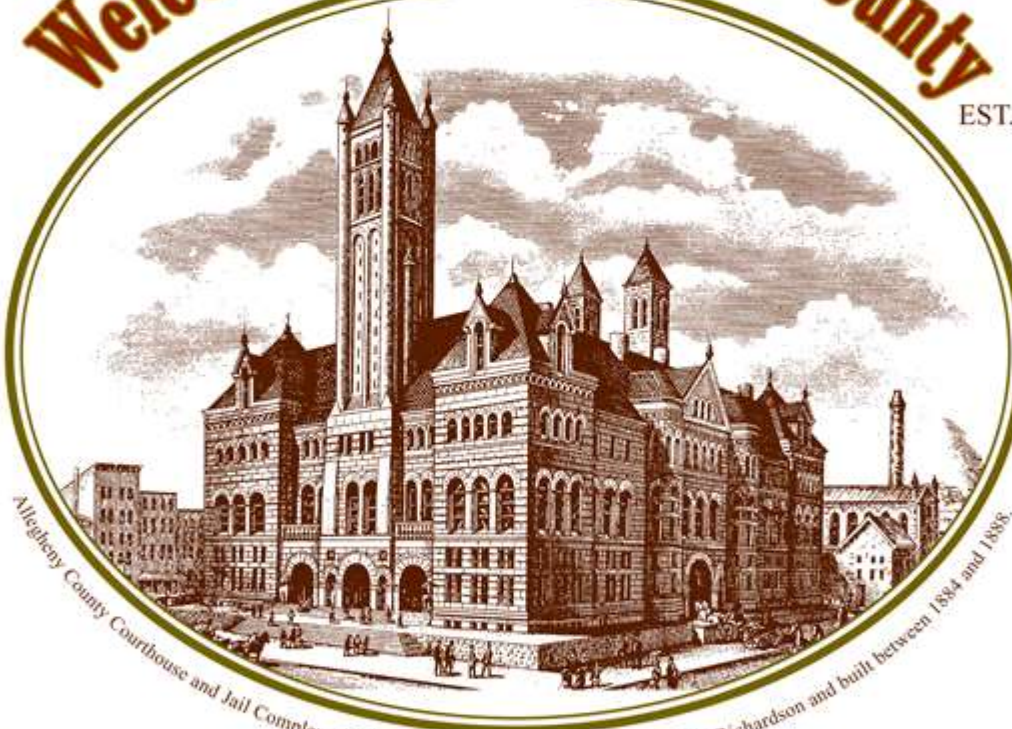


Welcome to Allegheny County

EST. 1788



A great place to live, work and play.

Employee Handbook

Effective: January 1, 2008

A Publication of the Department of Human Resources

542 Forbes Avenue • 102 County Office Building

Pittsburgh, PA 15219

Phone: 412-350-6940 • Fax: 412-350-5230

<http://info.alleghenycounty.us/HR/default.aspx>

<http://www.alleghenycounty.us/hr/index.aspx>



Rich Fitzgerald, County Executive

William D. McKain, CPA, County Manager

Laura J. Zaspel, Director of Human Resources

IMPORTANT INFORMATION ABOUT YOUR EMPLOYEE HANDBOOK

The contents of this handbook are intended to describe the current policies and procedures that are in effect for the employees of Allegheny County. This handbook supersedes and replaces all previously issued editions of the handbook and all prior notices, policies, and procedures to the extent that they are inconsistent with the information contained in this handbook. No manual of this kind can possibly cover every situation. Situations not covered in this handbook will be reviewed on an individual basis, but in a manner as to conform to the intent of the provisions.

DISCLAIMER

This handbook is not an employment contract. It is a general statement of policies and benefits. This handbook is not binding on Allegheny County. Allegheny County reserves the right to make final decisions regarding the interpretation and application of its policies and procedures, whether or not discussed in the handbook, and to change or discontinue them at any time. In the event this handbook conflicts with the terms and conditions of agreements between Allegheny County and collective bargaining units, the terms and conditions of the collective bargaining agreements will prevail. **Allegheny County reserves the right to change the contents of this handbook at any time without prior notice.**

ROW OFFICES AND COURTS

If you are employed in a Row Office or the Courts, please be advised that there may be deviations from the enclosed policies. You should consult your supervisor or Human Resources staff in your department.

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge that I have received the Allegheny County employee handbook. I understand that the handbook is for informational purposes only and is not a contract, expressed or implied. I understand that the handbook is subject to modification at any time with or without notice. I am responsible to comply with the policies and procedures in this handbook, and further understand that this handbook replaces and supersedes all previously issued editions of the handbook, and all conflicting prior notices, policies, practices, rules and statements, oral or written.

Print Name: _____

Signature: _____

Date: _____

Department: _____

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SECTION I: ABOUT YOUR EMPLOYER – ALLEGHENY COUNTY

A. HISTORY OF ALLEGHENY COUNTY GOVERNMENT

The concept of county government was founded more than a thousand years ago in England. It was brought to America's shores and improved to meet the challenges of the new world. In Pennsylvania, the county concept is a creature of the State, and unless the residents of the county elect to have a home rule charter, counties have no inherent right to self-government beyond what the State Constitution and the General Assembly may grant. The exact relationship between State and County government is defined in the Constitution, and various State laws exist to describe in more detail the powers and duties given to counties, according to classification and population. The State Constitution provides for 13 elected officials to administer the affairs of the county, and their duties are prescribed by statutes, which are scattered throughout the County codes and general State law.

Allegheny County with a population of approximately 1.2 million, is the second largest County in the State, and until December 31, 1999 was guided exclusively by the Second Class County Code adopted by the Legislature in 1935 and modified in 1955. The functions delegated to the County under this code included: the administration of elections and the registration of voters; assessment of property for tax purposes; administration of justice; care of prisoners; recording of deeds; execution of wills; construction and maintenance of roads and bridges; care of the aged, dependent and indigent ill; planning; civil defense; the administration and direction of airports; sewage disposal; and management of parks, recreation and public health.

There are 130 municipalities within 731 square miles comprising Allegheny County and each has its own governmental structure. Pittsburgh is a Second Class city and Clairton, Duquesne and McKeesport are Third Class cities. There are 82 boroughs, 24 First Class townships, 16 Second Class townships and four municipalities. In addition, 17 of these governments have voted to establish home rule charters.

Municipalities with populations greater than 10,000 may choose to become Third Class cities. A First Class township must have a population density of at least 300 people per square mile. Townships failing to meet this requirement, or which do not choose by referendum to become First Class townships, are classified as Second Class townships. There is no population requirement for incorporation as a borough.

B. THE HOME RULE CHARTER

(A link to the complete text of the Home Rule Charter can be found on the County's internet website at <http://www.alleghenycounty.us/council/index.aspx>.)

On May 19, 1998, the citizens of Allegheny County voted to enact a home rule charter for the County to take effect in 2000. The new government abolished the three-commissioner system in favor of an elected Chief Executive, a 15-member County Council (13 elected by district, 2 at-large) and an appointed County Manager. The new system maintains the general duties of County government while separating legislative and executive functions and transferring substantial authority over our government from the Commonwealth to the citizens of Allegheny County through the process of initiative and referendum.

The Apportionment Plan to determine the Council districts was drafted and approved in 1998 by a five-member appointed committee. The plan divided the County into 13 districts, each having approximately 102,000 residents. Every effort was made to keep individual municipalities from being divided; however the City of Pittsburgh had to be divided into four districts because its population exceeds 330,000. So that

the entire Council would not need to be voted upon every four years, six of the districts 1, 2,4,8,9 and 12 were selected by lot to have Council members who serve an initial two-year term. The at-large and remaining members' initial term was four years.

The Charter went into effect on January 1, 2000. Home rule does not set a county adrift from the rest of the State. Allegheny County is still subject to restrictions found in the United States and Pennsylvania Constitutions and in State laws applicable to all counties. Allegheny County operations are governed by the Second Class County Code, the Administrative Code and other applicable municipal laws. Counties without home rule can do only those things specifically authorized by State law, however, home rule counties like Allegheny County can do anything not specifically forbidden by State or Federal law. Home rule gives control over the structure and operations of County government to Allegheny County voters.

The most recent change to the County Government results from the Primary Election Referendum on May 17, 2005. The referendum called for the abolishment of several elected row offices and the transfer of their functions to the Executive Branch of County Government. Effective January 1, 2006 the Coroner's Office was transferred to the Executive Branch and became the Office of the Medical Examiner, and transferring its functions to the Court of Common Pleas eliminated the Jury Commission. Effective January 7, 2008 the elected offices of Clerk of Courts, Recorder of Deeds, Prothonotary and Register of Wills also were eliminated and their respective functions were integrated into the newly created Department of Court Records and the Department of Real Estate.

C. ADMINISTRATIVE CODE (A link to the complete text of the Administrative Code can be found on the County's internet website at <http://www.alleghenycounty.us/council/index.aspx>.)

The Administrative Code was enacted on June 20, 2000 to be the fundamental operating law for Allegheny County Government under the Home Rule Charter. It sets forth the details for the administration and operation of County Government.

D. CIVIL SERVICE

The Civil Service Commission was abolished with the enactment of the Administrative Code and its responsibilities were assumed by the Personnel Board. However, the Rules of the Civil Service Commission still are applicable to the positions of Allegheny County Police Officers and Allegheny County Deputy Sheriffs. Additionally, numerous positions within the Department of Human Services are governed by Pennsylvania State Civil Service rules. Also, appointments to positions within the Department of Health are submitted to the State Department of Health which certifies that the candidate selected meets the required experience and training.

E. ORGANIZATIONAL STRUCTURE OF ALLEGHENY COUNTY GOVERNMENT

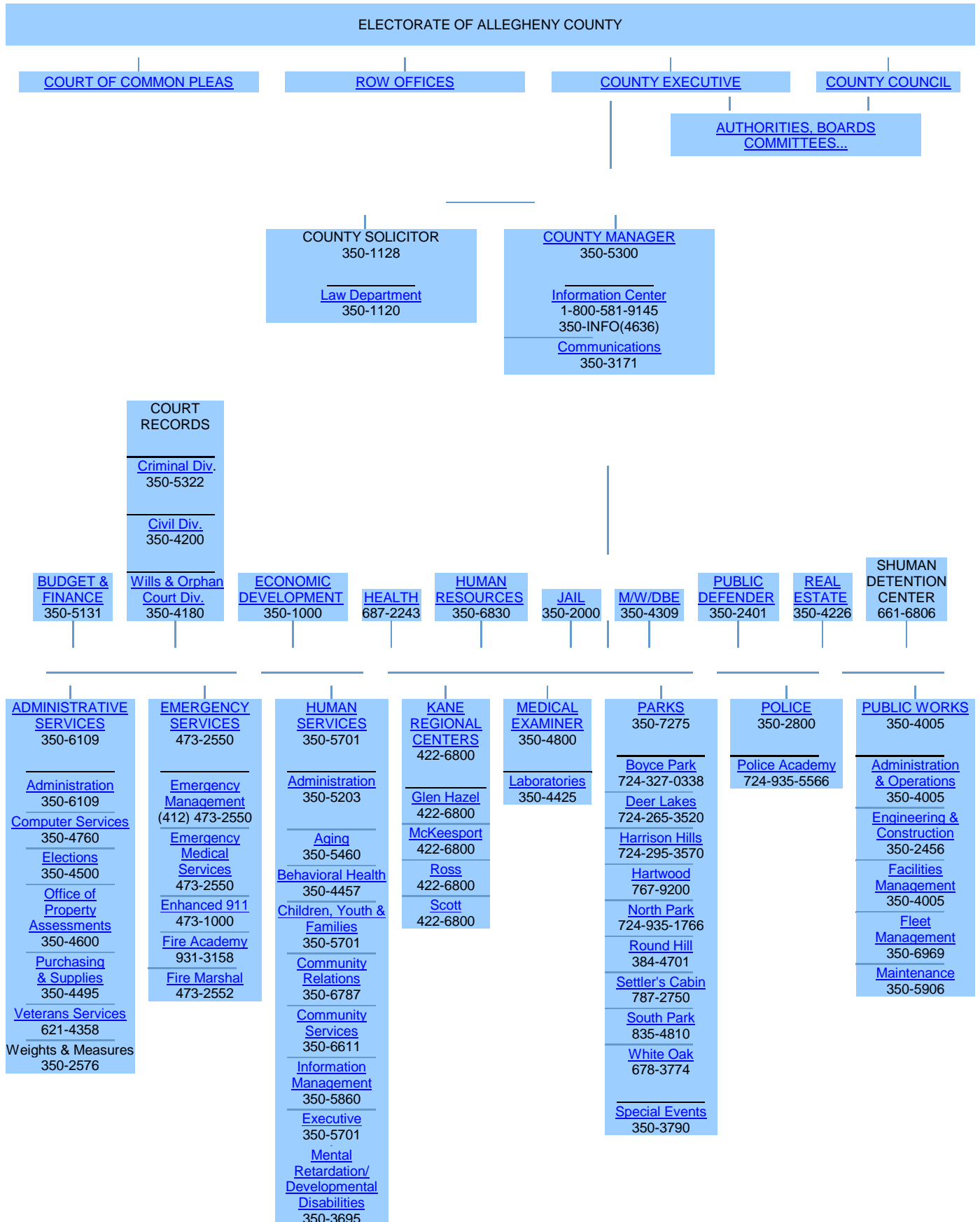
The Executive Branch of Allegheny County Government consists of an elected Chief Executive, Row Offices and an Administrative Service of the County which is organized under an appointed County Manager who is responsible for the day-to-day operation of the Administrative Service.

