



# ***County of Cambria Employee Handbook***



## ***ACKNOWLEDGEMENT***

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This Employee Handbook is not an employment contract and is not to be construed as a contract of employment. Unless the employee is a member of a bargaining unit and/or is subject to a Collective Bargaining Agreement, all employees are employees at will.



# County of Cambria



## Office of the County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
Telephone: (814) 472-1604

We are pleased to provide you with the Cambria County Employee Handbook.

You are encouraged to become familiar with and reference this book as it contains useful information about Cambria County's policies and procedures. For further clarification on any policy or procedure in this Handbook, please contact the Human Resources Department.

We welcome you and hope you enjoy your experience working for Cambria County.

Sincerely,

Scott W. Hunt  
President Commissioner

Keith D. Rager  
Commissioner

Thomas C. Chernisky  
Commissioner



## ***PURPOSE OF THE EMPLOYEE HANDBOOK***

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The purpose of this Handbook is to give an employee information regarding Cambria County's policies and procedures.

All bargaining unit employees are governed by their respective Collective Bargaining Agreements. Information in this Handbook does not supercede language in a Collective Bargaining Agreement. However, any issues not addressed in a Collective Bargaining Agreement would be governed by the Employee Handbook.

The information contained within this Handbook is subject to change based on additions/deletions/modifications to policies and/or procedures adopted or amended by Human Resources and/or the Cambria County Commissioners.



## **FACILITIES WITHIN CAMBRIA COUNTY GOVERNMENT**

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Cambria County currently employs full-time, part-time, per-diem, and/or elected employees working in various offices/departments across Cambria County. The following is a list of the facilities within Cambria County government:

### **Ebensburg, PA**

- **Cambria County Courthouse**

200 South Center Street, Ebensburg, PA 15931

**The Courthouse is comprised of the following Offices/Departments:**

- Clerk of Courts
- Commissioners
- Controller
- Courts
- District Attorney
- Duman Park
- Highway Safety
- Maintenance
- Prothonotary
- Public Defender
- Purchasing
- Recorder of Deeds
- Register of Wills
- Sheriff
- Solicitor
- Tax Assessment
- Tax Claim Office
- Technology (located in building across from the Courthouse)
- Treasurer
- Veterans' Affairs
- Voter's Registration

- **Cambria County Prison and Central Booking Center**

425 Manor Drive, Ebensburg, PA 15931

- **Cambria County Area Agency on Aging (Van Service)**

209 North Julian Street, Ebensburg, PA 15931

Modified 4/30/14, 8/8/16, 2/27/23

## **FACILITIES WITHIN CAMBRIA COUNTY GOVERNMENT (continued)**

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- **Cambria County Services Building (Domestic Relations)**  
236 Jamesway Road, Ebensburg, PA 15931
- **Cambria County Day Reporting Center**  
236 Jamesway Road, Ebensburg, PA 15931
- **Cambria County Human Services Building**  
401 Candlelight Drive, Ebensburg, PA 15931

### **This facility is comprised of the following Offices/Departments:**

- Adult Probation
- Behavior Health/Intellectual Disabilities/Early Intervention (BH/ID/EI) (Satellite Office)
- Children and Youth Services (Satellite Office)
- Cooperative Extension in conjunction with Penn State
- Conservation District
- Department of Emergency Services
- GIS
- Human Resources
- Juvenile Court
- Magistrate Office 47-3-07
- 911 Center

## **Johnstown, PA**

- **Central Park Complex**  
110 Franklin Street, Johnstown, PA 15901

### **The CPC Building is comprised of the following Offices/Departments:**

- Adult Probation
- Area Agency on Aging
- Behavior Health/Intellectual Disabilities/Early Intervention (BH/ID/EI) (Main Office)
- Children and Youth Services (Main Office)
- Coroner
- Detectives
- Domestic Relations
- Drug and Alcohol
- Grant Facilitator's Office

Modified 4/30/14, 8/8/16, 6/28/17, 1/1/20, 2/27/23, 1/10/24

## **FACILITIES WITHIN CAMBRIA COUNTY GOVERNMENT (continued)**

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The CPC Building is comprised of the following Offices/Departments  
(continued):

- Juvenile Court
  - Maintenance
  - Magistrate Office 47-1-01
  - Magistrate Office 47-1-03
  - Vector Control
- 
- **Magistrate Office 47-1-02**  
110 Sunray Drive, Suite 2, Johnstown, PA 15905

### **Surrounding Areas**

- **Magistrate Office 47-3-03**  
2223 West 2<sup>nd</sup> Street, Lilly, PA 15938
- **Magistrate Office 47-3-06**  
112 Mary Drive, P.O. Box 35, Sidman, PA 15955
- **Magistrate Office 47-3-01**  
200 Adams Avenue, Suite 2, Mineral Point, PA 15942
- **Magistrate Office 447-3-05**  
207 5<sup>th</sup> Avenue, P.O. Box 481, Suite 3, Hastings, PA 16646

Modified: 4/30/14, 8/8/16, 6/28/17, 1/1/20, 2/27/23, 7/5/23, 3/19/25



## **CAMBRIA COUNTY'S WORKFORCE**

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Cambria County's workforce consists of Elected Officials, Management, and represented Employees covered by 6 different unions under 12 Collective Bargaining Agreements or Memorandums of Understanding, and Per-Diem/Part-Time Employees as indicated below.

### **Elected Officials**

- Consists of individuals elected into one of the following County positions:
  - Clerk of Courts
  - Commissioners – 3 total with 1 being President Commissioner
  - Controller
  - Coroner
  - District Attorney
  - Judges
  - Prothonotary
  - Recorder of Deeds
  - Register of Wills
  - Sheriff
  - Tax Collectors
  - Treasurer

### **Management**

- Consists of Management staff throughout all of the County's Departments/Offices.

### **Union Employees**

- **American Federation of State, County, and Municipal Employees (AFSCME) – 1A**
  - Includes:
    - Clerical/Office workers in the Controller's Office, Cooperative Extension, DES, Highway Safety, Purchasing, Recorder of Deeds, Tax Assessment, Tax Claim, Treasurer, Veterans' Affairs, and Voter's Registration
    - Telecommunicators in the 911 Center
    - CPC Maintenance, Courthouse Maintenance, and Duman Park

Modified: 4/30/14, 8/8/16, 2/27/23

## ***CAMBRIA COUNTY'S WORKFORCE (continued)***

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- **Pennsylvania Social Services Union, Local 668 (PSSU) - Court-Related Staff Non-Professional / Non-Supervisory 2A**  
Includes:
  - Clerical/Office workers in the Clerk of Courts, Courts, District Attorney's Office, Prothonotary, Register of Wills, and Sheriff's Office
  - Court Reporters in the Domestic Relations Department
  - Deputy Coroners
  
- **Pennsylvania Social Services Union, Local 668 (PSSU) - Public Defenders & District Attorneys - 2B**  
Includes:
  - Assistant Public Defenders and Assistant District Attorneys
  
- **Pennsylvania Social Services Union, Local 668 (PSSU) - Human Services Support Staff- 2C**  
Includes:
  - Clericals/Fiscal Technicians in Area Agency on Aging, BH/ID/EI, Children & Youth Services, and Drug & Alcohol
  - Van Drivers in Area Agency on Aging
  - Aging Case Aides I & II, Social Service Aides I & II
  
- **Pennsylvania Social Services Union, Local 668 (PSSU) - Human Services Professional Staff - 2D**  
Includes:
  - Accountants, Aging Program Assessors, Care Managers, Case Management Specialists, Caseworkers, Community Health RN, Coordinator of Foster Grandparent Program, Fiscal Officer I's, PSA's, and Social Workers working in the areas of Area Agency on Aging, BH/ID/EI, Children & Youth Services, and Drug & Alcohol
  - Information System Specialists in the BH/ID/EI, Human Services, and Technology Department
  
- **Pennsylvania Social Services Union, Local 668 (PSSU) - Human Services Professional/Supervisory - 2E**  
Includes:
  - Fiscal Officer II's, Care Manager Supervisors, Case Manager Supervisors, and Casework Supervisors working in the areas of Area Agency on Aging, BH/ID/EI, Children & Youth Services, and Drug & Alcohol

Modified: 4/30/14, 8/8/16, 2/27/23

## **CAMBRIA COUNTY'S WORKFORCE (continued)**

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- **Pennsylvania Social Services Union, Local 668 (PSSU) - Human Services Support Staff Supervisory - 2F**  
Includes:
  - Administrative Assistants, Clerical Supervisors, and Transportation Manager working in the areas of Area Agency on Aging, BH/ID/EI, and Children & Youth Services
- **Pennsylvania Social Services Union, Local 668 (PSSU) - Court Appointed Staff Non-Professional / Non-Supervisory 2H**  
Includes:
  - Clerical/Office workers in Adult Probation, District Magistrate Offices, Domestic Relations, and Juvenile Court
- **United Mine Workers of America (UMWA) - 3A**  
Includes:
  - Correctional Officers at the Prison and Central Booking Center
- **The Flood City Lodge #86, Fraternal Order of Police (Detectives) - 4A**  
Includes:
  - Detectives at the Courthouse and CPC Building
- **Cambria Court Association of Professional Employees (CCAPE) - 10A**  
Includes:
  - Probation Officers and Conference Officers working in the areas of Adult Probation, Domestic Relations, and Juvenile Court
- **Cambria County Deputy Sheriffs' Association (CCDSA) - 12A**  
Includes:
  - Sheriff Deputies in the Courthouse, CPC Building, Domestic Relations, and Human Services Building

### **Per-Diem/Part-Time Employees**

- Various Departments/Offices

Modified: 4/30/14, 8/8/16, 1/1/20, 2/27/23



# **TABLE OF CONTENTS**

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## **INTRODUCTION**

Acknowledgement -----	iii
Letter from Commissioners -----	v
Purpose of Employee Handbook -----	vii
Facilities within Cambria County -----	ix
Cambria County's Workforce -----	xiii
Table of Contents -----	xvii
Americans with Disabilities Act -----	1
Attendance Program (Countywide) -----	2
Bereavement Days -----	9
Bomb Threat Procedures -----	10-A
Closing or Curtailing Operations in the County -----	10-H
Code of Ethics -----	11
Conference / Training / Seminar -----	13
County Vehicles Properly Identified -----	17
Data Breach Policy -----	18-A
Dental Coverage – Basic Plan -----	19
Dental Coverage – Optional Plan -----	20
Direct Deposit -----	21
Disability Non-Discrimination Grievance Policy and Procedure -----	23
Display of Public or Personal Materials -----	25-A
Dress Code -----	26
Drug and Alcohol Policy -----	27
Educational Leaves of Absence -----	32
Emergency Operations Plan -----	33
Employee Assistance Program -----	34
Employee Conduct -----	34-A
Employee Performance Reviews -----	35
Employment of Relatives Policy -----	40
Employment Status -----	43
Employment Verifications / References -----	45
Equal Employment Opportunity Policy -----	46
Extended Medical Coverage for Catastrophic Medical Conditions Policy -----	47
Family And Medical Leave Act (FMLA) -----	52
Fitness for Duty -----	54
Flex Time / Compensation Time -----	55
Float Days -----	58
Fraud, Misappropriation, Theft, and Embezzlement -----	59
Harassment Policy -----	60
Holidays -----	61
Human Services Agencies – Offsite Document Confidentiality and Security Policy -----	62
Inclement Weather -----	65

## ***TABLE OF CONTENTS (continued)***

---

Industrial Hygiene Policy -----	67
Internal Financial Assets Fraud Policy -----	71-A
Job Descriptions -----	72
Job Postings -----	73
Jury Duty Leave -----	74
Leave Donation Program -----	75
Life Insurance and Accidental Death & Dismemberment Policy -----	83
Lodging -----	84
Meal Expense Reimbursement -----	86
Medical Coverage -----	88
Medical Marijuana Policy -----	93-A
Mentoring Program for Telecommunicators-911 Center -----	94
Mileage Reimbursement Policy -----	96
Military Leaves of Absence -----	100
Motor Vehicle Records Policy -----	100-A
Open Door Policy / Civil Rights Complaint Process -----	101
Orientation / Waiting Period / Probationary Period -----	103
Payroll Deductions -----	104
Personal Days -----	106
Personnel Files -----	107
Political Activity -----	111
Pre-Employment Screening Process- Human Services Agencies -----	112
Pre-Employment Screenings -----	114
PTO (Paid Time Off) Policy -----	117
Resignation -----	124
Responsibility for Lost, Stolen, or Damaged County-Issued Property-----	129-A
Retirement -----	130
Sexual Harassment Policy -----	138
Sick Days -----	145
Smoking Policy -----	148
Solicitation Policy -----	151
Space Heater Policy -----	152-A
Training -----	153
Transfers and Promotions -----	154
Travel Expense Reimbursement -----	155
Uniform Allowances -----	160
Use and Release of Confidential Information-----	161
Use of County Telephone/Cell Phone-Facsimile-Computer Systems- Internet-E-Mail-and Other County Property -----	162
Use of County-Owned Vehicles Policy -----	165
Use of Personal Vehicles for County Business Policy -----	166-A
Vacation Days -----	167
Vision Coverage – Optional Plan -----	168
Worker’s Compensation -----	169
Notes -----	179

## ***AMERICANS WITH DISABILITIES ACT (ADA)***

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It is the policy of Cambria County to abide by all provisions of the Americans with Disabilities Act and Cambria County shall not unlawfully discriminate against any individual with a disability.

## **ATTENDANCE PROGRAM (COUNTYWIDE)**

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Cambria County has established a Countywide Attendance Program for all employees of the County, with the exception of those employees covered by a Collective Bargaining Agreement, which address their own procedures.

A copy of this program follows, along with 2 Memo's further explaining the program.

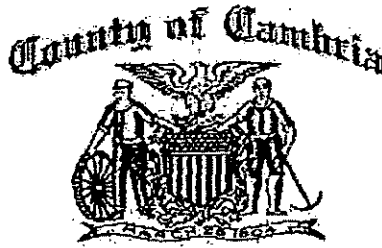
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COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN GJURICH*

*WILLIAM G. HARRIS*



*RONALD BAKER*  
DIRECTOR

## Office of Human Resources

401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### Countywide Attendance Policy

This Attendance Policy replaces the policy adopted August 2003 and will cover all Bargaining Unit Employees not yet on this new Attendance Program, Non-Bargaining Employees, Mid-Level Managers, Managers, and Directors with the County, except the Cambria County Prison Bargaining Unit Personnel (UMWA), who have their own Attendance Policy in place and will cover all employees not yet subject to this revised attendance program.

Nothing in this policy is intended to define or categorize exempt and nonexempt employees for purposes of the FLSA and its corresponding regulations.

Regular attendance is a requirement of all employees. Time off requires the use of an employee's entitlement time. The Commissioners may grant an extended medical leave without pay to an employee with a serious medical condition or a serious medical condition involving an employee's immediate family up to 180 days. Such leave requests will not be granted if the employee has entitlement time remaining. In these cases, an employee who cannot return to work on the 181<sup>st</sup> day will be removed from payroll.

Attendance rules must be recognized uniformly by all employees of the County, from Bargaining Unit employees to Managers. It is the responsibility of all the parties to require consistent application of the attendance rules to maintain fairness for all employees so covered.

The following outlines the program guidelines and how attendance at work will be monitored and how repeated absences or patterned absences will be progressively handled for all those not currently covered by this Program. The implementation date for all County employees not currently covered by the Program will be January 1, 2010.

The Human Resources Department is responsible for establishing the reporting criteria and for evaluating the attendance information to ensure fair and consistent application of the policy guidelines among all covered employees.

The program will operate on a one (1) rolling twelve (12) month period. Review of attendance always either goes back one (1) rolling twelve (12) month period from employee's first occurrence or employee's last discipline.

1. If an employee has an excuse from a Physician for a sickness or injury that has taken them off work and that employee has sick leave entitlement time, he/she is not subject to the disciplinary process as long as all other criteria set forth in the policy are followed by the employee. If an employee has six (6) unexcused absences in a rolling twelve (12) month period, then he/she is subject to the disciplinary process. Employees have 48 hours after he or she returns to work (from a one (1) day absence or from a multiple day sick event) to submit a physician's excuse to their Elected Official/Director or Human Resources in the case of a Director's illness or injury for appropriate processing. If the Elected Official/Director or Human Resources in the case of a Director's illness or injury does not receive the physician's slip within 48 hours after an employee returns to work from a sick absence, it will not be accepted and such time off may be subject to the disciplinary process. After the Elected Official/Director logs the excuse in the Attendance calendar, he/she should forward the excuse to Human Resources. If it is an excuse covering a Director, it must arrive in the Human Resources Office within 48 hours.
2. If an employee has an approved FMLA certification on file in Human Resources, he/she is not subject to the disciplinary process during the term of the FMLA's approval period. However, each employee under FMLA must report an FMLA absence as such to the person to whom they are to contact for calling off. Director call-offs will be done by e-mail to the County Human Resources Department. Otherwise, if an employee reports off sick and does not indicate the absence is FMLA related, then this sick absence may be utilized in conjunction with the disciplinary process. However, extenuating circumstances may apply and these cases can be forwarded to the Human Resources Director for review.
3. If an employee has reported off sick and that time is Non-FMLA related and all sick /other entitlement time has been exhausted and the employee has not been approved for a leave without pay (with or without a physician's slip), then that employee may be subject to the initial or next step in the disciplinary process.
4. If an employee takes multiple sick days in succession, those days are counted as one (1) event. A new sick event can only begin after an employee has reported back to work and worked at least one (1) full shift.
5. Personal time may be used by employees for any reason. If appropriate supervisory approval has been granted, this entitlement time will not be utilized in conjunction with the disciplinary process.
6. Unscheduled vacation days utilized as sick days should be treated the same as any other sick occurrence. An employee that calls off sick/sick family with no sick/sick family entitlement time available, but utilizes accrued vacation time for the sick absence and submits a valid doctor excuse to his/her Elected Official/Director within 48 hours after returning to work, is NOT subject to disciplinary process.

An employee that calls off sick/sick family with no sick/sick family entitlement time available, but utilizes accrued vacation time for the sick absence and does NOT submit a valid doctor excuse to his/her Elected Official/Director within 48 hours after returning to work, is subject to disciplinary process.

7. Recognized Funeral Days do not count toward the disciplinary process.
8. An employee who establishes sick leave related absences that are viewed as an established pattern may be subject to the disciplinary steps of this policy.

#### No Call / No Shows

1. Three (3) consecutive workdays that are logged as No Call / No Shows constitutes job abandonment and the employee may be subject to termination.
2. Every No Call / No Show is subject to the next step in the disciplinary process.  
\*Subject to review of the circumstances by Human Resources.

#### Late Call Offs

For every three (3) late call-offs, an employee may be subject to the next step in the disciplinary process, unless extenuating circumstances are recognized. Ground rules for determining whether a call off is late will be determined by the rules set forth by the Office Holder or Department Head and will be applied equally to all employees within the Department, including the Department Director. In the absence of any formal established office rules, a call off of less than two (2) hours prior to the start of the work shift will be considered to have been made late.

#### Late Arrivals/Early Departures

Any employee that has ten (10) or more late arrivals or early departures in a twelve (12) month period, without using entitlement time and in accordance with the call off policy, including any combination of the two (2) (late arrivals or early departures), will be subject to the initial step or next step in the disciplinary process.

An Employee with or without available entitlement to apply to late arrivals or early departures will be docked the appropriate time and either paid (by utilizing available entitlement time) or unpaid (out of entitlement time). However, in either circumstance, he/she will be registered as late and subject to the disciplinary process. Extenuating circumstances will be considered.

After an Employee has reached the initial entry into the disciplinary process with the accumulation of ten (10) late arrivals or early departures, then every five (5) thereafter (combination of the two included) will result in the next disciplinary step.

*\*\*\* Based on responsibilities, this late arrival/early departure criteria may not apply to a salaried and exempt employees from time-to-time due to scheduled events on their*

*calendar that require extended hours on a daily or weekly basis. Nothing in this policy is intended to define or categorize exempt and nonexempt employees for purposes of the FLSA and its corresponding regulations*

Job Abandonment

If an employee walks off their job without Supervisor approval, then he/she has abandoned their job and may be subject to termination. Claiming an entitlement day or portion of the entitlement time in the aftermath of an employee leaving the job will not cover the job abandonment.

Probationary Period for New Employees

An Employee who calls off sick, with or without a physician's slip, five (5) or more days within the first ninety (90) days of employment (calendar days) may be subject to termination for attendance.

In addition, an Employee in their probationary period who has seven (7) unpaid days off within the first six (6) months of their employment may also be subject to Termination for attendance.

Nothing herein shall be construed to limit or alter the County's right to terminate a probationary employee under any circumstances

Progressive Discipline

Before an employee enters the Progressive Discipline process, Management, or in the case of a Director, Human Resources, will make every effort to counsel the employee before he or she enters into the Written Warning stage of the process. Such counseling needs to occur as an employee is seen getting near the threshold of entering into the program (example: numerous late-ins and early-outs, taking sick time without a physician's slip, taking sick time when they have none to take, not calling off in conjunction with department policy, etc...).

Counseling is not a disciplinary step and can be done with the Supervisor and employee only. This Counseling will be memorialized in writing and held by the Supervisor/Manager/Director, or in the event it is a Director, with the Human Resources Director, who conducted the Counseling.

The following are the disciplinary steps associated with the attendance program:

Step 1.....Written Warning

Step 2.....1-Day Suspension

Step 3.....3-Day Suspension

Step 4.....Termination

- A. Non-probationary employees can accumulate five (5) unexcused/unapproved absences in one (1) rolling twelve (12) month period without receiving a discipline.
- B. On the sixth (6<sup>th</sup>) unexcused/unapproved absence, the employee may receive a Written Warning.
- C. An employee may accumulate just two (2) unexcused/unapproved absences in the twelve (12) month period following the date they went into the previous step (date on which 6<sup>th</sup> occurrence occurred).
- D. If an employee incurs a third (3<sup>rd</sup>) day unexcused/unapproved absence in the twelve (12) month period, they may be given a one (1) day Suspension.
- E. On the second (2<sup>nd</sup>) unexcused/unapproved absence and each subsequent one in the twelve (12) month period following the employees entry into the one (1) day Suspension period (date on which they hit their 3<sup>rd</sup> unexcused absence in the previous step) may result in a three (3) day Suspension.
- F. On the second (2<sup>nd</sup>) unexcused/unapproved absence within the twelve (12) month period that started the date the employee entered the previous step (date they accumulated the additional unexcused day) may result in Termination.

These progressive steps may be used in conjunction with late arrivals and early departures as outlined herein. As an example, if someone is at a one day suspension on sick leave occurrences and then has ten late arrivals they will be at the three (3) day suspension level, not the written level that dictates the discipline for those only involved in late ins and early outs. Nothing herein is intended to create two separate lines of discipline

Late Arrivals/Early Departures

Counseling by Manager before entering steps.

- 10 or more.....Written Warning
- 5 or more during next 12 months .....1-Day Suspension
- 5 or more during the next 12 months.....3-Day Suspension
- 5<sup>th</sup> occurrence during the next 12 months....Termination

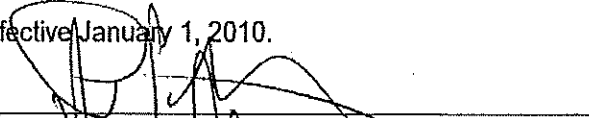
Reversion in Disciplinary Steps

Employees can clear their attendance record with good performance. If an employee does not have any disciplines in the next twelve (12) month rolling period beginning from their last discipline, he/she will revert back in the previous disciplinary step.

- Extenuating circumstances may apply on some occasions. However, the Human Resources Department is the only area that can make that determination. Elected Officials/Directors or in the event that the discipline involves a Director, Human Resources, may recommend the application of an extenuating circumstance to Human Resources on behalf of an employee under the program or in the event that the discipline was rendered by Human Resources to a Director, to the County Board of Commissioners.
- Elected Officials/Directors are required to have access to an electronic attendance report for daily entry covering all the areas outlined in this program. This report will capture all sick leave and unauthorized/unapproved time off, whether paid or unpaid, as well as late arrivals and early departures. An electronic reporting format will be created for use by each office/department.
- Once an employee moves into Step 2 (1-Day Suspension) or into Step 3 (3-Day Suspension) of the progressive discipline, he or she is required to turn in a physician's excuse/slip on the 2<sup>nd</sup> occurrence and every occurrence thereafter that they are off on sick leave until the employee has reverted to the 1<sup>st</sup> Step through the Reversion in Disciplinary Steps outlined in this policy. Failure to supply a doctor's excuse may move the employee into the next step of the discipline process.

Implementation Date

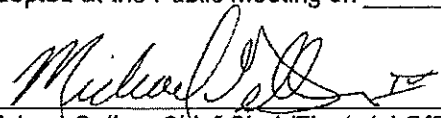
This policy will be implemented effective January 1, 2010.

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner

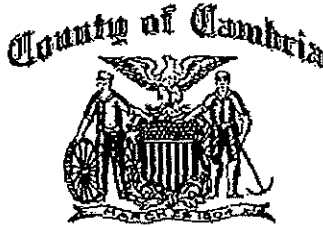
  
\_\_\_\_\_  
Milan Gurch, Commissioner

  
\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at the Public meeting on October 23, 2009,

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY




Bryan J. Beppler  
Director of Human Resources

## Office of Human Resources

Human Services Building  
401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
Telephone: (814) 472-1610  
Fax: (814) 472-1457 (Payroll-Related Items)  
Fax: (814) 472-2127 (All Other Correspondences)

### MEMO . . .

TO: All Employees  
FROM: Bryan J. Beppler, Director of Human Resources   
DATE: July 13, 2012  
RE: County Attendance Policy - Reminders

In response to employees requesting reiteration regarding a few key areas of the County Attendance Policy, please be advised the following reminders are applicable to the policy:

1. Physician excuses must be date specific. If an employee takes multiple days off in succession, the physician's excuse must document each day absent. For example, an employee reports off sick July 9th, 10th, and 11th. The physician's excuse must clearly identify those 3 days (July 9-11) as dates you were to be off work due to a sick related illness or medical condition.

If the physician's excuse documents that the employee should be off July 9<sup>th</sup> only, that date will be marked as Sick Excused and July 10<sup>th</sup> and 11<sup>th</sup> will be marked as Sick Unexcused. The two days that are unaccounted for on the physician's excuse will count as 1 Sick Unexcused event.

2. Upon return to work from a sick related absence, an employee has 48 hours to submit their physician's excuse to his/her Supervisor. Upon receipt of the physician's excuse, the Supervisor should date stamp and initial that they received the excuse in order to remain compliant with the policy. Please make sure the employee's name is on the excuse, including his/her department and union, if applicable. For example, John Doe, C&Y, 2D.
3. Physician excuses should not be attached to timesheets. Physician excuses are to be forwarded to Human Resources by the Supervisor once received.

If you have any questions, please contact Human Resources @ (814) 472-1610. Thank you.

BJB/nk

New Insertion: 8/8/16

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY




Bryan J. Beppler  
Director of Human Resources

## Office of Human Resources

Human Services Building  
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Telephone: (814) 472-1610  
Fax: (814) 472-1457 (Payroll-Related Items)  
Fax: (814) 472-2127 (All Other Correspondences)

### MEMO . . .

TO: All Department Supervisors/Directors/Office Holders of Cambria County

FROM: Bryan J. Beppler, Director of Human Resources 

DATE: October 1, 2012

RE: Attendance Policy Reminders

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Please be advised that Elected Officials, Directors, and Supervisors are ultimately responsible for consistently enforcing the County Attendance Policy, including the daily monitoring and tracking in the Calcium Calendar of "Late Arrivals" and "Early Departures". All Departments should have a "designated clock" that is utilized for the monitoring of "Late Arrivals" and "Early Departures". By having a designated clock, management and employees are all on the same page.

The definition of "Late Arrival" is that the employee is not at their designated work station / location ready to work or performing some work related function at their designated start time, unless granted prior approval for legitimate reasons. For example: If an employee works from 8am - 4pm and he/she arrives at the office at 8:01 am, then this event is recognized as a late arrival and he/she must be docked 15 minutes of entitlement time or go unpaid if out of entitlement time.

The definition of "Early Departure" is that the employee is not at their designated work location working or performing some work related function until the end of his/her shift, unless granted prior approval for legitimate reasons. For example: If an employee works from 9am - 4pm and leaves his/her work station / location at 3:55 pm to catch the shuttle or for any other reason, then this event is an early departure and he/she must be docked 15 minutes of entitlement time or go unpaid if out of entitlement time.

