

COUNTY OF ERIE

ERIE, PENNSYLVANIA



HUMAN RESOURCES POLICIES & PROCEDURES

December 28, 2008

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COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: ALCOHOL, DRUGS, AND CONTROLLED
SUBSTANCES PROHIBITION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001; REVISED JANUARY 1, 2009

POLICY NUMBER: 1

POLICY

It is the County's policy to maintain a healthful, safe and productive work environment and to protect its employees and members of the public from verbal or physical comments or actions caused by an employee, who is under the adverse influence of alcohol, illegal drugs, legal drugs and legal medications.

Examples of illegal drugs or controlled substances are listed in Purdons Pennsylvania Statute annotated Title 35, Health and Safety, Chapter 6. This is a partial listing of illegal drugs and controlled substances covered under this policy.

ALCOHOL, ILLEGAL DRUGS OR CONTROLLED SUBSTANCES

Employees are prohibited to use, consume, possess, sell, distribute, transfer or manufacture alcohol, illegal drugs or controlled substances in any amount, while in a County facility or on County property or while performing County business outside a County facility or property.

UNDER THE INFLUENCE

Indications of being under-the-influence are manifested by erratic behavior, abnormal control of motor skills, slurred speech, odor of alcohol or medication.

DISPOSITION OF BEING UNDER-THE-INFLUENCE

An employee's first on-the-job violation of being "under-the-influence" of alcohol, illegal or legal drug or controlled substance will be placed on medical leave and be required to take corrective action(s) as determined by the County. A second violation of being "under-the-influence" while on the job will result in discharge. Examples of illegal drugs or controlled substances are listed in Purdons Pennsylvania Statutes annotated title 35, Health and Safety, Chapter 6.

LEGAL DRUGS AND MEDICATIONS

Employees are prohibited from using legal prescription drugs or medications to a degree that their work performance is impaired or to a degree that their well being, the well being of other employees or well being of the public may be endangered. If it is determined that an employee is

POLICY NUMBER: 1

in a prohibited condition he/she may be placed on medical leave and be required to undertake corrective action(s), as determined by the County.

An employee using a legally prescribed or over the counter drug which is identified by its label to have possible side effects such as dizziness, distorted motor skills, impaired judgment or other adverse manifestations that could impair work performance or place him/herself or other employees in danger, has the obligation, to inform, on a confidential basis, his/her department head and the Personnel Office about his/her situation. Such reporting will be held in strict confidentiality. Failure to inform could result in disciplinary action including termination

COUNSELING VIA EMPLOYEE ASSISTANCE PROGRAM

Alcohol and drug counseling can be obtained through the employee assistance program by calling CCAP at 1-800-543-5080.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: CLOSING OF OPERATIONS – TEMPORARY EMERGENCY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001; MARCH 29, 2004

POLICY NUMBER: 2

AUTHORIZING A TEMPORARY CLOSING OF OPERATIONS

The County Executive or his/her designee is responsible for determining if a situation such as inclement weather, power failure, fire or any other safety-threatening situation warrants temporary or permanent cease of operations and sending employees home.

ANNOUNCING CESSATION OF OPERATIONS

During work hours, the County Executive or his/her designee will announce via the page system, that operations are temporarily or permanently ceasing for a time specified.

During non-work hours, the County Executive or his/her designee will inform local radio stations to announce the cessation of County operations for a specified time period.

If the County Executive declares cessation of operations due to severe weather, employees will be paid for time of cessation of operations.

If cessation of operations has not been declared, even though difficult weather conditions prevail and after regular start time cessation of operations is declared, only employees who report for work will be paid. Employees who do not report for work will not be paid.

For all non-weather reasons for cessation of operations, the County Executive will determine if employees who did report for work will be paid.

COMPENSATION IF REQUIRED TO WORK

Employees who, by the nature of their work, are deemed essential and must remain at the facility in which the emergency has occurred, will be compensated at their current straight time rate.

If due to the emergency it becomes necessary to re-schedule the workforce, employees scheduled to work a 2nd or 3rd shift will be paid a shift premium (as outlined in their respective labor agreement).

POLICY NUMBER: 2

Employees deemed to be essential who are **non-bargaining**, will be compensated at their normal rate. However, should it be necessary to schedule non-bargaining personnel to a 2nd or 3rd shift, they will receive the appropriate shift differential pay.

Bargaining employees who are required to work hours in excess of their normal work hours will be paid at time and one-half their base rate for excess hours (as outlined in their respective labor agreement).

Hours in excess of regular work hours worked by **non-bargaining** employees will be compensated in accordance with current overtime and compensatory time policies.

Bargaining employees sent home, but later called to report to work at the facility where the emergency exists, will receive call-in pay (as outlined in their respective labor agreement).

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: COUNTY COMPUTER USAGE POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: July 1, 2001; Revised September 13, 2002; **Revised March 14, 2011**

POLICY NUMBER: 3

I. POLICY

County computers are intended to be used only for County work. Any personal use of any computer equipment provided to the employee is prohibited at all times. Whenever there is a question about this policy or appropriate use of computer equipment the employee should refer the question to his or her respective IT Department.

This policy applies to all computers owned by and under the control of the County of Erie and that are used for one or more of the following:

- As a terminal for a network or central computer system (e.g., FMS)
- As a PC running independent software (e.g., Word Processing)
- As a communications terminal (email, instant messaging, teleconferencing)
- No right of privacy exists for County employees using Internet or email services.
- If you receive an email message that harasses or threatens you, report it as soon as possible to your immediate supervisor.

II. PROHIBITED ACTIVITIES

The following list shows general examples of prohibited activities but does not constitute a conclusive list:

- Social networking (FaceBook, MySpace etc)
- Streaming audio and video via the internet and playing games
- Personal pictures or slide shows (wall paper)
- Pornography
- Participation in chat rooms
- Commercial activity (selling or buying things or running a business)

POLICY NUMBER: 3

- Political activity
- Religious activity
- Chain letters (sending or receiving)
- Instant messaging
- Sending global emails throughout the County without authorization
- Solicitation of funds (except for official County business)
- Private email accounts, both web-based (e.g., Hotmail) and POP3 (e.g., AOL)
- Personal password encoding files
- Use of unauthorized hardware, software, or modifications

III. ACCEPTED ACTIVITIES

- Sending or receiving email that assists you in work related duties
- Visiting websites with content applicable to work related duties
- Locating telephone numbers and address of witnesses, business and government partners, or other individuals associated with work related duties
- Making travel arrangements for work related duties
- Printing maps to conference locations
- Researching grants for County programs
- Other activities as assigned or approved by supervisor or department head

IV. COUNTY ACCESS AND OWNERSHIP OF ALL DATA

- The County retains ownership of all data, passwords, applications and software developed with the use of County resources.
- The County reserves and intends to exercise the right to monitor employees' use of County computers and to access any information stored on County computers. Please be advised that all internet usage is logged and may be monitored.
- Computers on the County network are for use by County employees only.
- Non-County personnel such as interns, work-studies, or personnel working under the direction of a County employee will only have access to a County computer under the supervision of County personnel with authorization to use County computer equipment.

POLICY NUMBER: 3

- Any activity conducted under a County employee user password will be attributed to the County user.
- County records stored on a County computer are considered confidential Information and may only be distributed under the authority of the department head or by existing department policy.

V. HARDWARE AND SOFTWARE INSTALLATION AND SERVICE

- Only software approved by your IT Department may be installed on County computers.
- All hardware must be approved and installed by your IT Department.
- No unauthorized shareware, personal software, or unlicensed copyrighted software is to be used on County computers.
- Any modifications to the computer, software, setup, or configuration must be approved by your IT Department. Use of any outside support (e.g., a vendor, your knowledgeable brother-in-law, etc.) must receive prior approval by the systems administrator.
- New hardware and software added to County computers will be done only by County IT Departments or approved vendors after consultation with one of the approved your IT Departments to insure software compatibility with County WAN software and hardware.
- In the event a department head wishes to utilize the services of an outside vendor for computer software support, the vendor must consult with one of the County approved your IT Departments before any changes are made to any computer operating on the County-wide network

VI. SECURITY

A. Passwords

- Employees are responsible for safeguarding passwords, which should not be written down (except when needed by systems administrator) or shared with others. If there is any reason to think a password might have been compromised, it should be changed immediately.
- Employees are prohibited from: adding any password security beyond that authorized by the your IT Department, storing password encrypted files on a County computer or storage medium, or placing password protection on files created for County business.

POLICY NUMBER: 3

- All security breaches, including compromised passwords, should be reported to your IT Department immediately.
- All County employees must be aware of and follow appropriate security provisions concerning logging on or off County computer systems and networks. County employees are responsible for maintaining the confidentiality of their password and for all data that is placed on or deleted from a County computer.

B. Non-County Personnel

- Non-County personnel may not be given access to County computer workstations except as authorized by department heads. Unattended terminals must be locked or logged off.

C. Virus Protection

- Virus software must be kept active.
- All removable media or other transferable storage devices must be checked before utilizing the disk on a County computer by one of the approved network administrators or his/her designee to insure a virus will not be transmitted from or to the employee's home computer or the Erie County Wide Area Network. The employee's work disk must be checked each time the employee uses the disk on his/her home computer. Outside disks must be scanned for viruses before use.
- Email attachments may be opened only if they meet all of the following conditions:
 - 1) You fully understand the attachment's origin and purpose.
 - 2) There is a cover message that assures you the sender has knowingly sent the attachment to you.
 - 3) The attachment is work related.
 - 4) Your virus protection is active or the message has been scanned for virus after arrival.

D. Hacking

- It is forbidden to access any County files, software, or data to which you have not been authorized access.
- It is forbidden to use County computers to access the data or computer system of any other entity to which you do not have legitimate access.

POLICY NUMBER: 3

VII. UPON TERMINATION OF AN EMPLOYEE

- Upon termination of an employee, the system's administrator will be notified and revoke all access to County owned computers.
- The County owns all of the data on your computer; you may not delete any County data.

VIII. COMPUTER USE POLICY AGREEMENT

- Each year, all County employees shall sign a computer use policy statement indicating that they have read the policy and will adhere to all the responsibilities and requirements.

IX DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USE POLICY

Users who access restricted items on the internet or violate the Erie County Computer Policy will be subjected to the following action:

1. First Violation – Verbal warning
2. Second Violation – Written warning
3. Time off without pay up to and including discharge.

The Erie County computer network is designed for the sole purpose of aiding employees in the dispatch of Erie County official business. Employees who fail to adhere to all aspects of the County Computer Policy will be disciplined as outlined above or be subject to immediate discharge depending on the severity of the infraction.

Any questions concerning the Erie County Computer Policy or ramifications of the failure to follow its policy guidelines as it applies to the use the County's computer should be forwarded to your respective IT Department or the Count Personnel Department.

POLICY NUMBER: 3

COMPUTER USE POLICY AGREEMENT

I, _____, have read and completely understand the “Erie County Computer and Internet Use Policy” effective on March 14, 2011.

Signature:

Printed Name: _____

Date: _____

**Signature page will be placed in
Employee’s Personnel File in the Personnel Department**

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: COUNTY FUNDS - EXTRA CURRICULAR REASONS

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: AUGUST 19, 1996; REVISED DECEMBER 28, 2001

POLICY NUMBER: 4

LUNCHESES

Governmental funds may only be used to provide lunches for:

- Departmental or intra-departmental retreats with broad agendas dealing with vital issues that are of a valid concern of County government
- Working groups containing volunteer members
- When bargaining unit contracts require

REFRESHMENTS

Governmental funds may only be used to provide refreshments for:

- Special departmental meetings dealing with agendas with broad and vital issues that are of a valid concern of County government
- Working meetings containing volunteer members

PARKING FEES

Governmental funds may be used to reimburse actual parking fees incurred while employees are on County business. If parking lot or garage type, a receipt is required to obtain reimbursement.

PARKING TICKETS

Governmental funds may not be used to reimburse employees for parking tickets received while conducting County business.

VOLUNTEER RECOGNITION

Governmental funds may be used to recognize volunteer contributions to County services.

EMPLOYEE RECOGNITION

Governmental funds may not be used to recognize employee contributions for County services.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: DISCIPLINE – JUST CAUSE

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001

POLICY NUMBER: 5

POLICY:

The County subscribes to the principle of “just cause” in determining the degree of discipline.

CRITERIA (TESTS) FOR JUST CAUSE:

1. Employees are informed as to the responsibilities and rules related to work performance and conduct, for which each employee is held accountable. Examples of these responsibilities are referenced in the ERIE COUNTY GOVERNMENT EMPLOYEE HANDBOOK.
2. Responsibilities and rules are reasonable and relate to efficiency of County business.
3. Investigation for facts is conducted fairly and objectively.
4. Evidence on which guilt and discipline are determined must be based on relevant facts.
5. Applying and interpretation of responsibilities and rules must be consistent and fair throughout County operations.
6. The level of discipline must commensurate with the relevant facts and the employee’s past discipline record.
7. Discipline must be progressive as outlined in the ERIE COUNTY GOVERNMENT EMPLOYEE HANDBOOK.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: DRUG-FREE WORKPLACE

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: MARCH 1, 1991, REVISED DECEMBER 28, 2001

POLICY NUMBER: 6

PURPOSE

The County of Erie has an obligation to its employees, customers, and the community to take reasonable steps to prevent the use of illegal drugs at our work sites.

