created for any employee.

The County of Lebanon may change, delete, suspend or discontinue all or any part or parts of the policies or procedures in this handbook at any time without prior notice. Such change, deletion, suspension or discontinuance shall be solely within the discretion of the County of Lebanon. Any such action shall apply to existing, as well as future, employees with continued employment being the consideration between the employer and the employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work and such benefits must be provided for in writing. Employees shall not accrue eligibility for any benefits or rights and privileges beyond their last compensable day.

The policies, procedures and information covered in this handbook are in effect for all non-bargaining unit employees; this includes employees located at the Municipal Building, Cedar Haven, Correctional Facility, AAA, Drug and Alcohol, Children and Youth, MH/MR, Human Services, Probation Offices, Extension Office, Conservation District and salaried staff at the Renova Center. Bargaining unit employees subject to other labor agreements are not covered by this handbook unless specifically stipulated in their respective agreement.

Any use of the term supervisor in this Handbook shall be construed to mean the employee's immediate superior or department head.

This handbook supersedes all prior County Handbooks and is effective December 2, 2007.

Employees are required to abide by the policies and procedures set forth in this handbook. Employees abusing or violating the intent of any County policy are subject to disciplinary action as stipulated in Section 5.11 of this handbook.

II. EMPLOYMENT POLICIES, PRACTICES AND RULES

2.1 EQUAL EMPLOYMENT OPPORTUNITY - It is the policy of the County of Lebanon to provide equal employment to all individuals in accordance with their fullest qualifications regardless of their race, sex, color, religious creed, ancestry, age, national origin or non-job related handicaps or disabilities and to safeguard their right to obtain employment without any distinction or discrimination.

The County of Lebanon is committed to creating an atmosphere free from discrimination. Your cooperation is required to fully ensure the fulfillment of this commitment to the practice and spirit of the equal employment opportunity laws.

The County of Lebanon will make reasonable accommodations for an employee's known physical and mental limitations or those of an otherwise qualified individual who is an applicant unless undue hardship would result. Employees requiring an accommodation in order to perform the essential functions of their job shall contact their department head or the Department of Human Resources.

2.2 SEXUAL HARASSMENT POLICY - Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964. The County of Lebanon believes that each employee should be able to work in an atmosphere that is free of discriminatory intimidation based on sex, race, color, age, religion, marital status, national origin or the presence of physical, sensory or mental disability. The County of Lebanon does not permit or tolerate sexual harassment of employees by anyone – department heads, supervisors, managers, co-workers, client or other patrons.

Sexual harassment, according to the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex based nature where (1) submission to such as a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the formal Sexual Harassment Policy.

Sexual harassment is unlawful and such prohibited conduct exposes not only the County, but individuals (including elected officials) involved in such conduct, to significant liability under the law. At all times, employees shall treat other employees respectfully and with dignity in a manner so as not to offend the sensibilities of a co-worker. Accordingly, the County is committed to vigorously enforcing its sexual harassment policy at all levels.

Any person experiencing such treatment shall contact, without fear of reprisal, his/her supervisor, County Administrator, County Director of Human Resources, Cedar Haven Administrator, Cedar Haven Assistant Administrator, Cedar Haven Director of Human Resources or any County Commissioner.

Any employee found in violation of the sexual harassment policy is subject to disciplinary action up to and including dismissal.

Complete details on sexual harassment may be reviewed in the Sexual Harassment Policy located in each office or a copy of the policy may be obtained in the Department of Human Resources.

2.3 WORKPLACE VIOLENCE POLICY - To ensure both safe and efficient operations, the County of Lebanon expects and requires all of its employees to display common courtesy and engage in safe and appropriate behavior on the job at all times. Any involvement in incidents of physical violence or strenuous horseplay is considered dangerous and unacceptable behavior that violates this standard of appropriate behavior in the workplace.

Racial or ethnic slurs, sexually harassing remarks, threats of violence, and any other provocative comments, language, or actions are not tolerated. Employees who make provocative comments or otherwise engage in provocative conduct towards co-workers or other individuals ordinarily are held at least equally liable for any ensuing physical altercation, even if they do not strike the first blow or otherwise initiate a physical confrontation.

To avoid interfering with or interrupting ongoing operations, employees are prohibited from remaining at or returning to work areas during their off-duty hours. Brief off-duty visits to work areas are permitted if employees have left important items or have a similar compelling reason to briefly return to their work area. Off-duty employees who return to work areas must take care to avoid interfering with or disrupting employees engaged in ongoing operations.

No unauthorized personnel are allowed in work areas. Unauthorized personnel include any person who is not employed by the County of Lebanon. Employees must direct all unauthorized personnel to the front desk or to one's supervisor for authorization.

Employees are responsible for their conduct on the County of Lebanon's premises, whether they are on or off duty. The County of Lebanon's general rules of conduct and behavior also apply when employees are traveling on the County of Lebanon's business, as well as any time employees are working for or are representing the County of Lebanon away from the premises.

The County of Lebanon does not tolerate acts of workplace violence committed by or against employees. The County of Lebanon strictly prohibits employees from making threats or engaging in violent acts.

All employees shall inform their immediate supervisor, Department Head, the County Administrator, Director of Human Resources, or security personnel if they observe behavior by employees or other individuals which the employee feels would violate this policy.

THIS IS A ZERO-TOLERANCE POLICY, MEANING THE COUNTY OF LEBANON DISCIPLINES OR TERMINATES THE EMPLOYMENT OF ANY EMPLOYEE FOUND TO HAVE VIOLATED THIS POLICY. THE COUNTY OF LEBANON MAY ALSO PROSECUTE ANY EMPLOYEE FOUND TO HAVE VIOLATED THIS POLICY.

2.4 THEFT/MISAPPROPRIATION - Many County of Lebanon employees work with or have access to tools, equipment, money, or other types of property which are owned by the County of Lebanon, County employees, clients, Cedar Haven residents, Renova Center residents, or inmates at the County Correctional Facility.

No County of Lebanon employee shall take possession of, conceal, use, appropriate, remove or otherwise derive benefit from, or of, or attempt to do so, with any property, including monies of the County of Lebanon, of any County Employee, or of any resident of Cedar Haven, Renova Center or the Correctional Facility, without appropriate authorization. Any such conduct shall subject that employee to disciplinary action.

All lockers, desks, closets, filing cabinets, and other such storage areas and property are and shall remain the property of the County of Lebanon. The County reserves the right to inspect and search such areas and property when reasonable circumstances exist.

If reasonable suspicion exists that an employee has violated this policy, the employee may be placed on suspension without pay pending completion of an investigation. An employee cleared of violating this policy shall be reinstated and shall be paid for the period of suspension. An employee found to have violated this policy shall be subject to disciplinary action, including termination of employment. Criminal prosecution may occur. In addition, any employee who violates this policy may be subject to forfeiture of retirement benefits, as provided by law.

By this policy, the County of Lebanon gives notice of its intent to deal appropriately with employees involved in such conduct. It is the intent of the County to prevent such conduct, but, if it does occur, to discipline the responsible employee appropriately for his or her conduct, while not improperly infringing upon the privacy of any employee.

2.5 DRUG AND ALCOHOL POLICY - Employees have the basic right to work in an environment that is free from the influence of drugs and alcohol, and to be able to rely on the fact that co-workers are not impaired by substance abuse. In the interest of maintaining a safe and healthy workplace that is free of alcohol and drug abuse, the County is committed to strictly enforcing its drug and alcohol policy and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the special Drug-Free Work Force Rules of the United States Department of Defense.

Lebanon County specifically prohibits the following and may discipline an employee up to and including discharge for any of the following:

2.5.1 Use, possession, manufacture, distribution, dispensation or sale of: (A) Illegal drugs or drug paraphernalia, (B) Unauthorized controlled substances, or (C) Alcohol on County premises or County Business, in County supplied vehicles, or during working hours.

2.5.2 Storage in a locker, desk, County owned automobile or other repository on County premises of any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any alcohol.

2.5.3 Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on County premises or County business, in County supplied vehicles, or during working hours. The term “being under the influence” of alcohol is defined as a blood alcohol level of 0.04. The definition of “being under the influence” of unauthorized controlled substances or illegal drugs is testing positive at the following specified levels:

Amphetamine	1.0 micrograms (1,000 nanograms) per milliliter
Barbiturates	0.3 micrograms (300 nanograms) per milliliter
Benzodiazapines	0.3 micrograms (300 nanograms) per milliliter
Cannabinoids	100 nanograms per milliliter
Cocaine Metabolite	0.3 micrograms (300 nanograms) per milliliter
Methadone	0.3 micrograms (300 nanograms) per milliliter
Methaqualone	0.3 micrograms (300 nanograms) per milliliter
Opiates	0.3 micrograms (300 nanograms) per milliliter
Phencyclidine (PCP)	75 nanograms per milliliter
Propoxyphene	0.3 micrograms (300 nanograms) per milliliter

2.5.4 Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off County property that adversely affects the employee’s work performance, his/her own or other’s safety at work.

2.5.5 Switching or altering any urine sample submitted for drug and alcohol testing.

2.5.6 Conviction under any criminal drug statute.

2.5.7 Failure to notify the County of any conviction under any criminal drug statute within five days of the arrest or conviction.

2.5.8 Refusing to complete a medical questionnaire and laboratory consent form prior to testing.

2.5.9 Refusal to complete the toxicology chain of custody form after submission of a urine or blood specimen.

If the County has reasonable suspicion that an employee’s on-the-job performance may have been adversely affected in any way by drugs or alcohol, or that an employee has otherwise violated this policy, it may require the employee to submit a breath, urine, and/or blood sample for alcohol and drug screening.

The cost of any required drug and alcohol testing or screening shall be borne by the County.

The cost of any drug and alcohol rehabilitative treatment shall be borne by the employee.

For complete details of this section employees are to refer to the formal Drug and Alcohol Policy posted within their appropriate department.

2.6 CONFLICT OF INTEREST - All employees are expected to conduct their business affairs in such a manner and with such ethics and integrity that no conflict of interest, real or implied, could be construed. Additionally, employees are prohibited from using their positions, client knowledge or client contacts for personal gain.

A conflict of interest shall be deemed to exist whenever employees have a financial interest, direct or indirect, in a supplier or other principal dealing with the County and that interest is of such extent or nature that it might reasonably affect his/her judgment or decisions formulated on behalf of the County.

Employees are not prohibited from engaging in secondary employment in their free time outside of the time commitment required by their County position, however, no County employee shall hold a second job which conflicts with or appears to conflict with the employee's duties as a County employee. A criterion for determining whether a conflict of interest exists is whether the employee of the second employer could profit or gain advantage because of the employee's County employment.

Employees shall decline all gifts of substance, which may be presented to them, not only during the holiday seasons, but also throughout the entire year. There are incidental items such as calendars, pencils, memo pads and the like, which have little intrinsic value that may be politely accepted. Good judgment should be used in the determination between a gift of substance and an inconsequential piece of advertising. No employee shall accept any free or preferred service, benefits or concessions from any person or company as a result of employment with the County.

Situations that result in a conflict of interest may be cause for disciplinary action up to and including dismissal.

2.7 TECHNOLOGY POLICY

2.7.1 Background and Purpose - The County of Lebanon provides technological equipment to County employees for their use in the conduct of County business; for example, computers with technological systems permit access to the Internet and electronic mail. This document outlines the policies and guidelines regarding the acceptable access and use of technological systems by County employees. *Violation of this policy may be grounds for disciplinary action up to and including discharge, and may include, with regard to Internet access, having access to Internet services restricted or revoked.*

This policy is also intended to give employees notice that information transmitted through the Internet and the content in e-mail are not to be considered confidential or private. There is no expectation of personal privacy in the use of County systems for Internet and e-mail.

All employees must accept these guidelines and understand network and Internet traffic originating from, or accessed at, their location is to be consistent with this policy. Lebanon County reserves the right to monitor employee network and Internet activity. The reservation of this right is to ensure that County resources are not being wasted and to ensure that the County's technological systems are operating as efficiently as possible.

All computer applications, programs, and work-related information created or stored by employees on the County's technological systems, are County property.

2.7.2 Introduction - Technological systems access can provide significant business benefit for County employees. However, there are also significant legal, security, and productivity issues related to how the technology is used. Examples of such issues include the following:

- Breach of data security, confidentiality and intellectual property rights;
- Ability for someone to eavesdrop on transmissions which might include passwords, sensitive data or correspondence;
- Obtaining computer viruses from e-mail and Internet information sources;
- Prompt County employees to be induced by the vast social and informational forums of the Internet to spend significant work time on inappropriate or nonproductive activities;
- Consume limited disk storage on Association servers and on user PCs with information which has been downloaded from the Internet; and
- Embarrass the County, its elected officials, administrators, or employees resulting from broad public dissemination of inappropriate or incorrect information.

Goals and objectives of technological systems are to facilitate communications, information access and information sharing within the County and among millions of worldwide participants on the Internet. The Internet in particular has the potential to enhance its users' access and uses of relevant job related information and knowledge. Effective use of technological systems should result in a more informed, knowledgeable and productive County employee.

However, it must be emphasized that use of technological systems exposes the county, its elected officials, administrators, or employees to technological related risks. Even with the extensive effort that has been made by the County to minimize known risks, there is no way to protect the County from all related risks. Examples include: inappropriate employee use, downloading and using Internet programs and/or files that contain viruses, and unwanted intrusion into the network by hackers. Therefore, employees must exercise prudence and caution in using this important resource. Any significant problems encountered in using the technological systems shall be brought to the attention of the immediate supervisor and, where appropriate, the County's Chief Administrator.

2.7.3 Employees Responsibility - As a result of security, legal, and productivity issues referenced in the Introduction Section of this policy, each employee has the following responsibilities:

- Ensure transported data which, if intercepted, would not place the County or representatives in violation of any law;
- Ensure information is not exchanged in un-encrypted (translated) form which is private or confidential;
- Ensure the content of items exchanged via e-mail or Internet access (regardless of its state of encryption) is appropriate and consistent with County policy, subject to the same restrictions as any other correspondence;

- Conduct a virus check on disks, disk images or programs received via e-mail before implementation or distribution;
- Ensure business conducted via e-mail or the Internet complies with all statutory requirements as well as standards for integrity, accountability, and legal sufficiency;
- Assure that all business conducted via e-mail satisfies or exceeds the standard of performance for traditional methods (such as meetings or use of telephone);
- Access the Internet in a way which is consistent with job functions;
- Maintain files and data, including periodic backup of files and deletion of files and data no longer needed, information critical to the daily operation such as accounting data, personnel records, and the like may be deleted only if appropriate hard copies are on file and accessible;
- Assure information, files and data of any type in any electronic format (including e-mail), considered public record or which is or may be the subject of legal action is disposed of only within the confines of statute or appropriate disposition table;
- Consult his/her immediate supervisor when there is uncertainty about the maintenance of files, data or proper removal of information.
- Recognize copyright laws may be extended to e-mail and Internet information, and be certain to use this information appropriately, including honoring restrictions on reuse (including for example written permission) and attribution on reuse if warranted;
- Deliberate transmissions of threatening, slanderous, racially and/or sexually harassing messages is strictly prohibited; and
- Deliberate misrepresentation of oneself as someone else, real or fictional, or sending an anonymously message, is prohibited.