The Legislative Branch of the County is vested in an elected County Council which is made up of 15 members, of whom 13 members are elected from districts established throughout Allegheny County and two members are elected from the County at-large. The powers and duties of Council include approving and amending legislation that is proposed by the County Chief Executive. Council Members also may generate legislation on their own. They also are responsible for the levy of taxes, fees and service charges, and the passage of balanced annual operating and capital budgets. The Judicial Branch is vested in the

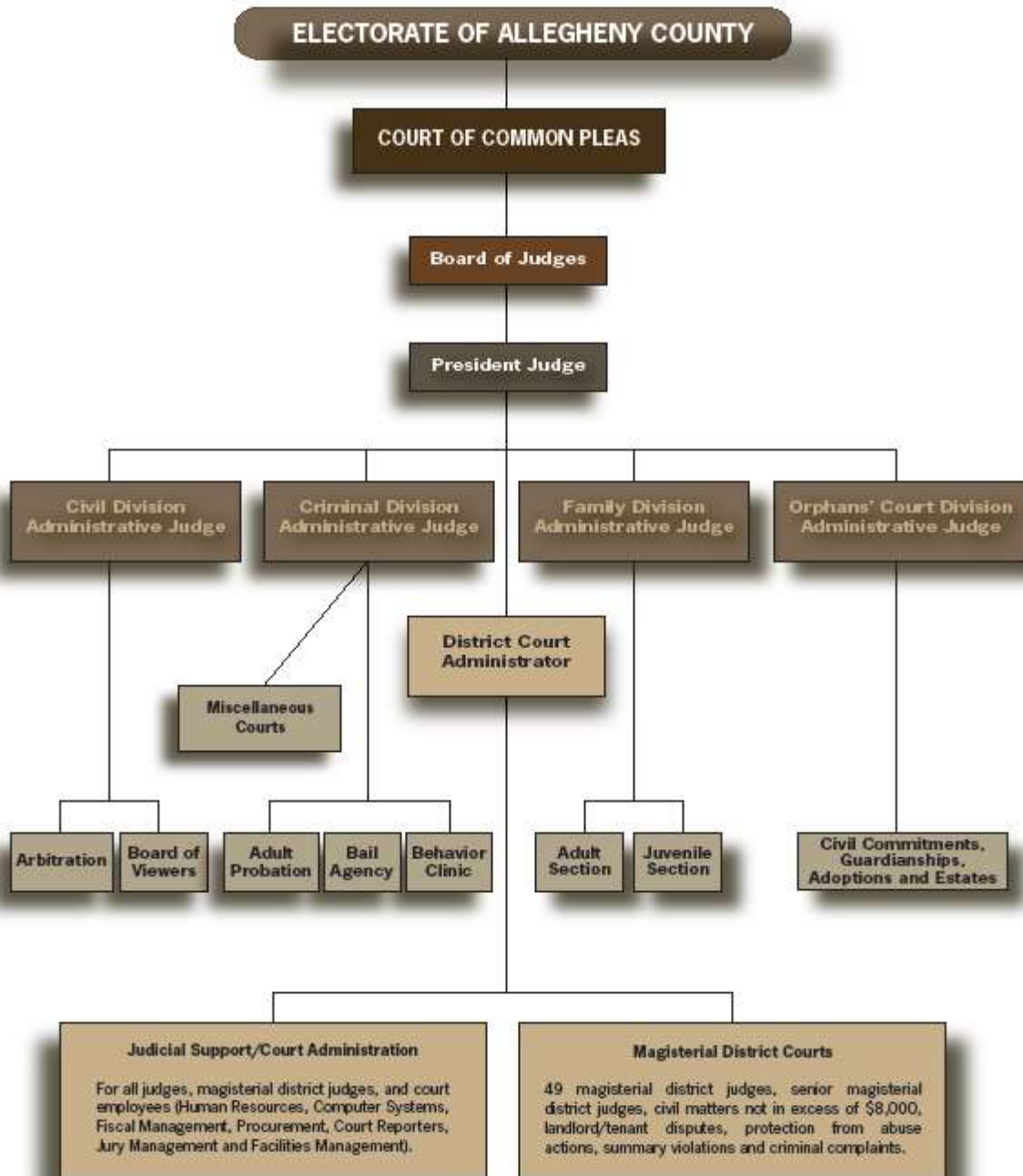
Allegheny County Court of Common Pleas and the Magisterial Districts that together comprise the 5th Judicial District of the unified Court system of the Commonwealth of Pennsylvania.

Organizational Chart

Area Code 412 Unless Otherwise Indicated.



Fifth Judicial District of Pennsylvania



ROW OFFICERS:

Controller	Sheriff
District Attorney	Treasurer

F. ALLEGHENY COUNTY WEBSITES (Internet and Intranet)

As an employee of Allegheny County there are two ways to access information “on-line.” The first is through the official Allegheny County Website on the internet. This site is available to you and the public

at <http://www.alleghenycounty.us>. This site provides important information for individuals, visitors and businesses as well as information regarding services provided by the County. It includes information about the Chief Executive's Office, the Office of County Council, including meeting agendas and minutes, and the complete text of the Home Rule Charter. Visitors to this site can find information about bids and proposals, commodity contracts and job opportunities. Most importantly, the site enables the County to provide information about current issues or events of interest to the public.

The second way to access information "on-line" about Allegheny County is available only to employees through the County's internal computer network. If an employee has access to a County computer, they can click on <http://info.alleghenycounty.us/> to access the intranet website. This site is one of the tools used to communicate important information and news to employees including policies, procedures and internal County forms that can be printed and used.

SECTION II: EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. EQUAL EMPLOYMENT OPPORTUNITY PLAN

It is the policy of Allegheny County to grant equal employment opportunities to all employees and all applicants for employment who meet the qualifications of a position for which an application is made. Allegheny County does not discriminate against any employee or applicant on the basis of race, religion, age (40 and over), color, gender, disability, or national origin. To ensure maximum implementation of this policy all employees are directed to actively support those policies and procedures that maintain our commitment to Equal Employment Opportunity.

Allegheny County's Equal Employment Opportunity Plan (EEO) represents a commitment to assure fair employment practices in every aspect of our County. The objectives set forth are endorsed and supported by the County Chief Executive and every reasonable effort will be made to carry them out. However, all employment decisions will be based solely upon an individual's qualifications and the availability of the positions for which he or she is being considered or applying. No individual will be considered for a job for which he or she is not qualified to merely achieve these objectives. Allegheny County will make every reasonable effort to locate and/or develop qualified minority and female individuals for employment or promotion, however, only those qualified will be eligible for consideration for available positions.

B. ANTI DISCRIMINATION – HARASSMENT – RETALIATION POLICY AND COMPLAINT AND REPORT PROCEDURE

Allegheny County strives to provide a work environment that promotes respect and provides an opportunity for each employee to develop to their full potential. Illegal discrimination, harassment and retaliation are strictly prohibited, not only because they violate the law, but also because they are contrary to Allegheny County's interest in attracting, retaining and promoting the most talented, effective and dedicated employees. Allegheny County has an internal Complaint and Report Procedure, described below, to address and resolve complaints of discrimination, retaliation and harassment. Utilize this procedure if you believe this policy has been violated.

Discrimination is Prohibited

Allegheny County requires that employees be treated as individuals on the basis of qualifications, skills, abilities, conduct and performance. Discrimination on account of any status protected by law, including

but not limited to those identified above, is prohibited. This policy applies to all employment practices, including recruitment, hiring, evaluation, promotion, transfer, discipline and termination and forms of compensation and benefits.

All personnel are required to comply with this policy including the Complaint and Report Procedure outlined below. All personnel must behave in a non-discriminatory and business-like manner in all dealings with co-workers and all non-employees of Allegheny County contacted in the course of employment.

Harassment is Prohibited

Additionally, this policy prohibits harassment in the workplace. Allegheny County takes allegations of harassment seriously and will investigate promptly any complaints of prohibited harassment. If it is determined that inappropriate conduct has occurred, Allegheny County will take corrective and remedial action appropriate to the situation.

Sexual Harassment is Prohibited

Sexual harassment in the workplace or in other work related settings is illegal and is prohibited by this policy. Sexual harassment is typically defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

- submission to that conduct is made explicitly or implicitly a term or condition of employment; or
- submission to or rejection of that conduct is used as a basis for employment decisions; or
- an individual's work performance is affected by creating an intimidating, hostile or offensive work environment.

Under the definition given above, sexual harassment includes a request by a supervisor for sexual favors in exchange for a favorable job action (such as a good review, a salary increase or promotion) or in exchange for avoiding an unfavorable job action (such as demotion, discipline or discharge). Any such request is strictly prohibited, and will result in disciplinary action or discharge, without other warning. If any supervisor or manager makes any such direct or implied request to you, report it at once as described under the Complaint and Report Procedure. Any unwelcome and/or offensive conduct, whether deemed illegal or not, by anyone towards another including someone of the same gender is prohibited by this policy.

Other Types of Harassment are Prohibited

Not all harassment is sexual. This policy also prohibits verbal or physical harassment against anyone on the basis of a protected class including: race; color; religion; national origin; ancestry or place of birth; sex; gender identity or expression; sexual orientation; disability; military status; marital status; familial status; age (40 and older); use of a guide or support animal because of blindness, deafness or physical disability of any individual or independent contractor or because of the disability of an individual with whom the person is known to have an association; or on any other basis protected by federal, state or local law.

Retaliation is Prohibited

Allegheny County also forbids retaliation against employees because they have properly exercised their legal rights (such as the right to a leave of absence from work granted by the Family and Medical Leave Act or the right to file a complaint with a government agency), or because they have reported any violation of this policy or otherwise have opposed, in a non-disruptive manner, actions they reasonably believe to

constitute unlawful discrimination, retaliation or harassment. It is a violation of this policy for any employee who learns of any report, complaint or investigation pursuant to this policy to retaliate against the person who made the report or against anyone involved in the investigation, on the basis of his or her good faith use of the Complaint and Report Procedure or on the basis of his or her cooperation in the investigation.

Consequences of Violating this Policy

Illegal discrimination, harassment, and retaliation are strictly prohibited. If you violate this policy or any equal opportunity law, you will be subject to disciplinary action, up to and including discharge, without other warning. Also, you may incur legal liability and be held personally responsible.

Complaint and Report Procedure

Under this policy all employees share responsibility for ensuring that the workplace is free from all forms of harassment, discrimination and retaliation. If you believe that this policy has been violated, report the problem immediately using the Complaint and Report Procedure. Make your report of the situation to: the Supervisor OR the Department Director OR the Human Resources Representative for your department OR the EEO Coordinator in the Allegheny County Department of Human Resources.

If you choose to discuss the problem first with your supervisor or someone else in your direct chain-of-command and do not get a prompt or satisfactory response, contact your Director or the Department of Human Resources immediately.

