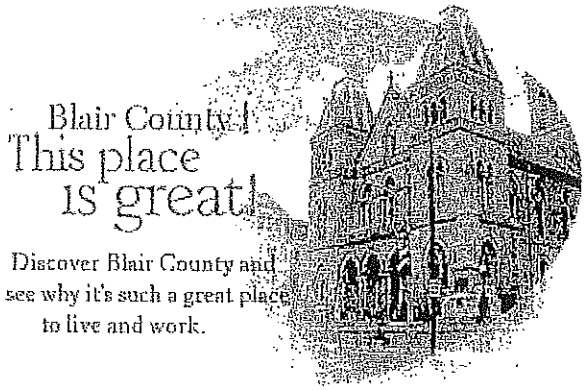
COUNTY OF BLAIR
EMPLOYEE HANDBOOK



2010

2010 BLAIR COUNTY EMPLOYEE HANDBOOK

TABLE OF CONTENTS

SECTION I - INTRODUCTION

101. Welcome — Page 1
102. About This Handbook — Page 2
103. Handbook Acknowledgment Form — Page 3

SECTION II - EMPLOYMENT

201. Disability Accommodation — Page 4
202. Equal Employment Opportunity — Page 5
203. Employment Applications — Page 5
204. Employment Categories and Status — Page 5
205. Introductory Period — Page 6
206. Job Descriptions — Page 7
207. Payroll — Page 7
208. Performance Review — Page 8
209. Personnel Data Changes — Page 8
210. Personnel Files — Page 8

SECTION III – EMPLOYEE BENEFIT PROGRAMS

301. Automatic Deposit — Page 9
302. Bereavement — Page 9
303. COBRA — Page 9
304. Credit Union — Page 10
305. Deferred Compensation Program — Page 10
306. Health Care — Page 11
307. Holidays — Page 11
308. Life Insurance — Page 12
309. Retirement — Page 12
310. Short Term Disability — Page 14
311. Sick time — Page 14

312. Vacation Page 15
313. Voting Page 16
314. Workers' Compensation Page 16

SECTION IV – WORKING CONDITIONS AND HOURS

401. Attendance Page 18
402. Business Travel Expenses Page 18
403. Cell Phone Usage Page 19
404. FMLA Page 21
405. Harassment Page 22
406. Hours of Work Page 23
407. Internet and Computer Usage Page 23
408. Outside Employment Page 24
409. Overtime/Compensatory Time Page 25
410. Smoking Page 26

SECTION V – EMPLOYEE CONDUCT

501. Dress Code/Personal Appearance Page 27
502. Drug and Alcohol Use Page 27
503. Employee Conduct and Work Rules Page 27
504. Problem Resolution Page 30
505. Progressive Corrective Action Page 30
506. Separation of Employment Page 31
507. Solicitation Page 33

SECTION VI – MISCELLANEOUS POLICIES

601. County Vehicles Page 34
602. Emergency Closing Page 34
603. Jury Duty Page 35
604. Military Leave Page 35
605. Personal Leave Page 36
606. Prohibited Weapons Page 37
607. Security Inspections Page 38
608. Witness Duty Page 38

SECTION I – INTRODUCTION

101. WELCOME

Welcome to Blair County. We are looking forward to working with you and hope you will enjoy your new position with Blair County.

Our business is to help people and organizations with special needs, goals, or problems. We insist upon excellence in everything we do, and put our constituency first.

We support a friendly and professional working environment at Blair County. Regardless of the position you hold, you have a significant responsibility in our operations. Through high employee contributions and recognition we believe we can attain a standard of living that will provide the pride, the rewards, the opportunities, and the security that each of us seek.

This handbook has been prepared to help you understand County policies, procedures, and benefits and should answer many of the questions that come up during your employment.

Specific questions as to how these policies may apply to your individual situation should be directed to your immediate supervisor, department head, or the County Human Resources Office who will interpret the policies and procedures of the County, which are approved by the Board of Commissioners.

Again, we hope you will enjoy working for Blair County.

102. ABOUT THIS HANDBOOK

This handbook was designed for the use of all County employees; however, the handbook (in the event of a conflict) does not supersede any federal, state or local statute, rule, regulation, ordinance, civil service provisions, applicable employment law, or the statutory and inherent powers of the court or other elected officials. In the event that a specific policy or procedure is nullified, all remaining policies or procedures shall not be affected.

The policies and responsibilities apply to everyone employed by the County except in those instances when the policy statement does not conform to the specific language of a particular collective bargaining agreement. In those instances, bargaining unit employees will adhere to the terms of their respective bargaining unit agreement. Questions regarding issues of applicability should be addressed to your supervisor or to the County Human Resources Office.

Blair County reserves the right to change, delete, or amend any statement made in this handbook in its sole discretion and without prior notice. This Handbook contains a general outline of the County's policies and procedures. This handbook and its contents do not give rise to any enforceable contractual rights relating to continuing employment or the receipt of benefits between the County and its employees. This handbook does not commit the County or the employee to continue the employment relationship for any period of time. Both the County and the employee reserve their right to discontinue their employment relationship at any time, for any reason, without notice or cause.

103. HANDBOOK ACKNOWLEDGMENT FORM (Employee Copy)

The employee handbook describes important information concerning my employment with Blair County and I understand that I should consult with the Human Resources Department regarding any questions that I may have that remain unanswered after my review of this handbook. I understand and acknowledge that it is my responsibility to have read and understood the contents of this handbook and any conditions it imposes on my employment and I will be held responsible for complying with those conditions. I have entered into the employment relationship with Blair County voluntarily and acknowledge that the employment relationship shall continue until such time that either I or the County choose to terminate the employment relationship and neither party has promised the other any minimum term or period of employment. Accordingly, either Blair County or I can terminate the relationship at will, with or without cause, at any time, so long as the termination is not in violation of any applicable federal or state law.

