



Board of Commissioners

4/1/2026

Lawrence Park Township

Commissioners:

March 2026 Zoning Report:

Permit #	Cost	Fee
6996 Melanie Azevedo 3948 Iroquois Ave 8X8 shed	\$2,000	\$50
6997 Brandon Fresch Agency 864 Silliman Ave 72'X10' Storage Shed	\$35,000	\$1000
6998 Carter Ryback 2666 Putnam 6' Privacy Fence	\$3,000	\$75
Closeout Totals	\$40,000	\$1,125

Respectfully submitted,

Chuck Clorley

Zoning Administrator

TOWNSHIP COMMISSIONERS: Barry Rodemaker, President (Sewers); Thomas Buchleitner, Vice President (Administration/Police/Fire); Dale Williams (Sanitation/Streets); Tammy Benovic (Parks/Recreation); Joe Golden (Buildings)

TOWNSHIP OFFICERS: Spencer Cadden, Township Manager, Charles Clorley, Zoning/Code Officer; Joyce Spitznogle, Tax Collector/Treasurer

Charles Lewis
Commissioner of Public Safety



John P. Morell
Chief of Police

BUREAU OF POLICE
814/898-1634
4230 IROQUOIS AVENUE, ERIE, PENNSYLVANIA 16511

March Activity Report

To: Board of Commissioners

From: John Morell

Subject: Monthly Activity Summary

Date: April 2, 2026

During the month of March, the department handled a large volume of calls for service and continued proactive enforcement efforts to support community safety and compliance.

Total Calls for Service: 845

These calls included routine patrol responses, investigations, public assistance, and other service-related activities.

Parking Tickets Issued: 51

Enforcement efforts focused on recurring problem areas and maintaining accessibility and safety in high-traffic zones.

Summary

Overall activity for March remained consistent with expected seasonal trends and warmer weather. The department continues to monitor call types, response demands, and enforcement needs to ensure effective service delivery to the community.

Youth Report: Forming Community

As summer approaches for Iroquois School District, students within Lawrence Park begin to frequently participate in activities outside. However, as summer begins many students lose a safe space and positive environment. It is important that, as a community, we provide a safe space for our youth by introducing township wide activities. For this report, I have some ideas I would like the township board to discuss upon.

1: We could have park booths in both Napier Park and Lake Cliff's Park reopened with volunteers 15 and older (2 people at each park). We could have these volunteers paid for a few hours as many youths will be searching for a summer job soon. This would also encourage bonds between teens and younger youth! These booths could serve ice cream to keep kids cool, have play equipment inside, and so much more! With this I think we should look at working in our parks to keep them safe and clean for our youth as summer approaches and kids go outside! This could include checking that equipment is safe, erasing vulgar vandalism to our best ability, and cleaning up the trash before summer break begins!

2: Many people have noticed that cars have frequently been speeding right near the Jr/Sr Highschool right after school. This mostly consists of students but can consist of other age groups. There is a lot of concern about the safety of these students as well as passerby's. I have a request that we look forward to doing something about this. This is only a suggestion, but could we have our SRO sit outside of the school parking lot in his police car between 2:30-3:10 to monitor speeding levels? This would be time effective, lower the worries of parents within Lawrence Park, and it would also encourage students to drive safely.

3: We could also have a get together between Iroquois School District and the fire department at the white Gazebo near morse street near the end of school. It could have music, food, water, and some other encouraging activities to get the students excited about summer break! This would also encourage trust between the township and the youth while providing a safe, fun environment for the youth. This could prevent them from participating in harmful activities and instead engaging in constructive activities

4: We could have a township water balloon fight as it gets warmer. Many of the youth would come out with this as there are few ways to cool down in Lawrence Park. This would provide a fun, active event that keeps youth in a positive, fun environment that is also safe! The event should be placed somewhere with little traffic, or we could have our police department come out and keep certain roads closed. This would also act as a trust building moment between our township and our youth. The details could be later fleshed out if agreed upon.

Township Manager's Report

Spencer Cadden, Township Manager
Lawrence Park Township – April 8, 2026

Finance, Grants, and Compliance

Annual Reporting

Administration completed all required annual submissions, including PURTA, Act 205, and Act 385 filings, within the applicable deadlines. These are recurring annual requirements necessary for continued compliance. Kayla played a significant role in ensuring these submissions were completed properly and on time.

Liquid Fuels and SWIF Audits

The Township's Liquid Fuels audit is scheduled for April 9, 2026, at 9:00 a.m. Required materials have been prepared. The SWIF audit was submitted at the end of March 2026.

Annual Audit

The Township's annual audit engagement has been signed and is underway.

ECGRA America 250 Grant

Following discussion at the March meeting, Administration submitted an application to ECGRA's America 250 program on March 16, 2026, requesting \$18,000 to support the Township's expanded Fourth of July and fireworks programming. The application remains under review. **Township Insurance Renewal**

Infrastructure and Facilities

Township Garage Repair

Repairs to the damaged header at the Township garage have been completed. The masonry work is finished and the structure is now significantly safer.

Sewer System Review

Administration has continued preliminary review of the Township's sewer system with DCED, the Township Engineer, and the Township's insurance carrier. That review has identified several long-term operational, maintenance, and capital planning issues that will require further discussion by the Board.

Elevator Maintenance

Administration is continuing to follow up with OTIS regarding operational issues involving the Township building elevator.

Grants and Development

Bell Street Bridge / Multimodal Grant

Administration has continued coordination with PennDOT, Wesleyville Borough, and the Department of Transportation regarding the Bell Street Bridge project. A press event is tentatively targeted for June 5, 2026, with the Secretary of Transportation anticipated to attend.

Because this is a reimbursement grant, project costs must be advanced before reimbursement is received from the Commonwealth. Lawrence Park and Wesleyville will need an agreement addressing financing responsibilities and reimbursement distribution. Administration is also evaluating whether use of Township funds or a 0% financing option is more practical.

The next major step will be engineering procurement.

Green Light-Go Grant

The Township was unable to advance to the next phase of this year's Green Light-Go process. Administration intends to revisit the program next year using a narrower application scope.

STMP Grant

Administration has yet to hear about the STMP grant, but continues to expect receive an update regarding the STMP grant application this month.

Operations and Administration

T2 Solutions

The Township has executed its contract with T2 Solutions for online parking enforcement services. Implementation meetings are scheduled.

Second Floor / Lease Discussions

Administration has continued discussions regarding use of the Township's second-floor space. Tours have been provided to representatives of the Iroquois School District, IU5, and Erie County. Administration has also responded to the County regarding renewal of the Magisterial District Judge lease and will continue those discussions.

Tax Collector Availability

Administration continues to receive regular resident questions regarding Tax Collector availability. The Tax Collector is currently handling office access by appointment and directing residents to call 814-899-2305 or email bbyers@lawrenceparktwp.org for assistance. Because this is an independently elected office, Township authority in this area is limited; however, the current arrangement has resulted in recurring resident confusion and related inquiries to the Township office.

Employee Handbook

The revised Employee Handbook is being presented for Board consideration this month. The draft includes updated provisions relating to part-time employment status and the stipend program.

Payroll Vendor Review

Administration continues evaluating payroll service options.

Parks, Recreation, and Community Initiatives

Hometown Heroes Banner Program

The Hometown Heroes Banner Program is now active and has received multiple sign-ups. Administration has received some feedback regarding price and may explore outside partnerships to broaden participation.

Farmers Market

Planning for the Farmers Market continues with strong interest from residents and vendors. Although the first date overlaps with Wesleyville Community Days, Administration believes the events are different enough that both may proceed successfully.

Fourth of July / Centennial Planning

Planning for the Township's Fourth of July and Centennial activities continues. PennDOT permits for both the parade and fireworks have been approved. Administration has also applied for grant funding to support fireworks costs and anticipates using Northcoast Sanitation again this year.

Public Safety and Roadworks

East County EMS

Administration attended an East County EMS meeting and confirmed that East County EMS remains the Township's primary ALS/BLS provider. Administration also confirmed that the Township is current on related billing.

Traffic Signal / Streetlight Issues

Administration has received information indicating that certain signal-related costs, including issues at Rankine and Iroquois, may be covered by insurance.

Road Program Planning

Administration has completed the Township's road survey and submitted it to PennDOT for final review. That review is being completed in anticipation of advancing road work during the current construction season. Approximately \$300,000 has been budgeted for roads this year, and Administration will continue coordinating with PennDOT to prioritize repairs and replacements.