Additional guidance on the areas of security and appropriate use is provided in later sections of this policy.

2.7.4 Security - The County will take reasonable steps to make its network as secure as possible, and ensure basic security at employee's machines. It is the employee's responsibility to maintain security of machines against compromise from any source, including unauthorized use of the machine. MIS must approve outside connections because the data transmissions may not be secure and cannot be screened.

Access to the network shall be protected through the use of prudent security measures. Unauthorized connections to the network will not be permitted.

Employees are responsible for maintaining the confidentiality of all information that is confidential under State and federal laws that is stored on County computing resources. Similarly, privileged information on account usage (that is available only to users with system privileges) shall also be held in confidence. Employees are reminded that e-mail is sent un-encrypted and is easily read, and that certain Internet transmissions are sent un-encrypted or at low security levels and may be intercepted and read.

Employees should use the provided backup utilities when possible to periodically back up data files. Those employees responsible for critical files such as accounting, personnel, and the like, are required to back up their files regularly. The intent of backup utilities is to copy files from PC hard disks onto the County server, which is backed up on a regular schedule. Departments shall notify MIS if data is stored in locations other than the default locations; the system can not detect unknown locations, allowing essential information to be omitted from routine back up.

An employee, who suspects that system security has been compromised in any way, internally or externally, shall notify his/her immediate supervisor.

2.7.5 Acceptable Use Guidelines - This section represents a guide to the acceptable use of the County's network and Internet resources. All use of network facilities and Internet resources must be consistent with the goals and purposes of the County and within the spirit of this acceptable use policy. The guidelines listed below are provided to make clear the kind of uses that are consistent with the purposes of the County. The intent is not to exhaustively enumerate all such possible uses or misuses.

The County's network is enterprise-wide, and Internet computing resources are world wide. Consequently, all users are urged to exercise common sense and decency with regard to these shared resources. Particularly because of the diversity of resources on the Internet, even moderately complete listings of do's and don'ts would be quite large. In general, common sense and courtesy should dictate judgment. The following guidelines are given as a foundation:

- Computing resources are to be used in a manner consistent with the administrative, instructional, and research objectives of the County.
- Technological resources have capacity limits, as noted previously in this Policy. Therefore in a timely manner, files and folders that are no longer needed should be deleted and "trash" folders emptied.
- Do not download files from the Internet "on chance that they will be needed someday." Similarly, do not search for "neat stuff" to download. If a file does not serve a purpose, delete it.
- Appropriate use of resources is limited to the official work of the County and it reserves the right to audit such use and to require an employee to cease use of, and delete, any or all personal files and applications for any reason.
- Examples of inappropriate use of resources include, but are not limited to:
 1. exchange of information that violates state and/or federal laws;
 2. exchange of information that is unethical in nature;
 3. distribution of unsolicited advertising;
 4. propagation of computer viruses;
 5. distribution of chain letters;
 6. attempts to make unauthorized entry into another network; and
 7. download recreational games.

The County endorses the following guidelines concerning technological resources:

- Respect the privacy of others. Do not seek information about, obtain copies of, or modify electronic information belonging to other users unless explicitly authorized to do so by those users.
- Do not share passwords with unauthorized users or use passwords not belonging to you unless you have specific authorization.
- Respect the network as a shared resource. Do not deliberately attempt to degrade or disrupt system performance or to interfere with the work of others. Be sensitive to the impact of your traffic on network performance. This means not abusing mailing lists, etc.

- Respect the time of others. Individuals who have limited time and other responsibilities manage the majority of Internet resources.
- ASCII text should be the text of choice used when sending e-mail or e-mail attachments. Recipients may not have the ability to translate other documents, for example WordPro or Lotus 1-2-3 documents, or Internet encoding in UUENCODE or MIME.
- Caution should be used when sending replies with the "reply" button. To prevent unintentional errors, confirm the response is sent appropriately to the group intended or individual of choice. Verify the "To" and "From" before sending mail.
- Consider the potential audience; never state anything that you wouldn't want printed on the front page of the newspaper. Avoid expressing opinions that could reflect negatively on the County, its elected officials, or employees and opinions that could result in unwanted actions or reactions from the membership or Internet participants, which include individuals who are constituents of the County.
- The copyright laws, licensing agreements, and trade secret laws usually control the distribution of programs, databases, and other electronic information resources. These regulations should be observed.

Employees are reminded that the integrity of information from an Internet site should be verified, including verification whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information being sought. The mere existence of information does not mean that it is accurate or valid.

2.7.6 Privacy - All files, communication, correspondence, data, or related matter generated, received, or stored by an employee, located anywhere on the County technological system and including any that is stored or that is printed as a document, is subject to audit and review, with or without notice. Such inspection may be for purposes of routine system maintenance, for general review if there is reasonable suspicion of widespread inappropriate use or specific review of individual files if there is an individualized reasonable suspicion of inappropriate use.

2.8 SOLICITATION - Solicitation is prohibited within the Municipal Building or other County properties unless the County Commissioners Office gives approval. County employees may engage in approved solicitation or distribution for organizational purposes during breaks, meal periods or other authorized non-working time so long as working employees and visitors of the Municipal Building are not disturbed. It is suggested that such activities be confined to the hallways and cafeteria.

2.9 SECURITY and CONFIDENTIALITY - Strict controls regarding work areas and records, computer information, and cash or other items of monetary value are enforced by the County of Lebanon. Employees who are assigned keys, security ID's, given special access, or assigned job responsibilities in connection with safety, security, or confidentiality of such records, material, equipment, or items of monetary or business value will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrongdoing or acts of indiscretion.

Information about the County of Lebanon, its clients, suppliers, taxpayers, or employees shall not be divulged to anyone other than persons who have a right to know, or are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with the County of Lebanon is not to be used by any employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and for the County of Lebanon.

2.10 SAFETY/ACCIDENT/WORKERS' COMPENSATION – The County of Lebanon maintains workers' compensation insurance on all of its employees. Accidents and/or injuries occurring during the course of employment, or in the line of duty, may be subject to the Pennsylvania Workers Compensation Law.

2.10.1 PROCEDURE FOR REPORTING AND TREATING ACCIDENTS OR INJURIES – If an accident or injury occurs, an employee must follow the procedure listed below:

2.10.1A Non-Emergency: A non-emergency is an accident or injury that does not require immediate attention.

- a) Employee is to notify their supervisor of the incident as soon as possible.
- b) Contact the HR Office to complete an incident report within 24 hours of the incident.
- c) Obtain treatment (if necessary) from a physician or health care provider on the panel physician list provided by the County.

2.10.1B Emergency: An emergency is an accident or injury that requires immediate attention.

- a) Employee should immediately seek medical treatment.
- b) Employee is to notify their supervisor of the incident as soon as possible.
- c) Contact the HR Officer to complete an incident report as soon as possible.

NOTE: In order to ensure that an employee's medical treatment will be covered under workers' compensation, the employee must select a health provider listed on the County's panel of physicians. In the case of an immediate medical emergency, one may secure assistance from a hospital, physician, or other health care provider of their choice. The employee must then seek subsequent treatment from a physician or other health care provider listed on the County panel of physicians.

2.10.2 LEAVE – If it is necessary for the injured employee to utilize workers' compensation leave, the County shall grant to the employee up to three (3) days of administrative leave. If the absence exceeds three days, the employee will have the option of using accrued benefit days for the fourth through seventh day off from work due to the work-related injury. If the employee does not utilize this option or any portion of this option, the days not charged to benefit time shall be forfeited and the time will go unpaid.

Any time off due to a work related incident shall be documented with the employee's supervisor as workers' compensation leave. The HR Office and Payroll Department shall also be notified of such time off.

The Workers' Compensation law provides that weekly benefits begin **after** the seventh calendar day of absence.

Health insurance benefits, both individual and family, and life insurance shall continue for an employee on leave for a work related injury. Sick, personal, and vacation days shall accrue while an employee is disabled for up to ninety (90) calendar days from the beginning of such leave. Such benefits shall not continue to accrue beyond that time during the remainder of the period of disability.

2.10.3 PERIODIC MEDICAL VERIFICATION – An employee on workers' compensation may be required to undergo an independent medical examination (IME) by a licensed physician selected by the County's workers' compensation insurance carrier. The insurance carrier shall determine the time and place for such exam.

2.11 COUNTY PROPERTY/SEARCHES - Employees are expected to exercise care when using County equipment and property. Report damaged or malfunctioning equipment and property to ensure prompt repair.

The County reserves the right to inspect County property at any time, when reasonable suspicion exists, to ensure compliance with its rules and regulations. County property includes, but is not limited to, electronic and voice mail, desks, lockers, files and other physical property belonging to the County.

Employees are not to remove County property unless prior authorization is received from the employee's department head. Personal use of County property or equipment is prohibited. The County is not liable for injuries caused by unauthorized use of County property.

SEARCHES - The County of Lebanon reserves the right to search, manually or electronically, County property such as lockers, cabinets, desks, workbenches, computers and other similar areas. The County of Lebanon also reserves the right to search an employee's person and property that is brought onto County property such as lunch boxes (bags), purses, backpacks and vehicles. Refusal to consent to a reasonable search request may result in discipline, up to and including termination of employment.

2.12 INCLEMENT WEATHER POLICY - The main purpose of County Government is to serve the people of Lebanon County. With this in mind, the County Commissioners will make every effort to have offices and departments open for business during inclement weather conditions. However, from time to time weather conditions make it necessary to close

business for the day or a portion of the day. When extreme weather conditions exist, the County Commissioners will make a decision on closing offices based on information provided by emergency officials. Information regarding office closing or delays shall be announced over local radio and television stations during early morning hours or when such information is available. Early closing of offices shall be announced by the Commissioners as soon as a decision is made. If County Offices are closed for the day or any part thereof, it shall be considered administrative time.

During inclement weather, employees are expected to maintain the normal daily work schedule. Also, employees should allow extra time for travel, to clean cars or shovel snow from driveways so that business can begin as scheduled.

Employees unable to report to work due to the inclement weather shall notify their supervisor of the absence at their scheduled starting time. Absences are to be charged to accumulated vacation or personal days (whole days only). Individuals with no accumulated vacation or personal days shall receive no pay for the lost time. Absences to be charged to sick leave shall occur only when there is an actual illness and in accordance with the sick leave policy. Individuals leaving work, if the offices have not been officially closed, shall not be paid for the time off and may be subject to disciplinary action.

2.13 CLEAN AIR POLICY - Smoking is prohibited in all areas of the County section of the Municipal Building, other County owned or leased buildings and at the public entrances to these buildings. In the Municipal Building smoking is permitted in the smoking room adjacent to the cafeteria located in the basement and at the non-public entrances to the building. In other County owned or leased buildings, smoking is permitted in designated smoking areas only.

The burning of incense, potpourri or candles is also strictly prohibited in the areas listed above.

2.14 PETS/SERVICE ANIMALS – Employees and visitors are prohibited from bringing pets into the Municipal Building or any County owned facility.

This policy applies not only to dogs but to other common animals as well, including but not limited to non-service dogs, birds, cats, mice, gerbils, amphibians, reptiles and ferrets.

Animals that may be brought into County owned/or operated facilities include service animals performing their duties, such as guide dogs for the blind, on-duty police dogs, and animals pre-approved by Cedar Haven or the Renova Center Administration for the use of Therapeutic Recreation. Fish in containers of no more than one gallon may be permitted at the discretion of the County Commissioners Office.

2.15 PERSONAL APPEARANCE STANDARDS - All office employees coming in direct contact with the public or other constituents shall wear clothing that is considered appropriate attire for a business atmosphere or in some cases a casual business atmosphere. The determination shall be vested in the elected officials and directors of each department in consultation with the County Administrator and/or Director of Human Resources. Offenders

of this dress code may be sent home without pay to change. Repeat offenders shall face further disciplinary action.

Examples of attire that are considered inappropriate include, but are not limited to the following:

BLUE JEANS: except for those employees in, but not limited to, the maintenance, conservation, law enforcement (on certain assignments) or construction related positions. Denim skirts and colored jeans are acceptable. Tattered, torn or frayed jeans, trousers or slacks are considered inappropriate.

SHORTS: if they look like shorts, consider them shorts. For positions that frequently (majority of the workday) work outdoors during late Spring, Summer and early Fall, employees may wear shorts with a minimum of a 7" inseam and hemmed legs. Tattered, torn or frayed shorts are considered inappropriate. Split skirts, skorts and culottes are acceptable providing they have a minimum of a 7" inseam and are fully cut.

ATHLETIC/WORK OUT CLOTHING: this includes tight stretch leggings, warm-up suits, sweat pants and shirts, etc. Stirrup pants may be worn with jackets or sweaters.

OFFENSIVE slogans, statements or pictures on articles of clothing.

TANK TOPS and HALTER TOPS without jacket or sweater and **TOPS** showing midriffs.

Any **SHEER OR SUGGESTIVE ATTIRE** without an opaque full-length undergarment underneath it.

Special Note: Employees of the Court of Common Pleas and those employees attending court sessions or functions shall follow appropriate dress code rules that may be set by the Court of Common Pleas. Questions concerning the court's dress code may be addressed to the Court Administrator.

Even though the articles of clothing listed above may be attractive and allow employees to perform the functions of their positions, it has been determined that this type of attire disrupts work performance and contributes adversely to the overall effectiveness and purpose of County Government.

Please keep in mind that County government is in the business of public service. Therefore, everyone is asked to dress appropriately for his or her position so that a positive image can be projected.

*Individual elected officials and department heads reserve the right to **raise** this standard when deemed necessary*

2.16 COUNTY CAR POLICY – When County owned vehicles are not in use during working hours as well as after working hours, they are to be parked in the Northeast Parking Lot, north of Oak Street and in front of the EMA garage. Do not park County cars (after working hours) in the Municipal Building Parking Lot at the rear of the building.

Any employee called to respond to official business outside regular business hours shall use his or her own personal vehicle and shall submit a monthly expense voucher for the accumulated mileage. Expense vouchers are available in the County Commissioners Office. Mileage reimbursement will be at the rate established by the County Commissioners. See Section 4.15.2 for details on submitting expenses.

The use of County owned vehicles for personal use, including their use to transport employees to restaurants during lunch periods is strictly prohibited.

