

March 30, 2017

Gregg Township Supervisors
106 School Street
PO Box 184
Spring Mills, PA 16875

Supervisors,

Please accept this letter as notice of my resignation as Gregg Township Roadmaster. I have decided that I must choose a different career path at this time. My last day of work will be Friday, April 21, 2017.

It has been a pleasure working with you and the community. Thank you for this opportunity to serve as Roadmaster.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laron Horner".

Laron Horner



Jennifer Snyder <secretarygreggtownship@gmail.com>

Executive Session

4 messages

Gregg Twp Secretary <secretary@greggtownship.org>
To: David Gaines <dgaines@mkclaw.com>

Thu, Feb 8, 2018 at 11:59 AM

So the executive session this evening, Keri and I were discussing. We don't adjourn the meeting, correct? Just say that they are going to have an executive session and people would have to leave? Or would you move to office? Would I wait for you to end your executive meeting to continue taking notes on the adjournment? Talk to Keri before the meeting so we are on the same page.

JEN

--

Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

David Gaines <dgaines@mkclaw.com>

Thu, Feb 8, 2018 at 2:37 PM

To: Gregg Twp Secretary <secretary@greggtownship.org>, Keri Miller <keri@oldgreggschool.org>

So the meeting technically continues during the executive session. So at the end of the executive session, the supervisors go back on the record and have the formal motion to adjourn at whatever time. Most municipalities don't make the secretary wait around for that to happen; instead, one of us can just let you know who made and seconded the motion to adjourn, and the time. I don't mind where it is held. I think it makes sense to stay where we are, but it's up to others.

Hope this helps, but let me know. I can kind of guide us through this tonight.

David

David S. Gaines, Jr.
MILLER, KISTLER & CAMPBELL
[720 South Atherton Street, Suite 201](#)
[State College, PA 16801-4669](#)
[814-234-1500](#) TEL
[814-234-1549](#) FAX

[Web](#) | [Facebook](#) | [LinkedIn](#) | [Super Lawyers](#)

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On Thu, Feb 8, 2018 at 11:59 AM, Gregg Twp Secretary <secretary@greggtownship.org> wrote:

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JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

Ogs <keri@oldgreggschool.org>
To: David Gaines <dgaines@mkclaw.com>
Cc: Jennifer Snyder <secretary@greggtownship.org>

Thu, Feb 8, 2018 at 2:53 PM

Since it is regarding RTK and Jen is the OOR officer, should she stay anyway?

Keri

Sent from [BlueMail](#)

On Feb 8, 2018, at 2:38 PM, David Gaines <dgaines@mkclaw.com> wrote:

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

David Gaines <dgaines@mkclaw.com>
To: Ogs <keri@oldgreggschool.org>
Cc: David Gaines <dgaines@mkclaw.com>, Jennifer Snyder <secretary@greggtownship.org>

Thu, Feb 8, 2018 at 2:56 PM

She can, yes. Yeah, it doesn't need to be entirely confidential; it's just that it's separate from the regular meeting.

David

David S. Gaines, Jr.
MILLER, KISTLER & CAMPBELL
720 South Atherton Street, Suite 201
State College, PA 16801-4669

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JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County



Jennifer Snyder <secretarygreggtownship@gmail.com>

Executive Session

1 message

Gregg Twp Secretary <secretary@greggtownship.org>

Fri, Feb 2, 2018 at 1:04 PM

To: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Keri Miller <KeriMiller.GreggTownship@gmail.com>, David Gaines <dgaines@mkclaw.com>

I was mistaken when I sent out early that the executive session will take place BEFORE the BOS meeting next week. It will be held **AFTER the BOS meeting** on Feb. 8. Sorry for the confusion.

JEN

--

Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County



Jennifer Snyder <secretarygreggtownship@gmail.com>

Executive Session

6 messages

Gregg Twp Secretary <secretarygreggtownship@gmail.com> Tue, Dec 13, 2016 at 11:49 AM
To: douglas bierly <ogsdoug@gmail.com>, Charles Stover <cws14@yahoo.com>, Joel Myers <joelmyers@myersfarm.com>

Joel asked me to set up a executive session prior to the start of the meeting Thursday to discuss the Right To Know appeal. Please let me know if you can meet at 6 pm on Thursday, December 15. Thanks.