Respectfully submitted,

Spencer Cadden
Township Manager



LAWRENCE PARK T O W N S H I P

EMPLOYEE HANDBOOK

APPROVED APRIL 8, 2026

The purpose of this handbook is to describe the general employment policies and practices for the non-uniform employees of Lawrence Park Township (“Lawrence Park” or “Township”) to affirm Township policies and employee expectations.

This handbook is designed to ensure the optimum utilization of our collective resources in striving to reach our common goal – the protection and service of our citizens in a continuing effort to remain a beautiful place to live and raise your family! Lawrence Park is proud of its work and of you – a valued employee. While it is our sincere hope and expectation that your employment relationship with Lawrence Park will be long and rewarding, employment with the Township remains “at-will.” Just as you retain the right to resign at any time, the Township reserves the right to terminate employees in its sole discretion at any time for any or no reason.

Reservation of Rights

Nothing in this handbook shall create or be construed to create a contract of employment or guarantee of continued employment. No oral statement by an elected official, manager, or supervisor can alter the at-will employment relationship. The Township reserves the right to amend, modify, or rescind this handbook, in whole or in part, at any time by action of the Board of Commissioners.

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TOWNSHIP HISTORY / WELCOME

Lawrence Park Township is a beautiful community filled with history, terrific people, and memories! Incorporated in 1926 and bordering Lake Erie, the Township has always been an important community in the development of the entire Erie region.

Lawrence Park is Erie county's only First-Class Township. We currently have a population of approximately 4,000 all living in an area of about 1.84 square miles. We are proud to encompass Wabtec, Erie, PA, facility, as well as the truly outstanding Lawrence Park Golf Club.

We are a thriving community of parks, green space, affordable housing, an outstanding School District, an amazing lakefront, and unlimited opportunity!

We are incredibly happy and grateful that you are joining our team of professionals in the service of our citizens.

LAWRENCE PARK TOWNSHIP BOARD OF COMMISSIONERS

I. EMPLOYMENT POLICY

It is the continuing policy of the Township that all employees and potential employees shall be judged solely on the basis of qualifications and ability to perform the essential functions of the job without regard to age, race, sex, creed, religion, color, national origin, political affiliation, veteran status, use of a guide-dog, non-job-related disability, genetic information, sexual orientation, gender identity, or other classifications protected by law in all personnel actions, including recruitment, hiring, promotions, training, transfers, demotions, or layoffs and in all matters involving compensation.

We are committed to this policy and will continue to adhere to its principles as the only acceptable way of life.

We believe that discrimination is wasteful and counterproductive. The Township is committed to recruiting and keeping qualified employees regardless of their membership in, affiliation with, or membership of any minority group. We encourage all of our employees to collaborate with us in combating bias and prejudice in our workplace and look forward to the day when discrimination is no longer present in America.

II. EMPLOYMENT PROCEDURES

A. Recruitment

The Township, if possible, attempts to fill vacancies within our organization. There is, however, no automatic preference for internal candidates, and the Township reserves the right to select the candidate who, in the Township's sole discretion, best meets the needs of the position and the organization. The Township will ordinarily post available jobs internally. When it becomes necessary for the Township to recruit additional candidates from outside of the Township, we will ordinarily place an advertisement in the local newspaper and will continue to solicit recommendations from current employees.

B. Nepotism

This policy will be administered in accordance with the Pennsylvania Public Official and Employee Ethics Act (65 Pa.C.S. §1101 et seq.). To avoid even the appearance of an impropriety, the Township will ordinarily not employ any individual in any capacity or position in which a member of their immediate family exercises supervisory authority. For purposes of this paragraph, immediate family includes any of the following persons:

Spouse/Significant Other (married or unmarried)	Parent/Stepparent
Sibling	Child
Grandparent	Grandchild
Parent-in-law	Sibling-in-law
Child-in-law	Other individuals cohabitating

If any employee develops a relationship described above, the employee(s) must disclose the relationship to the Township. The Township reserves the right to reassign one or both of the employees or to terminate employment.

C. Interviews

The granting of an initial interview shall not be construed as a guarantee of employment and does not commit the Township to any offer of employment. As many subsequent interviews as are deemed necessary may be conducted to ensure the selection of the best possible candidate for a position.

D. Selection

The Township will continue to hire only the most qualified employees for available positions. Our employment objective is to recruit and employ individuals who meet high standards of personality, character, education, and occupational ability. We are also interested in individuals who can carry on our work competitively and who have capacity for growth. Therefore, in addition to specific job-related requirements, training, work experience, specific skills and/or talents, and overall attitude may be given consideration prior to the final decision to hire.

People selected for employment with the Township will receive written notification of their selection. Such notification will, when appropriate, include the position, title, compensation, immediate supervisor, reporting date, and schedule of working hours.

E. Ineligible for Hire

Anyone actively serving as an elected Township Commissioner or on any other Lawrence Park Township commission or board, including but not limited to the planning commission, recreation board, etc.,

A previous Township Commissioner is ineligible for hire until 1 year after their term ended or they resigned. Exceptions may be made by the Board of Commissioners for part-time seasonal work.

Any previous employee who is deemed ineligible for rehire at the time of separation from the Township, and such documentation exists in their employee record.

F. Physical Examination

All prospective employees (including current employees seeking a new position) may be required to undergo a drug screening as part of the application process. Any drug screenings will comply with applicable federal and state law. The presence of unlawful, controlled, substances will disqualify the prospective employee from employment with the Township. If an offer of employment is made, the successful applicant may be required to undergo a physical examination administered by a physician, selected and paid for by the Township, prior to the commencement of employment. The purpose of this physical examination is to ascertain whether the successful applicant can perform the essential functions of the position, with or without accommodation. If reasonable accommodation is requested, the Township will discuss options with the prospective employee. The Township reserves the right to require employees to undergo a physical examination when an employee requests a reasonable accommodation, when the Township has concerns about an employee's ability to solely perform the essential functions of the employee's job, and in other legitimate circumstances.

G. Salary and Wages

1. Compensation

The compensation for all positions will be determined by the Township on an individual basis. Lawrence Park believes that it is important for the continued success of the operation to continue to pay competitive wages to our qualified employees. For everyone's benefit, the Township will periodically review each employee's rate of compensation and will, when appropriate, make any necessary adjustments.

2. Pay Period

The standard pay period consists of seven (7) consecutive days, beginning on Monday and ending on the following Sunday. Paydays are scheduled every other Friday. In the event that a scheduled payday coincides with a holiday observed by the bank, the Township will make reasonable efforts to process payroll on the preceding business day.

H. Orientation

During the first several days of employment, the Township will provide a new employee with Township and position orientation and make every effort to introduce the new employee to Lawrence Park. The Township encourages any employee with work related questions to ask a supervisor for guidance.

I. Chief Administrative Officer

The Township Manager is designated as the Chief Administrative Officer of Lawrence Park Township. The Township Manager shall make all hiring, personnel, and disciplinary determinations for budgeted positions. Final approval of new, unbudgeted positions or major reorganizations remains with the exclusive control of the Board of Commissioners. The Board shall not otherwise interfere with individual personnel actions but shall exercise oversight through its authority to approve budgets, set compensation levels, and act on appeals as permitted by law.

III. PERSONNEL POLICIES

A. Definitions of Employee Status

Your employee status may determine how you are affected by the various policies and benefits in this handbook. Since reference is occasionally made in this handbook to the “status” of an employee, each type of employee is defined below:

1. Full-Time Employee

An employee who is regularly scheduled to work (37.5) hours or more per week, and who has successfully completed their probationary period.

2. Part-Time Employee

An employee who is regularly scheduled to work fewer than (37.5) hours per week, and who has successfully completed their probationary period.

3. Probationary Employee

All new employees are “probationary” for a period of ninety (90) days of actual work following the employee’s most recent hire date. Both during and after the completion of this probationary period, employment is governed by the employment “at-will” principle and, of course, no specific period of employment with the Township is ever guaranteed. The probationary period is designed to be a period of learning, evaluation, and adjustment for both the new employee and the Township, and during this period termination of the employment relationship may occur without advanced notice.