III. EMPLOYMENT STATUS, WAGE INFORMATION

All employees are employed at the will of the County Commissioners or their respective elected official and have no actual, express or implied surety of expectation of employment, nor any property interest in employment with the County of Lebanon.

Employees are classified in the following categories.

3.1 FULL-TIME EMPLOYEE - One who works a regularly scheduled period of thirty-five (35) hours or more within a seven (7) day period.

3.2 PART-TIME EMPLOYEE - One who works less than thirty-five (35) hours within a seven (7) day period. This classification also includes casual employees.

3.2.1 CASUAL EMPLOYEES – One who works on an as needed basis with no set schedule or number of working hours.

3.3 TEMPORARY EMPLOYEE - One who works full time or part-time for a specified period of time.

3.4 PER DIEM EMPLOYEE - An individual hired to work on a daily basis.

3.5 SEASONAL EMPLOYEE - One who works thirty five (35) hours per week or more for a particular season with a length of service lasting no more than five (5) consecutive months.

3.6 SPECIAL PROGRAM PERSONNEL - Persons hired under special employment and training programs. These employees shall follow employment regulations attached to their specific program.

3.7 PROBATIONARY EMPLOYEE

3.7.1 ROUTINE PROBATIONARY EMPLOYEE - One working through the first six (6) months of employment or change in job classification. See Section 5.6.1 for further details.

3.7.2 DISCIPLINARY PROBATION EMPLOYEE - One who is on probation as a result of disciplinary action. See Section 5.8.2 for further details.

3.8 COUNTY SALARY BOARD – The Salary Board is the governmental body responsible for setting the rates of pay for County employees. This Board is composed of the three County Commissioners and the County Controller. Other elected officials may serve as a member of the Salary Board when setting the rates of pay for employees within their offices.

3.9 SALARY ADMINISTRATION – To insure that employees are offered fair and equitable wages, The County maintains a Position Classification Plan and compensation chart. The Classification Plan assures that each job has been objectively defined by a position description, analyzed and evaluated, and placed within the applicable pay grade on the compensation chart. The compensation chart assures fair and equitable wages for the duties and responsibilities for which employees were appointed.

Wages are reviewed annually and increases may be granted. When recommending increases, department heads should consider, among other things, the quality of the employee's work, work habits, ability to get along with others, dependability, the quantity of work produced, initiative and other work related considerations. Recommendations are subject to the approval of the County Salary Board.

County employees are paid on a biweekly basis. Employees receive an hourly rate or salary depending on their job position and employment status.

3.9.1 PAYROLL DEDUCTIONS – The County is required by law to make certain deductions from an employee's paycheck. These deductions are considered part of one's wages. Such mandatory deductions are as follows: Federal Withholding Tax; Social Security; Earned Income Tax; State Income Tax; Emergency Municipal Services (EMA) Tax; and Retirement. Court Orders requiring wage payments may also be deducted. The employee may authorize the payroll department to make certain non-mandatory deductions for such things as the United Way contribution, Credit Union, U.S. Savings Bonds, Deferred Compensation, etc.

3.10 DIRECT DEPOSIT – The County encourages employees to arrange for the direct deposit of their paychecks to their financial institution. Please check with your financial institution to determine whether or not direct deposit is possible. Contact the Payroll Department for a direct deposit form.

3.11 EMPLOYMENT RECORD - The Department of Human Resources maintains an up-to-date personnel file on all employees. This record shall contain all vital information needed in order to serve employees in a better and more efficient way. The Payroll Department maintains each employee's payroll record and history. The Employee Benefits Office maintains employee's health and life insurance files.

3.12 CHANGE OF EMPLOYEE INFORMATION – When an employee’s information changes (e.g., change of address, telephone number, name, marital status, beneficiary, number of dependents, emergency contact), it is the employee’s responsibility to notify the County Benefits Office or the Payroll Department as soon as possible. Employees are required to fill out a Change of Address/Status form to keep their employee record current.

3.13 PAYROLL WORKSHEETS – Each department must submit to the County Controller’s Office a biweekly payroll worksheet for its employees by 9:30 AM the Friday before each pay week. The department head or elected official must sign all worksheets.

3.14 HOLIDAY PAY – The holidays listed in Section 6.3 are the legal holidays granted County employees. If work is scheduled for such holidays, employees shall receive the holiday pay plus time and one half (1½) for those hours worked.

3.15 PAY PERIOD and PAYDAY – The pay period is a two (2) week period beginning on a Sunday and ending on a Saturday. The payday is alternating Thursdays except when the usual pay day is a holiday. In such cases, the payday will be announced.

3.16 JURY DUTY – If an employee is called to be a juror, he or she shall be paid his or her regular salary providing he/she turns over the jury check to the payroll department. Employees who are not required to serve on jury duty for that day or any part thereof shall return to their jobs as soon as dismissed by the Court.

3.17 WITNESS FEE – If an employee is required by subpoena to be a witness (for County business only), he or she will be paid his or her regular rate of pay minus the daily compensation received for serving as a witness.

Employees shall remain on the job until the required time to report for such duty. Immediately following dismissal by the Court, the employee shall return to his or her job.

3.18 OVERTIME/COMPENSATORY TIME – All extra work performed in excess of the normal workweek is limited to strict necessity and is worked only with the prior approval of the department head in accordance to the following provisions:

3.18.1 EXEMPT EMPLOYEE – One who is in a professional, executive, or administrative position as defined by the Fair Labor Standards Act. Such employees working over their normal full-time workweek shall receive one (1) hour of compensatory time for every hour worked over the normal workweek.

3.18.2 NON-EXEMPT EMPLOYEE – One who is not classified in a professional, executive, administrative, or non-covered position. Such employees working over their full-time work week but less than 40 hours per week shall receive compensatory time at the rate of one (1) hour for each hour worked up to and including 40 hours. Employees

who work over 40 hours per week shall receive compensatory time at the rate of one and a half (1½) hours for each hour worked over 40.

3.18.3 LAW ENFORCEMENT EMPLOYEE: SPECIAL PROVISIONS – Pursuant to Section 207(k) of the Fair Labor Standard Act and pursuant to Part 553 of Volume 29 of the Code of Federal Regulations, law enforcement personnel (deputy sheriffs) are considered to be non-exempt employees. These employees shall work 10 regularly scheduled workdays within a 14-day work period. This work period shall coincide with the regular County pay period. Such employees working over their seventy (70) hour work period, but less than 86 hours per work period, shall receive compensatory time for such time at a rate on one (1) hours of compensatory time for each hour worked over 70. Employees who work over 86 hours per work period shall be compensated by receiving compensatory time at a rate of one and a half (1½) hours of compensatory time for each hour worked over 86. Recording and use of such compensatory time shall follow the requirements and guidelines as previously set forth in the Comp Time/Overtime Policy.

3.18.4 RECORDING AND USING COMPENSATORY TIME – All employees are responsible for recording accurate earning and usage of their compensatory time – with guidance and monitoring from their supervisor. All compensatory time must be used within ninety (90) days or by the end on that month, whichever is later.

For example, an employee earning three (3) hours of compensatory time on January 15th would have until April 30th to use the time.

Exempt employees will lose any remaining comp time hours not used by the expiration date.

In the event that a non-exempt employee has not used all of his/her comp time hours by the expiration date, it will be the responsibility of the department head to request payment of any remaining hours. Such requests shall be made in person to the County Commissioners.

All employees are encouraged to use their compensatory time by the expiration date. Payment of overtime for unused compensatory time is warranted only under unusual circumstances.

Upon separation of employment, non-exempt employees shall be paid for any remaining compensatory time. Exempt employees will not be paid for remaining comp time at time of separation.

Employees wishing to use any accumulated compensatory time shall make their request known to their supervisor as soon as possible. It is up to the supervisor to determine that (1) the employee has the accumulated time and (2) the employee can be spared from his/her duties.

An employee may not take off more than 3 consecutive working days using compensatory time.

The comp time/overtime hours recorded on the comp time overtime log sheet shall coincide with the time recorded on the biweekly work report submitted to the Controller's Office.

3.18.5 COMPUTATION OF COMP TIME OR OVERTIME - When computing compensatory or overtime hours the following will be regarded as hours worked; a) hours worked, b) rest periods, c) vacation days, d) personal holidays, and e) holidays. Therefore, sick days, bereavement days, unpaid absences, and comp-time off are not to be counted as hours worked for the purpose of computing compensatory time and/or overtime.

3.19 TIME CLOCKS – Hourly employees may be required to record their work time on the time clock located within their facility.

3.19.1 PUNCHING “IN” AND “OUT” – When punching your time card to start work, use the first “In” column on the card. When punching the card for lunch use the first “Out” column. When lunch is over punch the card in the second “In” column. When leaving work at the end of the day, use the second “Out” column. Time cards shall be kept as neat as possible.

Employees are not to write anything on their time cards.

Employees shall not punch “In” more than ten (10) minutes before their scheduled starting time.

NOTICE: Each employee is responsible for recording his or her own individual time. Recording “In” or “Out” for another employee may subject both employees to disciplinary measures, such as a three- (3) day suspension without pay. Termination of employment may result upon the second infraction or multiple infractions of this policy.

3.19.2 PUNCHING “IN” LATE and “OUT” EARLY - If an employee punches “In” late, a tenth (10th) of an hour will be deducted from the employee's pay every six (6) minutes late. Employees are not permitted to punch “Out” before the end of their workday. If an employee punches “Out” early, a tenth (10th) of an hour will be deducted from his or her pay for every six- (6) minutes early.

3.19.3 FAILURE TO PUNCH TIME, ERROR – If an employee neglects to punch the time card “In” or “Out” or makes an error in recording, he or she must take the card to his or her department head or supervisor who will make the necessary correction and verification. Employees are not allowed to write anything on their cards. Failure to take a card to the department head or supervisor for corrections or entries needed will result in a loss of pay for the time involved.

IV. WHAT EMPLOYEE WILL NEED TO KNOW

4.1 OFFICE HOURS – Normal County office hours are 8:30 A.M. to 4:30 P.M., Monday through Friday. Exceptions to this policy are the Emergency Management Agency, County Prison, Central Booking, M.H./M.R. Department, Drug and Alcohol Program, Area Agency on Aging, Maintenance, Children and Youth Services, Community Action Partnership Program, Cedar Haven and the Renova Center. The Voter Registration Office may be open at various times depending on need. At the discretion of the County Commissioners, other offices may have different working hours. The County Commissioners have the right to change normal County office hours at their discretion.

4.2 ATTENDANCE – Employees are expected and required to be in attendance to commence work activities at designated work locations, days and assigned hours. Employees are also expected to remain at work for the entire work period excluding breaks and meal periods. Late arrival, early departure, and other personal absences are disruptive to business operations and should be avoided. When the attendance of the employee is poor, it may be necessary to seek resolution to this situation by counseling, disciplinary measures or termination of employment.

Consistent attendance and punctuality are considered imperative elements in the County of Lebanon's business operations. Poor, uncertain, or irregular attendance produces disruptive results for the County's operations, lowers overall productivity and continuity of work, and often is burdensome to other employees.

4.2.1 UNAUTHORIZED ABSENCE – Any absence from work without proper notification; an unexcused absence; unscheduled sick leave used the workday before or after a scheduled vacation, personal day or holiday unless substantiated by a doctor's excuse, may be considered an unauthorized absence. Unauthorized absences shall not be compensated in any form.

Additionally, any employee charged with an unauthorized absence the workday/shift before or after an established holiday shall forfeit that holiday pay and the day when the unauthorized absence occurred.

4.2.2 ABANDONMENT OF POSITION – Any employee on an unauthorized absence for more than three (3) scheduled workdays/shifts without acceptable notification to their supervisor shall be deemed to have abandoned their position, and shall be automatically terminated. In such cases, the supervisor is to notify the Department of Human Resources who shall handle related personnel processing.

4.2.3 TARDINESS AND ABSENTEEISM – Unauthorized absences, tardiness or unapproved early departure may lead to disciplinary action, which may include termination. In addition, supervisors have the authority and responsibility to reduce the employee's pay for lost time or require that the time be made up.

4.3 REPORTING TO WORK – It is suggested that all employees report for work at least five (5) minutes before their scheduled starting times. Employees should not report for work more than ten (10) minutes before scheduled starting times.

4.4 ABSENCES FROM WORK – The following absences from work may be authorized by the employee's supervisor: vacation, sickness, personal days, bereavement leave, workers' compensation leave, leave of absence, military leave, jury duty and administrative leave. Any other absence is not authorized, and therefore, the individual will not be paid for the time lost.

Unscheduled absences from work on the workday before or after a holiday, personal day or a scheduled vacation shall be construed as an unauthorized absence and sick time shall not be approved on these days, unless the employee can present sufficient evidence to prove illness.

4.5 REPORTING ABSENCES FROM WORK – All absences must be reported in the prescribed manner. If not reported in this manner, discipline and/or a loss of pay may result. Reporting absences shall be done as follows:

4.5.1 SICK – Absences from work due to illness shall be reported at the scheduled starting time. Daily notice is required unless hospitalized. Notify your supervisor by telephone.

4.5.2 VACATION – In order to minimize disruption to the workplace, vacations shall be scheduled in advance according to departmental procedure and subject to approval of your supervisor.

4.5.3 PERSONAL DAYS – Personal days are subject to supervisory approval and must be made in advance.

4.5.4 LEAVE OF ABSENCE – Requests must be presented to the supervisor in writing. All leaves of absence are subject to approval by the County Commissioners.

4.5.5 BEREAVEMENT LEAVE – Absence from work due to bereavement leave shall be reported at the scheduled starting time. Notify your supervisor by telephone.

4.5.6 JURY DUTY – Notify your supervisor prior to such duty. Employees who are not required to serve on jury duty for that day or any part thereof shall return to their jobs as soon as dismissed by the court.

4.5.7 MILITARY LEAVE – For emergency military duty, notification must be made by telephone or in writing as soon as possible thereafter. Scheduled military leave notification must be sent to the employee's supervisor in order to receive full pay.

4.6 BREAK PERIODS – During the normal working day one break period of fifteen (15) minutes is allowed approximately midway during the first half of an employee's shift (morning), and one break period of fifteen (15) minutes is allowed approximately midway during the second half of an employee's shift (afternoon).

Break periods are considered a privilege; therefore work situations may make the taking of the break period impossible. Supervisors have the authorization to control this matter at their discretion.

Employees who are required to work beyond their regular shift for a period in excess of two (2) hours are permitted to take a fifteen- (15) minute break period at the end of the first two- (2) hour period. One additional fifteen- (15) minute break shall be permitted for each additional four- (4) hours of work.

4.7 MEAL PERIODS – Employees shall be granted a one (1) hour lunch period as designated by their supervisor. During regular working hours the lunch period shall be scheduled between the hours of 11:00 A.M. and 2:00 P.M.