Management Responsibilities

Management must comply with and enforce all aspects of this policy and must cooperate fully in the County's preventative, investigative, remedial and corrective actions. Management is required to act on all reports of harassment even when a request is made by the employee that no action be taken. Management must not interfere or attempt to interfere with or prevent any employee's effort to make a complaint or report under this policy. Failure by management to comply with these responsibilities is a violation of this policy and will result in disciplinary action, up to and including discharge, without other warning. A supervisor who violates this policy also may be held personally liable for money damages.

Employee Responsibilities

All employees must comply with this policy and are encouraged to report any violation of this policy as provided under the Complaint and Report Procedure. All employees are required to cooperate fully in any preventative, investigative, remedial and corrective actions taken by Allegheny County. Allegheny County is required to act on all reports of harassment even when a request is made by the employee that no action is taken. Failure to fulfill these responsibilities is a violation of this policy. Any false allegations may result in disciplinary action, up to and including discharge, without other warning.

Investigation of Reports and Complaints

All reports of harassment, discrimination and retaliation made pursuant to this policy will be investigated promptly. Such investigations are to be conducted by or under the direction of the Director, Allegheny County Department of Human Resources. All such investigations will be conducted in as confidential a manner as is consistent with a proper investigation and to the extent practical under the circumstances. The County's investigation typically will include, but is not limited to, private interviews with the

person(s) who made the report, with any witnesses and with the person(s) alleged to have violated this policy. When the investigation has been completed, Allegheny County will, to the extent appropriate, inform the person(s) who made the report and the person(s) alleged to have violated this policy of the results of the investigation. Allegheny County also may inform other appropriate persons, such as those involved in taking corrective or remedial action.

Corrective and Remedial Action

If it is determined that a violation of this policy or of the law or other inappropriate conduct has occurred, Allegheny County will take actions appropriate under the circumstances to address and correct the misconduct and to otherwise remedy the situation. Remedial action is intended to prevent future violations and to undo the effects of the violation of this policy and will vary depending on the situation.

Disciplinary

action for any violation of this policy may range from counseling and/or training to discharge, and may include any other form of corrective action Allegheny County deems to be appropriate under the circumstances.

Federal and State Laws

Federal and State laws prohibit illegal discrimination, harassment and retaliation. If you believe that you have been subjected to illegal discrimination, harassment or retaliation and you are dissatisfied with Allegheny County's response to your complaint or otherwise wish to do so, you may file a charge of discrimination with any of the following agencies within the respective time frames:

Pennsylvania Human Relations Commission

Pittsburgh Regional Office

301 Fifth Avenue

Suite 390, Piatt Place

Pittsburgh, PA 15222

(412) 565-5395

(412) 565-5711 TTY users only

Filing Time Frame: up to 180 days from date of alleged occurrence

Equal Employment Opportunity Commission Pittsburgh Regional Office

William S. Moorhead Federal Building

1000 Liberty Avenue, Suite 1112

Pittsburgh, PA 15222

1-866-408-8075

TTY: 412-395-5904

Filing Time Frame: Up to 300 days from date of alleged occurrence

C. AMERICANS WITH DISABILITIES ACT

The purpose of this policy is to carry out the intent of the Americans with Disabilities Act (ADA) of 1990. This act gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and Local government services and telecommunications. The Americans with Disabilities Act defines a disabled person as one who currently has, who in the past has had, or is considered to have a physical or mental impairment that substantially limits one or more major life activity.

The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits and all other employment-related activities. This policy applies to all current employees as well as job applicants. Allegheny County will not unlawfully discriminate against any employee or job applicant because of a physical or mental disability. Allegheny County will continue to make any reasonable accommodation as requested by a job applicant or employee in physical facilities and/or job scope in order to allow a disabled individual to perform the essential functions of the job that could not be done without such accommodation.

D. CODE OF CONDUCT

All employees of Allegheny County must adhere to the State Ethics Act and Allegheny County's Accountability, Conduct and Ethics Code. The purpose of the Accountability, Conduct and Ethics Code is to set forth the details for the accountability, conduct and ethics of Allegheny County Government consistent with the provisions of the Home Rule Charter of Allegheny County as adopted on May 19, 1998 and all applicable laws of the Commonwealth of Pennsylvania. All elected and appointed County Officers, County Officials, all County employees and members of County Agencies are covered by this code. The Accountability, Conduct and Ethics Commission (ACE) is responsible for receiving, investigating and making findings and recommendations concerning complaints alleging violations of this code. The Department of Human Resources shall distribute to all new employees a copy of this code upon their date of hire, including an explanation of the Code. Additional copies of the code and general information may be found on the Allegheny County intranet website at <http://info.alleghenycounty.us/hr/policies.aspx> or internet website at <http://www.alleghenycounty.us/ACEMain.aspx?id=3276&terms=ace> or by contacting the Department of Human Resources.

E. HATCH ACT

The Hatch Act (5 U.S.C. §§ 1501-1508) restricts the political activity of individuals principally employed by State, County or municipal executive agencies in connection with programs financed in whole or in part by loans or grants made by the United States or a Federal agency. Covered employees may not be candidates for public office in a partisan election, use official authority or influence to interfere with or affect the results of an election or nomination, or directly or indirectly coerce contributions from subordinates in support of a political party or candidate. However, covered employees are permitted to run for public office in nonpartisan elections, campaign for and hold office in political clubs and organizations, actively campaign for candidates for public office in partisan and nonpartisan elections, and contribute money to political organizations and attend political fundraising functions.

F. DRUG-FREE WORKPLACE POLICY

The Drug-Free Workplace Act of 1988 and the regulations implementing it require that any County performing federal contract work worth more than \$25,000 certify that it works towards providing a drug-free workplace. Allegheny County strongly supports the Drug-Free Workplace Act of 1988, and has adopted the following policy statement:

Allegheny County prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) whether on or off the job. Violations of such prohibition on our premises or while

conducting County related business will result in discipline up to and including discharge of the employee involved. In addition, all employees of Allegheny County are required to notify Allegheny County of any conviction under a criminal drug statute involving the use, sale or distribution of drugs in the workplace within five (5) days of such conviction. Allegheny County is required to pass this information on to the Federal Contracting Officer and to take appropriate disciplinary measures.

Allegheny County will make every effort to maintain a drug-free workplace. However, should infractions occur, discipline will be assessed. Under the Drug-Free Workplace Act of 1988, as a condition of employment, employees are required to abide by the policies and statement as set forth herein. Because illegal drug usage whether on or off the job may adversely affect an employee's job performance, jeopardize the safety of others, the public, the reliability of Allegheny County's operations and/or equipment, cooperation of each and every employee is essential to maintain a drug-free working environment.

G. RESIDENCY POLICY

Allegheny County does not require an applicant for employment to be a resident of the County at the time of application. However, within one (1) year of appointment and acceptance of a position, an employee will be required to move to and live within Allegheny County for the duration of employment. Furthermore, before beginning employment the applicant will be required to sign the Residency Requirement Affidavit.

This residency policy applies to all employees who have been employed by Allegheny County since June 20, 2000, the date the residency provision was included in the Administrative Code. Any person employed by the County who was not a resident of Allegheny County at the time of the adoption of the provision to the Administrative Code shall not be required to establish residency within Allegheny County to maintain their status as a County employee.

However, no person employed by the County who is a resident of Allegheny County at the time of the adoption of this provision to the Administrative Code or in the future shall establish residency outside the County while continuing their employment by Allegheny County. **In other words, regardless of position, no employee may move out of Allegheny County after establishing residency without forfeiting their employment.**

The following individuals are exempt from this policy, **but may not move out of Allegheny County once they have established residency in Allegheny County:**

- Any person who was formerly an employee of a Regional Communication Center whose operations and function have been merged with or incorporated into the operations of the County's 9-1-1 Center who is not a resident of Allegheny County and has been offered and accepted a position of employment in the County's Emergency Communications 9-1-1 Center.
- Registered and Licensed Practical Nurses hired to work at the John J. Kane Regional Centers.
- The following individuals are exempt from this policy in the event that there are insufficient qualified applicants who reside within the County to fill these positions:
 - Lifeguards in the Parks Department
 - Caseworkers in all County Departments
 - Specific information technology positions in the Department of Computer Services who were under contract with the County on 11/20/2001.

H. SAFETY AND HEALTH POLICY

Allegheny County is committed to providing a safe and healthy workplace for all of its employees. Allegheny County's goals in implementing the Safety and Health Program include the following:

- Reduce the number of occupational injuries and illnesses to all employees throughout Allegheny County;
- Identify sources of occupational injuries and illnesses and prevent similar situations from occurring in the future;
- Actively involve employees in the safety process;
- Maintain open lines of communication for safety and health issues and concerns;
- Ensure that all employees are properly educated and follow safe work practices;
- Adopt safety and health standards and guidelines to maintain safe working conditions;
- Demonstrate a commitment to returning injured employees to work at the earliest and safest opportunity.

Manager Responsibilities are as follows:

- Authorize the necessary resources for accident prevention;
- Ensure that all members of management, including supervisors are held accountable for accident prevention activities and managing the safety process;
- Set a positive example by following prescribed safe work practices when in the field;
- Demonstrate leadership by attending employee safety seminars;
- Cooperate with the Safety Officer and Risk Manager in their efforts to prevent accidents and control the associated costs;
- Encourage employees to take an active part in maintaining a safe workplace;
- Create an avenue for employees to make feasible safety and health suggestions to management;
- Create an avenue for employees to report unsafe conditions/behaviors to their supervisor;
- Discuss safety processes and improvements regularly during staff meetings;
- Annually assess the success of the safety process;
- Establish long and short-term safety goals for your department.

Supervisor Responsibilities are as follows:

- Enforce the use of safe work practices and housekeeping policies;
- Constructively correct unsafe behaviors;
- Take the appropriate action to correct unsafe conditions in a timely manner;
- Conduct regular audits of the workplace to identify unsafe conditions and unsafe behaviors;
- Ensure that all employees have been issued the proper personal protective equipment before beginning their job functions;
- Hold regular meetings discussing safety and health topics;
- Conduct a thorough accident analysis when occupational injuries and illnesses occur and recommend corrective action;
- Listen to employee suggestions and concerns regarding safety issues and give feedback in a timely manner;
- Communicate feasible safety and health suggestions and concerns to management.

Employee Responsibilities are as follows:

- Follow all safe work practices prescribed by Allegheny County covered during educational sessions, on the job training and new orientation;
- Actively participate and listen during safety educational sessions;

- Wear and maintain the personal protective equipment provided;
- Use lifting and other safety equipment provided to perform your job functions;
- Report unsafe conditions and unsafe behaviors immediately to your supervisor;
- Report all accidents to your supervisor by the end of the shift;
- Demonstrate personal safety awareness and concern for the safety of your co-workers.

Safety Officer/Departmental Safety Coordinator Responsibilities are as follows:

- Demonstrate a commitment to preventing occupational injuries and illnesses;
- Serves as a link between management and employees with the interest of maintaining a safe workplace;
- Coordinate safety efforts for Allegheny County and specific departments;
- Assist departmental management in justifying the need for specific safety systems and processes;
- Help management and employees identify safety and health training needs;
- Identify and communicate new safety and health requirements;
- Compile injury and illness related records;
- Track the progress of safety and health related projects;
- Help supervisors make changes or develop strategies that improve safety processes;
- Work with employees to optimize safe work practices;
- Attend educational seminars to increase expertise in the safety field.

I. WORKERS' COMPENSATION

General Information

The County of Allegheny provides workers' compensation benefits to employees who are injured or become ill as a direct result of performing their jobs. Workers' compensation benefits consist of two types: pro-rated wage reimbursement (Police, Sheriffs, & Correctional Officers receive full salary according to state law.) and payment for medical treatment. The program covers reasonable and necessary medical expenses that result from an occupational injury or illness.

The law governing workers compensation benefits is set forth in the Pennsylvania Workers' Compensation Act, regulated by the Department of Labor and Industry, Pennsylvania Bureau of Workers' Compensation. To learn more about the Workers' Compensation Act, log on to www.dli.state.pa.us or call the toll free helpline 1-800-482-2383.

The Law Department, Office of Risk Management, manages Allegheny County's Workers' Compensation program and the actual claims for Allegheny County Workers' Compensation are managed by UPMC Work Partners.