The County has reserved the right to change, delete, or amend any statement made in the handbook in its sole discretion and without prior notice. As a result, I acknowledge that revisions to the handbook may occur at any time and that all information, policies, and benefits described herein are subject to change at the County's sole discretion. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies and that it is my responsibility to read and understand any changes to County policy and this handbook.

I also acknowledge that this handbook is not a contract of employment and should not be interpreted or treated as a contract of employment. This handbook does not supersede the terms and provision set forth in any current County collective bargaining agreement. By signing below I hereby acknowledge that I have received this handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____ _____
EMPLOYEE'S SIGNATURE DATE

_____
EMPLOYEE'S NAME (TYPED OR PRINTED)

103. HANDBOOK ACKNOWLEDGMENT FORM

(County Copy – Sign and return to HR)

The employee handbook describes important information concerning my employment with Blair County and I understand that I should consult with the Human Resources Department regarding any questions that I may have that remain unanswered after my review of this handbook. I understand and acknowledge that it is my responsibility to have read and understood the contents of this handbook and any conditions it imposes on my employment and I will be held responsible for complying with those conditions. I have entered into the employment relationship with Blair County voluntarily and acknowledge that the employment relationship shall continue until such time that either I or the County choose to terminate the employment relationship and neither party has promised the other any minimum term or period of employment. Accordingly, either Blair County or I can terminate the relationship at will, with or without cause, at any time, so long as the termination is not in violation of any applicable federal or state law.

The County has reserved the right to change, delete, or amend any statement made in the handbook in its sole discretion and without prior notice. As a result, I acknowledge that revisions to the handbook may occur at any time and that all information, policies, and benefits described herein are subject to change at the County's sole discretion. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies and that it is my responsibility to read and understand any changes to County policy and this handbook.

I also acknowledge that this handbook is not a contract of employment and should not be interpreted or treated as a contract of employment. This handbook does not supersede the terms and provision set forth in any current County collective bargaining agreement. By signing below I hereby acknowledge that I have received this handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____ _____

EMPLOYEE'S SIGNATURE DATE

_____

EMPLOYEE'S NAME (TYPED OR PRINTED)

SECTION II – EMPLOYMENT

201. DISABILITY ACCOMMODATION

Blair County is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. Job applications will be made available in alternative, accessible formats when requested. Assistance will be provided in completing the application, as needed. The County will provide to every applicant a job description listing the physical requirement of the position and will inquire of every applicant whether or not they can perform the essential functions of the position with or without reasonable accommodation. At the County's discretion, where necessary, the interviewer may request that the job candidate demonstrate how they would perform the essential functions of the position.

Post-offer medical examinations may be required for prospective employees. An examination will be given to any person who enters the job, but only after that person has been given a conditional job offer. All medical records are confidential and kept separate from other personnel files.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

Blair County is committed to taking all necessary actions to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

If you believe the County lacks appropriate accommodations, contact your ADA Compliance Officer, Dianne Carland at 814-944-0845.

202. EQUAL EMPLOYMENT OPPORTUNITY

Blair County shall provide Equal Employment Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment/Affirmative Action laws, directives and regulations of Federal, State, and Local governing bodies or agencies thereof. A copy of this policy is posted and available upon request.

203. EMPLOYMENT APPLICATIONS

Blair County relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and throughout the term of employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, it could result in termination of employment.

204. EMPLOYMENT CATEGORIES AND STATUS

It is the intent of Blair County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will is retained by both the employee and Blair County.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from these specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Blair County Salary Board.

In addition to the above categories, each employee will belong to one other employment category:

INTRODUCTORY employees are those employees in the first 45 working days of employment.

REGULAR FULL-TIME employees are those who are not in a per diem or introductory status and who are regularly scheduled to work

Blair County's full-time schedule. Generally, they are eligible for Blair County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are hired to fill a position in which the employee is routinely scheduled to work less than a full schedule. The scheduling and assignment of work hours for part-time employees is based on departmental needs as determined by the department head.

PER DIEM/OCCASIONAL employees are those who routinely work on a temporary or a part-time schedule and who qualify only for legally mandated benefit programs. Blair County offers this category in limited classifications and to limited numbers of employees. Individuals participating in this classification are not eligible for any benefits other than those mandated by law. Service in this category cannot be credited in any way toward a benefit program, even if the employee is later assigned to a benefit-eligible category.

205. INTRODUCTORY PERIOD

Blair County is an at will employer. Either the employee or Blair County may terminate the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first forty-five (45) **working** days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classifications.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security. After becoming regular employees, they may also be eligible for other Blair County provided benefits, subject to the terms and conditions of each benefit program.

These terms do not constitute an employment agreement or contractual guarantee of employment and do not supersede the terms and

provisions set forth in any enforceable County collective bargaining agreements.

206. JOB DESCRIPTIONS

Blair County makes every effort to create and maintain accurate job descriptions for all positions. Each description includes sections such as a Summary of the position, Primary Responsibilities, Knowledge and Skill Requirements, Qualifications, etc.

Job Descriptions are used to help new employees understand their job duties and to set standards for employee performance. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

These job descriptions **do not** necessarily cover every task, duty, or assignment that you may be given. Additional responsibilities may be assigned as necessary at the discretion of the County and its management.