The Maintenance Department shall be granted a one half (1/2) hour lunch period between 12:00 noon and 12:30 P.M. Work situations may cause the lunch period to change in order to meet present work schedules.

The practice of eating lunch within the employee's work area or office is strictly prohibited.

A cafeteria and picnic area is provided for employees who wish to eat their lunch at the Municipal Building. The cafeteria has a limited coin operated concession where employees may purchase sandwiches, coffee, etc. Condiments, napkins and tableware are available free of charge.

4.8 TELEPHONE – Telephones are to be used for County business only. Personal calls, either local or long distance are strictly forbidden. Violators are responsible for the payment of such calls and are subject to disciplinary action. Making and receiving personal calls, text messages and IM's on personal cell phones, headsets, or similar devices during work time is also prohibited.

Personal Business Equipment – the use of personal business equipment, such as but not limited to, lap top computers, PDA's, etc. during the workday is strictly prohibited.

4.9 DESK – Each employee is responsible for his or her own work area, desk, tables and business machines, etc. Desks are to be cleared of everything except business machines, telephone, and desk calendars before leaving at night. Please keep in mind that during the evening hours there may be other people in the building either attending meetings or performing custodial services so please lock your desk and file cabinets before leaving.

4.10 OFFICE DECOR and RENOVATIONS – Renovations/alterations or other physical changes are prohibited in any County office unless such changes have been approved in advance by the County Commissioners Office.

Calendars, pictures, posters, or any other items, which may be considered inappropriate for County business, shall not be displayed on County property. Only decorations approved by the County Commissioners Office shall be placed on County property.

4.11 PARKING – Municipal Building employees are asked to park their personal cars in one of the following parking lots: (1) the parking lot north of Oak Street at 7th; (2) in the northeast lots, north of Oak Street and in front of the EMA garage; or (3) the auxiliary lot (Elm Street entrance) at the rear of the building; (4) lot along 8th Street southwest of the Municipal Building.

Employees are directed not to use parking spaces immediately behind the Municipal Building, as these spaces are to be utilized by citizens who have business to conduct in the Municipal Building.

Parking in spaces reserved for disabled persons and fire lanes, accordingly marked, is strictly prohibited.

4.12 INTERDEPARTMENTAL VISITATION – Visits to other County, City or other offices shall be confined to official business and those business visits shall be kept to a minimum.

4.13 PURCHASING – All supplies and major equipment shall be ordered by the Purchasing Department upon receipt of a purchase requisition from the requesting department. Employees shall not purchase any item over the telephone from telemarketers unless authorized by the Purchasing Agent.

All supplies and equipment must be ordered and approved by the Purchasing Department. Capital purchases (\$100 and up) must be approved for purchase by the County Commissioners during the annual budget hearing process with final approval granted at time of purchase. Once approved, the Purchasing Department shall begin the procurement process.

The County will not pay for books or other material used for personal improvement unless approval from the County Commissioners is granted in advance.

All invoices for goods and services received must be approved prior to payment by the County Controller and County Commissioners. Payment for such goods and services shall be made by County issued checks signed by the County Treasurer, Controller and Commissioners.

4.14 EXPENSES – Employees shall be reimbursed for actual and authorized business related expenses. In general, advance payment for expenses is not permitted.

All authorized business related expenses are to be pre-approved and verified by the employee's supervisor. Final approval is granted by the County Controller and County Commissioners.

Expense rates are established by the County Commissioners and are listed on Addendum "A".

4.14.1 MEALS – Employees on County business outside of the county boundary or attending an official business related luncheon/meal in which the cost of the meal is not included may be reimbursed up to a rate established by the County Commissioners. Reimbursement for breakfast is not generally granted. However, employees on overnight stays and those employees who are called out to transport individuals during off-duty hours may be reimbursed for breakfast. Receipts for meals **must** be furnished to receive reimbursement. Expenses for alcoholic beverages, gratuity or tips will not be reimbursed.

4.14.2 MILEAGE – Employees required to operate their personal vehicle on County business shall be reimbursed for mileage, parking expenses and tolls. These expenses shall be accurately recorded on an expense voucher that shall include precise destination descriptions and receipts. Mileage reimbursement is based on the IRS mileage reimbursement rate at the time the mileage was incurred. The mileage reimbursement is intended not only to cover mileage, but also auto insurance and wear and tear of one's vehicle.

The County does not provide auto insurance for individuals using their personal car for business. Therefore, the employee's automobile insurance becomes the primary coverage.

4.14.3 SUBMISSION OF VOUCHERS – All expense vouchers shall be submitted monthly to the County Controller's Office for reimbursement. Expense vouchers must include precise destination descriptions for mileage reimbursement and receipts for meals, parking and tolls. Vouchers submitted to the Controller's Office for payment shall be verified for legitimacy and accuracy by the employee's supervisor. All expenses are subject to the approval of the County Controller and County Commissioners. Expense vouchers are obtainable in the County Commissioners Office.

4.14.4 UNAUTHORIZED EXPENSES – Under no circumstances shall any employee submit expense vouchers for personal use of a vehicle, falsified mileage reports or any other fraudulent expense report.

4.14.5 OVERNIGHT TRAVEL – Employees attending approved seminars, conferences or other County business activities requiring overnight lodging may stay at the area of business providing that area is outside a 50 mile radius from the city of Lebanon.

Employees and supervisors shall make every effort to obtain the most practical accommodations available. Government rates shall be requested and luxury accommodations shall be avoided.

4.15 SEMINARS/CONFERENCES/TRAINING SESSIONS, ETC. – Departments wishing to have employees attend such functions must obtain approval from the County Commissioners prior to the employee attending the function. Approval is required whether a fee is attached or not and regardless of whether the function is held during or outside regular work hours. Requests for approval shall be submitted to the Department of Human Resources on a Seminar/Conference request form at least two weeks prior to the function. Departments will

be notified if the request was approved or disapproved. Seminar request forms are available in the Department of Human Resources.

4.16 FIRE DRILLS/BUILDING EVACUATION – From time-to-time it is necessary to evacuate the Municipal Building for fire drills, fire, or other emergency situations. When the fire alarm sounds, employees are to leave the Municipal Building in an orderly fashion and report to the rear of the Synagogue on 8th Street in front of the Municipal Building. Follow your department's procedure as to where to meet. An announcement will be made when the building is clear and employees may return to their offices.

Satellite Offices – When it becomes necessary to evacuate satellite offices, employees shall leave their building in an orderly fashion and report to a location away from their building as directed by their departmental procedures.

V. EMPLOYMENT INFORMATION

5.1 CONDITIONS OF EMPLOYMENT – Case Law in Pennsylvania states that unless otherwise provided for, workers are employed at the will of their employer. Pennsylvania Courts have consistently upheld this law. In Lebanon County Government employees are employed at the will of the County Commissioners or their respective elected official and have no actual, express or implied guarantee of expectation of continued employment, nor any property interest in employment with the County of Lebanon.

All employees need to understand that their employment is for no definite period of time and that just as the employee may terminate his/her employment at any time without notice or cause, so too may the County terminate or modify the relationship at any time without notice or cause.

In consideration for employment, the individual agrees to conform to the rules and regulations of the County. One must understand that no department head or representative of the County, other than the County Commissioners has any authority to enter into any oral or written agreement for employment for any specified period of time or to make any agreement contrary to this policy. In no fashion does this handbook or anything else presented to you in written or verbal form serve as a guarantee of future employment with the County of Lebanon.

5.2 EMPLOYMENT PROCEDURES – Applications for employment may be obtained at *CareerLink*, 243 Schneider Drive, Lebanon, Pennsylvania or The County's website. All appointments are processed through the Human Resources Department with final approval granted by the County Commissioners for employees working in a department under their direct jurisdiction. The employment of individuals within elected official's departments will be finalized by the elected official of that department and acknowledged by the County Commissioners.

The County Salary Board shall place all new employees on the payroll.

Employment shall be based on one's qualifications and indicated competence for the specific position for which one applied. Completion of an application for employment does not guarantee the applicant an interview.

At the time of employment, the new employee shall be informed of their appointment, the date employment begins, conditions of employment, and compensation.

5.3 EMPLOYMENT RECORD – The Department of Human Resources maintains an up-to-date personnel file on all employees. The County Benefits Office maintains files for health and related insurance benefits. The County Controller's Office maintains every employee's payroll file, which includes payroll history; vacation, sick, and personal day balances; compensatory time, payroll deductions and retirement information.

Employees are entitled to view their personnel file. An appointment to view one's personnel file is necessary.

5.4 EMPLOYEE IDENTIFICATION CARDS – All County employees are provided with a Security Identification Card (Security ID) upon commencement of employment by the Department of Human Resources. The Security ID serves two purposes:

5.4.1 EMPLOYEE IDENTIFICATION - All County employees are required to wear and make visible his or her Security ID during work hours. Employees are provided with ID holders upon issuance of their Security ID.

5.4.2 COUNTY OWNED BUILDING ENTRY – Access to employee doors is provided to those employees that have an office in, or frequent a building on a daily basis.

It is the employee's responsibility to safeguard their ID card and employees are, under no circumstance, allowed to give the badge to any other person for identification or entrance to any County building. If the badge is lost or stolen it is the employee's responsibility to contact the Department of Human Resources. There is a \$5.00 charge for the replacement of a lost or stolen badge. All employees are required to return their Security ID to the Department of Human Resources prior to the issuance of their last paycheck.

5.5 EMPLOYMENT OF RELATIVES - It is the policy of the Lebanon County Commissioners that relatives of employees shall not be appointed to or transferred to County Government positions if one or more of the following conditions is present:

5.5.1 - An employee is in a position to supervise or control the work of the relative.

5.5.2 - An employee is in a position to influence the relative's rate of pay or promotion.

5.5.3 - The handling of confidential information could cause a conflict of interest.

5.5.4 - The vacant position is in a department having a related employee of staff.

Exceptions to this policy shall be approved only by the Board of County Commissioners. For further details refer to the formal policy of Employment of Relatives.

5.6 JOB POSTINGS – The County is generally committed to providing promotional opportunities to employees who have demonstrated exemplary job progress and self-motivation. In an attempt to advise employees of job openings, job announcement bulletins shall be sent to each office and posted on bulletin boards in the Commissioner's Office, in the hallway between room 200 and 200-A and on the County website (www.lebcnty.org). Employees who meet the standards and are interested in being considered for posted jobs may contact the Human Resource Office for application details and further information about the job. Those employees selected for consideration will be contacted by the Department of Human Resources or department head of the office where the vacancy exists.

Posted jobs are not reserved or held exclusively for internal consideration of employees. The County may concurrently advertise or otherwise recruit qualified individuals.

5.7 ORIENTATION – New employees receive a two-part orientation. The first part is a specific orientation of department policy, procedures and general information conducted by the employee's supervisor or designee. The second part is a general orientation of County policies, fringe benefits, etc., conducted by the Department of Human Resources.

Prior to orientation a copy of this handbook shall be provided. Each employee is responsible for being aware of its contents.

5.8 PROBATIONARY PERIOD

5.8.1 ROUTINE PROBATIONARY PERIOD – All new employees of the County or employees changing job classifications (promotion, demotion, transfer, etc.), unless otherwise specified, are employed for a probationary period of six (6) months. The probationary period is an intrinsic part and extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate the employee's effective adjustment to work tasks, conduct, observation of rules, attendance, and job responsibilities. Any probationary employee whose performance does not meet required standards of job progress or adaptation, during this period, may be released.

If, at the conclusion of the employee's probationary period, the employee's performance and employment conditions have been satisfactory in all respects in the opinion of supervising personnel, and advancement to regular status is deemed mutually advantageous to the County and the employee, a retention recommendation shall be made to the Director of Human Resources at least ten (10) days prior to expiration of the employee's probationary period.

Additionally, employment may be terminated at the will and discretion of the County Commissioners (or the employee's Elected Official) at any time during the probationary period should such termination be regarded as necessary and appropriate by either the

employee or the County. In cases of probationary release from County service, formal advance notice by the County is not required.

5.8.2 DISCIPLINARY PROBATION – An employee may also be placed on probationary status as a disciplinary measure if he or she had committed a violation of County or departmental rules and regulations in which discharge could result. An employee placed on disciplinary probation must be aware of the urgent need for compliance and the risk of termination of employment.

5.9 PERFORMANCE EVALUATION – Employees shall be evaluated on their work performance during the probationary period and annually thereafter. Department heads, however, may decide to evaluate an employee at any time. Evaluations are designed to help an employee understand what is expected, and how improvements in job performance can be achieved. Evaluations are to be explained to the employee. The employee is asked to acknowledge the evaluation with their signature.

5.10 TERMINATION OF EMPLOYMENT

5.10.1 VOLUNTARY TERMINATION – A voluntary termination exists when an employee initiates the separation of his or her employment relationship with the County. Such separations include, but are not limited to, resignations and retirements.

5.10.1A RESIGNATION – An employee wishing to leave employment with the County in good standing must submit a written resignation to their supervisor at least two (2) weeks prior to their last actual workday, stating the reason for resignation. The employee's resignation shall be promptly forwarded to the Department of Human Resources for Commissioner acceptance. Failure of the employee to give such notice will be noted on the employee's service record and may result in denial of future employment by the County.

Department heads wishing to resign their employment with the County shall follow the above instructions; however, a four- (4) week notice is required.

In the event that an unusual circumstance arises which would prohibit the two week notice period from being given, the employee should explain to the department head the nature of the circumstances so that the department head/County Commissioners can make a determination regarding the possibility of a waiver of the notice provision.

JOB ABANDONMENT – Job abandonment is considered a voluntary resignation.

5.10.1B RETIREMENT – An employee considering retirement shall submit a written request for retirement to their supervisor at least two (2) weeks (4 weeks for department heads) prior to their last actual workday. This written notice shall be promptly forwarded to the Department of Human Resources for Commissioner action. Retiring employees may add unused vacation time to their service time if they so choose. An appointment shall then be made by the employee with the County Controller's Office to discuss retirement plan options and to sign required retirement papers.

5.10.2 INVOLUNTARY TERMINATION – An involuntary termination occurs when an employee is separated from service with the County at the County’s request. Such terminations include, but are not limited to, layoffs, discharge, release or immediate dismissal.

Employees involuntarily terminated from County employment may be eligible for retirement benefits as defined by the County’s Retirement Plan.

5.10.3 TERMINATION NOTICE – Resignation notice and retirement requests shall be submitted in writing to the employee’s department head. This notice must then be forwarded to the Department of Human Resources for approval of the County Commissioners. Notices shall include the employee’s last actual work date and reason for separation.