B. Working Conditions

1. Normal Hours

a. Administrative Employees: In an effort to balance personal and professional needs Employees working full-time in an administrative capacity are afforded flexibility in their work hours with prior approval from their direct supervisor and subject to the following restrictions:

- Core hours: Core hours are the duration during which employees must be present in the office. These hours are 9:00am – 3:30pm.
- Minimum hours: Minimum hours for full-time staff are 37.5 hours broken down to 7.5 hours per day with a 30-minute unpaid break.
- Start times: Administrative employees may start work anytime between 7:00am – 9:00am and accordingly may finish between 3:30pm and 5:30pm.

b. Public Works Employees: Ordinary working hours for full-time Public Works employees are scheduled between 6:00 AM and 2:00 PM Monday through Friday, with a 30-minute unpaid break.

Nothing in this section shall be construed as guaranteeing any number of hours of work per day or per week, or of days of work per week. Your schedule may depend on the type of work you are assigned, and shift schedules are subject to change if an operational need should arise.

2. Break Time

Break periods shall be provided in accordance with Township policy and operational needs. Full-time employees ordinarily receive two (2) paid fifteen-minute rest breaks and one (1) unpaid thirty-minute meal period.

Part-time employees who work four (4) hours or less in a workday are not entitled to a formal break. Part-time employees who work more than four (4) hours but less than six (6) hours in a workday ordinarily receive one (1) paid fifteen-minute rest break. Part-time employees who work six (6) hours or more in a workday ordinarily receive the same break schedule as full-time employees.

Breaks may not be accumulated, used to shorten the workday, or taken at the beginning or end of a shift without prior supervisor approval. All breaks are subject to departmental needs. Violation of this policy may result in disciplinary action, up to and including termination of employment.

3. Schedule Adjustments

Schedule adjustments may occur throughout a work week with the approval of a supervisor. If an adjustment is approved, all hours needing to be made up shall occur in the same pay period at the discretion and direction of the direct supervisor.

4. Telework

Administrative employees may be approved to work remotely at the supervisor's discretion on a case-by-case basis at a pre-approved alternate duty station (ADS). Alternate duty stations are ordinarily the home of the employee but can be any pre-approved location.

While working remotely, employees must use a secure internet/network connection. The use of public internet/network connection is strictly prohibited and subject to disciplinary action up to termination. Employees are further responsible for the security of all Township properties including the protection of any confidential information or technological equipment which must be stored in a secure, locking drawer at their alternate duty station.

Employees must provide a signed copy of the Township Telework agreement in order to be eligible to telework.

5. Overtime

Employees may occasionally be required to work overtime with authorization from their direct supervisor. A non-exempt employee who works more than 37.5 hours in any one work week shall be compensated at one and one-half times their regular rate of compensation for all hours worked in excess of what is considered ordinary full-time, which is 37.5 hours per week.

6. Travel Time/Starting Time

Employees are required to be at their respective job site at the beginning of

their shift. Employees driving a Township vehicle shall be at the garage to pick up the vehicle at the beginning of their shift.

7. Township Telephone System

Due to our business needs, employees are prohibited from using the Township's telephone system for non-emergency personal business during working hours.

8. Cellphone Policy

The Township is aware that employees utilize their personal or Township-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of each employee, non-business-related calls or messages received on a cell phone during working hours shall be answered while on an employee's scheduled break, lunch hour, or after working hours. In an emergency, the cell phone may be utilized solely for responding to that emergency. Personal phone calls and texts while the employee is on duty shall be kept to a minimum.

Township-issued cell phones may be used for official business only. Personal use must be minimal and limited to breaks or emergencies. Township-issued devices remain Township property and may be subject to remote monitoring. Employees are required to protect confidential information when using any mobile device and will be required to sign a cell-phone agreement and acknowledgement to use a Township supplied device.

Any personal text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other action that is possible with a cell phone or similar device is expressly not permitted during working hours.

9. Timekeeping

Employees are solely responsible for their own timekeeping and shall keep an accurate record of all the hours they work. A timecard or any officially adopted method of timekeeping is the record of your hours worked and that record is required by law. No one may misrepresent any period of time worked. Violation of this timekeeping policy may result in discipline up to and including termination of employment.

10. Artificial Intelligence (AI)

The Township may use Artificial Intelligence (AI) tools to support business operations and enhance workplace efficiency. Employees are expected to use AI tools responsibly, ethically, and in accordance with Township policies. AI tools are intended to assist, not replace, employee judgment. Employees shall protect confidential information and ensure accuracy when using AI-generated content. Violation of these parameters is strictly prohibited and may be subject to disciplinary action up to and including termination.

C. Call-In Policy

If, for any reason, an employee is unable to arrive at work at their respective starting time, that employee is to notify their immediate supervisor of their inability to arrive at work. This call shall be made not later than one hour prior to the start of the affected employee's shift. The failure to follow this reasonable procedure may result in discipline, up to and including termination.

D. Employee Evaluations

1. New employees will be evaluated at the end of their ninety (90) day probationary period, and annually thereafter. Additional evaluations may be conducted at the Township's sole discretion.
2. As part of each evaluation, appropriate action, training, and qualitative or quantitative measures needed to improve future work performance will be recommended. Subsequent evaluations will include a review of these recommended improvement methods to assess the employee's progress since the previous evaluation.
3. The supervisor will discuss the evaluation with the employee who, in turn, will sign the evaluation form. The signature on the form does not signify the employee's approval but denotes that the evaluation has been reviewed with the employee. The evaluation will become a part of the employee's personnel file.

E. Sexual and/or Other Harassment

1. Policy

All employees, volunteers, contracted workers or anyone party to Lawrence Park Township business are entitled to safe, professional working environment. Lawrence Park is committed to maintaining an atmosphere free from inappropriate, disrespectful, and unwelcome conduct and communication of a sexual and/or other inappropriate nature.

2. Definition of Harassment

Harassment includes any behavior of a sexual and/or otherwise inappropriate nature which is, or may be perceived to be, unwelcome or offensive.

- a. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favors, unwelcome romantic overtures, targeting an individual for unwelcome attention or teasing as a result of their sexual orientation or gender identity, or any other unwanted physical contact.
- b. This includes quid pro quo harassment where an individual's terms or conditions of employment are explicitly or implicitly dependent upon the individual submitting to such treatment, or where submission to or rejection of such conduct is used as a basis for personnel decisions.

- c. The term “harassment” also includes, however, inappropriate and objectionable conduct that is not sexual or gender based.
 - i. In this context, harassment may include but is not limited to targeting an individual because of their being a member of any protected classification.
 - ii. It also includes, but is not limited to, conduct that has the purpose of affecting or interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive working environment.

3. Complaints

Employees may report harassment to the Township Manager, Township Solicitor, or any Commissioner. The Township encourages use of the Manager or Solicitor for reporting to avoid any potential conflict of interest. Any official receiving a report is required to take immediate steps to initiate a prompt investigation of the complaint.

Retaliation against any individual for reporting a claim of harassment or for providing information during an investigation of a harassment claim will not be tolerated. Any employee who engages in such retaliation will be subject to appropriate corrective action, up to and including termination. Although the Township encourages the reporting of all incidents of harassment, the Township also recognizes that false accusations can have serious effects on innocent people. Any employee who, maliciously or recklessly, makes a false accusation of harassment against another person will be subject to appropriate corrective action, up to and including termination.

4. Consequences

Sexual and/or other inappropriate workplace harassment is unlawful under both state and federal law and is strictly prohibited. All Township employees have a responsibility for maintaining a working environment free from such harassment. Any employee who is found to have engaged in the harassment of any other employee or retaliation will be subject to discipline, up to and including termination as well as potential criminal and legal penalties.

F. Disciplinary Action

- 1. The Township will typically follow a policy of progressive discipline, with verbal and/or written warnings preceding more serious discipline, such as suspension or termination.
- 2. The Township, however, shall have the sole discretion to determine the appropriate level of discipline based on the totality of the circumstances in each instance, and may impose discipline such as suspension or termination even in the matter of a “first offense.”
- 3. A list of general workplace policies is listed in Appendix A. This list is not exhaustive but serves as a general guideline. It is the objective of the Township to create policies that result in orderly, efficient operations and ensure mutual respect between the Township, its employees, and citizens.