If you are injured:

Employees who are injured at work or become ill as a consequence of performing their jobs must report the incident to their supervisor, designee or the administrator on duty. Incidents should be reported as soon as they happen, but no later than the end of the employee's shift.

Employee responsibilities

- Report work-related injury/illness immediately to a supervisor or designee.
- Seek medical treatment from one of the County's **health care provider panel** unless it is an emergency. See below for more details.
- Within 48 hours – obtain the Employee Accident Report Packet from the County Intranet at

<http://info.alleghenycounty.us/Law/riskmgmt/default.aspx> or your supervisor/designee, complete section 1 of the Employee Accident Report Form, sign it and give it to your supervisor/designee who will report the incident to UPMC Work Partners. Work Partners will assign a claim number which will be used for billing purposes.

When urgent medical help is needed, the employee should go to the closest hospital emergency room. Any follow-up treatment must be provided by a health care panel provider in order for the County to pay for treatment.

Employees who suffer **non-emergency injuries** such as strains, sprains, and cuts should report to a **health care panel provider**, and follow up with that provider for the first 90 days of treatment. If an employee chooses a provider who is not on the panel, according to Pennsylvania workers' compensation law the County has no obligation to pay for treatment. If the incident occurs evenings or weekends when the panel providers are closed, report to the nearest hospital emergency department and follow up with a panel provider on the next business day.

Remember it is important to tell your employer about your injury as soon as possible.

Health Care Provider Panel

The healthcare provider panel is a list of providers that you must select from for treatment for the first 90 days after you report an injury. This panel list is posted on the County's intranet at <http://info.alleghenycounty.us/law/riskmgmt/injury.aspx> or you may ask your supervisor for the list. The health care panel providers are affiliated with fully-staffed medical clinics who can respond to the majority of work-related injuries. Providers are located near major County worksites. Most offer extended hours (7 am – 7 pm) and offer free or discounted parking. Employees may switch among any of the panel providers while receiving treatment. If a provider recommends surgery, the employee has the right to a second opinion from any provider of their choice.

Pharmacy services

Prescriptions may be filled at any drug store or grocery store pharmacy with no out-of-pocket expense to the employee. Be sure to show the pharmacist your temporary prescription card and your County employee ID to ensure accurate billing.

Physical Therapy

Employees who require physical or occupational therapy as part of their overall treatment plan will be referred to the physical therapy provider listed on the health care provider panel.

Diagnostic Services

Diagnostic evaluations of your work-related injury are scheduled through Raytel Imaging Network (multiple facilities and locations) 1-800-453-0574.

Contact information

Direct questions on treatment, billing, or other matters related to a specific claim to:

UPMC Work Partners
County of Allegheny Claims Unit
P O Box 2971
Pittsburgh PA 15230
1-800-633-1197

Questions or comments regarding the County Worker' Compensation program are welcomed by the Risk Manager, c/o the Department of Human Resources at 412-350-2653.

Supervisor Responsibilities

- Arrange for the employee to get medical treatment if needed with Workers' Compensation Panel Provider (Concentra Clinics can see "walk-ins"), or nearest Emergency Room (if emergency treatment is needed)
- Call 1-800-633-1197 as soon as possible or within 24 hours to report the occurrence. (Line is available 24 hours/day, 7 days/week.)
- Make sure the employee completes section one (1) of the Employee Accident Report, the Rights and Responsibilities & the Authorization for Release of Records and Reports forms, and has access to the Workers' Compensation Panel Provider list. (Should be posted in all employee common areas)
- You should complete section two (2) of the Employee Accident Report.
- If the injury results in medical treatment and/or lost time you must complete sections three (3) and four (4) of the Employee Accident Report form, and conduct an accident investigation. (Sometimes, it may take a few days to complete an investigation.)
- If there were any witnesses, attempt to get a written statement using the form provided. If more than one witness, make an extra copy of the form to use.
- Forward total Employee Accident Report Packet to your Designated Departmental Workers' Compensation Contact Person.

Designated Departmental Workers' Compensation Contact Person's Responsibilities

- Review all accident reports for completeness.
- Forward copy to:
Safety Officer
445 Fort Pitt Blvd.
Suite 300
Phone: 412-350-1171
Fax: 412-350-1174
- Maintain original accident report

Fraud Provisions:

New amendments to the Workers' Compensation Act include fraud provisions which, in certain instances, make it a felony punishable by fine and /or imprisonment for any person to knowingly and with intent to defraud a State or Local government agency or insured, by presenting false, incomplete or misleading information concerning any fact or thing material to the workers' compensation insurance claim.

J. RIGHT TO KNOW POLICY

The Pennsylvania Worker and Community Right to Know Act was signed into law in 1984 and created a system for communicating information about chemical hazards that may be present in the workplace. Allegheny County provides employees with access to information on chemical hazards that may be present at the jobsite, and arranges for any necessary training as soon as possible to enable employees to safely handle those identified substances.

If you would like to request more information, you may contact the Bureau of Penn Safe at (717) 783-

2071 or 1-888-723-3422. You also may obtain information by visiting the Pennsylvania Department of Labor and Industry website at <http://www.dli.state.pa.us>.

K. UNDUE INFLUENCE

In compliance with Article X, section 1007.12 of the Administrative Code, no County Officer, County Official or County employee shall unduly exert, negatively or positively, their influence to gain, or attempt to gain, preferential treatment on behalf of an applicant for employment with Allegheny County.

L. PERSONNEL BOARD

The Personnel Board is comprised of five (5) members who are appointed by the Chief Executive with the consent of a majority of the seated members of County Council. The Board's duties and responsibilities, which are outlined in the Administrative Code, Article X, Chapter 1005, are associated with the structuring and functioning of the County Personnel system. More information about the Personnel Board can be obtained from the Allegheny County internet website at <http://www.alleghenycounty.us/boards/index.asp>.

M. REJECTION FOR FRAUD/FAILURE TO COMPLY WITH REQUIREMENTS

In compliance with section 1007.09 of the Administrative Code, applicants who fail to comply with job related requirements or who have attempted any deception or fraud in connection with any application or examination shall be rejected. If such deception or fraud is discovered after a person is hired, that person will be terminated and will not be eligible to become a candidate for employment for three (3) years.

N. ATTENDANCE AND HOURS OF WORK

Employees are expected to report promptly for their scheduled time for all scheduled workdays and are to follow departmental rules and call-off procedures. Employees who repeatedly abuse this policy will be subject to disciplinary action up to and including termination of employment. Call-off procedures for bargaining unit members may be governed by their respective collective bargaining agreements.

O. DISCIPLINE POLICY

For Allegheny County to operate in an effective and efficient manner, it is often necessary to impose work rules, and to discipline employees who fail to abide by those rules. Allegheny County's policy is to inform employees of the rules whenever possible, and to ask that employees use common sense about appropriate behavior. Allegheny County expects that all directors, managers and supervisors treat employees under their jurisdiction in a fair and equitable manner.

Whenever, at the discretion of management, discipline is deemed appropriate it will be imposed. The type of discipline to be imposed is at the discretion of management, but can range from a documented verbal warning, written official reprimand, one-day suspension, three-day suspension, five-day suspension and termination of employment. **It must be made clear that an infraction or incident need not be identical or of the same nature as the preceding infraction for the discipline to progress to the next step.** Any list of potential offenses is not meant to be all-inclusive and the imposition of any particular method of discipline is not intended to bind management in future disciplinary actions. Allegheny County encourages all employees to follow the rules and perform their work in a timely and efficient manner so that discipline will not be necessary.

P. WORK RULES

Allegheny County counts on professionalism and common sense in the actions of all Allegheny County employees. These are essential to providing a positive work environment, as well as quality service for the County. Violations of Allegheny County's Work Rules will not be tolerated. Employees are expected to comply with all applicable work rules.

The following list is not all inclusive but illustrates some of the types of behavior which ordinarily warrant disciplinary action up to and including discharge:

- Fighting;
- Falsification of records, including time records and applications for employment;
- Insubordination;
- Unauthorized merchandising or solicitation during work time or interference with the work of others;
- Unauthorized distribution of printed material in work areas;
- Unauthorized or careless use of, destruction of, defacement of, removal of, or damage to Allegheny County property, tools or vehicles, or theft, or unauthorized possession of property belonging to fellow employees;
- Unauthorized release or disclosure of confidential information;
- Unlawful or unauthorized manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol (on work premises);
- Reporting to work under the influence of alcohol, illegal drugs or a legal drug if it adversely affects safety or job performance;
- Accepting gifts, tips or other compensation from vendors, customers, or the public outside limits in the Allegheny County Ethics Code;
- Possession or use of weapons or other hazardous devices;
- Poor work performance;
- Disorderly conduct, including horseplay;
- Violation of established safety or fire regulations including smoking contrary to established policy;
- Use of abusive or threatening language;
- Unreported, excessive or patterned absenteeism or tardiness;
- Failure to come to work without providing proper notice;
- Leaving work before the end of the scheduled shift without permission;
- Unprofessional behavior in dealing with other employees or the public;
- Failing to immediately report injuries or damage to property or vehicles;
- Abuse of meal or break times;
- Violation of any Allegheny County or department policy;
- Leaving your workstation without the permission of your supervisor;
- Refusing to accept work assignments or failing to carry out instructions of a supervisor;
- Neglect of job responsibilities and duties;
- Violation of the Allegheny County Anti Discrimination - Harassment - Retaliation Policy and Complaint and Report Procedure;
- Engaging in criminal conduct of any kind;
- Creating unsafe or unsanitary conditions;
- Loafing or sleeping on duty or other inattentive behavior;
- Disregard of hygiene, appearance or dress code;

- Failure to maintain any job required current valid license, certification, or registration;
- Personal use of County property.

Allegheny County has adopted a Progressive Discipline Policy which may be amended from time to time. Reference should be made to that policy if an employee has any questions or concerns.

Q. EMPLOYEE COMPLAINTS

Work related problems or concerns should be directed to your supervisor who may be in the best position to take action. When necessary the supervisor can bring the employee's concerns to management and receive a fair answer or explanation within a reasonable length of time. If the supervisor's explanation or decision is unsatisfactory, the complaint may be appealed to the next higher level of management.

For employees covered by collective bargaining agreements there is a formal grievance procedure for disputes arising out of the interpretation or application of the various agreements. This procedure is contained in the applicable collective bargaining agreement.

R. SEARCH POLICY

To protect and preserve the safety and welfare of the employees, citizens and visitors of Allegheny County, there shall be no expectation of privacy. Allegheny County reserves the right to search all employee lockers, offices, furniture, County issued vehicles and such. The County also reserves the right to inspect the contents of all packages, bags, boxes, containers, briefcases, coats, jackets, purses and similar items of any employee while conducting County related business as well as those of any visitor of the County at any time while on County owned and leased property. Any employee that refuses to cooperate with a search will be subject to disciplinary action up to and including termination of employment.

S. USE OF COUNTY COMPUTERS

All computer hardware, software, network access, information and data provided to employees are the property of Allegheny County and should be used for official business purposes only. It is the intent of the County that all technology resources will be used in accordance with established policies and with all Local, State and Federal laws, and/or guidelines governing the use of technology and its component parts. Complete copies of the County policies regarding computer usage can be found on the Allegheny County intranet website at <http://info.alleghenycounty.us/dcs/policies.aspx>. Allegheny County has the right to monitor and log any and all aspects of its computer system, including but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads and all communications sent and received by users. Employees found to be in violation of these policies will be subject to disciplinary action up to and including termination of employment.

T. RECORDS OF EMPLOYMENT

The Allegheny County Department of Human Resources is responsible for maintaining employees' official personnel records. Employees have the right to review their personnel records annually on their own time as provided by law, within certain restrictions. Employees may take notes when reviewing their file, but they are not permitted to make photocopies of their file. Employees should contact the Department of Human Resources if they wish to have access to their personnel file.

U. EMPLOYEE IDENTIFICATION CARDS

The Allegheny County Office of the Controller oversees the issuance of all employee identification cards. The card may include but is not limited to the following information: the employee's name, photograph, County ID number, Department name and signature. Employees should keep the card in their possession during regularly scheduled work hours and while representing the County in any other capacity. Upon request, an individual must present their identification card to establish status as an employee of Allegheny County. No employee may allow their card to be used by another person for any reason or under any circumstance. Violations of this policy will result in disciplinary action up to and including discharge.