You may contact the Human Resources Department if you have any questions or concerns about your job description.

207. PAYROLL

All employees are paid every other week on Thursdays.

In the event that a regularly scheduled payday falls on a holiday, employees will receive pay no later than the first regular scheduled work day following the holiday.

In the event that there is an error in the amount of pay, promptly bring the discrepancy to your supervisor's attention so that corrections can be made as quickly as possible.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, please see your supervisor.

208. PERFORMANCE REVIEWS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted by your supervisor at or near the completion of your introductory period. Additional performance evaluations are conducted to provide both supervisors and employees the opportunity to examine job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every twelve (12) months, coinciding generally with the anniversary of the employee's original date of hire.

209. PERSONNEL DATA CHANGES

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

210. PERSONNEL FILES

The personnel file includes such information as the employee's job application, records of training, documentation of performance appraisals, disciplinary actions, commendations and awards, signed statement acknowledging receipt of this manual, etc.

Personnel files are the property of the County, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Blair County who have legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in the presence of their supervisor or a Human Resources representative. Employees are not permitted to make copies of the contents of their personnel files.

SECTION III – EMPLOYEE BENEFITS

Eligible full-time, active, employees are provided a wide range of benefits, most of which are outlined in this section. A number of the programs cover all active employees in the manner prescribed by law. These include social security, workers' compensation, and unemployment insurance.

301. AUTOMATIC DEPOSIT

Automatic Deposit is made available to all County employees. Though participation is voluntary, it is strongly encouraged. If you choose to participate, your paycheck will be automatically deposited and funds will be available in your personal bank account on each payday.

302. BEREAVEMENT

The following shall be considered to be leaves with pay: Three (3) days leave to attend the funeral and administer the affairs of a deceased spouse, parent, child; two (2) days leave to attend the funeral of a grandparent, grandchild, grandparent-in-law, brother/sister, brother/sister-in-law, parent-in-law, daughter or son-in-law, or any relatives residing in the employee's household; one (1) day leave to attend the funeral of an uncle, aunt, nephew, niece, or first cousin. Employees may, with supervisors' approval, use any available paid leave time for additional time off as necessary.

303. COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Blair County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Blair County's group rates plus an administration fee of two percent. Blair County will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Blair County's health insurance plan. The notice contains important information about employee's rights and obligations.

304. CREDIT UNION

For those who wish to belong to a credit union, membership in the American Pride Credit Union is available. Full time and part time employees are eligible for membership.

American Pride Credit Union is located at 1431 Valley View Blvd., Altoona. Interested employees should contact the Controller's Office or call the credit union directly at 814-946-3045.

The American Pride Credit Union is not affiliated with the County. The County provides payroll deduction services only, as a courtesy to its employees.

305. DEFERRED COMPENSATION PROGRAM

In addition to your County Employee's Retirement plan you may be interested in the Deferred Compensation Plan as a supplemental means for building financial security. This plan is administered by Nationwide Insurance.

Under Internal Revenue Code, Section 457, this plan provides for tax deferral exclusively for public employees. You may participate with a minimum contribution of $10 per pay. As a convenience to you, the plan operates on the basis of payroll deductions that are automatically deposited to your account and invested in accordance with the options you select.

For more complete information please contact the Controller's Office to enroll, ask questions, or arrange to meet with a deferred compensation representative.

306. HEALTH CARE

Blair County makes group healthcare available to all active, full-time employees. Group health coverage is available for the employee and his/her family and will go into effect on the first of the month following the date on which you complete your introductory period, provided you make this election.

The monthly premium for this coverage is paid by Blair County except for a premium contribution per month by employees electing to participate. The costs of this benefit changes annually and will be provided to you at your new hire orientation. Questions regarding this benefit should be directed to Human Resources.

Upon hire, you will be asked to make a selection for health insurance. Except for qualifying events, such as marriage and birth, changes to the selected coverage level will only be permitted during the open enrollment period. The Open Enrollment period occurs during the month of March, at which time employees may alter their insurance coverage levels without experiencing a qualifying event.

307. HOLIDAYS

Blair County grants paid time off to all eligible full-time employees on the holidays listed below:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans' Day
President's Day	Thanksgiving
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Primary Election Day
Labor Day	General Election Day

A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

308. LIFE INSURANCE

Blair County provides term life insurance in the amount of $20,000.00 for all active regular full-time employees. Blair County assumes the entire cost for this benefit. Coverage goes into effect on the first day of the month after you successfully complete a 45 working day introductory period and are a member of the Blair County Retirement Fund. Except for approved FMLA leave, coverage will be discontinued during a period of unpaid leave.

309. RETIREMENT – COUNTY PENSION PLAN

All benefits under Section 309, except as otherwise stated in this section, will only be paid to eligible employees who are retiring from County service and will not be paid to any employee whose employment is terminated for any other reason, either voluntarily or involuntarily.

Pension:

All full-time employees automatically become members of the County's Retirement Plan upon completion of a 45 working day probationary period. Part-time employees must work a minimum of 1,000 hours in a calendar year to be eligible for the County's Retirement Plan. Once a part-time employee becomes a member of the Retirement Plan, the membership is permanent until the employee's resignation/termination/retirement date even if the part-time employee goes under 1,000 hours of service any given year(s) during his/her County Service.

As a participant employees are required, by law, to contribute a specified percentage of your salary to the fund. Contributions will be automatically deducted from the employee's pay. As of January 1, 1996, the minimum contribution rate for all new employees is five percent (5%).