Drug abuse by employees can present a real threat in the workplace in the form of adversely affecting safety, productivity, attendance, and workmanship. Drug abuse can potentially disrupt work schedules, quality, office efficiency, and in the long run endanger the job security of all employees.

COMPLIANCE

All County employees will abide by this policy

VIOLATIONS

1. On premises impairment prohibited

No employee on premises will be seriously impaired by any controlled substance. Violation may result in discharge.

2. On premises distribution for sale prohibited

No employee on premises will distribute for sale any quantity of a controlled substance. Violation may result in discharge.

3. On premises manufacture, distribution, dispensation, use, purchase or possession prohibited

No employee on premises will manufacture, distribute, dispense, use, purchase or possess any quantity of a controlled substance. The only exception will be use or possession of drugs, which are prescribed by an appropriate physician. Violation may result in discharge.

POLICY NUMBER: 6

4. Definitions

- a. "On premises" means any County vehicle, office, warehouse, building or property (including parking lots) which are owned, leased, rented or operated by the County; or any other site at which an employee performs County work.
- b. "Impaired" means under the influence of a substance such that the employee's motor abilities (e.g., sight, hearing, balance, reaction, reflex, etc.) or judgment are affected.

CRIMINAL CONVICTIONS

1. Reporting to the County

All employees must notify their Supervisor in writing of any criminal drug law convictions for a violation occurring in the workplace no later than 5 days after such conviction.

2. Consequences

If so convicted, you will be subjected to one of the following, or both, within 30 days of your notice to us:

- a. appropriate personnel action up to and including termination, and/or
- b. satisfactory completion of a drug abuse assistance or rehabilitation program approved for such purpose by the Federal, State, or local health, enforcement, or other appropriate agency.

TARGETED SUBSTANCES

Some of the drugs that are illegal under federal laws include:

<u>Narcotics</u>	<u>Hallucinogens</u>	<u>Depressants</u>	<u>Cannabis</u>	<u>Stimulants</u>
Opium	LSD	Barbiturates	Marijuana	Cocaine
Morphine	Mescaline		Hashish	Amphetamines
Heroin	Peyote			
Codeine	Phencyclidine (PCP)			

INSURE COMPLIANCE WITH A DRUG-FREE WORKPLACE

The County will conduct drug awareness programs on the danger of drugs in the workplace.

COUNSELING AND REHABILITATION

Drug counseling and rehabilitation are available under the County's Employee Assistance Program and is also a partial reimbursable medical expense under employee health insurance.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: EMPLOYEE APPEALS BOARD

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001

POLICY NUMBER: 7

PURPOSE OF APPEAL BOARD

Section 16-A of the County's Personnel Code states:

“The purpose of the Board shall be to conduct employee requested hearings regarding disciplinary actions, the reasonableness of the “employee work and conduct responsibilities” delineated in the Personnel Policy/Procedure Manual, and actions or conditions that a non-bargaining employee considers unjust.”

Section 16 of the Personnel Code delineates the procedures for engaging the services of the Appeal Board.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **EMPLOYEE ASSISTANCE PROGRAM**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JULY 1, 1991; DECEMBER 28, 2001; REVISED JANUARY 1, 2009

POLICY NUMBER: 8

POLICY:

The County provides **CONFIDENTIAL** professional counseling service for the purpose of assisting employees and their immediate family members in resolving personal problems and concerns that are too difficult to resolve alone.

CONFIDENTIALITY:

For situations relating to work, a supervisor may suggest and in an appropriate situation require an employee to engage in employee assistance. In these situations, the supervisor is not to reveal anything about the situation without the employee's approval.

Confidentiality is a critical and essential aspect of this assistance program. No information about self-referral is released, unless an employee must miss work to participate in a counseling session. Employee may use sick time or take unpaid leave for personal reasons by informing his/her supervisor only to the extent that the unpaid leave is for personal reasons.

REASONS FOR ASSISTANCE:

Essentially any personal problem can be addressed via employee assistance. Problems may relate to marital difficulties, parent child conflicts, being picked on at school, problems with supervisors or other employees, financial debts, illnesses, grieving for a departed love one, child abuse situations, and a host of other reasons.

SOURCE OF ASSISTANCE:

Through the County Commissioners Association of Pennsylvania, County employees can request three (3) outpatient visits of professional counseling.

HOW TO REQUEST SERVICES:

The employee may call CCAP at 1-800-543-5080 and request services for him/herself, his/her spouse or his/her dependent children.

POLICY NUMBER: 8

The employee is not obligated in any way to inform his/her supervisor, the Personnel Office or anyone associated with County government as to the reason for his/her participation in this employee assistance program.

COVERED VISITS:

Three (3) outpatient counseling visits per problem situation are provided at no cost through the employee assistance program. Counseling sessions beyond the initial three may be covered by medical insurance. If not, the employee or his/her family member will be obligated to pay for all counseling sessions beyond the initial three.

SUPERVISORS SUGGESTING COUNSELING:

Supervisors who observe or are informed by a reliable source that an employee is in need of assistance will diplomatically and confidentially suggest that the employee consider engaging in counseling services available through the Employee Assistance Program.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **EMPLOYMENT STATUS DEFINED**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001

POLICY NUMBER: 9

DEFINITIONS OF EMPLOYMENT STATUS ARE:

1. **Probation Employee:** During first ninety (90) calendar days of employment, a regular full-time or part-time employee is a probationary employee. An employee who is absent 5.0 or more workdays during this period will have his/her probation appropriately extended to reflect 90 calendar days of continuous working status. The department head may extend a probation period to a maximum of an additional ninety (90) calendar days. During the probation period the employee is not entitled to any employee benefits, except that after thirty (30) calendar days he/she will be entitled to holiday pay. Certain bargaining employees may have probation periods longer than 90 days. These longer probation periods pertain to job permanency or performance issues only. Employee benefits will be in effect after the first ninety (90) calendar days, and for LTD, after six (6) months.
2. **Regular Full-Time Employee:** An employee who is regularly scheduled to work 7.0, 7.5 or 8.0 hours per day (35.0, 37.5 or 40.0 hours per week). Employees in this status are entitled to employee benefits.
3. **Regular Part-Time Employee:** An employee who holds a position specifically identified in the County budget and is regularly scheduled to work less than 35.0 hours per week. Regular part-time employees may participate in the County's group medical insurance programs by paying a portion of the premium cost. Employees who work at least 20.0 hours per week are required to pay 50% of the cost for medical insurance; Employees who work less than 20.0 hours per week are required to pay 100% of the cost. All regular part-time employees receive paid holidays on a pro-rata basis. Certain part-time employees who work at least 20.0 hours per week may earn vacation, sick and personal leave. Such leave entitlements will be earned on a pro-rata basis.
4. **Temporary or Seasonal Employee:** An employee who is hired for specified period or a specified task or program that has a termination date that may or may not be identifiable. An employee in this status is not entitled to any employee benefits.

5. **Per Diem Employee:** An employee who is hired by the day for a certain period or for an open ended period. An employee in this status will not be entitled to any employee benefits except, that if it is determined he/she will be working 1000 hours or more in a calendar year, he/she will be obligated, via Pennsylvania law, Act 96, to participate in the County's pension program.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001

POLICY NUMBER: 10

AUTHORITY

Title VII, Section 703 of the Civil Rights Act of 1964 prohibits discrimination in employment because of Race, color, creed, religion, sex, handicap, or national origin. Title VI, Section 601 and as amended Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 of the Civil Rights Act, prohibits discrimination in all federally assisted programs and activities when they tend to exclude any person from the participation in, or to be denied the benefits of these programs because of Race, color, creed, religion, ancestry, union membership, age, sex, sexual orientation, national origin, handicap or disability. Executive Order 11625, effective October 13, 1971, provides for the utilization of small minority business and women business enterprises (MBE and WBE) as subcontractors in those projects using federal funds.

POLICY

Erie County government, including the administration, the courts, and elected officials established (in 1978) an Equal Employment Opportunity Policy and the Affirmative Action commitment for all persons employed by or seeking employment with the County of Erie, Pennsylvania.

The County of Erie reaffirms their commitment to the principles and objectives of the County's Affirmative Action plan to provide Equal Employment Opportunities to persons regardless of Race, Creed, Color, Religion, Sex, Handicap, Age, or National Origin in any employment practices including, but not limited to, hiring, promotion, demotion, transfer, training, recruitment, layoff, termination, compensation and/or any other terms, privileges and conditions of employment within its control.

Further, the County of Erie recognizes that certain disparities exist within the workforce, as illustrated in the various sections of the Affirmative Action Plan, and will strive through Affirmative Action to correct these disparities through fair and equitable practices that are within the authority of County government. The County also understands the plight of minority business and women business enterprises, and is asking contractors to foster this understanding by utilizing them, where possible, as sub-contractors on those projects using federal funds.

If an employee or applicant for employment feels that he/she has a grievance or has been a victim of unlawful discrimination, contact the Affirmative Action Officer.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: FAMILY MEDICAL LEAVE

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: AUGUST 5, 1993; DECEMBER 28, 2001; REVISED MAY 10, 2011

POLICY NUMBER: 11

AUTHORITY

This policy is to comply with the “Federal Family Leave Act” of August 5, 1993.

EMPLOYEE COVERED

Regular and per diem employees, who have one (1) year of continuous service and who, during the twelve (12) months immediately preceding the beginning of the unpaid leave, have averaged working at least twenty-five hours per week.

REASONS FOR UNPAID LEAVE PRESCRIBED BY THE ACT

Valid reasons for being entitled to an unpaid leave are: birth, adoption, placement of a foster child, and to care for a seriously ill member of the employee’s immediate family (spouse, child, parent, brother, sister, parent-in-law, and grandparent). Leaves for birth and adoption are also referenced in the Maternity/Paternity/Adoption Leave Policy of the County of Erie Personnel Policies and Procedures.

AMOUNT OF UNPAID LEAVE

A qualifying employee is entitled to twelve (12) weeks (60 workdays) of unpaid leave during any twelve (12) month period. Such leave may be taken on a part-time (i.e. reduced workday or reduced work week) basis. Any part-time leave must be reasonably compatible with work requirements.

UNPAID LEAVE ACTIVATES AFTER VACATION AND PERSONAL DAYS

To be entitled to an unpaid leave, an employee must first use the vacation and personal days to which he/she is entitled.

THIRTY (30) DAY NOTICE

If reasonably possible, the employee is expected to give thirty (30) calendar days notice.

POLICY NUMBER: 11

PHYSICIAN VERIFICATION

The department head will require the employee to present to the Personnel Department a physician's certification that the leave is medically necessary.

HEALTH BENEFITS COVERED

An employee will be entitled to continued coverage of health benefits during any family leave period up to 12 weeks. If additional leave is granted beyond 12 weeks, health benefit coverage will be governed by current policies (refer to the "Leave Without Pay" section of the Employee Handbook).

FAILURE TO RETURN FROM LEAVE

If an employee fails to return from leave, he/she will be required to reimburse the County for any health care premiums paid on behalf of the employee during the unpaid leave.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: JURY DUTY LEAVE

DISTRIBUTION: ELECTED OFFICIALS & DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: AUGUST 1, 1973;

REVISED: JULY 24, 1989; DECEMBER 28, 2001

POLICY NUMBER: 12

Employees are obligated to accept jury duty if selected to do so. Notification of court attendance must be given to the employee's supervisor and the Personnel Office in advance of reporting to the courthouse for jury duty. Employees must report to work before court convenes if convening time is after regular start time and report after adjournment if adjournment is before regular quitting time.

PROCEDURE:

The state mandates that jurors be issued a jury duty check. Employees who serve jury duty will receive their regular payroll check for the jury period served and they will also be issued a jury duty check by the Court. The County will deduct, from the employee's County pay, the amount of the jury payment (less mileage) from the paycheck he/she will receive in the month following the date the Court's issued the jury duty check.

An employee who works 2nd or 3rd shift during the period they serve as a juror or an employee who serves during his/her vacation will not be required to reimburse the County for jury duty pay received.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

**SUBJECT: MASTER'S DEGREE AND
 CPA CERTIFICATION MONETARY ADD ON**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

**EFFECTIVE DATE: JANUARY 1, 1979;
 REVISED: JANUARY 1, 1984; JUNE 14, 1987; JANUARY 1, 1988;
 JANUARY 1, 1990; DECEMBER 1, 2001; JANUARY 1, 2003;
 JANUARY 1, 2007; REVISED JANUARY 1, 2009**

POLICY NUMBER: 14

POLICY: Non-Bargaining Employees who present to the Personnel Department a valid certification that he/she has been awarded the masters degree, by a college or university that is middle states or equivalent certified, or who has successfully passed the certified public accounting (CPA) examination will be paid a **\$.50** per hour add on to his/her pay rate.

