

Gregg Township Job Description

Job Title: Maintenance Superintendant/Roadmaster
Reports To: Board of Supervisors
Direct Reports: Maintenance Employee Level 1 and Level 2
FLSA Classification: Exempt
Date: April 2017

GENERAL PURPOSE OF JOB

This position is responsible for township roads, bridges, structures, equipment and grounds of Gregg Township and supervision of day to day operations of the Maintenance Department. He/She shall also be responsible for and reports directly to the Board of Supervisors. This position also assists with maintenance of the Gregg Township Water and Sewer Authority and the Old Gregg School as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the repairs and maintenance of township roadways, bridges, buildings and grounds.
- Prioritize plan, budget and schedule road projects as directed by the Board of Supervisors. Duties include assigning and supervising the work of other road employees and participating in the work itself.
- Assists Board of Supervisors in the preparation of the township budget. Meet monthly meet to discuss budget with Secretary/Treasurer.
- Attend all Board of Supervisors meetings and budgetary meetings. Provide a monthly Roadmaster report of tasks completed, tasks in progress and tasks scheduled.
- Ability to effectively organize and direct personnel to maximum efficiency, communication, and coordination within the department.
- Select, train, motivate and evaluate personnel; monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies.
- Ability to establish and maintain effective working relationships with subordinates, other employees, Supervisors and the general public.
- Schedules work, taking into account available equipment and manpower, severity of the situation to be corrected, and the need to cover all areas of the township. Determine the need for overtime following Township policies. Makes overtime assignments as necessary to deal with storms and emergencies.
- Monitor the work of subcontractors, Penn DOT Engineers and township engineer to assure they are using proper procedures and materials.
- Directly responsible for purchasing and vendor relationships as necessary to perform the duties of the position. Authorized to make purchases within the budgetary limits.
- Maintains daily vehicle logs and fuel usage records.
- Develop preventative maintenance schedule on all equipment maintained by the township.
- Determine need for new equipment and facilities. Also determine the need for major repairs, maintenance of grounds and facilities and rebuilding projects. Provide this information to the board of supervisors to be included in the preparation of the budget(s).
- Ability to operate tools and equipment listed.
- Communicates and coordinates work activities with residents and other municipalities as necessary.
- Respond to and resolve citizen inquiries and complaints.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the respective fields of responsibility.
- Report hours worked by self and road crew to secretary for payroll. Approve paid time off for the maintenance workers.
- Follow Federal (OSHA), state regulations and Township policies regarding safety training and safe work practices.
- Available to respond quickly to emergency situations, on call 24/7.

- Perform road inspections and maintain necessary records.
- Perform mowing and vegetation control on all township properties.
- Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.
- Assist in preparation of Federal, State and County grant applications for project disaster and relief aid.
- Work with Penn DOT and township engineer in develop short and long range plans relevant to road maintenance and equipment.
- Ability to work under stress.
- Ability to meet deadlines.
- Other duties that may be assigned by the supervisors.
- Assist the Gregg Township Water and Sewer Authority with routine business as needed.
- Assist with the maintenance and repairs at the Old Gregg School as needed and assigned by the BOS.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the direct supervision of the maintenance employees.

CERTIFICATES, LICENSES, REGISTRATIONS

PA Class A or B Commercial Drivers License with airbrake endorsement is mandatory

Flagger Trainer certification is mandatory.

Licensed Heavy Equipment Operator (Equipment includes: Wheel Loader, Backhoe, grader, roller, dump trucks, road mower and any additional equipment needed to perform the duties and responsibilities of the job.)

Certified First Aid Responder

Welding/Electrical/Carpentry certificates are also helpful.

Underground Storage Tank Operator certification and certification in the Dirt, Gravel and Low Volume Road program is required or must be willing to obtain after employment.

Any other certification required to obtain grants or other funding.

Pre-Employment Drug Test required.

EDUCATION and/or EXPERIENCE

An Associate's degree (A.A.) or equivalent from two-year college or technical school and two years related experience and/or training; or equivalent combination of education and experience is required for this position.

LANGUAGE AND MATHEMATICAL SKILLS

This position requires the ability to read, analyze, and interpret documents, and respond effectively to inquiries or complaints from vendors, residents, staff and board of supervisors.

It also requires the ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumferences, and volume.

REASONING ABILITY

This position requires the ability to define problems, collect data, establish facts and draw valid conclusions. It is also necessary to interpret technical instructions in mathematical or diagram form.

PHYSICAL DEMANDS

This is a highly mobile position that requires the ability to stand, walk, use hands, reach with arms, talk, hear, climb, kneel and crouch constantly. Frequent lifting up to 80 pounds with occasional heavier lifting required.

This position requires the use of all types of vision, including close, distance, color, peripheral, depth perception, and adjustment of focus.

WORK ENVIRONMENT

This position is exposed to loud noise levels and regularly must deal with outdoor weather conditions (including extreme cold/heat, snow, rain, sleet and high winds), working in high places, and exposure to electrical shock hazards, fumes and moving mechanical parts. This position requires working in a dirty environment where worker and clothing easily become dirty. Occasionally may require working in unpleasant social situations when dealing with resident's complaints.

Gregg Township Job Description

Job Title: Maintenance Employee Level I
Reports To: Maintenance Superintendent/Roadmaster
FLSA Classification: Non-exempt
Date: April, 2017

GENERAL PURPOSE OF JOB

Operates equipment and provides general labor on various projects in the township, including maintenance on roads, right of ways, and grounds of township owned properties. Operates all equipment, some of which requires a CDL License. Emergency road maintenance is an essential part of this position, especially during months of inclement weather. Manual labor duties are also required. Assists to maintain all township, sewer & water authority and the Old Gregg School properties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate all equipment as directed by the roadmaster. Equipment includes: wheel loader, backhoe, grader, roller, dump truck, road mower and any additional equipment needed to perform the duties and responsibilities of the job.
- Maintains roads, berms and drainage swales as necessary, including but not limited to: patchwork, snowplowing, salt/cindering, digging of drainage ditches, placement of rock to stabilize berms and drainage ditches and pipe work.
- Provide general labor on various projects in the township.
- Work requires strenuous physical effort and exposure to uncomfortable working conditions.
- Work may require the operation of more complex pieces of equipment.
- Knowledge of proper operating procedures and safety practices associated with trucks and construction equipment or the ability to learn while on the job.
- This position requires the individual to be on call 24/7 as determined by the roadmaster, based on the need for various types of road maintenance due to extreme weather conditions.
- Work is performed independently and under the direction of the Roadmaster.
- Checks vehicles for proper operating conditions and performs routine vehicle maintenance and upkeep of hand tools and power equipment.
- Perform mowing and vegetation control on all township properties.
- Follow Federal (OSHA), state regulations and township policies regarding safety training and safe work practices, including but not limited to the use of reflective clothing, dust masks, face shields, safety glasses and hard hats.
- Ability to understand and follow oral and written instructions
- Performs other related duties as assigned.
- Assists with the maintenance for the Gregg Township Water and Sewer Authority as assigned.
- Assists in projects and maintenance at the Old Gregg School as assigned.

SUPERVISORY RESPONSIBILITIES

None

CERTIFICATES, LICENSES, REGISTRATIONS

PA Commercial Drivers License Class A or Class B with airbrake endorsements (Can be obtained during course of employment)

Pre-Employment Drug Test required.

Flagger Training Certification (Can be obtained during course of employment).

EDUCATION and/or EXPERIENCE

A High school diploma or general education degree (GED) and one to three months related experience and/or training or equivalent combination of education and experience is necessary for this position.

LANGUAGE SKILLS

This position requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; as well as the ability to write routine reports and correspondence

COMMUNICATION SKILLS

In the absence of the roadmaster, this position would communicate with local residents, vendors and others that the roadmaster would normally work with. Possess the ability to communicate affectively when problems arise.

MATHEMATICAL SKILLS

It is necessary for this position to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals

REASONING ABILITY

This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only standardization exists. It also requires the ability to interpret a variety of instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

This is a highly mobile position that requires the ability to stand, walk, use hands, reach with arms, talk, hear, climb, kneel and crouch constantly. Frequent lifting up to 80 pounds with occasional heavier lifting required. This position requires the use of all types of vision, including close, distance, color, peripheral, depth perception, and adjustment of focus.

WORK ENVIRONMENT

This position frequently is exposed to outdoor weather conditions (including extreme hot and cold temperatures, snow, rain, sleet and high winds). Moderate to loud noise levels are common. This position is also exposed to working in high places, exposure to electrical shock hazards, fumes and moving mechanical parts. This position requires working in a dirty environment where worker and clothing easily become dirty.

This position may include working in unpleasant social situation when dealing with residents complaints.

Gregg Township Job Description

Job Title: Maintenance Employee Level II
Reports To: Maintenance Superintendent/Roadmaster
FLSA Classification: Non-exempt
Date: April, 2017

GENERAL PURPOSE OF JOB

Operates equipment and provides general labor on various projects in the township, including maintenance on roads, right of ways, and grounds of township owned properties. Operate heavy equipment, some of which requires a CDL License, is common in this position. Emergency road maintenance is an essential part of this position, especially during months of inclement weather. Manual labor duties are also required. Assist in the duties of the maintenance superintendent/roadmaster in his/her absence as necessary. Assists to maintain all township, sewer & water authority and the Old Gregg School properties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Functions as a lead worker in the absence of the roadmaster.
- Operate all equipment as directed by the roadmaster. Equipment includes: wheel loader, backhoe, grader, roller, dump truck, road mower and any additional equipment needed to perform the duties and responsibilities of the job.
- Provide general labor on various projects in the township. Maintains roads, berms and drainage swales as necessary, including but not limited to: patchwork, snowplowing, salt/cindering, digging of drainage ditches, placement of rock to stabilize berms and drainage ditches and pipe work.
- Work requires strenuous physical effort and exposure to uncomfortable working conditions.
- Work may require the operation of more complex pieces of equipment.
- Work is performed independently and under the direction of the roadmaster.
- Checks vehicles for proper operating conditions and performs routine vehicle maintenance and upkeep of hand tools and power equipment.
- Train less skilled employees in operation and care of equipment.
- Knowledge of proper operating procedures and safety practices associated with trucks and construction equipment or the ability to learn while on the job.
- This position requires the individual to be on call 24/7 as determined by the roadmaster, based on the need for various types of road maintenance due to extreme weather conditions.
- Perform any or all duties normally assigned to less skilled employees.
- Perform mowing and vegetation control on all township properties.
- Follow Federal (OSHA), state regulations and township policies regarding safety training and safe work practices, including but not limited to the use of reflective clothing, dust masks, face shields, safety glasses and hard hats.
- Ability to understand and follow oral and written instructions
- Assist with the maintenance for the Gregg Township Water and Sewer Authority as assigned.
- Assist in projects and maintenance at the Old Gregg School as assigned.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

As Maintenance Employee Level 2, this position, in the absence of the roadmaster, would supervise and schedule himself/herself and Maintenance Employee Level 1 in all tasks as well report to the roadmaster and/or board of supervisors when acting in this capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

PA Commercial Drivers License Class A or Class B with airbrake endorsements (Can be obtained during employment)
Pre-Employment Drug Test required.
Flagger Training Certification (can be obtained during course of employment).

EDUCATION and/or EXPERIENCE

A high school diploma or general education degree (GED) and one year related experience and/or training or equivalent combination of education and experience is necessary for this position.

LANGUAGE SKILLS

This position requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; as well as the ability to write routine reports and correspondence

COMMUNICATION SKILLS

In the absence of the roadmaster, this position would communicate with local residents, vendors and others that the roadmaster would normally work with. Possess the ability to communicate affectively when problems arise.

MATHEMATICAL SKILLS

It is necessary for this position to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals

REASONING ABILITY

This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only standardization exists. It also requires the ability to interpret a variety of instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

This is a highly mobile position that requires the ability to stand, walk, use hands, reach with arms, talk, hear, climb, kneel and crouch constantly. Frequent lifting up to 80 pounds with occasional heavier lifting required.

This position requires the use of all types of vision, including close, distance, color, peripheral, depth perception, and adjustment of focus.