In addition to the employee's contributions made to the Retirement Fund, the County contributes to the fund. Upon employment termination/resignation, an employee does not receive any County portion in a retirement refund. An employee only receives a County

portion toward retirement if he/she actually retires from County service.

When you become eligible to retire under the plan and have a desired date for your retirement to begin, it is important that you notify the Controller's Office at least ninety (90) days prior to your anticipated date of retirement.

Health Insurance:

For those full-time employees with a hire date prior to January 1, 2010, the County pays the entire cost of the individual rate for the retiree only, until the employee reaches the age of sixty five (65). The plan coverage will be equal to the plan the employee had immediately prior to retirement and changes to the plan may occur each year. Any changes will be communicated to retirees during annual open enrollment in March. This benefit will apply to:

- Full-time employees who retire from the County with twenty (20) years of service at the age of fifty five (55) and were hired prior to January 1, 2010.
- Full-time employees who retire from the County with twelve (12) years of service at the age of sixty (60) and were hired prior to January 1, 2010.

Sick Time:

Upon retirement, the County will buy-back up to 300 unused sick days from the employee at 50% of the employee's current daily wage. Therefore, if an employee is generally scheduled for a seven (7) hour workday, the employee shall receive an amount equal to 50% of their hourly rate multiplied by seven (7) hours for each unused accumulated sick day up to 300.

Vacation Time:

Upon retirement, employees will be paid for any unused and accrued vacation time, up to twice their annual vacation earnings plus the earning for the current year.

Life Insurance:

Upon retirement, you may convert your group life insurance to individual coverage in the amount of $5,000.00. If you wish to convert, you must decide as soon as you announce your retirement. If you elect to carry over the life insurance, you will be charged the current rate for coverage. Initial payment is deducted from the first pension check and the policy premium is deducted thereafter in January of each year.

310. SHORT TERM DISABILITY

Blair County provides a Sickness and Accident Insurance weekly benefit payment to all full-time employees who are absent because of sickness or an accident. Payment of this benefit begins 14 calendar days after the beginning of the employee's absence, and continues for a maximum of 26 weeks.

Your sickness and accident insurance goes into effect on the first day of the month after you successfully complete a 45 working day introductory period and are a member of the Blair County Retirement Fund.

311. PAID SICK TIME

Blair County provides paid sick leave to all full-time employees for periods of temporary absence due to illness or injury. Eligible employees will accrue sick leave benefits at the rate of 7, 7.5 or 8 hours per month for every full month of service. The accrued hours depend on the number of hours worked weekly; which can be 35, 37.5, or 40.

Employees begin to accrue paid sick leave upon hire; however, can only request use of paid sick leave after completion of introductory period. Paid sick leave can be used in one hour increments. Sick leave may be used for the employee's own illness or injury or that of a family member who resides in the employee's household. Employees may not use more than five (5) family sick days in a calendar year.

If the employee is absent three or more days, a physician's statement may be required to verify the disability. Such verification may be required as a condition to receiving sick leave benefits.

Paid sick time will not be counted as hours worked for the purpose of determining overtime.

Paid sick time is accrued for use during the term of your employment. Employees shall receive no payment for unused sick time except as provided in Section 309 of this Handbook.

312. VACATION

Vacation time off with pay is available to eligible full-time employees.

Vacation Earning Schedule for Non-exempt employees:

Completed Years of Service	Vacation Days Earned
1 year	5 Days
2 to 5 Years Inclusive	10 Days
6 to 11 Years Inclusive	15 Days
12 to 22 Years Inclusive	20 Days
Over 22 Years	25 Days

Once employees enter an eligible full-time employment classification, he/she begins to earn paid vacation time according to the above schedule. Earned vacation time is available for use in the year following its accrual.

Exempt employees will follow the above schedule; however, the exempt employee will receive one (1) week of vacation upon successful completion of the introductory period.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees must request advance approval from his/her supervisor.

Vacation time off is paid at the employee's base rate at the time of vacation.

In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. The total accumulation may not exceed two times the annual vacation amount plus current year earnings or it will be forfeited. If the employee separates his/her employment with the County, the employee will receive at a maximum, payment for the two years of accrued

vacation time and payment for the current years vacation earnings. However, if Blair County, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

313. VOTING

Blair County strongly encourages employees to fulfill their civic responsibilities by participating in elections. Most employees are given primary and general election days off to vote and accommodate Election Day activity occurring in the Courthouse.

314. WORKERS' COMPENSATION

Blair County promotes efforts to establish a safe and healthy working environment. If you are injured or become ill as a result of your work, you may be eligible to receive insurance benefits provided under the State Workers' Compensation Act. Blair County pays all costs of providing this insurance protection.

It is crucial that you **IMMEDIATELY** report any accident that occurs on the job or any accident that you believe is job-related to your supervisor, before the end of your shift unless physically unable due to the nature of the work related injury/illness.

This insurance covers all employees of Blair County as defined in the Pennsylvania Workers' Compensation and Occupational Disease Act. **If you should suffer a job related injury or illness, please follow these procedures:**

1). If the incident is <u>life threatening/severe</u>:
   a. Go directly to the Emergency Room of the Altoona Hospital or the hospital closest to you.
   b. As soon as practical, notify your Department Head/Supervisor; complete an incident form.