Bargaining Employees will be paid in accordance with the applicable labor agreement.

This add on will only be paid for an employee's regular scheduled hours (maximum 7.0, 7.5 or 8.0 hours per day; or 35.0, 37.5 or 40.0 hours per week). This add on will not apply to overtime hours or any other hours in excess of his/her regular work schedule.

The effective date of an add on is the date the employee presents the valid certification document to the Personnel Department. Retroactive payment for the add on will not be paid for any reason.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: MATERNITY/PATERNITY/ADOPTION LEAVE POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: AUGUST 1, 1973; JANUARY 1, 1987; DECEMBER 1, 2001;
REVISED: May 10, 2011

POLICY NUMBER: 15

NOTE: This policy runs concurrently with FMLA benefits outlined in Policy Number 11.

SECTION 1 NOTIFICATION

- A pregnant employee must notify her supervisor and the Personnel Office within 60 days after her pregnancy has been diagnosed via an official physician medical certification that she is able to continue working during her pregnancy.
- The employer shall not require a pregnant employee to commence her maternity leave prior to childbirth, unless she can no longer satisfactorily perform the duties of her position.

SECTION 2 EMPLOYEE BENEFITS DURING PAID OR UNPAID LEAVE

A. Duration:

- Up to 6 month combined paid and/or unpaid maternity leave of absence entitlement.
- At request of employee, an extension of said leave for medical reasons for a period not to exceed 6 months may be granted. A physician's certification stating the specific time employee needs to remain off work for medical conditions attributed to her pregnancy will be required in order to retain medical benefits by paying the bi-weekly co-pays during said paid and/or unpaid leave of absence.
- An employee may request an extension of up to 6 months unpaid leave for non-medical reasons, which may be granted at the employer's discretion. During this extension, the employee will be eligible for insurance coverage by submitting payment for the full premiums.
- Duration may vary by collective bargaining agreement.

B. Paid/unpaid leave (Vacation/Sick/Personal Leave usage):

- Employee continues to earn vacation, sick leave, personal leave, and holidays while she is on paid leave for any month she is in compensable (paid) status for at least ten (10) workdays. Leave must be taken consecutively not sporadically.
- Employee is entitled to use earned sick leave for the period she is determined unable to work, as certified by a physician prior to and following delivery. A copy of said physician's certification must be filed with the Personnel Office.

Policy Number 15

- Employee may use all earned vacation and personal leave prior to and following delivery while on an authorized maternity leave of absence.

C. Medical Benefits:

- Employee may retain medical benefits by paying the bi-weekly co-pays for the initial 6 month period of paid or unpaid maternity leave.
- **Medically necessary extended leave benefits:** Employee will retain medical benefits by paying the bi-weekly co-pays during the medically necessary extended leave. A physician's certification stating the specific time the employee needs to remain off work for medical conditions attributed to her pregnancy will be required.
- Employees who are not medically excused by their physician after the initial 6 month period, and are no longer in a paid leave status, will be required to pay the full premium costs to continue medical benefits.

D. Payment:

- While employee is in paid leave status co-pay deductions will automatically be taken from the employee's paycheck.
- Once employee enters an unpaid status, direct payment must be made for insurance co-pays and/or full premiums.
- Checks must be made payable to the "County of Erie" and be remitted to the Personnel Office in a timely manner. Failure to do so will result in termination of benefits.

SECTION 3 RETURN TO WORK AFTER LEAVE

- A written statement from the employee's physician verifying employee's fitness to perform required duties shall be a prerequisite to her return to work.
- An employee shall notify her supervisor at least two (2) weeks prior to her return of her intent to do so.
- An employee has the right to return to the same position in the same classification the employee held before going on maternity leave or to an equivalent position with regard to pay rate and skills required, providing such a position is available.

SECTION 4 PATERNITY/ADOPTION LEAVE

- Employees are entitled up to a combined maximum of 6 months paid and/or unpaid paternity/adoption leave. Employee may retain medical benefits by paying the bi-weekly co-pays for said 6 month period of paid and/or unpaid leave.
- An employee may request an extension of up to 6 months unpaid leave, which may be granted at the employer's discretion. During this extension, the employee will be eligible for insurance coverage by submitting payment for the full premiums.
- Once employee has utilized all earned vacation and personal leave entitlements down to a minimum combined balance of 5 days, he/she is eligible to use up to a maximum of 20 of his/her earned sick days.
- See Section 2.D. of this document for applicable payment policy.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: **OUT-OF-CLASS WORK COMPENSATION**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: OCTOBER 12, 1983;
 REVISED: JUNE 22, 1993; DECEMBER 1, 2001

POLICY NUMBER: 16

NON-BARGAINING EMPLOYEES: Non-bargaining employees, except those whose job is classified M-2, M-3 or M-4, who are temporarily assigned to perform higher level work for a minimum of three consecutive days are eligible to be paid either an amount equal to the minimum pay rate of the pay range for the temporary position or at 3.0% above his/her current rate of pay – whichever is greater.

To be eligible for such temporary higher-level pay, employees must be specifically assigned to temporary higher-level duties by an authorized management or supervisory level employee in the department.

The department head must submit a Personnel Change and Payroll Authorization Form **prior** to such assignment. The County **will not** pay such requests unless they are submitted to the Personnel Department **before** such higher-level work is to be performed. Exceptions will be made only under real emergencies.

Employees who are assigned to temporary higher level duties for 30 or more consecutive calendar days shall be paid the higher rate for holidays, vacation, personal and sick days occurring during such assignment. Employees who are assigned to temporary higher level duties for less than 30 consecutive calendar days shall be paid at their regular (permanent) rate for holidays, vacation, personal and sick days occurring during such temporary assignment.

BARGAINING EMPLOYEES: Bargaining employees will be paid for temporary work assignments as stipulated by the applicable labor agreement.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: OVERTIME & COMPENSATORY WORK & PAY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: MARCH 1, 1984; REVISED DECEMBER 1, 2001; REVISED MAY 1, 2002; REVISED SEPTEMBER 13, 2012; REVISED JANUARY 1, 2013; REVISED JANUARY 1, 2014; REVISED FEBRUARY 1, 2016

POLICY NUMBER: 17

SECTION 1 DEFINITION OF OVERTIME AND COMPENSATORY TIME

Overtime and compensatory time are those hours that an employee works that are in excess of his/her normal schedule of 7.0, 7.5 or 8.0 hour work day or those hours worked that are in excess of 35.0, 37.5 or 40.0 hours in his/her work week.

SECTION 2 FEDERAL FAIR LABOR STANDARDS ACT (FLSA)

The Federal law stipulates that non-exempt employees (employees who **are not** managers, executives, supervisors) must be compensated for hours in excess of the hours referenced in Section 1 of this policy (refer to Section 4 on type of compensation allowed).

SECTION 3 COMPENSATION FORMULA

Overtime hours are compensated in pay at the rate of one and one-half times an employee's pay rate for each hour or in compensatory time off at the rate of one and one-half times each hour.

SECTION 4 NON-EXEMPT EMPLOYEES – OVERTIME PAY OR COMPENSATORY TIME

Non-exempt employees (as described above in Section 2) may request to be paid money or compensatory time for overtime hours. If the request is for pay, the Fair Labor Standards Act stipulates that the employee's request must be granted. If the request is for compensatory time, the FLSA stipulates that the manager or supervisor has unilateral discretion as to whether the request will or will not be granted.

Non-Bargaining County employees in C = Clerical, T = Technical, A = Administrative or P = Professional classifications are by definition, non-exempt employees.

SECTION 5 EXEMPT EMPLOYEES

Employees who are management, executives or supervisors (as defined in the FLSA) are not eligible to receive compensatory time for overtime hours worked and are not eligible for monetary compensation. Non-Bargaining County employees in M = Management or PM = Prison Management classifications are, by definition, exempt employees.

SECTION 6 ASSIGNING OVERTIME WORK FOR REGULAR FULL-TIME NON-BARGAINING EMPLOYEES

1. The elected official or department head shall be the sole judge of the necessity for overtime.
2. Overtime must be approved before it is worked.
3. Each department head and supervisor will maintain an up-to-date log of overtime worked for each employee in his/her jurisdiction.
4. Assigning overtime among the employees will be based as follows: first, on qualifications to perform the work; second, the employee(s) who normally performs the work have priority; third, overtime should be equally distributed as equal as is practical.
5. Overtime pay is time and one-half regular hourly pay rate for each overtime hour worked in excess of their normally assigned work day (7, 7.5 or 8 hours), or in excess of their normally assigned work week (35, 37.5 or 40 hours).
6. Compensatory time is one and one-half hours for each overtime hour worked in excess of their normally assigned work day (7, 7.5 or 8 hours), or in excess of their normally assigned work week (35, 37.5 or 40 hours). **Compensatory time will only be earned in increments of one (1) hour or more.**
7. Overtime hours shall not be pyramided and employees shall not be eligible to receive more than one kind of overtime pay or compensatory time for the same hours worked.
8. All paid sick leave, paid vacation leave and paid personal leave shall be regarded as hours worked for the purpose of computing overtime hours worked.
9. Any employee who has worked his/her regularly scheduled shift and is required to work four (4) additional continuous hours shall be given a meal or compensated in the amount of \$10.

10. Supervisors must enter compensatory time earned during a week by the following Monday. Time entered after the deadline must be changed to paid overtime, with exceptions for things like travel and employee supervisor's schedules to be made at the discretion of the Human Resources Director. See example below:

Sun	Mon *Comp time	Tues *Comp time	Wed *Comp time	Thurs *Comp time	Fri *Comp time	Sat *Comp time
Sun *Comp time	Mon *DUE THIS DAY	Tues	Wed	Thurs	Fri	Sat

SECTION 7 ASSIGNING OVERTIME WORK FOR PART-TIME, PER DIEM AND TEMPORARY EMPLOYEES

1. The department director shall be the sole judge of the necessity for overtime and must authorize such overtime/extra hours before it is worked.
2. Permanent part-time employees are paid straight time pay for hours worked up to the normal scheduled hours of their full-time counterparts. For hours worked in excess of the normal hours of their full-time counterparts, said employees will be entitled to choose either compensatory time or overtime pay.
3. Per diem and temporary employees are not eligible to request compensatory time. They are paid straight time pay for all hours worked up to 40 within one week. Hours worked in excess of 40 within one week must be compensated at time and one-half overtime (money) payment.

SECTION 8 ASSIGNING OVERTIME WORK FOR BARGAINING UNIT EMPLOYEES

Rules, policies, and practices pertaining to authorization and payment of overtime for bargaining unit personnel are contained in the individual labor agreements as negotiated between the parties.

SECTION 9 BUDGETARY ACCOUNTABILITY

This policy does not provide authorization for overspending any line item in a department's budget. Before authorizing any overtime work, the department head or elected official must be certain there are sufficient appropriations available to cover the payment for the overtime to be worked.

COUNTY OF ERIE
PERSONNEL POLICIES & PROCEDURES

SUBJECT: PER-DIEM EMPLOYEES - EARLY DISMISSAL PAY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: AUGUST 1, 1991; REVISED DECEMBER 28, 2001

POLICY NUMBER: 18

POLICY

Per diem employees who are instructed to report to work but are subsequently sent home early because offices or functions at their work location are dismissed early due to unusual events such as fire, floods, loss of power, or severe weather conditions may be paid for all hours the per diem employee is scheduled for that work day. In order for a per diem employee to be paid for his/her full day, the County Executive must approve the early closing of the office or function where the per diem employee is working.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: PERSONNEL FILE INSPECTION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: APRIL 18, 1997, REVISED DECEMBER 28, 2001

POLICY NUMBER: 19

LEGAL OBLIGATION

Pennsylvania Law Title 43, Section 1321, as amended by Act 149, L.1990 specifies that an employee or his/her agent have the right to inspect his/her personnel file once per year.

INSPECTION PROCEDURE

An employee, or his/her agent, may inspect his/her personnel file during his/her free time. The employee or agent must submit a signed written request to inspect the employee's personnel file. An agent requesting an inspection opportunity must provide a signed authorization designating a specific individual(s) who shall be authorized to inspect the employee's personnel file. The law does not require that an employee or an agent be permitted to remove his/her personnel file, or any part thereof, or copy the contents of the file. The taking of notes by an employee or agent is permitted.

The inspection of a personnel file will be in the presence of a member of the Personnel Office staff.

MEDICAL and DISCIPLINARY INFORMATION

Encompasses the highest level of confidentiality. A violation of this confidentiality by an agent or anyone else is cause for disciplinary action up to and including discharge.