WORK ENVIRONMENT

This position frequently is exposed to outdoor weather conditions (including extreme hot and cold temperatures, snow, rain, sleet and high winds). Moderate to loud noise levels are common. This position is also exposed to working in high places, exposure to electrical shock hazards, fumes and moving mechanical parts. This position requires working in a dirty environment where worker and clothing easily become dirty.

This position may involve working in unpleasant social situation when dealing with residents complaints.

**GREGG TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES**

July 26, 2017

A special Board of Supervisors(BOS) meeting for Gregg Township, Centre County, was held on July 26, 2017 at 106 School Street, Suite 106, Spring Mills PA with Chairman Joel Myers and Douglas Bierly in attendance. Others in attendance: Jennifer Snyder - Secretary/Treasurer, Brandon Ripka - Roadmaster

Chairman Myers called the meeting to order at 7:33 a.m.

BUSINESS

Personnel: The BOS discussed staff and the employee handbook. After discussion:

Mr. Bierly made a motion to make a change in the employee handbook in section 705 Personal Appearance to state that shorts may be worn at the roadmaster's discretion. Second by Chairman Myers. No further discussion. Vote in favor was unanimous. 2 - 0

Chairman Myers made a motion to dismiss Josh Kellerman as a road maintenance worker. Second by Mr. Bierly. No further discussion. Vote in favor was unanimous. 2 - 0

Mr. Bierly made a motion to hire Chris Dobson, effective July 26, 2017, as a part-time road maintenance worker at thirteen dollars per hour. Second by Chairman Myers. No further discussion. Vote in favor was unanimous. 2 - 0

Sara Campbell Lane letter of support: Mr. Russ Schleiden contacted the BOS and asked them to write a letter of support for a Commonwealth Financing Authority Multimodal grant he is writing to construct a connector road, Sara Campbell Lane, between SR 2012 and SR 0192. The BOS discussed having the township engineer, Don Franson, work with Penn DOT in regards to this road and possible turnback projects. After discussion:

Chairman Myers made a motion that the BOS write a letter of support of the proposed grant, using the example letter from the Centre County Planning Office. Second by Mr. Bierly. No further discussion. Vote in favor was unanimous. 2 - 0

Chairman Myers made a motion to approve the township engineer, Franson Engineering, to work with Penn DOT on the possible options from the turnback program on Penns Cave road. Second by Mr. Bierly. No further discussion. Vote in favor was unanimous. 2 - 0

Fireman's Carnival Tickets: The township received the invoice for the printing of the tickets for the carnival. Last year the township paid \$700 to print the tickets. The invoice this year for printing costs was \$1150. After discussion:

Chairman Myers made a motion to pay \$800 towards the cost of the printing of the carnival tickets. Second by Mr. Bierly. No further discussion. Vote in favor was unanimous. 2 - 0

No Parking Signs on Route 45: Penn DOT contacted the township and reported that a resident had complained about cars parking along SR 0045 in front of an apartment which blocks sight distance when pulling onto route SR 0045. After a field study, they have asked us to put up three no parking signs in designated spots. The cost of the signs is the responsibility of the township. After discussion:

Mr. Bierly made a motion to first contact the owner of the apartment to encourage his tenants to park behind the building off of the state route. He would like to see us do this before purchasing the signs. Second by Chairman Myers. No further discussion. Vote in favor was unanimous. 2 - 0

ADJOURN

Chairman Myers made a motion to adjourn at 8:15 a.m. Second by Mr. Bierly. Vote in favor was unanimous. 2 – 0

Respectfully Submitted By,

**Jennifer Snyder, CGA
Secretary/Treasurer**

CENTRE DAILY TIMES

AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Lines
120319	0003192817	Meeting Notices The Board of Supervisors will ho		\$33.15	1	13

Attention:

GREGG TOWNSHIP SUPERVISORS
PO BOX 184
SPRING MILLS, PA 16875


Meeting Notices
The Board of Supervisors will hold a special meeting at 7:30 a.m. on Wednesday, July 26, 2017 in room #106 at the Old Gregg School, 106 School Street, Spring Mills, to discuss personnel issues and anything that comes before the board.

COMMONWEALTH OF PENNSYLVANIA**COUNTY OF CENTRE**

SAMANTHA HENDERSHOT, being duly sworn, according to law says that he/she is an agent of the Centre Daily Times, a daily newspaper of general circulation, having its place of business in State College, Centre County, Pennsylvania, and having been established in the year 1898; that the advertisement appeared in said newspaper; that the affiant is not interested in the subject matter of the notice or advertisement; that all of the allegations contained herein relative to the time, place and character of the publication are true.

1 Insertion(s)

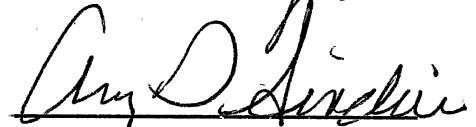
Published On:
July 25, 2017



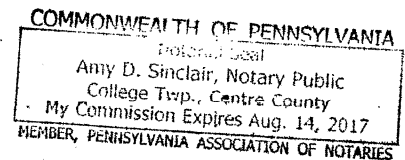
Witness Signature

Sworn and Subscribed to me

this 15th day of August 2017



Notary Signature



Gregg Township, Centre County

Account QuickReport

January through December 2018

Type	Date	Num	Name	Memo	Split	Amount
01.300 · Revenue - Taxes						
310.210 · Earned Income						
Deposit	02/27/2018		Borough of State Co...	Deposit	100.00 · Regul...	36,228.83
Deposit	03/20/2018			Deposit	100.00 · Regul...	16,021.25
Deposit	04/12/2018		Borough of State Co...	Deposit	100.00 · Regul...	12,807.51
Deposit	05/23/2018		Borough of State Co...	Deposit	100.00 · Regul...	45,365.80
Deposit	06/18/2018		Borough of State Co...	Deposit	100.00 · Regul...	13,591.75
Deposit	07/11/2018		Borough of State Co...	Deposit	100.00 · Regul...	9,648.27
Deposit	08/15/2018		Borough of State Co...	Deposit	100.00 · Regul...	33,518.23
Deposit	09/17/2018		Borough of State Co...	Deposit	100.00 · Regul...	16,321.82
Deposit	10/16/2018		Borough of State Co...	Deposit	100.00 · Regul...	12,933.74
Deposit	10/16/2018		Borough of State Co...	Deposit	100.00 · Regul...	-310.07
Deposit	11/30/2018		Borough of State Co...	2016 Q2	100.00 · Regul...	33.75
Deposit	11/30/2018		Borough of State Co...	2016 Q3	100.00 · Regul...	2.36
Deposit	11/30/2018		Borough of State Co...	2016 Q4	100.00 · Regul...	0.00
Deposit	11/30/2018		Borough of State Co...	2016 Q5	100.00 · Regul...	-3.23
Deposit	11/30/2018		Borough of State Co...	2017 Q1	100.00 · Regul...	56.05
Deposit	11/30/2018		Borough of State Co...	2017 Q4	100.00 · Regul...	96.64
Deposit	11/30/2018		Borough of State Co...	2017 Q5	100.00 · Regul...	-129.78
Deposit	11/30/2018		Borough of State Co...	2018 Q1	100.00 · Regul...	61.44
Deposit	11/30/2018		Borough of State Co...	2018 M10	100.00 · Regul...	124.65
Deposit	11/30/2018		Borough of State Co...	2018 Q2	100.00 · Regul...	1,325.08
Deposit	11/30/2018		Borough of State Co...	2018 Q3	100.00 · Regul...	27,918.65
Deposit	11/30/2018		Borough of State Co...	2018 Q4	100.00 · Regul...	1.54
Deposit	11/30/2018		Borough of State Co...	2018 Q5	100.00 · Regul...	108.61
Deposit	11/30/2018		Borough of State Co...	2018 M6	100.00 · Regul...	25.00
Deposit	11/30/2018		Borough of State Co...	2018 M7	100.00 · Regul...	91.13
Deposit	11/30/2018		Borough of State Co...	2018 M8	100.00 · Regul...	98.66
Deposit	11/30/2018		Borough of State Co...	2018 M9	100.00 · Regul...	3,939.76
Deposit	11/30/2018		Borough of State Co...	Other Collected	100.00 · Regul...	169.32
Deposit	12/14/2018		Borough of State Co...	2017 Q1	100.00 · Regul...	99.79
Deposit	12/14/2018		Borough of State Co...	2017 M10	100.00 · Regul...	12.95
Deposit	12/14/2018		Borough of State Co...	2017 M11	100.00 · Regul...	18.99
Deposit	12/14/2018		Borough of State Co...	2017 M 12	100.00 · Regul...	18.99
Deposit	12/14/2018		Borough of State Co...	2017 Q2	100.00 · Regul...	-27.22
Deposit	12/14/2018		Borough of State Co...	2017Q3	100.00 · Regul...	-55.22
Deposit	12/14/2018		Borough of State Co...	2017 Q4	100.00 · Regul...	54.06
Deposit	12/14/2018		Borough of State Co...	2017 Q5	100.00 · Regul...	-324.69
Deposit	12/14/2018		Borough of State Co...	2018 Q1	100.00 · Regul...	6.94
Deposit	12/14/2018		Borough of State Co...	2018 M10	100.00 · Regul...	4,088.34
Deposit	12/14/2018		Borough of State Co...	2018 M11	100.00 · Regul...	186.43
Deposit	12/14/2018		Borough of State Co...	2018 Q2	100.00 · Regul...	127.84
Deposit	12/14/2018		Borough of State Co...	2018 Q3	100.00 · Regul...	10,204.07
Deposit	12/14/2018		Borough of State Co...	2018 Q4	100.00 · Regul...	195.27
Deposit	12/14/2018		Borough of State Co...	2018 M8	100.00 · Regul...	293.72
Deposit	12/14/2018		Borough of State Co...	2018 M9	100.00 · Regul...	245.44
Deposit	12/14/2018		Borough of State Co...	Other Collected	100.00 · Regul...	177.08
Deposit	12/31/2018		Borough of State Co...	2017 Q1	100.00 · Regul...	32.17
Deposit	12/31/2018		Borough of State Co...	2017Q2	100.00 · Regul...	-10.40
Deposit	12/31/2018		Borough of State Co...	2017 q3	100.00 · Regul...	29.07
Deposit	12/31/2018		Borough of State Co...	2017 Q4	100.00 · Regul...	162.76
Deposit	12/31/2018		Borough of State Co...	2017 Q5	100.00 · Regul...	-14.07
Deposit	12/31/2018		Borough of State Co...	2018 M10	100.00 · Regul...	118.33
Deposit	12/31/2018		Borough of State Co...	2018 M11	100.00 · Regul...	3,983.50
Deposit	12/31/2018		Borough of State Co...	2018 Q2	100.00 · Regul...	150.83
Deposit	12/31/2018		Borough of State Co...	2018 Q3	100.00 · Regul...	5,649.98
Deposit	12/31/2018		Borough of State Co...	2018 Q4	100.00 · Regul...	859.25
Deposit	12/31/2018		Borough of State Co...	2018 M9	100.00 · Regul...	235.71
Deposit	12/31/2018		Borough of State Co...	Other Collected	100.00 · Regul...	63.06
Total 310.210 · Earned Income						256,629.73
Total 01.300 · Revenue - Taxes						256,629.73
TOTAL						256,629.73

Gregg Township Employee Handbook

June 2012

Prepared by:



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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Gregg Township. I understand that I should consult the Secretary/Treasurer if I have any questions that are not answered in the handbook.

I became an employee at Gregg Township voluntarily. I understand and acknowledge that there is no specified length to my employment at Gregg Township and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Gregg Township may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that Gregg Township will not change or cancel its employment-at-will policy. I understand that Gregg Township may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the Board of Supervisors of Gregg Township.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

101 Nature of Employment

This handbook gives a general understanding of the personnel policies of Gregg Township. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them.

However, this handbook cannot cover every situation or answer every question about employment at Gregg Township. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee at Gregg Township voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Gregg Township may terminate your employment at will at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that Gregg Township has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this handbook are changes that are authorized and signed by the Board of Supervisors of Gregg Township.

102 Employee Relations

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Gregg Township fully demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

To give equal employment and advancement opportunities to all people, we make employment decisions at Gregg Township based on each person's performance, qualifications, and abilities. Gregg Township does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Gregg Township.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Board of Supervisors. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

We expect Gregg Township employees to be ethical in their conduct. It affects our reputation and success. Gregg Township requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our citizens' trust. Employees owe a duty to Gregg Township and our citizens to act in ways that will earn the continued trust and confidence of the public.