Any questions, please contact Human Resources @ 472-1610.

Thank you for your cooperation.

## **BEREAVEMENT DAYS**

---

Cambria County offers bereavement days to full-time bargaining unit employees. The following is general information regarding this entitlement.

- A newly hired full-time employee must successfully complete their 90-day waiting period prior to receiving bereavement days.
- Bereavement Days are outlined in all Collective Bargaining Agreements. The exact relationship to the employee determines whether or not the employee receives a bereavement day(s) and the amount of bereavement time available to the employee. Bereavement time for the following family relationships is not recognized under policy or currently under any Collective Bargaining Agreement: Great-Grandmother, Great-Grandfather, Great-Uncle, Great-Aunt, Great-Grandchild, Great-Niece, Great-Nephew.
- Bereavement Days generally start on the shift following the date of death.
- If a single-day Bereavement Day falls on the same day as a Holiday, the employee is not eligible for the Bereavement Day. The employee is already "off" due to the Holiday. The same applies when a single-day Bereavement Day falls on an employee's day off (example: Saturday or Sunday). The employee is not eligible for the Bereavement Day.
- Required documentation must be provided to the Human Resources Department in order to receive payment for bereavement time. Acceptable documentation is an obituary or Certification of Attendance from the funeral home, along with a completed "Bereavement Day(s) Request" form. A copy of this form follows.
- The rate of pay for bereavement time shall be the employee's regular straight time rate of pay.
- Management and Middle-Management employees receive the same available days as that of the Collective Bargaining Unit employees within their Department.

Modified: 2/27/23



## ***BOMB THREAT PROCEDURES***

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Cambria County recognizes the importance of maintaining a high degree of vigilance in protecting our employees. In an effort to promote the overall safety and security for everyone in the workplace, the Department of Emergency Services has prepared "Bomb Threat Procedures" to assist each employee in the proper response within the workplace to bomb threats and suspicious packages/products.

Each employee should be aware of how to respond to such threats to insure the safety and health of yourself, co-workers, and the general public.

The attached "Bomb Threat Checklist" should be placed at every telephone station within the Department/Agency for immediate access, if needed.

**BOMB THREAT CALL CHECKLIST**

Questions to Ask Exact Wording of the Threat:

- 1. When is bomb going to explode? \_\_\_\_\_
- 2. Where is it right now? \_\_\_\_\_
- 3. What does it look like? \_\_\_\_\_
- 4. What kind of bomb is it? \_\_\_\_\_
- 5. What will cause it to explode? \_\_\_\_\_
- 6. Did you place the bomb? \_\_\_\_\_
- 7. Why? \_\_\_\_\_
- 8. What is your address? \_\_\_\_\_
- 9. What is your name? \_\_\_\_\_

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length call \_\_\_\_\_

**BOMB THREAT QUESTIONNAIRE:**

**CALLER'S VOICE:**

- \_\_\_\_\_ Calm \_\_\_\_\_ Laughing \_\_\_\_\_ Lisp \_\_\_\_\_ Disguised
- \_\_\_\_\_ Angry \_\_\_\_\_ Crying \_\_\_\_\_ Raspy \_\_\_\_\_ Accent
- \_\_\_\_\_ Excited \_\_\_\_\_ Normal \_\_\_\_\_ Deep \_\_\_\_\_ Familiar
- \_\_\_\_\_ Slow \_\_\_\_\_ Distinct \_\_\_\_\_ Ragged \_\_\_\_\_ Rapid
- \_\_\_\_\_ Slurred \_\_\_\_\_ Clearing throat \_\_\_\_\_ Soft \_\_\_\_\_ Nasal \_\_\_\_\_ Deep

If the voice is familiar, who did it sound like? \_\_\_\_\_

\_\_\_\_\_ Soft \_\_\_\_\_ Nasal \_\_\_\_\_ Deep breathing \_\_\_\_\_ Loud \_\_\_\_\_ Stutter \_\_\_\_\_ Cracking voice \_\_\_\_\_

- \_\_\_\_\_ Street noises \_\_\_\_\_ House noises \_\_\_\_\_ Factory \_\_\_\_\_ Local \_\_\_\_\_ Crockery \_\_\_\_\_ Motor \_\_\_\_\_
- \_\_\_\_\_ Machinery \_\_\_\_\_ Long distance \_\_\_\_\_ Voices \_\_\_\_\_ Office Machinery \_\_\_\_\_ Clear \_\_\_\_\_
- \_\_\_\_\_ Animal Noises \_\_\_\_\_
- \_\_\_\_\_ Booth \_\_\_\_\_ PA System \_\_\_\_\_ Static \_\_\_\_\_ Music \_\_\_\_\_
- Other \_\_\_\_\_

**THREAT LANGUAGE:**

- \_\_\_\_\_ Well spoken (educated) \_\_\_\_\_ Foul \_\_\_\_\_ Incoherent \_\_\_\_\_ Irrational \_\_\_\_\_ Taped \_\_\_\_\_
- \_\_\_\_\_ Message read by threat maker \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report call immediately to Phone number \_\_\_\_\_

Fill out completely, immediately after bomb threat and forward immediately to Sheriff Kolar

Date \_\_\_\_\_  
 Phone number \_\_\_\_\_  
 Person Filing the Report - Name \_\_\_\_\_  
 Position \_\_\_\_\_ Location \_\_\_\_\_

**BOMB THREAT PROCEDURES  
FOR CAMBRIA COUNTY GOVERNMENT FACILITIES**

**I. PURPOSE**

- A. To prescribe procedures for when receiving a bomb threat in Cambria County government facilities; and determining an action plan including:
  - 1. Internal notifications
  - 2. Emergency notifications
  - 3. Procedures post-threat
  - 4. Procedures for evacuation of the involved Cambria County government facility(s).

**II. SITUATION**

- A. The procedures in this policy are directed towards county employees regarding awareness to bomb threats, suspicious packages/mail and suspicious products with an emphasis on their personal safety and health.
- B. Action plan procedures that identify mitigation procedures and operations are maintained in a separate document.
  - 1. These operations for emergency responders are fully identified within the Emergency Operations Plan for each respective county facility.

**III. CONCEPT OF OPERATIONS**

- A. All bomb threats should be considered legitimate until decided otherwise.
- B. A bomb threat shall be considered as a law enforcement/police incident.
- C. Evacuations procedures for bomb threats are the same as for fire evacuations.
- D. Staging areas after evacuations for bomb threats are further than normal staging areas.
  - 1. **The staging area for any bomb threat shall be a minimum of 600 feet from the targeted facility and any adjacent parking areas.**
    - a. For the Cambria County Courthouse – use the Record Storage Facility
    - b. For the Record Storage Facility – use the Cambria County Courthouse
    - c. For the Central Park Complex – use the Franklin Street United Methodist Church (basement off of Locust Street)
    - d. For the Cambria County Human Services Building – use the circle driveway at the east end of the parking lot

- e. For the Cambria County Services Building – use the Cambria Care picnic pavilion area
  - f. For the Cambria County Central / North Recreation Facility – use the Central Cambria Elementary School
  - g. For the Cambria County Prison – at the discretion of the Warden or the on-duty corrections officer-in-charge
  - h. For the Cambria County Juvenile Detention Center – at the discretion of the on-duty supervisor
  - i. For the Cambria County IT Annex Building – use the Record Storage Facility
- E. The use of two-way radios and cellular telephones should be prohibited due to the possibility of the radio waves causing any potential bomb/device to detonate.

**IV. PROCEDURES - THREATS**

**A. Telephone Threats**

- 1. Should a telephone threat be received – refer to the Bomb Threat Checklist and attempt to identify as many characteristics as possible.
  - a. Keep the caller on the phone as long as possible to seek information
- 2. After disconnecting, immediately notify your supervisor.
- 3. The supervisor shall notify the following:
  - a. Cambria County 9-1-1
  - b. Facility / Department director if other than supervisor
  - c. Cambria County Commissioners' office

**B. Written Threats**

- 1. Upon finding a written threat, leave the threat item where found.
- 2. Secure immediate area and deny entry by all others.
- 3. Immediately notify your supervisor.
- 4. The supervisor shall notify the following:
  - a. Cambria County 9-1-1
  - b. Facility / Department director if other than supervisor
  - c. Cambria County Commissioners' office

New Insertion: 11/30/12

**C. Verbal Threats**

1. Upon being targeted or witnessing any verbal threat, try to diffuse the situation if possible.
2. As discretely possible, notify 9-1-1 or have another staff person dial 9-1-1.
3. Do not instigate the situation.
4. Position yourself as possible in an effort to protect yourself if need be.
5. If the situation escalates – be prepared to escape the situation as follows:
  - a. Seek company with additional staff
  - b. Seek a closed area with locking door(s)
  - c. Escape the facility however possible and then seek a protected area
  - d. As a last resort – and when physically threatened – physical engage the actor in self-defense.
6. When possible – the supervisor shall notify the following:
  - a. Facility / Department director if other than supervisor
  - b. Cambria County Commissioners' office

**D. Suspicious Packages**

1. When receiving or noticing a suspicious package, attempt to identify the intended receiver and sender.
  - a. The package/parcel should only be opened by the respective addressee or by trained law enforcement personnel.
2. If the suspicious package is unattended – immediately isolate the area.
3. Deny access by all others.
4. Do not touch or move the package.
5. Vacate the area – do not use your cell phone until you have left the site
6. Dial 9-1-1 immediately
7. Await the arrival of law enforcement outside the area where the package is located
8. Notify your supervisor.
9. When possible – the supervisor shall notify the following:
  - a. Facility / Department director if other than supervisor

- b. Cambria County Commissioners' office

**E. Suspicious Products**

1. When noticing a suspicious product – powder, liquid, odor, etc. – immediately isolate the area as follows:
  - a. Do not move the package or touch the product.
  - b. Close windows; turn off fans/HVAC; close door(s) as you leave.
  - c. Deny entry by all others
2. Cambria County 9-1-1 should be contacted immediately for the following notifications:
  - a. Cambria County Sheriff's Department
  - b. Police Department of local jurisdiction
  - c. Cambria County Department of Emergency Services
3. Attempts to identify and contact the shipper should be by the police department in an effort to verify the contents.

**V. PROCEDURES FOR OPENING THE MAIL**

- A. Common sense and care in handling the mail can be critical in eliminating or decreasing the effects of a potential incident.
  1. What used to be a job function that required little thought now requires your utmost attention.
- B. All mail packages should first be observed for suspicious markings or odd physical appearance.
- C. All mail should be opened topside up.
- D. All contents should be viewed prior to being removed.
- E. Packages or envelopes that appear to be lumpy, coarse, or leaking any product should be considered potentially suspicious unless the sender and/or contents are known or can be identified.
- F. **If a powder or other suspicious product is observed inside the envelope:**
  1. **DO NOT remove the contents.**
  2. Immediately place the entire envelope in the freezer bag or trash can bag.
  3. Seal the freezer bag or tie the trash bag.
  4. Leave the freezer/trash bag and contents at your workstation.

5. Leave your workstation and immediately notify prison administration.
6. Advise any staff in the immediate area and evacuate the affected work area.
7. Close all windows and doors, and shut off any fans in the room affected.
8. As a precaution – immediately wash your hands with soap and hot water.
9. Remain isolated from the area until given clearance to re-enter.
10. Contact the Cambria County Department of Emergency Services (472-2100) for further product testing, packaging, area isolation and staff decontamination procedures.

## **VI. PROCEDURES IF EXPOSED**

### **A. IF CONTACT WAS MADE WITH THE PRODUCT AND/OR PRODUCT HAS BEEN SPILLED / RELEASED ONTO ANOTHER SURFACE**

1. Leave the product and envelope lay on the floor, desk, chair, etc. – do not attempt to clean up or collect the spilled product.
2. Immediately leave the affected area.
  - a. Keep yourself isolated from other staff.
3. Advise staff in the immediate area to evacuate the affected work area.
4. Close all windows and doors, and shut off any fans in the room affected.
5. Immediately have administration notified of the situation.
6. If possible – immediately wash your hands with soap and hot water.
7. Refrain from touching your facial or head area until you wash your hands.
8. If product came in contact with your clothing – remove affected clothing if possible and isolate the affected clothing in a plastic bag.
9. If removal of affected clothing is not possible – you should remain isolated from other co-workers and do not touch any objects until properly decontaminated by authorized personnel.
10. It is important to understand that unless an obvious physical exposure has taken place or the product has been directly inhaled – the possibility of an exposure from an instantaneous appearance is extremely remote.
11. Remain isolated from the affected area until given proper clearance to re-enter.
12. The need for immediate medical treatment at a healthcare facility is not necessary unless other symptoms or medical conditions are realized.
13. Contact the Cambria County Department of Emergency Services (472-2100) for further product testing, packaging, area isolation and staff decontamination procedures.

***CLOSING OR CURTAILING OPERATIONS IN THE COURTHOUSE  
AND AT ALL OTHER COUNTY FACILITIES***

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Cambria County adopted a policy regarding closing or curtailing County operations. This policy titled "Closing or Curtailing Operations in the Courthouse and at all other County Facilities" approved by the Commissioners on March 14, 2013 outlines the details. A copy of this policy follows.

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY



THOMAS P. LEIDEN  
SOLICITOR  
DAVID KNEPPER  
CHIEF CLERK

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

March 14, 2013

### CLOSING OR CURTAILING OPERATIONS IN THE COURTHOUSE AND AT ALL OTHER COUNTY FACILITIES

In the event of severe weather conditions or other natural or man-made emergencies, decisions regarding the normal operations – with the exception of essential County facilities such as 911, Detention Center, and Prison - at the Courthouse and other County facilities will rest with the Cambria Cambria County Board of Commissioners in consultation with the President Judge.

If a decision is made to delay or to suspend County operations for a given day or extended period, the Board of County Commissioners will notify the media in order that such an announcement can be made by television and radio stations. If possible, such an announcement will be forwarded to the media outlets for airing as quickly as that decision is made for a planned delay or closing.

The upgraded reverse 9-1-1 telephone notification system will be utilized to place a recorded message to all telephone numbers maintained in the reverse 9-1-1 data base. The activation of the reverse 9-1-1 system will be at the direction of the Commissioners or their designee.

Employees should tune into local television or radio stations on a “questionable day” to see if the Commissioners have made such a determination. We encourage all employees to exercise caution and good judgment when deciding, if and when, to travel due to the fact that weather conditions in your locale may differ from your place of employment. In the event that you choose not to travel to your workplace, you may utilize entitlement time as per the departmental call-off policy.

Douglas R. Lengenfelder  
President Commissioner

Mark J. Wissinger  
Commissioner

Thomas C. Chernisky  
Commissioner

David Knepper, Chief Clerk/Chief of Staff

New Insertion: 12/1/14



## ***CODE OF ETHICS***

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On February 29, 1996, the Cambria County Board of Commissioners adopted a Code of Ethics for all Elected Officials, Department Directors, Authority Members, Board Members, and County employees:

### **The Ethical County Official/Employee will:**

- Properly administer the affairs of the County.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in County Government.
- Keep safe all funds and other properties of the County.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the County.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at the minimal cost without sacrificing quality and fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public, employees, and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues, and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions, and other organizations in order to further the interest of the County.

## ***CODE OF ETHICS (continued)***

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- Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.
- Comply with the Pennsylvania Public Official and Public Officials Act.

### **The Ethical County Official/Employee will not:**

- Engage in outside interests that are not compatible with the impartial and objective performances of their duties.
- Improperly influence or attempt to influence other officials or employees to act in their own benefit.
- Accept anything of value from any source that is offered to influence his/her actions as a public official or employee.
- Make statements about the County on social media or any public platform that could harm the reputation of the County, its employees, or its departments.
- Use County materials, supplies, telephones, postage, proprietary or confidential information, or access to County Records or resources, to advance outside employment, personal business, finances, or other interests.

Above all, the ethical Cambria County employee or County Elected Official accepts the responsibility that their mission is that of servant and steward to the public.

Modified 2/27/23, 1/15/2026

## **CONFERENCE/TRAINING/SEMINAR**

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An employee attending a meeting/conference is required to complete the attached form and submit it to their Department Director/Elected Official.

A policy titled "Conference/Training/Seminar Report Form" approved by the Commissioners on August 12, 2005, and later revised on March 14, 2008, outlines the details.

A copy of the policy follows.

**Cambria County's**

**Clarification of Meeting/Conference Policy**

**Adopted March 14, 2008**

As per the County Code, the expenses of authorized elected county officers attending the annual meeting of their respective associations shall be paid out of the general county fund.

The expenses of authorized non-elected county officers attending the annual meeting of their respective association, if authorized by the elected officer holder or other principal, shall be paid out of the funds of the respective office.


Thus, effective March 14, 2008, it shall be the policy of Cambria County, in an effort to reduce expenses, to limit attendance at meetings and conferences to those meetings and conferences which are mandated and/or reimbursed to the County through some other entity.

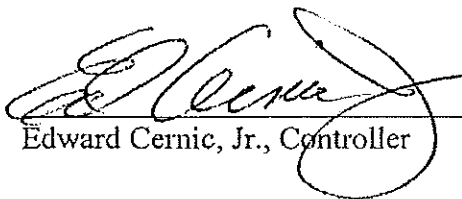
Any deviation from this policy must be authorized by the Commissioners.

In keeping with prior practice, Request for Travel and/or Conference Attendance forms must still be processed.

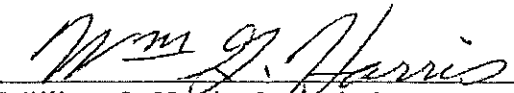
Attest:

  
\_\_\_\_\_  
Michael Gelles, IV, Chief Clerk

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner

  
\_\_\_\_\_  
Edward Cernic, Jr., Controller

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
William G. Harris, Commissioner

**PROFESSIONAL CONFERENCE/TRAINING/SEMINAR REPORT**

*DIRECTIONS: Please type or write in ink*

Name of employee: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Was conference/training/seminar: Mandatory \_\_\_\_\_ Other than Mandatory \_\_\_\_\_

Hours completed (Do not include travel time or meals): \_\_\_\_\_

Name of conference/training/seminar: \_\_\_\_\_

\_\_\_\_\_

Date(s) of above: \_\_\_\_\_

Briefly describe ideas which should be considered for Cambria County: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have written, audio, or visual materials that would be of interest to others in the County?  
Please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who should be made aware of the information and/or materials related to this  
conference/training/seminar? Please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summary of conference/training/seminar attended: \_\_\_\_\_

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List of individuals this information was shared with including the date and a summary of how the information was shared (Please note that this portion of the report must be provided to our office within thirty (30) days of your return): \_\_\_\_\_

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Mandatory Only**  
Qualifies for required training hours

**COUNTY VEHICLES PROPERLY IDENTIFIED**

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On July 18, 2008, the County adopted a policy that all County owned or leased vehicles shall be suitably, publicly identified as the property of Cambria County.

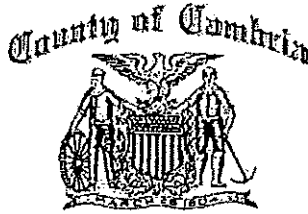
A copy of this resolution follows.

COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN GJURICH*

*WILLIAM G. HARRIS*



*ROBERT A. SHAHADE*  
SOLICITOR

*MICHAEL GELLES, IV*  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

**July 18, 2008**

**Commissioners in session. P.J. Stevens, Milan Gjurich and William Harris present.**

**Motion was made by Commissioner Gjurich to approve the Adoption of the Cambria County's Policy that all County Owned or Leased Vehicles Shall Be Suitably, Publicly Identified as the Property of the County of Cambria, effective July 18, 2008. (08-1).**

**Motion was seconded by Commissioner Harris and passed unanimously.**

A handwritten signature in cursive script that reads "Michael Gelles, IV".

Michael Gelles, IV  
Chief Clerk

**Certified this  
18<sup>th</sup> Day of  
July, 2008**

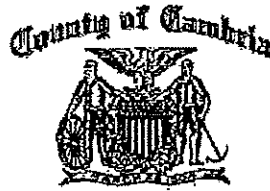
## ***DATA BREACH POLICY***

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A policy titled "Data Breach Policy" was approved by the Commissioners on August 13, 2020. Please review its contents for the details.

A copy of this policy follows.

COMMISSIONERS  
THOMAS C. CHERNISKY  
PRESIDENT  
B.J. SMITH  
SCOTT W. HUNT



WILLIAM GLEASON BARBIN  
SOLICITOR

MICHAEL GELLES, IV  
CHIEF CLERK

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15911  
(814) 472-1600

### DATA BREACH POLICY

#### Scope:

This policy covers all computer systems, network devices, electronic storage media, and additional systems as a product or transmission of data or outputs for County operations.

#### Purpose:

In the absence of any other existing policy, as required by department function or obligation to state, federal, or other regulatory body, as governed by duty, obligation, or agreement, the purpose of this Policy is to provide guidance for protecting personally-identifiable information, (PII), and/or sensitive data, (herein after referred to as "Information"), to provide a process for reporting suspected misplaced, misused, stolen, copied, sold, or otherwise mishandled information, and to respond to reports with appropriate individuals, investigations, and actions, as necessary, based on the confirmation of a data breach or exposure of information.

#### Policy:

Pursuant to the widely-accepted practice of requiring, integrating, exchanging, or otherwise consuming information as part of County operations, the agency or department that is responsible for handling information must conduct operations with proper safeguards in place to reduce the likelihood of thefts involving information, data breaches, or exposures, (including unauthorized access, use, or disclosure).

Reporting suspected exposure of information must be immediate and include notification, by email or phone, to the designated County official or reporting method. Each report must be descriptive and include date and type of suspected exposure of information.

The County's designated official will commence an investigation into the report with the appropriate personnel and methods to conduct said investigation. At no time shall an individual attempt to disrupt, distract, or nullify an investigation. Upon the findings of the investigation, appropriate actions will be taken to mitigate the exposure of information, provide notification of the exposure to affected individuals or entities, and to seek personnel and legal action as appropriate.

To this extent, the following safeguards are hereby in place to limit exposure of information in the case of a data breach:

1. County Departments are required to maintain an inventory of information and regularly review and reduce the amount of PII using mitigation practices and standards as accepted by common security guidelines, (reference Federal OMB Circular A-130 for information).

2. Basic recommendations for reducing the exposure of information include the redaction of PII from copied documents, physical destruction of unnecessary documents or media, limiting exposure of risk by limiting physical or digital copies of data, and utilizing proper encryption of systems, digital media, and/or services accessing local or hosted information.

3. Contracted personnel or entities are subject to need-to-know limitations, should contracts with a department require access to information.

If a security breach is detected, because each breach is fact-specific, the decision of whether or not to notify individuals and/or businesses will depend on each set of circumstances. Each County Department will work with IT and the Board of Commissioners to make a final decision regarding whether to provide notification.

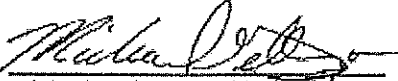
When it is deemed that notification of a breach is necessary, said notification shall be made as expeditiously as possible and without unreasonable delay. Notification, at a minimum, shall include the following:

1. A brief description of what happened, including the date(s) of the breach and of its discovery;
2. A description of the types of information compromised, i.e., full name, Social Security Number, home address, account number, etc.;
3. Guidance to affected individuals on how they can mitigate their own risk of harm;
4. Steps the County is taking to investigate the breach, mitigate losses, and to protect against a future breach; and
5. Who affected individuals can contact at the County for more information, including contact information.

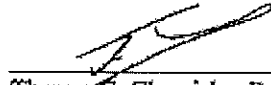
A notification can be made via United States First Class Mail, telephone, or email.

The above Policy is hereby adopted this 13<sup>th</sup> day of August, 2020, by the Cambria County Board of Commissioners.

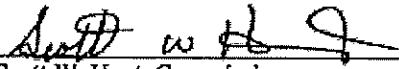
ATTEST:

  
Michael Gelles, IV, Chief Clerk

COUNTY OF CAMBRIA:

By:   
Thomas C. Chernisky, President

By:   
William J. South, Commissioner

By:   
Scott W. Hunt, Commissioner

## **DENTAL COVERAGE – BASIC PLAN**

---

Cambria County offers a Basic Dental Coverage Plan as a benefit to all full-time employees and part-time employees in specific classifications under certain Collective Bargaining Agreements. The following is a brief overview of the benefit:

- After successful completion of the 90-day waiting period, an employee is eligible for dental coverage.
- This plan offers four (4) levels of coverage: Single, Parent/Child(ren), Two Persons, and Family.
- The monthly premium for the “Single” level of coverage only is shared by the County and the employee. The employee’s co-pay share is set forth in each Collective Bargaining Agreement and/or County policy and it is deducted from the 1<sup>st</sup> pay of each month. In all other levels of coverage, the monthly premium is paid entirely by the employee and is divided equally and deducted from the 1<sup>st</sup> and 2<sup>nd</sup> pays of each month.
- This is a pre-paid plan. The employee pays the premium a month in advance.
- This is a pre-taxed payroll deduction.
- Open enrollment is a period of time which the County has set for an employee to either opt in or opt out of the program and it takes place in November of each year so all changes are effective January of the following year. No changes to your dental benefits can occur outside this timeframe unless a qualifying event and/or a cost savings to the County occurs. Qualifying event changes occurring outside the open enrollment period will require proper documentation submitted to the Human Resources Department.
- If an employee having dental coverage leaves employment with the County as a result of a resignation/termination, coverage with the County will have a termination date based on the effective date of the resignation/termination and Collective Bargaining Agreement if applicable. For all others, coverage will end the month of the resignation/termination.
- If an employee having dental leaves employment with the County as a result of a qualified retirement, the dental benefits will end in conjunction with the active medical benefits.

Upon leaving employment, the employee may elect to continue coverage through COBRA.

The current benefit grid is available at [Cambriacountypa.gov](http://Cambriacountypa.gov), Human Resources, Additional Resource Files, Benefits for Active Employees and Retirees – Healthcare, Dental, and Vision.

Modified 4/30/14, 8/8/16, 1/1/20, 2/27/23

## **DENTAL COVERAGE – OPTIONAL PLAN**

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In addition to the Basic Dental Program, Cambria County also offers an Optional Dental Plan as a benefit to all full-time employees and part-time employees in specific classifications under certain Collective Bargaining Agreements. The following is a brief overview of the benefit:

- After successful completion of the 90-day waiting period, an employee is eligible for dental coverage.
- This plan offers four (4) levels of coverage: Single, Parent/Child(ren), Two Persons, and Family.
- The monthly premium is paid entirely by the employee. For Single coverage, the premium is deducted from the 1<sup>st</sup> pay of each month. For all other levels of coverage, the premium is divided equally and deducted from the 1<sup>st</sup> and 2<sup>nd</sup> pays of each month.
- This is a pre-paid plan. The employee pays the premium a month in advance.
- This is a pre-taxed payroll deduction.
- Open enrollment is a period of time which the County has set for an employee to either opt in or opt out of the program and it takes place in November of each year so all changes are effective January of the following year. No changes to your dental benefits can occur outside this timeframe, unless a qualifying event and/or a cost savings to the County occurs. Qualifying event changes occurring outside the open enrollment period will require proper documentation submitted to the Human Resources Department.
- If an employee having optional dental coverage leaves employment with the County as a result of a resignation/termination, coverage with the County will have a termination date based on the effective date of the resignation/termination and Collective Bargaining Agreement if applicable. For all others, coverage will end the month of the resignation/termination.
- If an employee having dental leaves employment with the County as a result of a qualified retirement, the dental benefits will end in conjunction with the active medical benefits.

Upon leaving employment, the employee may elect to continue coverage through COBRA.

The Current benefit grid is available at [Cambriacountypa.gov](http://Cambriacountypa.gov), Human Resources, Additional Resource Files, Benefits for Active Employees and Retirees – Healthcare, Dental, and Vision.

Modified 4/30/14, 1/1/20, 2/27/23

## ***DIRECT DEPOSIT***

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Effective June 30, 2012, Cambria County required all employees to have their employee paycheck direct deposited to a bank or institution of their choice. Cambria County requires 100% of the net pay to be deposited. A policy titled "Mandatory Direct Deposit" approved by the Commissioners on May 10, 2012 outlines the details. A copy of this policy follows.

The Human Resources Department requires an employee to sign a Direct Deposit form, along with submitting a blank "voided" check from their bank or institution so that the correct account and routing numbers can be entered into the payroll system. This will ensure that the employee's paycheck will be properly deposited directly to the appropriate account.