JEN

--
Jennifer Snyder
Secretary/Treasurer
Gregg Township, Centre County
www.greggtownship.org

joelmyers@myersfarm.com <joelmyers5@gmail.com> Tue, Dec 13, 2016 at 12:16 PM
Reply-To: joelmyers@myersfarm.com
To: Gregg Twp Secretary <secretarygreggtownship@gmail.com>

Sounds good to me. joel

On Tue, Dec 13, 2016 at 11:49 AM, Gregg Twp Secretary <secretarygreggtownship@gmail.com> wrote:
Joel asked me to set up a executive session prior to the start of the meeting Thursday to discuss the Right To Know appeal. Please let me know if you can meet at 6 pm on Thursday, December 15. Thanks.

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Jennifer Snyder
Secretary/Treasurer
Gregg Township, Centre County
www.greggtownship.org

--
Joel C. Myers
868 Sinking Creek Road
Spring Mills, PA 16875
814-574-1319
joelmyers@myersfarm.com
www.myersfarm.com

cws14 <cws14@yahoo.com> Wed, Dec 14, 2016 at 9:13 AM
To: Gregg Twp Secretary <secretarygreggtownship@gmail.com>, douglas bierly <ogsdoug@gmail.com>, Joel Myers <joelmyers@myersfarm.com>

6 is fine with me

Sent from my Verizon 4G LTE smartphone

----- Original message -----

From: Gregg Twp Secretary <secretarygreggtownship@gmail.com>

Date: 12/13/16 11:49 AM (GMT-05:00)

To: douglas bierly <ogsdoug@gmail.com>, Charles Stover <cws14@yahoo.com>, Joel Myers <joelmyers@myersfarm.com>

Subject: Executive Session

Joel asked me to set up a executive session prior to the start of the meeting Thursday to discuss the Right To Know appeal. Please let me know if you can meet at 6 pm on Thursday, December 15. Thanks.

JEN

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Jennifer Snyder

Secretary/Treasurer

Gregg Township, Centre County

www.greggtownship.org

douglas bierly <ogsdoug@gmail.com>

Wed, Dec 14, 2016 at 10:59 AM

To: Gregg Twp Secretary <secretarygreggtownship@gmail.com>

Cc: Charles Stover <cws14@yahoo.com>, Joel Myers <joelmyers@myersfarm.com>

I'll be there at 6pm.

Doug

On Tue, Dec 13, 2016 at 11:49 AM, Gregg Twp Secretary <secretarygreggtownship@gmail.com> wrote:

Joel asked me to set up a executive session prior to the start of the meeting Thursday to discuss the Right To Know appeal. Please let me know if you can meet at 6 pm on Thursday, December 15. Thanks.

JEN

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Jennifer Snyder

Secretary/Treasurer

Gregg Township, Centre County

www.greggtownship.org

Gregg Twp Secretary <secretarygreggtownship@gmail.com>

Wed, Dec 14, 2016 at 11:10 AM

To: douglas bierly <ogsdoug@gmail.com>

Cc: Charles Stover <cws14@yahoo.com>, Joel Myers <joelmyers@myersfarm.com>

Ok so everyone is able to meet at 6 p.m. on Thursday. You need to discuss the right to know appeal. I will forward that information to you so you will have the judgement from the office of open records and can decide how you want to proceed.

Mr. Albert is not afraid of the cold weather and will be here tomorrow night so the meeting is still going to be held.

JEN

On Wed, Dec 14, 2016 at 10:59 AM, douglas bierly <ogsdoug@gmail.com> wrote:

I'll be there at 6pm.

Doug

On Tue, Dec 13, 2016 at 11:49 AM, Gregg Twp Secretary <secretarygreggtownship@gmail.com> wrote:
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Gregg Township, Centre County
www.greggtownship.org

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Jennifer Snyder
Secretary/Treasurer
Gregg Township, Centre County
www.greggtownship.org

joelmyers@myersfarm.com <joelmyers5@gmail.com>

Thu, Dec 15, 2016 at 7:58 AM

Reply-To: joelmyers@myersfarm.com

To: Gregg Twp Secretary <secretarygreggtownship@gmail.com>

Cc: douglas bierly <ogsdoug@gmail.com>, Charles Stover <cws14@yahoo.com>

sounds good to me.

On Wed, Dec 14, 2016 at 11:10 AM, Gregg Twp Secretary <secretarygreggtownship@gmail.com> wrote:

Ok so everyone is able to meet at 6 p.m. on Thursday. You need to discuss the right to know appeal. I will forward that information to you so you will have the judgement from the office of open records and can decide how you want to proceed.