2). If the incident is an <u>emergency</u>, but is <u>not life threatening</u>:
   a. Notify your Department Head/Supervisor; complete an incident form.
   b. Go Directly to Altoona Hospital Emergency Room

3). If the incident is a <u>non-emergency</u>:

a. Notify your Department Head/Supervisor; complete an incident form.
b. Contact the Human Resources Department or a panel physician for an appointment to be seen, if necessary. Our current general practice occupational physicians are: Healthforce at 889-4244 or Blair Medical Associates at 946-7566.

It is the responsibility of the injured employee to determine if his/her injury is of a Life Threatening/Severe, Emergency or Non-Emergency Nature.

It is very important to ensure that the injury is properly reported by the employee to his/her supervisor and properly recorded and reported to the Human Resources because:

a. If an employee does not report a claim within 120 days of the date the injury was sustained, the claim will be denied.

b. If the claim is not promptly reported, no payment of medical bills or compensation due the employee can be paid.

All employees must treat with a panel physician for a minimum of ninety (90) days, if necessary.

Should an employee decide to treat with a physician of his/her own choosing prior to the end of the ninety day period, the County has no obligation to pay these bills. However, if the injured employee is merely getting a second opinion from his/her own physician, because a panel physician has recommended surgery in order to resolve the injury, the County may pay reasonable fees for this second opinion.

You are provided with the Panel of Physicians during orientation. If you have any questions, please feel free to contact the Human Resources Department at 944-0845 or 317-1899.

SECTION IV – WORKING CONDITIONS AND HOURS

401. ATTENDANCE AND PUNCTUALITY

Blair County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Blair County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, the employee should notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the illness or injury.

Poor attendance and/or excessive tardiness is unacceptable; either may lead to disciplinary action, up to and including termination of employment.

402. BUSINESS TRAVEL EXPENSES

Blair County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Department Head.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Blair County. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Taxi fares, only when there is no less expensive alternative.
- The current mileage rate set by the county for use of personal cars, only when less expensive transportation is not available.

- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodging.
- Cost of meals, not to exceed $30.00 per 24 hour day.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for one personal telephone call each day.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

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

403. CELL PHONE USAGE

The County outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving, as follows.

1. Personal Cellular Phones

While at work, employees are expected to exercise the same discretion when using personal cellular phones, as is expected for the use of Blair County land line phones. Excessive personal calls during the day, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Blair County requires employees to limit personal calls to a reasonable amount during work time. Employees are expected to make personal calls on non-work time when possible, and to ensure that friends and family members are aware of the County's policy. Flexibility will be provided in circumstances demanding immediate attention.

The County will not be held liable for the loss of personal cellular phones brought into the workplace.

2. Safety Issues for Cellular Phone Use While driving County-owned vehicle

Cell phones can cause serious distractions while driving, as can lack of concentration from texting, reading, eating, adjusting controls, and conversation with passengers. The use of cell phones while driving County vehicles is prohibited unless using a hands free device.

Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions and will be subject to discipline, up to and including termination.

404. FMLA

It is the policy of Blair County to comply with Family Medical and Leave Act of 1993 and the Military Family Leave as provided for in the National Defense Authorization Act signed into law on January 28, 2008. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following:

(1) For incapacity due to pregnancy, prenatal medical care, or child birth;
(2) To care for the employee's child after birth, or placement for adoption or foster care;
(3) To care for the employee's spouse, child, or parent, who has a serious health condition;
(4) For a serious health condition that makes the employee unable to perform the employee's job; or
(5) When a parent, child or spouse is on or called to active duty status, the employee shall be entitled to FMLA leave to handle any qualifying exigency arising from the call to active duty status.

Employees who have a spouse, child, or parent who incurs a serious injury or illness while on active duty in the Armed Forces shall also be entitled to up to 26 weeks of leave under this policy pursuant to the National Defense Authorization Act.

An employee must complete an FMLA Request for Leave form. This form must be submitted to the Human Resources Department and will be used to determine the employee's eligibility for FMLA leave.

Upon a determination by the Human Resources Department of eligibility for FMLA leave, an employee must have the Certification of Health Care Provider completed and returned within fifteen (15) calendar days or leave may be denied or delayed.

Employees who take FMLA leave must timely notify the Employer of their need for FMLA leave. Employees must provide 30 days advance notice of the need for FMLA leave when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need is not foreseeable, employees must provide the County notice of the need as soon as practical under the facts and circumstances of the particular case.

An employee must use all available compensable time provided by the County (or any available compensable time as required by Union contract) concurrent with approved FMLA leave prior to taking unpaid family or medical leave provided by the County.

When leave is requested, the County will use the "rolling" year method of calculation, which measures backward from the beginning date of the requested leave. Any FMLA taken during the preceding 12-month period will be counted toward the employee's 12-week entitlement to future leave.

All qualifying Worker's Compensation leave and medical leave will be counted towards annual FMLA leave entitlement.

Group Insurance Benefits will continue on the employee during a period of family or medical leave provided the employee makes the necessary employee contribution. Upon expiration of FMLA leave, the employee is responsible for the entire cost of the health insurance until he/she returns to full duty. All other County provided benefits will cease until the employee returns to active duty.

You will receive a complete copy of this policy during orientation. For more information or if you have any questions, please contact the Human Resources Department at 944-0845 or 693-3204.

405. HARASSMENT

It is the policy of Blair County to provide a working environment free from discrimination and harassment based on race, color, religion, age, sex, national origin, disability, veteran status, or any other protected status.

The County has a zero tolerance for any form of harassment, permitting no harassing conduct by anyone in the workplace. It is the County's view that even a single utterance of an ethnic, sexual, or racist epithet; an unwelcome sexual comment or advance; or offensive touching is inappropriate and is subject to disciplinary action, up to and including termination.