If, at any time, you wish to change the bank/institution/account to which your paycheck is currently being deposited, you will need to submit to the Human Resources Department a blank "voided" check from the new bank/institution/account. Please do **NOT** close the existing account until you make certain that your paycheck is deposited into the new account.

Accounts not acceptable include financial technology accounts (Chime, Stride, Axos, etc.). Direct deposit accounts must be a traditional bank account.

Modified 5/30/12, 2/27/23

COMMISSIONERS  
**DOUGLAS R. LENGENFELDER**  
PRESIDENT  
**MARK J. WISSINGER**  
**THOMAS C. CHERNISKY**



**THOMAS P. LEIDEN**  
SOLICITOR  
**DAVID KNEPPER**  
CHIEF CLERK

## **Office of County Commissioners**

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

### **Cambria County Mandatory Direct Deposit Policy**

**Adopted May 10, 2012**

Effective June 30, 2012, it shall be the policy of Cambria County to require all employees of Cambria County to enroll in Direct Deposit.

This mandatory process will allow for an automatic deposit of an employee's paycheck into an account at a financial institution of his/her choice. The employee's entire paycheck must be deposited.

Employees will receive a check stub on payday that will verify the deposited amount, along with other pertinent information with regard to deductions and accruals.

Douglas R. Lengenfelder, President Commissioner

Mark J. Wissinger, Commissioner

Thomas C. Chernisky, Commissioner

Adopted at the Public meeting on May 10, 2012

David Knepper, Chief Clerk/Chief of Staff

## ***DISABILITY NONDISCRIMINATION GRIEVANCE POLICY AND PROCEDURE***

---

Cambria County has formulated a policy and procedure to insure the prompt and equitable review of requests or complaints regarding access or alleged discrimination on the basis of disability within County programs, activities, or services.

A copy of this policy and procedure follows.

## **COUNTY OF CAMBRIA**

### **DISABILITY NONDISCRIMINATION GRIEVANCE POLICY AND PROCEDURE**

#### **PURPOSE**

To insure the prompt and equitable review of requests or complaints regarding access or alleged discrimination on the basis of disability in county programs, activities and services, and to comply with the letter and spirit of the Americans With Disabilities Act and related regulations.

#### **INTENT**

To provide for the prompt and equitable resolution of disability discrimination complaints filed.

#### **PROCEDURE**

##### **STEP I (Department Head Review)**

Any person who is aggrieved by alleged discriminatory practices on the basis of disability by the County of Cambria, its agencies, or employees shall promptly bring the matter to the attention of the Department Head immediately involved, in writing. The grievant shall set forth the facts giving rise to the complaint and shall identify the time, date, place and persons present when the relevant incidents occurred. The grievant should likewise identify any relevant documents and persons with relevant information.

The Department Head shall listen carefully to the grievance, conduct such investigation as may be deemed appropriate to discover all the pertinent facts, and attempt to resolve the grievance informally. The Department Head must report his/her decision concerning the grievance to the aggrieved person within ten (10) working days, in writing.

##### **STEP II (Director of Personnel Review)**

In the event the grievant is not satisfied with the decision of the Department Head in Step I, the grievance must be appealed in writing to the Director of Personnel within ten (10) working days of the Department Head's response. The submission must include grievant's summary of the pertinent facts, identification of relevant documents and persons with relevant knowledge, a copy of the decision of the Department Head, and a written statement of the reasons for challenging the Department Head's decision. The submission must be hand-delivered or sent by return receipt mail.

Grievance appeals must be addressed to Bonnie Bouch, the Director of Personnel.

The Director of Personnel, within ten (10) working days of having received the appeal in writing, must render a written decision to the aggrieved person. The Director of Personnel may work with or through the Department Head an attempt to provide a satisfactory, workable solution to the grievance during that time period.

**STEP III (Commission Appeal)**

An appeal from an unfavorable decision at Step II shall be presented in writing by the aggrieved person to the Commissioners of Cambria County or their designee within fifteen (15) days after the response from Step II. A hearing shall be held among the grievant, the Department Head, the Director of Personnel and the County Commissioners or their designee on a mutually convenient date not more than fifteen (15) days from receipt of the appeal notice. The County Commissioners shall have fifteen (15) working days after the hearing to respond in writing to the aggrieved person. A majority vote of the Commissioners shall decide the grievance.

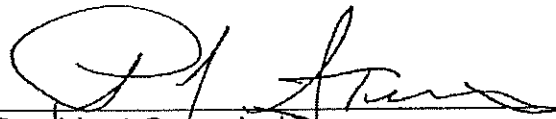
**STEP IV (Subsequent Actions)**


The decision of the County Commissioners shall be the final decision of the County regarding the grievance. Nonetheless, grievant may thereafter pursue such re-dress as may be available under state or federal law through court or administrative action, as grievant may desire.


A RECORD OF ACTION TAKEN ON THE GRIEVANCE MUST BE MAINTAINED AS PART OF THE RECORDS OR MINUTES AT EACH LEVEL OF THE GRIEVANCE PROCESS. The Director of Personnel shall maintain the files and records of the County relating to the grievance filed.

ADOPTED by the Cambria County Board of Commissioners this 26<sup>th</sup> day of February, 2004.

Cambria County Board of Commissioners:

  
\_\_\_\_\_  
President Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

## ***DISPLAY OF PUBLIC OR PERSONAL MATERIALS***

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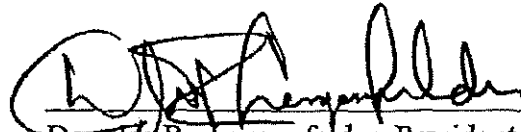
The following policy titled "The Display of Public or Personal Materials in County Facilities" was approved by the Commissioners on February 9, 2012. Please review its content for the details.

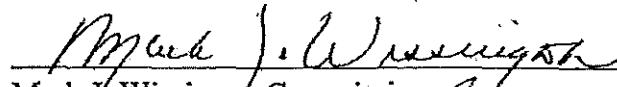
A copy of this policy follows.

**Cambria County Policy on  
The Display of Public or Personal Materials in County Facilities**

**Adopted February 9, 2012**

Except on bulletin boards provided for such purposes, or as otherwise required or allowed by law or contract, the display of any public or personal advertising, notices, or announcements for public viewing will not be permitted in the County Courthouse, County Services Building, County Human Services Building, and the Central Park Complex in Johnstown, unless authorized by the Commissioners.

  
\_\_\_\_\_  
Douglas R. Lengenfelder, President Commissioner

  
\_\_\_\_\_  
Mark J. Wissinger, Commissioner

  
\_\_\_\_\_  
Thomas C. Chernisky, Commissioner

Adopted at a public meeting on February 9, 2012

  
\_\_\_\_\_  
Michael Gelles VI, Chief Clerk

New Insertion: 5/30/12

## ***DRESS CODE***

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It is the policy of Cambria County that the appearance of each employee should reflect pride and respect toward the general public, clients and their families, and all other internal and external constituents. The County's public image is a reflection of its employees. Therefore, the County expects employees to be well groomed and neatly dressed. All employees should exercise common sense and good taste in dress. This policy gives employees the basic guidelines for proper business and work attire.

Several Collective Bargaining Agreements address dress code; however, if your Agreement does not, the following will apply:

### **APPEARANCE:**

Proper grooming is defined as a clean-shaven face, unless a beard or mustache is worn, and in that case, the beard and/or mustache must be neatly trimmed and hair must be neatly groomed and clean. Proper grooming is defined as hair that is neatly styled, groomed, and clean. All clothing worn by staff members should be clean and neatly pressed.

Facial jewelry, such as nose, lip, eye rings, etc... are not acceptable attire for any representative of the County.

- A. Slacks – should not be torn, tattered, ripped, or tightly fitted. No sweatpants. No denim jeans of any kind, except for outside workers, Maintenance employees, or on payday Fridays. However, all denim jeans must be neat, free of holes, tears, no thread bare, frayed, or unkempt. No spandex is permitted.
- B. Shirts – no t-shirts (except by outside workers or Maintenance employees pursuant to departmental policy), tank tops, sweatshirts (outside workers and Maintenance employees as warranted), or fishnet or see-through tops are to be worn and no midriff areas exposed.
- C. Skirts, culottes, or skorts should be no more than 3 inches above knee length.
- D. Shoes – should be comfortable, safe, and of a non-skid variety. No flip-flops are permitted.

The option for employees to “dress-down” on each bi-weekly payday is available, as noted previously, which includes the wearing of blue jeans. Blue jeans are acceptable on this day only.

Modified 2/27/23

## ***DRUG AND ALCOHOL POLICY***

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The following policy titled "Memorandum of Understanding on Drugs and Alcohol" was approved by the Commissioners in April 2003. Certain Collective Bargaining Agreements may address certain testing, frequency of testing, reasons for testing, etc... under the terms of the contract.

These Collective Bargaining Agreements may modify certain terms of how such processes and procedures are applied and administered. Employees covered by Collective Bargaining Agreements that address such issues will prevail over certain specifics of the overall Drug and Alcohol Policy.

Please review its content for the details. A copy of this memorandum follows.

## MEMORANDUM OF UNDERSTANDING ON DRUGS AND ALCOHOL

This Memorandum of Understanding, hereafter called "Memorandum" is entered into by and between the County of Cambria, hereafter called the "County", and the Employees, hereafter called the "Union", hereafter collectively called the "Parties", and is intended to supplement the collective, bargaining agreement entered into by the Parties this date, November 2003, hereafter called the "Agreement", and supersede it where and if the two (2) documents conflict.

**SECTION 1:** Unauthorized consumption or use of alcohol or controlled substances during working hours shall constitute just cause for discharge on the first offense. Unauthorized use, manufacture, distribution, dispensing, sale, transfer or possession of alcohol or controlled substances on the County's property or otherwise in the workplace shall constitute just cause for discharge on the first offense. Reporting for work or attempting to perform work while any amount of an **unauthorized** controlled substance is identifiable in an employee's blood **may at the County's discretion** constitute just cause for discharge on the first offense at the election of the County. Reporting for work or attempting to perform work while being under the influence of alcohol shall constitute just cause for discharge if it occurs on a scheduled shift. In lieu of discharge on the first offense of an employee reporting for or attempting to perform work under the influence of alcohol, the County **may** grant an unpaid leave of absence of at least thirty (30) calendar days to the employee if he or she enters a drug and alcohol assistance and rehabilitation program for in-patient, **or authorized out-patient**, rehabilitation at a hospital or health care facility **approved** by the county. An employee granted an unpaid leave of absence to enter an employee assistance and substance abuse treatment program may elect to utilize accrued vacation, personal and /or sick leave for all or part of that unpaid leave.

- A. A controlled substance within the meaning of this Section is any substance listed or included in Schedules I through V of the act of April 14, 1972, P.L. 233, No. 64, The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-104; or Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812.
  
- B. Reporting for work or attempting to perform work while being under the influence of alcohol includes, but is not limited to, reporting for work or attempting to perform work when the amount of alcohol by weight in the blood of the employee tested is 0.08% or more. **(Note: .08 may be increased or reduced in conjunction with Pennsylvania State Law)**

**SECTION 2:** Employees may be subject to tests of their blood and urine at the discretion of the County by any health care facility designated by the County under the following circumstances:

- A. In the event the employee is injured to the extent that hospital treatment is required;
- B. In the event the employee is involved in an accident or occurrence during working hours in which an individual is injured or property valued at one thousand dollars (\$1,000.00) or more is damaged;
- C. Prior to the performance of any work by a newly hired employee, **and/or prior to the end of the six-month probationary period;**
- D. In the event the County has a reasonable suspicion that the employee has consumed or used alcohol or an **unauthorized** controlled substance during the employee's working hours
- E. In the event the County has a reasonable suspicion that the employee is reporting for work or attempting to perform work while under the influence of alcohol or **unauthorized** controlled substance. **(Note: It is at the employee's discretion to make the immediate supervisor or County Medical Director aware of any and all prescribed medications which may affect his/her work performance);** or
- F. On a random, **non-discriminatory**, basis selected by the County. Random based tests cannot be imposed on an individual employee more than three (3) times during the term of this Agreement, except during an employee's initial probationary period as described in Article II above or during the first six months after an employee returns from a successful completion of a drug and alcohol assistance and rehabilitation program (during which six month period a test may be conducted no more than three (3) times). On random drug testing, only a urine test shall be performed unless the test is found to be positive during the initial screen performed under Section 5 below.

- 1. **Employees in the following facilities or job classifications will be subject to the random testing outlined in this section (Section F):**

**Police, Sheriff's Deputies, all employees of Laurel Crest Rehabilitation and Special Care Center, Probation Officers (Adult and Juvenile), all employees of the Juvenile Detention Center, Detectives, Telecommunicators, all management and middle-management employees, Investigators, and Van Drivers**

- B. When drug and alcohol testing is to be performed, an officer or committee member or designee of the local union may be present to observe the testing, although no test shall be delayed more than **thirty** minutes to allow such an officer, member or designee to arrive at the test site.

**SECTION 3:** An employee who refused to participate in a blood **and/or** urine test ordered by the County under this Section shall be discharged and such refusal shall constitute just cause for discharge on the first offense.

**SECTION 4:** All extraction of blood from employees shall be performed by employees of a health care provider, **certified laboratory**. Urine shall be provided by employees in restrooms from which the general public has been excluded but under the observation of an individual of the same sex who is employed by the County or the health care provider or hospital administering the test. All specimens of blood and urine shall be identified by an individual employee of the **health care provider, certified laboratory**. Names of employees shall be protected in a confidential logbook maintained by the **health care provider, certified laboratory** until the completion of the testing process. An appropriate chain of custody shall be maintained for all specimens of blood and urine.

**SECTION 5: (\*\*\*)** Drug and alcohol testing under this Section shall be performed in two parts. First, part of employee's urine specimen is screened by the Health care provider by means of a SYVA drug testing system or some similar means by a hospital or certified laboratory. In the event the screening is negative, the results are reported as negative to the County's designated physician. If the screen is positive, then part of the urine and/or blood specimens are forwarded for confirmatory testing by a laboratory certified as able to perform such testing by any agency of the federal government. The confirmatory test shall be a gas liquid chromatography and mass spectrometry test or any other test of similar or higher accuracy. The results of the confirmatory test are reported to the health care provider who collected the original blood and urine specimen. The results then are reported to the County's designated physician by that health care provider with the name of the tested employee. Next, the designated physician reviews the individual health record of the tested employee and reports the findings to the **County's Director of Personnel**. The designated physician also advises that official of his or her conclusions relative to the presence of any controlled substance in the employee's blood and relative to the use of alcohol by the employee or if such use involved impairment at the time of the testing or on the job.

**SECTION 6: (\*\*\*)** Information revealed by drug and alcohol testing under this Section shall be restricted to the custodian of the confidential log at the health care provider, the County's designated physician, the County's Director of Personnel, the employee tested and any individual authorized by that employee to receive such information.

**SECTION 7:** For employees who test positive, part of their blood and urine specimens shall be retained by the health care provider for release to the tested employee in the event he or she desired to obtain additional testing of the specimens by another certified laboratory at his or her expense.

**SECTION 8:** Employees shall report to the provider administering the test their use of any controlled substance under the prescription of their personal physician. If the County's designated physician determines that the lawful use of a controlled substance under prescription or otherwise creates a significant risk of substantial harm, the designated physician shall notify the County of his or her opinion in that regard in writing. The employee and the County shall then submit the information to a mutually agreed upon third party physician. If the third party physician feels the employee may work, then the employee will be allowed to continue to work. If the third party physician feels the employee should not be working, then the County shall suspend the employee from work on an unpaid leave of absence granted under the terms of this Agreement for a period which is not in excess of the period in which the employee is unable to perform his or her work without a significant risk of substantial harm despite reasonable accommodation, said period not to exceed two (2) years in duration.

**SECTION 9:** Employees who are convicted of any criminal drug law violation must notify the County in writing within five days of such a conviction. Failure to provide such notice may result in **discipline and possible termination of employment**. The Director of Personnel shall provide similar notice of the conviction to all of its federal contracting officers, if the County is a federal contractor at the time of the violation or conviction, within ten days of its receipt of such notice from the employee, in accordance with the Federal Drug-Free Workplace Act of 1988.

IN WITNESS WHEREOF and intending to be legally bound thereby, the Parties have set their hands and seals this April, 2005.

CAMBRIA COUNTY

Fred K. Johnson  
Ted. Barank  
Mike L. [unclear]

## ***EDUCATIONAL LEAVES OF ABSENCE***

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Educational Leaves of Absence are contained in some Collective Bargaining Agreements. In addition, some agencies/departments recognize educational leave opportunities as a means to enhance current skill sets through training so that they may become more effective advocates/employees within their agency/department.

An employee interested in finding out the requirements for educational leave consideration should check their Collective Bargaining Agreement or speak to their Director/Supervisor/Elected Official to see if such is available.

Modified 2/27/23

## ***EMERGENCY OPERATIONS PLAN***

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An Emergency Plan is available in each department. Each employee should acquaint themselves with the Plan and determine their role in it.

If you have any questions, please contact the Cambria County Emergency Management Director.

Modified 2/27/23

## **EMPLOYEE ASSISTANCE PROGRAM**

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\*LifeSolutions (Workpartners) provides you with practical information and counseling on a variety of topics. You or anyone living in your household as well as dependents younger than 26 not living at home, can use this valuable program over the phone, via email, or by mail. There is no cost to the employee, service is available 24 hours per day, 7 days a week. Services include coaching and counseling in person, over the phone, or through video. This is strictly confidential.

**[www.lifesolutionsforyou.com](http://www.lifesolutionsforyou.com) or call 1-844-833-0527**  
**Company Code: CCEAP**

Cambria County provides an Employee Assistance Program (EAP) to all employees of the County. The Program is designed to provide the employee with information and resources to help manage life's challenges before they affect their health and finances, family life, or job performance.

The Program offers confidential counseling and referral services to assist employees with issues such as domestic abuse, stress and anxiety, budget and/or money management concerns, legal concerns, parent/child conflicts, relationship problems, alcohol abuse, substance or drug abuse, loss or grief regarding a loved one, or concerns about child care and/or aging parents.

With the consent of each Union within the County, a Committee has been established. This Committee consists of employees who work in various facilities/offices throughout the County. Each Committee member has been educated on the issue of confidentiality and was given material to provide contact information for LifeSolutions (Workpartners). These individuals are committed to providing confidential support to any of our co-workers in need of assistance.

There are bulletin boards at each major work area exclusively devoted to Employee Assistance Program information.

To obtain a list of Committee members, you can contact the Cambria County Human Resources Department or go to [Cambriacountypa.gov](http://Cambriacountypa.gov), Human Resources, Additional Resource Files, Employee Assistance Program (EAP).

Modified 2/27/23

## ***EMPLOYEE CONDUCT***

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Cambria County prohibits inappropriate employee conduct and activity in the workplace, including but not limited to the following:

- Willful or negligent violation of the County's policies and procedures or related directives.
- Failure to carry out a direct order from a Supervisor, except where the employee's safety or the safety of other individuals may reasonably be jeopardized by the order.
- Engaging in a conflict of interest activity.
- Conduct that willfully misrepresents the County.
- Conviction of a felony, including convictions based on a plea of no contest, or of a misdemeanor involving moral turpitude, the nature of which reflects the possibility of serious consequences related to the continued assignment or employment of the employee.
- Knowingly falsifying, removing or destroying information related to employment, payroll, or work-related records or reports.
- Soliciting outside work for personal gain during business hours; engaging in off-duty employment for any business under contract with the County; participating in any off-duty employment that adversely affects the employee's performance of work for the County.
- Discourteous treatment of the public or other employees, including harassing, coercing, threatening or intimidating others.
- Conduct that interferes with the management of the County's operations.

## ***EMPLOYEE CONDUCT (continued)***

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- Violation or neglect of safety rules, or contributing to hazardous conditions.
- Unauthorized removal or use of any County property.
- Physical altercations.
- Abusive conduct that has the purpose or effect of intimidating, threatening, or publicly humiliating another.
- Harassment or intimidation based on sex, race, religion, age, disability, veteran status, or any other status protected by federal, state, or local law.
- Sexual activity or contact in the workplace. This includes, but is not limited to, any and all touching, contact or behavior of a sexual nature.
- Inefficiency, incompetence, or gross negligence in the performance of duties.
- Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable time period.
- Intoxication or incapacity on duty due to the use of alcohol or controlled substances.
- Careless, negligent, or improper use of County property, equipment or funds, including unauthorized removal, or use for private purposes, or use involving damage or unreasonable risk of damage to property.
- Unauthorized release of confidential information or official records.

## **EMPLOYEE PERFORMANCE REVIEWS**

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It is required that Employee Performance Reviews are done annually on all employees.

The County uses a standard "Employee Performance Review" form. A copy of this form follows.

An Employee Performance Review is a tool to promote constructive dialogue between a Director and an employee about the job they are doing.

During the review, an employee has the right to question anything on the evaluation or ask questions relative to the response written on the review by the Director. In addition, the employee has the right to include comments on why they believe the evaluation does not accurately represent their performance.

Upon completion of the review, the employee should be given a copy of their performance review.

Employees are responsible for keeping a copy of their performance review. The Human Resources Office will not provide the employee with a copy at a later date, unless such is requested with a letter from a bargaining unit representative, signed by the employee, and in conjunction with an investigation of a grievance. Then, the copy will go to the employee only. The employee is responsible for its delivery to the representative.

Modified 2/27/23

**LOCAL GOVERNMENT  
EMPLOYEE PERFORMANCE REVIEW**

<b>GENERAL INFORMATION</b>	<b>TYPE REPORT</b>	<input type="checkbox"/> ANNUAL <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> INTERIM
<b>EMPLOYEE NAME</b>	<b>FUNDING AGENCY</b> General	
<b>CLASS TITLE AND DEPARTMENT</b>	<input type="checkbox"/> SUPERVISOR <input type="checkbox"/> NON-SUPERVISOR	<b>STATUS</b> <input type="checkbox"/> NCS <input type="checkbox"/> CIVIL SERVICE

**GENERAL INSTRUCTIONS**

Verify/Complete General Information. Indicate whether employee is a supervisor or non/supervisor.

Review the employees' job description for the rating cycle. Review /discuss job standards (expectations/objectives/duties), to ensure appraisal relates to the specific responsibilities, job assignments and standards which have been conveyed to they employee for the rating cycle. Update the job description and essential job functions for the next rating cycle.

Indicate when you conveyed job standards the employee and when progress review's) was conducted.

Base the appraisal on the employees' performance during the entire review period, not isolated incidents or performance prior to current review period.

The comments sections should be used to: support performance ratings indicated problem areas and provide guidance to employees on how to improve performance. Comments **MUST** be provided for outstanding, needs improvement, and unsatisfactory ratings, but are highly recommended for all other ratings. (ATTACH ADDITIONAL 8 1/2 x 11 PAPER IF NEEDED)

**PERFORMANCE RATING DEFINITIONS**

- Outstanding: Results are achieved on a consistent basis and significantly surpass job standards.
- Commendable: The employee clearly exceeds job standards on a regular basis and demonstrates a high degree of initiative and quality of work.
- Satisfactory: The employee meets the standards of the employee's job in a fully adequate manner.
- Needs Improvement: The employee meets many of the standards of the employees job in satisfactory manner. Improvement is expected.
- Unsatisfactory: Excessive performance deficiencies exist and must be corrected.

**COMMUNICATION RATING DEFINITIONS**

Performance standards (objectives, duties, expectations, etc.) for this rating period were conveyed on \_\_\_\_\_  
DATE/S

Progress Review's was conducted on: \_\_\_\_\_ (at least one during rating cycle.)  
DATE/S

## LOCAL GOVERNMENT EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME \_\_\_\_\_

### JOB FACTORS

1. Job Knowledge/Skills: This factor measures the employee's demonstrated knowledge of relevant job information such as: work practices, procedures, resources, policies, and technical information as well as the relationship of work to the organization's mission. Possession of essential skills required to perform the job also are measured.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Demonstrates superior job knowledge and skills. Consistently provides and applies accurate and appropriate job information/resources. Applies new techniques.	Has thorough knowledge of the job and related resources. Strives to expand knowledge. Frequently recommends changes in procedures and methods as needs dictate.	Has adequate knowledge and skills to completely perform all job responsibilities. Handles inquiries properly. Has some knowledge of related work.	Possess basic job knowledge but requires some improvement with regard to the technical aspects of the job and/or understanding of resources, policies and procedures.	Demonstrates a lack of basic job knowledge and or skills to perform job as detailed in comments

Comments: \_\_\_\_\_

2. Work Results: this factor measures the employee's demonstrated ability to meet established expectations of quality and quantity within established time frames.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Work consistently exceeds the expected quality, quantity and timeliness requirements.	Work frequently exceeds the expected quality, quantity, and timeliness requirements.	Work meets the expected quality, quantity, and timeliness requirements.	Occasionally has difficulty meeting the expected quality, quantity and/or timeliness requirements.	Consistently fails to meet expected quality, quantity and/or timeliness requirements.

Comments: \_\_\_\_\_

3. Communications: This factor measures the employee's demonstrated ability to exchange information with others clearly and concisely, to provide information to others on a timely basis within and outside the organization, and to listen, organize, and present thoughts logically and in clear, concise manner, both orally and in writing.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Particularly adept at organizing and presenting facts and ideas. Exceptionally skilled in solicitation and clarifying information to ensure understanding. Promotes easy exchange of information. Writes and speaks clearly, concisely and is articulate.	Initiates and encourages timely and effective exchange of information. Proficient in organizing and presenting facts and ideas orally and in writing. Seeks and provides appropriate feedback.	Effectively exchanges relevant information. Speaks and writes clearly. Keeps others informed as needed. Listens with understanding.	Occasionally lacks clarity of expression oral or in writing. Inconsistent in keeping others informed and at times fails to listen effectively.	Frequently is difficult to understand. Is vague orally or in writing. Often does not keep others informed. Is an ineffective listener and/or frequently interrupts.

Comments: \_\_\_\_\_

4. Initiative/Problem solving: This factor measures the employee's demonstrated ability to perform work without specific instructions beyond that normally provided by a supervisor and within established limits of responsibility and authority. It also assess the employee's ability to determine what needs to be done within available resources and to pursue appropriate means of accomplishing tasks.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Regularly takes the initiative to identify and resolve work unit/agency problems. Perceives full dimension of problems and limitations. Develops corrective solutions and follows through to conclusion. Requires minimal supervision.	Frequently assumes responsibility of identifying solutions and methods to resolve concerns. Adept at defining and analyzing complex problems and solutions. Requires moderate supervision.	Recognizes problems and suggests and/or assists in developing solutions. Carries through solutions implementation. Requires normal supervision.	Resolves routine problems. Exhibits little initiative in identifying problems or solutions. Needs improve ability to recognize potential problems and evaluate solutions and their impact. Requires more than normal supervision.	Fails to recognize or seek help in resolving routine problems. Requires frequent. Reminders of what needs to be done.

Comments: \_\_\_\_\_

## LOCAL GOVERNMENT EMPLOYEE PERFORMANCE REVIEW

**EMPLOYEE NAME**

5. Interpersonal relations/Affirmative Action: This factor measures the employee's demonstrated ability to develop and maintain positive and constrictive inner/external relationships. Consideration should be given to the employee's demonstrated willingness to function as a team player, give and receive constructive criticism, resolve conflicts, recognize needs and sensitivities of others and treat others a fair and equitable manner. Supervisors also are to be assessed on their demonstrated commitment to Affirmative Action.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently promotes and maintains harmonious work environment. Exhibits understanding of needs of others that is reflected in attitude in dealing with them. Is respected and trusted. Actively promotes/adheres to Affirmative Action program activities/requirements.	Maintains cooperative and positive work relationships. Handles conflict constructively. Promotes team work and cooperation, and fair and equitable treatment of others. Promotes/adheres to Affirmative Action Program activities and requirements.	Interacts in cooperative, positive manner. Avoids disruptive behavior. Deals appropriately with anger, frustration, conflict etc. Treats other fairly and equitable. Adheres to Affirmative Action policy/administrative requirements.	Usually gets along with others. Allows personal bias to affect job relationships. Requires occasional reminders regarding needs and other sensitivities of others. Does not consistently adhere to Affirmative Action policy/administrative requirements.	Interpersonal relationships are counter productive to work unit functions as described in comments. Generally ignores Affirmative Action policy/administrative requirements.