G. Dispute Resolution

1. Employees should feel free to discuss any problems they have with their respective supervisor. In addition, employees may file a complaint arising from the application of the provisions of this handbook to a particular set of circumstances. While we encourage the resolution of all problems, we will not process any complaints regarding matters pertaining to the established Township policy.
2. Complaints will be processed and reviewed through the following steps:
 - a. The employee may orally or in writing express their complaint to their immediate supervisor, who will attempt to resolve the problem to the mutual satisfaction of the parties.
 - b. If not resolved by the supervisor, employees may appeal in orally or in writing to the Township Manager who will attempt to resolve the problem to the mutual satisfaction of the parties in writing.
 - c. If the employee remains dissatisfied with the actions of the Township Manager, they may appeal in writing within ten (10) calendar days to the President of the Board of Township Commissioners. The President shall render their decision, which shall be final, within twenty (20) days of their receipt of the Complaint.

H. Our Right to Search

Township employees shall understand that they have only limited expectations of privacy regarding belongings brought onto Township property, or to a Township work area. Your person, clothing, purses, backpacks, bags, desks, lockers, toolboxes, lunchboxes, vehicles, or other personal items used that are used for work or on Township property may be subject to search within the bounds of applicable state or federal law.

Any accounts or information stored on Township-owned electronic devices (computers, phones, tablets, etc.), even if password-protected, may be subject to search or disclosure, as may any information transmitted on, through, or over the Township's Internet or Wi-Fi networks.

I. Resignation

1. It is requested that employees who elect to terminate their employment voluntarily provide the Township with at least two weeks' written notice. Notice is appreciated but is not required generally.
2. All departing employees are requested to participate in an exit interview.

J. Letters of Recommendation

It is the policy of the Township to not provide letters of recommendation. The Township will confirm your time of employment with Township, as well as your position title and, if authorized by you, your final rate of pay.

K. Outside Employment

Any outside employment must be disclosed in writing to the Township Manager who will review and ensure that no conflict of interest or interference with Township duties is present. Generally, outside employment that does not present a conflict is permitted. If a conflict should arise from outside employment either disclosed or undisclosed it may lead to disciplinary action, up to and including termination of employment.

L. Solicitation Policy/Bulletin Boards

It is the policy of the Township to prohibit solicitation and distribution anywhere on its premises by non-employees, and to permit solicitation and distribution by employees except as provided below:

- Lawrence Park limits solicitation and distribution on its premises as such activity, when left unrestricted, can interfere with the normal operations of the Township, can be detrimental to efficiency, can be annoying, and can pose a threat to security.
- Unless required by law, persons not employed by Lawrence Park are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or purchase merchandise or services, or engaging in any other solicitation, distribution, or similar activity on Township premises at any time.
- The Township may authorize, in advance, a limited number of fund drives by employees on behalf of charitable organizations for employees' gifts.
- The Township will permit employees to engage in the solicitation or distribution of literature for any group or organization, including charitable organizations, during non-working time and in non-working areas only.
- The solicitation and distribution of literature or otherwise cannot interfere with the working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods, or any other time when the employee is not required to be working.
- The Township maintains a presence online as well as physical bulletin boards to communicate Township information to employees and to citizens, and to post notices required by law. Any unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other Township property or online is strictly prohibited.

M. Layoff and Recall

As a matter of policy, Lawrence Park will endeavor to keep employees working and will make every effort to avoid the need for layoffs. There may be occasions, however, due to economic conditions or for other reasons, when the Township simply cannot schedule all of its employees for work. In such cases, either a layoff or a reduction in scheduled hours may occur. If a layoff occurs, it will be based on the circumstances at that time.

IV. FRINGE BENEFITS

A. Eligibility

1. Full-Time Employees: All full-time employees scheduled to work at least 37.5 hours per week are eligible for PTO benefits.
2. Part-Time Employees are not eligible for PTO, except as required by law.
3. Cap on Benefits – Employees cannot accrue or receive payout for more than the maximums listed in this policy.

B. Paid Time Off (PTO)

1. Annual Leave Accrual (Full-Time Employees): Annual leave is granted on January 1st of each year. Accrual and annual carryover are limited to the maximums shown.

Years of Service	Annual Vacation Accrual	Maximum Carryover
0 – 4 years	10 days	5 days
5 – 9 years	15 days	7 days
10 – 19 years	20 days	10 days
20+ years	25 days	10 days

Example: A full-time employee who has been with the Township for more than 20 years and carries over 10 days from the prior year will therefore have 35 days of leave on January 1 of the following year.

2. Sick Leave Accrual (Full-Time Employees): Time is accrued at a rate of 1 day of sick leave per month. Balances carry over annually and may not exceed 60 days total.
3. Personal Leave Accrual (Full-Time Employees): 2 days (15 hours) are granted on January 1st each year. These days do not carry over to the next year.
4. Advanced Leave: In rare instances the Township may grant an advance of sick or annual leave with the written recommendation of the Township Manager and approval of the Board of Commissioners. Advances of annual leave may not exceed 37.5 hours (5 working days). Advances of sick leave may not exceed 75 hours (10 working days). Advances are granted at the upon recommendation from the Township Manager and at the discretion of the Board of Commissioners and only in temporary instances which are not expected to continue past a limited duration which shall be defined on a case-by-case basis.

In the event of employee separation while carrying an advanced leave balance such balances will be treated as a debt that must be repaid to the Township and either deducted from the Employee's final pay or billed to the Employee directly. Employees who are granted advanced leave will be required to sign a Payroll Deduction Authorization Form.

C. Bereavement

- (a) Employees shall be granted up to three (3) days off with pay in the event of a death in the employee's immediate family, including parent, sibling, child, grandchild (all of these to include "step" relationships or whether natural or adopted), and current spouse.
- (b) Employees shall be granted up to one (1) day off with pay in the event of a death of an extended family member, including uncles, aunts, in-laws, and grandparents.

D. Jury Duty

Every employee is immediately eligible for jury duty leave if summoned for such duty. If you are summoned for jury duty, the Township will keep you on its active work schedule until your civic duties have been completed. Employees are required to provide a written notice of jury duty as soon as possible after receiving notice. Employees are required to report to work if released from Jury Duty during regular work hours.

E. Military Leave

If an employee shall be inducted or shall enlist in the Armed Forces of the U.S. Government, the employee shall, upon receiving an honorable discharge from such service, be reinstated in accordance with the provisions of the Federal Laws in effect at the time of their release. In addition, a leave of absence is available to those employees who must attend to Military Reserve or National Guard responsibilities.

F. PTO Use Ordinarily

- 1. Incremental requirement: PTO of any type must be used in 15-minute increments.
- 2. Advanced Notice – Vacation and personal leave must be requested in advance and approved by a supervisor. Notification of sick leave use should occur within thirty (30) minutes of the beginning of an employee's shift whenever possible.
- 3. Medical Verification – Employees absent more than two (2) consecutive workdays (15 hours) due to illness must provide a written medical excuse for the absence.
 - a. The Township reserves the right to request medical verification at any time for any absences related to a reported illness.
 - b. Approval of paid leave related to an illness related absence lasting more than ten (10) consecutive working days require board notification and approval.
- 4. Overtime and PTO
 - a. PTO hours of any type are not considered hours worked for the purposes of overtime calculation.
 - b. Overtime in excess of ten (10) days in a calendar year requires the approval of the Township Manager.

G. Holidays and PTO

- 1. Holiday Schedule – The annual list of approved holidays is approved by resolution by the Board of Commissioners at the January reorganization meeting.

2. Independence Day (July 4th) – All Township staff may be required to work on this day. PTO may not be used to avoid this assignment.

H. Separation from Employment

1. Vacation Leave Payout
 - a. Full-Time Employees: Payout is capped at 75 hours (10 working days) regardless of the amount accrued.
2. This cap is absolute and applies to all employees regardless of length of service or current accrual balance.
3. Sick and Personal Leave – Not payable at separation.
4. Repayment – Employees who used unearned PTO (see advanced leave) will have such amounts deducted from final pay or be responsible for repayment.

I. Interaction with FMLA

1. The Township complies with the Family and Medical Leave Act (FMLA). PTO may run concurrently with FMLA where permitted by law. Full details are provided in APPENDIX C.