New identification cards will be issued as needed to accommodate employees who have a change of surname or change in employment status. Lost identification cards will be replaced for a fee to be determined by the Controller's Office. The identification card is the property of Allegheny County and must be returned upon termination of employment.

V. CHANGES IN ADDRESS OR PERSONAL INFORMATION

When a change in address or other pertinent personal information occurs it is the employee's responsibility to notify the Office of the Controller by completing an Address/ Name Change form. The Department of Human Resources does not process these changes. Name and/or address changes are only handled through the Payroll Section of the Controller's Office, Room 2 in the Court House. They may be contacted at 412-350-4699 to obtain the appropriate Change of Address/Name form or go to the intranet site at <http://info.alleghenycounty.us/> and click on "Forms". Once the form is completed and returned to the Payroll Section of the Controller's Office payroll records will be changed. Department of Human Resources records including health insurance, long term disability and life insurance records also will be changed. It is the responsibility of the employee to notify vendors of any optional benefits they elect. Change of Address/Name forms should not be requested from or returned to any other department except the Payroll Section of the Controller's Office. **Employees should also notify their own department of any changes.**

SECTION III: PERSONNEL SYSTEM

The Administrative Code of Allegheny County mandates the implementation of a personnel system based on merit. The Merit Personnel System is designed to meet all of the merit system requirements established by the Federal and State Governments for the receipt of Federal and State funds. These are:

- Providing equal opportunity for employment and for the advancement and retention of employees without regard to race, religion, religious creed, national origin, age, disability or gender.
- Recruiting, selecting and promoting employees on the basis of their respective abilities, knowledge and skills required for the position, as determined through open and competitive means.
- Providing fair and competitive compensation and benefits for all employees.
- Training and developing employees to assure continuing high quality performance.
- Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and terminating the employment of those whose inadequate performance has not been corrected.
- Instituting a position classification plan that fairly reflects the differences in job classes, such as level of difficulty, education and experience requirement and skill requirements.
- Establishing high standards of integrity, conduct and concern for the public interest.

- Protecting employees from political coercion.

A. CAREER SERVICE

The County Career Service is a permanent service comprised of all positions in the County Government excluding exempt categories of personnel as follows:

- Chief Executive and staff to the Chief Executive;
- Council Chief of Staff, Council Clerk and staff;
- County Manager and staff;
- Department Directors, Deputy Directors, and Section Managers;
- Members of County Agencies and Authorities;
- One confidential clerk or secretary to each Department Director or Section Manager;
- Any person appointed for the duration of a special study, project or internship;
- Part-time, occasional, casual, temporary or seasonal employees.

Employees of independently elected County Officials and the Courts are not County Career Service employees and are not covered by the personnel system. The provisions of the Commonwealth of Pennsylvania Civil Service System and the Health Department Merit System shall be controlling for employees covered by these Civil Service systems.

B. VACANCIES IN CAREER SERVICE POSITIONS

All Career Service vacancies are filled through the Union Bidding process or through the Merit Hiring system.

Union Bidding

Positions represented by unions are posted and awarded to employees according to the specifications of the collective bargaining agreements. To be eligible to bid an employee must be in a position represented by the bargaining unit in which the job is available and must have completed their probationary period.

Merit Hiring System

Positions represented by a union for which there are no eligible bidders or positions not represented by a collective bargaining unit are filled through the Merit Hiring System. Positions are filled through the internal merit promotion process or are publicly announced for a minimum of two (2) weeks in accordance with the Administrative Code to ensure an adequate pool of qualified applicants is developed.

- Recruitment is conducted in a manner that ensures open and fair competition.
- Advertisements are placed in newspapers of general circulation, websites and other publications.
- In an effort to ensure a diverse group of applicants, the Department of Human Resources posts the announcement in various public places and distributes them to numerous local organizations, which service diverse communities.
- As requested by the Department in which the vacancy exists, advertisements also are placed on websites and in journals and other publications specific to the particular field of interest.
- The Department of Human Resources also makes announcements available through representation at job fairs hosted by colleges, universities, business and technical schools and by organizations such as the NAACP, Urban League and the Hill House Association, for example.

All applicants including current County employees are required to submit an official Allegheny County

employment application to be considered. Applications also must be received by the deadline, if applicable. For convenience, applications are available in the Department of Human Resources, on the County's internet website at: <http://www.alleghenycounty.us/jobs>.

The application invites applicants to describe specific information regarding education, employment, licenses and certifications, etcetera. Applicants also are invited to provide information regarding their race, gender and age. (This page of information is filed separately from the application and is not used in the evaluation of the applicant. It is used to develop reports, which aids the Department in future recruitment initiatives.) The disposition of applicants is tracked by the Department of Human Resources.

Applicant Screening and Assessment

All completed application packets are reviewed in relation to the minimum requirements listed on the job announcement. Applicants who meet the requirements may continue in the assessment and selection process by either being placed on the eligibly list to be considered for an interview or by participating in pre-employment testing.

Applicants found not to have met the minimum requirements for a position are invited to provide additional information regarding their education and experience. All requests for re-evaluation of applications must be made in writing.

Pre-Employment Testing

If pre-employment testing is required to measure knowledge, skills and abilities essential to success in the position, then applicants are provided at least two (2) weeks written notice of such examination. All examinations are relevant to the position, valid, reliable, non-discriminatory, and therefore in compliance with the EEOC guidelines on Employee Selection Procedures. Various types of examinations that may be administered include but are not limited to:

- Written multiple choice
- Oral
- Performance based
- Behavioral based
- Physical Ability/Agility

Eligibility Lists

A public eligibility list is developed for each Career Service vacancy announced. The list includes only the names of applicants who meet the minimum requirements and who achieved qualifying scores on all pre-employment examinations if applicable. The list notes the date of eligibility of the applicant and the applicants with Veterans' Preference. Applicants may be considered for any vacancies for that particular position during their period of eligibility and may be considered for other related positions. Applicant names are presented on the list in alphabetical order. If pre-employment testing was required, then the list may be ranked according to the examination results. Appointment of an applicant to a Career Service position must be made from the eligibility list. An applicant's period of eligibility is one year except for Civil Service positions (Police and Deputy Sheriff) which are longer.

Veterans' Preference

The Administrative Code mandates that the provisions of the Veterans' Preference Act shall apply in the selection of applicants for Career Service positions. Preference is given to eligible applicants in accordance with Title 51 of the PA Consolidated Statutes, Sections 7101-7109. Applicants who don't submit proper documentation in support of their service at the time of application may do so at a later date.

Employment Interviews

Applicants are selected for interviews at the discretion of the Department in which the vacancy occurs. The Department of Human Resources may provide guidance to Departments in the development of interview processes and may assist in conducting interviews. Upon conclusion of the interview process, the Department will recommend an applicant for appointment.

C. PROBATIONARY PERIOD

Allegheny County employees covered by collective bargaining agreements shall serve a probationary period specified in their respective union contract, while non-union employees have a one-year probationary period. During this time an employee is extended the opportunity to establish their ability to perform the assigned duties and responsibilities of the job. During this probationary period they shall have no seniority and may be discharged for any legal reason without further recourse.

D. HIRING OF RELATIVES

Family members of existing Allegheny County employees are welcome to submit applications for employment. However, no person shall be hired by Allegheny County in a position where the person shall supervise or be supervised, either directly or indirectly, by a member of their immediate family. Indirect supervision means having a closeness or proximate authority to exercise control or direction in such a fashion that it may result in a conflict of interest. Immediate family is defined as one's spouse, father, mother, son, daughter, sister, brother, grandparent, or grandchild related through blood or marriage.

E. RESIGNATIONS/TERMINATIONS

An employee resigning his or her employment with Allegheny County is expected to give at least two (2) weeks notice. Failure to provide at least a two (2) week notice may disqualify the employee from receiving pay for any unused benefit time. A voluntary resignation should be made by a written letter from the employee. An employee who resigns or is terminated must return all identification badges and any assigned Allegheny County property. Employees covered by a Collective Bargaining Agreement will be guided by the terms of their contract.

An absence for three (3) consecutive days with no call-off to the Department Manager or assigned supervisor is considered a "Voluntary Quit" and the employee will be automatically discharged. Employees who are a member of a bargaining unit should refer to their collective bargaining agreement for notice requirements.

F. REDUCTION IN FORCE

If a reduction in force is necessary in the Career Service, no employee shall be laid-off while any probationary, part-time, occasional, casual, temporary or seasonal employee is employed in the same class in the same department or section. Lay-offs may occur because of economic considerations, lack of work, and abolition of position or reduction of State or Federal funds. If there is in existence, a labor agreement covering the manner in which employees are to be laid-off, the labor agreement shall be controlling.

A laid-off employee shall have the right of return for five (5) years from the date of lay-off to any class and Career Service status which was previously held, or to any class and Career Service status in the same or lower grade, provided the employee meets the minimum qualifications given in the Classification Plan

of the Department or Section. If rules governing the order of re-employment of laid-off employees are in conflict with the terms of an existing collective bargaining agreement, the collective bargaining agreement shall be controlling.

SECTION IV: COMPENSATION

A. PAYROLL

Employees are responsible for following departmental procedures for recording their work time. Your time record determines the hours for which you will be paid, so it is important that you properly clock or sign in and out as required. Errors in your time records should be reported to your supervisor for immediate correction. Only your supervisor is authorized to modify, correct, or adjust your time record. Supervisors are responsible for the time sheet/record approval and authorization of overtime worked and paid time off.

B. PAY DAYS

Allegheny County employees are paid biweekly on Fridays. Your paycheck covers earnings for hours worked during the previous two (2) week period that ends the Saturday before pay day. There will be no advance in pay.

C. PAYROLL DEDUCTIONS

Gross pay reflects the number of hours/days worked during a pay period. Any time not worked reduces the gross pay, unless the employee is eligible for paid time off, (vacation, holiday, sick leave, etc.). In addition gross pay is reduced by required payroll deductions such as:

- Federal Withholding Tax based on your W-4 status
- F.I.C.A. (Social Security and Medicare Tax)
- Pennsylvania Income Withholding Tax
- State Unemployment Compensation Tax (SUI)
- Local and School Earned Income Tax
- Retirement Plan Contribution (may be waived for the first six (6) months of employment)
- Local Services Tax (LST)
- Union dues or Fair Share contribution (employees covered by a collective bargaining agreement)

The following are optional deductions from the employee's paycheck if these benefits are elected:

- Health Fee (Employees who participate in the Health Insurance Benefit)
- Insurance Premiums
- Credit Union
- United Way Contributions
- Deferred Compensation Plan (457 (b))
- nowU - PA College Savings Program
- Parking Fee
- Bus Pass Program (EZ Gold)

- AFLAC (Flexible Spending Account, Short Term Disability, etc.)

A summary of the deductions in each pay period appears on each employee's paycheck. An annual summary of Federal, State and Local taxes withheld will appear on the Federal Form W-2 issued at the end of each year.

D. DIRECT DEPOSIT

All employees may enroll in the payroll direct deposit program. Applications may be obtained from your Payroll Section or the Treasurer's Office. Each pay period your paycheck will be electronically transmitted to a checking or savings account you identify at the bank of your choice and you will receive a "Payroll Advice" instead of a paycheck. The receipt will contain all of the usual information you find on a paycheck concerning your hours worked including rate of pay, taxes and deductions. Direct Deposit applications may require up to eight (8) weeks for processing and to take effect. Questions concerning the changing or stopping of Direct Deposit should be directed to the Allegheny County Treasurer's Office or the appropriate forms may be downloaded from the Intranet.

SECTION V: PAID BENEFIT TIME

A. HOLIDAYS

Allegheny County recognizes and observes the following eleven (11) paid holidays each year for all eligible non-union, full-time employees:

New Year's Day	Memorial Day	Veteran's Day
Birthday of Martin Luther King, Jr.	Independence Day	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Primary Election Day	Columbus Day	

The above listing does not include other holidays that may be observed by the Court of Common Pleas and Row Offices. They are:

Good Friday	Flag Day	General Election Day	Day after
Thanksgiving			

Bargaining unit employees have those holidays which are granted under their collective bargaining agreement. If you are a member of a bargaining unit please refer to your collective bargaining agreement for information on the days of observance for those holidays and eligibility guidelines.