Comments: \_\_\_\_\_

6. Work Habits this factor measures the employee's demonstrated ability to utilize proper conduct, speech and ethical behavior in the work environment. Compliance with Commonwealth /agency/work unit policies and procedures such as attendance, punctuality, safety, security housekeeping and other norms are addressed, as well as proper care maintenance of assigned equipment.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Work is planned/organized to cover all phases of job assignments. Work meets/exceeds deadlines and future steps are anticipated. Equipment and supplies are cared for wisely and in accord with procedure. Employee serves as role model for other employees with regard to work rules.	Work is planned/organized to accomplish job assignments effectively and in a timely manner including those of unusual nature. Scheduled meetings/deadlines are met with few exceptions. Personal care is taken in use of equipment, with minimal waste. Employee adheres to organizational rules and procedures.	Work is planned to meet routine volume and timeliness. Employee adheres to organizational work rules and procedures with rare exceptions. Appropriate care is taken in use of equipment.	Organization and planning of work is infrequently demonstrated. Work often requires revisions resulting in decreased productivity or missed deadlines. Employee needs improvement in complying with rules, regulations and /or care of equipment.	Employee regularly fails to meet expected work results due to lack of effective organization, use of equipment adherence to established rules/regulations.

Comments: \_\_\_\_\_

7. Supervision/Management (Required for all supervisors/managers) this factor measures the supervisor's demonstrated ability to assign work responsibility and authority to subordinates, establish monitoring activities and system to ensure work progresses to completion, ensure compliance with personnel/administrative requirements, i.e. timely performance evaluations, appropriate discipline, management of overtime, leave, etc.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Manages/supervises employees and work activities to consistently achieve a smooth/timely work flow, high level of quality and quantity/. Continuously strives to improve operations, staff and installs team spirit . Consistently complies with personnel administrative requirement.	Supervises/supervises employees to achieve effective an timely work products. Delegates work effectively and appropriately to achieve maximum results. provides adequate direction and training. Complies with personnel and administrative requirements.	Manages/supervises employees adequately to achieve satisfactory or normal work production an effectiveness. Meets personnel and administrative requirements.	Inconsistent effective supervision or management of staff. At times, fails to direct/train staff within existing means. Less the adequate quality and quantity of production. Inconsistent adherence to personnel and administrative requirements.	Ineffective supervision or management of staff. Fails to establish appropriate monitoring/control activities. Production is poor in quality and /or quantity. Often ignores personnel and administrative requirements.

Comments: \_\_\_\_\_

# LOCAL GOVERNMENT EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME \_\_\_\_\_

OVERALL RATING				
OUTSTANDING	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training and Development Recommendations:

**COMMENTS AND SIGNATURES** (ATTACH ADDITIONAL 8/12 SHEET OF PAPER IF NECESSARY)

Rater Comments: (this section should comment on any aspect's) of employee's performance covered elsewhere and should explain overall rating:

---

RATER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Reviewer Comments:

REVIEWER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Employee Comments:

- I AGREE WITH THIS RATING
- I WOULD LIKE TO DISCUSS THIS RATING WITH MY REVIEWING OFFICER.
- DISCUSSION WITH MY REVIEWING OFFICER OCCURRED

\_\_\_\_\_  
DATE

- I ACKNOWLEDGE THAT I HAVE READ THIS REPORT AND I HAVE BEEN GIVEN AN OPPORTUNITY TO DISCUSS IT WITH MY EVALUATOR; MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.

Comments:

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***EMPLOYMENT OF RELATIVES***

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The following policy titled "Employment of Relatives" was approved by the Commissioners on March 26, 2010. Please review its content for the details.

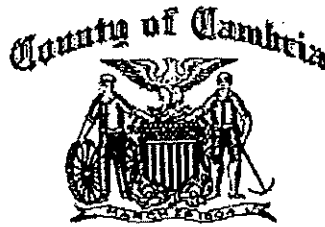
A copy of this policy follows.

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

SALVATORE "SAM" VALENTY



ROBERT A. SHAHADE  
SOLICITOR

MICHAEL GELLES, IV  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

### Cambria County's Employment of Relatives Policy Adopted March 26, 2010

This new policy will replace the former policy titled "Cambria County's Anti-Nepotism Policy" originally adopted on September 5, 1996.

#### Policy

It is the policy of Cambria County that the Board of Commissioners will not appoint relatives of employees to County Government positions except under certain specific circumstances.

#### Provisions

A relative of an employee will not be considered for employment if one or more of the following conditions exist:


1. The vacant position is in a department having a related employee on staff.
2. An employee is in a position to supervise or control the work of the relative.
3. An employee is in a position to influence the relative's rate of pay or promotion.
4. The handling of confidential information could cause a conflict of interest.

For purposes of this policy, a relative is defined as father, mother, husband, wife, brother, sister, son, daughter, niece, nephew, aunt, and uncle. The terms "grand", "step", and "in-law" also apply where appropriate.


Exceptions to this policy shall be approved only by the Board of Commissioners. In considering exceptions, the Board of Commissioners shall use, but not be limited to, the following guidelines:

The relative has specialized skills or knowledge not generally available in the local job market. As applicable, the relative is the most qualified candidate under the State Civil Service Commission's rules of appointment.


- The relative is being recommended for appointment by an Elected Official in accordance with the County Code. The refusal to appoint the relative would be in violation of State or Federal Statutes.
- If current employees become related while both are employed by the County, the Board of Commissioners will decide each case on its own merits and how such circumstances fit within the guidelines of #1 through #4 above.
- All existing employment relationships or circumstances prior to the effective date of this policy will not be impacted.

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
Salvatore "Sam" Valenty, Commissioner

Adopted at the Public Meeting on March 26, 2010

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

## **EMPLOYMENT STATUS**

---

Cambria County hires/transfers employees into positions that are either full-time, part-time, or per-diem.

The following is a brief description of each:

### **Full-Time**

- A full-time employee works either 35 hours per week, 37.5 hours per week, or 40 hours per week, depending on the Department/Agency to which they are hired into and/or as outlined in the respective Collective Bargaining Agreement (if applicable).
- A full-time employee is eligible to receive the appropriate full-time benefits (example: Sick/Vacation/Personal/Float/PTO Days) after successful completion of their 90-day waiting period.

### **Per-Diem**

- A per-diem employee works on an as-needed basis, working a maximum of 1000 hours per employee's anniversary year, based on hire date. A policy titled "Per Diem Policy" approved by the Commissioners on May 12, 2016 outlines the details. A copy of this policy follows.
- A per-diem employee is excluded from coverage under any and all existing Collective Bargaining Agreements and shall not be entitled to any benefits, rights, and/or entitlements of employment, with the exception of Retirement under the following situation:
  - If the situation is such that the employee was previously employed full-time with the County and the current per-diem employment ran concurrently with the full-time employment. The retirement benefit does not cease.
- A per-diem employee may be terminated, at any time, with or without cause, at the sole discretion of the County.

## ***EMPLOYMENT STATUS (continued)***

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### **Part-Time**

- A part-time employee is regularly scheduled and generally works either 37.5 hours per payperiod or 40 hours per payperiod, depending on the Department/Agency to which they are hired into and/or as outlined in the Collective Bargaining Agreement (if applicable).
- A part-time employee may be eligible to receive certain benefits (example: Sick/Vacation/Personal/Float/PTO) after successful completion of their 90-day waiting period, as may be outlined in their respective Collective Bargaining Agreement (if applicable).

Modified: 8/8/16,  
2/27/23

COMMISSIONERS  
THOMAS C. CHERNISKY  
PRESIDENT  
B.J. SMITH  
MARK J. WISSINGER



WILLIAM GLEASON BARBIN  
SOLICITOR

MICHAEL GELLES, IV  
CHIEF CLERK

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600  
Fax - (814) 472-6940

### PER DIEM POLICY Adopted May 12, 2016

A per diem employee is employed as a replacement for a regular full-time employee who is on authorized leave or is hired to perform specific tasks for a fixed period of time. Per diem employees employed by the County of Cambria are excluded from coverage under any and all existing labor agreements and shall not be entitled to any benefits, rights, and/or entitlements of employment.

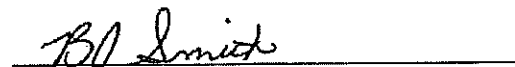
Per diem employees shall not be permitted to work in excess of one thousand (1,000) hours per the employee's anniversary year based on hire date.

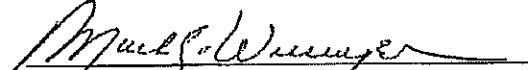
A per diem employee may be terminated, at any time, with or without cause at the sole discretion of the County.

ATTEST:

  
Michael Gelles, IV, Chief Clerk

  
Thomas C. Chernisky, President Commissioner

  
B.J. Smith, Commissioner

  
Mark J. Wissinger, Commissioner

New Insertion: 8/8/16

New Insertion: 8/8/16

44-B

## **EMPLOYMENT VERIFICATIONS / REFERENCES**

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All employment verifications/references should be forwarded to the Human Resources Department. This process will protect the employee and ensure that inappropriate information is not given to unauthorized parties. This includes written and verbal inquiries.

The Human Resources Department will not give confidential information regarding current or former employment, with the exception of employment dates and positions held, to any outside organization or individual without the employee's written consent. (See "Personnel Files" section of this Handbook).

In addition, no outside entity may view an employee's file, except where certifications, licenses, and skills qualifications are a part of governmental Agency's periodic review, without the expressed written consent of the employee made to Human Resources prior to the review. Such consent must be dated and signed by the employee and must specifically identify the Agency which will be inquiring in the future. In addition, the Agency must produce for Human Resources their own authorization signed by the employee in question for a review to proceed. If both documents are not available, access will be denied. A Human Resources representative must be present when such review is conducted. No copies of any employee document is permitted to be made, except by a court subpoena.

## ***EQUAL EMPLOYMENT OPPORTUNITY POLICY***

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Cambria County is an Equal Employment Opportunity employer and does not unlawfully discriminate against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of employment, on the basis of race, color, national origin, religion, sex (including pregnancy), sexual orientation, age, disability and retaliation for reporting and/or opposing a discriminatory practice.

***EXTENDED MEDICAL COVERAGE FOR CATASTROPHIC MEDICAL  
CONDITIONS POLICY***

---

A policy titled "Extended Medical Coverage for Catastrophic Medical Conditions" approved by the Commissioners on December 21, 2007 outlines the details.

A copy of this policy follows.

## Cambria County

### Extended Medical Coverage for Catastrophic Medical Conditions Policy

Adopted January 1, 2008

In conjunction with the County's Family Medical Leave Program and the County Policy that addresses job retention during approved unpaid leaves of 180 days, the County implements the following policy to extend paid medical leave benefits to employees who are experiencing catastrophic medical conditions as follows:

- This extended leave must be for the catastrophic medical condition related to an ongoing FMLA covered event and for an FMLA covered relationships only.
- An employee must have exhausted all accrued leave and be outside of the FMLA coverage period (12 weeks) before such employee can use the extended medical coverage under this policy.
- Catastrophic medical conditions will be defined as those catastrophic medical conditions that pose a direct threat to life as determined by the County's Medical Director or another medical professional retained by the county to make this determination. Examples of catastrophic medical conditions include but are not limited to: serious types of cancer, major surgery, major heart attack, stroke, kidney failure, or other conditions that pose a life-threatening situation.
- Just because an employee is granted FMLA for a condition does not mean that condition qualifies as a catastrophic medical condition under this extended medical leave policy.
- Employees who are on extended leave for themselves or for a family member as defined under the FMLA for a catastrophic medical condition must have exhausted all FMLA covered time whether off paid or unpaid as well as all accrued time before the extended medical leave can begin.
- In the event that an employee meets all other criteria for the extended medical coverage for catastrophic medical conditions and he or she is covered by a Collective Bargaining Agreement or Memorandum of Understanding with the County that includes a Leave Donation Program, all donated leave must also be exhausted prior to using the extended medical leave coverage.
- Once all accrued entitlement time is exhausted (the employee's own as well as donated time where applicable) and the FMLA covered period has been exhausted in that benefit year and the employee is still unable to return to work due to the

catastrophic medical condition for themselves or an FMLA covered family member he or she will be afforded extended medical coverage by the County, subject to the employee's payment of applicable co pays, based on his or her years of service with the county. The employee must provide to the County Human Resources Department medical documentation of his or her inability to return due to the catastrophic medical condition. The County may require an independent medical review by their Medical Director or a medical professional retained by the county of the circumstances surrounding the request for extended medical leave if the county believes it is so warranted. Failure of an employee to cooperate with this independent review will result in an immediate denial of extended medical leave. The decision of the County regarding eligibility under this policy is final and is not subject to second opinions or appeal.

- Extended medical coverage for catastrophic medical conditions and the amount an employee will be entitled to, should they meet the eligibility criteria of this policy, will be based on their continuous years of full time service with the County in an employment capacity where they were entitled to healthcare coverage and where they opted to take such coverage.
- Employees with over 1 year continuous full time employment and to the end of their 4<sup>th</sup> year of continuous full time employment will be eligible for two months extended medical coverage.
- Employees with over four years continuous full time employment to the end of their 9<sup>th</sup> year of continuous full time employment will be eligible for 4 months extended medical coverage.
- Employee with 10 years or more of continuous full time employment will be eligible for 6 months extended medical coverage.
- Part-time employees who have medical coverage will have their full-time equivalent service time calculated on a yearly basis for the purpose of this entitlement by adding their total hours of work in the part-time capacity and dividing that number by the number of straight time hours a full-time employee would work in their classification over the course of a year.
- Per Diem employees and part-time employees that were not entitled to healthcare coverage or any employee who was eligible to take the medical coverage and opted not to take the coverage are not entitled to extended coverage under this policy.
- Extended medical coverage under this policy may not exceed the time period of their earned eligibility (2,4, or 6 months) in any two calendar years. The year count will begin in January of the year where the extended medical coverage begins. For example, a four-year employee who qualifies for extended medical leave begins his or her first day of extended medical coverage on May 1, 2007.

He or she would be entitled to use two months of extended medical coverage for years 2007 and 2008. In 2009, he or she would again be eligible for the extended medical leave in the amount of time dictated by their service if he or she met the policy criteria.

- Extended medical coverage must be taken immediately after the FMLA event that was considered as a catastrophic medical condition under the criteria set forth within this policy. Extended medical coverage is intended to be taken in a minimum of one-month blocks of coverage time and while these may be split up among different occurrences within the two calendar years outlined above they can not be split into blocks of less than one month. In other words, an employee with two months extended medical leave entitlement who needed two weeks of additional medical coverage who came back to work before a full month's coverage had passed would still be deducted one month from their two month entitlement within the two calendar year period. The other month could be used at another time for a different occurrence or a reoccurrence of the same catastrophic medical condition if all other eligibility criteria were met.
- Employees who opted for no healthcare coverage when they became eligible who took the health coverage buyout option are not entitled to the continued payment of the buyout option if they can not return to employment after the exhaustion of their FMLA leave and accrued time (theirs or donated) under this extended medical coverage program. Payments of the buyout option would resume after they return from their extended medical leave if they return to a classification that includes healthcare coverage and they opt out of such coverage.
- Even though an employee is covered by extended medical coverage under this policy, such time off the job will be counted toward the one hundred and eighty day (180) leave provisions pursuant to County policy that says an employee, upon approval, may be off on extended leave for one hundred and eighty (180) days before forfeiting their employment with the County. If an employee exceeds this one hundred and eighty (180) day period and fails to return on their 181<sup>st</sup> day they will be terminated from employment. Healthcare coverage under the extended medical leave policy will also terminate after the failure to report on the 181<sup>st</sup> day consistent with other employees who are terminated from employment. (This is not be confused with COBRA benefits that may apply).
- Employees that have more than 6 unapproved absences from their scheduled shifts (other than sick days with a doctor's excuse or the use of personal leave for an emergency or unexpected situation) in the previous 12 months prior to their request for extended medical coverage will not be eligible for extended medical coverage under the program on that particular occasion. In addition, any employee who has received a written warning or higher under the County Absentee / Tardiness policy within the last 12 months prior to their request for

extended medical coverage will also not be entitled to such coverage on that particular occasion.

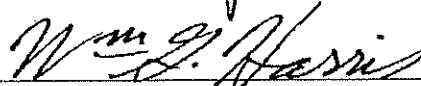
- Decisions made by the County Human Resources Department on the eligibility of an employee applying for extended medical coverage under this policy are not subject to the grievance procedure.
- This policy will take effect immediately upon passage by the Board of Commissioners.



P.J. Stevens, President Commissioner



Milan Gjurich, Commissioner



William G. Harris, Commissioner

Adopted at the Public meeting on Dec 21, 2007



Michael Gelles, Chief Clerk/Financial Officer

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

---

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to 12 weeks of protected paid, if applicable, or unpaid leave each year for specified family and medical reasons. The County shall comply with the language in this Act, as well as any future amendments, if such should occur. The County requires that FMLA time be taken concurrently with any entitlement time an employee may have coming at the time their leave commences. The first day of an employee's initial FMLA is considered the start of their "benefit year" in terms of FMLA and shall continue 12 months into the future. The employee's "rolling period" start date will always be the first day of their initial first FMLA.

### **Employee Eligibility:**

To be eligible for FMLA benefits, an employee must:

- have worked for Cambria County for a total of at least 12 months
- have worked for Cambria County at least 1,250 hours over the previous 12 months
- must have an FMLA qualifying injury or illness that affects the employee or any family member whose relationship falls under the covered categories as outlined in the Act

### **Medical Certification:**

The employee should contact Human Resources to request a medical certification form for the medical leave. If the leave is foreseeable, the employee should return the certification to Human Resources prior to taking the leave. If the leave is unforeseeable, the employee should return the certification to Human Resources within 15 days of the request for leave. Upon receipt, Human Resources will determine if the medical condition is FMLA qualifying and will notify the employee if the FMLA request is approved or denied.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care in a hospital (example: an overnight stay), hospice, or residential medical-care facility;
- any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) (continued)**

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### **Leave Entitlement:**

Eligible employees may receive a total of 12 workweeks of leave during any 12-month period for one or more of the following reasons:

- for the birth or placement of a child for adoption or foster care; or
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

### **Benefits:**

Employee benefits are maintained, as if working, while an employee is on an approved FMLA leave. An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee had earned or was entitled to before using FMLA leave, except that earned leave will be applied to time on FMLA leave. Employees are responsible to pay their applicable co-pay share for health, dental, and/or vision coverage during their leave.

### **FMLA Leave for Military Families:**

FMLA eligible employees are entitled to the following:

- Caregiver Leave: An employee who is the spouse, son, daughter, parent or next of kin (closest blood relative) of a wounded U.S. military member is entitled to up to 26 weeks of paid, if applicable, or unpaid leave in any 12-month period to care for the wounded individual.

In order for an employee to be eligible for caregiver leave, the service member must be suffering from a serious injury or illness, not a serious health condition, which is required for other FMLA leave. A serious injury or illness is defined as an injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

- Active Duty Leave: An employee who is an immediate family member (spouse, son, daughter, parent) of a U.S. military member is entitled to up to 12 weeks of unpaid leave within a 12-month period when there is a "qualifying exigency" related to that individual's call to active duty.

A policy titled "Extended Medical Coverage for Catastrophic Medical Conditions" approved by the Commissioners on December 21, 2007 outlines the details. A copy of this policy is contained in the Handbook.

Modified 2/27/23

## ***FITNESS FOR DUTY***

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Employees must be physically and mentally fit to perform their jobs. Cambria County policy dictates that fitness for duty evaluations be carried out by the County's Occupational Health Provider when deemed necessary.

Refusal to submit to an examination could result in disciplinary action.

Certain processes/procedures may be outlined in an employee's Collective Bargaining Agreement or Memorandum of Understanding between their bargaining representative and the County. Should that be the case, the Collective Bargaining Agreement or the Memorandum of Understanding will dictate the terms of how fitness for duty evaluations are conducted.

## **FLEX TIME / COMPENSATION TIME**

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The following memo issued on April 28, 2006 from the Human Resources Department outlines the rules of Flex Time / Compensation Time.

On October 22, 2010, a follow-up memo was issued on the subject of Comp Time.

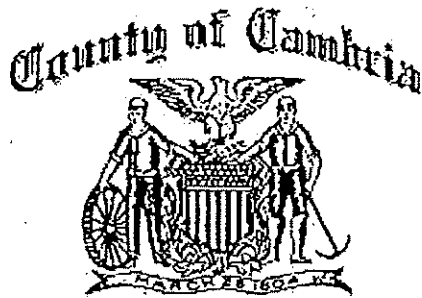
A copy of these memos follow.

Modified: 8/19/11

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH  
WILLIAM G. HARRIS




RONALD BAKER  
DIRECTOR

## Office of Human Resources

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### M E M O...

TO: Office Holders, Department Heads, Managers, Supervisors

FROM: Ron Baker  
Director of Human Resources 

DATE: April 28, 2006

RE: Response to Questions Regarding Flex-Time and Compensatory Time

Over the course of the last few months there have been questions regarding the differences between Flex-Time and Compensatory Time. After looking into the situation it is clear that these terms are being used interchangeably within the county, when in fact they are entirely different. This memo is intended to identify the differences with hope we can all be on the same page when we are discussing work scheduling and overtime issues.

Since Flex-Time and Comp-Time are routinely used interchangeably, depending upon which office or department an individual is working in, it is difficult for employees to understand the difference between the two. More importantly, from an HR perspective, consistency of terminology is essential in understanding different problems that are brought to our attention for discussion and resolution.

Flex-Time is based on the configuration of a work schedule while Compensatory-Time is simply paid time off in the future in lieu of being paid overtime pay at the time it is earned. Flex-Time represents moving work hours within a workday or week to accommodate either shifting levels or times of work on any given day or days. Flex-Time is not a by-product of overtime as is Comp-Time. Flex-Time is rarely used in the County and then only to accommodate sporadic special work circumstances and then only with the consent of supervision. Nothing requires a manager to deviate from a hard fast schedule and enter into a flex schedule.

A salaried-exempt employee may be required to work as many hours as may be determined by a manager to accomplish his or her work responsibilities. Some weeks or days require more time than others, but that is just part of the work regimen that can be expected with those in the salaried-exempt classifications.

Conversely, Compensatory Time or Comp-Time is a direct derivative of overtime. If an employee is ineligible for overtime then compensatory time can not be accrued. Only persons who can earn overtime (non-exempt employees) can earn Comp.-Time. Only persons who earn overtime can be granted Comp-Time in lieu of overtime payments. However, an employee cannot be required to take Comp-Time in lieu of overtime earned nor can an employer be required to grant Comp-Time in lieu of overtime payments. A mutual agreement between the employer and the employee or group of employee's is the only mechanism that grants Compensatory Time as an alternative to paid overtime.

Compensatory Time is paid time off whose earnings value is exactly the same as the earnings value that was associated with the overtime pay the employee opted to by-pass for the Compensatory Time. In other words, one overtime hour's monetary equivalent must be equal to the amount paid as straight time off to an employee. For example, 3 hours at time and one-half calculates to 4-1/2 Comp-Time hours.

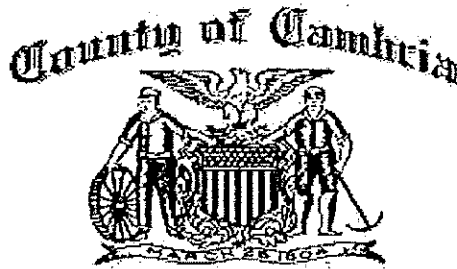
I hope this clears up any misunderstandings with respect to the terminology and how they are applied. Please feel free to call should there be any questions.

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

SALVATORE "SAM" VALENTY



RONALD BAKER  
DIRECTOR

## Office of Human Resources

401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### M E M O . . .

TO: All Department Directors/Administrators/Elected Officials

FROM: Ronald A. Baker, Director of Human Resources *RB*

DATE: October 22, 2010

RE: Comp Time

In April of 2006, I sent a Memorandum to all Management employees regarding the granting of Comp Time in lieu of paying overtime (memo attached). Back then, Comp Time allocations were occurring everywhere and records of comp time accruals were not done consistently.

In the intervening years between 2006 and present, Comp Time is again being allocated in some agencies, departments, and offices. This memo, directed by the Commissioners, once again underscores that the County will not agree to compensatory time in lieu of overtime payments. If your agency, department, or office has compensatory time currently allocated to any employees, please provide to the Human Resources Office the amount of time accumulated and the name of the person who is owed this compensatory time. I will need this information by the end of October.

Moving forward, no compensatory time can be approved. As each of you know, compensatory time is paid in lieu of overtime and cannot be accumulated unless there is a mutual consent of the employee and the employer.

The County is the employer and via this memo advising all employment areas that it is not consenting to the payment of overtime except via monetary compensation and then only with prior approval. No future comp time accruals will be recognized for anyone after October 31, 2010.

Employees that are Managers who are not eligible for overtime were never eligible for Comp Time under the Fair Labor Standards Act and will no longer be eligible for Comp Time approved post October 31, 2010. Managers such as this must work whatever hours are necessary to do their work. Working hours over their core hours does not give them the ability to take those hours as paid time off in the future. If this is occurring, it must also cease as of the October 31, 2010 date.

Thank you for your attention to this matter.

cc: Commissioners  
Mike Gelles  
Bryan Beppler  
Jean Contorchick

## **FLOAT DAYS**

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Cambria County offers float days to full-time bargaining unit employees, with the exception of members covered by the Assistant Public Defenders/Assistant District Attorney's Collective Bargaining Agreement.

The following is general information regarding this entitlement. Please refer to your Collective Bargaining Agreement for specific information, such as amount accrued and requirements, if any, when utilizing this time.

- A newly hired full-time employee must successfully complete his/her 90-day waiting period prior to receiving float days.
- A new full-time employee is eligible to receive between 0 to 3 Float Days in their hire year, depending on contractual language and the full-time hire date.
- UMWA Union does not have "Float Day" language in their contract.
- Float Days cannot be taken in increments, with the exception of the Telecommunicator position within the AFSCME Bargaining Unit, where time can be taken in hourly increments.
- The rate of pay for Float Days shall be the employee's regular straight time rate of pay.
- Unused Float time is not paid to an employee upon a resignation/retirement/termination.

Managerial employees and employees covered under the Assistant Public Defenders/Assistant District Attorney's Collective Bargaining Agreement do not have Float Days in that they receive time off designated as Paid Time Off (PTO) in which, based on their years of service, hour equivalents for Float Days have been incorporated.

Modified: 12/1/14, 6/28/17, 1/1/20, 2/27/23



## **FRAUD, MISAPPROPRIATION, THEFT, AND EMBEZZLEMENT**

Employees must not commit, aid, or assist in any fraud, misappropriation, theft, embezzlement, or any similar activities.

Employees must notify their Director/Supervisor immediately if they suspect or have information concerning any such wrongdoing involving the County, any employee or agent of the County, or anyone doing business with the County.

Each Director/Supervisor is responsible for guarding against these activities, which include, but are not limited to:

- Forgery or alteration of checks or other negotiable instruments
- Misappropriation of funds or any other assets
- Improper handling or reporting of money or financial transactions
- Improper handling of County property, assets, or information
- Destruction or unauthorized removal of records, furniture, fixtures, or equipment
- Fraud
- Falsification of County business or employee records

Modified 2/27/23

## ***HARASSMENT POLICY***

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Cambria County is committed to achieving and maintaining a work environment that is free from all forms of harassment. Harassment is unwarranted or unreciprocated behavior, which makes an employee or customer feel intimidated, offended, or belittled in the workplace.

The harassment of any individual because of race, color, gender, sexual orientation, religion, national origin, ancestry, age, marital or parental status, disability or other status protected under State or Federal Law, is strictly prohibited. There is zero tolerance regarding harassment or discrimination of any kind. This also includes unlawful harassment.

All employees are covered by and expected to comply with this policy. Management and Elected Officials are directly accountable for implementing and monitoring compliance with this policy. Appropriate disciplinary action will be taken against any individual who violates this policy, up to and including termination.

Any individual who believes that they have been the subject of any form of harassment and/or discrimination should file a verbal or written complaint to their Director / Elected Official and Human Resources immediately. The Human Resources Director will conduct a prompt and thorough investigation of the alleged incident or behavior named in the complaint to the extent possible, and appropriate corrective action, if warranted, will be taken.

Cambria County will not in any way retaliate against an individual who, in good faith, makes a complaint or report of harassment or discrimination, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of harassment or discrimination will not be tolerated and is subject to discipline, up to and including termination. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment or discrimination will be treated as confidential.

## ***HOLIDAYS***

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Cambria County offers holidays to full-time employees. The following is general information regarding this entitlement. Please refer to your respective Collective Bargaining Agreement for specific information, if applicable.