As an organization, Gregg Township will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Board of Supervisors for advice and consultation.

It is the responsibility of every Gregg Township employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

107 Immigration Law Compliance

Gregg Township is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at Gregg Township is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave Gregg Township and are rehired, you must complete another Form I-9 if the previous I-9 with Gregg Township is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Secretary/Treasurer. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

114 Disability Accommodation

Gregg Township 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. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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. We make all types of leaves of absence available to all employees on an equal basis.

Gregg Township is also committed to not discriminating against any qualified employee or applicant

because the person is related to or associated with a person with a disability. Gregg Township will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

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

201 Employment Categories

It is important that you understand the definitions of the employment classifications at Gregg Township and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

These employment classifications do not guarantee employment with Gregg Township for any specific period of time. You became an employee at Gregg Township voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Gregg Township may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Gregg Township management.

In addition being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the Gregg Township full-time schedule. REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work 40 hours per week at Gregg Township. In most cases, regular full-time employees are eligible for all Gregg Township benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a REGULAR PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than the full-time work schedule, but work at least 25 hours per week. Regular part-time employees are eligible for some Gregg Township benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 25 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other Gregg Township benefit programs.

You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment in a specific position or with Gregg Township is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

202 Access to Personnel Files

Gregg Township keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of Gregg Township. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason.

If you wish to review your own file, contact Secretary/Treasurer. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of Gregg Township is also present and may make notes of contents, but may not make copies.

203 Employment Reference Checks

To ensure that individuals who join Gregg Township are well qualified and have a strong potential to be productive and successful, it is the policy of Gregg Township to check the employment references of all applicants.

The Secretary/Treasurer will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

It is important that Gregg Township have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Secretary/Treasurer.

205 Introductory Period

Gregg Township has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with Gregg Township is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Gregg Township also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date. If you are promoted or transferred within Gregg Township, you will be asked to complete a secondary introductory period of the same length when you start the new position.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

If you go through a secondary introductory period because of a promotion or transfer, and it appears that you are not performing satisfactorily in the new job, you may be removed from the new job. If this happens, you may be allowed to return to your former job or to a comparable job for which you are qualified. This will depend on our business needs and whether a comparable job is available.

When employees satisfactorily complete the first introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other Gregg

Township benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see the exact requirements.

Your employment status will not change if you go through a secondary introductory period due to a promotion or transfer within Gregg Township.

209 Performance Evaluation

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are done at the end of your introductory period for any new job. The introductory period is a time for you and your supervisor to talk about your job responsibilities and the performance requirements of the new job. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done annually.

210 Job Descriptions

We try to have accurate job descriptions for all jobs at Gregg Township. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the Secretary/Treasurer.

301 Employee Benefits

Gregg Township gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, state disability, and unemployment insurance.

There are several factors that determine if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- 401(k) Savings Plan
- Bereavement Leave
- Dental Insurance
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Insurance
- Paid Time Off (PTO)
- Medical Leave
- Short-Term Disability
- Sick Leave Benefits
- Witness Duty Leave

You may have to pay part or all of the cost for some benefits but Gregg Township fully pays for many of them.

320 401(k) Savings Plan

Gregg Township offers a 401(k) savings plan to help eligible employees save for the future and their retirement years.

To be eligible to join our 401(k) savings plan, you must have completed 12 months of service and be 21 years of age or older. You may join the plan only during open enrollment periods. When you are eligible, you may participate in the 401(k) plan subject to all the terms and conditions of the plan.

You choose how much salary you wish to contribute to the 401(k) plan. You also will choose how your plan account should be invested.

Your 401(k) contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing the 401(k) plan. Your 401(k) account will be taxed when you take money out of it in the future but at that time it is possible that you will pay taxes at a lower rate.

There are more details about our 401(k) savings plan in the Summary Plan Description. If you have questions about the 401(k) plan, contact the Secretary/Treasurer for more information.

303 Paid Time Off Benefits

Gregg Township provides Paid Time Off (PTO) to eligible employees. PTO is an all-purpose time-off policy. You can use PTO for vacation, illness or injury, and personal business. PTO combines traditional vacation and sick leave plans into one flexible, paid time-off policy.

Employees in the following employment classifications are eligible for PTO:

- Regular full time employees
- Regular part time employees

Once you enter an eligible employment classification, you begin to earn PTO according to the following schedule. However, before you can use PTO, you must complete your introductory period of 90 calendar days.

The amount of PTO you receive is based on how long you have been employed. This is the schedule for PTO eligibility:

Regular Full Time Employees
8 days or 64 Hours after 90 day introductory period
13 days or 104 Hours after 3 years of service
18 days or 144 Hours after 10 years of service

Regular Part Time Employees
32 hours after 90 day introductory period
56 hours after 3 years of service
72 hours after 10 years of service

We calculate PTO on a calendar year basis, all PTO allotments become available in January and should exhaust on December 31.

You may not take less than one hour PTO at a time. If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.

To schedule planned PTO, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. A full week of PTO should be requested 30 days in advance.

You will be paid for PTO at your base pay rate as of the time of the absence. PTO pay does not include overtime or any special forms of compensation. PTO is not considered time worked for purposes of overtime calculations.

If you use PTO for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation. Your PTO will be used to supplement any payments that you are eligible for from state disability insurance, workers' compensation, or Gregg Township-provided disability insurance programs. The combination of these disability payments and your PTO may not be more than your normal weekly pay.

If you do not use your available PTO by the end of the benefit year, you may carry over a maximum of 160 hours of PTO. Any additional amount over 160 hours will carry over into a Medical Leave Bank. This bank will accumulate unused PTO time to be used by Gregg Township Employees in the event of a serious medical condition/illness, in accordance with the Medical Leave Policy.

If your employment terminates, your PTO allotment will be prorated according to your termination date. You may be paid for any unused PTO that has been earned through your last day of work. However, if Gregg Township in its sole discretion, terminates your employment for cause, you may lose any remaining unused PTO and will not be paid for it. Medical Leave Bank time is not payable upon termination.

305 Holidays

Gregg Township gives time off to all employees on the following holidays:

- * New Year's Day (January 1)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving or First Day of deer season
- * Christmas (December 25)

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

Employees in the following employment classifications are eligible for holiday time off with pay once they have completed their 90 day introductory period.

- *Reg Full Time Employees
- *Reg Part Time Employees

If a recognized holiday falls on a Saturday, Gregg Township will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Gregg Township will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus their wages at their straight-time rate for the hours they worked on the holiday.

We do not count holiday paid time off as hours worked when calculating overtime.

306 Workers' Compensation Insurance

Gregg Township provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither Gregg Township nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

309 Bereavement Leave

Gregg Township provides bereavement leave to employees who need to take time off because an immediate family member died. To ask for bereavement leave, see your supervisor.

Employees in the following employment classifications are eligible for up to 3 of bereavement leave with pay:

Regular Full Time Employees
Regular Part Time Employees

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, bonuses, or shift differentials.

We normally will give you bereavement leave unless there are business reasons that require you be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse; your grandparent or your grandchild. We will also consider requests for bereavement leave if someone dies who was as close to you as an immediate family member, but the approval of such time off is at the discretion of Gregg Township.

Employees may be required to provide proof of funeral attendance to qualify for bereavement pay.

311 Jury Duty

Gregg Township encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees with 90 calendar days of service in an eligible classification may request up to 1 weeks of paid jury duty leave over any 1 year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

Regular Full Time Employees
Regular Part Time Employees

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or Gregg Township may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Gregg Township.

Subject to the terms, conditions, and limitations of the applicable plans, Gregg Township will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

313 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your

health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at Gregg Township's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

316 Health Insurance

Our health insurance plan offers medical, dental, and vision care benefits to eligible employees and their dependents. Employees in the following employment classifications are eligible to enroll in the health insurance plan:

Regular full time employees

The eligible employees can enroll in the health insurance plan subject to the terms and conditions of the agreement between Gregg Township and its insurance carrier.

If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

There are more details about our health insurance plan in the Summary Plan Description (SPD). When you become eligible for health insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Secretary/Treasurer for more information.

317 Life Insurance

Gregg Township offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves. Eligible employees may also purchase life insurance for their dependents.

The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan:

Regular full time employees
Regular part time employees

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Gregg Township and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Secretary/Treasurer for more information.

318 Short-Term Disability

Gregg Township has a short-term disability (STD) benefits program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Employees in the following employment classifications are eligible for the STD plan:

Regular full time employees
Regular part time employees

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between Gregg Township and its insurance carrier. If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it is not covered by the STD plan.

Employees who qualify for this plan are eligible for paid medical benefits under the STD plan on the 8th day of injury or illness. Please contact the Secretary/Treasurer to complete the appropriate application information.

There are more details in the STD Summary Plan Description including how much can be paid and when, the limits, the restrictions, and what is not covered. If you have questions about STD benefits, contact the Secretary/Treasurer for more information.

401 Timekeeping

Nonexempt employees are responsible for accurately recording the hours they work. The law requires Gregg Township to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

If you are a nonexempt employee, you should not start working more than 5 minutes before your scheduled start time. You should also not continue working more than 5 minutes after your schedule end time. You can only start earlier or work later when your supervisor approves it in advance.

Nonexempt employees must sign their time records to say they are accurate. Each supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and your supervisor must initial the changes on the time record.

403 Paydays

All employees are paid biweekly on every other Monday. Each paycheck includes pay for all work performed through the end of the previous payroll period, which runs from Friday through Thursday.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday.

405 Employment Termination

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to Gregg Township, or return of Gregg Township-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with Gregg Township is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, Gregg Township may terminate your employment at any time, with or without cause or advance notice.

When you terminate, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

409 Administrative Pay Corrections

Gregg Township tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Secretary/Treasurer immediately so that the error can be corrected as quickly as possible.

410 Pay Deductions and Setoffs

Laws require Gregg Township to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

Gregg Township also offers programs and benefits to eligible employees that are not required by law.

You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay setoff" from your paycheck. Pay setoffs mean that Gregg Township must deduct money from your paycheck to pay off a debt you owe us or someone else.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see ~~the~~ Secretary/Treasurer

411 Show Up Pay

There are times when due to various circumstances, non exempt employees will be required to come to work on a day when they are not otherwise scheduled to be at work. In order to appropriately compensate employees when this situation arises, Gregg Township will pay any non exempt employee a minimum of 2 hours of pay for showing up when they are requested to come in and are not otherwise scheduled.

This time will be compensated in accordance with Federal and State overtime regulations.

501 Safety

Our workplace safety program is a top priority at Gregg Township. We want Gregg Township to be a safe and healthy place for employees, customers, and visitors. The Board of Supervisors is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive workplace safety training. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, another supervisor, or the Board of Supervisors. We want you to know that you can report any concerns about workplace safety anonymously and without fear of reprisal.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Gregg Township safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Secretary/Treasurer or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

502 Work Schedules

The normal work schedule for all Gregg Township regular full time employees is 8 hours a day, 5 days a week. Part time employees' schedules will be communicated to at the time of hire. Your supervisor will tell you what time your work schedule will normally start and end.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

504 Use of Phone and Mail Systems

Gregg Township telephones are intended for business calls. You are not permitted to make long-distance or toll calls from our phones. If you make personal calls on Gregg Township business phones, we may require that you pay us for any charges.

You may not use Gregg Township postage or metering for your personal mail. The postage is intended only for official business-related mail.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

505 Smoking

In accordance with the Pennsylvania Clean Air Act, Gregg Township prohibits smoking throughout the workplace.

This policy applies equally to all employees as well as to our residents and visitors.

506 Rest and Meal Periods

If you are a full-time nonexempt employee, you will have 2 rest periods of 15 minutes in length each workday. When possible, rest periods will be scheduled in the middle of work periods. Because rest time is counted and paid as time you worked, you must not be absent from your workstation longer than the rest period allows.

All full-time employees may choose to have one meal period of 30 minutes in length each workday. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

507 Overtime

There may be times when Gregg Township cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws, or pay at 1.5 times base rate. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

If you do not work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

508 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use Gregg Township property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

In addition, Gregg Township will follow all CDL rules. You can reference the CDL personnel policy, as provided to each employee at the time of hire into a CDL required position.