J. Insurance and Other Benefits

1. Health, Dental and Vision Benefits
 - a. The Township offers health, dental, and vision insurance benefits to all eligible regular, full-time employees. While the Township pays the majority of the employee's health insurance premium, employees will be asked to contribute to their coverage through bi-weekly payroll deductions. The amount of this contribution may change from time to time. The various plan benefits are set forth in booklets which are available in the office and online.
 - b. Additionally, employees who are terminated for reasons other than gross misconduct may be eligible to continue their health insurance coverage under our group health insurance plan at their own expense, in accordance with applicable law.
2. Health Insurance Stipend (Transition)
 - a. The Township provides health, dental and vision insurance benefits to all full-time employees. For certain employees hired prior to June 1, 2025, a taxable monthly stipend has historically been available in lieu of enrolling in Township health insurance. This stipend was designed to offset the cost of outside coverage, but it does not constitute health insurance and does not provide medical coverage. Monthly stipends are historically added to the employees' first regularly scheduled paycheck for each month.

- b. Certification Requirement
 - i. Employees who receive the stipend must certify annually, in writing, that they are covered under another health insurance plan (for example, through a spouse's employer). The stipend is taxable income and subject to standard payroll withholding.

 - c. Transition Phase
 - i. Effective upon adoption of this handbook the stipend shall be eliminated for all non-uniform employees.
 - ii. The Board of Commissioners may, at its discretion, permit any non-uniform employee who is currently enrolled in the stipend program and was hired prior to July 1, 2025, to continue receiving the stipend as a grandfathered employee.
3. Worker's compensation insurance is provided for all employees.
 4. Social Security - Township employees are required to participate in the Social Security program and are eligible for the customary benefits.
 5. Unemployment Compensation

Employees who are laid off, terminated, or suspended for a temporary period may be eligible for unemployment compensation as determined by the Office of Employment Security.

V. PERSONNEL RECORDS

1. Individual personnel files are maintained by the Township, and include all relevant non-medical information, including current address, tax withholding information, rate of compensation, employee evaluations, employee discipline, and the like.
2. Any medical or health insurance information is to be maintained separately.
3. Personnel files (as well as personnel medical records and insurance information) are confidential and may be reviewed only by the individual employee (when requested in accordance with state law), the Township's records custodian and individuals designated by the Township. Personnel files are not to be removed from their permanent storage location.
4. Employees are to notify the designated Township employee of any changes to their name, address, telephone number, marital status, driver's license status, or any other change which shall be reflected in their personnel records.
5. In accordance with Pennsylvania law, any employee who wishes to review their personnel file shall submit a written request to the designated Township employee no less than three days prior to the requested review date. All reviews of personnel files will be done in the presence of a Township representative. Copies of materials in personal files may not be made, and materials from personnel files may not be removed by the employee.

VI. TECHNOLOGY, INFORMATION SECURITY, AND RECORD MANAGEMENT

The Township provides communication systems, technology, and information access as part of routine operations. Employees are expected to use these resources responsibly, securely, and in compliance with all Township policies and applicable laws. The following provisions apply:

A. General Technology Use

Township computers, email accounts, mobile devices, and networks are to be used primarily for Township business. There is no expectation of privacy in the use of Township systems, accounts, or devices. The Township reserves the right to monitor, access, and review electronic communications including emails or text messages sent through Township devices or accounts. The Township further reserves the right to access or monitor files and system activity at any time.

This policy should be read and interpreted in conjunction with all other policies, including, but not limited to, policies prohibiting workplace harassment, discrimination, offensive conduct and/or inappropriate behavior. Employee-users are prohibited from using electronic mail for any unethical, illicit and/or illegal purpose, including but not limited to pornography, violence, gambling, racism, harassment, or any other illegal or distasteful activity. Users are forbidden from using profanity or vulgarity in their use of technology.

In general, users should exercise the same restraint and caution in drafting and transmitting messages over electronic communications as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipient. The violation of this policy may lead to disciplinary action, up to and including termination.

B. Passwords and Systems Access

Employees may not use personal accounts for Township business, including social media or electronic communications. Shared access credentials and passwords must be stored in a secure repository. Failure to safeguard Township login information or unauthorized sharing of access credentials may result in disciplinary action, up to and including termination.

C. Social Media and Public Communications

Employees must not disclose confidential information, use of Township logos or iconography without prior authorization, or make statements on behalf of the Township unless expressly authorized to do so. Employees are further prohibited from making statements on social media that materially disrupt Township operations or working relationships. Nothing in this policy is intended to or should be interpreted as infringing upon employees' rights under the First Amendment or applicable labor and employment laws.

D. Privacy, Security, and Monitoring

Employees have no expectation of privacy in Township buildings, vehicles, or while using Township property, including electronic devices or networks. Township facilities may be monitored by video surveillance for security, safety, and operational purposes. Video systems will not record audio except where required by law (e.g., police interview rooms). Surveillance will not occur in spaces where privacy is reasonably expected, such as restrooms.

E. Records Ownership and Retention

All documents, files, communications, and records created, received, or maintained in the course of Township business, whether physical or digital, are the property of Lawrence Park Township. Employees are prohibited from deleting, destroying, or altering Township records except as authorized by the Township's Open Records Policy and Pennsylvania Records Retention and Disposition Schedule. Personal use or removal of Township records is strictly prohibited and may result in discipline up to and including termination, civil action, or prosecution if applicable. Upon separation from employment, employees must turn over all Township documents, files, and records in their possession. The Township reserves the right to keep an employee's E-mail address active for a reasonable period of time following an employee's departure from the Township, although the former employee will have no access to the system, to ensure that important business communications reach the Township. The Township will review such communications and destroy all personal communications of the former employee.

VII. MISCELLANEOUS

A. Health and Safety

1. For the safety of all our employees, the Township has purchased safety equipment including hearing protection, gloves, respirators, and safety glasses. In the event an office employee needs to visit any operations area, they may be required to wear any one or a number of the various items of safety equipment. Equipment, as necessary, is available upon request.
2. One of the Township's goals is to ensure prompt, reliable attention to any incident or event which results in an injury or illness to any of our employees on or off of our premises. In order to allow us to provide assistance as necessary, all employees are to immediately report to their immediate supervisor any accidents, illnesses, or injuries which they witness or which they hear about, regardless of the severity of the incident.

B. Dress Code

The Township believes that an important part of our business is to project an image of professionalism. To that end, we request that all employees exercise their common sense in the selection of clothes which are worn at the workplace. Employees who wear clothes which are deemed inappropriate by the Township may be sent home and, because of repeated violations, may be subject to discipline up to and including discharge.

Some examples of clothing items deemed inappropriate include t-shirts or hats with political, inappropriate, or offensive slogans or images, or obviously ripped and torn clothing. Occasionally, the Township may provide "Township" clothing with logos or other identifying markers, which is to be properly and appropriately worn.

C. Tobacco Policy

Our employees are our most valuable asset. Your health is of great importance to us, as it is your right to work in a healthy working environment. Accordingly, the Township prohibits the use of tobacco products of any kind, as well as of “vapor” or “e-cigarettes” during paid working hours in or on any property owned, leased, or rented by the Township, including vehicles.

D. Drugs and Alcohol Policy

The Township values its employees and recognizes the need for a safe and healthy work environment. Employees abusing drugs and alcohol are less productive and are often a risk to the safety, security, and productivity of our Township. No employee shall be impaired by drugs, controlled substances, or alcohol.

The intent of this policy is:

1. To ensure a safe, healthy, and productive environment for all Township employees, free of substance abuse; and
2. To provide clear guidelines and consistent procedures for handling incidents involving employee use and/or abuse of alcohol, drugs, or controlled substances.

It is the policy of Lawrence Park to maintain a workplace free from the use, sale, possession or distribution of controlled substances or the improper or abusive use of legal drugs or alcohol on Township premises or anywhere on Township time. Compliance with this policy is a condition of continued employment.

In doing so, Lawrence Park recognizes that employees have a right to privacy and do not intend to regulate private employees conduct away from the job. At the same time, employees should recognize that conduct off the job can have an effect on the job, and that off-duty activity cannot be permitted to undermine safe work practices, the attainment of the highest standards of quality in our products, or the Township's reputation.

Under no circumstances may an employee report to work, perform assigned duties, or engage in Township business while under the influence of alcohol or controlled substances. Employees are also prohibited from using, consuming, purchasing, manufacturing, possessing, or distributing alcohol, drugs, or any other controlled substances on Township property during working hours or while performing Township business. This includes all times during which an employee is engaged in activities required by the Township, including business-related travel. Business-related travel may also include non-working hours, such as time spent in accommodation provided by Lawrence Park during overnight stays or at any time the employee represents the Township. Any employee who violates this policy will be subject to immediate termination.