- A newly hired full-time employee must successfully complete their 90-day waiting period prior to receiving holidays.
- The following is a list of the Holidays paid by the County (see your specific Collective Bargaining Agreement for details, if applicable):
  - New Year's Day
  - Martin Luther King's Birthday
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving Day
  - Day-After-Thanksgiving
  - Christmas Day
- Monday shall be recognized as a holiday for all holidays occurring on a Sunday. Friday shall be recognized as a holiday for all holidays occurring on a Saturday. This applies to Departments/Agencies who work a Monday through Friday schedule. However, the 24/7 facilities receive the holiday on the holiday.
- All employees must work the scheduled work day prior to and after a holiday in order to receive pay for the holiday. If an employee reports off sick/sick family, they must produce a valid doctor's excuse in order to be paid for the holiday. Please refer to your Agreement for details.
- The applicable holiday pay will be applied based on the Collective Bargaining Agreement.

Modified 2/27/23

***HUMAN SERVICES AGENCIES -  
OFF-SITE DOCUMENT CONFIDENTIALITY AND  
SECURITY POLICY***

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The following policy titled "Off-Site Document Confidentiality and Security for the Human Services Agencies" was approved by the Commissioners on April 28, 2006. Please review its content for the details.

A copy of this policy follows.

COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN GJURICH*

*WILLIAM G. HARRIS*



*ROBERT A. SHAHADE*  
SOLICITOR

*MICHAEL GELLES, IV*  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

### Cambria County's Policy

#### Off-Site Document Confidentiality and Security For the Human Services Agencies

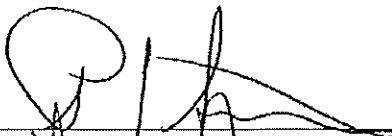
Adopted April 28, 2006

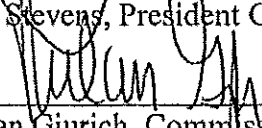
Work conducted by the various Human Services Agencies of Cambria County including the Area Agency on Aging, Children & Youth Services, Drug and Alcohol Program, and Mental Health and Mental Retardation often times requires agency staff to take documents or copies of documents out of the office. In every case, reasonable efforts must be followed to assure that the confidentiality and the security of these documents is maintained. With that understanding, the following represents the minimum measures to be taken by any agency staff person who must transport and use these documents in the field.

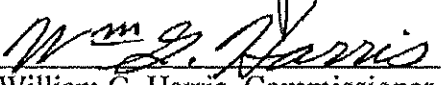
Agency staff will take only the **minimum** number of documents necessary into the field. Original documents may be taken into the field only when the originals are required, otherwise copies of these documents are to be used. Copies of documents utilized in the field will have dates of birth and Social Security numbers blacked out prior to their removal from the office (as appropriate for each agency.) In no case will rosters of caseloads be taken into the field.

When carrying multiple documents for multiple cases out of the office for meetings in homes or otherwise, agency staff is responsible to take only those documents related to the individual or family with whom they are meeting into the meeting. Agency staff is required to keep all documents they are carrying in their possession at all times and those taken out of the office for use later with different clients or in other meetings must be secured in the locked trunk of their personal car or the county vehicle, whichever they are using on that day as their means of transportation. At all times, agency staff must insure that they are carrying the documents they have used in a meeting they attend out of the meeting when it has concluded.

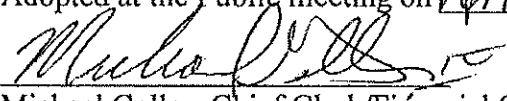
All agency staff must safely return all documents back to their file in the office as soon as possible after their use. In the event that agency staff does not return to the office at the end of the day they must remove all documents (and laptop computers) from their vehicle, and secure them in their residence. In these cases, agency staff is also responsible for maintaining the security and confidentiality of all documentation at their residence.

  
\_\_\_\_\_  
P. J. Stevens, President Commissioner

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at the Public meeting on April 28, 2006

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

## ***INCLEMENT WEATHER***

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Cambria County adopted a policy regarding reporting to work during inclement weather. This policy titled "Inclement Weather Policy" approved by the Commissioners on December 7, 2012 outlines the details. A copy of this policy follows.

There may be an occasion when the Commissioners determine that a forecasted severe weather system warrants the closure of "Non-Essential" County offices. This announcement may occur during work hours of the day previous to the closure date or prior to the start of the workday via public announcement. Employees should tune into local radio and television on a questionable day to see if the Commissioners have made such a determination.

All Prison personnel and 24/7 County operations are considered "Essential" and must be staffed. This requires all personnel at these locations to report for work every day, regardless of weather. In the event the weather prevents travel to work, employees must adhere to the reporting off procedures in place at each of these sites.

Modified: 12/1/14

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY



THOMAS P. LEIDEN  
SOLICITOR

DAVID KNEPPER  
CLERK

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

December 7, 2012

### INCLEMENT WEATHER POLICY

As we begin the winter season, we consider your safety and welfare to be of the highest priority as you travel to and from when traveling to your job.

We encourage all employees to exercise caution and good judgment when deciding if and when to travel due to the fact that the weather conditions in your locale may differ from other areas of the County.

Please allow extra time to reach your destination or wait until such a time as conditions improve to allow safe travel. If you feel you or your family's safety will be jeopardized, we encourage you to exercise your privilege of using an entitlement day. We encourage all employees to review the inclement weather policy found in the employees' handbook.

If you know that you will be late, please try to call in to notify your supervisor. Again, we urge you to use your best judgment.

We are looking forward to a safe and uneventful winter.

Thank you

Douglas R. Lengenfelder  
President Commissioner

Mark J. Wissinger  
Commissioner

Thomas C. Chernisky  
Commissioner

New Insertion: 12/1/14

## ***INDUSTRIAL HYGIENE POLICY***

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Cambria County adopted a policy regarding important safety rules and regulations within the County. This policy titled "Industrial Hygiene Policy" approved by the Commissioners on June 22, 2007 outlines the details. A copy of this policy follows.

If you have any safety-related questions or concerns, please contact the Cambria County Safety Director.

# NEWLY REVISED CAMBRIA COUNTY INDUSTRIAL HYGIENE POLICY

Cambria County is committed to the anticipation, recognition, evaluation and control of those environmental factors or occurrences arising in or from the workplace which could cause sickness, impaired health or injury among workers or citizens of the County.

## Procedures - Employee Reporting - Potential Hazardous Materials

- A. Employee notifies Elected Official, Department Head or Supervisor of possible hazardous condition.
- B. Elected Official, Department Head or Supervisor communicates problem to County Safety Director.
- C. County Safety Director determines what possible danger exists.
  1. Clean up and testing to be completed if in house capabilities are available.
  2. Testing to be conducted by independent or other facility if deemed necessary.
  3. Exposure levels and concentrate readings evaluated for healthful and legal limits.
  4. Test results to be made available to employees, nursing home residents, and the public; as applicable.
  5. Corrective measures (to avoid future occurrences) instituted.

## **MISSION STATEMENT**

Cambria County is committed to educate and influence employees to adopt safety, health and environmental policies, practices and procedures that prevent human suffering and economical losses arising from preventable causes.

## **GOALS AND OBJECTIVES**

Cambria County is committed to the anticipation, recognition, evaluation and control of those environmental factors or occurrences arising in or from the workplace which could cause sickness, impaired health or injury among workers or citizens of the County.

Our primary concern is a safety and health program that will reduce the number of disabling injuries and illnesses to an absolute minimum, thus controlling/reducing our liability and associated costs. Our goal is zero accidents and injuries: By maintaining a productive working environment while supporting positive attitudes of all workers. The safety and health of our employees continues to be our first consideration.

All accidents will be investigated and appropriately reviewed promptly and thoroughly, to determine the cause and corrective action taken to prevent the accident from happening again. Department Heads/Supervisors will be responsible for implementation of improvements to reduce/eliminate the cause of such accident.

Also, the conducting of a safety and health inspections program, to identify and eliminate unsafe work conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.

Modified 2/27/23

Modified 2/27/23

## ***INTERNAL FINANCIAL ASSETS FRAUD POLICY***

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The following policy titled "Internal Financial Assets Fraud Policy" was adopted by the Commissioners on February 28, 2013. Please review its content for the details.

A copy of this policy follows.

COMMISSIONERS

DOUGLAS R. LENGENFELDER  
PRESIDENT

MARK J. WISSINGER

THOMAS C. CHERNISKY



THOMAS P. LEIDEN  
SOLICITOR

DAVID A. KNEPPER  
CHIEF CLERK / CHIEF OF STAFF

*Office of County Commissioners*

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

February 28, 2013

**INTERNAL FINANCIAL ASSETS FRAUD POLICY**

**SCOPE OF POLICY**

This policy is established to facilitate the development of controls, which will aid in the detection and prevention of fraud against Cambria County. It is the intent of the County to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, or outside agencies doing business with employees, and any other parties with a business relationship with Cambria County.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position, title, or relationship to the County.

**ACTIONS CONSTITUTING FRAUD**

For the purposes of this policy, Fraud includes:

- Any intentional false representation or concealment of a material fact for pecuniary benefit.
- Forgery or alteration of any document or accounting belonging to the County.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of County activities.
- Disclosing confidential and proprietary information to outside parties.
- Improper disclosure to other persons of securities activities engaged in or contemplated by the County.
- Seeking anything of material value from contractors, vendors, or persons providing services/materials to the County.
- Accepting anything of material value greater than \$100.00 from contractors, vendors, or persons providing services/materials to the County.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.

- Similar or related inappropriate conduct.

If there is any question as to whether an action constitutes fraud under this policy, contact the Controller or District Attorney for guidance.

## **REPORTING PROCEDURE**

Any employee who suspects fraud under this policy should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Any employee who suspects fraud under this policy shall promptly notify their immediate supervisor or the Controller of Cambria County, except if the Controller or the staff of the Controller's Office may be implicated in the suspected fraud, the employee shall notify the District Attorney instead of the Controller. **The employee or other complainant may remain anonymous.** Any supervisor notified of suspected fraud under this policy will refer the allegation to the Controller, except if the Controller or the staff of the Controller's Office may be implicated in the suspected fraud, the supervisor shall notify the District Attorney instead of the Controller. When the Controller is notified, the Controller will determine the appropriate department to investigate the allegation.

The reporting individual will be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the investigating agency.

Management, Row Officers, and Department Heads are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Each member of the management will be familiar with the types of improprieties, which might occur within his or her area of responsibility, and be alert for any indication of irregularity.

## **INVESTIGATION RESPONSIBILITIES**

For each allegation reported to the Controller, the Controller will designate either the Controller's Office or the District Attorney's Office to lead an investigation. In determining the investigating department, the Controller will consider the totality of the circumstances, including but not limited to: the departments involved in the alleged fraud, the fiscal complexity of the fraud and the likelihood of criminal charges arising from the fraud.

The investigating department will coordinate the investigation with other affected areas, both internal and external, as necessary.

All inquiries concerning an activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the investigating department. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." No reference should be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or to any similar description.

Great care will be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

The investigating department will have the primary responsibility for the investigation of any allegation of fraudulent acts referred under this policy and the discretion to determine the proper conduct of the investigation.

The investigating department will have:

- Free and unrestricted access to all relevant County records and premises, whether owned or rented, except as prohibited by law.
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities, when it is within the scope of their investigation, except as prohibited by law.

The investigating department will treat all information received confidentially.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the County from potential civil liability.

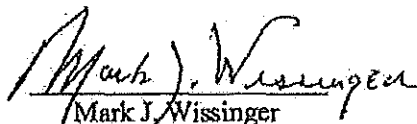
Upon conclusion of their investigation, the investigating department will report to the Board of Commissioners, will report to any other agency as required by law and will take any of action as required by law. The Board of Commissioners will decide whether to refer the investigation results to any additional law enforcement and/or regulatory agencies for independent investigation, and will make all necessary decisions on behalf of the County.

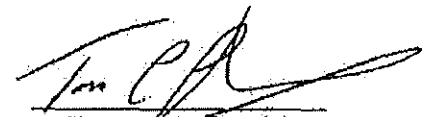
If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by Human Resources and the Board of Commissioners before any such action is taken.

#### ADMINISTRATION

Cambria County is responsible for the administration, revision, interpretation and application of this policy. The policy will be reviewed annually and revised as needed.

  
Douglas R. Lengenfelder  
President Commissioner

  
Mark J. Wissinger  
Commissioner

  
Thomas C. Chernisky  
Commissioner

Adopted by the Board of Commissioners, County of Cambria, PA at public meeting on February 28, 2013

Attest:   
David A. Knepper, Chief Clerk

Date: 03-04-2013

## ***JOB DESCRIPTIONS***

---

A written job description for each position within Cambria County is on file in the Human Resources Department.

The job description serves as an outline of the employee's essential duties and responsibilities of that position.

All new hires will receive a copy of their job description from the Human Resources Department upon hire.

All job descriptions contain language which includes: Basic Functions, Nature & Scope, Minimum Qualifications, Human Relations Skills, Requirements, Essential Duties and Responsibilities, Physical Demands, and Work Environment.

These job descriptions meet the standards set by Federal and State Governments pertaining to FLSA and ADA Laws.

Modified 2/27/23

## ***JOB POSTINGS***

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Job postings generally occur when a position becomes open. Most Collective Bargaining Agreements address the procedure for the posting of positions. Interest Sheets are utilized in some departments, including the Courts and Court-Related areas. Contract, policy, or statute determines how jobs are awarded. Union members should refer to their Collective Bargaining Agreement for how this process works within their work areas and others should check with Human Resources for these details. There is no guarantee that any vacant position will be posted and filled.

Bulletin Boards are available in most work areas. This is where Job Bids and Interest Sheets can be found. In addition, Human Resources has the Job Bids and Interest Sheets available for signing in their office location.

## ***JURY DUTY LEAVE***

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Employees who are called for Jury Duty shall be paid any applicable Jury Duty compensation, in addition to their regular wages for each day of jury service. Any subpoena or notice of Jury Duty should be presented to the employee's Director/Supervisor upon receipt of said notice. Specific Collective Bargaining Agreements may address Jury Duty leave differently. The language in the Collective Bargaining Agreement will supersede this general policy. For those not covered by a Collective Bargaining Agreement, this policy applies.

**Court-Legal Proceedings** – if any employee is subpoenaed or required to attend court, the following applies:

- County-Related (Work-Related) – if required or subpoenaed by the County to testify, the employee will be granted time off to attend court and will be compensated for all hours worked.
- Non-County Related (Non Work-Related) – if required or subpoenaed to testify, the employee will be granted a reasonable amount of time off from their position to attend court and must utilize their entitlements (example: Vacation, Personal, Float, and/or PTO Time).

## **LEAVE DONATION PROGRAM**

---

Several Collective Bargaining Agreements have a Leave Donation Program. If approved by Human Resources, this program entitles an employee to receive donated time (Sick, Vacation, Float, Personal Days, and/or PTO Time) from other members of their bargaining unit, as well as Management and Middle-Management employees within their Department/Agency.

A copy of the policy follows.

In addition, this program is available to Management and Middle-Management employees who work within a Department/Agency whose Collective Bargaining Agreement contains such language. Management and Middle Management employees can be the recipient or donor.

If an employee is granted leave donation, the following applies with regard to their medical and/or basic dental benefits:

- If the employee is within their 12-week FMLA period, they are responsible to pay the appropriate monthly co-pay share. This amount will be deducted from the employee's bi-weekly pay if in compensable status. If the employee is in non-compensable status, the Human Resources Department will bill the employee the appropriate amount due. The employee is required to submit payment via personal check payable to Cambria County.
- If the employee has exhausted his/her 12 weeks of FMLA, they are responsible to pay the entire monthly premium. This amount will be deducted from the employee's bi-weekly pay if in compensable status. If the employee is in non-compensable status, the Human Resources Department will bill the employee the appropriate amount due. The employee is required to submit payment via personal check payable to Cambria County.
- If an employee has met the criteria under the County's "Extended Medical Leave Policy" approved by the Commissioners on December 21, 2007, the employee may be entitled to extended medical coverage at the premium co-pay rate only for a period of time after they exhaust their FMLA-covered time. The time periods of extended coverage under the County's "Extended Medical Leave Policy" is determined by the length of service the employee has with the County.

A copy of the policy follows.

## MEMORANDUM OF UNDERSTANDING

### AFSCME

#### LEAVE DONATION PROGRAM

The Leave Donation Program provides a means for employees to voluntarily donate sick, personal, float, or annual leave to specific employees who have exhausted all paid leave. The leave is to be used for the recipient's own catastrophic injury or illness, or for the catastrophic illness or injury of a family member, consistent with contractual language.

Total paid, unpaid, and donated leave cannot exceed the twelve-week limit under the Family and Medical Leave Act.

#### **Recipients:**

1. A recipient must be a full-time employee who is eligible for inclusion under the FMLA.
2. A catastrophic illness or injury that poses a direct threat to life or to the vital function of major bodily systems or organs, and would cause the employee to take leave without pay or terminate employment, must be documented on a Family and Medical Leave Act Serious Health Condition Certification form. Examples of a catastrophic illness/injury are serious types of cancer, serious accident, major surgery, major heart attack, stroke, kidney failure, or other conditions that pose a direct threat to life, as determined by the County's Medical Director. Donated leave may not be used for work-related injury or illness; minor illness, injury or impairment; sporadic, short-term recurrence of a chronic, non-life threatening condition; short-term absences due to contagious diseases; or conditions such as those listed above. NOTE: An illness or injury may be considered a serious health condition as defined on the FMLA Serious Health Condition Certification form but NOT be considered catastrophic or pose a direct threat to life, and is therefore excluded from this policy.
3. Family member is defined as a spouse, child, stepchild, parent of the employee, or any other person listed under the FMLA.
4. The absence due to the catastrophic illness or injury of the employee or covered family member must be for more than 20 workdays in the current leave calendar year. Annual, personal, float, sick (for employee's own serious condition), sick family (for the serious health condition of a covered family member), holiday, compensatory, or unpaid leave may be used during the accumulation period. A separate accumulation period must be met for each catastrophic illness or injury and for each leave calendar year in which donated leave is used. Donated leave may not be applied to the required 20 workday accumulation periods.

## LEAVE DONATION PROGRAM (continued)

5. All accrued leave must be used as follows before any donation may be received.
  - For an employee's own catastrophic injury or illness, all accrued annual, sick, personal, float, holiday, and compensatory leave for the current leave year must be used.
  - For the catastrophic injury or illness of a covered family member, all accrued annual, personal, float, holiday, and compensatory leave must be used. All five days of sick family leave must be used.
6. Up to 8 weeks of donated leave per leave calendar year may be received for all conditions of the employee and covered family members cumulatively, as defined by FMLA. Donated leave is added to the recipient's sick leave balance when it is given. Recipients do not repay the donor for donated time. Leave usage is monitored closely to ensure that donated leave is used only for absences related to the catastrophic illness or injury.
7. The recipient's entitlement to leave under the FMLA, or the time period of approved leave time that does not fall under FMLA, will be reduced by donated leave that is used.
8. Donated leave may be used on an intermittent basis in full-day increments. However, each absence may be required by the County to be medically documented as due to the same catastrophic illness or injury.
9. An employee is not eligible to receive donations of leave if, during the previous six months, the employee has been placed on a written leave restriction, has received a written reprimand related to attendance, or has received a suspension for attendance.

### **Donors:**

1. A donor may voluntarily donate sick, personal, float, or annual leave to an employee within the donor's agency who meets the requirements of the Leave Donation Program. Donations may be made to multiple employees, as long as the minimum donation is made to each employee.
2. Donations must be made in increments of one day, but not more than five days can be donated to any one employee in the same leave calendar year. The donor's annual leave balance after donation cannot be less than the equivalent of five workdays of leave. The donor's sick leave balance after donation cannot be less than the equivalent of ten workdays of leave.

### LEAVE DONATION PROGRAM (continued)

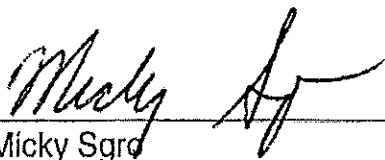
3. The donation is effected by the completion and submission of a Request to Donate Leave form to the union. The union will submit the form to the Personal Office. Leave is deducted from the donor's annual leave balance at the time of donation.

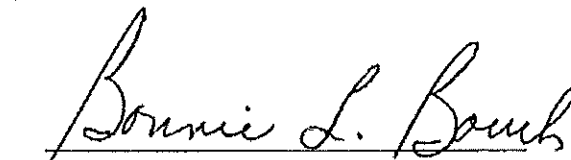
#### Communications:

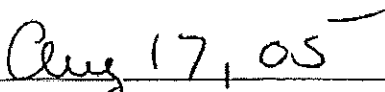
1. Offices shall communicate the need for leave donations within the AFSCME bargaining unit, if authorized by the employee. Individual employees shall not utilize work time or County materials or equipment to solicit donations.
2. No employee may intimidate, threaten, coerce, or pressure any other employee with respect to donating or receiving leave under this program.
3. All donations will be strictly confidential. However, a donor may inform the recipient of the leave donation.

#### Administration:

- No question related to this policy shall be subject to the grievance arbitration procedure set forth in the contract.
- This Donated Leave Program shall be in effect for a one-year trial period. It is understood that either party may terminate this program, provided they meet and discuss with the other party at least 30 days prior to the intended termination date. If neither party has requested termination of said program, both parties will meet to review the program and discuss the possible continuance of the program.

  
\_\_\_\_\_  
Micky Sgro  
AFSCME

  
\_\_\_\_\_  
Bonnie L. Bouch  
Cambria County

  
\_\_\_\_\_  
Date

The above Leave Donation Policy is extended through December 31, 2008.

## Cambria County

### Extended Medical Coverage for Catastrophic Medical Conditions Policy

Adopted January 1, 2008

In conjunction with the County's Family Medical Leave Program and the County Policy that addresses job retention during approved unpaid leaves of 180 days, the County implements the following policy to extend paid medical leave benefits to employees who are experiencing catastrophic medical conditions as follows:

- This extended leave must be for the catastrophic medical condition related to an ongoing FMLA covered event and for an FMLA covered relationships only.
- An employee must have exhausted all accrued leave and be outside of the FMLA coverage period (12 weeks) before such employee can use the extended medical coverage under this policy.
- Catastrophic medical conditions will be defined as those catastrophic medical conditions that pose a direct threat to life as determined by the County's Medical Director or another medical professional retained by the county to make this determination. Examples of catastrophic medical conditions include but are not limited to: serious types of cancer, major surgery, major heart attack, stroke, kidney failure, or other conditions that pose a life-threatening situation.
- Just because an employee is granted FMLA for a condition does not mean that condition qualifies as a catastrophic medical condition under this extended medical leave policy.
- Employees who are on extended leave for themselves or for a family member as defined under the FMLA for a catastrophic medical condition must have exhausted all FMLA covered time whether off paid or unpaid as well as all accrued time before the extended medical leave can begin.
- In the event that an employee meets all other criteria for the extended medical coverage for catastrophic medical conditions and he or she is covered by a Collective Bargaining Agreement or Memorandum of Understanding with the County that includes a Leave Donation Program, all donated leave must also be exhausted prior to using the extended medical leave coverage.
- Once all accrued entitlement time is exhausted (the employee's own as well as donated time where applicable) and the FMLA covered period has been exhausted in that benefit year and the employee is still unable to return to work due to the

catastrophic medical condition for themselves or an FMLA covered family member he or she will be afforded extended medical coverage by the County, subject to the employee's payment of applicable co pays, based on his or her years of service with the county. The employee must provide to the County Human Resources Department medical documentation of his or her inability to return due to the catastrophic medical condition. The County may require an independent medical review by their Medical Director or a medical professional retained by the county of the circumstances surrounding the request for extended medical leave if the county believes it is so warranted. Failure of an employee to cooperate with this independent review will result in an immediate denial of extended medical leave. The decision of the County regarding eligibility under this policy is final and is not subject to second opinions or appeal.

- Extended medical coverage for catastrophic medical conditions and the amount an employee will be entitled to, should they meet the eligibility criteria of this policy, will be based on their continuous years of full time service with the County in an employment capacity where they were entitled to healthcare coverage and where they opted to take such coverage.
- Employees with over 1 year continuous full time employment and to the end of their 4<sup>th</sup> year of continuous full time employment will be eligible for two months extended medical coverage.
- Employees with over four years continuous full time employment to the end of their 9<sup>th</sup> year of continuous full time employment will be eligible for 4 months extended medical coverage.
- Employee with 10 years or more of continuous full time employment will be eligible for 6 months extended medical coverage.
- Part-time employees who have medical coverage will have their full-time equivalent service time calculated on a yearly basis for the purpose of this entitlement by adding their total hours of work in the part-time capacity and dividing that number by the number of straight time hours a full-time employee would work in their classification over the course of a year.
- Per Diem employees and part-time employees that were not entitled to healthcare coverage or any employee who was eligible to take the medical coverage and opted not to take the coverage are not entitled to extended coverage under this policy.
- Extended medical coverage under this policy may not exceed the time period of their earned eligibility (2,4, or 6 months) in any two calendar years. The year count will begin in January of the year where the extended medical coverage begins. For example, a four-year employee who qualifies for extended medical leave begins his or her first day of extended medical coverage on May 1, 2007.

He or she would be entitled to use two months of extended medical coverage for years 2007 and 2008. In 2009, he or she would again be eligible for the extended medical leave in the amount of time dictated by their service if he or she met the policy criteria.

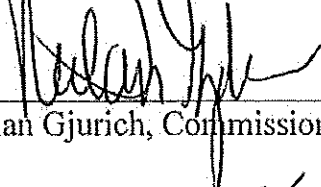
- Extended medical coverage must be taken immediately after the FMLA event that was considered as a catastrophic medical condition under the criteria set forth within this policy. Extended medical coverage is intended to be taken in a minimum of one-month blocks of coverage time and while these may be split up among different occurrences within the two calendar years outlined above they can not be split into blocks of less than one month. In other words, an employee with two months extended medical leave entitlement who needed two weeks of additional medical coverage who came back to work before a full month's coverage had passed would still be deducted one month from their two month entitlement within the two calendar year period. The other month could be used at another time for a different occurrence or a reoccurrence of the same catastrophic medical condition if all other eligibility criteria were met.
- Employees who opted for no healthcare coverage when they became eligible who took the health coverage buyout option are not entitled to the continued payment of the buyout option if they can not return to employment after the exhaustion of their FMLA leave and accrued time (theirs or donated) under this extended medical coverage program. Payments of the buyout option would resume after they return from their extended medical leave if they return to a classification that includes healthcare coverage and they opt out of such coverage.
- Even though an employee is covered by extended medical coverage under this policy, such time off the job will be counted toward the one hundred and eighty day (180) leave provisions pursuant to County policy that says an employee, upon approval, may be off on extended leave for one hundred and eighty (180) days before forfeiting their employment with the County. If an employee exceeds this one hundred and eighty (180) day period and fails to return on their 181<sup>st</sup> day they will be terminated from employment. Healthcare coverage under the extended medical leave policy will also terminate after the failure to report on the 181<sup>st</sup> day consistent with other employees who are terminated from employment. (This is not be confused with COBRA benefits that may apply).
- Employees that have more than 6 unapproved absences from their scheduled shifts (other than sick days with a doctor's excuse or the use of personal leave for an emergency or unexpected situation) in the previous 12 months prior to their request for extended medical coverage will not be eligible for extended medical coverage under the program on that particular occasion. In addition, any employee who has received a written warning or higher under the County Absentee / Tardiness policy within the last 12 months prior to their request for

extended medical coverage will also not be entitled to such coverage on that particular occasion.

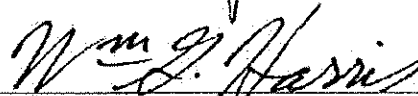
- Decisions made by the County Human Resources Department on the eligibility of an employee applying for extended medical coverage under this policy are not subject to the grievance procedure.
- This policy will take effect immediately upon passage by the Board of Commissioners.



P.J. Stevens, President Commissioner

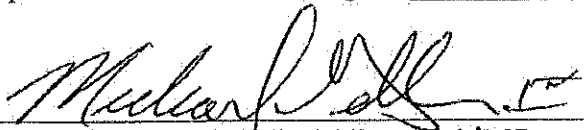


Milan Gjurich, Commissioner



William G. Harris, Commissioner

Adopted at the Public meeting on Dec 21, 2007



Michael Gelles, Chief Clerk/Financial Officer

New Insertion: 5/30/12

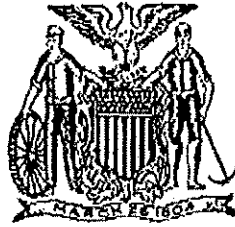
COMMISSIONERS

P. J. STEVENS  
PRESIDENT

MILAN G. JURICH

WILLIAM G. HARRIS

County of Cambria




RONALD BAKER  
DIRECTOR

## Office of Human Resources

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### M E M O . . . .