516 Computer and Email Usage

To help you do your job, Gregg Township may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

At Gregg Township you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of Gregg Township, religious or political causes, outside organizations, or any other non-business matters.

Gregg Township buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Gregg Township prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the Board of Supervisors or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Gregg Township may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. You may only use the Internet usage for job-related activities. We do not allow personal use of the Internet.

All Internet data that is written, sent, or received through our computer systems is part of official Gregg Township records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of Gregg Township. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right

to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Gregg Township does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

To protect against computer viruses, you may not download a file from the Internet without getting authorization in advance.

If you use the Internet in a way that violates the law or Gregg Township policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

518 Social Media

Just as the internet has changed our world forever, social media has changed the way people communicate. Gregg Township views social media and networking sites as powerful tools to strengthen our brand and to further your personal reputation and network.

Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP, to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr and Yahoo groups.

When you are participating in social networking, you are representing both yourselves personally and Gregg Township. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all Gregg Township employees in this space. While we encourage this online collaboration, we would like to provide you with a company policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

Policy Guidelines:

- Do not post any financial, confidential, sensitive or proprietary information about Gregg Township, our affiliate companies, clients or candidates.
- Speak respectfully about our current, former and potential customers, partners, employees and competitors. Do not engage in name-calling or behavior that will reflect negatively on your or Gregg Township's reputation. The same guidelines hold true for any company vendors and business partners.
- Beware of comments that could reflect poorly on you and Gregg Township. Social media sites are not the forum for venting personal complaints about supervisors, employees, or the organization.
- As a Gregg Township employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.

- Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire.
- If you see unfavorable opinions, negative comments or criticism about yourself or Gregg Township, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to our Secretary/Treasurer.
- If you are posting to personal networking sites and are speaking about job related content or about Gregg Township, identify yourself as a Gregg Township employee and use a disclaimer and make it clear that these views are not reflective of the views of Gregg Township or any of its affiliated companies. *“The opinions expressed on this site are my own and do not necessarily represent the views of Gregg Township.”*
- Many sites like Facebook and Twitter blur the lines between business and personal. Keep this in mind and make sure to have a balance of information that shows both your professional and personal sides. Be cautious of personal photos and content ensuring you project yourself as a professional at all times.
- Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you don’t know. Stick to the facts, try to give accurate information and correct mistakes right away.
- Do not post obscenities, slurs or personal attacks that can damage both your reputation as well as Gregg Township’s.
- When posting to social media sites, be knowledgeable, interesting, honest and add value. Gregg Township’s reputation and brand is a direct result of our employees.
- Do not infringe on copyrights or trademarks. Don’t use images without permission and remember to cite where you saw information if it’s not your own thoughts.
- Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- If contacted by the media, refer them to the Marketing Department.

Gregg Township may monitor content out on the web and reserves the right to remove posts that violate this policy.

Users who violate the Policy may be subject to discipline, up to and including termination of employment. If you have any questions about this policy or a specific posting out on the web, please contact the Secretary/Treasurer.

522 Workplace Violence Prevention

We are committed to preventing workplace violence and making Gregg Township a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of Gregg Township without proper authorization.

Gregg Township does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor, the Secretary/Treasurer or the Board of Supervisors. Gregg Township wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

Retaliation against any employee who raises a concern regarding workplace violence of any kind will not be tolerated and will result in immediate termination for the offender.

526 Cell Phone Usage

Gregg Township prohibits employees using cell phones for business while they are driving, either for phone calls or for texting. Blue tooth devices should not be used as they can be distractions to drivers. . If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone. Drivers should never text while in a moving vehicle.

In addition, when using a cell phone, please remember to keep your conversations private and quiet.

Violations of this policy will result in disciplinary action up to and including termination of employment.

601 Medical Leave

Gregg Township provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider. It also includes temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees may request medical leave only after they have completed 90 calendar days of service. To accommodate disabilities, we may make exceptions to the 90 days rule. If you think you will need a medical leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return. Gregg Township reserves the right to obtain information from your medical provider regarding your ability to perform your position upon your return, should further clarification be necessary.

Unpaid medical leaves are normally for the period of the disability, up to 8 weeks within any 12 month period. If you need more time, we will also consider a request for extension. Before beginning an unpaid medical leave, you must first use any available paid leave you may have, such as PTO or your medical leave bank.

If you sustain a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Gregg Township will provide health insurance benefits until the end of the month in which a medical leave begins. At that time, you will be responsible for your portion of the cost of those benefits in order for your coverage to continue. You may be eligible for STD benefits to offset loss of pay. Please see Short Term Disability policy and the Secretary/Treasurer with any questions.

Your benefits, such as PTO or holiday benefits, will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job for which you are qualified. If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

605 Military Leave

Gregg Township will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive partial pay if you are on leave for a two-week training assignment or a shorter absence. When you return, if you give us satisfactory proof of your military pay, we will pay you the difference between your normal base pay and the pay you received while on military duty (excluding expense pay). You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during a military leave.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Secretary/Treasurer for more information.

607 Pregnancy-Related Absences

Gregg Township will not discriminate against an employee who asks for an excused absence for medical disabilities associated with pregnancy. If you ask for leave because of a pregnancy-related condition, we will treat your request the same as a medical leave request and follow the applicable federal and state laws. Read the Medical Leave policy in this handbook for more information.

If you ask for time off for pregnancy and/or childbirth reasons such as bonding or child care, we will treat your request the same as an unpaid family or personal leave request. This is because bonding and child care are not considered medical disabilities.

701 Employee Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and Gregg Township.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct
- * Violation of CDL rules

Since your employment with Gregg Township is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, Gregg Township may terminate your employment at any time, with or without cause or advance notice.

702 Drug and Alcohol Use

Gregg Township is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Gregg Township employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Gregg Township premises or while conducting any business-related activity away from Gregg Township premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have a drug or alcohol problem, you may request unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, if your substance abuse problem has not already resulted in disciplinary action and you are not currently subject to immediate disciplinary action. We may approve the time off if you agree to stop using the problem substance; follow all Gregg Township policies and rules relating to conduct at work; and if giving the time off will not cause Gregg Township an undue hardship.

Under the Drug-Free Workplace Act, if you perform work for a government contract or grant, you must notify Gregg Township if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Board of Supervisors without fear of reprisal.

This policy will be applied in accordance with CDL regulations for all Township CDL licensed drivers.

703 Sexual and Other Unlawful Harassment

Gregg Township is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Gregg Township will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. Gregg Township provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Board of Supervisors or any other member of management. There will not be punishment or reprisal if you report sexual harassment, ask questions, or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Board of Supervisors or any member of management so it can be investigated in a

timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Retaliation against any employee for bringing forth concerns around issues of harassment of any kind will not be tolerated and the offender will be terminated from employment.

705 Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about Gregg Township. Personal appearance can also influence the morale of your co-workers.

During business hours or whenever you represent Gregg Township, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, Gregg Township may make a reasonable accommodation to this policy for a person with a disability.

The following examples should help you understand the Gregg Township personal appearance guidelines:

- * Shoes must provide safe, secure footing, and offer protection against hazards.
- * Canvas or athletic type shoes are not appropriate professional attire.
- * Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- * Mustaches and beards must be clean, well trimmed, and neat.
- * Hairstyles are expected to be in good taste.
- * Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- * Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- * Excessive makeup is not permitted.
- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- * Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- * Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally

- appropriate and must not be worn during business hours.
- * Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.
 - * Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
 - * Visible excessive tattoos and similar body art must be covered during business hours.

706 Return of Property

Gregg Township may loan you items to help you do your job such as:

- * credit cards
- * equipment
- * identification badges
- * keys
- * manuals
- * pagers/phones
- * protective equipment
- * security passes
- * tools
- * uniforms
- * vehicles
- * written materials

You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at Gregg Township, you must return all Gregg Township property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

714 Drug Testing

We are committed to making Gregg Township a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs or alcohol on the job. We may ask job applicants and employees to provide body substance Gregg Townships, such as urine and/or blood. We will use the Gregg Townships to check for the illegal or illicit use of drugs and alcohol. If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including termination of employment.

Our Employee Assistance Program (EAP) can give you confidential counseling and referral services with problems such as drug and/or alcohol abuse or addiction. It is your responsibility to ask for assistance from the EAP before Gregg Township has to take disciplinary action because of your judgment, performance, or behavior. While we support you using the EAP to get help, we may still take disciplinary action, up to and including termination of employment.

Gregg Township reserves the right to require an employee to receive testing if we have reasonable suspicion that they are under the influence during work hours. Should an employee refuse to be tested, employment may be terminated.

This policy will also be applied in accordance with CDL regulations.

We will provide copies of the drug testing policy to all employees. We will ask you to sign an acknowledgement form that says that you got a copy of the drug testing policy. If you have questions about our drug testing policy or its administration, contact the Secretary/Treasurer.

716 Progressive Discipline

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Gregg Township.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and Gregg Township have the right to terminate employment at will, with or without cause or advance notice, Gregg Township may use progressive discipline at its discretion.

Disciplinary action may be any of the following four steps: 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Written warnings and suspensions will be formally documented and will be placed in employees personnel file as well as a copy provided to the employee.

You should also look at the Employee Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

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

802 Recycling

We want to help the environment by recycling at Gregg Township. We are committed to buying, using, and disposing of products and materials in the best ways for the environment.

You should use the special recycling containers when you throw away the following materials:

- * computer paper
- * white high grade or bond paper
- * ledger paper
- * mixed or colored paper
- * newspaper
- * corrugated cardboard
- * brown paper bags
- * aluminum
- * brass
- * copper
- * iron
- * steel
- * tin
- * transformers
- * wire
- * glass
- * plastics
- * motor oil
- * tires
- * printer cartridges

We also want to reduce the amount of paper and other resources that get used and then thrown away. These are some ways that you can help reduce using up natural resources:

- * communication through computer networks with email
- * posting memos for all employees
- * two-sided photocopying
- * eliminating fax cover sheets
- * reusing paper clips, folders, and binders
- * reusing packaging material
- * turning off lights when not in use

Whenever possible, we encourage you to buy products for work that contain recycled or easily recyclable materials.

If you have any questions or new ideas and suggestions for the recycling program, contact the Secretary/Treasurer.

Gregg Township Job Description

Job Title: Old Gregg School Building Manager

Reports To: Gregg Township Board of Supervisors

FSLA Classification: Non-exempt

Date: March, 2018

GENERAL PURPOSE OF JOB

Performs general repairs and maintenance, at the Old Gregg School. Provides direction for capital improvements to the Board of Supervisors in regards to the Old Gregg School. Provides oversight of building vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Order Supplies and other items necessary for building function and upkeep within budgetary limits.
- Performs cost analysis and sets budgetary controls keeping costs at a minimum.
- Assists guests and tenants when necessary.
- Township Meetings as required.
- Repairs and performs upkeep on small projects within the building.
- Manages the key system within the building.
- Follow Federal (OSHA), state regulations and Township policies regarding safety training and safe work practices.
- Supervise building repair and additions of new systems and equipment

CERTIFICATES, LICENSES, REGISTRATIONS

PA Drivers License Class C

EDUCATION and/or EXPERIENCE

An Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience is required for this position.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. It also requires the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; the ability to write speeches and articles for publication that conform to prescribed style and format; as well as the ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

This position requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. It is also necessary to apply concepts of algebra and geometry.

REASONING ABILITY

The ability to define problems, collect data, establish facts and draw valid conclusions is required in the this position, as is the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

This is a very mobile position, spending much of the day standing, walking, using hands and reaching. Significant amounts of time are spent talking and hearing. A moderate amount of lifting may be necessary. Physical demands will consume approximately 10% of the Old Gregg School Manager's work schedule.

This job requires the ability to use all facets of vision: close and distance, as well as the ability to perceive depth and color and see peripherally.

WORK ENVIRONMENT

This position is infrequently exposed to outdoor weather conditions and risk of electrical shock. Moderate noise levels are common. Approximately 10% of the Old Gregg School Manager's work schedule is spent in this environment.