All employees must promptly report any incident of harassing conduct that he or she experiences before it becomes a pattern of misconduct so

pervasive and offensive as to constitute a hostile environment. All employees are strongly encouraged to report any harassing conduct that they may witness on the job, whether or not they are the victim of the harassing conduct. The County cannot correct harassing conduct if the conduct is not known.

All complaints of harassment will be investigated completely and promptly by the Human Resources Director or his/her designee. This process will be conducted through confidential discussions with information only shared to the minimum extent necessary to conduct a proper investigation in accordance with a "need to know" philosophy.

The County will not tolerate retaliation against any employee for the filing of a good faith report of harassing conduct under this or any other policy or procedure. Further, the County will not tolerate retaliation against any employee for assisting in any inquiry regarding a report of harassing conduct.

You will receive a complete copy of this policy during orientation. For more information or if you have any questions, please contact the Human Resources Department at 317-1899 or 693-3204.

406. HOURS OF WORK

The employee's supervisor will provide the work schedule and hours. Non-exempt employees are required to complete a time-card or use a time clock to record work hours. Any deviations from approved schedules must be called to the attention of the employee's supervisor and require his/her approval.

All full-time employees are provided with a meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities during meal periods and will not be compensated for that time.

407. INTERNET AND COMPUTER USAGE

The County reserves the right to monitor and record computer, Internet and email usage. The County may and will monitor computer, Internet, and email usage at any time, without the employee's permission. Violations of policy discovered through this monitoring will subject

the employee to an appropriate disciplinary action, up to and including termination. Electronic communication is subject to County review at any time. No electronic communication sent through the County system is private. Under certain circumstances, such as a result of investigations, subpoenas, or lawsuits, the County may be required by law to disclose the contents of email communications.

All information, email, and Internet data that is written, sent, or received through the County's computer systems is part of official County records; as the County is a public employer, all records can be legally required to be provided when requested by outside parties.

The personal use of County computers, networks, applications and email by employees is prohibited.

You will receive a complete copy of this policy during orientation. For more information or if you have any questions, please contact the Human Resources Department at 944-0845 or 693-3204.

408. OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Blair County, including maintaining satisfactory attendance levels in accordance with County policy. All employees will be judged by the same performance standards and will be subject to Blair County's scheduling demands, regardless of any existing outside work requirements.

If Blair County determines that an employee's outside work interferes with performance or ability to meet the requirements of the County in effect at the time that the employee's performance is negatively impacted by his/her outside employment, the employee may be asked to terminate the outside employment if he or she wishes to remain with the County.

Outside employment will present a conflict of interest if it has an adverse impact on Blair County.

409. OVERTIME/COMPENSATORY TIME

Exempt employees are not subject to overtime provisions as prescribed by law and are therefore ineligible for overtime pay or compensatory time. All Compensatory time, which had been earned and accrued by Exempt employees (previously classified as Professional) prior to July 1, 2009 will be available for use only until December 31, 2013.

Non-exempt employees must have the prior approval of their Supervisor before working beyond the regularly assigned workday except in emergencies. In the event that a non-exempt salary employee must work beyond the regular work schedule, it is the policy of Blair County to award compensatory time only, up to a maximum of 240 hours. Any time accrued over the 240 hours will be paid at the non-exempt employee's appropriate rate of pay.

Compensatory time may be earned for work beyond the assigned workweek as follows:

35 hours per week offices: hours worked from 35 to 40 hours per week will earn compensatory time one hour for each hour worked.

37.5 hours per week offices: hours worked from 37.5 to 40 hours per week will earn compensatory time one hour for each hour worked.

All offices: hours worked beyond 40 hours per week will earn compensatory time one and one-half hour for each hour worked.

Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for the purposes of performing overtime calculations.

Any compensatory time earned during the year and carried over to the following year must be carried as compensatory time. It will not be paid as overtime.

Compensatory time will be paid to all non-exempt employees upon employment termination.

UTILIZATION OF COMPENSATORY TIME

1. Employees must request the approval of their Supervisor before compensatory time can be taken.

2. It is recommended that compensatory time be used as soon as possible within the conditions outlined in this policy statement.

3. Compensatory time can be taken in any amount of time up to a maximum of two consecutive workdays.

4. Supervisors will uniformly grant the use of compensatory time after taking into consideration the department's coverage of services as well as the individual employee's workload and responsibility of that workload.

410. SMOKING

In compliance with Pennsylvania State Law and in keeping with Blair County's intent to provide a safe and healthful work environment, smoking is prohibited in all County facilities and vehicles. This policy applies equally to all employees and visitors.

An outside smoking area is located to the far left side of the courtyard of the new Courthouse building and the patio/picnic table area on the Union Street side of the old Courthouse. Signs, benches, trash and cigarette receptacles are available in these areas.

Employee smoking is permitted in these areas during scheduled break times only.

SECTION V – EMPLOYEE CONDUCT

501. DRESS CODE/PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Blair County presents to its constituency.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

502. DRUG AND ALCOHOL USE

It is the policy of the County of Blair to operate and maintain its facilities in a safe and efficient manner and to provide a safe work environment for its employees as well as its clients and the community. It is our philosophy that the use, misuse or abuse of controlled substances and/or alcohol poses a potential threat to the safety of our employees, clients and community. Employees who report to work under the influence will be subject to discipline, up to and including termination.

You will receive a complete copy of this policy upon request. If you have any questions, please contact the Human Resources Department at 944-0845 or 693-3204.