TO: Payroll Department

FROM: Ron Baker  
Director of Human Resources 

DATE: November 9, 2006

RE: Further Clarification of Payroll Issues during a  
Leave Donation Situation

Please adhere to the following in a Leave Donation situation:

- If an employee is utilizing leave donation time during his/her 12-week FMLA, the employee is responsible for paying only the medical/dental co-pay.
- If an employee is utilizing leave donation time and the period of time goes beyond 12-weeks, the employee will be responsible to pay the total monthly premium for his/her medical/dental coverage pursuant to the guidelines that are in place.
- Transfer sick time from an employee wishing to donate and give it to the employee needing the sick time one payperiod at a time.
- If an employee is utilizing donated leave time at the end of the year; then, effective the beginning of the new year (January 1), the employee must begin to utilize his/her own entitlement time. Any balance of donated leave they have when entering the new year may not be utilized until after all of the employees own entitlement time has been exhausted.
- If an employee is utilizing donated leave time, he/she is not eligible to receive holiday pay when a holiday occurs.
- An employee's union dues deduction or fair share payments should continue until such a time that the employee is without pay.

Thank you.

## ***LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT POLICY***

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Cambria County offers a Term Life Insurance and an Accidental Death & Dismemberment benefit to all full-time employees and part-time employees in specific classifications under certain Collective Bargaining Agreements. The following is a brief overview of the benefit:

- After successful completion of the 90-day waiting period, an employee is eligible for the Life Insurance & Accidental Death & Dismemberment Policy. The effective date of this policy is based on the following practice:
  - If the 91<sup>st</sup> day is on or prior to the 15<sup>th</sup> of the month, the policy will start the beginning of that month.
  - If the 91<sup>st</sup> day is on or after the 16<sup>th</sup> of the month, the policy will start the beginning of the following month.
- There is no employee payroll deduction for this benefit.
- The Life Insurance benefit is equivalent to an employee's annual salary to a maximum of \$50,000.00.
- The Accidental Death & Dismemberment benefit is available at an amount which equals the amount of life insurance applicable to you.
- The terms and conditions of the Life Insurance Policy and the Accidental Death & Dismemberment Policy are outlined in booklets available in the Human Resources Department.

Modified: 8/8/16

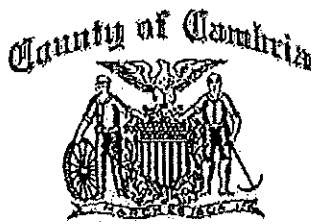
## ***LODGING***

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The following policy titled "Lodging Policy" was adopted by the Commissioners on August 29, 2008. Please review its content for the details.

A copy of this policy follows.

COMMISSIONERS  
P.J. STEVENS  
PRESIDENT  
MILAN GJURICH  
WILLIAM G. HARRIS



ROBERT A. SHAHADE  
SOLICITOR  
MICHAEL GELLES, IV  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440


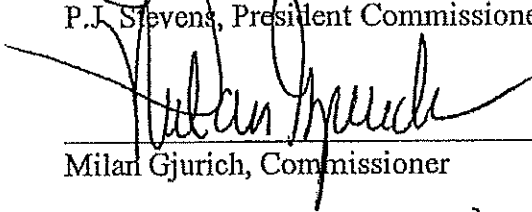
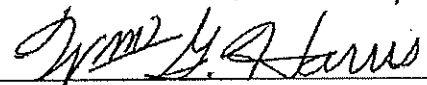
### Cambria County Lodging Policy

Adopted August 29, 2008

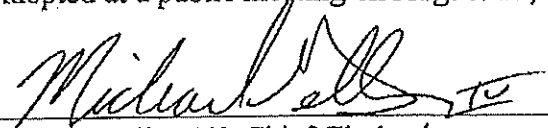
Effective August 15, 2008, no lodging shall be provided by the County for travel within a 75-mile radius from an employee's County agency office. In the event that a Department Head determines that this policy creates an undue hardship on a County employee, the Commissioners will review the determination and may grant exceptions on a case-by-case basis.

For travel beyond a 75-mile radius, lodging will only be granted with the Commissioners' prior approval as to site and cost or rate of stay.

Department Heads and employees will be held directly responsible for compliance with this policy.

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner  
  
\_\_\_\_\_  
Milan Gjurich, Commissioner  
  
\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at a public meeting on August 15, 2008.

  
\_\_\_\_\_  
Michael Gelles, IV, Chief Clerk

## **MEAL EXPENSE REIMBURSEMENT**

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Cambria County offers meal expense reimbursement to eligible employees.

Several Collective Bargaining Agreements contain language regarding meal expense reimbursement. However, in situations where meal expense reimbursement is not addressed in Collective Bargaining Agreements and for Management and Non-Represented employees, a policy titled "Meal Allowances While-On-Travel Policy" was approved by the Commissioners on July 15, 2011 outlining the details. A copy of this policy follows. This policy is a result of IRS regulations whereby all meal expenses that are not accompanied by an overnight stay are considered taxable income and will be paid via payroll with the appropriate taxes deducted.

The following is the designated amount of meal reimbursement:

Breakfast -	\$6.00
Lunch -	\$8.00 or \$9.00**
Dinner -	\$15.00, \$16.00, or \$18.00**

If meal reimbursement is appropriate, an employee must complete a "Miscellaneous Expense Form". A copy of this form follows. An employee must attach the appropriate original, itemized meal receipt (s). A credit card slip is not acceptable since it is not itemized. In addition, the maximum reimbursement for a tip amount on meals is 15%. Any requests for meal reimbursement must be submitted within 45 days of the date of the expense. Any requests beyond that timeframe cannot be processed. When submitting requests for reimbursement, please submit the expenses separated by respective months. All expenses for a particular month should be submitted together, not part of or with another month. Also, when reimbursement for meals is associated with an approved trip, a copy of the signed "Request for Travel Form" must accompany the "Miscellaneous Expense Form" so that payment can be expedited.

The Miscellaneous Expense Form must have the required signatures of the employee and the Director/Supervisor/Elected Official. This form must then be submitted to the Commissioner's Office for final approval. Reimbursement is done electronically via direct deposit either through the Controller's Office or via the employee's paycheck and therefore subject to taxes, whichever is appropriate.

In order for the Controller's Office to process an employee's reimbursement, an employee will be required to initially complete a "Direct Credit Vendor Payment Authorization Form". A copy of this form follows. The employee will not receive any type of notification of this direct deposit, but because expenses must be turned in no later than the 10th of each month, allow 10-15 days for your direct deposit.

\*\*Please refer to the Collective Bargaining Agreement for the appropriate amount of reimbursement due, if applicable. The amount of \$15.00 is the reimbursable amount for Dinner for Management and Middle-Management employees not covered by a Collective Bargaining Agreement.

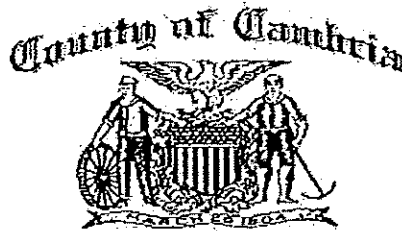


COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN G.JURICH

SALVATORE "SAM" VALENTY



RONALD BAKER  
DIRECTOR

Office of Human Resources

401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

Meal Allowances While-On-Travel Policy

(This Policy is established to comply with IRS Guidelines)

Effective July 15, 2011 the following will apply to the payment of employee meal allowances:

- I. In order to be paid a meal allowance, an employee must be on a travel which was previously approved by the Commissioners and must have an overnight stay associated with their travel to be entitled to any meal allowance.

The following applies up to the maximum reimbursement with an itemized receipt for each meal attached to a "Cambria County Miscellaneous Expense Form":

- A. On the day of departure for a trip that includes an overnight stay, the dinner meal only will be appropriate for payment.
  - B. On the day of the return from a trip that includes an overnight stay, the breakfast and lunch meals are the only meal allowances that are appropriate for payment.
  - C. On days between the departure and the return, the employee will be entitled to three (3) meals (breakfast, lunch, and dinner) which will all be appropriate for payment.
- II. No meals are appropriate for payment on any trip, in County or out-of-County, where an overnight stay is not involved.
  - III. When appropriate under this policy, meal payments will be made in accordance with current policy and/or union contracts.
  - IV. In the event that a meeting, conference, seminar, or re-training includes with its registration fee certain meals, an employee is not entitled to payment of meals provided via the registration fee on those days. All meal payments/ reimbursements for meetings, conferences, seminars or retraining must be accompanied by a meeting agenda so that it can be determined as to whether payment for meals is appropriate. Failure to provide an agenda will result in the denial of such payments/reimbursements for meals during this travel.
  - V. As with all expenditures over \$500.00, if the cost of a meal allowance request

New Insertion: 8/19/11

## Policy #11-04


meets or exceeds \$500.00, it shall be brought to the Board of Commissioners for approval at their public meeting for inclusion on their future agenda.

- VI. This policy covers all non-represented employees and represented employees whose Collective Bargaining Agreements are not adversely affected by this policy. IRS tax code requirements make it mandatory that meal allowances are handled in this fashion regardless of how such reimbursements have been processed in the past, either as policy or under the terms of a Collective Bargaining Agreement.




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P.J. Stevens, President Commissioner



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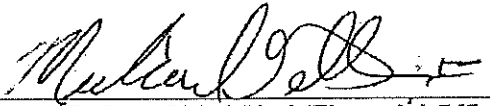
Milan Gjurich, Commissioner



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Salvatore "Sam" Valenty, Commissioner

Adopted at the Public meeting on July 15, 2011



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Michael Gelles, Chief Clerk/Financial Officer

New Insertion: 8/19/11

**DIRECT CREDIT VENDOR  
PAYMENT AUTHORIZATION**

I, \_\_\_\_\_ (Vendor), hereinafter called  
 VENDOR, hereby authorize **CAMBRIA COUNTY**, (Company)  
 hereinafter called COMPANY, to initiate credit payment entries to my  
 ( ) Checking ( ) Savings account (select one) indicated below at the  
 depository financial institution named below, hereinafter called  
 DEPOSITORY. Also, if necessary, initiate adjustments for any  
 transactions credited in error.

Vendor Name \_\_\_\_\_  
 (RECEIVING FUNDS)

Vendor Tax ID # \_\_\_\_\_

DEPOSITORY  
 BANK NAME \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing/Transit Number \_\_\_\_\_ Account No. \_\_\_\_\_

This authorization will remain in full force and effect until COMPANY  
 has received written notification from VENDOR of its termination in such  
 time and in such manner as to afford COMPANY and DEPOSITORY a  
 reasonable opportunity to act on it.

**VENDOR AUTHORIZATION**

Authorized  
 Name \_\_\_\_\_ Tax ID \_\_\_\_\_  
 PLEASE PRINT

Authorized  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: IN THE CASE OF REVOKED AUTHORIZATION, ALL WRITTEN AUTHORIZATIONS  
 MUST BE REVOKED ONLY BY NOTIFYING THE ORIGINATOR (COMPANY) IN WRITING  
 NO LATER THAN 15 DAYS BEFORE THE NEXT TRANSACTION EFFECTIVE DATE.**

**A VOIDED CHECK MUST BE ATTACHED TO THIS FORM. STAPLE VOIDED CHECK  
 BELOW.**

e-B 104

ACH CREDIT FILE

New Insertion: 11/30/12



## ***MEDICAL COVERAGE***

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Cambria County offers Medical Coverage as a benefit to all full-time employees and part-time employees in specific classifications under certain Collective Bargaining Agreements after completion of an on the job training period, with the exception of Elected Officials whose healthcare benefits start on the first day of their appointed position; benefits are afforded to their spouse and eligible child(ren) immediately with no waiting period. A copy of this policy approved by the Commissioners on January 14, 2016, follows.

Medical Benefits will start for employees and eligible dependents on the 16<sup>th</sup> of the month prior to the 90-day probation period ending.

Benefits for eligible spouses will start the 1<sup>st</sup> of the month of which the employee was hired (Some Collective Bargaining Agreements have a 2-year waiting period and others have a 3-year waiting period to add a spouse, please refer to your Collective Bargaining Agreement) providing the spouse has no alternative coverage and meets the requirements of the Comparable Coverage process. Management employees may add their spouse after a 2-year waiting period and meeting the requirements of the Comparable Coverage process.

The medical coverage eligibility date may be subject to change if the employee has any leave of absence.

\*During this 2-year waiting period, an employee may purchase coverage for a spouse at the County's applicable group rate for the coverage level they so desire. However, the **PSSU Human Services Professional/Supervisory (2-E)** and the **PSSU Human Services Support Staff Supervisory (2-F)** bargaining units have a 3-year waiting period to add a spouse in their Collective Bargaining Agreements. Comparable Coverage guidelines must be met.

A policy for Management and Middle-Management employees titled "Cambria County Healthcare Benefit Policies" approved by the Commissioners on January 13, 2005 outlines much of the same details. A copy of the policy follows. Language is included in each Collective Bargaining Agreement indicating the same with the exceptions listed above.

The monthly premium is shared by the County and the employee. The employee's co-pay share is set forth in each Collective Bargaining Agreement and/or County policy and is deducted from the employee's first two pays of each month.

This is a pre-taxed payroll deduction.

Modified 4/30/14, 8/8/16, 6/28/17, 1/1/20, 2/27/23

## ***MEDICAL COVERAGE (continued)***

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The Current benefit grid is available at [Cambriacountypa.gov](http://Cambriacountypa.gov), Human Resources, Additional Resource Files, Benefits for Active Employees and Retirees – Healthcare, Dental, and Vision.

An employee who chooses not to enroll in the County's medical coverage and provides documentation of medical coverage under a spouse's plan or a federally-funded program is eligible to receive a monthly Buyout on the second pay of each month in the amount of \$100.00. This Buyout is not subject to any mandatory or voluntary retirement contribution.

Comparable Coverage rules are in effect for all employees of the County whose spouse carries coverage with their employer. A policy, indicating such for Management and Middle-Management titled "Cambria County Comparable Coverage Policy" approved by the Commissioners on April 24, 2009, outlines the details. A copy of the policy follows. Language is included in the Collective Bargaining Agreements indicating the same. Failure to complete the Comparable Coverage form will result in loss of coverage.

Open enrollment is a period of time which the County has set for an employee to either opt in or opt out of the program and it takes place in November of each year so all changes are effective January of the following year. No changes to your medical benefits can occur outside this timeframe unless a qualifying event and/or a cost savings to the County occurs. Qualifying event changes occurring outside the open enrollment period will require proper documentation submitted to the Human Resources Department.

If an employee having medical coverage leaves employment with the County as a result of a resignation or termination, coverage with the County will have a termination date based on the effective date of the resignation/termination as outlined in the applicable Collective Bargaining Agreement. For all others, coverage will end the month of the resignation/termination.

Upon leaving employment, the employee may elect to continue coverage through COBRA.

If an employee having medical coverage leaves his/her employment with the County as a result of a qualified retirement, the employee must contact the Controller's Office to discuss retiree medical benefits (see "Retirement" section in Handbook").


Modified 12/1/14, 6/28/17, 1/1/20, 2/27/23


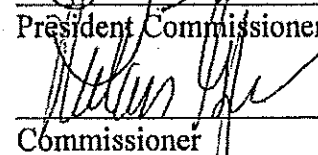
CAMBRIA COUNTY HEALTHCARE BENEFIT POLICIES  
ADOPTED JANUARY 1, 2005

For all Management and Middle Management and all bargaining unit employees' whose Agreements have been negotiated with this language and who are in compensable status hired on or after January 1, 2005, shall receive employee only healthcare benefits with the appropriate employee contribution as set forth in this Agreement. The employee may elect to obtain additional healthcare coverage beyond employee only. However, the employee shall be responsible for the entire cost of this additional coverage. Upon completion of three (3) <sup>years</sup> ~~years~~ (~~3~~ <sup>4</sup>) ~~per~~ <sup>per</sup> ~~for~~ <sup>for</sup> ~~benefit~~ <sup>benefit</sup> consecutive years of service with the County of Cambria, said employee shall be afforded the same healthcare coverage for their spouse and dependants at the same cost as an employee hired prior to January 1, 2005, with the same deductions as all other employees currently are paying.

In addition, effective January 1, 2005, the employee's share of the premium for healthcare will be the amount of the increase of the premium for 2005, but not to exceed ten percent (10%) of the total premium for the coverage they have selected. The County will be responsible for the remainder of the total premium cost.

Effective January 1, 2006, the employees' share of the premium for healthcare coverage will be ten percent (10%) of the total premium cost for the coverage they have selected, (i.e. individual, parent, parent & child, two person or family). The County will be responsible for ninety (90%) of the total premium cost).

  
Michael Gelles, Chief Clerk  
Adopted at the Public Meeting on  
January 13, 2005

  
\_\_\_\_\_  
President Commissioner  
  
\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**RESOLUTION  
OF  
THE COMMISSIONERS OF CAMBRIA COUNTY**

A Resolution of the Commissioners of Cambria County, documenting and modifying changes to policy relating to healthcare for eligible spouses of elected officials and non-elected employees.

Made this 14<sup>th</sup> day of January, 2016 at a regularly scheduled public meeting at which a quorum of Commissioners were present.

**WHEREAS**, the Cambria County Commissioners have previously, on January 5, 2005, established a policy related to healthcare requiring a contribution towards healthcare costs by all employees and requiring a three-year waiting period before spouses would be covered; and

**WHEREAS**, at least two changes have been made to that policy since 2005, which changes have not been documented by formal motion of the Commissioners; and

**WHEREAS**, the County Commissioners have in the past, recognized and acknowledged an across the board reduction to two years for the waiting period for coverage for spouses to non-elected employees, who are not subject to a different term specified in an applicable Collective Bargaining Agreement; and

**WHEREAS**, the County Commissioners have in the past extended healthcare coverage to the spouses of elected officials without application of the two or three-year waiting period on account of the limited duration of an elected official's employment; and

**NOW THEREFORE**, the Cambria County Commissioners hereby ratify and confirm:

- 1) the reduction of the three-year waiting period for covered spousal healthcare benefits to two years, for all employees except those covered by a different term in their Collective Bargaining Agreements; and
- 2) exemption from the three-year waiting period for spouse's healthcare coverage for elected county officials.

\_\_\_\_\_  
Thomas C. Chernisky, President Commissioner

William J. Smith  
\_\_\_\_\_  
William J. Smith, Commissioner

Mark J. Wissinger  
\_\_\_\_\_  
Mark J. Wissinger, Commissioner

ATTEST:  
Michael Gelles  
\_\_\_\_\_  
Michael Gelles, Chief Clerk

New Insertion 8/8/16

90-B

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

WILLIAM G. HARRIS



09-01

ROBERT A. SHAHADE  
SOLICITOR

MICHAEL GELLES, IV  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

### Cambria County Comparable Coverage Policy

Adopted April 24, 2009

Effective April 24, 2009, the following will become policy for all Cambria County Elected Officials, Directors, Managers, Mid-Level Managers, and unrepresented employees. The changeover pursuant to this policy directive will be done by June 30, 2009.

You must access your spouse's healthcare plan if:

1. Spouse has coverage which will allow you to participate

AND

2. Costs of your participation are equal to or less than \$1200 annually resulting from increased deductibles and increased premium co-pay share responsibilities on your spouse's plan.

You are required, if you are currently on the healthcare plan, to fill out the "Comparable Coverage Verification Form" (attached). In order to continue coverage, you must be able to attest to the fact that your spouse's coverage: 1) will not allow you to participate (if that is the case, please attach verification from his or her employer with the form) or 2) will cost you more than \$1200 in calendar year 2009, once increases in deductibles and co-pays on premiums are considered. There is a form to calculate these potential increases. If your costs exceed \$1200/year, please provide the signed "Comparable Coverage Verification Form", along with your calculations to the Human Resources Office. There is no need to complete the worksheet if your spouse's coverage does not exceed the \$1200 threshold. The County will automatically exclude you from coverage if you do not submit the Comparable Coverage Verification Form.

You must submit your signed-off Verification Form along with your Worksheet to the Human Resources Office in order for you to keep the County's coverage. Failure to turn in the required paperwork will result in cancellation of medical coverage until you do submit the verification. In the event you currently do not have coverage through the County, there is nothing you need to do at this time.

The Buyout for those not taking the County medical coverage will increase from \$83.33 to \$100.00 per month. You will receive this new amount beginning July 2009.

Your "Comparable Coverage Verification Form" and your "Comparable Coverage Worksheet" is due back to the Human Resources Office by June 1, 2009. If there is a problem with that timeframe due to trouble getting the information, you must call Human Resources to consider the request for a few more days based on the circumstances.

Failure to submit will result in the cancellation of your healthcare benefits until we receive proper verification. Carrying County healthcare coverage when you fit the criteria for use of your spouse's coverage will result in repayment of all premiums paid on your behalf. In addition, you will be responsible for any medical bills that were paid under the County medical plan.


If an employee's spouse has comparable coverage and the employee is eligible to obtain coverage under the spouse's policy, the employee must obtain coverage under the spouse's policy. For purposes of this section, comparable coverage shall be defined as medical coverage that will not result in out of pocket expenses to the employee greater than \$1,200.00 per calendar year. The only items attributable to this \$1,200.00 figure shall be:

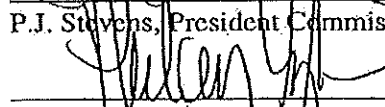
- (a) Increased contribution by employee for premiums solely to the extent they exceed employee's contribution under the County's plan. (Ex.: Employee contributes \$40.00/month on the County plan. By going on the spouse's plan, employee will be required to pay \$60.00/month for premium contribution. Out of pocket expense for purpose of this section is \$20.00/month).
- (b) Increase in applicable deductible between the County plan deductible and the deductible under the spouse's plan (Ex: Under the County plan, the deductible for family coverage is \$250.00 per year. The deductible under the spouse's plan for family coverage is \$500.00 per year. Out of pocket expense for purposes of this section is \$250.00 per year).
- (c) If the costs outlined in (a) and (b) in addition to the actual out of pocket expenses incurred by employee solely as a result of being on the spouse's plan exceed \$1,400.00 this would also represent a qualifying event which would entitle the employee to opt back into the County insurance.

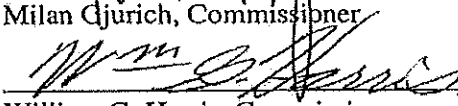
Each employee shall be required to annually complete a written verification form confirming that they are not entitled to coverage under the spouse's plan. Should an employee knowingly provide false information and be covered under the County plan when they should have been under their spouse's plan, the employee will be required to pay back to the County all premiums paid by the County on their behalf and shall also be responsible for payment of all medical expenses paid under the County plan during the applicable period.

This does not change the policy that is now in place regarding an Employee's post retirement healthcare coverage if he or she has the required service and age pursuant to the policy in place at their time of retirement. In other words, an Employee who carries spousal coverage under this section, and retires and meets the post retirement healthcare requirements in place at the time of their retirement can still opt for coverage in their retirement at the level of cost that was effective at the time of their retirement. Taking an opt out does not discount their years of service in any respect when it comes to meeting the service requirements for this coverage as long as they meet the other eligibility requirements which are age and date of hire.

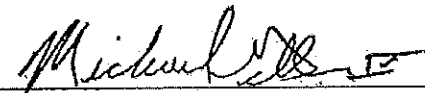
The County Human Resources Department has full discretion on determining what constitutes Comparable Coverage. Such reviews will be consistent with those being performed under Collective Bargaining Agreements that incorporate these provisions.

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at the Public meeting on April 24, 2009

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

## ***MEDICAL MARIJUANA POLICY***

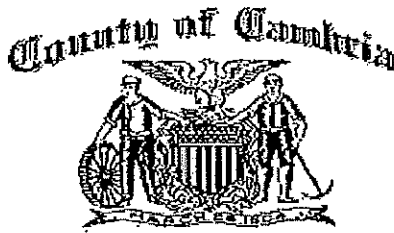
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A policy titled "Medical Marijuana Policy" was approved by the Commissioners on October 26, 2017. Please review its contents for the details.

A copy of this policy follows.

New Insertion: 11/3/17

COMMISSIONERS  
*THOMAS C. CHERNISKY*  
PRESIDENT  
*B.J. SMITH*  
*MARK J. WISSINGER*



*Bryan J. Beppler*  
Director of Human Resources

## Office of Human Resources

401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### **CAMBRIA COUNTY MEDICAL MARIJUANA POLICY NO. 2017-1**

Effective November 1, 2017, Cambria County fully complies with the terms and conditions of the Pennsylvania Medical Marijuana Act. In this regard, Cambria County will not discharge, threaten, refuse to hire or otherwise discriminate or retaliate against an employee regarding their compensation, terms, conditions, location or privileges solely on the basis of their status as an individual who is certified to use medical marijuana. It is the employee's responsibility to notify the Human Resources Department accordingly, if he/she has been certified to use medical marijuana. However, this protection shall not pertain to any County position or department which is subject to Federally mandated, drug free workplace programs, including CDL drivers and any other position that mandates the reporting of all positive drug tests, including positive tests for marijuana. This includes, but is not limited to, Sheriff Deputies, Probation Officers, Corrections Officers and staff, Detectives and Coroners. Additionally, Cambria County may refuse to hire a perspective employee or terminate an existing employee who is certified to use medical marijuana if their job duties involve the following categories:

1. Working with chemicals which require a permit issued by the Federal Government or State Government;
2. Working with high voltage electricity or any other public utility;
3. Working at heights or in confined spaces;
4. Performing any tasks which Cambria County deems life threatening, to either the employee or any of the employees of Cambria County;
5. Performing any duty which could result in a substantial public health or safety risk; and
6. Operation of any County or personal vehicle to conduct County business.

New Insertion: 11/3/17

The Pennsylvania Medical Marijuana Act shall in no way limit Cambria County's ability to discipline an employee for being under the influence of medical marijuana in the workplace or for working while under the influence of medical marijuana when the employee's conduct falls below the standard of care normally accepted for that position. An employee shall be considered under the influence if he or she has a blood content of more than 10 nanograms of active THC per milliliter of blood in serum.

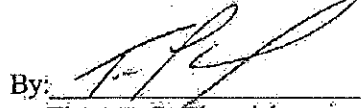
The protections afforded by the Pennsylvania Medical Marijuana Act only apply to those individuals who have a serious medical condition as certified by a physician and who have obtained a valid permit from the Pennsylvania Department of Health. Likewise, an employee is not permitted to utilize medical marijuana on Cambria County property or in their workplace.

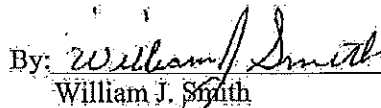
Adopted this 26<sup>th</sup> day of October, 2017, by the Cambria County Board of Commissioners to become effective November 1, 2017.

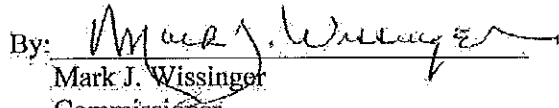
ATTEST:

  
Michael Gelles, IV, Chief Clerk

COUNTY OF CAMBRIA:

By:   
Thomas C. Chernisky,  
President Commissioner

By:   
William J. Smith  
Commissioner

By:   
Mark J. Wissinger  
Commissioner

New Insertion: 11/3/17

New Insertion: 11/3/17

## **MENTORING PROGRAM FOR TELECOMMUNICATORS**

---

The following policy titled "Mentoring Program for newly hired Telecommunicators at the 9-1-1 Center" was approved by the Commissioners on March 31, 2006. Please review its content for the details.

A copy of this policy follows.

The 911 Center has put together a Mentoring Program for newly hired Telecommunicators that will assist them in acclimating themselves to the work of a 911 Telecommunicator. This Mentoring Program would move a 911 Telecommunicator past classroom training with a qualified/certified Trainer who will be able to teach them specific on-the-job skills and integrate these new hires into the work regimen. This will assist the County in retaining new hires into this field and also ensure that their training is as in-depth and informative as possible.

**Phase II**

Phase II of the new Mentoring Program requires 200 hours of training by a Certified Training Officer. Numerous dispatchers will participate in this six (6) week program and it is the recommendation to the Salary Board that for each hour a Telecommunicator commits to Acting as a Certified Training Officer, they will receive a training incentive of \$2.50 per hour.