ELECTED OFFICIALS, DEPARTMENT HEADS

On the basis of a bonafide "need to know reason," an elected official or department head may inspect the personnel file of an employee, who works in an area under his/her jurisdiction. The elected official or department head is obligated to abide by the confidential principle referenced above.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

**SUBJECT: SECURITY: IDENTIFICATION (ID) BADGES &
AUTHORIZED WEAPONS**

DISTRIBUTION: ALL COUNTY EMPLOYEES

FROM: DIRECTOR OF HUMAN RESOURCES

**EFFECTIVE DATE: MAY 3, 1993. REVISED DECEMBER 28, 2001.
REVISED MARCH 24, 2016.**

POLICY NUMBER: 20

PURPOSE

To establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the County of Erie in any official capacity in an effort to provide a safe and secure workplace for all employees.

POLICY STATEMENT

All employees will be issued and must wear and visibly display photo identification badges as provided by the County of Erie. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names, department and signature. This badge may also provide location access to areas through keyless entry.

DEFINITIONS

Employee: For the purpose of this policy, employee shall refer to all County paid employees, per diems, volunteers, associates, visitors and interns.

WEAPON

Employees are permitted to bring into a County facility or onto County property those weapons they are authorized to carry to fulfill their work responsibilities. Employees are not permitted to bring onto County property any unauthorized weapons of any nature, as identified by an entrance security officer or guard. Unauthorized weapons include, but are not limited to, firearms of any kind, knives of any style, pepper spray, mace, explosives of any kind, nail files and objects that could be used to inflict body injury.

LOST ID BADGES

- A. The employee must immediately inform his/her supervisor and the supervisor will submit a Track-It request for a replacement badge.
- B. The Department of Operations will receive the supervisors request and update the Track-It ticket as to when the employee may come over for a new badge.
- C. Each employee will be entitled to one “lost badge” replacement free of charge.
- D. Lost badges beyond one will require the employee to pay \$5.00 for the second lost badge and for each subsequent lost badge.

WORN-OUT OR DAMAGED ID BADGES

- A. If through normal use an employee’s badge should be rendered indecipherable, the employee will follow the procedures of 3-A and B above in order to obtain a replacement badge.
- B. If it is determined that a badge has been rendered indecipherable, through the fault of the employee, the employee will be obligated to pay \$5.00 for the replacement badge.

REQUIREMENTS

- A. Because the policy and procedures described herein are intended to provide for the safety and security of County employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
- B. All employees are required to wear the ID badge at County work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department’s discretion when wearing the ID presents a safety issue (Sheriff Deputies, County Detectives, etc.). However, the employee must carry the ID at all times during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.
- C. The ID is to be worn between the shoulders and waist on a clip or lanyard. The Department of Operations will provide a clip, chain or lanyard for each employee to wear the ID. The ID shall not be defaced or altered with pins, stickers, decals, etc.

- D. Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to Operations.
- E. In an event that an employee forgets their ID, the employee's supervisor must be notified at the start of the work shift. The supervisor will issue a temporary ID for the shift. If your department does not have temporary IDs, please contact the Department of Operations.

PROCEDURE

- A. All employees of the County of Erie will be issued a photo identification badge upon completion of required new hire paperwork from Human Resources.
- B. Human Resources will notify the Department of Operations once paperwork is completed, and a badge is authorized to be processed.
- C. Department Heads and/or supervisors are responsible for authorizing door privileges for Operations via Track-It for employees to enter secure doors throughout specified departments and buildings.
- D. Supervisors should report lost or damaged IDs to Operations immediately.
- E. New IDs will be issued at no cost to employees who receive a transfer, promotion, demotion, etc. to a different department.
- F. The County will implement a program to replace all badges when it is apparent such a program is warranted.
- G. Any lost ID that is found should be turned in to the Department of Operations, 1st floor at the Erie County Courthouse.
- H. Upon termination or retirement, an employee must turn in their ID to their supervisor. The department is required to send the ID to the Department of Operations, 1st floor at the Erie County Courthouse.
- I. Upon suspension, an employee must turn in their ID to their supervisor pending return to work.

IDENTIFICATION CARD HOLDER RESPONSIBILITIES

- A. Do not lend your ID to anyone.
- B. Do not allow unauthorized individuals into any secure area.
- C. Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.

- D. Do not fold, bend, pry or mutilate your ID.
- E. Do not use your ID improperly.
- F. Do not leave your ID unattended.
- G. Immediately notify your supervisor if your ID is no longer in your possession.
- H. Immediately notify your supervisor of any difficulties or problems with your ID.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: **WORKPLACE HARASSMENT**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 1, 1999; REVISED: AUGUST 1, 1999; DECEMBER 28, 2001;
 SEPTEMBER 22, 2003; NOVEMBER 13, 2003; FEBRUARY 24, 2014;
 MARCH 5, 2014

POLICY NUMBER: 21

AUTHORITY

In accordance with Article VII, Section 1-C of the Home Rule Charter and Section 6 of the Personnel Code this policy and procedure is being instituted.

RESPONSIBILITY

It is the collective responsibility of Elected Officials, Judges, Department Head Supervisors, and employees to maintain a working environment that is void of all types of harassment.

HARASSMENT DEFINED and DESCRIBED

Harassment means persistent and unwelcome conduct or actions. Harassment on any basis *race, sex, age, disability* exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employees work or creates an intimidating, hostile or offensive work environment.

RECOGNIZING HARASSMENT

Harassment may be subtle, manipulative and not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive.

- Sexual Harassment: Sexual Harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

NON VERBAL: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, degrading pictures, and racist or other derogatory cartoon/drawings.

POLICY NUMBER: 21

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee *race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.* This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

REPORTING PROCEDURE

Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify his or her supervisor. If the employee believes the supervisor is the harasser, the supervisor should be notified. If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact the Personnel Department.

The informed supervisor or department head will immediately consult with the Director or Personnel. If informed directly, the Director of Personnel will consult with the cognizant supervisor or department head and together they will develop an action plan for resolving the situation.

DISCIPLINARY ACTION

Erie County views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, individuals who engage in harassment activities will receive appropriate disciplinary action, up to and including discharge.

CONFIDENTIALITY

All information relating to any form of harassment will be considered confidential and only individuals who have a legitimate need to know are to be informed.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **SICK LEAVE – PHYSICIAN VERIFICATION**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JUNE 1, 1994

POLICY NUMBER: 22

PURPOSE

To provide controls which will enhance the prevention of misuse of paid sick leave or unpaid sick leave.

POLICY

For its eligible employees, the County provides protection against loss of income due to being absent from work because of illness or non-work related accident. When medically necessary, the County also provides employees with unpaid sick leaves, thereby protect them from losing the opportunity to return to work, when they are able to do so.

PROCEDURE

After three (3) days of absence due to illness or accident, an employee, to qualify for paid sick leave, must present to his/her department head and to the Personnel Department, a physician's written/signed statement which outlines the general nature of his/her medical condition and the expected date for return to work; confidential information is not be to included.

For an extended sick leave (either paid or unpaid) the employee, must keep his/her department head informed as to progress of regaining capability of returning to work.

To qualify for sick leave pay, for a sick leave beyond three days, the employee must apply for the pay by submitting, to the Personnel Department, a "Request for Sick Leave" form; this form is available in the Personnel Department.

If an employee desires to have an unpaid sick leave he/she must submit to the department head a "Request for Sick Leave" form, in which he/she states the specific reason(s) for the unpaid sick leave and the expected date for return to work, if known.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: SMOKING POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: NOVEMBER 16, 1988;
REVISED: JULY 3, 1995, DECEMBER 28, 2001

POLICY NUMBER: 23

PURPOSE:

The basic purpose of this no-smoking policy is to protect the health of County employees and the citizens who visit County buildings.

OBJECTIVE:

Erie County Government is dedicated to providing a healthful, comfortable and productive work environment for its employees.

POLICY:

Smoking shall be prohibited in all County buildings except in designated smoking rooms or smoking areas.

VIOLATION AND PENALTY:

If it is determined that an employee or visitor has violated this policy the facts which gave rise to the violation will be reviewed to determine if any disciplinary action is warranted. If an employee persists in ignoring this policy he/she will be subject to progressive disciplinary action including warnings, suspensions and discharge. If a citizen persists in violating this policy he/she will be subject to the punishment prescribed by applicable laws.

The following definitions are contained in the Erie City Ordinance and apply to this policy only:

“Employee” means any person who is employed by any employer in the consideration for direct or indirect monetary wages or profit, and any person who volunteers his/her services for a non-profit entity.

“Employer” means any person, partnership, corporation, including a municipal corporation, or non-profit entity, which employs the services of one or more individual persons.

POLICY NUMBER: 23

“Places of Employment” means any enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference and classrooms, employee cafeterias and hallways.

“Public Place” means any enclosed area to which the public is invited or in which the public is permitted, including but not limited to, banks, educational facilities, health facilities, public transportation facilities, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, theaters and waiting rooms. A private residence is not a “public place.”

“Smoking” means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, weed, plant or other combustible substance in any manner or in any form.

PROHIBITION OF SMOKING IN PUBLIC PLACES:

It shall be the responsibility of Department Heads to provide smoke-free areas for nonsmoking employees within facilities to the maximum extent possible, but employers are not required to incur any expense to make structural or other physical modifications in providing these areas.

A private enclosed office workplace or a work area separated from other work areas by floor to ceiling walls, which are occupied exclusively by smokers, even though such work areas may be visited by non-smokers, may be designated a smoking area.

If feasible, the County will provide at least one area in each of its buildings as a designated employee smoking area.

VIOLATIONS AND PENALTIES:

The County shall enforce its smoking policy as it enforces other work rules – through the use of progressive discipline. Additionally, violators are subject to progressive fines from \$25.00 to \$100.00 when cited by the City of Erie’s Chief Building Inspector or his/her agents.

IMPLEMENTATION:

All questions or disputes connected with the County’s Smoking Policy should be referred to the Director of Administration for final resolution.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: STANDBY (BEEPER) PAY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001

POLICY NUMBER: 24

NON-BARGAINING EMPLOYEES

Standby (beeper) pay for any non-bargaining employee does not exist.

If a department head desires to institute a standby (beeper) pay program, he/she must forward a written petition to the Director of Personnel. The Director of Personnel will convene the Personnel Action Review Committee (PARC) for their consideration and will inform the department head as to PARC's decision.

BARGAINING EMPLOYEES

Bargaining employees will be paid standby (beeper) pay in accordance with the applicable labor agreement.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: TELEPHONE CALLS – PERSONAL & LONG DISTANCE

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JULY 1, 1996; REVISED DECEMBER 28, 2001

POLICY NUMBER: 25

PERSONAL CALLS

Employees are permitted to make and receive a personal call so long as the call does not exceed 4-5 minutes and such calls are not of a frequency that causes inefficient work performance.

Employees who have a long distance authorization code number may use their long distance code for personal calls, if approved by a supervisor. Employees without an authorization code may use an authorization code with the permission of their supervisor.

All personal long distance calls **must be paid for by the employee** at the time of receipt of the department phone bill. Payment is to be made in the Revenue Office.

Any employee abusing the use of long distance is subject to disciplinary action. Intentionally avoiding payment for any toll call is a serious matter and will result in disciplinary action including discharge.

COUNTY OF ERIE
PERSONNEL POLICIES & PROCEDURES

SUBJECT: **TERMINATION DATE POLICY**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: MAY 15, 1992; REVISED DECEMBER 28, 2001

POLICY NUMBER: 26

The last day an employee works will be the employee's termination date. Earned unused vacation and unused personal days will be paid subsequent to this termination date. Refer to Policy Number 28 regarding eligibility for payment of unused sick days.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: MEDICAL INSURANCE FOR TERMINATED EMPLOYEES

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JULY 1, 1993; REVISED DECEMBER 1, 2001

POLICY NUMBER: 27

A. RETENTION OF COUNTY PROVIDED MEDICAL INSURANCES:

Non-bargaining and bargaining employees who voluntarily terminate his/her employment, will retain County provided medical insurance benefits through the last day of the termination month; provided that the employee made a normal payroll deduction co-payment for insurance in the month of termination.

A non-bargaining employee who is involuntarily terminated without cause will retain the following county provided insurance benefits for three (3) full months subsequent to the ending date of the month in which the involuntary termination without cause occurs: medical, prescription drugs, dental, and vision. During this three (3) month extension, the employee is obligated to pay the same monthly co-pay that active non-bargaining employees pay.

Bargaining employees who are involuntarily terminated without cause will retain County provided insurance benefits as determined by the applicable labor agreement.

Retention of AFSCME and PSSU health and welfare insurances after termination is determined by the applicable labor agreement.

An employee entitled to a pay check to be issued in the month subsequent to the last day of his/her termination month, will not have any co-payment for insurance deducted from this pay check.