New full-time, non-union employees are eligible for holiday pay after 30 calendar days of employment. An employee must work the last scheduled day before and the first scheduled day after the holiday in order to be eligible for holiday pay. An employee who is absent the last scheduled work day prior to the

holiday and/or the first scheduled work subsequent to the holiday will not be paid for the holiday except for authorized absence or good cause.

B. VACATION DAYS

Allegheny County offers paid vacation time to all eligible full-time employees. This benefit varies among some collective bargaining agreements, particularly among uniformed personnel. The terms of any applicable collective bargaining agreement shall govern the vacation provided to employees covered by that agreement. The vacation benefits as set forth in this section are applicable to all non-represented employees under the jurisdiction of the Chief Executive.

Generally, all employees actively employed on January 1, and who have physically worked one day in the new year, shall be eligible for paid vacation in accordance with the following schedule and eligibility requirements. New employees are eligible for paid vacation once they have completed 90 calendar days with Allegheny County. Full-time employees hired after July 1 shall not be eligible for vacation in the calendar year in which hired.

Employees hired before July 1 shall be eligible for a pro rata paid vacation in the calendar year in which first employed in accordance with the following schedule.

<u>Based on Date of Hire:</u>	<u>Employee Receives:</u>
January 1 through February	5 Days paid vacation
March 1 through March 31	4 Days paid vacation
April 1 through April 30	3 Days paid vacation
May 1 through May 31	2 Days paid vacation
June 1 through June 30	1 Day paid vacation
July 1 through December 31	None

All other full-time employees actively employed on the first business day of the New Year shall be

eligible for a pro rata paid vacation in accordance with the following scheduled eligibility requirements:

<u>Years Employed as of Anniversary Date:</u>	<u>Vacation Eligibility/Work Days:</u>
First Year	Up to 5 days
Beginning 2 through 5	10 days
Beginning 6 through 14	15 days
Beginning 15 through 20	20 days
Beginning 21	21 days
Beginning 22	22 days
Beginning 23	23 days
Beginning 24	24 days
Beginning 25 or more	25 days

Please note: In the year in which an employee earns an additional week of vacation, that week is not available for use until after the employee's anniversary date of full time employment.

For employees of the Court of Common Pleas, Row Offices and some employees represented by a collective bargaining agreement, there may be deviations from the above schedules, in which case those employees should consult with their payroll staff and/or their collective bargaining agreement.

To be eligible for vacation an employee must have received earnings or earnings and compensable disability credited to 13 pay periods in the previous year. An employee who received earnings or earnings and compensable disability credited to six (6) pay periods in the previous year shall be eligible for one-half of the regular vacation.

An employee in any of the following circumstances will not be eligible for vacation:

- On sick leave;
- On authorized Leave of Absence;
- Resigned after giving less than ten (10) working days prior notice. However, Department Directors may authorize vacation pay if extenuating circumstances exist and the employee is for all other purposes resigning in good standing. This is not automatically approved, but should be decided on a case-by-case basis;
- Employees who are dismissed for cause.

Vacation Selection and Scheduling

At the discretion of the Department Director or Designee, an employee may schedule all eligible vacation for the current calendar year whether or not it has been earned.

General Provisions

Vacation time is not a spontaneously used benefit, such as the sick leave benefit. Vacation time must be used by the employee in the current calendar year. The County does not allow for the cash equivalent of vacation time which is not expended by the employee, except upon voluntary termination, involuntary termination for reasons other than just cause or in the event of death.

Voluntary Termination for Non-union Employees

An employee who voluntarily terminates their employment in good standing (with adequate notice) will receive a pro rata cash equivalent of any unexpended days for which he or she would otherwise be eligible. Any vacation days taken for which the employee was not yet eligible as per "Allocation of Vacation by Month" schedule shall be deducted from their final pay check.

Allocation of Vacation by Month of Termination*

Years of Service	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1 through 5	1	2	3	4	5	5	6	7	8	9	10	10
6 through 14	2	2	4	5	7	8	9	10	12	13	14	15
15 through 20	2	3	5	7	9	10	12	14	15	17	19	20
21st	2	4	6	7	9	11	13	14	16	18	20	21
22nd	2	4	6	8	10	11	13	14	17	19	21	22
23rd	2	4	6	8	10	12	14	16	18	20	22	23
24th	2	4	6	8	10	12	14	16	18	20	22	24
25th+	3	5	7	9	11	13	15	17	19	21	23	25

*Important Notes: Each designated month requires you to work the 1st of the month. If the 1st falls on a weekend you are required to work the full day prior to the weekend.

C. PERSONAL DAYS

All new full-time employees are eligible for up to three (3) personal days per year. During the employee's first calendar year of employment, eligibility status is based on their date of employment as follows:

<u>If Employed Between:</u>	<u>Eligible For:</u>
January 1 through April 30	3 Personal Days in that Calendar year.
May 1 through August 31	2 Personal Days in that Calendar year.
September 1 through November 30	1 Personal Day in that Calendar year.
December 1 through December 31	None

Three (3) Personal Days are awarded every year thereafter in January. There is no carryover of unused Personal Days to the following year. To be eligible for Personal Days, new employees must have completed 30 calendar days of employment with Allegheny County.

Bargaining unit employees have the number of Personal Days specified in their collective bargaining agreement. If you are a member of a Bargaining unit, please refer to your collective bargaining agreement for scheduling information and in the event of conflicting requests.

D. SICK LEAVE

To insure employees against loss of income because of illness ten (10) sick days per year are afforded to eligible full-time employees. **Sick days are a benefit earned by service and must be used for employee illness only.** The eligibility status for all new employees during their first calendar year is based on their date of employment as follows:

<u>If employed between:</u>	<u>Eligible For:</u>
January 1 through February	5 Sick Days
March 1 through March 31	4 Sick Days
April 1 through April 30	3 Sick Days
May 1 through May 31	2 Sick Days
June 1 through June 30	1 Sick Day
July 1 through December 31	None

Sick leave may be carried over from one year to the next and accumulated up to 120 days. New employees are eligible for paid sick leave once they have completed 90 calendar days with Allegheny County.

If you are a member of a bargaining unit, please refer to your collective bargaining agreement to determine sick leave eligibility.

Upon return to work after an illness or injury, an employee is responsible for providing any medical certification that may be requested by the employee's Department Director/Designee.

E. BEREAVEMENT LEAVE

Full-time employees shall be permitted up to four (4) consecutive work days at their regular rate of pay for those days which they would have normally worked while arranging for or attending the funeral of the employee's spouse, father, or step-father, mother or step-mother, mother-in-law, father-in-law, son or son-in-law, daughter or daughter-in-law, stepchild, brother or step-brother, sister or step-sister, grandparent of the employee, or grandchild. In the case of a brother-in-law or sister-in-law, the maximum leave will be three (3) days. Allegheny County reserves the right to require proof of death and relationship of the deceased.

F. JURY DUTY

An employee who is required to serve as a juror in the Allegheny County Court of Common Pleas or any other County, State, or Federal court shall be granted leave for jury duty with pay for work days actually served; any payment received for jury service shall be deducted from the employee's normal daily compensation. Therefore, employees must inform Court Officials that they are a County employee and refuse the jury duty pay or accept the pay and make arrangements to deposit it in the County's General Fund.

G. SUBPOENAED WITNESS LEAVE

An employee who is subpoenaed as a witness in court proceedings shall be granted leave under the following circumstances:

- The employee is not party to the suit or cause;
- The employee is subpoenaed because of his or her position as an Allegheny County employee, and the reason for the subpoena is job related. An example would be an employee who has custody of or responsibility for an Allegheny County record and is subpoenaed to produce that information or document for the court. If the employee is subpoenaed because of their position as an Allegheny County employee and the reason for the subpoena is job related, the employee shall receive their normal compensation, but any witness fee or other payment received by the employee will be deducted from their compensation.

An employee shall notify their immediate supervisor and present the subpoena and the employee shall report back to work promptly upon completion of involvement.

SECTION VI: LEAVES OF ABSENCE

A. FAMILY MEDICAL LEAVE OF ABSENCE (FMLA)

Employees that have been employed by Allegheny County for at least 12 months and have at least 1,250 hours of service during the 12 month period preceding the request for leave are entitled to a total of 12 weeks of leave. Eligible employees may request a leave of absence for a defined period of time for the following reasons:

- The birth of a son or daughter;
- The adoption of a child or foster care placement with employee of a child;
- In order to take care of a spouse, child, or parent with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of their job.

Where the necessity for leave is foreseeable, employees must give 30 days notice of their intention to take leave under this policy. If such notice is not possible, you must give notice as soon as practicable (within two (2) business days of learning of your need for leave). Failure to provide such notice may be grounds for denial of the leave. Where the need for leave is not foreseeable you are expected to notify the County within two (2) business days of learning of your need for leave. The County will require employees to report periodically on their status and intent to return to work.

Intermittent or Reduced Schedule

Leave taken due to the birth, adoption or placement of a child shall not be taken intermittently or on a reduced leave schedule. The 12 weeks must be taken within 12 months from the date of birth, adoption or placement, or when circumstances require the leave to begin before the actual date of birth, adoption or placement.

Leave taken due to illness of the employee or spouse, child or parent may be taken intermittently or on a reduced leave schedule. In order to accommodate the new schedule the County may temporarily transfer the employee to an available alternative position with equivalent pay benefits.

Accumulated Paid Leave

An eligible employee must use consecutively in the following order sick, vacation and personal days. Ten (10) benefit days may be reserved, which must be designated at the beginning of leave. Compensatory time may not be used. Sick days may only be used for a leave of absence due to the employee's own serious health condition. After exhausting accrued benefit days, the remainder of the leave will be unpaid.

Both Spouses Employed by the County

If the leave is taken for the birth, adoption or foster care placement of a child and both husband and wife are employed by Allegheny County, 12 weeks leave will be granted to each employee. If the leave is taken due to the employee's own health or to take care of a sick child, each employee is entitled to 12 work weeks. Where both husband and wife are employed within the same department, the total number of weeks of leave may be limited to a combined total of 12 weeks based on departmental operations and needs.

Maintenance of Health Benefits

During any period that an eligible employee takes leave under the FMLA policy, Allegheny County will maintain group health benefits at the same level and under the same conditions as if employment would have continued uninterrupted. Any health insurance premiums or health fees the employee normally pays will continue to be the responsibility of the employee to pay while on FMLA.

Allegheny County may recover from the employee the premium paid by Allegheny County for maintaining coverage of health benefits during the unpaid leave if the employee fails to return to work for reasons other than a serious health condition or circumstances beyond the employee's control or returns for less than 30 calendar days.

Medical Certification

If you are requesting leave because of your own or a covered relation's health condition, you and the relevant health care provider must supply appropriate medical certification. If the initial certification is not satisfactory, Allegheny County may require a second opinion at Allegheny County's expense. When the second opinion differs from the original certification, Allegheny County may require a third opinion at Allegheny County's expense. The opinion of the third health care provider shall be final and binding on all parties.

Return to Work

Upon completion of the leave, the employee shall be restored to the position of employment held before the leave commenced or an equivalent position with equivalent benefits, pay and other terms of employment. The employee must provide a full duty *Return to Work Certification of Physician or Practitioner* prior to returning to work.

You may access the FMLA Policy on the County intranet website at:
<http://info.alleghenycounty.us/hr/policies.aspx>.

B. MEDICAL LEAVE OF ABSENCE

Employees are required to return to work after their FMLA is exhausted. If unable to return to work from FMLA due to their own extended illness an employee who has at least one (1) year of continuous service not including the FMLA may apply for an unpaid Medical Leave of Absence not to exceed one (1) year. Medical Leaves of Absence may not be taken intermittently or on a reduced leave schedule. Allegheny County is under no obligation to grant a Medical Leave of Absence. All Medical Leaves are at the discretion of your Department Director and must be approved by the Director of Human Resources.

During any period that an eligible employee takes an approved Medical leave, Allegheny County will maintain group health benefits at the same level and under the same conditions as if employment would have continued uninterrupted. Any health insurance premiums or health fees the employee normally pays will continue to be the responsibility of the employee to pay while on Medical Leave.

Allegheny County may recover from the employee the premium paid by Allegheny County for maintaining coverage of health benefits during the unpaid leave if the employee fails to return to work for reasons other than a serious health condition or circumstances beyond the employee's control or returns for less than 30 calendar days.