This policy also does not prohibit employees from working while under the influence of prescription drugs, provided such drugs are being used as prescribed by a licensed physician and do not prevent the employee from performing the essential functions of the job or present a threat to the health or safety of the employee or others in the workplace. If an employee is aware that their use of an over the counter or properly prescribed medication is likely to alter their senses or impair their ability to perform on the job, the employee shall promptly report those facts to their supervisor or the Township Manager. Failure to do so may result in disciplinary action.

Drug and Alcohol Prohibitions

“Controlled substances” means any drug that is: (1) not legally obtainable; or (2) legally obtainable, but which has not been legally obtained. The term includes prescribed drugs not legally obtained, drugs not being used for prescribed purposes or in accordance with legitimate prescriptions, and any drug legally obtained that could impact or affect any individual’s ability to perform their job.

Any employee involved in any of the following activities at any time while on Township business in any location, premises or property is in violation of Lawrence Park policy and subject to disciplinary action, up to and including discharge:

- Bringing controlled substances or alcohol onto Township premises or property, including vehicles owned or leased by the Township or onto any citizen’s or vendor’s premises.
- Having possession of, having the presence of, or being under the influence of, alcohol or controlled substances; or
- Using, consuming, transforming, distributing or attempting to distribute, manufacturing, or dispensing controlled substances or alcohol.

Any employee refusing to cooperate or submit to questioning or refusing medical or physical tests or examinations when requested and conducted by Lawrence Park or its medical designee, is in violation of Township policy and subject to termination.

Lawrence Park has the right to test any employee for the presence of controlled substances and/or alcohol. Employees may be asked to submit to a medical examination and/or submit to another form of testing for controlled substances and/or alcohol. Any information obtained through such examinations will be kept confidential by Lawrence Park. Failure to submit to or cooperate with testing is a violation of this Policy and is subject to discipline, up to and including discharge.

In particular, the Township reserves the right, in its discretion, to examine employees in order to test for the presence of controlled substances and alcohol in situations such as, but not limited to, the following:

- Post offer testing;
- Upon reasonable suspicion of use/misuse;
- Post-accident testing; and
- For other reasons that might arise.

E. Vehicle Policy

See Appendix B.

F. Building Security

All employees who are issued keys to any building are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee who leaves the building shall ensure that all doors are securely locked, thermostats are set on appropriate evening and/or weekend settings, and all lights are turned off except for lights normally left on for security purposes. Employees are not allowed to be on Township property after hours without the express prior authorization of a member of the Board of Commissioners or the Township Manager.

G. Expense Reimbursement

Any expenses incurred by an employee on behalf of the Township shall have the prior approval of a supervisor, and all receipts shall be provided to the Township. Approved reimbursements will be made to the employee in their next regularly scheduled paycheck.

H. Visitors in the Workplace

To provide for the safety and security of our employees, guests, and facilities - only authorized visitors who are on the premises for business are allowed in the non-public portions of our workplace and only for authorized periods of time. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

I. Public Works Employee Uniform Allowance

I. Public Works Employee Uniform Allowance

Full-time public works employees shall receive a uniform allowance of up to \$500 per year. Reimbursement requires prior approval and receipt of eligible purchases. Examples of eligible items include work pants, safety boots, jackets, and other approved safety gear. Unused balances do not roll over. There is no uniform allowance for part-time employees.

J. Whistleblower Protection and Reporting

This policy is consistent with Pennsylvania Whistleblower Law (43 P.S. §1421 et seq.). Employees are encouraged to report any suspected wrongdoing including fraud, waste, safety violations, harassment, discrimination, or violations of law or Township policy.

Reports may be made to the Township Manager, Members of the Board of Commissioners, or Township Solicitor. No employee will be victim to retaliation for making a good-faith report. Any retaliation is grounds for disciplinary action up to and including termination or further legal escalation.

K. Safety Compliance

Employees must comply with all workplace safety requirements as outlined by OSHA and in Township produced safety manuals. Hazards must be reported immediately to supervisors. Wearing of safety gear (including PPE) is required. Follow Township procedures for accident and injury reporting. All full-time, non-uniform employees are expected to participate in monthly safety meetings.

APPENDIX A – GENERAL RULES OF CONDUCT

The following are reasonable restrictions on individual conduct to ensure employee accountability and protect Township interests. Employees should familiarize themselves with these rules and follow them accordingly.

This list is not comprehensive. Any action determined to be detrimental to the interests of the Township, co-workers, or citizens are unacceptable and will not be tolerated. The following are examples of unacceptable conduct that may be subject to disciplinary action up to, and including termination of employment.

1. Stealing from the Township or from others on Township property regardless of the amount involved or the secreting of Township property.
2. Deliberate or negligent destruction or defacing of Township property, materials or equipment, wherever located, or of the personal property of others on Township property.
3. Fighting or intentionally causing or attempting to cause bodily injury to another person on Township premises, regardless of the circumstances of provocation.
4. Use of abusive, uncivil, or insulting language which might reasonably be expected to create resentment, to any person on Township property, or in contempt of authority.
5. Horseplay, recklessness, disorderly or immoral conduct on Township property or under circumstances where such conduct might reflect unfavorably on the Township.
6. Falsifying any records or giving false information for records.
7. Being under the influence of intoxicants or illegal drugs on Township property or bringing such intoxicants or drugs onto such premises or being in possession of same while on Township property or otherwise violating the Drug and Alcohol Policy.
8. Assisting any unauthorized person to enter Township property without the Township's permission.
9. Unauthorized disclosure of confidential information to unauthorized organizations or individuals.
10. Failing to carry out any order of a representative of management or refusal to work on a job assigned by the supervisor, disobedience, or insubordination, unless it is determined that the order given was unsafe, unjust, or unlawful.
11. Idling, wasting time, loitering or inattention to duty during working hours.
12. Excessive absenteeism or tardiness and/or tardiness or absence from work without permission, sleeping on the job.

13. Negligence resulting in inferior work or failure to satisfactorily perform normal work assignments.
14. Unnecessary waste or irresponsible use or abuse of Township materials or property.
15. Violation of safety rules or engaging in unsafe conduct or practices or deliberately or negligently creating hazards of fire or endangering safety or health.
16. Leaving one's assigned job for any reason other than Township business without permission of the supervisor.
17. Failure to satisfactorily perform normal work assignments.
18. Failure to report an accident to your supervisor.
19. Unauthorized posting of printed or written material or disseminating statements with the intention of having the likelihood of causing harm to the Township or Township staff.
20. Conduct reflecting negatively upon the image of the Township.
21. Any unauthorized activity which impedes Township work.
22. Habitual failure to observe Township rules.
23. Employees shall not use, attempt to use, or permit the use of their employment as a means to gain or influence on any issues not in direct correlation with their job description.
24. No political influence/favors of any kind will be solicited.
25. Employees will not discuss any/all confidential information or discuss fellow employee wages.
26. Employees will not publicly criticize the Township orally or in any written (social media) manner or in any other way publicly express personal opinions contrary to Township policy.
27. Excessive tardiness, absenteeism, early quit, and failure to call in.

A. Disciplinary Actions

Violation of any of the Rules of Conduct above or of any other commonly recognized rule of proper human conduct in a professional organization, even though not specifically set forth in these rules or a violation of any additional rules as referred to in Section B below may result in disciplinary action, up to and including termination.

For violation of rules of conduct, the Township will take one or more of the following disciplinary actions: verbal warning, written warning, disciplinary suspension or discharge. Disciplinary suspension or discharge may be imposed for serious types of infractions or for any misconduct which is willful in the first instance depending on the circumstances and without any previous written or verbal warning being given. Ordinarily, disciplinary action for less serious offenses will be in the order of verbal warning, written warning, disciplinary suspension, or discharge. Due to different circumstances, a type of infraction may be dealt with differently in individual cases. Employees may be progressively disciplined for dissimilar offenses.

B. General Statement

The foregoing Rules of Conduct are not intended to be all-inclusive of the proper standards of conduct or obligations of employees. Observance of the usual rules of proper behavior toward fellow employees and the corporation required for an orderly, pleasant work atmosphere, and a cooperative, constructive attitude toward the job is expected of all employees.