Total hours in Phase II for a new hire with a Certified Training Officer = 200 hours

Total dollars expected in training incentives is \$500.00 per new hire

**Phase III**

Oversight by Floor Supervisor of new hire that is ready to work at his/her own work station/counsel.

This period of oversight will be 6 weeks or 240 hours.

Training incentive to Floor Supervisor for additional training responsibility is \$1.00 per hour.

Total incentive costs in Phase III is \$240.00

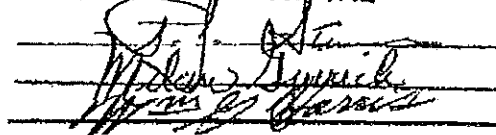
**TOTAL COSTS:**

Phase II - \$500.00 (200 hours @\$2.50 additional per hour)

Phase III - \$240.00 (240 hours @ \$1.00 additional per hour)

**TOTAL: \$740.00 PER NEW HIRE OVER AN 11-WEEK PERIOD**

COMMISSIONERS APPROVAL:



## **MILEAGE REIMBURSEMENT POLICY**

---

At the time of this Handbook's publication, the County recognizes the IRS standard, as adopted by the State of Pennsylvania, covering the amount of payment due to an employee when they use their personal vehicle on County-related business. The guidelines for approved mileage reimbursement and eligibility are reviewed by the County Controller's Office, in conjunction with Collective Bargaining Agreement standards or Agency policy that has been previously reviewed and adopted by the Commissioners and the County Controller's Office. Each Department/Agency is responsible for briefing their employees on the appropriate standards and documentation required for mileage reimbursement.

Further clarification regarding mileage expense within the Human Services Agencies can be found in a memo which follows.

If mileage reimbursement is appropriate, an employee must complete a "Mileage Reimbursement Request Form". A copy of this form follows. The required signatures of the employee and the Director/Supervisor/Elected Official must be on the form. Any requests for mileage reimbursement must be submitted within 45 days of the date of the expense. Any requests beyond that timeframe cannot be processed. When submitting requests for reimbursement for travel, please submit the expenses separated by respective months. All mileage expenses for a particular month should be submitted together, not part of or with another month. If mileage reimbursement is associated with an approved trip, please refer to the section in this Handbook under "Travel Expense Reimbursement".

The "Mileage Reimbursement Request Form" must then be submitted to the Commissioner's Office for final approval. Reimbursement is done electronically via direct deposit through the Controller's Office.

In order for the Controller's Office to process an employee's reimbursement, an employee will be required to initially complete a "Direct Credit Vendor Payment Authorization Form". A copy of this form follows. The employee will not receive any type of notification of this direct deposit, but because expenses must be turned in no later than the 10th of each month, allow 10-15 days for your direct deposit.

Modified: 11/30/12, 2/27/23

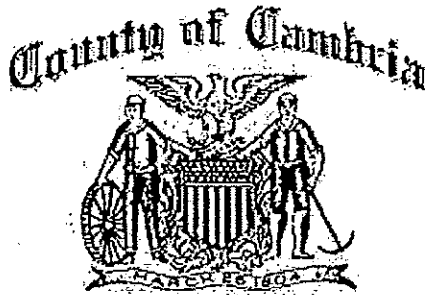


COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

WILLIAM G. HARRIS



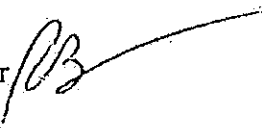
RONALD BAKER  
DIRECTOR

## Office of Human Resources

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

Memorandum

To: Human Services Administrators

From: Ronald Baker, Human Resources Director 

RE: Mileage Expense Clarification

March 5, 2007

As you are aware, there was a meeting on August the 10<sup>th</sup> of last year over employee complaints stemming from the processing and approval of certain mileage expenses claimed by caseworkers and care managers. After an exhaustive review that resulted in the settlement of a PSSU grievance over the issue, there is a better understanding of how such approvals and reimbursements for mileage expenses are and have been processed and paid under the policy.

Before going through this short explanation that addresses the issues addressed at the 8/10/06 meeting, please let me advise everyone that there has been no change to the 1994 county policy with respect to these issues and how they are handled. The current policy needs no revision and there are no present plans for any revision. What is outlined below is in conformity with the current policy and according to my review is how they have been handled in large part in the past and should be handled in the future. As to why the changes between March and July of 2006 were implemented in one agency that resulted in all the confusion is still without clear answers and as such it at this point does not matter.

Therefore, with all that said, pursuant to the 1994 travel and expense policy;

1. Supervisors have discretion as to their approval of an employee's mileage request for reimbursement. They have in the past and do currently. If there is any change in that practice in the future it will be communicated to you. However, it is also

their responsibility to see to it that the guidelines are followed appropriately and applied in equal fashion to all employees under their charge.

2. While it is the supervisor's responsibility to approve mileage that is appropriate under the policy, it is also their responsibility to redline expense claims that are not within policy guidelines. However, the supervisor is responsible for letting the employee know the reason for any adjustment on the employee's expense voucher before the employee sees the correction on his or her expense check.
3. Consistent with policy and how this has been handled in the past any mileage resulting from a trip from the employee's home to the office or from the office to an employee's home is non-reimbursable. However, if an employee leaves their home to visit a consumer, that mileage is reimbursable. But should a trip from a consumer's home or meeting to the office take place, it is not reimbursable. A trip from the office to a consumer is reimbursable as well as a trip from a consumer's residence to the caseworker or care manager's home at the end of the day. That is as simple as I can make it. Any questionable areas with respect to mileage reimbursement will be addressed by the agency employee's supervisor pursuant to the 1994 policy and dealt with accordingly.

All expense reimbursement requests are to be thoroughly reviewed by the supervisor and it is the supervisor's responsibility to correct any employee travel patterns that may be found to be unnecessary and/or not in the interest of the most cost effective, efficient and productive accomplishment of an employee's work in the field.

Those are the issues that were addressed in the August 10<sup>th</sup>, 2006 meeting and those are the only issues that I will address via this memorandum. The reason there is supervisor discretion built into the policy is because there are a myriad of potential travel possibilities that could occur and it is impossible to address each and every scenario in any policy. If there are questions that a supervisor cannot answer, he or she should consult their agency administrator who will either give them appropriate direction or seek answers for the question/s being posed. I trust this clarifies the issues that arose in the various PSSU bargaining units.

Thank you for your attention to this matter, including your transmittal of this information to those who are in need of it.

CC. Pat DeRubis  
Roger Ripple  
Ed Cernic, Jr.

**DIRECT CREDIT VENDOR  
PAYMENT AUTHORIZATION**

I, \_\_\_\_\_ (Vendor), hereinafter called  
 VENDOR, hereby authorize *CAMBRIA COUNTY*, (Company)  
 hereinafter called COMPANY, to initiate credit payment entries to my  
 ( ) Checking ( ) Savings account (select one) indicated below at the  
 depository financial institution named below, hereinafter called  
 DEPOSITORY. Also, if necessary, initiate adjustments for any  
 transactions credited in error.

Vendor Name \_\_\_\_\_  
 (RECEIVING FUNDS)

Vendor Tax ID # \_\_\_\_\_

DEPOSITORY  
 BANK NAME \_\_\_\_\_ Branch \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Routing/Transit Number \_\_\_\_\_ Account No. \_\_\_\_\_

This authorization will remain in full force and effect until COMPANY  
 has received written notification from VENDOR of its termination in such  
 time and in such manner as to afford COMPANY and DEPOSITORY a  
 reasonable opportunity to act on it.

VENDOR AUTHORIZATION

Authorized  
 Name \_\_\_\_\_ Tax ID \_\_\_\_\_  
 PLEASE PRINT

Authorized  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: IN THE CASE OF REVOKED AUTHORIZATION, ALL WRITTEN AUTHORIZATIONS  
 MUST BE REVOKED ONLY BY NOTIFYING THE ORIGINATOR (COMPANY) IN WRITING  
 NO LATER THAN 15 DAYS BEFORE THE NEXT TRANSACTION EFFECTIVE DATE.**

**A VOIDED CHECK MUST BE ATTACHED TO THIS FORM. STAPLE VOIDED CHECK  
 BELOW.**

e-B 104

New Insertion: 11/30/12

## ***MILITARY LEAVES OF ABSENCE***

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Cambria County grants military leave for full-time employees consistent with Federal Law, The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects civilian job rights and benefits for veterans and members of Reserve components. Please refer to your Collective Bargaining Agreement, if applicable, for specific information regarding the amount of leave available and requirements, if any, for utilizing the leave days.

A newly hired full-time employee must successfully complete their 90-day waiting period prior to being eligible for Military Leave.

Service members must provide advance written notice to Human Resources unless giving notice is unreasonable or precluded by military necessity.

If you are a member of a Military reserve or National Guard unit, you will be granted a military leave of absence to attend annual training. Full-time employees are eligible to receive a maximum of fifteen (15) paid days per calendar year.

If you are called to active military duty or voluntarily enlist, you are NOT eligible for paid time off. However, you are eligible to utilize and receive payment for any accrued entitlement time and or compensatory time earned.

The cumulative amount of time that an eligible employee may be absent from work for military duty and while retaining re-employment rights is five years.

Health and pension plan coverage for service members is protected by USERRA. If performing military duty more than 30 days, you may elect to continue employer-sponsored health care coverage for up to 24 months. However, you are required to pay 100% percent of premium. If military service is less than 31 days, health care coverage is provided, as if employed, and the employee is responsible for their applicable medical co-pay share.

Modified 2/27/23

## ***MOTOR VEHICLE RECORDS POLICY***

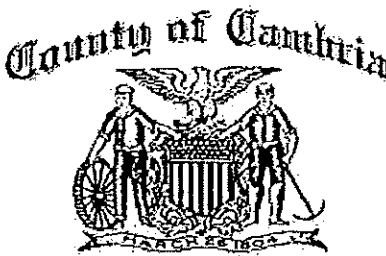
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The following policy titled "Motor Vehicle Records Policy" was adopted by the Commissioners on March 14, 2013. Please review its content for the details.

A copy of this policy follows.

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100

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY



## Office of Human Resources

Human Services Building  
401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
Telephone: (814) 472-1610  
Fax: (814) 472-1457 (Payroll-Related Items)  
Fax: (814) 472-2127 (All Other Correspondences)

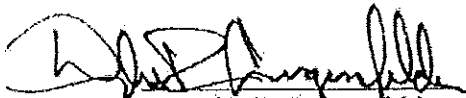
### Motor Vehicle Records Policy

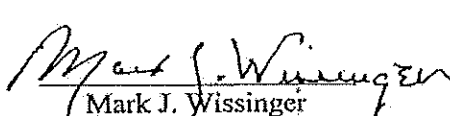
Effective Date: 3/18/13

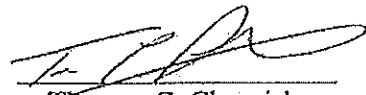
It is the policy of Cambria County to obtain motor vehicle records and reports from the Pennsylvania Department of Transportation or any other state appropriate department on all prospective new hires and employees on an annual basis. A valid driver's license is a condition of employment for prospective new hires and employees where the driving of a personal or county car to conduct County business is an essential duty and responsibility of their position. Cambria County will adhere to the PA Department of Transportation's guidelines as it relates to maintaining a valid driver's license through the state of Pennsylvania.

All applicants for hire and employees will be required to complete a Motor Vehicle Records Authorization Form. This form authorizes the Human Resources Department to obtain and generate a Motor Vehicle Report (MVR) from the Pennsylvania Department of Transportation or any other state appropriate department for prospective new hires and employees. A Motor Vehicle Report is a report that details an individual's driving record and indicates the status of his/her driver's license.


The Human Resources Department will be responsible for reviewing all MVR information. All motor vehicle record information obtained by Human Resources will be held strictly confidential. If having a valid driver's license is an essential requirement of your position, the failure to notify the Human Resources Department immediately of any driver's license suspension will result in discipline, up to and including termination. In addition, if having a valid driver's license is an essential requirement of your position, the Cambria County Commissioners will have final authority on driving privileges of employees conducting County business.

  
Douglas R. Lengenfelder  
President Commissioner

  
Mark J. Wissinger  
Commissioner

  
Thomas C. Chernisky  
Commissioner

Adopted by the Board of Commissioners, County of Cambria, PA at public meeting on March 14, 2013

Attest:   
David A. Knepper, Chief Clerk

Date: 03-14-13

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY



Bryan J. Beppler  
Director of Human Resources

## Office of Human Resources

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Fax: (814) 472-2127 (All Other Correspondences)

### MOTOR VEHICLE RECORDS AUTHORIZATION

I am aware that motor vehicle records and reports may be obtained through the Pennsylvania Department of Transportation or any other state appropriate department as part of Cambria County's evaluation of my job application and/or employment. The reports secured by Cambria County may include personal information relating to my driving record.

By signing this form, I hereby authorize Cambria County to obtain and generate motor vehicle record checks as deemed appropriate. If having a valid driver's license is an essential requirement of the position, I understand the failure to notify the Human Resources Department immediately upon notification of any driver's license suspension will result in discipline, up to and including termination.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Print Name as it appears on Driver's License

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issuance



## **OPEN DOOR POLICY / CIVIL RIGHTS COMPLAINT PROCESS**

It is the policy of Cambria County to make available to all employees contact numbers if he/she feels that they have been discriminated against. A policy titled "Open Door Policy / Civil Rights Complaint Process" approved by the Commissioners outlines the details.

A copy of this policy follows.

Cambria County  
Cambria County Courthouse  
Civil Rights Complaint Process

OPEN DOOR POLICY

**INTERNAL STEPS**

- Step 1 If you have been discriminated against on the basis of race, color, religious creed, ancestry, national origin, age, handicap, sex or sexual preference, gender identity or expression, discuss your concern with your immediate supervisor, or the Equal Employment Opportunity/Affirmative Action Office, Human Resources Director, and seek a solution through verbal conciliation.
- Step 2 If you are not satisfied with such verbal appeal, follow up by filing a written complaint with the manager of his/her designee.

**EXTERNAL STEPS**

- Step 3 If Step 2 yields no satisfactory resolution to your complaint, contact the Bureau of Civil Rights Compliance, Department of Public Welfare, within 90 days of the alleged discriminatory act (addressed below).
- Step 4 If, after exhausting the steps outlined above, you feel further action is warranted, refer your case to the Pennsylvania Human Relations Commission (PHRC) and/or the Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discriminatory act (addressed below)

Call or file case in person at:

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
Harrisburg, PA 17105  
(717) 787-1127

Pennsylvania Human Relations Commission  
301 Chestnut Street, Suite 300  
P.O. Box 3145  
Harrisburg, PA 17105  
(866) 667-6572

Office of Civil Rights  
US Department of Health & Human Services  
Region III, P.O. Box 13716  
Philadelphia, PA 19101  
(800) 368-1019

Bureau of Civil Rights Compliance  
Department of Public Welfare  
Western Field Office  
Room 702 State Office Building  
300 Liberty Avenue  
Pittsburg, PA 15222  
(412) 565-2232

Signature: \_\_\_\_\_

Date: April 7, 2011

Equal Employment Opportunity/Affirmative Action Officer  
Cambria County Courthouse  
Human Resources  
Ebensburg, PA 15931  
(814) 472-1610

## **ORIENTATION/WAITING PERIOD/PROBATIONARY PERIOD**

All new full-time employees have a 90-day waiting period and a six (6) month probationary period. These periods run concurrently.

During this period of time, the Elected Official/Director/Supervisor will closely monitor and document the new employee's attendance, punctuality, attitude, staff interaction, responsiveness to supervision, and job performance.

At the completion of the 90-day waiting period, a full-time employee will be eligible for any entitlement time due to them under their contract or County policy, whichever is applicable. The employee will receive a notice from the Human Resources Department indicating that they have successfully completed their waiting period and the entitlement time available at that point in their employment.

The employee will also be eligible for medical/dental/vision and group-sponsored life insurance benefits. Please refer to the appropriate section of this Handbook for details.

Any employee in their six (6) month probationary period may be terminated from employment at the sole discretion of the County, at any time and for any reason, with or without notice.

An employee hired into the position of Correctional Officer or Telecommunicator is required to successfully complete a training period.

Probationary periods may be extended when there are unavoidable extenuating circumstances or deemed necessary. These cases are reviewed by the Human Resources Department with recommendations to the Board of Commissioners.

Modified: 4/30/14, 8/15/22, 2/27/23

## ***PAYROLL DEDUCTIONS***

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Cambria County has **mandatory** payroll deductions required by either the federal, state, county, and/or local (city) government and are mandatory for full-time, part-time, and per-diem employees (unless otherwise stated). In addition, Cambria County has **optional** payroll deductions which are available to full-time employees and part-time employees who are covered by a Collective Bargaining Agreement

The following is a list of the **mandatory** payroll deductions which are effective immediately upon hire:

- **Retirement**
  - Full-Time Employees Only\*.
  - An employee must elect to contribute between 9% and 19% of their total gross earnings to his/her pension plan.
  - If an employee desires to change his/her contribution amount, it must be done after the last pay of the current year and prior to the 1<sup>st</sup> pay of the new year.
  - Details of the retirement plan are outlined in “Cambria County’s Retirement Plan Booklet” that is distributed to all new hires and available in the Human Resources Department.
    - \*If an employee was previously employed full-time with the County and his/her current per-diem employment ran concurrently with the full-time employment, then the retirement benefit does not cease.
- **Federal Withholding Tax**
- **FICA**
- **Medicare**
- **State Tax**
- **PA Unemployment Compensation**
- **Local Service Tax (LST) (Previously known as Occupational Privilege Tax )**
  - Amount of the deduction is based on the employee’s work location.
  - A new employee who may have paid his/her Local Service Tax through a previous employer must provide proof of the deduction to the Human Resources Department upon hire in order for the deduction to be waived.
- **Earned Income Tax (Local Tax)**
  - Amount of the deduction is based on the employee’s home address and work location combined.
- **Wage Attachment (Example: Child Support)**

Modified: 4/30/14, 1/1/20

## ***PAYROLL DEDUCTIONS (continued)***

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The following is a list of the optional payroll deductions for full-time employees and part-time employees who are covered by a Collective Bargaining Agreement which are effective immediately upon hire:

- **Insurance Policies (Example: AFLAC and AIG)**
  - An employee can only opt in or out of coverage at the Open Enrollment time which is in April with a May effective date.
- **USSCO Credit Union**
- **Health Care First Credit Union**
- **United Way**

The following is a list of the optional payroll deductions for full-time employees and part-time employees who are covered by a Collective Bargaining Agreement which are effective after the completion of an employee's 90-day waiting period:

- **Union Dues**
  - Applicable only if the full-time or part-time position is covered by a Collective Bargaining Agreement and a dues deduction authorization card is on file with the County.
- **Medical Coverage Co-Pay Share**
  - See "Medical Coverage" section for details. This premium is shared by the employee and the employer.
- **Basic Dental Co-Pay/Premium**
  - See "Dental Coverage-Basic Plan" section for details. This premium is shared by the employee and the employer for the single level of coverage; however, with other levels of coverage, the employee is responsible for the entire premium.
- **Optional Dental Premium**
  - See "Dental Coverage-Optional Plan" section for details. The employee is responsible for the entire premium.
- **Optional Vision Premium**
  - See "Vision Coverage-Optional Plan" section for details. The employee is responsible for the entire premium.

## ***PERSONAL DAYS***

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Cambria County offers personal days to full-time bargaining unit employees, with the exception of members covered by the Assistant Public Defenders/Assistant District Attorney's Collective Bargaining Agreement. The following is general information regarding this entitlement. Please refer to your Collective Bargaining Agreement for specific information, such as exact amount accrued and requirements, if any, when utilizing this time.

- A newly hired full-time employee must successfully complete their 90-day waiting period prior to receiving personal days.
- A new full-time employee is eligible to receive between 0 to 3 personal days in their hire year, depending on contractual language and the full-time hire date.
- In the year following the hire year, an employee is generally eligible to receive 3 personal days per year. Some contracts may vary; therefore, an employee should refer to their Collective Bargaining Agreement. In several Collective Bargaining Agreements, employees earn an additional 1 to 2 personal days after the completion of twenty (20) years of service.
- Personal days can be taken in increments of one-quarter hours. An employee leaving work early or coming to work late and utilizing personal time will be charged the exact amount of personal hours and/or fraction of hours from their balance.
- Unused personal time at the end of any year cannot be carried over into the new year.
- Unused personal time at year's end is not paid to an employee.
- Unused personal time is not paid to an employee upon a resignation/retirement/termination.
- The rate of pay for Personal Days shall be the employee's regular straight time rate of pay.

Managerial employees and employees covered under the Assistant Public Defenders/Assistant District Attorney's Collective Bargaining Agreement do not have Personal Days in that they receive time off designated as Paid Time Off or PTO in which, based on their years of service, hour equivalents for Personal Days have been incorporated.

Modified 2/27/23

## ***PERSONNEL FILES***

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Personnel files may be reviewed in their entirety by the Human Resources Director or their designee or by the employee. The employee wishing to review their file must submit a written request to the Human Resources Director. A mutually agreed upon time will be set for the employee to review the file in the Human Resources Department. The Human Resources Director or their designee will sit with the employee during the course of this review.

Directors/Supervisors/Elected Officials performing employee evaluations on their respective staff may request to review an employee's file, but access shall be limited to the following:

- Attendance Records
- Disciplinary actions since the last evaluation
- Previous year's employee evaluation
- Certification/Licensure Information (where applicable)

In addition, the Controller's Office, who is responsible for the pension process, may need to access an employee's file for pertinent information upon their leaving employment with the County.

Except for the instances outlined above, no one, other than the Human Resources Director or their designee, may review the file unless the employee provides explicit approval to release their file information by submitting a signed and dated authorization to the Human Resources Department. This authorization shall include the name of the entity/agency whose representative may have access to the file.

Under only limited circumstances, an employee may request a copy of a file document. This is limited to filed licenses, clearances, or other certifications that may be necessary for a current or former employee to obtain employment elsewhere. In these limited cases, a copy fee may be imposed. A written request for this information and the reason for the need to have such information must be sent to the Human Resources Director for review and consideration.

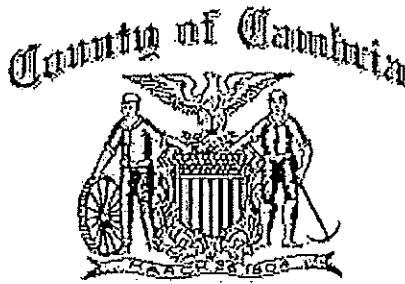
The following policy titled "Employee Personnel Files" was approved by the Commissioners on July 21, 2006. Please review its contents for the details. [A copy of this policy follows.](#)

COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN GJURICH*

*WILLIAM G. HARRIS*



*RONALD BAKER*  
DIRECTOR

## Office of Human Resources

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### Cambria County's Policy

### Employee Personnel Files

Adopted July 21, 2006

It is the policy of Cambria County to maintain all employee personnel files in a safe, secure and confidential manner.

The following outlines the general guidelines for the maintenance of all employee files:

- Personnel files shall include the employment history of the employee and shall include wage and salary information, disciplinary actions, awards, certificates, pertinent educational information as it relates to employee employment criteria, leave records, dates and changes in job classifications or assignments, job titles and work locations, attendance records, employee evaluations, payroll processing information, proof of citizenship or work permit information, licensure/certification information and background checks (where applicable), as well as other information germane to an employee's work history. Types of documents held in the employee file may differ somewhat based on the agency, office, or job occupation held by the employee.
- Personnel files shall be located in a secured area of the Human Resources Department in an area where they can be overseen during business hours and locked up at the close of the business day. Only the Human Resources Director or his/her designee will be able to unlock the records.
- Personnel files shall not leave the Human Resources Department except as may be required by court order and then only after consultation with the County Solicitor or in the event the Human Resources Director or his or her designee is using the file within the realm of his or her official capacity. In the event there is a court directive to release the file, the County may require a subpoena from a court to release the records. In the event that occurs, only copies of the file contents shall be released.

- Personnel files may be reviewed in their entirety by the Human Resources Director or his or her designee or by the employee. The employee wishing to review his or her file must submit a written request to the Human Resources Director. A mutually agreed upon time will be set for the employee to review the file in the Human Resources Department. The Human Resources Director or his/her designee will sit with the employee during the course of this review.
- Managers performing employee evaluations on their respective staff may request to review an employee's file, but access shall be limited to the following:
  - Attendance Records
  - Disciplinary actions since the last evaluation
  - Previous year's employee evaluation
  - Certifications/Licensure Information (where applicable)

This review will also be conducted in the presence of the Human Resources Director or his or her designee.

- Except for the instances outlined previously, no one, other than the Human Resources Director or his/her designee may review the file unless the employee provides explicit approval to release their file information by submitting a signed and dated authorization to the Human Resources Department. This authorization shall include the name of the entity/agency whose representative may have access to the file. If there are any limitations to the review, the employee authorization must outline that limitation within the authorization. Otherwise, it will be assumed that all documents are available for review.

In addition to the employee authorization, any individual from an inquiring entity/agency must also have in his or her possession their own release authorization with the employee's signature granting permission for the file review. This release authorization from the agency/entity requesting the file review must also be dated. The employee authorization granting rights of review to an individual from an outside entity or agency cannot predate or postdate the entity/agency's release authorization by more than one year. If this occurs, access will be denied at that time and the employee will be required to notify the Human Resources Department again in writing that the requested review is appropriate. No access will be granted to the outside entity/agency until the written authorization is received from the employee.

After the credentials of the inquiring individual have been reviewed and all signed authorizations are found to be in place and appropriate, the review of the file will be granted and done in the presence of the Human Resources Director or his or her designee. The name of the agent for the entity/agency will be recorded, along with his/her business address, contact information and other pertinent information. All this information, along with a copy of the authorization the agent presented at the time of the review request, will be placed in the employee folder as record of the inquiry. Nothing can be removed permanently from the employee file nor will photocopying be permitted.

- In the event that a past employee signs off on an authorization with an outside agency/entity to perform a review of his or her personnel file and there is no letter in the employee file to Human Resources authorizing the review, access to the employee file will be denied to the individual from the entity/agency until which time

Human Resources contacts this previous employee and has them submit written authorization that such a review is acceptable.

- Employee reviews of their own personnel file are only accessible to active employees of the County. Once an employee has separated from employment they shall have no further access to the file.
- New Employees who worked for the County previously will have access to their current file, but not file information from their previous County employment.
- Personnel files for employees who have left employment shall be archived in a secured location.

COMMISSIONERS APPROVAL  
*[Handwritten signatures]*

## ***POLITICAL ACTIVITY***

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No County Employee shall:

- Demand, solicit, collect, or receive directly or indirectly money or any valuable item for political purposes during their working hours.
- Be assessed, solicited, or be required, directly or indirectly, to subscribe or contribute money, service, or other valuable item for political purposes during their working hours.
- Have their official status or compensation changed in any manner for failure to contribute money, service, or any other valuable item for political purposes.
- Distribute or display any political material on County property or equipment, except to display bumper stickers or other campaign material in or on privately owned vehicles, or to engage in any political activity for the purpose of promoting a political candidate or political cause during working hours.

Modified 2/27/23

## **PRE-EMPLOYMENT SCREENING PROCESS-HUMAN SERVICES AGENCIES**

In addition to the required pre-employment physical and drug testing for all candidates for hire with Cambria County, the Human Services Agencies also require a pre-employment PA State Police or Childline Clearance. This process is completed by the Human Resources Department and is a condition of employment with Cambria County as required by the State. A policy titled "Pre-Employment PA State Police or Childline Clearances" approved by the Commissioners on April 28, 2006 outlines the details.

A copy of this policy follows.

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

WILLIAM G. HARRIS



ROBERT A. SHAHADE  
SOLICITOR

MICHAEL GELLES, IV  
CHIEF CLERK/FINANCE DIRECTOR

# Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

## Cambria County's Policy


### Pre-employment Pennsylvania State Police or ChildLine Clearances for the Human Services Agencies

Adopted April 28, 2006

In addition to all other Human Resources Hiring Practices, any/all Human Services Agencies that require Pennsylvania State Police or ChildLine Clearances for new employees must have verified current clearances in the possession of the Human Resources Department prior to the new hire starting work for any of the agencies.

Original clearances must be presented by the new employee to Human Resources staff who will make copies for the employee's personnel file. This personnel file copy will possess the date and signature of the Human Resources staff person who has verified the authenticity of the original document.