Mr. Albert is not afraid of the cold weather and will be here tomorrow night so the meeting is still going to be held.

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I'll be there at 6pm.

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Joel C. Myers
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Jennifer Snyder <secretarygreggtownship@gmail.com>

Executive Sessions

4 messages

Constable Grove <casey@constablegrove.com>

Mon, Apr 16, 2018 at 6:36 PM

To: Keri Miller <KeriMiller.GreggTownship@gmail.com>, supervisor1@greggtownship.org, cws14@yahoo.com

Cc: Jennifer Snyder <secretary@greggtownship.org>

BOS,

Can you please tell me the reasons for the last two Executive Sessions at the BOS meetings - Feb and April?

Thanks,
Constable Casey Grove

Keri Miller <kerimiller.greggtownship@gmail.com>

Mon, Apr 16, 2018 at 7:08 PM

To: Constable Grove <casey@constablegrove.com>

Cc: Douglas Bierly <supervisor1@greggtownship.org>, charles stover <cws14@yahoo.com>, Jennifer Snyder <secretary@greggtownship.org>

Mr. Grove,

Thank you for your question. Both executive sessions were for matters of litigation.

Thank You,

Keri Miller
Chair, Board of Supervisors
Gregg Township, Centre County

On Mon, Apr 16, 2018, 6:36 PM Constable Grove <casey@constablegrove.com> wrote:

BOS,

Can you please tell me the reasons for the last two Executive Sessions at the BOS meetings - Feb and April?

Thanks,
Constable Casey Grove

Constable Grove <casey@constablegrove.com>

Tue, Apr 17, 2018 at 7:29 PM

To: Keri Miller <kerimiller.greggtownship@gmail.com>

Cc: Douglas Bierly <supervisor1@greggtownship.org>, charles stover <cws14@yahoo.com>, Jennifer Snyder <secretary@greggtownship.org>

Could you be a bit more specific please? Connection to existing litigation, docket #... or general nature of complaint(s), etc.

Thank You.

On Mon, Apr 16, 2018 at 7:08 PM, Keri Miller <kerimiller.greggtownship@gmail.com> wrote:
Mr. Grove,

Thank you for your question. Both executive sessions were for matters of litigation.

Thank You,

Keri Miller
Chair, Board of Supervisors
Gregg Township, Centre County

On Mon, Apr 16, 2018, 6:36 PM Constable Grove <casey@constablegrove.com> wrote:
BOS,

Can you please tell me the reasons for the last two Executive Sessions at the BOS meetings - Feb and April?

Thanks,
Constable Casey Grove



Keri Miller <kerimiller.greggtownship@gmail.com>
To: Constable Grove <casey@constablegrove.com>

Wed, Apr 18, 2018 at 2:31 PM

Cc: Douglas Bierly <supervisor1@greggtownship.org>, charles stover <cws14@yahoo.com>, Jennifer Snyder <secretary@greggtownship.org>

Mr. Grove,

The February and April executive sessions were to discuss matters of litigation on Grove vs. Gregg Tp., No. 1186 CD 2017, and the April one was also concerning a zoning matter that may result in litigation.

Keri Miller
Chair, Board of Supervisors
Gregg Township, Centre County

On Tue, Apr 17, 2018, 7:29 PM Constable Grove <casey@constablegrove.com> wrote:

Could you be a bit more specific please? Connection to existing litigation, docket #... or general nature of complaint(s), etc.

Thank You.

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Thank You,

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Chair, Board of Supervisors

Gregg Township, Centre County

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Can you please tell me the reasons for the last two Executive Sessions at the BOS meetings - Feb and April?

Thanks,
Constable Casey Grove





Jennifer Snyder <secretarygreggtownship@gmail.com>

Letter of Resignation

9 messages

Gregg Twp Secretary <secretary@greggtownship.org>

Fri, Mar 31, 2017 at 1:12 PM

To: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

I do not want to be sending this email as I think we are losing a very valuable employee but I don't think we can change his mind. Please see the attached letter of resignation from our Roadmaster. Joel has asked that I find out if you could meet in an executive session at David's office to discuss this resignation and how we want to move forward from here. He has spoken with Laron and with Brandon. Brandon would like the township to consider his appointment as Roadmaster. This would need to be discussed at the executive session as well as how we move forward.