5.10.4 TERMINATION DATE – Employees separating their employment with the County (resignation, retirement, etc.) must stipulate in their resignation letter their last day of actual work. The last actual workday is considered the employee’s termination date. Exception: Employees requesting retirement or vesting their retirement contribution may, with the approval of the County Commissioners, use their last compensable day as their date of termination.

Employees resigning their employment may not add on to their service time any unused vacation or personal days. Vacation days or personal days may not be taken on the employee’s last workday.

After any employee’s termination date (resignation, retirement, dismissal, involuntary termination, etc.), there will be no further earning or accumulating of benefit days or paid holidays. All unused vacation days shall be paid in a lump sum on the last paycheck. There is no reimbursement for unused sick leave.

5.11 DISCIPLINARY ACTIONS – Disciplinary action, not including termination of employment, taken by the County does not in any way alter the status of the employee as an employee at will nor does it provide any additional rights, privileges or benefits.

An employee may receive a warning, probation, suspension, or dismissal for inefficiency, improper conduct, or violation of County or departmental policies. Such warnings may be verbal (usually for first warning) or written (usually for first and always for succeeding warnings). Written warnings shall be prepared in triplicate by the department head or Department of Human Resources, countersigned by the employee and placed in the employee’s personnel file. One (1) copy shall be forwarded to or be retained by the department head.

Written warnings are issued to ensure important correction of an employee’s work performance, work habits, attitude, etc.

If, within the sole discretion of the County Commissioners, a warning is inappropriate, the employee may be dismissed, placed on probationary status, or suspended with or without pay, for such periods as the County Commissioners may direct.

5.12 EMPLOYMENT REFERENCES – All inquiries by prospective employers, their investigators, personnel employment agencies, or anyone else about a current or former employee concerning any aspect of his or her employment must be referred to the Department of Human Resources. The Department of Human Resources will see that the inquiry or reference is completed with the cooperation from the employee’s department head. Before any information is released, the former or current employee’s consent must be obtained in writing. Consent must be obtained separately for each request.

5.13 GRIEVANCE PROCEDURE – Any employee who feels they have an employment grievance regarding their working conditions, equal opportunity, job responsibilities, sexual harassment, or any work related problem should contact the Department of Human Resources.

VI. FRINGE BENEFITS

6.1 VACATION – Vacation is set up as an accrual whereby employees earn vacation credits for each month in which they are eligible and in compensable status. Vacation credits are accrued as of the 14th of the month. Employees are eligible to earn and accumulate vacation credits beginning with the fourth (4th) month of employment. However, paid vacation may not be used until the beginning of the seventh (7th) month of employment.

Vacation pay will be at the employee’s regular rate that is in effect for the employee’s regular job.

When calculating entitlement and accumulations, the employee’s service time shall be computed from the fringe benefit starting date as defined in Section 8.3.

6.1.1 ENTITLEMENT – Employees are entitled to earn vacation credits according to the following schedule:

<u>SERVICE TIME</u>	<u>ENTITLEMENT</u>
4 th month through 5 th year	.833 day per month
6 th year through 12 th year	1.250 days per month
13 th year through 20 th year	1.667 days per month
21 st year and over	2.083 days per month

6.1.2 ACCUMULATION – Unused vacation for the present year may be carried forward into the next year providing the maximum accumulation is not exceeded. Maximum accumulation is as follows:

<u>SERVICE TIME</u>	<u>ENTITLEMENT</u>
4 th month to end of 7 th year	30 working days
8 th year and over	40 working days

At the end of the calendar year, any days over the maximum accumulation shall be forfeited if not used.

6.1.3 TAKING VACATION – Employees wishing to schedule vacation shall do so in advance of the requested time and in accordance with departmental policy. Vacations are subject to the approval of the department head. Whole days or half (1/2) days may be used for vacation.

Employees who over-use vacation shall be required to reimburse the County for the over-used days.

6.1.4 UNEARNED VACATION – The use of unearned or anticipated vacation is strictly prohibited.

6.1.5 HOLIDAYS – If a holiday occurs during a scheduled vacation, the holiday will not be charged against vacation.

6.1.6 SEPARATION OF EMPLOYMENT – Any employee terminating employment with the County for any reason prior to taking vacation shall be compensated for the unused vacation that has accumulated while employed by Lebanon County.

Exception: there shall be no reimbursement for employees leaving County employment during their first six months of service.

6.1.7 SICK LEAVE WHILE ON VACATION – An employee becoming ill while on a scheduled vacation must be hospitalized in order to charge the time against sick leave.

6.2 SICK LEAVE – Sick leave is provided to protect the employee and his or her family against loss of income due to short term illness, incapacitating illness or disability. Sick leave is to be used for personal illness.

DOCTOR'S VISITS: Employees may use sick leave in whole or half day increments for doctor's visits if said visit is covered by medical insurance. This provision **excludes** eye and dental visits.

FAMILY ILLNESS EXCEPTION: Full-time employees may use up to four (4) days per year for the illness of family members residing in their household or a parent or child residing outside their household. These days are charged against sick leave balances. Employees utilizing three (3) days in succession for the illness of a family member must provide an acceptable doctor's note regarding the family member. This note justifies the payment of the benefits days.

6.2.1 PAID SICK LEAVE – The taking of paid sick leave is prohibited during the first three- (3) months of employment. Employees begin to earn sick leave credits with the first (1st) month of employment in accordance with the fringe benefit starting date set forth in Section 8.3. Employees are eligible for paid sick leave beginning with the fourth (4th) month of employment.

6.2.2 ENTITLEMENT – Employees shall accrue one and one quarter (1.25) days of sick leave credits for each month in which they are in compensable status through the fourteenth (14th) of the month. Unused sick leave credits are carried forward into the new year providing the maximum accumulation is not exceeded.

6.2.3 MAXIMUM ACCUMULATION – Maximum accumulation of sick leave is one hundred and forty (140) days.

6.2.4 REIMBURSEMENT FOR UNUSED SICK LEAVE – Employees who have accumulated over the maximum sick leave of 140 days at the end of the calendar year will be reimbursed for those unused sick days over the maximum accumulation (whole days only) at the rate established by the County Commissioners. See Addendum “A” for the current rate.

Reimbursement shall be made during the month of January.

6.2.5 HOLIDAY – If a paid holiday occurs during an illness, a sick day shall not be charged for that holiday.

6.2.6 HALF SICK DAY – The intent of this provision is to accommodate employees who make the attempt to come to work when not feeling well and later on can not finish out the workday. This policy applies to personal illness only. *It does not apply to employees attending doctor's appointments or for family illness. Reference Section 6.2 Doctor's Visits.*

If an employee leaves work due to illness within five (5) hours after starting work, a half (1/2) day sick leave shall be charged. If an employee leaves work due to an illness after five (5) hours on the job, then there will be no sick leave charged for that day and the employee shall be paid for the remainder of the workday. Half (1/2)-day sick leave is subject to the approval of the department head and/or the County.

6.2.7 DOCTOR'S CERTIFICATE - An acceptable doctor's certificate (fitness for duty statement) is required for an absence from work due to sickness of three (3) or more consecutive workdays. For absences less than three (3) workdays, a doctor's certificate may be required where, in the opinion of the department head and/or County Commissioners, the employee is suspected to be abusing sick leave privileges.

6.2.8 USE OF SICK LEAVE AS VACATION – Under no circumstances shall sick leave be used as vacation.

6.2.9 INDEPENDENT MEDICAL EXAMINATION – At anytime after disability begins, the County may require the employee to submit himself or herself for an examination, at some reasonable time and place, to a physician or physicians legally authorized to practice medicine under the laws of Pennsylvania, who will be selected and paid by the County. The report of the examination by the physician, with his or her testimony, if necessary, will be made part of the employee's record before a claim for disability will be allowed by the Board of Commissioners of Lebanon County. The refusal or neglect by the employee to submit to such an examination requested by the Board of Commissioners, without reasonable cause or excuse, either before or after the alleged disability begins, shall deprive him or her of the right to compensation in the nature of sick

leave under the county benefits program. Such denial of benefits will continue during such refusal or neglect, and the period of such neglect or refusal will be deducted from the period during which compensation in the nature of disability/sick leave would otherwise be payable.

6.2.10 UNAUTHORIZED SICK LEAVE – Absences from work before or after a holiday or a scheduled vacation may be construed as an unauthorized absence and paid sick leave may not be granted for these days unless the employee can present sufficient evidence to prove illness.

If an employee is charged with an unauthorized sick leave day for the workday before or after a holiday, the loss of holiday pay will result.

6.2.11 SEPARATION OF SERVICE - When an employee is separated from the service of the County, be it retirement, resignation, dismissal, etc., there will be no reimbursement for unused accumulated sick leave.

***Note:** Employees leaving County employment, for any reason, and using sick leave during their last two weeks of employment may be required to produce a doctor's certificate to verify the illness to justify the payment of the benefit.*

6.2.12 CHILDBIRTH – With regard to time off from work, childbirth is considered a temporary disability. Female employees are entitled to paid sick leave to cover this period of temporary disability provided sick leave has been earned and is available. In order to receive paid sick leave, the employee must provide a physician's certificate stating the delivery date, any medical problem(s), and that she is medically unable to perform the duties required for her job. Included on this statement shall be the employee's anticipated return date.

6.2.13 EXTENDED ILLNESS – Employees who are ill or disabled for a lengthy period of time (10 days or more) shall provide a physician's certificate stating the illness or reason for the recuperation. This certification provides justification for the payment of the sick leave benefit. A physician's certification (fitness for duty statement) is required to return to work.

6.3 HOLIDAYS – The following days are recognized as paid holidays:

New Year's Day	Labor Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

In general, Fridays will be recognized for all holidays occurring on Saturdays. If, however an employee works on such a Friday, he or she will not be entitled to a premium day for such day worked, but will be entitled to a compensatory day in lieu thereof.

In general, Mondays will be recognized as a holiday for all holidays occurring on Sundays for all employees except those engaged in a seven-day operation in which Sundays will be observed as a holiday.

If a holiday is observed while an employee is on a sick leave, annual leave, or other paid leave status, he or she shall receive his or her holiday pay and the day will not be charged against sick, annual, or other paid leave credits.

If an employee works on any day of the holiday set forth in Section 6.3, he or she shall be compensated at the rate of time and one half (1-1/2) for the hours worked on said holiday. In lieu of premium pay, he or she may receive time off equal to all such hours worked.

24/7 Operations – The holidays listed above will be observed on the actual holiday. If the employee works on a holiday, such employee will be entitled to premium pay or a compensatory day at the selection of the employee.

6.3.1 Unauthorized Absence – An employee charged with an unauthorized absence the workday before or after a holiday shall not be entitled to holiday pay. Loss of pay for the unauthorized day will also result.

6.4 PERSONAL DAYS – Full-time employees are entitled to four (4) personal days per year. Employees may take two (2) personal days from January 1 through June 30th and two (2) personal days from July 1 through December 31st.

6.4.1 New Employees – Employees hired between January 1 through June 30th inclusive are not entitled to any personal days during this period, but may take two (2) personal days during the next six (6) month period.

Employees hired between July 1 through December 31 inclusive are not entitled to any personal days during this period, but may take two (2) personal days beginning with the next six (6) month period.

6.4.2 Change of Status – Employees changing employment status from part time to full time shall follow the procedures established for new employees. Employees changing status from full-time to part-time shall utilize personal days by the end of the current six-month period.

6.4.3 - Personal days must be taken as whole days only. Personal days may be used in succession.

6.4.4 - Personal days are to be requested in accordance with departmental policy.

6.4.5 - Accumulation of unused personal days is prohibited.

6.4.6 - Employees will not be reimbursed for the unused personal days upon leaving County employment.

6.5 HEALTH INSURANCE –The County of Lebanon provides health insurance to each full-time employee and his/her dependents. Our health insurance plan includes prescription and vision coverage.

6.5.1 Eligibility – Coverage begins with the 4th month of employment. Coverage includes the employee as well as his/her dependents. Dependents include one's spouse; unmarried children under the age of 19; children attending an accredited college or university on a full time basis in order to receive credits for a degree up to age 23; and unmarried children who are past the limiting age and are medically certified by a physician as being disabled. The term children includes stepchildren, legally adopted children and/or those children under legal guardianship.

6.5.2 Enrollment – Enrollment forms for health insurance shall be completed in a timely manner in the County Benefits Office. It is the responsibility of all employees to complete and return their health insurance enrollment forms. Failure to do so may cause a delay in coverage.

6.5.3 HEALTH INSURANCE EXCHANGE – Employees who maintain health insurance elsewhere may choose to participate in the County's health insurance exchange program. This program is available to full-time employees only, provides a monetary payment to employees who choose not to take part in the County's health insurance coverage.

To enter this program, employees must provide documentation that they are covered under a health insurance plan through another carrier. Once documentation is received by the Benefits Office, the exchange benefit shall begin with the next available month. There is no retroactivity for employees failing to provide documentation in a timely fashion.

The taxable reimbursement shall be made quarterly on a payroll check. Employees choosing the exchange program are **not** permitted to participate in the County's prescription plan.

The reimbursement rate is established by the County Commissioners. See Addendum "A" for the reimbursement rate.

Employees wishing to participate in this program should contact the Employee Benefit Office for details.

The County Commissioners reserve the exclusive right to change, modify, adjust, or terminate this policy at any time without prior notice.

6.5.4 EMPLOYEES ON APPROVED LEAVES OF ABSENCE – Employees who have been approved for an unpaid leave of absence are responsible for the cost of continuing their medical coverage with some exceptions. The type of leave for which one is approved determines if there is a cost for continued coverage.

6.5.4.A FAMILY AND MEDICAL LEAVE ACT – Employees who have been approved for a Family and Medical Leave may receive up to three (3) months of paid health insurance coverage. Exception: employees on an approved FMLA leave for

medical reasons may receive up to six (6) months of paid health insurance. In order to participate in this provision, employees must exhaust all their applicable benefit time.

Employees on a non-medical FMLA leave who have their leaves extended beyond this three (3) month time period are responsible for the cost of their continued health insurance.

Employees who do not return to work from a Family and Medical Leave for a minimum of 30 calendar days may be charged for the cost of their health coverage.

6.5.4.B MEDICAL LEAVE – Employees who are approved for a medical leave but are not eligible for the provisions of the Family and Medical Leave Act are responsible for the cost of health insurance if they wish that coverage to continue.

6.5.4.C NON-MEDICAL LEAVE – Employees who have been approved for an unpaid non-medical leave of absence shall be responsible for the entire cost of this coverage during their absence.

6.5.5 C.O.B.R.A. – Pursuant to Public Law 99-272, the County is required to offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. This continued coverage would be at the employee’s expense plus an administration fee.