The Township may, when it deems it appropriate, set forth additional stated rules and Department Supervisors may establish particular additional rules to govern employee conduct and operations in their respective departments, which they deem necessary for the particular operational requirements of their departments.

APPENDIX B – LAWRENCE PARK TOWNSHIP VEHICLE POLICY

The following are the Township's policies for the use of Township vehicles and for business travel using Township or personal vehicles. Failure to comply with these policies may result in the loss of Township vehicle privileges and/or other disciplinary action.

A. Safety Rules and Regulations

Drivers of Township vehicles or personal vehicles in Township business are expected to:

1. Operate the vehicle in a defensive manner to prevent accidents regardless of other drivers' actions.
2. Obey all traffic laws.
3. Drive the vehicle in accordance with existing weather conditions, road conditions, and lighting conditions.
4. Be courteous and considerate of other drivers.
5. Observe local speed limits and laws at all times.
6. Operate the vehicles to assure the safety of yourself, your passengers, and the lives and property of others.
7. Park the vehicle legally on public streets.
8. Remove the keys from the vehicle and lock all doors and compartments if the vehicle will be left unattended.
9. Keep the front and rear windows free and clear of all movable items. This includes removing snow, ice, and frost from the windows prior to operating the vehicle and during the operation of the vehicle if necessary.
10. Keep the vehicle registration cards, accident reporting kit and insurance identification card in the glove box at all times.
11. Not permit any non-authorized persons to operate a Township vehicle.
12. Not operate any vehicle while affected by alcoholic beverages, narcotics, medicines or drugs that will impair the ability of the driver to operate the vehicle safely and legally. (Drivers shall notify management of any prescription medicines that they are required to take for medical reasons which could impair their ability to operate the vehicle safely.
13. Not pick up hitchhikers.
14. Fasten your seat belts and insist that passengers also fasten their seat belts. Note: Air bags are not a substitute for a seat belt, which shall be worn in conjunction with the air bag.
15. Report all accidents to the Township regardless of the extent of personal injury or physical damage to the vehicle.
16. Not using a cell phone while operating a vehicle.

B. Permitted Use of Township Vehicles

The following rules apply to the business and personal use of Township vehicles:

1. The Township vehicle may be used solely by the person it is assigned to unless the Township authorized otherwise in writing.
2. During business hours the Township vehicle shall be used solely by the person it has been assigned to unless it has been authorized for use by the Township.
3. Township vehicles are not to be used for pulling personal trailers, boats, or other personal vehicles or affects, unless given express written authorization by the Township.
4. Township vehicles are not to be used as an off-the-road vehicle.
5. Township vehicles are not to be lent out to anyone.
6. Prior written authorization by the Township is needed before the employee may use the Township vehicle assigned to him for any personal vacation or trip outside of Erie County, Pennsylvania and when someone other than the person to whom the vehicle is assigned utilizes the vehicle.
7. No employee under 18 years of age is permitted to operate a Township or a privately-owned vehicle while on Township business.
8. Any employee who drives a vehicle shall have in their possession the proper class driver's license for that vehicle.
9. No employee shall operate a vehicle on Township business while their license is under suspension for any reason. Violation of this rule is grounds for immediate termination.
10. The Township will annually check that each employee has a valid driver's license that is free of citations.
11. Any employee who has their driving privileges suspended or revoked as a result of a conviction or moving violation shall immediately notify the Township.

C. Non-Township Vehicles – Insurance Requirements

Those employees using their own vehicles on Township business shall maintain limits of liability insurance equal at a minimum of \$100,000 per person, \$300,000 per accident, and furnish certification of such insurance coverage annually to the Township. Ordinarily, personal vehicles should not be used to conduct Township business whenever applicable.

D. Accident Procedures

If involved in an accident, drivers of Township vehicles shall:

1. Stop at once and remain at the scene of the accident until the police arrive.
2. Administer first aid to the injured, if qualified.
3. Send for police and an ambulance, if necessary.
4. Notify the Township or some other Township Official immediately.

5. Obtain the driver's license number, vehicle registration number, name, address, and phone number of the other driver and owner. Give the other party or parties the same information about yourself.
6. Obtain the names and addresses of the injured and all witnesses, if possible.
7. Obtain the name and address of the insurance carrier of all involved parties.
8. Complete the Driver's Accident Report Kit carried in the glove box of each Township vehicle so as to document the nature of the accident, including names and telephone numbers of witnesses to the accident.

E. Township Review of Accidents

All accidents involving Township vehicles or personal vehicles while on Township business will be reviewed by the Township to determine if they could have been prevented. Any decision that the accident could have been prevented shall be based on police reports or any other official investigative reports.

Accidents that are judged to be preventable and violations of the rules and regulations included in this Policy are subject to appropriate disciplinary action up to and including the termination of your employment relationship with the Township.

F. Maintenance of Township Vehicles

1. An employee using a Township vehicle is responsible for maintaining and servicing the vehicle per vehicle instructions.
2. Any employee driving a Township vehicle, other than on a full-time basis who becomes aware of a maintenance or safety deficiency shall report it to their superior as soon as practicable. The Township will repair any such deficiency as soon as practicable.
3. Because it represents the Township, each vehicle used in the course of Township business shall be kept neat and clean at all times.
4. Maintenance and appearance of personal automobiles used on Township business is to be done in the same fashion as described above for Township vehicles.

G. Motor Vehicle Record Program

1. Before any employee may be assigned driving responsibilities using either a Township or a personal vehicle, they shall submit to the Township a current motor vehicle record from the Department of Motor Vehicles.
2. Each employee who receives a citation as a result of an accident or a moving violation while driving a vehicle on Township business shall report that citation immediately to the Township.
3. All employees driving on Township business are subject to a Motor Vehicle Record check at any time by the Township.
4. Motor Vehicle Records obtained by the Township will be forwarded to the Townships' insurance agent.

H. Responsibility for Traffic and Parking Citations and Violations

All fines and penalties imposed for violation of the State Motor Vehicle Code or local parking regulations on employees while driving on Township business are the responsibility of the employee, except that the Township will reimburse the employee for fines incurred for overtime parking while on Township business. The Township will not reimburse the employee for fines incurred for illegal parking not authorized by the Township while on Township business.

APPENDIX C – FAMILY AND MEDICAL LEAVE

This policy is issued in compliance with the Family and Medical Leave Act of 1993 (FMLA) and shall be interpreted consistently with that law and any applicable regulations. The Township maintains government mandated FMLA postings at its worksite. The notice provisions of those postings are incorporated by reference as part of this policy. All terms within this policy are defined in accordance with the FMLA and its regulations. Please see Human Resources for full information and procedures.

A. Eligibility for Leave

Eligible employees are entitled to take up to twelve (12) weeks' unpaid leave from the workplace during a single twelve (12) month period for one or more of the following reasons: (1) the birth of the employee's child or the placement of a child with the employee for adoption or foster care, if the leave is taken within the 12-month period immediately following the child's birth or placement; (2) to care for the employee's parent, spouse, or child with a serious health condition; or (3) an employee's own serious health condition which makes the employee unable to perform their job.

FMLA leave also is available to employees with family members serving in the U.S. Armed Forces for the following qualifying reasons: (1) to assist with or attend to a "qualifying exigency" associated with the employee's spouse, parent, or child's call to active duty; or (2) to care for a covered military service member with a serious injury or illness incurred in the line of duty. The provisions for military related FMLA leave are described in greater detail below.

B. Length of Leave

For purposes of determining eligibility and leave entitlement, the 12-month period is a rolling 12-month period measured backward from the date the employee begins a qualifying leave. If an eligible employee has not used all 12 weeks of FMLA leave during the previous 12-month period, they would be eligible to take the balance of the leave for that period. If a husband and wife both work for the Township, the spouses are limited to a combined total of 12 weeks of FMLA leave during the 12-month period if leave is taken for the birth of the employee's child or to care for the child after birth, for the placement of a child with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition. Leave for the birth of a child or the placement of a child with the employee for adoption or foster care shall be taken during the 12-month period immediately following the birth, adoption or placement. Unused leave may not be carried over from year-to-year.