503. EMPLOYEE CONDUCT AND WORK RULES

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. Should there arise instances of unacceptable conduct not included in the following list, Blair County may likewise find it necessary and appropriate to initiate disciplinary action in accordance with these policies and procedures.

- Improper or unauthorized use or abuse of paid leave.
- Excessive absenteeism, regardless of reason, the effect of which disrupts or diminishes operational effectiveness.
- Being absent without authorized leave or repeated unauthorized late arrival or early departure from work.
- Willful or negligent violation of the County's policies and procedures, unit operating rules, or related directives.
- Failure to carry out a direct order from a superior, except where the employee's safety may reasonably be jeopardized by the order.
- Engaging in an activity that presents the employee with a conflict of interest in his/her role as an employee of the County.
- Engaging in conduct that discredits either the employee or the County or conduct that willfully misrepresents or portrays Blair County in a negative light..
- Conviction of a crime, including convictions based on a plea of nolo contendere or of a misdemeanor involving moral turpitude, the nature of which reflects the possibility of serious consequences related to the continued assignment or employment of the employee.
- Knowingly falsifying, removal of, or destruction of information related to employment, payroll, or work-related records or reports.
- Soliciting outside work for personal gain during business hours; engaging in off-duty employment for any business under contract with the County; participating in any off-duty employment that

adversely affects the employee's performance of work for the County; and engaging in unauthorized off-duty employment.

- Discourteous treatment of the public or other employees, including harassing, coercing, threatening or intimidating others.
- Conduct that interferes with the management of the County's operations.
- Violation or neglect of safety rules, or contributing to hazardous conditions.
- Unauthorized removal or use of any County property.
- Physical altercations.
- Any act or conduct that is discriminatory in nature toward another person's race, creed, color, national origin, sex (including sexual harassment), age, religious beliefs, or political affiliations.
- Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned duties or training, or failure to discharge duties in a prompt, competent, and reasonable manner.
- Refusal or inability to improve job performance in accordance to written or verbal direction after a reasonable time period.
- Refusal to accept reasonable and proper assignments from an authorized supervisor.
- Intoxication or incapacity on duty from the use of alcohol or drugs.
- Careless, negligent, or improper use of County property, equipment or funds, including unauthorized removal, or use for private purpose, or use involving damage or unreasonable risk of damage to property.
- Unauthorized release of confidential information or official records.

Employment with Blair County is at the mutual consent of Blair County and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

504. PROBLEM RESOLUTION

Blair County strives to ensure fair and honest treatment of all employees. Elected Officials, Department Heads, Supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, concerns may be expressed through his/her supervisor, the Administrator or to Dianne Carland, Director of Human Resources at 944-0845. No employee will be penalized, formally or informally, for voicing a complaint with the County in a reasonable manner.

Not every problem can be resolved to everyone's satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

505. PROGRESSIVE CORRECTIVE ACTION

Blair County's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Blair County is based on mutual consent and both the employee and Blair County have the right to terminate employment at will, with or with out cause or advance notice, Blair County may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number

of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

Blair County recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive disciplinary steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Blair County.

506. SEPARATION FROM EMPLOYMENT

Employment with Blair County is based on mutual consent except where protected by law and both the employee and the County have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Resignation is a voluntary act initiated by the employee to terminate employment with Blair County. Although advance notice is not required, Blair County requests at least two weeks written resignation notice from all employees. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

All equipment and keys that are owned by Blair County and in your possession must be returned to and receipt of acknowledged by your supervisor.

All benefits, unless noted otherwise, will be discontinued on the last day of employment with the County. All accrued, vested benefits that are due and payable at separation will be paid. Health Insurance will continue until the end of the month in which the last day of employment occurred.

The County may, at its discretion rehire eligible former employees. It will do so only after a thorough review of the employee's past performance and only with the approval of the Salary Board, which also assumes responsibility for assigning pay rates.

The guidelines for reinstating the employee's benefits and seniority are as follows:

- Reinstatement of benefits and seniority may take place if the employee was gone from Blair County six (6) months or less and is at the discretion of the Blair County Salary Board.

- Employees will not be given credit for vacation pay or pension accruals during the time they were gone. The employee will start earning credit toward vacation and other benefits on date of rehire. The employee will be eligible for service credit under the terms of the County's pension plan only with the approval of the Blair County Salary Board. Any pension monies withdrawn by the employee who is returned to active employment within six months or less of his or her departure must be repaid upon return to service unless such requirement is exempted by Salary Board consent. If the employee has been gone more than six months this payment is optional. However, the employee who chooses not to repay withdrawn pension monies will not accrue seniority under the County's retirement plan from the employee's original date of hire.

507. SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by Blair County may not solicit or distribute literature in the workplace at any time for any reason.

Blair County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning those activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on County bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Internal Memoranda
- Job Openings
- County Announcements
- Official Legal or Regulatory Notices

SECTION VI – EMPLOYEE CONDUCT

601. COUNTY OWNED VEHICLES

County vehicles are available to various County Departments for their employees to use during the normal work day. The following policy statement prescribes the procedures to be followed by all County employees, to include Elected Officials and Department Heads, when operating County vehicles.

Operating a County vehicle is a privilege, not a right. It is the responsibility of each vehicle operator to use County vehicles in a safe manner and in compliance with County Policy, the Pennsylvania Motor Vehicle Code, and applicable State laws.