6.5.6 CHANGE OF DEPENDENTS OR OTHER QUALIFYING EVENTS – Employees enrolled in a health insurance plan have the responsibility of notifying the County Benefits Office of any change or event that may effect their coverage, their dependant’s coverage, or the continuation of coverage for themselves, their spouse or dependants; (a) additional dependants, (b) divorce or legal separation, (c) a birth, (d) marriage, (e) a death, (f) entitlement of the covered employee to Medicare, (g) a dependant child ceasing to be covered under the plan, (h) or any other change or event that may effect them or their dependant’s health coverage.

Failure to provide notification may result in the loss of health benefits.

6.6 RETIREMENT – Lebanon County’s retirement system is a contributory plan. Both the employee and the employer contribute to the retirement fund. The employee’s contribution is determined according to the class of retirement established by the County Commissioners. The contribution percentages of employees are explained further in the summary which participating employees receive upon starting employment. The County is obligated to contribute sufficient funds to assure the payment of all promised benefits. Thus all benefits are guaranteed by the County. All employees are required by State Law to become members of the retirement fund if it is anticipated that the employee works 1000 hours or more per year. Exceptions to this rule are as follows:

Seasonal Workers – Those who work five (5) months or less per year.

Per Diem Employees – Those hired to work on a daily basis.

6.7 LIFE INSURANCE – Beginning with the seventh (7th) month of employment, the County shall provide term life insurance for full-time employees. The amount of coverage is listed in Addendum “A” of this handbook.

Retirees have the option to continue this coverage at their own expense and at the rate established by the insurance company.

6.8 MILITARY LEAVE – Full-time and regular part-time employees who are members of the National Guard or a Reserve component of the United States Army, Navy, Marine Corp, Air Force, or Coast Guard are provided with a leave of absence from their respective duties without loss of pay, time, or efficiency rating on all days not exceeding fifteen (15) workdays in one calendar year for active service of the United States or in field training ordered or authorized by the Federal forces.

Non-regularly scheduled part-time employees shall be granted a leave of absence as above; however, they shall not be entitled to any pay for lost time.

In order to receive a County payment, the employees must provide the County Controller’s Office with a copy of their military orders.

For a long term call-up, the employee’s accumulation of sick and vacation credits shall cease thirty (30) days after active duty begins, providing active duty exceeds thirty (30) days. The employee’s retirement contribution shall be continued at the County’s expense for the entire portion of such leave.

Employees shall not lose their employment due to being called to active service provided they return to their duties within ninety (90) days after discharge.

According to Federal Law, if an employee is drafted or enlists in the military, he or she has the right to reclaim employment providing service time does not exceed a four (4) year duration and the employee re-applies within ninety days (90) days after discharge. When an employee leaves County employment due to being drafted or enlistment, all benefits cease at that time.

6.9 BEREAVEMENT LEAVE – Employees may use up to five (5) working days with pay as bereavement leave for the death of a spouse, parent, child or stepchild.

Employees may use up to three (3) working days with pay as bereavement leave and two (2) days as vacation or personal days for the death of a brother, sister, stepparent, parent-in-law, stepbrother, stepsister, grandparent, grandchild, or any relative residing in the employee’s household.

Employees may use one (1) day bereavement leave and two (2) days as vacation or personal days for the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grand-parent-in-law, aunt, uncle, niece or nephew.

Bereavement leave shall be used within seven (7) days following the date of death.

6.10 UNEMPLOYMENT COMPENSATION – Under present regulations, County employees are covered by unemployment compensation.

6.11 LEAVE OF ABSENCE – A leave of absence (LOA) is an unpaid absence from work. The County grants two types of leave: (1) a Family and Medical Leave of Absence or (2) an Unpaid Leave of Absence. An employee anticipating an unpaid leave of absence shall contact the Department of Human Resources for the appropriate form (and any other necessary paperwork). The form is to include the reason for leave, the date unpaid leave is to begin and amount of time needed. The form is to be signed by the employee, as well their supervisor and/or department head.

Requests for leave must be submitted at least 10 days prior to the beginning of the leave or 30 days prior to an FMLA if foreseeable. Extensions to established leaves of absence may be requested in writing by the employee. All leaves and extensions are subject to the approval of the County Commissioners.

While on an approved leave of absence, employees are prohibited from working elsewhere.

6.11.1 FAMILY and MEDICAL LEAVE of ABSENCE – allows “eligible” employees the right to take unpaid leave for a period of up to 12 weeks within any 12 month period, measured forward from the date any FMLA leave first begins, for (A) the birth of a child or placement of a child for adoption or foster care, (B) to care for a family member (child, spouse, or parent) with a serious health condition, or (C) an employee’s own serious health condition that makes the employee unable to do his or her job.

An “eligible employee”: is an employee who has been employed for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Unpaid leave under the FMLA begins after all applicable benefit time is used. An employee may elect to retain up to five (5) accrued vacation days for his/her expected return to work from FMLA leave.

Requests for FMLA leave shall: (A) be made 30-days in advance when foreseeable; (B) require a medical certification if necessary; and (C) shall require a “fitness for duty” certification in order to return to work.

Continuation of Health Coverage – An important provision of this leave is the continuance of health insurance for up to 3 months. (See section 6.5 paragraph 4.A on health insurance.) **Note:** Any employee who chooses this option and does not return to work for at least 30 days may be charged for the cost of their insurance during their absence.

6.11.2 UNPAID LEAVE of ABSENCE – An unpaid leave of absence allows a leave of absence for an employee who may not be eligible under the Family and Medical Leave, or for those who do not wish to use the appropriate benefit time. An employee on an unpaid leave of absence is required to pay the monthly premium for their health insurance while on leave to retain medical coverage.

Child birth/rearing leave – Employees must request this type of leave in writing specifying the approximate dates that are to be used. Leaves may commence prior to or after childbirth. Total child birth/rearing leave, including paid and unpaid time, shall not exceed six (6) months in length.

Medical Leave of Absence – Employees requesting medical leaves must provide the County with a signed statement from their physician indicating the medical reason for the absence and the approximate amount of time necessary for recovery.

6.12 BLOOD BANK – All County employees are eligible to join the Central Pennsylvania Blood Bank. Any employee interested in this benefit shall make arrangements with the Employee Benefits Office.

6.13 INSURANCES – Liability Insurance - all County employees, during the course of their employment, are covered by the general liability policy held by the County Commissioners.

Automobile Insurance – The County **does not** maintain auto insurance on employees driving their personal cars for business. The employee is expected to carry his/her own auto insurance. If an employee drives his/her own personal vehicle on county business, the driver's vehicle insurance is primary and the County's insurance is secondary. Employees who drive their own personal vehicle will need to show proof of insurance on a yearly basis. It is recommended that employee's using their own personal vehicle should have liability coverage limits of \$100,000/\$300,000/\$50,000 or a combined single limit of \$300,000 and to notify their insurance carrier that they will be using their vehicle for work purposes.

6.14 SAVINGS BONDS – All County employees are entitled to join the U.S. Saving Bond Program. To do so contact the Payroll Department in the County Controller's Office for details.

6.15 LEBANON COUNTY DEFERRED COMPENSATION PROGRAM – The Deferred Compensation Plan is a voluntary program designed to supplement one's retirement years. When an employee participates in this plan, he or she builds an extra income to supplement his or her pension through a systematic accumulation of tax deferred savings and investments. For details contact the Department of Human Resources.

6.16 CREDIT UNION – The County of Lebanon is affiliated with the Lebanon Federal Credit Union. Employees with full-time or part-time status are entitled to join. The Credit Union provides a variety of services to the employee, such as savings accounts, Christmas clubs, vacation clubs, checking accounts, IRA accounts and loans. Deposits to your accounts may be made through payroll deductions.

Employees wishing to join may enroll with the Lebanon Credit Union at the following locations: 300 Schneider Drive, Lebanon, PA, 17046; 301 East Evergreen Road, Lebanon, PA, 17042; or 653 East Lincoln Avenue, Myerstown, PA 17067.

VII. PART-TIME, TEMPORARY AND SEASONAL EMPLOYEES

7.1 DEFINITIONS:

7.1.1 PART-TIME EMPLOYEE – One who works less than thirty-five (35) hours within a seven day (7) day period. This classification also includes casual employees. Casual employees work on an as needed basis with no set schedule or number of work hours.

7.1.2 TEMPORARY EMPLOYEE – One who works full-time or part-time for a specified period of time.

7.1.3 SEASONAL EMPLOYEE – One who works thirty five (35) hours per week for a particular season and not more than five (5) consecutive months in length.

7.2 WAGES – Part-time, temporary and seasonal employees shall be placed in a pay grade based on their position classification. Wages for part-time, temporary and seasonal employees are on an hourly basis.

7.3 WAGE INCREASES – Wage increases are received as per Section 3.9 of this handbook.

7.4 HOLIDAYS AND HOLIDAY PAY

7.4.1 TEMPORARY EMPLOYEES – Full time temporary employees shall receive paid holidays as outlined in Section 6.3. Work performed on a holiday shall be at time and one half (1½) the regular rate of pay for the hours worked.

7.4.2 PART-TIME AND SEASONAL EMPLOYEES – Employees in this work status shall be paid for holidays worked only. The rate will be time and one half (1½) for the hours worked.

7.5 RETIREMENT – Part-time employees are required by law to join the County's retirement system if it is anticipated that they will work at least one thousand (1,000) hours per year. Once an employee becomes a member of the retirement fund they cannot drop out.

Temporary employees do not have to join the retirement fund unless it is anticipated that they will work at least one thousand (1,000) hours per year.

Seasonal employees are not required to join the County's retirement system.

See Section 6.6 for further details.

7.6 HEALTH AND HOSPITALIZATION – Part-time employees working 20 hours per week or more may join the health insurance plan at his or her own expense. Part-time employees working less than 20 hours per week, temporary and seasonal employees are not permitted to enroll in the health insurance plan.

If at any time after three (3) months of employment a part-time, temporary or seasonal employee becomes a regular full time employee, they are eligible for the County's health insurance program with the next available month.

Payment for health and hospitalization coverage may be made through a payroll deduction or by personal check.

7.7 JURY DUTY AND WITNESS FEE – If a part-time, temporary, or seasonal employee is scheduled for jury duty or subpoenaed as a witness on a regularly scheduled workday, he/she will be paid in the same manner as full-time employees as explained in Sections 6.13 and 6.14.

7.8 MILITARY LEAVE FOR NATIONAL GUARD PERSONNEL OR RESERVISTS – Non-regularly scheduled part-time employees are not entitled to military leave pay.

7.9 MISCELLANEOUS BENEFITS – Part-time employees are entitled to participate in the following benefits: Credit Union, Direct Deposit, Blood Bank, U.S. Savings Bond Program and Deferred Compensation Plan.

VIII. DEFINITIONS

8.1 COMPENSABLE STATUS – An employee is considered to be in compensable status when he or she works on the first (1st) workday of the month and continues employment through the fourteenth (14th) of the month, or when an employee begins work before the fourteenth (14th) of the month and continues employment through and including the last workday of the month. An employee beginning employment between the first (1st) and fourteenth (14th) of the month and ending employment between the fifteenth (15th) and thirty-first (31st) of the same month does not receive credit for that particular month.

8.2 ANNIVERSARY DATE – The actual date on which employment begins.

8.3 FRINGE BENEFIT STARTING DATE – To determine an employee's starting date for fringe benefits, the fourteenth (14th) of the month has been established as the cutoff point. If employment begins on or before the fourteenth (14th) of the month, the first (1st) of that month will be considered the official starting date for fringe benefits. If employment begins on or after the fifteenth (15th) of the month, the first (1st) of the next month will be considered the starting date.

The same format is used to determine sick and vacation credit when going on or coming off a leave of absence.

8.3.1 SUSPENSION – An employee suspended for fifteen (15) days or more will lose one (1) month's sick and vacation credits.

8.4 UNAUTHORIZED ABSENCE - An absence from work without proper notification: an unexcused absence; sick leave used the workday before or after a scheduled vacation or holiday unless substantiated by a doctor's excuse.

8.5 OTHER EMPLOYEE – An employee in compensable status prior to an established time period. Reference to personal days, Section 6.4.

8.6 NEW EMPLOYEE – An employee beginning employment during the most recent time period. Reference to personal days, Section 6.4.

8.7 SENIORITY – An employee's continuous length of service with the County from last hiring date.

8.8 DEPARTMENT SENIORITY – An employee's continuous length of service with his or her present department from last starting date.

8.9 ADMINISTRATIVE TIME – Any compensable non-work time that the County authorizes, such as closing for inclement weather, late opening or early departure.

ADDENDUM "A" – MISCELLANEOUS RATES

A. MEAL EXPENSES

Breakfast - \$5.00

Lunch - \$7.00

Dinner - \$13.00

Individual meal rates shall apply to employees on travel status outside the County for less than a 24-hour period.

Employees on travel status outside the County for a 24-hour period or more may use up to \$25.00 a day for meals for each 24-hour period, and the individual meal rate shall apply for any time period less than 24-hours.

B. MILEAGE REIMBURSEMENT: – IRS mileage reimbursement rate.

C. SICK LEAVE REIMBURSEMENT RATE: - \$12.00 per day.

D. HEALTH INSURANCE EXCHANGE RATE: - \$100 per month.

E. TERM LIFE INSURANCE RATE: - \$10,000.

F. HEALTH INSURANCE PLAN: PREFERRED PROVIDER ORGANIZATION (PPO) – A PPO is a managed health care plan. This type of plan does not center on a primary care physician. The enrollee has the choice on which health care provider to use.

Date of Issue: September 2011	County of Lebanon Equal Employment Opportunity Policy	Effective Date: August 25, 2011
Supercedes: N/A		Prepared by: Department of Human Resources and Employee Benefits
Scope of Coverage: To all employees		Distribution: To Elected Officials, Department Heads and employees via interoffice mail

Policy Statement:

It is the policy of the county of Lebanon to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation, or disability.

Purpose Statement:

The purpose of this policy is to provide the guidelines necessary for the County of Lebanon to actively comply with Equal Employment Opportunity regulations. The County of Lebanon is committed to Equal Employment Opportunity and to reducing and eliminating any artificial barriers which unintentionally screen people from County employment. It is also the intent of the County to utilize the maximum level of education, training, and skills of all of its employees.

Scope:

This policy applies to all County employees. Certain County employees are subject to the provisions of prevailing collective bargaining agreements. Provisions of such collective bargaining agreements shall be followed if there is a conflict between this policy and such provisions.

Definitions:

Equal Employment Opportunity Plan: management tool designed to ensure Equal Employment Opportunities. The Equal Employment Opportunity Plan is an analysis and review of the existing workforce as well as newly hired employees compared to existing labor market supply of qualified female and minority applicants. The plan helps to seek and prevent any disparity between the available labor force and the existing County workforce.

Parties and their Roles:

- A. All employees who make decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination for employees are responsible for adhering to the County of Lebanon Equal Employment Opportunity Policy/Plan, and ensuring that all employment practices are free from discriminatory factors.