C. PERSONAL LEAVE OF ABSENCE

An employee who has at least one (1) year of continuous service may apply for an unpaid Personal Leave of Absence not to exceed one (1) year for a compelling, non-recurring reason. Personal Leaves of Absence may not be taken intermittently or on a reduced leave schedule. Employees on an approved Personal Leave will be responsible for the full cost of their benefits including any health insurance and life insurance premiums for the duration of the leave. Allegheny County is under no obligation to grant a Personal Leave of Absence. All Personal Leaves are at the discretion of your Department Director and must be approved by the Director of Human Resources.

D. MILITARY LEAVE OF ABSENCE

Allegheny County will grant a Military Leave of Absence to employees who voluntarily or involuntarily leave employment to perform duty in the "uniformed services", which include the Army, Navy, Marine Corps, Air Force, Coast Guard, as well as the reserve components of each of these services, the Commissioned Corps of the Public Health Service, Army National Guard, Air National Guard, and any other category of persons designated by the President in time of war or emergency. Service includes active duty, active duty for training, initial active duty for training, inactive duty training (such as drills), and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty. Additionally, Allegheny County will grant a Military Leave of Absence to employees in the National Disaster Medical System who voluntarily or involuntarily leave employment to perform certain types of service or to participate in approved training to prepare for such service. Employees will be granted leave and subsequent re-employment rights in accordance with Title 51 (Military Affairs) of the Pennsylvania Consolidated Statutes and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Pay While on Military Leave

- Employees who are members of the Pennsylvania National Guard are entitled to a paid leave of absence without loss of time or efficiency rating on all days during which they are engaged in active State duty.
- Employees who are members of the Pennsylvania National Guard or any reserve component of the armed forces of the United States are entitled to 15 days of paid leave in any one calendar year, without loss of time or efficiency rating during which they are engaged in training or other military duty under orders authorized by Federal or State law.
- Employees who are members of the Pennsylvania National Guard or any reserve component of the armed forces of the United States are entitled to an unpaid leave of absence without loss of seniority or efficiency rating on all days in excess of 15 days per year during which they are engaged in training or other military duty under orders authorized by Federal or State law up to the maximum cumulative period authorized by 38 U.S.C. Ch. 43 (relating to employment and reemployment rights of members of the uniformed services).
- Employees who are members of the National Disaster Medical System or members of the Commissioned Corps of the Public Health Service also will be granted 15 days of paid leave in any one calendar year, without loss of time or efficiency rating during which they are engaged in certain types of service.
- Allegheny County will provide a pay differential, the difference between the military base pay and the County pay, for employees who are involuntarily activated because of a declared military crisis. Eligibility will be extended to members of the National Guard, any reserve component of the United States Armed forces, Commissioned Corps of the Public Health Service and the National Disaster Medical Services. Employees, at the time of their request, **must** provide military orders, the rate of the military base pay and complete the Human Resources Benefits Form.

Benefits While on Military Leave

- Employees may choose to continue their benefits, in effect at the time the leave begins, but will be required to pay the Health Fee. If the employee subscribes to the Voluntary Accidental Death and Dismemberment Insurance Plan, their coverage will be automatically cancelled and no further deductions will be taken.

E. EDUCATIONAL LEAVE OF ABSENCE

Full-time employees who have at least one (1) year of continuous service may be granted an unpaid Educational Leave of Absence for the length of one (1) semester, which may be continued at the option of the Department Director for not more than five (5) additional semesters. Educational Leaves of Absence may not be taken intermittently or on a reduced leave schedule. Employees on an approved Educational Leave will be responsible for the full cost of their benefits including health insurance and life insurance premiums for the duration of the leave. Allegheny County is under no obligation to grant an Educational Leave of Absence. All Educational Leaves are at the discretion of your Department Director and must be approved by the Director of Human Resources.

SECTION VII: EMPLOYEE BENEFITS

The following is a brief description of Allegheny County's benefit plan for eligible employees. An eligible employee is one who works in excess of thirty-two (32) hours per week on a permanent, full-time basis.

- **Waiting Period**

Generally, there is a three (3) month waiting period for all eligible new employees for medical, dental, vision, and life insurance coverage. Bargaining unit members should refer to their collective bargaining agreement for eligibility and waiting period information.

An employee must enroll in the benefit plan(s) during their first 30 days of full-time employment. If the employee fails to enroll for coverage within the first 30 days of employment, then the employee must wait until the next annual open enrollment period. If applicable, a copy of a marriage certificate and copies of birth certificates for all children must accompany the enrollment forms.

- **Effective Date of Coverage**

Coverage is effective the first of the month following three (3) months of employment, calculated from the employee's hire date provided applicable enrollment forms are completed and returned in the required time frame. Non-union employees are exempt from the waiting period. Their coverage is effective the first day of the month following their first day of employment provided applicable enrollment forms are completed and returned in the required time frame.

NOTE: When calculating the effective date of coverage for medical, dental, vision and life insurance benefits, the hire month is counted as the first month of the waiting period if the hire date is before the sixteenth of the month. (Example: If an employee's date of hire is 01/15/06, the effective date of coverage would be 04/1/06. However, if the employee's date of hire is 01/22/06, the effective date of coverage would be 05/1/06).

A. WELLNESS PROGRAM – “*BE WELL, LIVE WELL, SERVE WELL*”

The Allegheny County Employee Wellness Program helps employees learn more about developing healthy habits and incorporating healthy choices into their lifestyles with continuing programs for employees. The goals of the Wellness Program are to improve the health of County employees and lower health care costs. The Wellness Program is administered by the Wellness Committee, made up of employees from all areas of the County workforce. It has adopted the motto that embodies the focus of wellness and government: "*Be Well, Live Well, Serve Well.*" More information about wellness programs can be found at <http://www.alleghenycounty.us/hr/wnews.aspx>.

B. MEDICAL, DENTAL AND VISION INSURANCE

Allegheny County offers all eligible new employees a quality comprehensive medical plan, a dental plan and a vision plan. For a detailed description of the plans please contact the Department of Human Resources Benefits Section or review the plan literature provided on the internet and intranet websites. In any instance where there is a contradiction in language between the employee handbook and the plan document, the plan document will control.

Fees and Premiums: Employees may be required to pay a contributory amount (Heath Fee) towards the benefit plans. The contributory amount will be deducted each pay from the employee's pay on a pre-tax basis. Employees who elect certain types of coverage may be

required to pay a premium for the coverage in addition to the Health Fee. This premium will be deducted each month from the employee's pay on a pre-tax basis.

C. MONETARY BONUS IN LIEU OF HEALTH CARE COVERAGE (BONUS WAIVER)

Employees who choose not to enroll in the medical, dental or vision plans will be eligible for a monetary bonus. To elect this option, an eligible employee must waive or cancel participation in all health care plans and provide verification of alternative medical coverage. Employees eligible for health care benefits who waive coverage for 12 months will receive the full stipulated amount of the bonus. Employees eligible for health care benefits who waive coverage for six (6) months or more, but less than 12, will be eligible for one-half of the stipulated amount. The 12 month and six (6) month periods are calculated from the date the employee becomes eligible for benefits. It is not calculated from the employee's start date. Bargaining unit members should refer to their collective bargaining agreement for any variations in this benefit.

D. LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE

The following is a brief description of Allegheny County's Life insurance and Accidental Death & Dismemberment (AD&D) insurance for eligible employees. Employees may contact the Benefits Section or visit the internet and intranet sites for coverage details, rates, plan restrictions and beneficiary designation forms.

This insurance is portable, which means employees may continue their insurance coverage if they leave their employment with Allegheny County or they become ineligible. Different rates will apply and employees will be billed directly by the insurance carrier. The employee must contact the life insurance carrier to arrange continuation of life insurance.

Premiums for any optional insurance purchased are deducted from the employee's pay each month. The premium rates charged for coverage are subject to change each year with the renewal of the County's contractual agreements with various insurance carriers.

Employees must enroll during their first 30 days of employment. If the employee fails to enroll for coverage within the first 30 days of employment, enrollment may be subject to a Statement of Health as required by the insurance carrier.

- **Basic Life/Accidental Death & Dismemberment (AD&D) Insurance**

Eligible full-time employees are afforded up to \$10,000 of Basic Life insurance and Accidental Death and Dismemberment (AD&D) insurance at no cost. (This level of Basic Life insurance may vary for certain employees depending on their bargaining unit contracts.)

Additional insurance may be purchased by the employee up to an amount determined by their monthly basic salary. All premium costs for this optional Basic Life/AD&D insurance are paid entirely by the employee.

- **Optional Term Life Insurance**

Eligible full-time employees can choose to supplement their basic life insurance coverage and provide life insurance protection for their eligible dependents. Spousal coverage also may be purchased. Insurance coverage that exceeds the guaranteed issue amount is subject to medical underwriting and approval by the insurance company. Coverage for dependent children is also available for purchase. This insurance is available for dependent children age six (6) months to 26 years. All premium costs for this optional term insurance are paid entirely by the employee.

- **Optional Accidental Death & Dismemberment (AD&D) Insurance**

Eligible full-time employees also can elect to purchase additional AD&D insurance. Benefits are paid in the event of accidental death or for loss of limbs or sight. Employees are covered 24 hours a day, 365 days a year anywhere in the world, whether at work or engaged in their own personal activities. An additional feature is the “family plan” which will permit an employee to insure their dependent children. When a covered accident requires that an employee or an insured family member be hospitalized, the plan will pay a monthly income based on the individual’s benefit amount. The County does not contribute to its costs, however, it is offered to employees at group rates.

E. DEATH BENEFITS

The beneficiary on file with the Department of Human Resources Benefits Section will receive the appropriate insurance benefits upon proper proof of the employee’s death. If there is no beneficiary on file, the life insurance will be directed to the estate of the deceased. All other benefits cease at the time of the employee’s death. The County Retirement Board should be contacted regarding pension contributions/benefits.

If actively employed at the time of death, the final payment of wages and /or salary shall include the full two (2) week payroll period in which the death occurred and any and all vacation and personal days not expended in the calendar year. This payment shall be made to the spouse, any child, the father or mother, or any sister or brother (preference being given in the order named) of the deceased.

F. HEALTH, DENTAL, VISION AND LIFE INSURANCE DEPENDENT CHANGES

Employees who wish to add dependents to their health, dental, vision, and life insurance coverage must do so within the first 30 days of a qualifying event or they must wait until the next annual open enrollment period. Qualifying events include marriage, birth of a child, adoption and loss of employment.

The following documentation will be considered acceptable proof of dependent eligibility and must be submitted along with new enrollment forms to the Benefits Section:

- **Newborn Children:** A photocopy of the child’s birth certificate or the footprint record received from the hospital will initially add your newborn. Upon receipt of your child’s social security number, you must provide the social security number to the Benefits Section.
- **Legally Adopted Children:** You must provide the Benefits Section with proof of court appointed custody or your final adoption papers. The effective date of coverage will be the legal date of

custody or adoption.

- **Court Order to Provide a Dependent Child Coverage:** A court order or divorce decree along with a birth certificate must be provided. The effective date of the child's coverage will be the date the court order becomes effective.
- **Adding a Step-Child:** You must provide the step-child's birth certificate. The birth certificate must state your spouse's name. Documentation that your spouse is responsible for the child's coverage also must be submitted.
- **Dependent Children to age 26:** Generally, a dependent is eligible to remain on your health insurance until the age of 26. Please contact the Department of Human Resources at 412-350-6830 to speak with a Benefits Representative regarding eligibility.
- **Disabled Dependent Children:** The primary care physician of your disabled dependent must complete a Disabled Dependent Certification form obtained from the Department of Human Resources Benefits Section. You will be responsible for providing the completed form to the insurance carrier for review and approval. Disabled dependent children cannot be married and must rely on you and your spouse for their sole support.
- **Legal Spouse:** A copy of your marriage license must be provided to the Benefits Section within 30 days of marriage.

G. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Allegheny County recognizes the need to maintain the confidentiality and integrity of "individually identifiable health information". Therefore, policies and procedures have been developed to comply with all regulations issued by the Department of Health and Human Services which apply to County operations.