C. Notice and Certification

If the reason for the leave is foreseeable, advance notice of at least 30 days shall be requested in writing. If 30 days' notice is not possible, employees are expected to provide the Township with notice of the need for FMLA leave as soon as practicable under the circumstances. Planned medical treatment shall be scheduled so as not to unduly interrupt the Township's operations. If the reason for leave is not foreseeable, notice shall be given as soon as possible and within two business days of the absence, unless there is an extraordinary situation, such as a medical emergency. In all cases, notice shall be given as soon as practicable under the circumstances. Failure to give appropriate notice without a reasonable excuse for the delay or failure to otherwise satisfy FMLA notice obligations may result in a delay of leave. Any unapproved absences during this period will be handled according to the Township's usual attendance policies and procedures.

Medical certification is required for leave for a serious health condition of the employee or their family member, and birth of a child. The Township requires medical certification to support request for leave and may require a second or third opinion upon request. These opinions will be completed by a designated physician at the expense of the Township.

A request for medical leave shall be supported by timely written certification issued by the employee's health care provider to support a request for leave due to the employee's own serious health condition or the serious health condition of the employee's family member. The certification shall provide the approximate date the serious health condition commenced, the probable duration of the condition, the necessity for the employees' leave, and other appropriate medical facts regarding the condition. In the case of an employee's own serious health condition, the health care provider shall certify that the employee is unable to work or perform their essential job functions.

The employee shall provide the required medical certification within five (5) business days of being notified that such certification is required. If the employee is unable to obtain certification within five (5) business days, despite their good faith effort to do so, the time for providing certification may be extended to fifteen (15) days. Failure to provide medical certification within fifteen (15) days may result in a delay or denial of leave until the certification is provided.

Any absence during this period will be handled according to the Township's usual attendance policies and procedures.

The Township reserves the right to require a second medical opinion from a Township-designated health care provider at the Township's expense. If opinions conflict, the Township and the employee may jointly designate a third health care provider whose opinion shall be final. The Township may request periodic updates during the leave, as permitted by federal regulations, regarding the employee's status.

When leave is requested for the employee's own serious health condition, a "fitness for duty" certification form to return to the workplace from the employee's physician, stating that the employee may perform the essential functions of their job, with or without accommodation, is required for an employee to return to the job. If this form is not provided, the employee will not be permitted to return to work. This is the responsibility of the employee.

Employees on FMLA leave are required to send periodic status reports on their condition from their attending physician. These reports are to be forwarded to the Commissioner for Administration. This reporting process and notification is the responsibility of the employee.

D. Benefits During Leave

An employee on FMLA leave is entitled to receive the same level of health and dental insurance coverage that was received prior to taking the leave, provided the employee continues to share the responsibility for the payment of their portion of health and dental cost in a timely manner. These arrangements shall be made with the Human Resources Office prior to the start of the leave or as soon as possible when leave is not foreseeable. Life Insurance and Long-Term Disability may continue if permitted by such Policies during the leave, while other benefits, such as retirement contributions, sick leave and vacation accruals, will cease for the duration of the leave.

Employees are *required* to use accumulated sick and vacation time in the order determined by the Human Resources Office when off work on FMLA leave. Once paid time is exhausted, any remaining time off for FMLA leave is unpaid.

E. Reduced Work Schedule / Intermittent Leave

FMLA leave may be available on an intermittent or reduced schedule basis when medically necessary due to the employee's own serious health condition or that of a covered family member, or for the serious injury or illness of a covered service member, or as otherwise necessary in the case of a qualifying exigency. The medical certification to care for an employee's family member shall be provided by the employee and approved in the Human Resources Office prior to the employee beginning the leave. The certification for the employee's health condition shall be received prior to the start of the leave, if the leave is foreseeable, or as soon as possible if the leave is not foreseeable. The immediate supervisor, appropriate President's Staff member and President's approval is required for any intermittent leave schedule to be worked following the birth, adoption or placement of a child, the health condition of a dependent or the employee's own serious health condition.

F. Return from Leave

With limited exceptions, any eligible employee who takes FMLA leave is entitled to be restored to their original or equivalent position with equivalent pay, benefits and other terms and conditions of employment, subject to the FMLA provisions. Reinstatement of an employee at the end of FMLA leave may be denied if the employee would not otherwise have been employed at the time reinstatement is requested or if the employee's position no longer exists and the position would otherwise have been eliminated.

G. Military-Related FMLA Leave

The National Defense Authorization Acts of 2008 and 2009 (NDAA) amended the FMLA to expand leave rights and obligations to provide additional military related FMLA leave. The following provisions apply to our employees who are related to members of the United States Armed Forces, which includes members of the National Guard and Reserve.

H. Qualifying Exigency Leave

Employees who otherwise are eligible for FMLA leave are entitled to take FMLA leave for a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent either is on covered active duty or has been notified of an impending call or order to covered active duty as a member of the United States Armed Forces, provided that the active duty involves deployment to a foreign country. For purposes of this policy, a "qualifying exigency" is defined in accordance with FMLA and NDAA regulations and may fall within one of the following categories:

Short notice deployment.

- Military events and related activities.
- Childcare and school activities.
- Financial and legal arrangements.
- Counseling.
- Rest and recuperation.
- Parental care.
- Post-deployment activities; and
- Additional activities not encompassed in the other categories but agreed to by the Township and employees.

Leave taken for a "qualifying exigency" will be counted against an employee's 12-week FMLA entitlement. Intermittent or reduced schedule leave may be available for a leave taken for a "qualifying exigency."

Where the leave arises out of a call or impending call to active duty in the Armed Forces which is foreseeable, the employee shall provide as much notice as is reasonable and practicable under the circumstances.

I. Military Caregiver Leave / Covered Service Member Leave

An eligible employee who is the spouse, son, daughter, parent or next of kin (i.e. nearest blood relative) of a covered service member is entitled to a total of 26 work weeks of leave during a 12-month period to care for the covered service member. A "covered service member" is a member of the Armed Forces who is undergoing medical treatment, recuperation, therapy or is in "outpatient status" or otherwise on the temporary disability retired list for a serious injury or illness. A "covered service member" also may include a veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury and who was a member of the Armed Forces at any time during the five (5) year period preceding the first date the eligible employee takes FMLA leave to care for the covered veteran. A "serious injury or illness" means any injury or illness that occurred in the line of active duty or a pre-existing condition that was aggravated in the line of duty which renders the member medically unfit to perform the duties of the member's office, grade, rank or rating in the Armed Forces, and in the case of covered veterans, as otherwise defined by applicable law and regulation. All other terms in this policy are defined in accordance with FMLA regulations.

Military Caregiver Leave is available only once per covered illness or injury. In the single 12-month period in which the 26 weeks of Military Caregiver Leave is taken, the combined regular FMLA and Military Caregiver Leave cannot exceed 26 weeks. However, an employee's regular FMLA leave (i.e. annual 12-week entitlement) is not subject to the "one-time only limit."

If both husband and wife employed by the Township would be entitled to the one-time 26-week Military Caregiver Leave, all FMLA leaves of the spouses are combined to determine the annual limits.

Military Caregiver Leave may be taken on an intermittent or reduced leave schedule when medically necessary.

APPENDIX D – LEGAL AUTHORITY

Board of Commissioners – Legal Authority

Legal Authority: All authority is vested by the Board of Commissioners as a whole, acting by majority vote under the First-Class Township Code (53 P.S. §55501 et seq.). The President presides at meetings and signs documents but has no additional legal powers beyond other commissioners. The Vice President acts in the President's absence.

Liaison Roles (informal authority): Historically Lawrence Park Township Commissioners functioned as departmental heads including the following departments: public safety, administration, buildings, parks and recreation, sanitation, sewers, and streets. These historic roles are not legally required and are informal in nature. As Liaisons to these departments Commissioners serve as points of contact and advisors, not as department supervisors or individual decision makers. Decisions regarding employment, job duties, or other personnel determinations including hiring, expenses, and further policy determinations are made by the Board of Commissioners as a collective body or where delegated, to the Township Manager

ACKNOWLEDGEMENT
EMPLOYEE HANDBOOK RECEIPT

I have received a copy of the Lawrence Park Township Employee Handbook, Revision dated 2025 and understand its contents. I understand further that the Handbook is a guideline only, and that the Township expressly reserves the right to change, modify, or delete the rules, policies, and benefits contained in the Handbook at any time with or without notice.

I understand that I am employed at will and that no Township representative has any authority to enter into any agreement, either oral or written, for continuing employment for any specific period of time, or any particular term or condition of employment, except by formal written action of the Board of Commissioners of Lawrence Park Township.

Date

Signature

Print Name