- B. The responsibility of Elected Officials/Department Heads and other designated employees responsible for employment practices include, but are not limited to the following:
1. Provide training and development for all employees without regard to age, sex, race, color, religion, national origin, political affiliation, marital or veteran status, sexual orientation, or disability.
 2. Assist in identifying problem areas and establishing goals and objectives. A problem area exists when an area of recruitment, selection, compensation, training, etc. does not meet the standards consistent with equal employment goals.
- C. The Director of Human Resources has the overall responsibility for implementation of the County of Lebanon's Equal Employment Opportunity Plan, with specific responsibilities assigned to other designated persons. The responsibilities of the Director of Human Resources include, but are not limited to the following:
1. Coordination of equal employment efforts.
 2. Research and development of the County's Equal Employment Opportunity Plan and statistics.

Actions/Procedures:

- A. General Procedures:
1. Recruitment for candidates will include actively seeking qualified individuals by:
 - a. Maintaining consistency in advertising the availability of employment to all sources of recruitment, both internally and externally.
 2. All personnel activity, including referrals, transfers, promotions, terminations and compensation will be monitored on a regular basis to ensure that all practices are nondiscriminatory.
 3. The County of Lebanon is not limited to efforts identified in the Equal Opportunity Plan. If appropriate, or as required by specific programs, supplements to the Plan should be developed by individual offices or agencies as required.
- B. Actions for Identifying and Correcting Problem Areas:
1. Upon identification of a problem area, the Director of Human Resources shall be notified.
 2. The Director of Human Resources and other designated staff will develop a set of goals to correct the problem and set forth a timeframe in which to accomplish those goals.
 3. The goals will be monitored on a scheduled basis during the course of the timeframe that is set.
 4. At the end of the set timeframe, the Director of Human Resources or other designated staff will determine the effectiveness of the goals. If the area of employment is still considered to be a problem area, new goals and timeframes will be set.

Dissemination of the Equal Employment Opportunity Plan

The County of Lebanon's Equal Employment Opportunity Plan will be disseminated both internally and externally.

1. The County Policy on Equal Employment Opportunity will be discussed with each new employee during his/her Orientation Session.

2. The County of Lebanon's Equal Employment Opportunity Plan will be readily accessible to the public and to all agencies that conduct business with the County, including the Human Resources page of the County website, www.lebcounty.org, the Human Resources Bulletin Board at the Municipal Building, posted within each department that is visible to all employees, and to employment agencies.
3. The County of Lebanon's Equal Employment Opportunity Plan will be readily accessible to all County employees within the County Handbook.

Open Door Policy

The County of Lebanon maintains an "open door" policy for anyone who feels they have been discriminated against on the basis of race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation or disability.

To report a discrimination complaint:

1. Immediately discuss the situation with your Supervisor and/or Department Head. If your Supervisor and/or Department Head is not available or you feel it is not appropriate to discuss the matter with him/her, contact the County of Lebanon Human Resources Department and/or the Cedar Haven Human Resources Department and/or the County Administrator and/or the Cedar Haven Administrator and/or the Cedar Haven Assistant Administrator and/or any affiliated Union representative and/or any County Commissioner and a resolution will be sought.
2. If you are not satisfied with the outcome of the resolution, you may file a written complaint with the County of Lebanon Director of Human Resources, and/or Cedar Haven's Director of Human Resources, The PA Human Relations Commission, Harrisburg Regional Office, Riverfront Office Center, 5th floor, 1101-1125 South Front Street, Harrisburg, PA 17104, Telephone (717)787-9784 (voice), (717)787-7279 TTY and www.phrc.state.pa.us and the Equal Employment Opportunity Commission, Philadelphia District EEOC Office, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127, Telephone 1-800-669-4000, Alternate Telephone 1-866-408-8075 and fax (215)440-2606.

Date adopted: 8/25/11

Reviewed and approved by:

Larry E. Stehler
Larry E. Stehler, County Commissioner

8.25.11
Date

William G. Carpenter
William G. Carpenter, County Commissioner

8-25-11
Date

Jo Ellen Litz
Jo Ellen Litz, County Commissioner

8.25.11
Date

J. A. Wolgemuth
Jamie A. Wolgemuth, County Administrator

8-25-11
Date

Adrienne C. Snelling
Adrienne C. Snelling, County Solicitor

8-25-11
Date

Date of Issue: September 2011	County of Lebanon Harassment Policy	Effective Date: August 25, 2011
Supercedes: Policy dated December 2006		Prepared by: Department of Human Resources and Employee Benefits
Scope of Coverage: All employees		Distribution: To Elected Officials, Department Heads and employees via interoffice mail

Policy Statement:

It is the policy of the County of Lebanon to provide a workplace that is free of all forms of harassment by supervisors, other employees, or outside parties conducting business with the County. This is a "zero tolerance" policy; harassment because of race, color, religion, sex, sexual preference, national origin, age, disability, veterans status, marital status, political affiliation or any other reason will not be tolerated, even if it does not rise to a level that constitutes a violation of State or Federal law.

Purpose Statement:

The purpose of this policy is to ensure that all employees are treated with dignity and respect in a harassment free workplace.

Scope Statement:

This policy applies to all County employees. All management employees are responsible for implementing and monitoring compliance with this policy. Certain County employees may be subject to the provisions of collective bargaining agreements. Provisions of such bargaining agreements shall be followed if there is a conflict between this policy and such agreements.

Definitions:

1. **Harassment:** any physical, verbal, or non-verbal conduct that shows hostility or disdain toward an individual based on race, color, religion, sex, sexual preference, national origin, age, disability, veterans status, marital status, or political affiliation.
2. **Sexual Harassment:** any unwelcome sexual advance, request for favors, and/or other verbal, non-verbal, visual, or physical conduct of a sexual nature when:
 - a. Submission to such advances, requests, or conduct is made an explicit or implicit term or condition of an individual's employment;

- b. Submission to or rejection of such advances, requests or conduct is used as a basis for making employment decisions affecting such individuals, or:
- c. Such advances, requests or conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples:

Examples of harassment include, but are not limited to:

1. Physical harassment includes hitting, pushing, touching, scratching, biting or any other physical contact that has the effect of harming an employee.
2. Verbal harassment may take the form of intimidation, propositions, suggestive comments, or threats to commit acts such as those described in number one above. Verbal harassment includes derogatory or vulgar comments or jokes with reference to race, ethnic heritage, national origin, physical appearance, disability, sex, sexual preference or religion.
3. Non-verbal harassment includes the display or distribution of objects or written, graphic or electronic materials that are suggestive, offensive, or degrading. Staring and leering and suggestive gestures are also forms of non-verbal harassment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

1. A range of subtle, and not so subtle behaviors and may involve individuals of the same or different gender. The victim does not have to be of the opposite sex.
2. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
5. The harasser's conduct must be unwelcome.

Examples of sexual harassment include, but are not limited to:

1. Unwanted physical contact of a sexual nature.
2. Unwanted sexual advances or request for sexual favors.
3. Verbal, written, or electronic communications that are sexually explicit in nature.
4. Vulgar comments or jokes with reference to sex or sexual preference.
5. Propositions or suggestive comments.
6. Display or distribution of objects or written or graphic material that are suggestive, offensive, or degrading.
7. Staring, leering, whistling, and suggestive gestures.

Actions/Procedures:

1. Employees should not assume that the County is aware of the problem. It is the employee's responsibility to bring complaints and concerns to the County's attention so that the County can help resolve them. The County encourages individuals who believe they are being subjected to harassment or sexual harassment to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued.

If for any reason an individual does not wish to address the offender directly or if such action does not successfully end the offensive conduct, the individual should immediately notify his/her Supervisor and/or the Department Head and/or the County Director of Human Resources and/or the Cedar Haven Director of Human Resources and/or the County Administrator and/or the Cedar Haven Administrator and/or the Cedar Haven Assistant Administrator and/or any affiliated Union representative and/or any County Commissioner.

In addition to the information above, the following agencies can be contacted to report harassment/sexual harassment claims: The PA Human Relations Commission, Harrisburg Regional Office, Riverfront Office Center, 5th floor, 1101-1125 South Front Street, Harrisburg, PA 17104, Telephone (717)787-9784 (voice), (717)787-7279 TTY and www.phrc.state.pa.us and the Equal Employment Opportunity Commission, Philadelphia District EEOC Office, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127, Telephone 1-800-669-4000, Alternate Telephone 1-866-408-8075 and fax (215)440-2606.

The County of Lebanon encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. Delayed reporting of complaints will not in and of itself preclude the County from taking action.

2. Due to the seriousness, sensitivity and special requirement of dealing with sexual harassment, employees who believe they have been subjected to sexual harassment are urged to report it to the County Director of Human Resources and/or the Cedar Haven Director of Human Resources. In the event the employee reports the incident to a Supervisor or Department Head rather than the Director of Human Resources, that Supervisor must immediately report the matter to the County Director of Human Resources and/or the Cedar Haven Director of Human Resources.
3. All complaints will be investigated promptly and, where the investigation confirms that this policy has been violated, appropriate disciplinary action, up to and including termination, will be taken in a timely fashion.
4. Information regarding individual complaints, the investigation, and the conclusions of the investigation will be considered confidential and will only be shared with the necessary parties involved. To respect the privacy and

confidentiality of all people involved, the County might not share the specific details of the discipline or other action taken as a result of the investigation.

5. A management representative who observes or becomes aware of such harassment/sexual harassment must take prompt action to stop it and immediately report it to the County Director of Human Resources and/or the Cedar Haven Director of Human Resources.
6. The County of Lebanon strictly prohibits all forms of retaliation directed against an employee who makes a complaint or who is involved in an investigation regarding any form of harassment.
7. If the employee filing the complaint or the person accused of harassment wishes to appeal any decision that is issued in regards to this matter, they may do so by providing a written request to the County Director of Human Resources and/or the Cedar Haven Director of Human Resources within seven (7) working days after receiving that decision.

All appeals will be held before the County Commissioners. All decisions made by the County Commissioners regarding non-bargaining unit employees shall be binding and final. Bargaining unit employees may appeal decisions issued by the County Commissioners by following their respective grievance procedure.

Date adopted: 8/25/11

Reviewed and approved by:

Larry E. Stohler
Larry E. Stohler, County Commissioner

8-25-11
Date

William G. Carpenter
William G. Carpenter, County Commissioner

8-25-11
Date

Jo Ellen Litz
Jo Ellen Litz, County Commissioner

8.25.11
Date

Jamie A. Wolgemuth
Jamie A. Wolgemuth, County Administrator

8-25-11
Date

Adrienne C. Snelling
Adrienne C. Snelling, County Solicitor

8-25-11
Date

Date of Issue: June 25, 2009	County of Lebanon Technological Systems Policy	Effective Date: June 25, 2009
Supercedes: Policy dated October 2000		Prepared by: Gary B. Robson <i>GBR</i> Director of Human Resources
Scope of Coverage: All elected officials, department heads and employees.	Distribution: To all elected officials, department heads and employees	

Background and Purpose – The County of Lebanon provides technological equipment to County employees for their use in the conduct of County business; for example, computers with technological systems permit access to the Internet and electronic mail. This document outlines the policies and guidelines regarding the acceptable access and use of technological systems by County employees. *Violation of this policy may be grounds for disciplinary action up to and including discharge, and may include, with regard to Internet access, having access to Internet services restricted or revoked.*

This policy is also intended to give employees notice that information transmitted through the Internet and the content in e-mail are not to be considered confidential or private. There is no expectation of personal privacy in the use of County systems for Internet and e-mail.

All employees must accept these guidelines and understand network and Internet traffic originating from, or accessed at, their location is to be consistent with this policy. Lebanon County reserves the right to monitor employee network and Internet activity. The reservation of this right is to ensure that County resources are not being wasted and to ensure that the County's technological systems are operating as efficiently as possible.

All computer applications, programs and work-related information created or stored by employees on the County's technological systems, are County property.

Introduction – Technological systems access can provide significant business benefit for County employees. However, there is also significant legal, security, and productivity issues related to how the technology is used. Examples of such issues include the following:

- Breach of data security, confidentiality and intellectual property rights;
- Ability for someone to eavesdrop on transmissions which might include passwords, sensitive data or correspondence;
- Obtaining computer viruses from e-mail and Internet information sources;
- Prompt County employees to be induced by the vast social and informational forums of the Internet to spend significant work time on inappropriate or nonproductive activities;
- Consume limited disk storage on County servers and on user PCs with information which has been downloaded from the Internet; and
- Embarrass the County, its elected officials, administrators, or employees resulting from broad public dissemination of inappropriate or incorrect information.

Goals and objectives of technological systems are to facilitate communications, information access and information sharing within the County and among millions of worldwide participants on the Internet. The Internet in particular has the potential to enhance its users' access and uses of relevant job related information and knowledge. Effective use of technological systems should result in a more informed, knowledgeable and productive County employee.

However, it must be emphasized that use of technological systems exposes the County, its elected officials, administrators, or employees to technological related risks. Even with the extensive effort that has been made by the County to minimize known risks, there is no way to protect the County from all related risks. Examples include: inappropriate employee use, downloading and using Internet programs and/or files that contain viruses, and unwanted intrusion into the network by hackers. Therefore, employees must exercise prudence and caution in using this important resource. Any significant problems encountered in using the technological systems shall be brought to the attention of the immediate supervisor and, where appropriate, the County's Chief Administrator.

Employee Responsibility – As a result of security, legal, and productivity issues referenced in the Introduction Section of this policy, each employee has the following responsibilities:

- Ensure transported data which, if intercepted, would not place the County or representatives in violation of any law;
- Ensure information is not exchanged in un-encrypted (translated) form which is private or confidential;
- Ensure the content of items exchanged via e-mail or Internet access (regardless of its state of encryption) is appropriate and consistent with County policy, subject to the same restrictions as any other correspondence;
- Conduct a virus check on disks, disk images or programs received via e-mail before implementation or distribution;
- Ensure business conducted via e-mail or the Internet complies with all statutory requirements as well as standards for integrity, accountability, and legal sufficiency;
- Assure that all business conducted via e-mail satisfies or exceeds the standard of performance for traditional methods (such as meetings or use of telephone);
- Access to the Internet in a way which is consistent with job functions;
- Maintain files and data, including periodic backup of files and deletion of files and data no longer needed, information critical to the daily operation such as accounting data, personnel records, and the like may be deleted only if appropriate hard copies are on file and accessible;
- Assure information, files and data of any type in any electronic format (including e-mail), considered public record or which is or may be the subject of legal action is disposed of only within the confines of statute or appropriate disposition table;
- Consult his/her immediate supervisor when there is uncertainty about the maintenance of files, data or proper removal of information;
- Recognize copyright laws may be extended to e-mail and Internet information, and be certain to use this information appropriately, including honoring restrictions on reuse (including for example written permission) and attribution on reuse if warranted;
- Deliberate transmissions of threatening, slanderous, racially and/or sexually harassing messages is strictly prohibited; and

- Deliberate misrepresentation of oneself as someone else, real or fictional, or sending an anonymous message, is prohibited.