H. 457(b) DEFERRED COMPENSATION PROGRAM

Allegheny County offers a deferred compensation program for employees to defer some of their earnings and to be able to direct the investments without having to pay income tax on contributions or on any earnings until funds are withdrawn from the plans. Section 457(b) of the Internal Revenue Code allows certain employers, Allegheny County being an eligible employer, to set up these types of deferred compensation plans for their employees. Contributions are taken directly from the employee's paycheck before taxes are deducted. These contributions are then invested in investment funds chosen by the employee from vendors selected by Allegheny County. However, funds deferred into a 457(b) retirement savings account are subject to IRS guidelines concerning distribution and/or transfer.

This program is optional. Allegheny County does not match any contributions employees make. There is no time limit to enroll. Once enrolled, employees may make up to four (4) changes per year, (one time per quarter). Employees should contact the Human Resources Benefits Section or visit the internet and intranet sites for additional details about the program and to obtain the "Salary Reduction Form", which is used to enroll, make changes, and to cancel participation.

I. nowU – PA COLLEGE SAVINGS PLAN

Pennsylvania's 529 Plan gives employees a great tax-advantaged way to save for college. Money invested in a plan grows tax-deferred, which means no taxes are taken out while the money remains in the account.

For more information and to establish an account, employees can call 800-440-4000 or visit <http://www.pa529.com> for more information. After an account has been established, employees must complete a payroll deduction form, which is available in the Benefits Section or on the internet and intranet sites.

J. AFLAC VOLUNTARY BENEFITS

Allegheny County has engaged the services of AFLAC to provide employees with additional voluntary benefit plans. Some of these include short-term disability, flexible spending accounts and other life insurance supplemental programs. Some of these benefit plans are fully portable, which makes them very valuable, as employees are able to take them with them if they leave employment with Allegheny County.

Flexible Spending Accounts (FSAs) provides employees with an important tax advantage that can help pay health care and dependent care expenses on a pre-tax basis. By anticipating health care and dependent care costs, the employee can actually lower taxable income. The Health Care Reimbursement FSA permits payment of certain IRS-approved medical care expenses not covered by an insurance plan with pre-tax dollars. As well, the Dependent Care FSA uses pre-tax dollars towards qualified dependent care. All of these benefit programs are employee paid and are not supplemented by Allegheny County. Newly hired employees have 30 days from their start date to enroll in an AFLAC program. Additionally, an annual open enrollment will be conducted each fall for the following calendar year.

For more details employees can contact AFLAC at (412) 323-8855 (ext 304) or visit the County's intranet site.

K. GROUP LONG TERM DISABILITY FOR NON-UNION EMPLOYEES

Allegheny County offers a Long Term Disability Plan to non-union employees only. Employees must enroll within 30 days of eligibility (date of hire) or they will need to provide a statement of health for enrollment later. The plan is intended to replace a portion of regular income when an employee has been off work for 90 days due to illness. Employees should contact the Department of Human Resources Benefits Section for plan details, rates and restrictions.

L. PRE-PAID LEGAL

Allegheny County offers full-time employees an opportunity to participate in a pre-paid legal service program through Pre-Paid Legal Services, Inc. Fees are deducted the second pay of each month. Employees should contact the Department of Human Resources Benefits Section to learn more about the service.

M. UNITED WAY

Allegheny County offers its employees a convenient means of contributing to the United Way. The United Way of Allegheny County provides support and financial aide to more than 140 charitable and

social agencies that serve the people of this region. It is a nonprofit organization focused on creating community impact by measurably improving the quality of people's lives. The United Way promotes volunteerism through its annual Day of Caring, in which Allegheny County participates. Also, once a year, employees have an opportunity to sign up for a payroll deduction if they wish to contribute monetarily. We urge all employees to contribute to this important endeavor.

N. CITY CO FEDERAL CREDIT UNION

As an employee of Allegheny County, you may enroll as a member of the City CO Federal Credit Union. The credit union is operated under applicable Federal statutes and provides Allegheny County employees with the opportunity for a convenient savings and loan program through payroll deductions. The Credit Union is located at 220 Grant Street (corner of Grant and Third Avenue). For additional information contact the credit union at 412-350-5957.

O. BUS PASS PROGRAM (EZ GOLD)

The bus pass program is a benefit offered by Allegheny County to full-time County employees only. Employees have the ability to receive their Port Authority monthly transit pass through a payroll deduction plan. The EZ Gold Program offers a substantial tax savings by allowing County employees to deduct a pre-tax expense for the purchase of a Port Authority pass in accordance with IRS limits. Savings will vary depending on your income bracket and the cost of the pass. Enrollment is available on an ongoing basis. For information please contact the EZ Gold Coordinator at 412-350-6830 or check the intranet site at <http://info.county.allegheny.pa.us/departments/hr/ezgold.asp>.

P. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (COBRA)

Allegheny County complies with the provisions contained within the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) which affects the area of extended health care coverage. **Allegheny County's COBRA program is administered by Conexis. Their toll free number is 877-722-2667.**

Employees of Allegheny County that are covered by any of its health care plans have a right to obtain continued group health care coverage if the employee loses group health benefits as a result of a reduction in scheduled hours, layoff, resignation, retirement or other termination including discharge, except if the employee is discharged for gross misconduct. The employee, spouse and dependents will be offered the opportunity to continue coverage for a maximum period of 18 months. The period of coverage may be less than 18 months if: (1) the employee is employed elsewhere and has coverage under a group health care plan; (2) the employee, spouse or dependent becomes eligible for Medicare; (3) there is a failure of the employee, spouse or dependents to make a timely election of continued coverage and payment for the cost of continued coverage; or (4) the employer ceases to offer any group health care plans to any employee.

The spouse and dependents of Allegheny County employees become eligible to elect 36 months of continued coverage if: (1) the covered employee dies; (2) there is a divorce or legal separation of the covered employee from the employee's spouse (3) the employee becomes eligible for Medicare; or (4) a dependent child ceases to be a dependent under the generally applicable requirements of the health care plan. Under any of these circumstances, the spouse and dependents of the employee will have the opportunity to elect maximum coverage of 36 months. However, coverage may cease in less than 36 months if: (1) the spouse remarries and is covered as a dependent spouse under another group health plan; (2) the dependent child is covered as a dependent child under another group health plan; (3) either the

spouse or dependent child:

- Obtains coverage as an employee under any group health plan;
- Becomes eligible for Medicare;
- Fails to make a timely election of coverage or payment for continued coverage; or
- The employer ceases to provide any group health plan for any employee.

The employee, retiree, spouse, and dependents have the responsibility for promptly informing the Department of Human Resources Benefits Section of any of the above circumstances including, but not limited to divorce, legal separation, child losing dependent status, change of address or a change in insurance coverage. Also, the Benefits Section must be notified of an employee's death, termination of employment, reduction in hours, layoff, Medicare eligibility, and any other occurrences mentioned above.

Once the Benefits Section has been notified of an event, the employee, spouse or dependent children will have 60 days to decide whether they wish to elect continued coverage and pay the premiums. If you do not elect in writing to continue the coverage during the election period, your group health care protection will end.

If the employee, spouse, or dependents elect to continue coverage, they will be treated identically in the same plan as similarly situated active employees or spouses and dependents of active employees. If you choose coverage, the law provides that you may be charged 102% of the cost of that coverage. Although you do not have to prove that you are insurable in order to choose coverage, you will have to prepay premiums in lump sums or monthly installments. The first payment is due 45 days after you elect to be covered.

Q. RETIREMENT PROGRAM

All employees are required by statutory law to participate in the Allegheny County retirement plan. The contributory rate is set each year by the Allegheny County Retirement Board. All employees have the option to waive participation in the retirement program for the first six (6) months of employment. Employees vest in their benefits by completing ten (10) years of service.

A disability pension is available after 12 years of service with no age stipulation. However, if an employee is past the age of fifty-five (55) when employed they do not qualify for a disability pension. In order to receive a disability pension, an employee must be certified disabled by three (3) practicing physicians. Additional information pertaining to the rules and regulations governing the Allegheny County Retirement Plan may be obtained from the Allegheny County Retirement Board at Room 106 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219, by calling 412-350-4679/4674 or accessing the website at www.alleghenycounty.us/retirement.

R. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a free, confidential resource provided by Allegheny County to assist employees and members of their household with personal and professional matters that may interfere with job performance or personal satisfaction. EAPs are preventive resource programs designed to assist people with "ordinary troubles" by providing assistance and resources for common problems before they become overwhelming.

Through the EAP, an employee can schedule face to face appointments for consultation, counseling and

assessment by a mental health professional. Additionally, when job performance is being negatively impacted a supervisor may refer an employee to the EAP. When referral to specialized or community services is necessary, the EAP will help you identify services that are covered by your insurance benefits. In addition, the EAP provides 24 hour telephone consultation with a counselor. Allegheny County's Employee Assistance Program is offered through LifeSolutions. To learn more go to www.lifesolutionsforyou.com (company code: Allegheny) or call 1-800-647-3327.

SECTION VIII: FREQUENTLY CALLED PHONE NUMBERS AND OTHER RESOURCES

ADA Accommodations

Phone: 412-350-6830

AFLAC Service Center

Phone: 412-323-8855 (ext 304) or <http://www.aflac.com/>.

Anti Discrimination-Harassment-Retaliation and Complaint and Report Procedure:

Phone: 412-350-6940 or <http://info.alleghenycounty.us/hr/policies.aspx>

Bargaining Unit Agreements

Phone: Contact your Union Business Agent

Benefits (Department of Human Resources)

Phone: 412-350-6830 or <http://www.alleghenycounty.us/hr/benefits.aspx> for contact information about specific benefits providers including health, dental and vision providers.

Bus Pass Program (EZ Gold)

Phone: 412-350-6830 or <http://info.alleghenycounty.us/hr/ezgold.aspx>

COBRA Administration (Conexis)

Phone: 877-722-2667

Change of Address or Name (Controller's Office, Payroll Division)

Phone: 412-350-4699 or <http://info.alleghenycounty.us/> and click on "Forms"

Credit Union (City CO Federal Credit Union)

Phone: 412-350-5957

Deferred Compensation 457 (b) Program (Valic)

Phone: 1-800-448-2542 or www.valic.com
412-494-7302

Dental Insurance (United Concordia Flex PPO and Concordia Plus [DHMO])

Phone: 1-866-851-7568 or www.ucci.com

Direct Deposit (Treasurer's Office)

Phone: 412-350-4100

Employee Assistance Program (LifeSolutions)

Phone: 1-800-647-3327 or www.lifesolutionsforyou.com

Health Insurance (Highmark Blue Cross Blue Shield)

Phone: 1-800-241-5704 or www.highmarkbcbs.com

Job Announcements and Application Process

Phone: 412-350-2664 or <http://www.alleghenycounty.us/jobs/index.aspx>

Leaves of Absence

Phone: 412-350-6940 or <http://info.county.allegheny.pa.us/departments/hr/fmloa/fmloapolicy.doc>

PA College Savings Program (nowU)

Phone: 1-800-440-4000 or www.pa529.com

Pension/Retirement

Phone: 412-350-4679 or www.alleghenycounty.us/retirement.

Records of Employment

Phone: 412-350-6830

Worker's Compensation/Risk Management (Department of Human Resources)

Phone: 412-350-2653

UPMC Work Partners

Union Grievances

Contact your Union Business Agent

Union Position Bids

Phone: 412-350-6830

Vision Insurance (Davis Vision)

Phone: 1-800-999-5431 or www.davisvision.com

OTHER RESOURCES

Allegheny County Internet Website:

<http://www.alleghenycounty.us>

Allegheny County Intranet Website:

<http://info.county.allegheny.pa.us>

Our County Seal.



The present form of the Allegheny County Seal was decreed by the Pennsylvania Legislature more than 100 years ago.

The ship symbolizes the vast commercial traffic which Allegheny County carries on with the rest of the world. The plough signifies subterranean and earth-related resources, thus emblemizing the agricultural and mining activities of the county, and would also include the early glassmaking and other domestic-related county industries. The sheaves of wheat typify the county's harvests, both agricultural and as the result of human industry and initiative in the areas of mining, manufacturing, and intellectual production. Surrounding and surmounting the seal are a cornstalk, signifying abundance; an olive branch, which stands for peace; and an eagle, which denotes sovereignty.