Gregg Township Job Description

Job Title: Secretary/Treasurer/Right to Know Officer/Old Gregg School Operations Manager
Reports To: Gregg Township Board of Supervisors
FLSA Classification: Non-exempt
Date: March, 2018

GENERAL PURPOSE OF JOB

This position is responsible for the day to day conduct of Township business and carrying out the policies of the Board of Supervisors. This employee is responsible for the maintenance of Township records, assuring that Township business is properly transacted, and addressing the problems and questions of citizens. Oversees everyday operations with patrons and tenants of the Old Gregg School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- This employee is responsible for the duties and responsibilities as outlined in the Commonwealth of Pennsylvania Second Class Township Code, Article VII, Township Treasurer and Article VIII, Township Secretary.
- This position works independently with decisions being made in accordance with established rules and procedures.
- The work involves accounting duties related to collection, compilation, processing, recording, and controlling of financial data, assisting in the direction of all administrative and other activities of the government unit.
- Keeps a distinct and accurate account of all moneys received by the Township and prepares monthly treasurer's report which shall be submitted to the Supervisors for approval at regular meetings. Performs all accounts payable/accounts receivable functions. Manages short- and long-term investments of Township funds. Prepares and manages the approved financial budget. Prepares payroll.
- Maintains regular office hours.
- Attendance is required at all regularly scheduled meetings, special meeting and work sessions and attends all other agency, committee, or training sessions as requested, required or recommended.
- Prepares agenda for all Township meetings for the Board of Supervisors and Planning Commission. Keeps records of proceedings of all public meeting and maintains the Township's official minute books as required by the Second-Class Township Code.
- Provides technical advice to elected and appointed officials in matters of legal requirements, finance, personnel administration, and general management. The employee must exercise considerable independent judgment on behalf of the Board.
- Performs administrative duties such as filing and oversight of the Township records including but not limited to employee records, applications, statements of financial interest, oath of office forms, tax records, and correspondence. Employee also maintains files on all subdivision/land development plans and files enacted ordinances with the appropriate Agency.
- Prepares and files all required forms and reports required by State, Federal and County Government and insurance carriers.
- Record and file ordinances and resolutions.
- Complies with requests for public records.
- Serves as day-to-day liaison with the general public, media, and businesses; may represent the Township at conferences and meetings. Edits Township newsletter and is responsible for updating and maintaining the Township website, social media sites and Township bulletin board.

- Attends and participates at local government conventions and professional association meetings to keep abreast of new developments in local government.
- Employee is familiar with the National Incident Management System and obtains at least the minimum certification required.
- Responds to requests filed under the Right to Know Law.
- Supervise and schedule all activities and events at the Old Gregg School. Assist in the daily operations of the Old Gregg School. Assists tenants and patrons using the facility.
- Assist the township road crew when needed to perform road maintenance.

CERTIFICATES, LICENSES, REGISTRATIONS

PA Class C Drivers License.

Treasurer must be bonded as required by law.

Flagger Training Certification (optional, obtained after employment)

Underground Storage Tank Operator certification and certification in the Dirt, Gravel and Low Volume Road program is helpful and can be obtained after employment.

EDUCATION and/or EXPERIENCE

This position requires an Associate degree (A. A.) or equivalent from two-year college or technical school, a bachelor's degree is preferred; or six months to one year related experience and/or training; or equivalent combination of education and experience. Experience in an electronic accounting environment is necessary. Must have intermediate or higher skill level in the use of a computer and computer software including Microsoft Office Word, Excel, Internet Explorer, Adobe Acrobat Standard and Quickbooks Pro with enhanced payroll. Must be skilled in using scanners, fax machines, copiers, printers, calculator and telephone.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write and proof articles submitted to newspaper and other publications. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

The ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume is required, as is the ability to apply concepts of algebra and geometry.

REASONING ABILITY

The ability to solve practical problems and deal with a variety of concrete variables in situations where only standardization exists is also necessary, as is the ability to interpret a variety of instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

This position spends the majority of the day sitting and talking or hearing. Some lifting of up to 10 pounds may be necessary, as is the ability to use close vision.

WORK ENVIRONMENT

This position is exposed to a standard office environment with a moderate noise level.

**Old Gregg School Advisory Board
Meeting Minutes
December 4, 2018
6:30pm**

Old Gregg School Advisory Board Members in attendance: Colleen Begley, Carol Gingrich, Don Grenoble, Nancy Hartman, Carol Myers, Christine Sailors

Other/Visitors in attendance: Doug Bierly, Mrs. Grove

Guest Speakers: NONE

Secretary Report: A motion was made by Colleen Begley, with a second by Nancy Hartman to approve the November 6, 2018 minutes. Motion carried. No further discussion.

Board of Supervisors Report: At the November Gregg Township Board of Supervisors meeting Carol Gingrich reported to the BOS that we requested them to support us in the purchase of a new stove and its installation. The BOS agreed to the limit of up to \$5,000.00. We again asked the BOS to support Molly Miller as a member of the Advisory Board, which the BOS did. Carol also reminded the BOS of the upcoming Craft Fair in December.

Financial/Treasurers Report: No report given. Computer issues. The report will be sent as soon as available.

Operations Manager Report: None given

Unfinished Business:

1. **Policy Manual – No Report Given**
2. **Signage in lobby for Gym/Fitness Center – No additional information**
3. **Cookbook Fundraiser Update:** Carol Myers reported that 50 books are out at various businesses for the Christmas shopping.
4. **Commercial Kitchen – Stove** has not been delivered yet. It should be here Friday, December 7th. It won't be connected but will be here for the Craft Fair. Bierly's will be here next week to install the gas line and connect to the stove.
5. **Hillside Fill Removal – TABLED**
6. **Winter Craft Fair Update –** Christine Sailors reported that we should not need the additional space upstairs, that she has everyone downstairs. This also includes some late reservations. As many board members as possible to be here Saturday at 7am as move in begins at 8am. Christine would like all available to help Thursday evening with the hallway set up and Friday at 5:30 for the gym. Doug will close and clean up the gym floor. We will check with either Darren or Pastor Tom for a chair that we can use for Santa Claus. Carol Gingrich and Paula Smith will get the soup ready Friday afternoon.
7. **Marketing Your Kitchen – TABLED till new stove is installed**
8. **Electrical Issues – Display Case –** Repairs have not been completed yet.
9. **Sign Space Rental – Riddle's Ice Cream Shop – TABLED**
10. **Swanger Donations –** Nothing new
11. **New Gas Line for Stove –** Reported under Commercial Kitchen

New Business:

1. **2019 meeting dates –** A motion was made by Colleen Begley, with a second by Carol Myers to approve the following dates. January 15th, February 5th, March 5th, April 2nd, May 7th, June 4th, July 2nd, August 6th, September 3rd, October 1st, November 5th, and December 3rd. Motion carried. No further discussion.

Subcommittee Report:

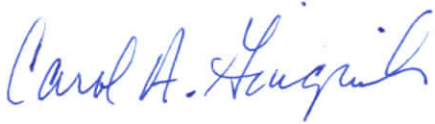
1. **Maintenance –** Jim Smith was not in attendance, but he left information. He would like a lock installed on the Boiler Room door. Jim has been seeing signs of someone being in that room. Doug will get a lock for the door.

2. Security – Don Grenoble reported that there are still issues with getting people to sign in. He'd like a list of Underground members.

Tenant Report: Nothing new to report

A motion was made by Christine Sailors, with a second by Colleen Begley to adjourn the meeting. Next meeting is January 15th, 6:30 pm, room 106.

Respectfully Submitted,



Carol A. Gingrich, Secretary
Old Gregg School Advisory Board

**Old Gregg School Advisory Board
Meeting Minutes
November 6, 2018
6:30pm**

Old Gregg School Advisory Board Members in attendance: Colleen Begley, Carol Gingrich, Don Grenoble, Nancy Hartman, Carol Myers, Christine Sailors, Jim Smith

Other/Visitors in attendance: Doug Bierly, Mrs. Grove, Molly Miller, Paula Smith

Guest Speakers: NONE

Secretary Report: A motion was made by Carol Myers, with a second by Nancy Hartman to approve the October minutes. Motion carried. No further discussion.

Board of Supervisors Report: Carol Gingrich reported that we would be moving forward with purchasing the new stove for the kitchen and that we would be partnering with the Penns Valley Youth Center and Church in purchasing the stove. Carol also reported that the Winter Craft Fair was coming along WONDERFULLY, that Mike Frazier would be Santa Claus, along with the Brush Mountain Band performing. Photos will be taken with Santa and that we were asking for donations of baked goods for the Fair. Carol also asked for support in adding Molly Miller as a member of the board. The supervisors agreed and added her.

Financial/Treasurers Report: Doug Bierly reported that income is on track and expenses are down.

Operations Manager Report: No Report Given

Unfinished Business:

1. **Policy Manual – No Report**
2. **Signage in lobby for Gym/Fitness Center** – Jim Smith reported the signs are up except for the door sign, which Dave McCool will be doing.
3. **Cookbook Fundraiser Update** – Nothing new to report
4. **Commercial Kitchen – New Stove Update** – Carol Gingrich reported that she did get an additional estimate for an electric stove. That estimate was for \$13,487.00. Doug Bierly reported that he was only able to get one estimate to install the gas line. The estimate came from Stanley C. Bierly for \$1285.00. **A motion was made by Jim Smith, with a second by Colleen Begley to order the stove and have Bierly's install the gas line.** Motion carried. No further discussion.
5. **Hillside Fill Removal – TABLED**
6. **Winter Craft Fair Update** – Carol Myers reported that Mike Frazier is willing to be Santa. He also has his own suit. Pictures with Santa will be taken by Carol Gingrich's granddaughter Jordan Anderson. **A motion was made by Carol Myers, with a second by Colleen Begley to charge a \$2.00 fee for the photos.** Motion carried. No further discussion. Christine Sailors reported the vendor registrations are up to forty(40) with nine(9) of those spots being doubles. We may have to open 104 to fit everyone in. Christine would like candy canes for the kids. She thought that maybe Thursday could be part of the set up. The Brush Mountain Band will be performing at noon. She'll have final details at our next meeting. Carol Gingrich asked for donations of baked goods to be showing on the Facebook event page. We will have Paula Smith Chicken Corn Rival soup, Hamburg BBQs, Hotdogs, baked goods, and the regular drinks.
7. **Marketing Your Kitchen – TABLED**
8. **Electrical issues – Display Case** – Two lights are working. One is not.
9. **Day of Caring** – The fence was painted along with the inside of the dug outs.
10. **Sign Space Rental – Riddle's Ice Cream Shop – TABLED till Spring**

New Business:

1. **Swanger Donations** – Carol Myers asked if the board would be willing to give the donations to New Hope Church to distribute. We will wait till after the Craft Fair to see what sells then decide.

2. Gas Tank Rental/Purchase for the new Stove – Doug Bierly reported that Ingrams gave an estimate of \$2975 to by a 500-gallon tank.

Subcommittee Report:

1. Maintenance – BHL had originally repaired the pump to the boiler. It continued to leak. BHL refunded all monies paid. Allied is giving an estimate for a new pump and new mount. Jim Smith also reported that he'll look at electrical and purchasing a seal kit to try and limp through this winter. Then Jim will look at it in the spring to see what can and should be done. Faucets at the sinks in the kitchen are loose, but still work. The dishwasher was clogged. Doug believes we need a water softener. He will look into a price.

2. Security – We need to keep the doors closed somehow as they don't always close very well. Jim did fix the one back door.

Tenant Report: Colleen Begley reported that there was a problem with one of the rental dates. The group was to have use of the balls. The rental was right after the PVYC Student Drama. Somehow the balls were locked in the youth center room. An apology will be sent.

A motion was made by Jim Smith, with a second by Don Grenoble to adjourn the meeting. Next meeting is December 4th.

Respectfully Submitted,



**Carol A. Gingrich, Secretary
Old Gregg School Advisory Board**

BYLAWS OF:
Old Gregg School Advisory Board (OGSAB)
An Advisory Board to the Gregg Township Board of Supervisors (GTBOS)

MISSION STATEMENT

The Old Gregg School Community and Recreation Center is a vibrant hub of the community, preserving a tapestry of Penns Valley heritage while fostering growth through business, education, recreation and wellness opportunities as we do life together.

INTRODUCTION

Definition of Bylaws

- These Bylaws constitute the code of rules adopted by of Old Gregg School Advisory Board (OGSAB) for the regulation and management of its affairs.