B. COBRA MEDICAL INSURANCE AFTER TERMINATION:

Within sixty (60) days after the last day of an employee's termination month, the employee may elect to continue the County provided medical insurance at his/her expense. He/she must pay the monthly premium that the County would pay plus 2.0%.

The details relating to the continuation of medical insurance can be obtained from the Personnel Department.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **SICK DAYS PAID AT TERMINATION AND RETIREMENT**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 1, 2001; REVISED JANUARY 1, 2007

POLICY NUMBER: 28

SECTION 1: INVOLUNTARY TERMINATION WITHOUT CAUSE

A non-bargaining employee who is involuntarily terminated without cause will be paid for his/her accumulated earned sick days at the ratio of one (1) day pay per every four (4) unused sick days.

Example: Employee has 93 sick days accumulated at retirement; $93 \div 4 = 23.25$ days. The employee would be paid for 23 days (partial days are not paid).

SECTION 2: INVOLUNTARY TERMINATION WITH CAUSE

A non-bargaining employee who is involuntarily terminated with cause will not be entitled to any payment for accumulated earned unused sick days.

SECTION 3: VOLUNTARY TERMINATION

A non-bargaining employee who voluntarily terminates his/her Erie County employment will not be paid for any of his/her accumulated earned sick days, except as covered under Section 4 below.

SECTION 4: VOLUNTARY RETIREMENT

A non-bargaining employee who retires from Erie County employment, as evidenced by receiving a monthly pension payment for the month immediately subsequent to his/her retirement date, will be paid for accumulated earned unused sick days at the rate of one **(1) day paid for every six (6) unused sick days**.

Example: Employee has 93 sick days accumulated at retirement; $93 \div 6 = 15.5$ days. The employee would be paid for 15 days (partial days are not paid).

SECTION 5: BARGAINING EMPLOYEES

A bargaining employee whose employment is voluntarily or involuntarily terminated with or without cause will receive pay for accumulated earned unused sick days in accordance with the applicable labor agreements.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: TRAVEL EXPENSES

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: LARRY MEREDITH, DIRECTOR OF PERSONNEL
SUE ELLEN PASQUALE, MANAGER OF ACCOUNTING

EFFECTIVE DATE: OCTOBER 21, 1993; REVISED JANUARY 1, 1998; REVISED NOVEMBER 1, 2003; REVISED JANUARY 1, 2005, REVISED JANUARY 1, 2006; OCTOBER 16, 2009; REVISED APRIL 1, 2010; REVISED APRIL 19, 2012

POLICY NUMBER: 29

Non-bargaining employees and those bargaining employees whose labor agreement does not provide otherwise, will receive the IRS allowable rate of reimbursement for both mileage reimbursement and meal reimbursement.

Requests for mileage reimbursements should be authorized by the employees designated department head and turned into General Accounting for payment on the appropriate Wednesday.

Requests for meal reimbursement should be attached to a travel expense report which should be authorized by the employees designated department head and turned into General Accounting.

Erie County employees do not need receipts for their meals. The County will reimburse the employee for meals only in accordance with the following schedule unless otherwise authorized:

<u>Traveling Any Part Of</u>	<u>Reimbursement</u>
12:01 AM to 6:00 AM	\$13.00
6:01 AM to 12:00 Noon	\$13.00
12:01 PM to 6:00 PM	\$13.00
6:01 PM to 12:00 Midnight	\$13.00

The County has adopted the High-Low Method of calculating the IRS allowable. This IRS allowable method uses a high rate which is currently \$65/day* (\$16.25/quarter) and a low rate of \$52/day* (\$13.00/quarter) for travel within the continental United States. All places are \$13.00 per quarter day except the following high cost areas, which are calculated at \$16.25 per quarter day or \$65/day :

KEY CITY - COUNTY	EFFECTIVE DATES
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a. ARIZONA

Sedona – City Limits	March 1 st – April 30 th
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b. CALIFORNIA

Monterey	All Year
Napa	April 1 st – November 30 th
San Diego	All Year
San Francisco	All Year
Santa Barbara	All Year
Santa Monica – City Limits	All Year
Yosemite National Park – Mariposa	June 1 st – August 31 st

c. COLORADO

Aspen – Pitkin	December 1 st – March 31 st June 1 st – August 31 st
Denver, Aurora - Denver, Adams, Arapahoe, Jeffereson	All Year
Steamboat Springs – Routt	December 1 st – March 31 st
Telluride – San Miguel	December 1 st – March 31 st
Vail – Eagle	December 1 st – August 31 st

d. DISTRICT OF COLUMBIA

Washington, DC – Alexandria, Fairfax, Falls Church, Arlington, Fairfax (VA) Montgomery, Prince George’s (MD)	All Year
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e. FLORIDA

Fort Lauderdale – Broward	January 1 st – May 31 st
Fort Walton Beach, DeFuniak Springs – Okaloosa, Walton	June 1 st – July 31 st
Key West – Monroe	All Year
Miami – Miami-Dade	December 1 st – March 31 st
Naples – Collier	January 1 st – April 30 th

f. ILLINOIS

Chicago – Cook, Lake	April 1 st – November 30 th
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g. LOUISIANA

New Orleans – Orleans, St. Bernard, Jefferson, Plaquemines Parishes	October 1 st – June 30 th
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h. MASSACHUSETTS

Boston, Cambridge – Suffolk, City of Cambridge	All Year
Falmouth – City Limits	July 1 st – August 31 st
Martha’s Vineyard – Dukes	July 1 st – August 31 st
Nantucket	June 1 st – September 30 th

i. MARYLAND

Baltimore – City	March 1 st – November 30 th
Cambridge, St. Michaels – Dorchester, Talbot	June 1 st – August 31 st
Ocean City – Worcester	June 1 st – August 31 st

j. MAINE

Bar Harbor – Hancock	July 1 st – August 31 st
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k. NORTH CAROLINA

Kill Devil – Dare	June 1 st – August 31 st
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l. NEW HAMPSHIRE

Conway – Carroll	July 1 st – August 31 st
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m. NEW YORK

Floral Park, Garden City, Great Neck – Nassau	All Year
Glens Falls – Warren	July 1 st – August 31 st
Lake Placid – Essex	July 1 st – August 31 st
Manhattan (Manhattan, Brooklyn, Queens, The Bronx, Staten Island) – Bronx, Kings, New York, Queens, Richmond	All Year
Saratoga Springs, Schenectady - Saratoga	July 1 st – August 31 st
Tarrytown, White Plains, New Rochelle – Westchester	All Year

n. PENNSYLVANIA

Philadelphia	All Year
KEY CITY - COUNTY	EFFECTIVE DATES

o. RHODE ISLAND

Jamestown, Middletown, Newport – Newport	May 1 st – October 31 st
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p. UTAH

Park City – Summit	January 1 st – March 31 st
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q. VIRGINIA

Virginia Beach – City of Virginia Beach	June 1 st – August 31 st
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r. WASHINGTON

Seattle – King	All Year
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s. WYOMING

Jackson, Pinedale – Teton, Sublette	July 1 st – August 31 st
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If registration fees include some meals, Finance will deduct one quarter's reimbursement for each meal included from the County reimbursement.

If a registration fee for a seminar, training session, etc. includes the cost of a meal or meals; Finance will deduct the \$13.00 County reimbursement applicable to the quarter in which the "Registration Fee Meal" is taken.

EXAMPLE:

An employee travels to Pittsburgh to attend a seminar. The registration fee for the seminar includes lunch. She leaves her residence at 5:30 AM and returns the same day at 4:15 PM, her meal reimbursements will be as follows:

\$13.00 for quarter 12:01 AM thru 6:00 AM

\$13.00 for quarter 6:01 AM thru 12:00 NOON

ZERO for quarter 12:01 PM thru 6:00 PM (not reimbursed due to lunch included in seminar fee).

The employee is responsible for submitting a travel expense report to Finance, which includes reimbursement for legitimate expenses such as: meals, hotel, parking, etc. A copy of the Travel Expense Report form (page 4 of 4) is attached. Receipts for meals are not necessary; however, receipts for hotel and miscellaneous expenses **are still required.**

Revised Overnight Travel Reimbursement Policy

Under existing Procedures County employees traveling for business purposes outside of the County have been eligible for meal reimbursements.

Historically, these reimbursements have not been subject to taxation. Per IRS guidelines a new procedure has been developed which changes how travel that does not involve an overnight stay is handled. Out of County day trips will continue to be eligible for meal reimbursements but the reimbursements will be subject to tax withholding. All travel involving stays of one night or longer will be handled in the same manner as they have been in the past. This change will be effective as of 04-01-10 and going forward.

ERIE COUNTY TRAVEL EXPENSE REPORT

Vendor Number _____	Name _____
Account Number _____	Destination _____
Purpose _____	
Departure Date _____	Return Date _____
Departure Time _____	Return Time _____

Expenses:

1. Commercial Transportation	
2. Local Transportation	
3. County Automobile (gas and oil)	
4. Meal Allowance	
Number of Quarter Days	
- Number of Meals Included in Registration	
Net Quarter Days	

Quarters		
From:	To:	Number
12:01AM	06:00AM	1
06:01AM	12:00PM	1
12:01PM	06:00PM	1
06:01PM	12:00am	1

**Receipts are not required to be turned in.
Low \$13.00 - High \$16.25 per Quarter
Please refer to the Travel Expense Policy.**

5. Companion Fee	
Name	_____
Address	_____
Phone Number	_____

6. Companion and/or Clients Meal Allowance	
(Receipts Required)	

7. Lodging	
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8. Advanced Mileage	
Parking Fees/turnpike Tolls	

9. Registration Fees	
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A. Total Expenses (add lines 1 through 9)		A
B. LESS Advance Check # _____, dated _____		B
C. Total Amount DUE to Traveler, if Line A is LARGER than Line B		C
D. Total Amount *RETURNED to County, if Line A is LESS than Line B		D
*Receipt # _____ on amount returned		

I hereby certify with my signature that the above expenses are a true and accurate accounting of those expenses actually incurred. I further certify that I will return to the County any reimbursements I receive from any other State or Federal Agency for these expenses.

EMPLOYEE SIGNATURE _____	DATE _____
DEPARTMENT HEAD _____	DATE _____

REPORT DUE WITHIN 72 HOURS OF RETURN FROM TRIP. PLEASE TURN INTO A/P.

**County of Erie
Taxable Meal Reimbursement Form**

Note: Reimbursement for meals not requiring an overnight stay are taxable. These amounts will be taxable on a quarterly basis and will be labeled EBE on your pay stub. Form should be turned in with your travel expense form.

Name _____
Department Name _____
Department Number _____

Date of Trip _____ Destination _____ Taxable Amount
of Meals _____

Employee signature _____

Date _____

COUNTY OF ERIE
PERSONNEL POLICIES & PROCEDURES

SUBJECT: **TUITION REIMBURSEMENT POLICY**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JUNE 7, 1994; REVISED JANUARY 1, 2008;
 REVISED DECEMBER 4, 2009

POLICY NUMBER: 30

EMPLOYEES COVERED

This tuition reimbursement policy applies to non-bargaining employees, and to bargaining employees insofar as the policy provisions are consistent with the applicable labor agreement. In all cases the application of this policy is subject to the current Internal Revenue Code.

LIMITS OF TUITION REIMBURSEMENT

Reimbursements are limited to 80% of tuition cost. Books and equipment, such as a calculator, that are required to take a course are not reimbursable.

For a course to qualify for reimbursement, it must be above the high school level and be directly relevant to the employee's work responsibilities, or, if not directly relevant to the employee's work responsibilities, it must be part of a degree program in a major that is relevant to the employee's work responsibilities.

For education assistance to be received, County Council must have appropriated budgeted funds for this purpose in the department budget to which the reimbursement will be charged.

LIMITS OF REIMBURSEMENT

Employees approved for such reimbursement may be reimbursed at a rate of 80% of the actual education costs, provided they earn a "B" or better in the course. No education assistance will be paid for course grade of "C" or below, or for failing a pass-fail course.

APPLICATION FOR TUITION REIMBURSEMENT

Before taking a course, the employee must present to his/her department head a written request in which he/she identifies the learning institution offering the course, a description of the course, and how the course relates to the employee's work responsibilities. The employee must also complete the tuition pre-approval form. The department head will, in writing, indicate his/her opinion and forward the employee's pre-approval application (which can be found attached to this policy, in Personnel, or on the website), other required documentation, and his/her recommendation to the Director of Personnel for final determination. In addition, the department head shall forward to the Personnel Department and to the Payroll Department on a quarterly basis the amount paid to employees pursuant to this tuition reimbursement policy. The tuition reimbursement form (which can be found attached to this policy, in Personnel, or on the website) and other required documentation must be submitted to Personnel within two (2) weeks of receipt of grade(s) in order for reimbursement to occur.

WORK COMMITMENT

An employee who is granted tuition reimbursement must continue employment with the County for a period of two (2) months for each credit hour of tuition reimbursement received, or otherwise repay a pro-rated amount of the tuition reimbursement based upon the unexpired period of required continued employment. The required period of continued employment shall commence upon completion of the course for which tuition reimbursement is granted and may run concurrently with another course that the employee is taking.