All employees who will be operating County-owned vehicles will receive a complete copy of this policy. All other employees will receive a complete copy of the policy upon request. For more information or if you have any questions, please contact the Human Resources Department at 944-0845 or 693-3204.

602. EMERGENCY CLOSINGS

At times, emergencies such as severe weather can disrupt County operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid to regular full-time employees only. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay plus compensatory time equal to hours worked.

Employees on pre-scheduled leave are not eligible for snow days or other weather emergencies that occur during their leave. In instances of Courthouse or related facility closings the time cards of employees

on pre-scheduled leave will reflect the appropriate prior leave status approved by their supervisor.

603. JURY DUTY

Blair County encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show their jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Blair County or the employee may request an excuse from jury duty if, in Blair County's judgment, the employee's absence would create serious operational difficulties.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employees are required to reimburse the County all earnings received for jury duty. All regular full-time employees will qualify for paid jury leave.

The County will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits, will continue to accrue during jury duty leave.

604. MILITARY LEAVE OF ABSENCE

A military leave of absence will be granted to eligible employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. Armed Services.

The County will compensate eligible employees for all days the employee is engaged in training up to a maximum of fifteen (15) working days each calendar year. The military pay will be paid at the employee's straight-time rate of pay. The employee will be paid for work days only, non-work days are not eligible for payment.

Additionally, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Blair County until the end of the month in which the leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by Blair County according to applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees in two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly assigned schedule after the end of the training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or an equivalent one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

605. PERSONAL LEAVE

Blair County provides leaves of absence without pay to eligible full-time employees who wish to take time off from work duties to fulfill personal obligations.

Eligible employees may request personal leave only after having successfully completed a 45 working day introductory period. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days and for a maximum of six months. An employee must take any available vacation or sick leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Blair County until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. All other benefits will be discontinued during a period of unpaid leave. When the employee returns from personal leave, benefits will again be provided by Blair County according to the applicable plan.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Blair County cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Blair County will assume the employee has resigned.

606. PROHIBITED WEAPONS

The following weapons are prohibited and will not be allowed in the Courthouse:

- Any type of handgun or rifle
- Knives of any sort
- Large Scissors
- Pepper Spray, Mace or any other such chemical agent
- Any type of makeshift knives, i.e. shanks
- Anything sharpened to a point that could be used as a potential weapon, i.e. throwing stars, etc.
- Brass Knuckles
- Asps or any expandable batons, blackjacks
- Any type of explosive or material capable of making an explosive and/or I.E.D.
- Tasers or any type of stun gun

- Any "Prohibited Offensive Weapon" as defined in the PA Crimes Code 18 PA C.S. Section 908(c)
- Any "Firearm" or "dangerous Weapon" as defined in the PA Crimes Code 18 PA C.S. Section 913(f)
- Any item that any Sheriffs Deputy and/or Courthouse Security Officer deems as a potential weapon

A concealed weapon found on a person without an approved License To Carry Permit may be confiscated by a Sheriff's Deputy and/or Courthouse Security Office and will not be returned. Any item not declared prior to security screening may be confiscated and the person in possession of the item may be subject to criminal prosecution.

607. SECURITY AND INSPECTIONS

The only open entrance into the Courthouse will be through the doors at the main entrance of the New Courthouse addition 8:00 AM through 4:00 PM. The Courthouse requires all visitors and employees without visible employee badges to go through a security screen upon entering the Courthouse. All entrants are subject to a search of personal belongings by a Deputy Sheriff and all prohibited items will be confiscated.

To avoid congestion at the main entrance, in the morning, the Union Street entrance will be open for employees with visible employee badges to enter.

During non-business hours, access to County offices is only granted to authorized personnel. This authorization for access must be obtained from the elected official/department head in charge of the office to which access is desired.

608. WITNESS DUTY

Blair County encourages employees to appear in court for witness duty when subpoenaed.

If an employee has been subpoenaed or otherwise requested to testify as a witness by Blair County, he or she will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid leave to appear in court as a witness when requested by a party other than Blair County. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

GLOSSARY

About This Handbook Page 2
Attendance Page 18
Automatic Deposit Page 9
Bereavement Page 9
Business Travel Expenses Page 18
Cell Phone Usage Page 19
COBRA Page 9
Compensatory Time Page 25
County Vehicles Page 34
Credit Union Page 10
Deferred Compensation Program Page 10
Disability Accommodation Page 4
Dress Code/Personal Appearance Page 27
Drug and Alcohol Use Page 27
Emergency Closing Page 34
Employee Conduct and Work Rules Page 27
Employment Applications Page 5
Employment Categories and Status Page 5
Equal Employment Opportunity Page 5
FMLA Page 21
Handbook Acknowledgment Form Page 3
Harassment Page 22
Health Care Page 11
Holidays Page 11
Hours of Work Page 23
Internet and Computer Usage Page 23
Introductory Period Page 6
Job Descriptions Page 7

Jury Duty Page 35
Life Insurance Page 12
Meals Page 23
Military Leave Page 35
Outside Employment Page 24
Overtime Page 25
Payroll Page 7
Performance Review Page 8
Personal Leave Page 36
Personnel Data Changes Page 8
Personnel Files Page 8
Problem Resolution Page 30
Progressive Corrective Action Page 30
Rehire Policy Page 31
Retirement Page 12
Security Page 38
Separation of Employment Page 31
Short Term Disability Page 14
Sick time Page 14
Smoking Page 26
Solicitation Page 33
Vacation Page 15
Voting Page 16
Weapons Page 37
Welcome Page 1
Witness Duty Page 38
Workers' Compensation Page 16