Purposes and Powers

- This Advisory Board will have the purposes or powers as given by the Gregg Township Board of Supervisors (GTBOS), to serve as administrators and stewards of the Old Gregg School Community and Recreation Center (OGS). Members of the OGSAB will serve without compensation.

MEMBERS OF THE BOARD

Qualifications of Members

- Members must be residents of Gregg Township.
- To remain active, members must attend 8 meetings per year, unless there are extenuating circumstances.
- The number of members of this Advisory Board will not be less than 7 and will not exceed 11, including the officers.
- Members shall be a diverse group of people, men and women, with a variety of skills, talents and interests.

Terms of Members

- The members will be appointed to a 4 year term, after which they may be appointed for another term. There is no limit on the number of terms a member may be appointed.
- Terms will be staggered.

Vacancies on the Board

- Vacancies on the board will be filled by appointment from the GTBOS with recommendation from the OGSAB and serve for the remaining term of the predecessor.

Location of Advisory Board Meetings

- Meeting of the Advisory Board, regular or special, will be held at the Old Gregg School.

Regular Advisory Board Meetings

- Regular meetings of the OGSAB will be held at 6:30 pm on the first Tuesday of each month. If the date set for the meeting falls on a legal business holiday, then the meeting will be rescheduled at the convenience of the board.
- To conduct business, a simple majority of members must be present.
- Meetings of the OGSAB will be advertised and open to the public.

Call of Special Board Meetings

- A special meeting of the OGSAB may be called by either: The President or a quorum of the

members.

- Notice stating the place, day, and hours of any special meeting of the OGSAB will be emailed to each Member not less than 2 days before the date of the meeting.

OFFICERS

Roster of Officers

- The Officers of the OGSAB will consist of the following:
 - President
 - President Elect
 - Secretary
 - Treasurer

Selection of Officers

- Each of the Officers of the OGSAB will be elected or appointed by the Members of the OGSAB. Elections will be held at the regular meeting of the OGSAB as the terms expire.

President

- The President shall serve for 1 two-year term. The President Elect shall become the President upon the end of the current President's term. The President shall call meetings of the OGSAB, preside at meetings, appoint committees, and perform all duties incident to the office and any other duties that may be required by these Bylaws or prescribed by the OGSAB or GTBOS.

President Elect

- The President Elect shall serve for one two-year term. The President Elect shall assist the President in his/her duties. President Elect shall assume powers and duties of the President if he/she is absent. Individuals accepting a nomination as president elect, do so with full knowledge that this will be a four-year commitment to serve two years as President Elect and two years as President of the OGSAB.

Secretary

- The Secretary shall serve a two year term with the option of serving more than one consecutive term. The Secretary will keep correct minutes of all meetings of the OGSAB and perform all duties incident to the office of Secretary. The Secretary shall keep an historic file of approved minutes.

Treasurer

- The Treasurer of the OGSAB shall be filled by the Gregg Township Treasurer. The treasurer shall give the OGSAB a monthly financial report and budget report. The treasurer shall not be a voting member of the OGSAB.

Removal of Officers

- Any Officer elected or appointed to office may be removed by the GTBOS **AND** a quorum of the OGSAB.

SUBCOMMITTEES

Definition of Subcommittees

- This corporation may have subcommittees, each of which will consist of one or more members of the OGSAB. Community members may be part of OGSAB subcommittees. Approval of subcommittee activities comes from the OGSAB and ultimately the GTBOS.

Appointment of Committees

- The OGSAB, by resolution duly adopted by a majority of the members in office, may designate and appoint one or more subcommittees and delegate to

these committees the specific and prescribed authority of the OGSAB to exercise in the management of this Advisory Board. However, actions of subcommittee must be presented to the OGSAB in order to be recommended to the GTBOS for approval.

RESPONSIBILITIES

- The OGSAB will organize, oversee, advertise, and promote activities and events at the OGS.
- Maintain healthy tenant relationships and make recommendations to the GTBOS for proposed tenants to fill any vacancies at the OGS.
- Make recommendations for fee schedules for the building including tenant rent and building rental fees. The fee schedule is contingent upon approval by the GTBOS.
- Organize fundraising opportunities for projects and maintenance needs of the OGS so that fees can remain reasonable for tenants and users of the building.
- Make recommendations to the GTBOS for repairs and projects needed at the OGS and prioritize this list according to needs.
- Maintain effective communication with the public through advertisements and the OGS website and social media.
- Review and approve, by unanimous vote, the monthly meeting minutes and financial report, and yearly budget.
- An OGSAB member must attend the GTBOS meeting to report.

OPERATIONS

Fiscal Year

- The fiscal year of the OGSAB will be January 1 to December 31st.

AMENDMENT

Modification of Bylaws

- The power to alter, amend, or repeal these Bylaws, or to adopt new Bylaws, is vested in the OGSAB with approval by the GTBOS.

Adoption of Bylaws

- Adopted by the Board of Directors by resolution.

Gregg Township, Centre County- Capital Reserve
Profit & Loss
January through December 2018

	Jan - Dec 18
Income	
30.340 · Interest, Rents, Royalties	
341.000 · Interest Earnings	294.70
Total 30.340 · Interest, Rents, Royalties	294.70
Total Income	294.70
Expense	0.00
Net Income	294.70

Gregg Township, Centre County -Equipment Fund

Profit & Loss

January through December 2018

	Jan - Dec 18
Income	
04.300. · Revenue - Taxes	
301.100 · Real Estate Taxes -Current Year	24,292.19
301.400 · Real Estate Taxes -Delinquent	289.35
Total 04.300. · Revenue - Taxes	24,581.54
04.340 · Revenue - Interests	
341.000 · Interest Earnings	106.22
Total 04.340 · Revenue - Interests	106.22
Total Income	24,687.76
Expense	0.00
Net Income	24,687.76

Gregg Township, Centre County
Profit & Loss
January through December 2018

	Jan - Dec 18
Income	
01.300 · Revenue - Taxes	
301.100 · Real Estate Taxes - Current	145,745.25
301.400 · Real Estate Taxes - Delinquent	1,369.36
310.100 · Real Estate Transfer Tax	26,381.54
310.210 · Earned Income	256,629.73
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Total 01.300 · Revenue - Taxes	430,125.88
01.320 · Revenue - Licenses & Permits	
321.900 · Mobile Home Park Permit	180.00
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Total 01.320 · Revenue - Licenses & Permits	180.00
01.330 · Revenues - Fines & Forfeits	
331.100 · Court Fines - Probation Office	164.96
331.130 · State Police (Vehicle Fines)	2,802.40
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Total 01.330 · Revenues - Fines & Forfeits	2,967.36
01.340 · Interest, Rents & Royalties	
341.01 · Interest Income	264.86
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Total 01.340 · Interest, Rents & Royalties	264.86
01.350 · Intergovernmental Revenue	
355.010 · PURTA-Shared Revenue	482.75
355.040 · Liquor Licenses	200.00
355.070 · Foreign Fire Insurance Premium	14,564.94
355.090 · Act 13 Impact Fee	1,307.17
356.010 · Forest in Lieu of Taxes	6,232.52
358.310 · Workers Compensation PVEMA	925.00
358.364 · Sewer Authority Adjustment	1,500.00
358.366 · Water Authority Adjustment	1,500.00
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Total 01.350 · Intergovernmental Revenue	26,712.38
01.360 · Charges for Services	
361.710 · Right To Know Fees - Copies	79.68
362.444 · Perc Prep Payments	6,041.15
362.460 · Engineering reimbursement	368.00
363.200 · Logging Permits	300.00
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Total 01.360 · Charges for Services	6,788.83
01.380 · Miscellaneous Revenue	
380.000 · Miscellaneous Revenue	376.01
387.100 · Donations	0.01
01.380 · Miscellaneous Revenue - Other	435.00
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Total 01.380 · Miscellaneous Revenue	811.02
01.390 · Other Financing Sources	
395.000 · Refunds of Prior Year Expenditu	1,870.88
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Total 01.390 · Other Financing Sources	1,870.88
Total Income	<hr/> 469,721.21

Gregg Township, Centre County
Profit & Loss
January through December 2018

	Jan - Dec 18
Expense	
01.400 · General Gov. - Supervisors	
400.105 · Supervisors' Salary	4,500.00
400.216 · Donations	625.00
400.310 · Professional Services	98.00
400.331 · Elected Officials Mileage	299.17
400.390 · Bank Service Fees	50.84
400.420 · Dues & Memberships	1,009.00
400.425 · Newsletter	550.00
400.453 · Website	3,500.00
400.460 · Meetings & Conferences	1,157.29
Total 01.400 · General Gov. - Supervisors	11,789.30
01.402 · Auditor/CPA	4,300.00
01.403 · Tax Collection	
403.105 · Tax Collector - Elected	8,676.65
403.110 · Tax Collector - Appointed	3,202.67
403.210 · Reimbursement - Supplies	350.57
403.310 · Tax Collection Committee	0.00
403.331 · Mileage Reimbursement	83.39
403.342 · Printing Tax Statements	262.38
403.350 · Bonding Insurance	101.00
403.460 · Meetings & Conferences	100.00
Total 01.403 · Tax Collection	12,776.66
01.404 · Solicitor/Legal Services	
404.310 · Solicitor for Supervisors	14,009.06
Total 01.404 · Solicitor/Legal Services	14,009.06
01.405 · Secretary-Treasurer	
405.110 · Asst. Secretary	1,900.25
405.111 · OGS Building Manager	0.00
405.115 · Treasurer/Secretary Wages	29,375.56
405.210 · Office Supplies	1,386.35
405.213 · Computer Supplies	95.39
405.215 · Postage	142.57
405.310 · Computer/Internet Services	1,924.59
405.320 · Telephone & Internet	790.71
405.331 · Mileage Reimbursement	152.52
405.340 · Advertising & Printing	3,273.62
405.353 · Bonding & Insurance	1,051.00
405.460 · Seminars, Conventions, Training	1,156.49
Total 01.405 · Secretary-Treasurer	41,249.05
01.408 · Township Engineer	
408.313 · Engineering Services	368.00
Total 01.408 · Township Engineer	368.00
01.409 · Building, Maintenance & Repair	
409.200 · Shop & Shed Repair Supplies	3,368.83
409.230 · Propane Gas Purchase	3,153.65
409.242 · Fire Extinguishers	184.01
409.300 · Underground Storage Tanks	1,942.82
409.310 · Professional Services	2,200.00
409.361 · Electric - Shed	1,574.50
409.364 · Sewer- Shed	744.00
409.366 · Water Service - Shed	624.98
409.367 · Garbage Collection - Shed	600.00
409.383 · Cost of Space at OGS	7,680.00
Total 01.409 · Building, Maintenance & Repair	22,072.79

Gregg Township, Centre County
Profit & Loss
January through December 2018

	Jan - Dec 18
01.410 · Public Safety	
410.329 · Public Safety - Other	25.00
411.500 · Fire Company Contributions	
411.501 · Fire Volunteer Workers Comp	12,423.00
411.502 · Fireman's Relief	14,564.94
411.503 · Fire Co. Liability Insurance	11,576.00
411.504 · Raffle Tickets	856.48
Total 411.500 · Fire Company Contributions	39,420.42
412.354 · PVEMS	17,000.00
Total 01.410 · Public Safety	56,445.42
01.413 · SEO Services	
413.450 · SEO Pay	6,099.63
Total 01.413 · SEO Services	6,099.63
01.414 · Planning & Zoning	
414.314 · Legal Service - PC & ZHB	49.50
414.329 · Codification & Maintenance	1,916.00
414.421 · PV Regional Planning Comm	50.00
414.460 · PC Meetings & Conferences	50.00
Total 01.414 · Planning & Zoning	2,065.50
01.415 · Emergency Mgmt & Communications	
415.242 · Emergency Mgmt Supplies	654.64
415.420 · Memberships & Subscriptions	85.00
Total 01.415 · Emergency Mgmt & Communications	739.64
01.430 · Public Works - Highway, Roads	
430.232 · Vehicle Fuel - Diesel	13,423.82
430.238 · Clothing, Safety	293.26
430.251 · Vehicle Parts & Repair	18,165.20
430.315 · CDL Program w/ PSATS	60.00
432.245 · Winter Maintenance Materials	45,642.78
433.245 · Traffic Signs	4,098.12
438.115 · Part Time Road Crew/Water/Sewer	494.00
438.120 · Roadmaster Salary	39,918.53
438.140 · Equipment Operator Pay	23,668.50
438.145 · Road Maintenance Pay	25,558.20
438.180 · Overtime Salary	4,699.59
438.245 · Road & Bridge Supplies	41,790.02
438.310 · Professional Services	245.00
438.324 · Road Crew Cell Phones	1,562.99
438.460 · Meetings and Conferences	697.14
Total 01.430 · Public Works - Highway, Roads	220,317.15
01.440 · Public Works - Other Services	
448.120 · Water Authority Services	814.00
Total 01.440 · Public Works - Other Services	814.00
01.450 · Culture - Recreation	
454.500 · Parks/Rec Donations	1,000.00
Total 01.450 · Culture - Recreation	1,000.00