DISCLAIMER REGARDING TAX ADVICE

The County of Erie disclaims all responsibility for the employee's local, state, or federal tax consequences related to tuition reimbursement granted an employee under this policy. The County will comply with all income tax reporting rules applicable from time to time. When the County reports amounts paid to or on behalf of an employee under this tuition reimbursement program to the applicable taxing authorities (whether they be federal, state or local), the County will not represent to the employee whether the amounts reported are taxable or excludable to or by the employee. The County will not give tax advice regarding payments made under this tuition reimbursement program and the employee must seek his or her own tax advice. The employee receiving tuition reimbursement must agree to hold the County harmless for any tax, interest and penalties assessed against any taxable income not declared by the employee.

ERIE COUNTY EMPLOYEE TUITION MANDATORY REIMBURSEMENT PRE-APPROVAL FORM

EMPLOYEE INFORMATION:

NAME:	
DEPARTMENT:	
JOB TITLE:	
PHONE NUMBER:	

COURSE INFORMATION:

SEMESTER/TERM:

SCHOOL NAME:	
COURSE NAME:	
COURSE NAME:	
COURSE NAME:	

EMPLOYEE SIGNATURE:

By my signature, I understand this does not guarantee reimbursement. Tuition will only be reimbursed if funds from the department are available and a grade of B or better is earned in the course(s). Tuition reimbursement form must be completed after course(s) are completed.

Employee Date

DEPARTMENT APPROVAL:

Department Head Date

PLEASE ATTACH A COPY OF BUDGET SHOWING FUNDS AVAILABILITY AND A COPY OF TUITION BILL. Budget will be verified in General Accounting before Personnel decision.

PERSONNEL DECISION:

APPROVED: **DENIED:**

Director of Personnel Date

ERIE COUNTY EMPLOYEE TUITION REIMBURSEMENT FORM

EMPLOYEE INFORMATION:

NAME:	
DEPARTMENT:	
JOB TITLE:	
PHONE NUMBER:	

COURSE INFORMATION:

SEMESTER/TERM:

SCHOOL NAME:		GRADE EARNED:
COURSE NAME:		
COURSE NAME:		
COURSE NAME:		

COST:

	BILLED AMOUNT	REIMBURSABLE AMOUNT
TUITION:		
APPLICABLE FEES:		
TOTAL:		

EMPLOYEE SIGNATURE:

By my signature, I am submitting my tuition bill and proof that I have earned a B or better in the course(s). I understand that reimbursement is based on County Policy #30 and/or my applicable bargaining contract.

Employee

Date

DEPARTMENT APPROVAL:

Department Head

Date

Please attach necessary documentation (including copy of pre-approval form) and accounts payable authorization.

PERSONNEL APPROVAL:

Director of Personnel

Date

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: VACATION ACCUMULATION AND BUY-BACK

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JUNE 28, 1990

POLICY NUMBER: 31

MAXIMUM VACATION DAYS ACCUMULATED

Employees are permitted to accumulate and carry over, from one year to the next, a maximum of thirty (30) earned vacation days. The number of vacation days over thirty (30) days that an employee has accumulated on December 31 is forfeited.

BUY-BACK VACATION DAYS

An employee will be permitted to buy-back (receive pay for) one-half of the accumulated vacation days as of January 1, up to a maximum of fifteen (15) days.

Buy-back request forms (copy attached) may be obtained from the Personnel Department, and must be completed and returned to Personnel no later than January 15. Buy-back checks will be issued during the month of February.

COUNTY OF ERIE
PERSONNEL POLICIES & PROCEDURES

SUBJECT: **VACATION ELIGIBILITY DATE ADJUSTMENT POLICY**
 (RE: employees taking unpaid leaves of absence)

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JANUARY 1, 1987; REVISED DECEMBER 28, 2001

POLICY NUMBER: 32

During **UNPAID LEAVE**, vacation will not be earned and the length of the unpaid leave will be deducted from the employee's service time to adjust the employee's eligibility date for determining the date he/she advances in the vacation schedule.

Example: An employee hired January 2, 1999 takes a 6 month unpaid leave February 1 thru July 31 of 2001. He/she will earn one-half of the annual vacation for 2001 (3 days instead of 6 days). He/she will have his/her vacation eligibility date advanced from January 2 to August 1. Consequently, he/she will, on August 1, 2002 instead of January 1, 2002, advance from 6 days to 12 days on the vacation schedule. Should the employee take any unpaid leaves in the future, his/her vacation eligibility date of August 1 will be adjusted accordingly. These adjustments will be based on whole months; consequently, an unpaid leave from June 15 to October 1 would cause an employee's eligibility date to be adjusted for three (3) months (July, August, and September).

Paid leaves do not cause an adjustment to the eligibility date.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: VACATION, PERSONAL & SICK DAY ACCUMULATION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001, REVISED APRIL 12, 2011

POLICY NUMBER: 33

ACCUMULATION OF VACATION, PERSONAL, AND SICK DAYS:

Vacation days, up to a maximum of thirty (30) days may be carried over into the next year.

Personal days in any amount cannot be carried over into the next year.

Sick days in any amount may be carried into the next year.

PAY FOR UNUSED DAYS:

Active bargaining and non-bargaining employees may “buy back” a maximum of fifteen (15) earned and unused vacation days each year. Each year the Personnel Office sends a notice to each department regarding the vacation “buy-back” procedure. In order to “buy back” unused vacation days, the employee must complete and submit a vacation buy back form (refer to Policy Number 31).

Upon termination, non-bargaining employees should refer to Policy Number 28 regarding payment of unused sick leave and Policy Number 26 regarding unused vacation and unused personal time.

Upon termination, bargaining employees should refer to their labor agreement regarding unused sick leave, unused vacation, and unused personal time.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: COUNTY OWNED & LEASED VEHICLE USE POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: SEPTEMBER 1, 2001

POLICY NUMBER: 34

I. POLICY

All vehicles owned or leased by the County of Erie are covered under this policy. Procedures for vehicle use are to be carried out safely, efficiently and within the County Department budget.

II. PROCEDURES

A. Any department utilizing County owned or leased vehicles will be responsible to ensure that the following procedures are followed:

1. County vehicles are provided for business use only unless the vehicle is part of an employee's compensation, in which case the employee will be taxed on the personal use of the vehicle.
2. County vehicles may **NOT** be used for personal driving during business or non-business hours.
3. County vehicles are only to be used by County employees with a valid Pennsylvania driver's license and approved by their department director to use the vehicle.
4. County vehicles are to be operated at all times in strict compliance with motor vehicle laws. The Motor Vehicle Record (MVR) for each employee permitted to drive a County vehicle should be reviewed annually. Department Directors should consider negative driving records when assigning driving responsibilities.
5. Fines for moving violations and parking tickets are the responsibility of the assigned operator, and should be reported to their department director upon their return.

6. County vehicles are **NOT** to be taken home overnight unless departure for an out of town trip will be the following morning or the return is after normal working hours. Any exception must be approved by the responsible elected official.
7. All vehicles are to be parked in secured County spaces or at the Erie County Prison. Any exception must be approved by the responsible elected official.
8. Cellular phones in County vehicles are to be used for business use only.

B. Vehicle Maintenance:

1. It is the responsibility of the vehicle operator or department to be sure the assigned automobile/van is properly maintained and serviced. Oil, tire pressure, washer fluid, etc. should be checked each time the vehicle is fueled. Gas may be purchased from the City of Erie or through an assigned County Credit Card.
2. Each vehicle operator shall do a walk around visual inspection before it is used and upon its return. Any visual damages or needs should be reported in writing to his/her supervisor upon their return.
3. Each department is responsible to ensure that vehicles are maintained at the appropriate level and that maintenance is scheduled routinely.
4. All accidents (major or minor) are to be reported to by the vehicle operator to their department as soon as possible. Such departments must then submit any accident report to the Purchasing Office for the purpose of filing insurance claims.

C. Department Policies

1. Each department in which there are authorized vehicles is required to have a vehicle protocol which is an addendum to this policy.
2. These protocols shall include the following:
 - a. Smoking in vehicles
 - b. Required mileage logging
 - c. Provision and storage of keys

- d. Number of clients who can be transported per transport
 - e. Ratio of staff to clients needed for transport
 - f. Ratio of male to female/staff to clients
 - g. When and how restraints are to be utilized
 - h. How clients are handled when stops are necessary
 - i. Appropriate meal breaks (when and how)
 - j. Appropriate communication between staff and clients
 - k. Other as determined by appropriate elected official
3. Department protocols shall be reviewed and updated annually as appropriate.
 4. A dated copy of the Department's protocol shall be given to the Director of Personnel annually.

**LISTING OF ADDENDUMS
FOR VARIOUS COUNTY DEPARTMENTS**
(Copies of addendums available upon request.)

Addendum A

Sheriff's Department

Addendum B

Erie County Prison

Addendum C

Emergency Management Agency

Addendum D

Erie County Health Department

Addendum E

Erie County Adult Probation

Addendum F

District Attorney's Office

Addendum G

Operations/Administration

Addendum H

Juvenile Probation

Addendum I

Edmund L. Thomas Center

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: **WORKED – NOT WORKED DAYS
PAYROLL CERTIFICATION**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: MAY 15, 1992

POLICY NUMBER: 35

Elected officials and department heads are accountable for accurately reporting work time and all leaves and absences of the employees in their department(s) and will be held responsible for any improprieties in this area.

Each elected official or department head shall develop an internal system for compiling information for the bi-weekly payroll certification forms (the Personnel Department provides attendance forms to all departments to be used to record all leaves and absences of their staff). Such policy is to be in writing and a copy provided to the Director of Personnel and Director of Finance. Such written policy shall contain at a minimum the authorized signatory for the bi-weekly payroll certification forms for the department as well as any bureau.

Any adjustments to the payroll certifications should be corrected by either submitting the data on the subsequent payroll certification or by sending a memo to the Personnel Office instructing them to correct the discrepancy.

Leave/absence codes to be used on the payroll certifications are as follows:

V	Vacation
S	Sick Leave
P	Personal Leave
F	Funeral Leave
H	Holiday
WC	Worker's Compensation
UP	Unpaid Leave
C	Compensatory Time (must be accompanied by a compensatory time report)
ML	Military Leave
AL	Administrative Leave
J	Jury Duty Leave

NOTE: Per diem/temporary employees are not entitled to any paid leave status.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **WORKER’S COMPENSATION POLICY**
 (WORK-RELATED INJURY/ILLNESS)

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: SEPTEMBER 13, 1983, REVISED DECEMBER 28, 2001

POLICY NUMBER: 36

When a County employee is injured or becomes ill, and such injury or illness is the result of legitimate work activity, the employee must notify his/her supervisor and file within twenty-four (24) hours of the accident or incident a claim for Worker’s Compensation.

The Personnel Department must be notified by the employee or his/her supervisor within 24-hours of the accident or incident. For any accidents or incidents occurring on the weekend, the Personnel Department must be notified no later than the first workday following such accident/incident.

If the employee is in need of medical care resulting from the injury, the employee must seek initial treatment from one of the health care providers designated by the County.

WORKER’S COMPENSATION PAY

Any permanent-status employee who sustains a work-related injury as a result of which he/she is disabled if so determined by a decision issued under the operation of the Worker=s Compensation program, shall be paid the difference between the monies to which he/she may be entitled under Worker’s Compensation, Social Security, or other applicable disability benefits and his/her full salary for a period of one (1) year, or for the duration of his/her disability, whichever is less. The employee will be paid a supplement to worker=s compensation of full pay reduced by an amount that yields a net pay, including worker=s compensation and social security disability benefits, that is equal to the employee=s net pay immediately prior to the injury. Net pay prior to injury is defined as gross base pay minus federal, state, and local withholding, unemployment compensation tax, Social Security and retirement contributions.

After the one-year (260 workdays) the employee’s worker compensation pay will be limited to the two-thirds that the insurance carrier will pay for as long as Pennsylvania’s law stipulates.

POLICY NUMBER: 36

QUALIFYING FOR PAY

Worker's Compensation pay from the worker's compensation carrier is not payable for the first 7 days of disability unless the disability lasts 14 days or more. However, compensation from the worker's compensation carrier is payable after the 7th day of disability if such disability is more than 7 days but less than 14 days. During the initial seven-day period, an employee may use his/her unused sick, personal or vacation days.

LEAVE BENEFITS

Employees shall not accrue any sick leave or holiday entitlements throughout the duration of any work-related disability, and upon return to work, their entitlements shall be proportionately reduced. Vacation days may be earned to a maximum of one half (2) the normal entitlement during any one disability for a maximum of ten (10) days.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: EXIT INTERVIEW PROGRAM

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL.
SABRINA K. FISCHER, DIRECTOR OF HUMAN RESOURCES

EFFECTIVE DATE: APRIL 1, 2002, REVISED OCTOBER 16, 2015.