Additional guidance on the areas of security and appropriate use is provided in later sections of this policy.

Security – The County will take reasonable steps to make its network as secure as possible, and ensure basic security at employee's machines. It is the employee's responsibility to maintain security of machines against compromise from any source, including unauthorized use of the machine. MIS must approve outside connections because the data transmissions may not be secure and cannot be screened.

Access to the network shall be protected through the use of prudent security measures. Unauthorized connections to the network will not be permitted.

Employees are responsible for maintaining the confidentiality of all information that is confidential under State and federal laws that is stored on County computing resources. Similarly, privileged information on account usage (that is available only to users with system privileges) shall also be held in confidence. Employees are reminded that by default, e-mail is sent un-encrypted and is easily read, and that certain Internet transmissions are sent un-encrypted or at low security levels and may be intercepted and read. If confidential or Protected Health Information is being sent through e-mail, the County supported email encryption program must be used.

Department and user data files (Word documents, spreadsheets, databases, etc.) should be stored on the County's Storage Area Network (SAN) and not the PC hard drive. The SAN provides a secure centralized storage for all files, and is backed up by the MIS department every Monday through Friday.

An employee, who suspects that system security has been compromised in any way, internally or externally, shall notify his/her immediate supervisor.

Acceptable Use Guidelines – This section represents a guide to the acceptable use of the County's network and Internet resources. All use of network facilities and Internet resources must be consistent with the goals and purposes of the County, and within the spirit of this acceptable use policy. The guidelines listed below are provided to make clear the kind of uses that are consistent with the purposes of the County. The intent is not to exhaustively enumerate all such possible uses or misuses.

The County's network is enterprise-wide, and Internet computing resources are world-wide. Consequently, all users are urged to exercise common sense and decency with regard to these shared resources. Particularly because of the diversity of resources on the Internet, even moderately complete listings of do's and don'ts would be quite large. In general, common sense and courtesy should dictate judgment. The following guidelines are given as a foundation:

- Computing resources are to be used in a manner consistent with the administrative, instructional, and research objectives of the County.

- Technological resources have capacity limits, as noted previously in the Policy. Therefore in a timely manner, files and folders that are no longer needed should be deleted and “trash” folders emptied.
- Do not download files from the internet “on chance that they will be needed someday”. Similarly, do not search for “neat stuff” to download. If a file does not serve a purpose, delete it. (The County has restricted the ability to download files to Administrative users.)
- Appropriate use of resources is limited to the official work of the County and it reserves the right to audit such use and to require an employee to cease use of, and delete, any or all personal files and applications for any reason.
- Examples of inappropriate use of resources include, but are not limited to:
 1. Exchange of information that violates state and/or federal laws;
 2. Exchange of information that is unethical in nature;
 3. Distribution of unsolicited advertising;
 4. Propagation of computer viruses;
 5. Distribution of chain letters;
 6. Attempts to make unauthorized entry into another network; and
 7. Download recreational games.

The County endorses the following guidelines concerning technological resources:

- Respect the privacy of others. Do not seek information about, obtain copies of, or modify electronic information belonging to other users unless explicitly authorized to do so by those users.
- Do not share passwords or use passwords not belonging to you unless you have specific authorization.
- Respect the network as a shared resource. Do not deliberately attempt to degrade or disrupt system performance or to interfere with the work of others. Be sensitive to the impact of your traffic on network performance. This means not abusing mailing lists, etc.
- Respect the time of others. Individuals who have limited time and other responsibilities manage the majority of Internet resources.
- ASCII text should be the text of choice used when sending e-mail or e-mail attachments. Recipients may not have the ability to translate other documents, for example WordPro or Lotus 1-2-3 documents, or Internet encoding in UUENCODE or MIME. The e-mail system will block various types of attachments in e-mail messages. Some examples include file attachments with the following extensions : .exe, .bat, .pif, .vbs, .mdb
- Caution should be used when sending replies with the “reply” button. To prevent unintentional errors, confirm the response is sent appropriately to the group intended or individual of choice. Verify the “To:” and “From:” before sending mail.
- Consider the potential audience; never state anything that you wouldn’t want printed on the front page of the newspaper. Avoid expressing opinions that could reflect negatively on the County, its elected officials, or employees and opinions that could result in unwanted actions or reactions from the membership or Internet participants, which include individuals who are constituents of the County.
- The copyright laws, licensing agreements, and trade secret laws usually control the distribution of programs, databases, and other electronic information resources. These regulations should be observed.

Employees are reminded that the integrity of information from an Internet site should be verified, including verification whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that is a valid provider of the information being sought. The mere existence of information does not mean that it is accurate or valid.

Privacy – All files, communication, correspondence, data, or related matter generated, received, or stored by an employee, located anywhere on the County technological system and including any that is stored or that is printed as a document, is subject to audit and review, with or without notice. Such inspection may be for purposes of routine system maintenance, for general review if there is reasonable suspicion of widespread inappropriate use or specific review of individual files if there is an individualized reasonable suspicion of inappropriate use.

Approved by the Board of County Commissioners on this date 6.25.09

Larry E. Stohler William G. Carpenter Jo Ellen Litz
Larry E. Stohler, Chairperson William G. Carpenter Jo Ellen Litz

Attest: Jamie A. Wolgemuth Date: 6-25-09
Jamie A. Wolgemuth
County Administrator

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Technological Systems Policy Acknowledgment Form

This is to acknowledge that I have received a copy of the Technological Systems Policy dated June 25, 2009 and understand that this policy outlines my privileges and obligations in the use of technological equipment as an employee with the County of Lebanon.

Employee's Name
(Printed or Typed)

Employee's Signature

Date



COUNTY OF LEBANON

Department of Human Resources & Employee Benefits

Municipal Building • 400 South Eighth Street • Lebanon, Pennsylvania • 17042-6794
Rooms 207 & 200 • 717-675-2656 & 717-228-4404 • Fax 717-274-8094
www.lebcounty.org

Robert J. Phillips
William E. Ames
Jo Ellen Litz
County Commissioners
Jamie A. Wolgemuth
County Administrator

Desiree J. Nguyen
Director of Human Resources
Michelle L. Edris
Human Resources Assistant

MEMO

TO: All Employees, Department Heads and Elected Officials
FROM: Desiree J. Nguyen, Director of Human Resources 
DATE: February 28, 2014
SUBJECT: Personal Appearance Standards

While we appreciate the current fashion trends, this memo is being sent as a friendly reminder that we do have a "Personal Appearance Standard" section in our Employee Handbook (applicable pages attached) and do expect it to be followed accordingly.

Recently and more specifically, we have noticed that employees have been wearing leggings to work, without the appropriate length shirts, sweaters, skirts to cover them to an acceptable degree. We are requiring, in accordance to our Personal Appearance Standards, that if you opt to wear leggings to work, you also wear the appropriate length shirts, sweaters and/or skirts to cover them. As a general rule of thumb, treat the leggings as hosiery and wear a shirt, sweater or skirt over the leggings as you would hosiery.

While this memo focused on leggings, I ask that you use sound professional judgment regarding your workplace attire, and if you find yourself questioning certain items of clothing, it is probably best that you not wear them to work. Should you opt to do so, the poor decision could result in being sent home, without pay, to change and/or further disciplinary action for repeat offenses.

As always, should you have any questions regarding this matter, please feel free to contact me.

business for the day or a portion of the day. When extreme weather conditions exist, the County Commissioners will make a decision on closing offices based on information provided by emergency officials. Information regarding office closing or delays shall be announced over local radio and television stations during early morning hours or when such information is available. Early closing of offices shall be announced by the Commissioners as soon as a decision is made. If County Offices are closed for the day or any part thereof, it shall be considered administrative time.

During inclement weather, employees are expected to maintain the normal daily work schedule. Also, employees should allow extra time for travel, to clean cars or shovel snow from driveways so that business can begin as scheduled.

Employees unable to report to work due to the inclement weather shall notify their supervisor of the absence at their scheduled starting time. Absences are to be charged to accumulated vacation or personal days (whole days only). Individuals with no accumulated vacation or personal days shall receive no pay for the lost time. Absences to be charged to sick leave shall occur only when there is an actual illness and in accordance with the sick leave policy. Individuals leaving work, if the offices have not been officially closed, shall not be paid for the time off and may be subject to disciplinary action.

2.13 CLEAN AIR POLICY - Smoking is prohibited in all areas of the County section of the Municipal Building, other County owned or leased buildings and at the public entrances to these buildings. In the Municipal Building smoking is permitted in the smoking room adjacent to the cafeteria located in the basement and at the non-public entrances to the building. In other County owned or leased buildings, smoking is permitted in designated smoking areas only.

The burning of incense, potpourri or candles is also strictly prohibited in the areas listed above.

2.14 PETS/SERVICE ANIMALS – Employees and visitors are prohibited from bringing pets into the Municipal Building or any County owned facility.

This policy applies not only to dogs but to other common animals as well, including but not limited to non-service dogs, birds, cats, mice, gerbils, amphibians, reptiles and ferrets.

Animals that may be brought into County owned/or operated facilities include service animals performing their duties, such as guide dogs for the blind, on-duty police dogs, and animals pre-approved by Cedar Haven or the Renova Center Administration for the use of Therapeutic Recreation. Fish in containers of no more than one gallon may be permitted at the discretion of the County Commissioners Office.

2.15 PERSONAL APPEARANCE STANDARDS - All office employees coming in direct contact with the public or other constituents shall wear clothing that is considered appropriate attire for a business atmosphere or in some cases a casual business atmosphere. The determination shall be vested in the elected officials and directors of each department in consultation with the County Administrator and/or Director of Human Resources. Offenders

of this dress code may be sent home without pay to change. Repeat offenders shall face further disciplinary action.

Examples of attire that are considered inappropriate include, but are not limited to the following:

BLUE JEANS: except for those employees in, but not limited to, the maintenance, conservation, law enforcement (on certain assignments) or construction related positions. Denim skirts and colored jeans are acceptable. Tattered, torn or frayed jeans, trousers or slacks are considered inappropriate.

SHORTS: if they look like shorts, consider them shorts. For positions that frequently (majority of the workday) work outdoors during late Spring, Summer and early Fall, employees may wear shorts with a minimum of a 7" inseam and hemmed legs. Tattered, torn or frayed shorts are considered inappropriate. Split skirts, skorts and culottes are acceptable providing they have a minimum of a 7" inseam and are fully cut.

ATHLETIC/WORK OUT CLOTHING: this includes tight stretch leggings, warm-up suits, sweat pants and shirts, etc. Stirrup pants may be worn with jackets or sweaters.

OFFENSIVE slogans, statements or pictures on articles of clothing.

TANK TOPS and **HALTER TOPS** without jacket or sweater and **TOPS** showing midriffs.

Any **SHEER OR SUGGESTIVE ATTIRE** without an opaque full-length undergarment underneath it.

Special Note: Employees of the Court of Common Pleas and those employees attending court sessions or functions shall follow appropriate dress code rules that may be set by the Court of Common Pleas. Questions concerning the court's dress code may be addressed to the Court Administrator.

Even though the articles of clothing listed above may be attractive and allow employees to perform the functions of their positions, it has been determined that this type of attire disrupts work performance and contributes adversely to the overall effectiveness and purpose of County Government.

Please keep in mind that County government is in the business of public service. Therefore, everyone is asked to dress appropriately for his or her position so that a positive image can be projected.

Individual elected officials and department heads reserve the right to raise this standard when deemed necessary

2.16 COUNTY CAR POLICY – When County owned vehicles are not in use during working hours as well as after working hours, they are to be parked in the Northeast Parking Lot, north of Oak Street and in front of the EMA garage. Do not park County cars (after working hours) in the Municipal Building Parking Lot at the rear of the building.



COUNTY OF LEBANON

Department of Human Resources & Employee Benefits

Municipal Building * 400 South Eighth Street * Lebanon, Pennsylvania * 17042-6794
Rooms 207 & 200 * 717-675-2656 & 717-228-4404 * Fax 717-274-8094
www.lebcounty.org

Robert J. Phillips
William E. Ames
Jo Ellen Litz
County Commissioners
Jamie A. Wolgemuth
County Administrator

Michelle L. Edris
Director of Human Resources
Leeanne Shank
Human Resources Assistant

IMPORTANT MEMO

TO: All County Employees
FROM: Michelle L. Edris, Director of Human Resources
DATE: January 5, 2016
SUBJECT: Paid Holidays Policy Revision

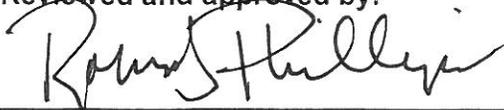
On Monday, January 4, 2016, the County Commissioners took action to adopt a revised Paid Holidays policy. As such, the newly revised Paid Holidays Policy accompanies this memo.

Department Heads:

- Please distribute this revised policy to your staff that does not have email access.
- Additionally, please post a copy of the County Handbook and this revised policy in your Department at a location that is accessible and visible to your staff.
 - This information is posted on the Human Resources Bulletin Board, outside of the Human Resources Assistant's office- Room 200 of the Municipal Building, and on the Human Resources' page of the County website. If you or your staff members have any questions regarding this matter, please feel free to contact me.

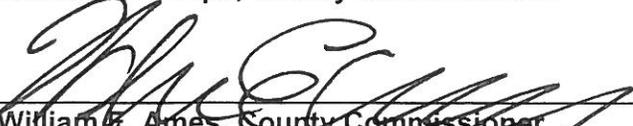
As always, thank you for your attention and cooperation in this matter-

Reviewed and approved by:



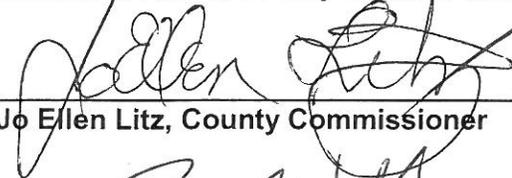
Robert J. Phillips, County Commissioner

JAN 4 2016
Date



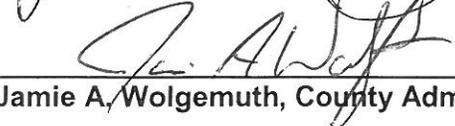
William E. Ames, County Commissioner

JAN 4 2016
Date



Jo Ellen Litz, County Commissioner

JAN 4 2016
Date



Jamie A. Wolgemuth, County Administrator

JAN 4 2016
Date