David, are you available some evening at say 5 to meet to discuss this and help us to get through this transition legally and smoothly? I was asked to get some dates that would work and then we can set something up.

Also, I have been working on updating our job descriptions. This will be necessary to have as we move to hire another person whether that be the roadmaster or road crew. We can approve the update job descriptions in the meeting in April.

Thanks!

JEN

--

Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

 **Letter of Resignation.pdf**
20K

David Gaines <dgaines@mkclaw.com>

Fri, Mar 31, 2017 at 1:48 PM

To: Gregg Twp Secretary <secretary@greggtownship.org>

Cc: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

Terrible news but good luck to Laron.

I am available next Tuesday or Thursday evenings to talk.

David

David S. Gaines, Jr.
MILLER, KISTLER & CAMPBELL
720 South Atherton Street, Suite 201
State College, PA 16801-4669
814-234-1500 TEL
814-234-1549 FAX

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Thanks!

JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

supervisor2@greggtownship.org <supervisor2@greggtownship.org>
To: Gregg Twp Secretary <secretary@greggtownship.org>

Fri, Mar 31, 2017 at 1:59 PM

Good email Jen, I will be down shortly with the signed paperwork from the bank. joel

On Fri, Mar 31, 2017 at 1:12 PM, Gregg Twp Secretary <secretary@greggtownship.org> wrote:

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Thanks!

JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

Gregg Twp Secretary <secretary@greggtownship.org>

Mon, Apr 3, 2017 at 2:23 PM

To: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

Joel spoke with me on the phone today. He indicated that it might be best if the 3 BOS meet on Tuesday evening at 5:30 p.m. in the office to discuss the action to be taken in regards to the resignation of Laron. David, he would like to have this prior meeting to get organized before moving forward to meet with you. Does that make sense?

So Charles and Doug, please let me know if you can meet at 5:30 tomorrow in the office.

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

David Gaines <dgaines@mkclaw.com>

Mon, Apr 3, 2017 at 3:14 PM

To: Gregg Twp Secretary <secretary@greggtownship.org>

Cc: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>

That plan works for me. Thank you and let me know if you need me.

David

David S. Gaines, Jr.
MILLER, KISTLER & CAMPBELL
720 South Atherton Street, Suite 201
State College, PA 16801-4669
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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

cws14 <cws14@yahoo.com>

Tue, Apr 4, 2017 at 10:06 AM

To: Gregg Twp Secretary <secretary@greggtownship.org>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

5:30 fine for me

Sent from my Verizon 4G LTE smartphone

----- Original message -----

From: Gregg Twp Secretary <secretary@greggtownship.org>

Date: 4/3/17 2:23 PM (GMT-05:00)

To: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

Subject: Re: Letter of Resignation

Joel spoke with me on the phone today. He indicated that it might be best if the 3 BOS meet on Tuesday evening at 5:30 p.m. in the office to discuss the action to be taken in regards to the resignation of Laron. David, he would like to have this prior meeting to get organized before moving forward to meet with you. Does that make sense?

So Charles and Doug, please let me know if you can meet at 5:30 tomorrow in the office.

JEN

On Fri, Mar 31, 2017 at 1:12 PM, Gregg Twp Secretary <secretary@greggtownship.org> wrote:

I do not want to be sending this email as I think we are losing a very valuable employee but I don't think we can change his mind. Please see the attached letter of resignation from our Roadmaster. Joel has asked that I find out if you could meet in an executive session at David's office to discuss this resignation and how we want to move forward from here.

He has spoken with Laron and with Brandon. Brandon would like the township to consider his appointment as Roadmaster. This would need to be discussed at the executive session as well as how we move forward.

David, are you available some evening at say 5 to meet to discuss this and help us to get through this transition legally and smoothly? I was asked to get some dates that would work and then we can set something up.

Also, I have been working on updating our job descriptions. This will be necessary to have as we move to hire another person whether that be the roadmaster or road crew. We can approve the update job descriptions in the meeting in April.

Thanks!

JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

Gregg Twp Secretary <secretary@greggtownship.org>

Tue, Apr 4, 2017 at 10:59 AM

To: cws14 <cws14@yahoo.com>

Cc: Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

Ok everyone can meet at 5:30 today, Tuesday, April 4 for an executive meeting to get started with the replacement of our roadmaster. Let's make sure we announce this meeting before the start of our April BOX meeting.