POLICY NUMBER: 37

PURPOSE

The County's Exit Interview Program is designed to provide information vital to preserving and promoting positive work environments. The program provides feedback to the County from separating employees, promotes an orderly transition in the work unit, and gives exiting employees an opportunity to voice concerns and make suggestions. Human Resources will now be in charge of these interviews rather than the departments. Department directors of his/her designee will remain responsible for retrieving County property prior to the date of separation from employment.

COVERED EMPLOYEES

All employees resigning or retiring from county employment. Employees terminated due to disciplinary actions will not participate in an exit interview.

PROCEDURE

Once the department is notified of a resignation or retirement, please forward the Human Resources department the following information about the employee:

- Name
- Department
- Best Contact Phone Number
- Effective Date of Termination
- Copy of Resignation Letter

The Human Resources department will contact the employee to schedule the exit interview and forward them an Exit Interview Questionnaire to complete and bring to the interview for discussion.

All information gathered at the Exit Interview is confidential. A general summary of responses will be created and disseminated quarterly by Human Resources to the corresponding department heads.

The exiting employee may have another employee or union representative present at the interview.

DOCUMENTS

Human Resources Exit Interview Questionnaire
Items to Be Returned By Separating Employees- Supervisor Checklist



HUMAN RESOURCES EXIT INTERVIEW REPORT

EMPLOYEE NAME _____ DEPARTMENT _____

DATE EMPLOYED _____ DATE OF SEPERATION _____

SUPERVISOR _____ INTERVIEW DATE _____

As an employer, The County of Erie is committed to a positive work environment for its employees. The Exit Interview Program provides a valuable source of information to measure our success in reaching this goal. The data obtained from these interviews will be used to enhance our recruitment and retention efforts, and to assess the overall quality of work life at the County. Your responses are confidential. The Employee Exit Interview Questionnaire and the Departmental Exit Interview Report will be used by the Human Resources Department for review for purposes of identifying trends causing dissatisfaction requiring corrective action.

While the County does not require you to provide any of the following information, your assistance will assist the County in its continued efforts to provide the best possible work environment for its employees. Therefore, we ask that you take a few minutes to complete the questionnaire below.

Thank you for your assistance and good luck in your future endeavors.

Sabrina K. Fischer
Director of Human Resources

Part 1: General Background Information

(Please circle one number for each of the following categories)

Most Recent Position:

- | | |
|------------------------------|--------------------------|
| 1. Administration/Managerial | 4. Technical |
| 2. Professional | 5. Service & Maintenance |
| 3. Secretarial/Clerical | 6. Skilled Trades |
-

Length Of Service:

- | | |
|---------------------------------|---------------------------------|
| 1. Less Than One Year | 4. Five but Less Than Ten Years |
| 2. One but Less Than Two Years | 5. Ten or More Years |
| 3. Two but Less Than Five Years | |
-

Affirmative Action Status:

A. *Racial or Ethnic Group*

- | | |
|-----------------------------------|----------------------------------|
| 1. American Indian/Alaskan Native | 4. Hispanic |
| 2. Asian/Pacific Islander | 5. White, Not Of Hispanic Origin |
| 3. Black, Not Of Hispanic Origin | |

B. Age Group:

- 1. Under 30
- 2. 30-39
- 3. 40-49
- 4. 50-59
- 5. 60 and Over

C. Disabled or Veteran:

- 1. Disabled
- 2. Veteran
- 3. Veteran Disabled
- 3. Vietnam Era Veteran
- 4. N/A

D. Sex:

- 1. Female
- 2. Male

Education:

- 1. Less Than High School
- 2. High School Diploma or Equivalent
- 3. Associate Degree
- 4. Bachelor Degree
- 5. Master Degree
- 6. Ph.D.
- 7. J.D.
- 8. Other _____

Part II: Organizational Climate

Please indicate how you feel about the following by circling the proper number applicable to your most recent County position.

ORGANIZATIONAL CLIMATE

	Very Satisfied	Mostly Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Mostly Dissatisfied	Very Dissatisfied	No Opinion
Overall County Work Experience	1	2	3	4	5	6	7
Overall Communication With employees from Administration	1	2	3	4	5	6	7
Perception of Department Communication with Employees	1	2	3	4	5	6	7
The Amount Of Participation You Had In Making Decisions That Affected Your Position	1	2	3	4	5	6	7
The Job Classification System	1	2	3	4	5	6	7
The Opportunity to Enroll In Staff Development Courses and Workshops	1	2	3	4	5	6	7

Part III: Factors Affecting Departure

In deciding to leave your most recent position with the County, how did each of the following influence your decision? Please respond by circling one number below for each item.

FACTORS AFFECTING DEPARTURE

	Strong Influence	Slight Influence	No Effect	Not Applicable
Work Load	1	2	3	4
Job Security	1	2	3	4
Quality of Supervision Received	1	2	3	4
Flexibility of work hours	1	2	3	4
Salary	1	2	3	4
Benefits	1	2	3	4
Geographic Location of Workplace	1	2	3	4
Commuting Distance	1	2	3	4
Non work-related personal life	1	2	3	4

1. What did you like most about your job?

2. What did you like least about your job?

2A. What is your recommendation for improvement?

3. Was your workload one of the following?

- Too Heavy ___
- About Right ___
- Too Light ___
- Varied ___

4. Do you feel that discipline was

- A. Fair ___
- B. Too Lenient ___
- C. Too Severe ___

5. Make general comments about the following listed below:

- Did supervisors communicate well within your department?

- Were you aware of County policies and procedures?

- Did you ever receive job recognition?

- Did your department resolve complaints and problems promptly?

- Were your County benefits communicated well?

- Did you understand your job responsibilities?

6. How would you rate the following in your department

- a. Cooperation within the department: ___ Excellent ___ Good ___ Fair ___ Poor
- b. Cooperation with other departments: ___ Excellent ___ Good ___ Fair ___ Poor
- c. On the job training: ___ Excellent ___ Good ___ Fair ___ Poor
- d. Morale among employees: ___ Excellent ___ Good ___ Fair ___ Poor

7. How did you view your chances for advancement?

EMPLOYEE SEPARATION- DEPARTMENT CHECKLIST

The Department Director should relay to employee that the Human Resources Department will inform Benefit Administrators, Inc. to send written notification to applicable employees regarding their insurance conversion rights (COBRA).

It is the responsibility of the Department Director or his/her designee to retrieve County property from every employee prior to the date of separation from employment. The following is a checklist for returned County property:

<u>ITEMS:</u>	<u>RETURNED TO:</u>	
County ID Badge	Operations	_____
Parking Gate Card(s) (if applicable)	Operations	_____
Cellular Phone & Accessories (i.e. extra battery, car cord, etc.)	Operations	_____
Pager	Operations	_____
Office Key(s) (Outside, Office, Desk, Files, Elevator, Vehicle, Restroom, Other)	Department	_____
Department ID Badge	Department	_____
Credit Cards	Department	_____
Gasoline Cards	Department	_____
Radio Unit	Department	_____
Portable Computer Equipment	Department	_____
Guns	Department	_____
Other Weapons	Department	_____
Uniform items w/County logo	Department	_____
Credit Cards	Department	_____
Membership Cards (i.e. Sam's Club, AAA, etc.)	Department or Purchasing	_____
Vehicle	Department or Purchasing	_____
Other: _____	_____	_____

Other Business:

Please have employees share the following information before departure:

Forwarding Address: _____ Voicemail Password: _____

A copy of this form should be returned to the Human Resources Department, Erie County Courthouse, Room 501 140 West Sixth Street, Erie, PA 16501. The Department is to retain the original for their files.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: POLICY AND PROCEDURE FOR OPENING A COUNTY BANK ACCOUNT

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: SUE ELLEN PASQUALE, MANAGER OF ACCOUNTING/FINANCE

EFFECTIVE DATE: JUNE 20, 2002

POLICY NUMBER: 38

Purpose of Policy: *To improve the internal controls of the County and ensure proper*

Accounting for County receipts and disbursements.

Policy Statement: Any County Department that wishes to open a bank account with the County's tax identification number for the express purpose of recording County related receipts and disbursements, must receive authorization from the Director of Finance, or his or her designee, **before** the account may be opened.

Procedure: A letter should be sent to the Director of Finance with the following elements:

1. The reason the account needs to be opened, including legislation that mandates a separate account if applicable.
2. The banking institution where the account will be opened.
3. The date the account should be opened.
4. The expected activity in the account. Please indicate an estimate of total receipts and disbursements that will go through the account on an annual basis.

Once the account is authorized by the Director of Finance the account may be opened. Please forward the bank account number to the Finance Department. Any accounts with the signatures of the County Executive and the Finance Director will be opened by the Finance Department . If cash receipts will be receipted by the Revenue Department, please contact Revenue and provide the name of the account and the expected number of receipts needed each year.

Any questions regarding this policy should be addressed to the Finance Department.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: **VACATION USED IN CONJUNCTION WITH PAID HOLIDAY**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: NOVEMBER 23, 2010

POLICY NUMBER: 39

When an employee is on a scheduled vacation during the course of a County paid holiday, they have the option of using one of their earned vacation days in conjunction with the holiday (his/her vacation plus his/her holiday pay). This eligibility is contingent upon the employee being on an approved vacation leave. The use of Personal Leave and/or Comp Time will not be considered equivalent to Vacation Leave and requests for such will not be honored.

Examples:

- A) To be eligible **to purchase one vacation day** during the course of a County paid holiday, the employee must use a minimum of either a ½ day vacation (p.m.) the day before **or** a ½ day vacation (a.m.) the day after each holiday to be eligible.

- B) To be eligible **to purchase two vacation days** during the course of a two day holiday such as Thanksgiving or Christmas, the employee must use a minimum of both a ½ day vacation (p.m.) the day before the two day holiday **and** a ½ the day vacation (a.m.) after the two day holiday.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

**SUBJECT: EMPLOYEE RESPONSIBILITY POLICY
(AS IT RELATES TO COUNTY PROPERTY)**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: JAMES SPARBER – DIRECTOR OF FINANCE

EFFECTIVE DATE: MARCH 11, 2011

POLICY NUMBER: 40

LOST OR STOLEN PROPERTY (INCLUDING CASH OR CHECKS)

Must be reported to the supervisor or department head immediately. The supervisor or department head must notify the Finance Department within 24 hours. An incident report must be completed describing the details of how the property was lost or stolen. The incident report must be signed by the involved employee, the supervisor and the department head. The department head must attach the asset disposal form to the incident report. In the case of a theft, a copy of the police report must be included with the incident report. The Director of Finance has the responsibility to determine if negligence was involved in the loss of the item. If so, the employee will be held responsible for the replacement cost of the missing property. The value of the property will be deducted from the wages of the employee. If the required documentation is not forwarded to the Director of Finance's office in the time frame specified, the employee will automatically be held financially responsible for the monetary loss. This policy does not preclude other disciplinary action as specified in the County Personnel Manual.

EMPLOYEE TERMINATION

Per County policy, when an individual's employment with the County is terminated for any reason, it is the responsibility of the employee's Department Head or a designee to collect and document the return of all County property the employee was issued. In the case of a resignation, the departing employee is expected to return County property immediately. If County property is not returned promptly, the Director of Finance and the Controller's Office must be notified immediately. The County will then begin legal proceedings to recover the missing items as quickly as possible.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: CHARITABLE EVENT / ACTIVITY POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: JAMES SPARBER – DIRECTOR OF FINANCE

EFFECTIVE DATE: MARCH 16, 2011

POLICY NUMBER: 41

GENERAL RULES

1. No paid County time is to be used when performing any fund raising functions.
2. Events benefiting individuals or their families will not be held on County property.
3. All County departments may use the Court house facilities for an event.
4. Specified types of events will require different levels of authorization. (Please see below)
5. If an authorization form is required it must include all required signatures for the type of event it is being used for.

TYPE OF EVENTS

1. Soliciting donations on County property done outside of a building.
Required authorizations: Form required. Notify the Sheriff's department and obtain the approval of the Manager of Facilities.
2. Soliciting donations inside a County facility.
Required authorizations: Form required. Obtain the approval of the supervisor/ department head or elected official, notify the Sheriff's department, obtain approval of the Manager of Facilities, obtain a certificate of insurance and obtain the approval of the Risk manager.
3. The placement of collection bins and boxes on County property.
Required authorizations: Form required, notify Sheriff's department and obtain the approval of the Manager of Facilities.

4. The recruitment of County employees within the work place to participate in fund raising activities which may involve soliciting pledges or a request for a donation to a charity.

No form required. The employee should notify their supervisor/ department head or elected official.

5. County sponsored/facilitated giving programs.

No form required, no notifications required.