Gregg Township, Centre County
Profit & Loss
January through December 2018

	Jan - Dec 18
01.480 · Municipal Expenditures	
484.000 · Liability & Workers Comp.	23,997.97
486.351 · Flood Insurance - Nationwide	1,613.00
487.197 · Employee Dental/Eye Insurance	2,210.99
487.192 · Social Sec (FICA) - Twp Share	9,159.03
487.193 · Medicare - Twp Share	2,142.03
487.194 · U/C - Twp	494.26
487.196 · Employee Health Insurance	52,198.79
487.197 · Employee Retirement	2,421.37
487.198 · Employee Disability/Life Ins	520.20
488.000 · Payroll Expenses	9,924.70
Total 01.480 · Municipal Expenditures	104,682.34
01.490 · Interfund Transfers	
492.361 · Transfer to Street Light Fund	1,000.00
Total 01.490 · Interfund Transfers	1,000.00
66900 · Reconciliation Discrepancies	0.14
Total Expense	499,728.68
Net Income	-30,007.47

Gregg Township, Centre County -Highway Aid Fund
Profit & Loss
January through December 2018

	<u>Jan - Dec 18</u>
Income	
35.340 · Revenue - Interest	
341.000 · Interest Earnings	671.56
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Total 35.340 · Revenue - Interest	671.56
35.350 · Intergovernmental Revenue	
355.020 · Annual Liquid Fuels Allocation	128,359.55
355.021 · Accumulated Equip. Allocation	32,089.88
	<hr/>
Total 35.350 · Intergovernmental Revenue	160,449.43
	<hr/>
Total Income	161,120.99
Expense	
35.430 · Public Works - Highway & Street	
438.200 · Repair Roads & Bridges Material	46,236.54
438.670 · Paving and Resurfacing of Roads	155,355.02
439.313 · Engineering Services	8,996.36
	<hr/>
Total 35.430 · Public Works - Highway & Street	210,587.92
	<hr/>
Total Expense	210,587.92
	<hr/>
Net Income	<u><u>-49,466.93</u></u>

Old Gregg School

Revenue & Expenditures

January through December 2018

	Jan - Dec 18
Income	
09.340 · Interest, Rents, and Royalties	
340.01 · Interest	9.69
340.37 · Stroup Insurance Agency	6,231.00
342.20 · PA Certified Organic	34,009.00
342.21 · Kitchen Rentals/Use	1,895.00
342.22 · Gregg Township Office	7,680.00
342.24 · PVCC Lease	23,668.37
342.26 · PVCC Other Income	7,517.76
342.27 · Pennsylvania Yoga	7,244.00
342.29 · Thrifty Tailz & Pawz Rental	5,988.00
342.31 · WIC Clinic	300.00
342.32 · Individual Room Rentals	1,045.00
342.33 · VJM Studios	6,012.00
342.36 · Nittany Health Centre	2,652.00
342.37 · Internet	1,850.00
342.52 · Railroad Club	636.00
09.340 · Interest, Rents, and Royalties - Other	50.00
Total 09.340 · Interest, Rents, and Royalties	106,787.82
09.367 · Culture - Recreation	
367.201 · Fitness Classes	20.00
367.202 · Open Gym	1,078.96
367.203 · Weight room fees	65.00
367.204 · Underground Membership	2,230.00
367.260 · Library	60.00
367.280 · Gym, Non-Rec Program	4,401.00
367.530 · Youth Sports	440.00
367.540 · Event Proceeds	3,112.15
367.550 · Open Mic Night	106.24
367.560 · PV MOPS	180.00
367.570 · Cookbooks	1,070.00
367.580 · Pavilion Rental	30.00
Total 09.367 · Culture - Recreation	12,793.35
09.380 · Miscellaneous Revenue	
380.00 · Miscellaneous Revenue	415.26
380.60 · Display Case	200.00
387.10 · Donations	1,088.89
Total 09.380 · Miscellaneous Revenue	1,704.15
Total Income	121,285.32
Expense	
09.409 · Old Gregg School	
409.226 · Cleaning Supplies	1,474.05
409.230 · Heating Fuel	23,552.13
409.231 · Heating - Propane	4,444.80
409.236 · Building Supplies	782.48
409.310 · Professional Services	166.50
409.316 · Security	4,525.00
409.317 · Permits	82.00
409.318 · Janitorial	12,351.31
409.325 · Internet	6,085.00
409.331 · Mileage Reimbursement	466.97
409.341 · Advertising	2,490.00
409.350 · Insurance	175.00
409.361 · Electricity	9,421.94
409.364 · Sewer	5,208.00
409.366 · Water	1,544.00
409.367 · Garbage	2,070.00
409.371 · Snow removal	3,290.00

Old Gregg School
Revenue & Expenditures
January through December 2018

	<u>Jan - Dec 18</u>
409.372 · Building Maintenance and Repair	15,444.32
409.730 · Capital Improvement	<u>5,353.39</u>
Total 09.409 · Old Gregg School	98,926.89
09.450 · Community Rec Administration	
450.115 · Building Manager	5,754.48
450.116 · Operations Manager	<u>2,833.00</u>
Total 09.450 · Community Rec Administration	8,587.48
09.489 · Unclassified Expenses	
489.100 · Miscellaneous Expense	<u>8,010.00</u>
Total 09.489 · Unclassified Expenses	<u>8,010.00</u>
Total Expense	<u>115,524.37</u>
Net Income	<u><u>5,760.95</u></u>

Recreation Fee-in-Lieu Fund
Profit & Loss
January through December 2018

	Jan - Dec 18
Income	
05.380 · Special Assessments-Not Re Tax	
381.700 · Fee in Lieu of Rec Land	1,250.00
Total 05.380 · Special Assessments-Not Re Tax	1,250.00
05.387 · Playground Donations	
387.03 · Interest	1.41
Total 05.387 · Playground Donations	1.41
Total Income	1,251.41
Expense	
05.450 · Culture & Recreation	
450.370 · Repairs and Maintenance	
450.372 · Improvements other than Bldgs	3,621.60
Total 450.370 · Repairs and Maintenance	3,621.60
450.400 · Playground Expense	1,868.60
450.700 · Capital purchases	
450.710 · Land	1,000.00
Total 450.700 · Capital purchases	1,000.00
Total 05.450 · Culture & Recreation	6,490.20
Total Expense	6,490.20
Net Income	-5,238.79

Gregg Township, Centre County -Street Lighting Tax fund
Profit & Loss
January through December 2018

	Jan - Dec 18
Income	
02.340 · Revenues - Interest	
341.000 · Interest Income	4.78
Total 02.340 · Revenues - Interest	4.78
02.360 · Revenue - Charges for Services	
363.300 · Street Lighting Revenue	3,552.25
363.400 · Street Light Charge-Delinquent	59.29
Total 02.360 · Revenue - Charges for Services	3,611.54
02.390 · Interfund Operating Transfers	
392.200 · Transfer from General Fund	1,000.00
Total 02.390 · Interfund Operating Transfers	1,000.00
Total Income	4,616.32
Expense	
02.400. · Public Works	
434.100 · Street Light Bill	3,657.60
Total 02.400. · Public Works	3,657.60
Total Expense	3,657.60
Net Income	958.72

Gregg Township, Centre County

Payroll Summary

January through December 2018

	Bierly (Employee), Douglas P.			Bierly, (Supervisor), Douglas P.		
	Hours	Rate	Jan - Dec 18	Hours	Rate	Jan - Dec 18
Employee Wages, Taxes and Adjustments						
Gross Pay						
400.05 Supervisors Mtg Pay			0.00	12	125.00	1,500.00
406.10 Asst Secretary Wages	172.75	11.00	1,900.25			0.00
406.15 Treasurer's Wages			0.00			0.00
448.120 WaterAuthority Services			0.00			0.00
Equipment Operator			0.00			0.00
Holiday Pay			0.00			0.00
Hourly Vacation			0.00			0.00
OGS Building Manager	489.5	11.00	5,384.50			0.00
OVERTIME- ALL			0.00			0.00
Road Crew Salary			0.00			0.00
Roadmaster Salary			0.00			0.00
403.05 Elected Tax Collector			0.00			0.00
Total Gross Pay	662.25		7,284.75	12		1,500.00
Deductions from Gross Pay						
Dental/Vision			-1,452.10			0.00
Employee Health Ins.			0.00			0.00
SIMPLE - IRA Employee Contr.			0.00			0.00
Total Deductions from Gross Pay			-1,452.10			0.00
Adjusted Gross Pay	662.25		5,832.65	12		1,500.00
Taxes Withheld						
Federal Withholding			0.00			0.00
Medicare Employee			-84.57			-21.75
Social Security Employee			-361.62			-93.00
PA Income Tax W/H			-179.08			-46.08
PA U/C Employee			0.00			0.00
EIT - Local Tax W/H			-104.94			-27.00
Medicare Employee Addl Tax			0.00			0.00
PA U/C Employee (PA UC Fund)			-3.66			0.00
Total Taxes Withheld			-733.87			-187.83
Net Pay	662.25		5,098.78	12		1,312.17
Employer Taxes and Contributions						
Medicare Company			84.57			21.75
Social Security Company			361.62			93.00
PA - U/C Fund (PSATS) Employer			40.78			0.00
SIMPLE IRA - American Funds			0.00			0.00
Total Employer Taxes and Contributions			486.97			114.75

Gregg Township, Centre County

Payroll Summary

January through December 2018

	Dobson, Chris A			Horner, Laron W		
	Hours	Rate	Jan - Dec 18	Hours	Rate	Jan - Dec 18
Employee Wages, Taxes and Adjustments						
Gross Pay						
400.05 Supervisors Mtg Pay			0.00			0.00
406.10 Asst Secretary Wages			0.00			0.00
406.15 Treasurer's Wages			0.00			0.00
448.120 WaterAuthority Services			0.00	37	22.00	814.00
Equipment Operator	537.5	14.04	7,546.50			0.00
Holiday Pay	16	14.04	224.64			0.00
Hourly Vacation	25	14.04	351.00			0.00
OGS Building Manager			0.00			0.00
OVERTIME- ALL	7	21.06	147.42			0.00
Road Crew Salary			0.00			0.00
Roadmaster Salary			0.00			0.00
403.05 Elected Tax Collector			0.00			0.00
Total Gross Pay	585.5		8,269.56	37		814.00
Deductions from Gross Pay						
Dental/Vision			0.00			0.00
Employee Health Ins.			0.00			0.00
SIMPLE - IRA Employee Contr.			0.00			0.00
Total Deductions from Gross Pay			0.00			0.00
Adjusted Gross Pay	585.5		8,269.56	37		814.00
Taxes Withheld						
Federal Withholding			-344.00			0.00
Medicare Employee			-119.91			-11.80
Social Security Employee			-512.71			-50.47
PA Income Tax W/H			-253.89			-24.98
PA U/C Employee			0.00			0.00
EIT - Local Tax W/H			-148.86			-14.65
Medicare Employee Addl Tax			0.00			0.00
PA U/C Employee (PA UC Fund)			-5.64			-0.51
Total Taxes Withheld			-1,385.01			-102.41
Net Pay	585.5		6,884.55	37		711.59
Employer Taxes and Contributions						
Medicare Company			119.91			11.80
Social Security Company			512.71			50.47
PA - U/C Fund (PSATS) Employer			19.72			5.19
SIMPLE IRA - American Funds			0.00			0.00
Total Employer Taxes and Contributions			652.34			67.46