JEN

On Tue, Apr 4, 2017 at 10:06 AM, cws14 <cws14@yahoo.com> wrote:
5:30 fine for me

Sent from my Verizon 4G LTE smartphone

----- Original message -----

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Date: 4/3/17 2:23 PM (GMT-05:00)

To: Charles Stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>, Joel Myers <supervisor2@greggtownship.org>, David Gaines <dgaines@mkclaw.com>

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Gregg Township, Centre County

supervisor2@greggtownship.org <supervisor2@greggtownship.org>
To: Gregg Twp Secretary <secretary@greggtownship.org>

Tue, Apr 4, 2017 at 3:12 PM

Thanks Jen, Could that not be listed on the agenda so we do not forget. Also I would like to include the financial description of the fund flow for the park as part of the park report. Also I had mentioned earlier about putting the question of speed limits in the village, on the agenda. joel

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Gregg Township, Centre County

Gregg Twp Secretary <secretary@greggtownship.org>

Tue, Apr 4, 2017 at 3:23 PM

To: "supervisor2@greggtownship.org" <supervisor2@greggtownship.org>

YEs I will add to the agenda all of those things listed. Will print this out as a reminder.

JEN

On Tue, Apr 4, 2017 at 3:12 PM, supervisor2@greggtownship.org <supervisor2@greggtownship.org> wrote:

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Jennifer Snyder, CGA
Secretary/Treasurer

10/31/2018

Gmail - Letter of Resignation

Gregg Township, Centre County



Jennifer Snyder <secretarygreggtownship@gmail.com>

Personnel Executive Session

8 messages

Keri Miller <kerimiller.greggtownship@gmail.com> Mon, Apr 16, 2018 at 12:51 PM
To: charles stover <cws14@yahoo.com>, Douglas Bierly <supervisor1@greggtownship.org>
Cc: Gregg Twp Secretary <secretary@greggtownship.org>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

Good afternoon.

Due to the recent 2-week notice by Chris Dobson, we need to have an executive session to discuss personnel.

Please let me know what evenings this week or next that you would be available.

Thank you,

Keri

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Does this Wednesday work with everyone? What time is best?

Keri

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Douglas Bierly <supervisor1@greggtownship.org> Mon, Apr 16, 2018 at 6:29 PM
To: Keri Miller <kerimiller.greggtownship@gmail.com>
Cc: charles stover <cws14@yahoo.com>, Gregg Twp Secretary <secretary@greggtownship.org>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

Hi Keri,

I will be away Wed. eve. Next Monday or Tues. works better.

Doug

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Cc: charles stover <cws14@yahoo.com>, Gregg Twp Secretary <secretary@greggtownship.org>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

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Cc: charles stover <cws14@yahoo.com>, Gregg Twp Secretary <secretary@greggtownship.org>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

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Thu, Apr 19, 2018 at 2:18 PM

To: Douglas Bierly <supervisor1@greggtownship.org>

Cc: charles stover <cws14@yahoo.com>, Gregg Twp Secretary <secretary@greggtownship.org>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

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Gregg Twp Secretary <secretary@greggtownship.org>

Thu, Apr 19, 2018 at 2:38 PM

To: Keri Miller <kerimiller.greggtownship@gmail.com>

Cc: Douglas Bierly <supervisor1@greggtownship.org>, charles stover <cws14@yahoo.com>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

It works for me unless a baseball game gets rescheduled.

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Jennifer Snyder, CGA
Secretary/Treasurer

Gregg Township, Centre County
106 School Street
PO BOX 184
Spring Mills PA 16875
814-422-8218

Douglas Bierly <supervisor1@greggtownship.org>

Thu, Apr 19, 2018 at 10:42 PM

To: Gregg Twp Secretary <secretary@greggtownship.org>

Cc: Keri Miller <kerimiller.greggtownship@gmail.com>, Charles Stover <cws14@yahoo.com>, Roadmaster-Gregg Township <roadmaster@greggtownship.org>

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Jennifer Snyder <secretarygreggtownship@gmail.com>

Re: vacation carry over

1 message

Gregg Twp Secretary <secretary@greggtownship.org>

Wed, Dec 13, 2017 at 8:47 AM

To: PSATS_townships_ac4ac62c-d4f7-4dbe-beab-3e724fe55ac6@connectedcommunity.org

Here is our policy

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.

--

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