PROVISIONS

- Copies of completed authorization forms must be submitted to all signatories at least seven days prior to the event.
- Event approval is not awarded unless it is granted by all authorizing departments.
- This policy regards the sale of items that involves a portion of the sales proceeds being forwarded to charitable organizations as donations.
- The sale of items widely used for fundraising activities such as: prepackaged food items (cookies, candy), raffle tickets, flowers, gift wrap, discount cards etc. will only require the authorization of the supervisor.

COUNTY OF ERIE

HUMAN RESOURCES POLICIES & PROCEDURES

**SUBJECT: MOTOR VEHICLE RECORD CHECK
PRE-EMPLOYMENT & POST-EMPLOYMENT CRITERIA**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: SABRINA K. FISCHER, DIRECTOR OF HUMAN RESOURCES

EFFECTIVE DATE: AUGUST 1, 2011. REVISED DECEMBER 1, 2015

POLICY NUMBER: 42

POLICY

This policy applies to new hire candidates and current employees who regularly operate vehicles in order to perform their job duties under Administration for the County of Erie. The requirements below were implemented to assist in managing potential liability exposures related to accidents and violations within county operations. The policy covers the operation of both county-owned vehicles and personal vehicles used for county work.

PRE-EMPLOYMENT

1. **DRIVING EXPERIENCE** – Must have a minimum of two (2) year’s full-time verifiable driving.
2. **DRIVING RECORD:**
 - No more than 2 minor violations during the previous 36 months or (3) years. This includes but is not limited to the following:
 - Speeding
 - Red light / stop sign violations
 - Insurance / registration / inspection violations
 - Applicants may not be considered for employment if their driving record includes any **MAJOR VIOLATIONS** within the previous 60months or (5) years. This includes, but is not limited to, the following:
 - Driving under the influence (D.U.I)
 - Driving while impaired
 - Reckless driving
 - School bus violations
 - Making a false accident report
 - Vehicular homicide or manslaughter
 - Attempting to elude a police officer
 - Operating a vehicle with a suspended or revoked driver’s license
 - Using a vehicle to commit a felony
 - Operating a vehicle without permission – unauthorized use or grand theft
 - Leaving the scene of an accident or hit and run

DURING EMPLOYMENT

Current employees are required each January to provide a photocopy of their valid driver’s license and, if applicable, their proof of insurance card. These documents must be

provided to the department's payroll contact no later than January 30th of each year. Failure to comply will result in a suspension.

In the event a current employee is convicted with a major violation as identified above; the employee must report the same to their supervisor and Human Resources as soon as possible and no later than five business days. Charges of major violations may result in suspension and/or termination as determined by the Department Head and the Director of Human Resources.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: MILITARY LEAVE

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN – DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JANUARY 1, 2012

POLICY NUMBER: 43

The County agrees to abide by State and Federal laws applicable to military leave.

ENTITLEMENT / PAY

Permanent-status employees who are members of the National Guard or Reserve components of the Armed Forces shall be entitled to leave with pay, not to exceed fifteen (15) days per calendar year during which they are engaged in field training authorized by the Federal forces or the State of Pennsylvania. Such pay shall be equal to the difference between the employee's County pay and that earned from the military (if applicable).

The Pennsylvania Military Leave Act mandates that when a military service member is required to attend to his/her military duties for a period of 30 days in a row, employers must extend his/her number of paid leave days from 15 to 30. This extension does not apply to military personnel called away for training purposes.

The employee is required to present official military orders to their supervisor and the Personnel office two (2) weeks in advance for notification purposes.

UNPAID LEAVE OF ABSENCE

If an employee enlists in the military forces of the United States, he/she will be placed on military leave without pay. The Uniformed Services Employment and Reemployment Rights Act of 1994 established the cumulative length of time that an individual may be absent from work for military duty and retain reemployment rights is to be five (5) years (previous laws provided four (4) years of active duty, plus one (1) additional year if it was for the convenience of the Government). The law does list several exceptions to the five-year limit including: initial enlistments lasting more than five years, periodic National Guard and Reserve training duty and involuntary active duty extensions and recalls, especially during a time of a national emergency.

COUNTY BENEFITS

All benefits provided by the County of Erie to those employees requiring military leave and their dependents shall remain in effect just as if those employee had engaged in uninterrupted service for the County of Erie to include the employee's pension contributions.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **PER DIEM POLICY**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

 SABRINA FISCHER, DIRECTOR OF HUMAN RESOURCES

EFFECTIVE DATE: MARCH 19, 2012. REVISED JANUARY 1, 2016.

POLICY NUMBER: 44

POLICY

At the discretion of the Elected Official or Department Head , the County may utilize per diem employees (including retirees) when the need arises for emergency or temporary employment utilizing the per diem pay scale listed below. Per diems will be assigned in accordance with county policies and labor agreements when applicable. Per diems will be brought in at the lowest classification of the grade in the office.

The need for per diem personnel must be validated by the applicable department head or elected official. In order to proceed with a per diem request, a per diem line item must exist within the department's budget or an ordinance must be prepared and presented to County Council for approval.

A request must be submitted to the Director of Human Resources at least two weeks prior to the start of the per diem, or in the case of an emergency, as soon as practicable.

PER DIEM PAY SCALE

Any per diem hired by the County will be subject to the following pay formula:

80% of the starting pay rate or \$8.00, whichever is higher.

HOURS OF WORK

A per diem may not work more than 1,000 hours in any calendar year, nor may they work in excess of 30 consecutive days unless performing work for a county employee who is on an extended leave or seasonal leave. Beginning January 1, 2016 a per diem may not exceed 60 hours in a pay period.

Language from BAI here.....

SECURITY CLEARANCES

All per diem personnel must have the applicable security checks performed and deemed to be acceptable prior to the start of employment.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **WHISTLEBLOWER POLICY**

DISTRIBUTION: COUNTY EMPLOYEES

FROM: DIRECTOR OF HUMAN RESOURCES

EFFECTIVE DATE: MAY 1, 2013. REVISED MARCH 11, 2016

POLICY NUMBER: 45

Protection of Employees from Discharge, Discrimination, and Retaliation

Erie County adheres to PA Whistleblower Law 43 P.S. 1421(2007); it prohibits Erie County from discharging, threatening or otherwise discriminating or retaliating against an employee or persons acting on behalf of the employee who has made a good faith report of wrongdoing or waste to an appropriate authority or when the employee is asked by an appropriate authority to participate in an investigation, hearing or court action.

The Whistleblower law only applies to employees who make a “good faith” reporting of wrongdoing or waste and which is made without malice or consideration of personal benefit and which the person making the report has reasonable cause to believe is true.

“Wrongdoing” is defined as any violation of the state, federal or local law, regulation, ordinance, code of conduct or code of ethics designed to protect the interest of the public or Erie County.

Any complainant who chooses to give their identity will be treated with the upmost regard for confidentiality.

A. FINANCIAL FRAUD:

County employees and the general public are encouraged to report any suspected fraud, misuse or theft of County property or cash including false reporting of hours worked, submission of illegitimate vendor invoices, misrepresentation of expenses, mismanagement, fraudulent medical, disability or workers compensation claims, excessive spending of County monies, violations of the County’s purchasing policy, and other fraud or abuse of tax dollars.

Reports may be made in person, by mail, or by phone at:

Erie County Controller’s Office
Erie County Courthouse, Room 107, 140 West 6th Street, Erie, PA 16501
(814) 451-6369

Anonymous Reports are accepted through the following:

1. The Erie County Controller's Fraud, Waste and Abuse Hotline at 814-451-6369, which may be utilized 24 hours a day – 7 days per week.
2. The Controller's online Fraud, Waste and Abuse Hotline at website www.eriecountypa.gov/FraudHotline.
3. The PCORP Fraud Reporting Hotline at 800-716-3088, which is available 24 hours a day – 7 days per week.

B. REPORTS of DISCRIMINATION BY RACE, SEX, OR RELIGION OR OTHER EMPLOYMENT RELATED ISSUES:

Erie County Director of Human Resources
Erie County Courthouse, Suite 501, 140 West 6th Street, Erie, Pa 16501
814-451-6233

C. CRIMINAL ACTIVITY:

1. Erie County Controller's Fraud Hotline at 814-451-6369 or website www.eriecountypa.gov/FraudHotline.
2. Erie County Sheriff's Department at 814-451-6253 or 814-451-6293.
3. Erie County District Attorney at 814-451-6349.

COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES

SUBJECT: SURVEILLANCE SYSTEM CAMERA POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: MAY 1, 2013

POLICY NUMBER: 46

Policy

Erie County recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the institution's duty to promote a safe environment for all community members.

The purpose of video surveillance is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals who commit damage to County property.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.

At no time will persons, other than those designated by the Manager of Procurement/Facilities, have access to the recordings made in the course of the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected or as required by law.

The focus of cameras used in video surveillance on County premises will not cover areas where there is an expectation of privacy.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: **PAYMENT OF ANTICIPATORY LEAVE TAKEN
AND OVERPAYMENT OF WAGES**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT

HEADS FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: JULY 15, 2013

POLICY NUMBER: 47

POLICY

The purpose of this policy is to recover monies inappropriately paid to employees through error and to retrieve unearned anticipatory leave benefits paid to employees. Prior to granting any anticipatory leave benefits, the Employer **must** inform the employee receiving the anticipatory benefits of his/her responsibility to repay the County in the event that all leave time is not earned.

PROCEDURE

TERMINATED EMPLOYEES

Those employees who have been permitted to anticipate paid leave benefits (vacation, sick, personal time, etc.) and subsequently terminate (voluntary or involuntary) employment with the County must reimburse the employer for those days of anticipatory benefits used but not earned.

In the event that a terminated employee fails to adhere to any of the requirements of this policy, the Employer will notify the incumbent by registered mail the request for payment in full. If after the second notification, the employee has not satisfied the money owed to the County, the debt will be referred to County legal personnel for appropriate civil action.

ACTIVE EMPLOYEES

Those active employees who have received an inadvertent overpayment in wages or leave benefits (vacation, sick, personal time, etc.) are required to repay the County as indicated by the following payment schedule:

<i>Owed to the County</i>	<i>Repayment Schedule</i>
\$0.01 - \$100.00	Paid in full immediately and will be deducted on the next payroll
\$100.01 - \$500.00	Deducted from employee's pay check in equal payments over the next four pay periods
\$500.01 and up	Each pay period, \$150 will be deducted from employee's pay until entire amount is paid in full

Failure to agree to a repayment plan in accordance with the above, will result in the County garnishing employee wages in order to satisfy the overpayment received.

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: DIRECT DEPOSIT POLICY

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: PETER J. CALLAN, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: August 8, 2014

POLICY NUMBER: 48

NEW HIRE EMPLOYEES

All employees hired after August 17, 2014 will be paid via a direct deposit in to a checking or savings account with the financial institution of their choice.

REQUIRED DOCUMENTS

The following must be submitted to the Human Resources office before a new employee's first paycheck will be issued:

- (1) The Authorization Agreement for Direct Deposit form
- (2) A voided check or photocopy of a check or savings of account statement

COUNTY OF ERIE

HUMAN RESOURCES POLICIES & PROCEDURES

SUBJECT: MANDATORY NEW HIRE ORIENTATION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: SABRINA K. FISCHER, DIRECTOR OF HUMAN RESOURCES

EFFECTIVE DATE: JANUARY 1, 2016

POLICY NUMBER: 49

POLICY

This policy applies to all **full-time** and **part-time** employees hired by the County of Erie. New hire orientations will now be held monthly and take place at **8:30 AM** on the **third Wednesday of the month** in the **Admiral Room of the Blasco Library**, unless stated otherwise. Per Diem employees and Interns need not attend. Orientations are MANDATORY and will be paid according to the employee's regular work day.

The new employee will receive a personalized email within two weeks of their first day from the Office of Human Resources notifying them of their orientation date. The corresponding Department Heads and Payroll Contacts will be copied on these emails to ensure employee attendance. The employee will also receive a phone call from the Administrative Officer in Human Resources reminding them of the orientation a few days prior. Please make sure to have employees respond to these phone calls and emails. It is important for Human Resources to have an accurate number of attendees prior to orientation for the sake of space management.

The agenda for orientation includes, but is not limited to:

- ✓ Overview of the Erie County Organizational Structure
- ✓ Policy Manual
- ✓ General Safety Evacuation Plan
- ✓ Employee Status/Bargaining Unit
- ✓ County Benefits
- ✓ Paid and Unpaid Leave
- ✓ Wellness Program
- ✓ Pension
- ✓ Employee Portal
- ✓ Direct Deposit
- ✓ Employee Assistance Program
- ✓ Employee Shuttle / Bicycle Racks
- ✓ Review / Questions regarding New-hire packet
- ✓ Human Resources & Finance Contact Information

(The Office of Human Resources reserves the right to edit the orientation as is deemed necessary.)

It is the responsibility of the department to ensure that new employees understand the safety protocols and procedures for their respective locations, as they may differ from the Courthouse.