Gregg Township, Centre County

Payroll Summary

January through December 2018

	Miller, Donna J.			Miller, Keri B		
	Hours	Rate	Jan - Dec 18	Hours	Rate	Jan - Dec 18
Employee Wages, Taxes and Adjustments						
Gross Pay						
400.05 Supervisors Mtg Pay			0.00	12	125.00	1,500.00
406.10 Asst Secretary Wages			0.00			0.00
406.15 Treasurer's Wages			0.00			0.00
448.120 WaterAuthority Services			0.00			0.00
Equipment Operator			0.00			0.00
Holiday Pay			0.00			0.00
Hourly Vacation			0.00			0.00
OGS Building Manager			0.00			0.00
OVERTIME- ALL			0.00			0.00
Road Crew Salary			0.00			0.00
Roadmaster Salary			0.00			0.00
403.05 Elected Tax Collector			8,676.65			0.00
Total Gross Pay			8,676.65	12		1,500.00
Deductions from Gross Pay						
Dental/Vision			0.00			0.00
Employee Health Ins.			0.00			0.00
SIMPLE - IRA Employee Contr.			0.00			0.00
Total Deductions from Gross Pay			0.00			0.00
Adjusted Gross Pay			8,676.65	12		1,500.00
Taxes Withheld						
Federal Withholding			-597.00			0.00
Medicare Employee			-125.81			-21.75
Social Security Employee			-537.95			-93.00
PA Income Tax W/H			-266.38			-46.08
PA U/C Employee			0.00			0.00
EIT - Local Tax W/H			-156.17			-27.00
Medicare Employee Addl Tax			0.00			0.00
PA U/C Employee (PA UC Fund)			0.00			0.00
Total Taxes Withheld			-1,683.31			-187.83
Net Pay			6,993.34	12		1,312.17
Employer Taxes and Contributions						
Medicare Company			125.81			21.75
Social Security Company			537.95			93.00
PA - U/C Fund (PSATS) Employer			0.00			0.00
SIMPLE IRA - American Funds			0.00			0.00
Total Employer Taxes and Contributions			663.76			114.75

Gregg Township, Centre County

Payroll Summary

January through December 2018

	Ripka, Brandon R.			Shawver, Robert		
	Hours	Rate	Jan - Dec 18	Hours	Rate	Jan - Dec 18
Employee Wages, Taxes and Adjustments						
Gross Pay						
400.05 Supervisors Mtg Pay			0.00			0.00
406.10 Asst Secretary Wages			0.00			0.00
406.15 Treasurer's Wages			0.00			0.00
448.120 WaterAuthority Services			0.00			0.00
Equipment Operator			0.00	1,040.5	16.00	16,122.00
Holiday Pay	60	20.71	1,242.60	32	16.00	504.00
Hourly Vacation	102.5	20.71	2,122.78	38	15.00	608.00
OGS Building Manager			0.00			0.00
OVERTIME- ALL	96.5	31.07	2,791.17		22.50	0.00
Road Crew Salary			0.00			0.00
Roadmaster Salary	1,927.5	20.71	39,918.53			0.00
403.05 Elected Tax Collector			0.00			0.00
Total Gross Pay	2,186.5		46,075.08	1,110.5		17,234.00
Deductions from Gross Pay						
Dental/Vision			0.00			-303.75
Employee Health Ins.			-3,121.71			-1,588.95
SIMPLE - IRA Employee Contr.			-260.00			-607.76
Total Deductions from Gross Pay			-3,381.71			-2,500.46
Adjusted Gross Pay	2,186.5		42,693.37	1,110.5		14,733.54
Taxes Withheld						
Federal Withholding			-4,840.00			-583.00
Medicare Employee			-622.82			-222.45
Social Security Employee			-2,663.11			-951.16
PA Income Tax W/H			-1,318.67			-470.97
PA U/C Employee			0.00			0.00
EIT - Local Tax W/H			-773.17			-276.12
Medicare Employee Addl Tax			0.00			0.00
PA U/C Employee (PA UC Fund)			-27.09			-9.20
Total Taxes Withheld			-10,244.86			-2,512.90
Net Pay	2,186.5		32,448.51	1,110.5		12,220.64
Employer Taxes and Contributions						
Medicare Company			622.82			222.45
Social Security Company			2,663.11			951.16
PA - U/C Fund (PSATS) Employer			9.00			90.00
SIMPLE IRA - American Funds			921.56			191.08
Total Employer Taxes and Contributions			4,216.49			1,454.69

Gregg Township, Centre County

Payroll Summary

January through December 2018

	Smith, Chris A.			Snyder, Jennifer		
	Hours	Rate	Jan - Dec 18	Hours	Rate	Jan - Dec 18
Employee Wages, Taxes and Adjustments						
Gross Pay						
400.05 Supervisors Mtg Pay			0.00			0.00
406.10 Asst Secretary Wages			0.00			0.00
406.15 Treasurer's Wages			0.00	1,880.25	17.77	32,208.56
448.120 WaterAuthority Services			0.00			0.00
Equipment Operator			0.00			0.00
Holiday Pay	56	13.04	754.24	48	17.77	820.96
Hourly Vacation	131.5	13.04	1,762.76	119.25	17.77	2,074.57
OGS Building Manager			0.00			0.00
OVERTIME- ALL	76	21.06	1,521.06	9	26.66	239.94
Road Crew Salary	1,892.5	14.04	25,558.20			0.00
Roadmaster Salary			0.00			0.00
403.05 Elected Tax Collector			0.00			0.00
Total Gross Pay	2,156		29,596.26	2,056.5		35,344.03
Deductions from Gross Pay						
Dental/Vision			0.00			-877.50
Employee Health Ins.			0.00			-2,724.02
SIMPLE - IRA Employee Contr.			0.00			-650.00
Total Deductions from Gross Pay			0.00			-4,251.52
Adjusted Gross Pay	2,156		29,596.26	2,056.5		31,092.51
Taxes Withheld						
Federal Withholding			-2,476.00			-744.00
Medicare Employee			-429.15			-460.27
Social Security Employee			-1,834.97			-1,968.04
PA Income Tax W/H			-908.63			-974.51
PA U/C Employee			0.00			0.00
EIT - Local Tax W/H			-532.76			-571.47
Medicare Employee Addl Tax			0.00			0.00
PA U/C Employee (PA UC Fund)			-18.59			-19.85
Total Taxes Withheld			-6,200.10			-4,738.14
Net Pay	2,156		23,396.16	2,056.5		26,354.37
Employer Taxes and Contributions						
Medicare Company			429.15			460.27
Social Security Company			1,834.97			1,968.04
PA - U/C Fund (PSATS) Employer			23.01			26.32
SIMPLE IRA - American Funds			591.89			706.84
Total Employer Taxes and Contributions			2,879.02			3,161.47

Gregg Township, Centre County

Payroll Summary

January through December 2018

	Stover, Charles W.			TOTAL		
	Hours	Rate	Jan - Dec 18	Hours	Rate	Jan - Dec 18
Employee Wages, Taxes and Adjustments						
Gross Pay						
400.05 Supervisors Mtg Pay	12	125.00	1,500.00	36.00		4,500.00
406.10 Asst Secretary Wages			0.00	172.75		1,900.25
406.15 Treasurer's Wages			0.00	1,880.25		32,208.56
448.120 WaterAuthority Services			0.00	37.00		814.00
Equipment Operator			0.00	1,578.00		23,668.50
Holiday Pay			0.00	212.00		3,546.44
Hourly Vacation			0.00	416.25		6,919.11
OGS Building Manager			0.00	489.50		5,384.50
OVERTIME- ALL			0.00	188.50		4,699.59
Road Crew Salary			0.00	1,892.50		25,558.20
Roadmaster Salary			0.00	1,927.50		39,918.53
403.05 Elected Tax Collector			0.00			8,676.65
Total Gross Pay	12		1,500.00	8,830.25		157,794.33
Deductions from Gross Pay						
Dental/Vision			0.00			-2,633.35
Employee Health Ins.			0.00			-7,434.68
SIMPLE - IRA Employee Contr.			0.00			-1,517.76
Total Deductions from Gross Pay			0.00			-11,585.79
Adjusted Gross Pay	12		1,500.00	8,830.25		146,208.54
Taxes Withheld						
Federal Withholding			0.00			-9,584.00
Medicare Employee			-21.75			-2,142.03
Social Security Employee			-93.00			-9,159.03
PA Income Tax W/H			-46.08			-4,535.35
PA U/C Employee			0.00			0.00
EIT - Local Tax W/H			-27.00			-2,659.14
Medicare Employee Addl Tax			0.00			0.00
PA U/C Employee (PA UC Fund)			0.00			-84.54
Total Taxes Withheld			-187.83			-28,164.09
Net Pay	12		1,312.17	8,830.25		118,044.45
Employer Taxes and Contributions						
Medicare Company			21.75			2,142.03
Social Security Company			93.00			9,159.03
PA - U/C Fund (PSATS) Employer			0.00			214.02
SIMPLE IRA - American Funds			0.00			2,411.37
Total Employer Taxes and Contributions			114.75			13,926.45

Gregg Township, Centre County
Account QuickReport
 January through December 2018

Type	Date	Num	Name	Memo	Split	Amount
01.300 · Revenue - Taxes						
301.100 · Real Estate Taxes - Current						
Deposit	01/11/2018	1796	Miller, Donna Tax C...	March 2017 D...	100.00 · Regul...	4,060.70
Deposit	04/04/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	23,133.80
Deposit	05/10/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	109,001.52
Deposit	06/06/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	1,341.76
Deposit	07/11/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	4,611.82
Deposit	08/10/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	856.39
Deposit	09/13/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	705.17
Deposit	10/01/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	954.06
Deposit	11/08/2018		Miller, Donna Tax C...	Deposit	100.00 · Regul...	261.22
Deposit	12/10/2018	1852	Miller, Donna Tax C...	Deposit	100.00 · Regul...	818.81
Total 301.100 · Real Estate Taxes - Current						145,745.25
Total 01.300 · Revenue - Taxes						145,745.25
TOTAL						145,745.25

Gregg Township, Centre County
Account QuickReport
January through December 2018

Type	Date	Num	Name	Memo	Split	Amount
01.300 · Revenue - Taxes						
301.400 · Real Estate Taxes - Delinquent						
Deposit	02/13/2018			Deposit	100.00 · Regul...	136.38
Deposit	03/15/2018			Deposit	100.00 · Regul...	37.05
Deposit	04/27/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	214.94
Deposit	05/18/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	312.21
Deposit	06/16/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	139.05
Deposit	07/11/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	83.70
Deposit	08/15/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	163.87
Deposit	10/01/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	11.34
Deposit	10/18/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	98.05
Deposit	11/20/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	66.01
Deposit	12/20/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	106.76
Total 301.400 · Real Estate Taxes - Delinquent						1,369.36
Total 01.300 · Revenue - Taxes						1,369.36
TOTAL						1,369.36

Gregg Township, Centre County
Account QuickReport
 January through December 2018

Type	Date	Num	Name	Memo	Split	Amount
01.300 · Revenue - Taxes						
310.100 · Real Estate Transfer Tax						
Deposit	01/10/2018		Recorder of Deeds	Deposit	100.00 · Regul...	2,751.32
Deposit	02/06/2018			Deposit	100.00 · Regul...	410.28
Deposit	03/08/2018			Deposit	100.00 · Regul...	735.00
Deposit	04/12/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	157.36
Deposit	05/10/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	894.25
Deposit	06/08/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	2,954.45
Deposit	07/11/2018		Recorder of Deeds	Deposit	100.00 · Regul...	7,213.78
Deposit	08/02/2018		Treasurer, Centre Co	7/1-7/31	100.00 · Regul...	2,425.50
Deposit	09/05/2018		Treasurer, Centre Co	Deposit	100.00 · Regul...	2,778.30
Deposit	10/01/2018		Recorder of Deeds	Deposit	100.00 · Regul...	784.00
Deposit	11/08/2018		Centre County Reco...	Deposit	100.00 · Regul...	1,029.00
Deposit	12/07/2018		Treasurer, Centre Co	11/01/2018 - ...	100.00 · Regul...	4,248.30
Total 310.100 · Real Estate Transfer Tax						26,381.54
Total 01.300 · Revenue - Taxes						26,381.54
TOTAL						26,381.54