No clearance will be considered valid that is dated more than one year prior to the employee's hire date.

  
\_\_\_\_\_  
P. J. Stevens, President Commissioner

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at the Public meeting on Apr. 28, 2006

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

## **PRE-EMPLOYMENT SCREENINGS**

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Cambria County requires all candidates for employment to successfully complete a pre-employment drug test as a condition of employment, along with a physical examination. This process is done by the County's Occupational Health Provider.

A policy titled "Pre-Employment Drug Testing", as well as the appropriate written authorization form called "Pre-Employment Drug Testing Authorization" was approved by the Commissioners on December 30, 2005 and outlines the details. A copy of this policy and form follows.

Once an applicant has been made an offer of employment, they must consent to a pre-employment drug test by signing the "Pre-Employment Drug Testing Authorization Form", and then they are referred to the County's Occupational Health Provider.

The County's Occupational Health Provider will perform a drug test, as well as a physical examination. The level of the exam depends on the type of position to which the individual is being considered for. The County's Occupational Health Provider will notify Cambria County as to the outcome of the physical examination and the drug test. Based on the information received, the candidate will be either contacted that they have successfully passed the pre-employment screening and thus be recommended for hire at the Cambria County Commissioners' Public Meeting, or the candidate will not move to the next phase of the hiring process.

Modified 2/27/23


Cambria County's

Pre-Employment Drug Testing Policy

Adopted December 30, 2005

It is the obligation of the County to provide its employees and the public it serves a safe and secure working/service environment. The County has implemented over the years numerous measures to address this important objective

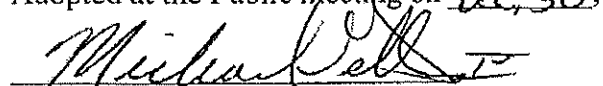
Effective December 30, 2005 it shall be the policy of Cambria County to require each applicant who has been made an offer of employment to consent, via written authorization, to a pre-employment drug test prior to his or her hiring by the County. Tests will be conducted by an independent medical facility/lab to ensure that all safe guards are addressed in the process. Should the test reflect a positive for illegal drugs, the County's employment offer will be rescinded. This pre-employment drug testing will be performed in conformity with all applicable laws. All test results will be held in confidence as required by law.

  
P. J. Stevens, President Commissioner

  
Milan Gjurich, Commissioner

  
William G. Harris, Commissioner

Adopted at the Public meeting on Dec. 30, 2005

  
Michael Gelles, Chief Clerk/Financial Officer

## Pre-Employment Drug Testing Authorization

Pursuant to the Cambria County employment policy adopted on December 30, 2005 with respect to pre-employment drug testing for all applicants for employment with the County, this consent authorizes the County, through its Human Resources Department, to conduct such testing on the undersigned applicant in the event that he or she is made an offer of employment. If the below signed applicant for employment has been made such an offer, they shall be so notified and an appointment will be set up with an independent medical facility/lab to have such testing conducted. The applicant understands that testing resulting in a positive presence of illegal drugs will be reason to rescind the offer of employment and remove the applicant from further consideration for the position. Positive test findings that bar employment for a position will not impact an applicant's ability to apply in the future for employment, however, not within three months of the previous testing which produced a positive test result. Test results will remain confidential and the County will not retain any test results that produce a positive finding for longer than three months. Applicants who have been made an offer of employment and who have undergone the pre-employment drug test will be notified by the Human Resources Department of the County if their test results showed positive for illegal drugs, but only to the extent that the results were positive and no other details. Applicants may, at their option, submit a written request to have the details of the test results released to them by submitting the request to the Human Resources Department that will then forward the request to the medical facility/lab who conducted the test for response to the applicant.

The undersigned applicant agrees to be tested in conformity with this County policy once they are notified of an offer of employment. Upon such notification, the applicant agrees to report to the medical facility/lab responsible for conducting such tests at a time and location designated by the County's Human Resources Department.

It is understood that failure of the applicant to undergo pre-employment drug testing after receiving an offer of employment will result in the offer being rescinded by the County.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

## ***PTO (PAID TIME OFF) POLICY***

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The following policy titled "Paid Time Off (PTO)" was approved by the Commissioners on December 31, 2009. Please review its content for the details.

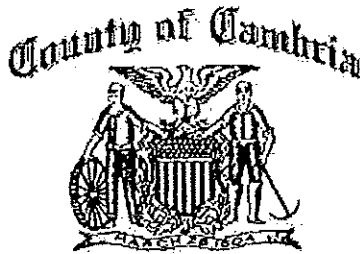
A copy of this policy follows.

COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN G. JURICH*

*WILLIAM G. HARRIS*



*ROBERT A. SHAHADE*  
SOLICITOR

*MICHAEL GELLES, IV*  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

### **Cambria County's Paid Time Off (PTO) Policy Effective January 1, 2010**

#### **Covering – All Full-Time Directors, Managers, Mid-Level Managers, and Hourly Non-Represented Employees**

Effective January 1, 2010, all above-referenced employees of the County will utilize Paid Time Off (PTO) for taking time off from work. The PTO allocation will replace all future accruals previously designated as Vacation, Sick, Personal, and Float Days. The past varied accrual areas for time off will be lumped into a Paid Time Off designation. Implementation of this policy and its attendant guidelines supersedes the January 1, 2006 policy (#05-11) entitled, "Vacation Carryover/Buyback Policy for Management and Middle Management Employees" and the December 30, 2005 policy (#05-12) entitled, "Entitlement Policy Regarding Unused Personal Days for Management and Middle Management Employees".

#### **Application of Paid Time Off Calculations**

The initial disbursement under this policy will be on January 1, 2010. Each employee covered under this Policy will receive his or her PTO allotment on January 1 of each year. The following represents how leave time will be calculated for each employee:

- Vacation Day entitlements (if applicable to the employee) based on years of service with the County  
**Plus**
- Personal Day entitlements (if applicable to the employee) based on years of service with the County  
**Plus**
- Floating Day entitlements (if applicable to the employee) based on years of service  
**Plus**
- Three Quarters (3/4) of the amount of sick leave earned yearly under the old schedule

The totals of the above, multiplied by the number of hours in the employee's regularly scheduled workday, will result in the number of hours in the employee's PTO pool that is credited to the employee on January 1. When an employee's vacation or personal leave increase due to their years of service (as they did under the previous entitlement time calculators), these PTO numbers will increase accordingly. (Such increases are outlined in the conversion scales contained within this policy).

The following PTO conversion scale outlines the yearly PTO entitlements due to an employee based on years of service with the County:

**Employees hired prior to 1/1/85:**

25+ years of service..... 25 Vacation Days  
5 Personal Days  
3 Float Days  
14 Sick Days (3/4 rule rounded up)  
PTO Time = 47 days X equivalent daily work hours

**Employees hired between 1/1/85 through 12/31/04:**

5 - 9 years of service..... 15 Vacation Days  
3 Personal Days  
3 Float Days  
9 Sick Days (3/4 rule)  
PTO Time = 30 days X equivalent daily work hours

10 - 14 years of service..... 20 Vacation Days  
3 Personal Days  
3 Float Days  
9 Sick Days (3/4 rule)  
PTO Time = 35 days X equivalent daily work hours

15 - 20 years of service..... 25 Vacation Days  
3 Personal Days  
3 Float Days  
9 Sick Days (3/4 rule)  
PTO Time = 40 days X equivalent daily work hours

21+ years of service..... 25 Vacation Days  
5 Personal Days  
3 Float Days  
9 Sick Days (3/4 rule rounded up)  
PTO Time = 42 days X equivalent daily work hours

**Employees hired after 1/1/05:**

6 months of service or less as of 1/1..... 5 Vacation Days  
3 Personal Days  
3 Float Days  
9 Sick Days (3/4 rule)  
PTO Time = 20 days X equivalent daily work hours

6+ months to 4 years of service.....	10 Vacation Days 3 Personal Days 3 Float Days <u>9 Sick Days (3/4 rule)</u>	<b>PTO Time = 25 days X equivalent daily work hours</b>
5 - 14 years of service.....	15 Vacation Days 3 Personal Days 3 Float Days <u>9 Sick Days (3/4 rule)</u>	<b>PTO Time = 30 days X equivalent daily work hours</b>
15 - 20 years of service.....	20 Vacation Days 3 Personal Days 3 Float Days <u>9 Sick Days (3/4 rule)</u>	<b>PTO Time = 35 days X equivalent daily work hours</b>
21+ years of service.....	20 Vacation Days 5 Personal Days 3 Float Days <u>9 Sick Days (3/4 rule)</u>	<b>PTO Time = 37 days X equivalent daily work hours</b>

PTO replaces the following different leave designations: vacation, personal, float, and sick. PTO can be used anytime for any reason that an employee needs to be off, subject to the approval of the employee's Supervisor/Manager/Director. However, twenty-four (24) hours per year may be used at the employee's sole discretion for unforeseen events that require an employee to be off work and may be taken in as little as 15-minute increments. All other PTO must be taken in whole hour increments.

PTO does not replace the following: holidays, funeral days, jury duty days, or military days.

### PTO Roll Over

An employee who does not use their full compliment of PTO hours in a given year may roll over up to ten (10) days of PTO time into the next year. No fractions of a day may be rolled over; however, fractional hours will be placed in the PTO Medical Emergency Reserve Fund. All hours in excess of a 10-day equivalent will be lost if the Medical Emergency Reserve Fund has reached its own 50-day limit. Such rolled over days will be credited to the employee and added to the total number of hours they are due on the next January 1<sup>st</sup>. An employee, subject to Supervisor /Manager /Director approval, may use up to ten (10) of the rolled over days in any given year above their yearly accrual for time off. More than ten (10) days may be used upon the approval by the Board of Commissioners for extraordinary circumstances or in the event that the employee has the leave applied by the County to an FMLA approval, as is the practice of the County in applying leave concurrent with time off for FMLA.

An employee may continue to roll over or bank unused PTO time year-to-year subject to a fifty (50) day maximum. Unused time of an employee who has reached their fifty (50) day maximum will be lost at the end of the year, except as outlined below (PTO Medical Emergency Reserve).

## PTO Medical Emergency Reserve

All unused PTO time in any given year that cannot be rolled over as outlined above will be placed in a PTO Emergency Medical Reserve Bank for the employee. This bank may hold no more than fifty (50) days and may only be accessed if all annual PTO, rolled over PTO, and any banked time in the old sick leave bank that was in place prior to this new program's passage have been exhausted. The Emergency Medical Reserve Bank cannot be used unless all these have been exhausted and then only if the employee shows that they have a catastrophic medical emergency that limits at least one major life function and that limitation/s prevents them from performing the position they hold with the County. The Human Resources Director shall make the determination after examining the information supplied by an employee's physician. In the event an employee resigns, retires, or terminates employment with the County, these days in this Emergency Medical Reserve are not payable to the employee.

## PTO and FMLA Leave

It is the consistent practice of the County to apply leave time of an employee concurrent with FMLA leave. This practice continues under PTO. Since there is just one leave designation for employees covered under this program, it will be PTO that is applied to an employee's time off under FMLA, subject to an exception that will be discussed below in the section entitled, "Sick Leave Banks and PTO".

## Sick Leave Banks and PTO

All employees transitioning to the PTO Program who have sick leave banked under the previous entitlement program will retain those banks. However, effective January 1, 2010, no future accruals will be placed in this sick bank. Such days previously accumulated in the sick leave bank will still be considered payable under the County Policy #05-01 (Unused Sick Leave Buy-Out Policy), in the event of a qualified retirement. These sick leave banks can be drawn upon in the future under the following two (2) scenarios:

1. If an employee has exhausted all their yearly PTO time and any rolled over PTO time (if applicable) and is on an FMLA leave and such sick leave banked would apply to the short fall on time off needed to cover the FMLA leave.
- or
2. If an employee has exhausted all their yearly PTO time and their rolled over PTO time (if applicable) and is on an approved Non-FMLA Leave as approved by the Commissioners.

\*An employee on PTO who must reach into their Sick Leave Bank under these circumstances must produce a physician's certification that such periods when Sick Bank Days were used are for medical reasons.

## New Hires and Paid Time Off in their Initial Year of Hire:

Newly hired full-time Directors, Managers, Mid-Level Managers, and Hourly Non-Represented Employees will be covered by the Paid Time Off (PTO) Program and will receive their first PTO hours following their 90-day waiting period. On the 91<sup>st</sup> day of their employment, their PTO hours will be calculated as follows:

If hired between January 1 and March 31.....0 Vacation Days  
3 Personal Days  
3 Float Days  
**PTO Time = 6 days X equivalent daily work hours**

If hired between April 1 and June 30.....0 Vacation Days  
2 Personal Days  
2 Float Days  
**PTO Time = 4 days X equivalent daily work hours**

If hired between July 1 and September 31.....0 Vacation Days  
2 Personal Days  
**PTO Time = 2 days X equivalent daily work hours**

If hired between October 1 and December 31... 0 Days  
**PTO Time= 0 days of PTO for the hire year**

## Payment for Unused PTO

Upon departure from the County, an employee will be paid for all unused PTO at the rate of fifty (50) percent of its value at the time of their departure, minus any outstanding balances that said employee might owe to the County that may not have been fully paid via the regular payroll. Examples of such include, but are not limited to, medical co-pays, wage or salary adjustments being repaid, etc.

## Transitions To and From PTO

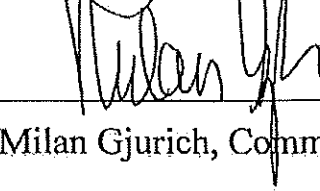
From time-to-time there will be instances where employees move from a job that does not utilize PTO into a PTO-covered occupation or vice versa. The following will apply:

An employee who moves from a job not covered by PTO into a PTO-covered occupation will continue to take his or her time off under the regimen of the previous job occupation until the upcoming January 1<sup>st</sup> when the PTO guidelines will go into affect.

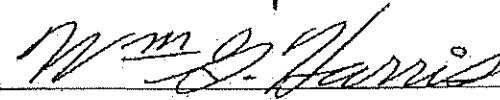
Similarly, an employee under the PTO Program who moves into a non-PTO occupation will continue to take his or her leave according to the dictates of this policy until the upcoming January 1<sup>st</sup>. However, if such creates a conflict under any Collective Bargaining Agreement or Memorandum of Understanding between any Union and the County, the Human Resources Department will work with the bargaining representative to work through the issues in dispute in an effort to arrive at a resolution. Any employee moving from a PTO covered position to a non-PTO position who has PTO hours banked will be permitted to convert their PTO Bank Time to sick leave days up to a maximum of 150 Banked Sick Days. This can only be done on January 1 of the year following the employee's move from a PTO-covered position to a non-PTO position.



P.J. Stevens, President Commissioner



Milan Gjurich, Commissioner



William G. Harris, Commissioner

Adopted at the Public meeting on Dec 31, 2009



Michael Gelles, Chief Clerk/Financial Officer

## ***RESIGNATION***

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Cambria County requires an employee to provide a two (2) week notice in writing of a resignation. The resignation should be submitted to the Department Director/Elected Official and then forwarded to the Human Resources Department.

An employee resigning must return their employee badge, all keys, equipment, tools, or any other County property in their possession to their Director.

Prior to the effective date of the resignation, the Director/Supervisor/Elected Official should attempt to arrange a face-to-face interview with the employee. A policy titled "Employee Exit Interviews" approved by the Commissioners on February 17, 2006 outlines the details. A copy of this policy follows. This interview is voluntary and the information received will be used to assist in analyzing the departing employee's work experience with the County. This information will assist the County in making changes in areas that need to be addressed. The Exit Interview form should be submitted to the Human Resources Department upon completion. The information obtained in the interview process will be confidential.

An employee who is resigning should contact the Human Resources Department prior to their effective date to discuss:

- Final Day of Work
- Determining eligibility for terminal vacation or PTO payout, the amount, and the paydate in which the check will be issued
- Determining the date in which medical/dental/vision coverages will be terminated and any co-pays the employee is responsible to pay
- Continuation of coverage under COBRA, if desired

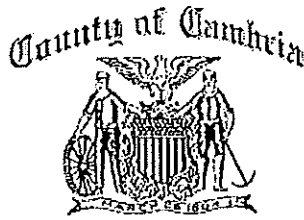
Modified 2/27/23

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

WILLIAM G. HARRIS



ROBERT A. SHAHADE  
SOLICITOR

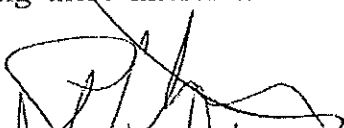
MICHAEL GELLES, IV  
CHIEF CLERK/FINANCE DIRECTOR


# Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

## Cambria County's Policy on Employee Exit Interviews Adopted February 17, 2006

Effective February 17, 2006, it shall be the policy of Cambria County to attempt to interview all employees that are leaving employment for any reason. When the Elected Official or Director overseeing an office, department, or agency becomes aware that one of their employees is planning to leave County employment, they shall attempt to arrange for a face-to-face interview with the employee. These interviews are voluntary and the information will be used to assist in analyzing all areas surrounding the departing employee's work experience with the County. Such information will assist the County in making changes in areas that need to be addressed as well as working to continually improve on areas that are found to be favorable. These Exit Interview Forms will be submitted to the Human Resources Department upon their completion. At no time will any information gathered in the interview process be attributed to the person who is being interviewed. Standardized Exit Interview Forms for conducting these interviews will be supplied by the Human Resources Department

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at the Public meeting on Feb. 17, 2006

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer



**FOR USE IN EMPLOYEE EXIT INTERVIEWS**

Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Work Location \_\_\_\_\_ Job Classification \_\_\_\_\_  
Length of time in current classification \_\_\_\_\_ Years of Service with the County \_\_\_\_\_  
Non-Sup. Barg. Unit Member \_\_\_ Sup. Barg. Unit Member \_\_\_ Male \_\_\_ Female \_\_\_  
Union Representing Employee \_\_\_\_\_  
Manager \_\_\_\_\_

What is your main reason for leaving the County's employment?

OTHER EMPLOYMENT?	PERSONAL CIRCUMSTANCES?	COMMENTS
Self Employment _____	Relocation _____	_____
Private Sector Opportunity _____	Continuing Education _____	_____
Other Gov. Employment _____	Family _____	_____
Other _____ (explain)	Health _____	_____
	Retirement _____	_____
	Other _____ (explain)	_____

**INTERVIEWER:**

I would like to ask you a series of questions with respect to how you feel about certain aspects of the job you are leaving to determine if there is anything we as the County can do to make our employees' work experience more rewarding. We would appreciate your comments on each of these areas so that we can continue to do those things that are working and attempt to work harder to improve those areas that are reported to us as in need of change. In addition, please feel free to address any areas that I have not specifically mentioned in the course of this interview. Your comments are important to us in considering the future changes that would improve employee satisfaction.

A. WHAT HAVE YOU ENJOYED MOST ABOUT YOUR WORK IN THE COUNTY? \_\_\_\_\_

COMMENTS \_\_\_\_\_

B. WHAT HAVE YOU LIKED THE LEAST ABOUT YOUR WORK IN THE COUNTY? \_\_\_\_\_

COMMENTS \_\_\_\_\_

**JOB SATISFACTION**

I. ON A SCALE OF 1-5 WITH 5 BEING VERY MOTIVATING AND 1 NOT AT ALL MOTIVATING -- HOW WOULD YOU RATE THE MOTIVATION LEVEL ASSOCIATED WITH YOUR CURRENT JOB? - 1 ...2...3...4...5

COMMENTS \_\_\_\_\_

II. ON A SCALE OF 1-5 WITH 5 BEING ALL THAT YOU EXPECTED AND 1 NOT AT ALL WHAT YOU EXPECTED - HOW WOULD YOU RATE THE ACTUAL WORK YOU PERFORM WITH WHAT YOU ANTICIPATED IT WOULD BE WHEN YOU TOOK THE JOB? - 1 ...2...3...4...5

COMMENTS \_\_\_\_\_

III. ON A SCALE OF 1-5 WITH 3 BEING JUST RIGHT, 5 BEING TOO LITTLE AND 1 TOO MUCH – HOW WOULD YOU RATE THE OVERALL WORK LOAD YOU WERE ROUTINELY ASSIGNED? – 1 ...2...3...4...5

COMMENTS \_\_\_\_\_

IV. ON A SCALE OF 1-5 WITH 3 BEING NORMAL, 5 BEING VERY LITTLE AND 1 BEING VERY STRESSFUL – HOW WOULD YOU DESCRIBE THE STRESS LEVEL ASSOCIATED WITH THE WORK YOU PERFORM? 1...2...3...4...5

COMMENTS \_\_\_\_\_

V. ON A SCALE OF 1-5 WITH 5 BEING EXCELLENT AND 1 BEING POOR – HOW WOULD YOU RATE YOUR WAGE/SALARY FOR THE WORK YOU PERFORM? 1...2...3...4...5

COMMENTS \_\_\_\_\_

DO YOU FEEL YOU RECEIVED PROMOTIONS IN A TIMELY FASHION? \_\_\_\_\_ DO YOU FEEL THEY WERE FAIR? \_\_\_\_\_

COMMENTS \_\_\_\_\_

VI. ON A SCALE OF 1-5 WITH 5 BEING THE BEST AND 1 THE WORST – HOW WOULD YOU RATE YOUR OVERALL SATISFACTION WITH THE WORK IN YOUR CURRENT CLASSIFICATION? – 1 ...2...3...4...5

COMMENTS \_\_\_\_\_

VII. ON A SCALE OF 1-5 WITH 5 BEING EXCELLENT AND 1 BEING POOR – HOW WOULD YOU RATE THE OVERALL BENEFITS YOU RECEIVED AS PART OF YOUR EMPLOYMENT WITH THE COUNTY? 1...2...3...4...5

SPECIFICALLY HOW WOULD YOU RATE YOUR HEALTH BENEFITS? 1...2...3...4...5

COMMENTS \_\_\_\_\_

VACATION TIME? 1...2...3...4...5 COMMENTS \_\_\_\_\_

SICK LEAVE? 1...2...3...4...5 COMMENTS \_\_\_\_\_

PENSION PLAN? 1...2...3...4...5 COMMENTS \_\_\_\_\_

OTHER? \_\_\_\_\_ COMMENTS \_\_\_\_\_

**SUPERVISION**

I. ON A SCALE OF 1-5 WITH 5 BEING EXCELLENT AND 1 POOR – HOW WOULD YOU RATE YOUR SATISFACTION WITH YOUR CURRENT SUPERVISOR? – 1 ...2...3...4...5

COMMENTS \_\_\_\_\_

II. ON A SCALE OF 1-5 WITH 5 BEING EXCELLENT AND 1 POOR – HOW WOULD YOU RATE YOUR OVER ALL SATISFACTION WITH SUPERVISORS YOU HAVE WORKED FOR OVER THE COURSE OF YOUR ENTIRE EMPLOYMENT WITH THE COUNTY? – 1 ...2...3...4...5

COMMENTS \_\_\_\_\_

**PHYSICAL WORK ENVIRONMENT**

I. ON A SCALE OF 1-5 WITH 5 BEING EXCELLENT AND 1 BEING POOR – HOW WOULD YOU RATE THE PHYSICAL WORK ENVIRONMENT AT YOUR OFFICE OR WORK LOCATION?  
1...2...3...4...5

IF OTHER THAN EXCELLENT, WHAT WOULD YOU RECOMMEND BE CHANGED

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**TRAINING**

I. ON A SCALE OF 1-5 WITH 5 BEING EXCELLENT AND 1 BEING POOR – HOW WOULD YOU RATE THE OVERALL JOB RELATED TRAINING YOU RECEIVED AS PART OF YOUR EMPLOYMENT WITH THE COUNTY? 1...2...3...4...5

COMMENTS \_\_\_\_\_

II. SPECIFICALLY, THE ORIENTATION TRAINING FOR YOUR CURRENT CLASSIFICATION?  
1...2...3...4...5

COMMENTS \_\_\_\_\_

III. TRAINING ON NEW SKILLS OR NEW JOB KNOWLEDGE AFTER YOUR INITIAL TRAINING?  
1...2...3...4...5

COMMENTS \_\_\_\_\_

**\*\*IF THE EMPLOYEE EVER WORKED FOR AN EMPLOYER OTHER THAN THE COUNTY -**

IV. ON A SCALE OF 1-5 WITH 5 BEING BETTER THAN AND 1 WORSE THAN – HOW WOULD YOU COMPARE YOUR OVERALL EMPLOYMENT EXPERIENCE WITH THE COUNTY WITH YOUR WORK EXPERIENCES ELSEWHERE? 1...2...3...4...5

WHAT CAN YOU IDENTIFY MADE THEM DIFFERENT ? \_\_\_\_\_

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III. ON A SCALE OF 1-5 WITH 5 BEING BETTER THAN AND 1 WORSE THAN – HOW WOULD YOU COMPARE THE SUPERVISORS YOU WORKED FOR IN THE COUNTY WITH THOSE YOU WORKED FOR ELSEWHERE? – 1 ...2...3...4...5

WHAT DO YOU IDENTIFY AS THEIR DIFFERENCES? \_\_\_\_\_

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ARE THERE ANY COMMENTS YOU WOULD LIKE TO MAKE ON ANY AREA THAT WE HAVE NOT COVERED?

COMMENTS \_\_\_\_\_

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INTERVIEWER \_\_\_\_\_

COMMENTS \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF SUPERVISOR DOING THE INTERVIEW \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO THE COUNTY HUMAN RESOURCES DEPARTMENT AS SOON AS THE INTERVIEW HAS BEEN COMPLETED.**

COMMISSIONERS  
SCOTT W. HUNT  
PRESIDENT  
KEITH RAGER  
THOMAS C. CHERNISKY



RONALD N. REPAK  
SOLICITOR

ALEX M. ASHCOM  
CHIEF CLERK

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

### Responsibility for Lost, Stolen, or Damaged County-Issued Property

#### **Purpose:**

To establish clear guidelines for employees who are issued County property and to outline responsibilities and procedures when such property is lost, stolen, or damaged.

#### **Statement:**

Employees are responsible for the proper care, security, and use of all County-issued property. County property is issued for official business use only and remains the property of the County at all times.

#### **Scope:**

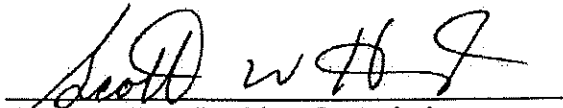
This policy applies to all County employees who are issued County-owned property, including but not limited to:

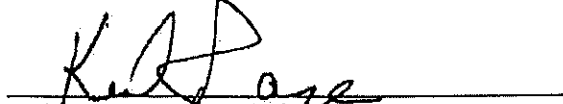
- Cell phones
- Laptops or iPad
- Radios or communication devices
- Identification badges, fobs, keys
- Other electronic or office equipment

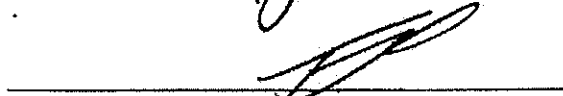
#### **Employee Responsibilities:**

1. **Safekeeping:** Employees must take reasonable precautions to safeguard County property from loss, theft, or damage. Devices should not be left unattended in unsecured areas. Sensitive equipment should be locked up when not in use.
2. **Reporting Loss or Theft:** Any loss or theft must be reported immediately to the employee's supervisor, the Human Resources Department, and the IT Department (if applicable).
3. **Investigation:** The County will conduct an internal review to determine the circumstances surrounding the loss or damage.
4. **Replacement Costs:** If the investigation determines the loss or damage resulted from negligence or failure to follow policy, the employee may be held financially responsible for repair or replacement costs.
5. **Return of Property:** All County-issued property must be returned upon separation from employment. Failure to return property may result in the value being deducted from the employee's final pay or legal recovery efforts.

Violations of this policy, including negligent handling of County property, may result in disciplinary action.

  
\_\_\_\_\_  
Scott W. Hunt, President Commissioner

  
\_\_\_\_\_  
Keith Rager, Commissioner

  
\_\_\_\_\_  
Thomas C. Chernisky, Commissioners

## **RETIREMENT**

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An employee who is considering retirement should **first** contact the Controller's Office to discuss issues such as:

- Final Day of Work
- Available Pension Options
- Health Coverage upon Retirement (if applicable)

A policy titled "Retirement Criteria" approved by the Commissioners on September 9, 1999 outlines the details on what is a qualified retirement. A copy of this policy follows.

A policy titled "Post Retirement Benefits" approved by the Commissioners on July 12, 2001 outlines details on health coverage upon retirement. On February 11, 2011, a portion of this policy was amended and adopted to be effective January 1, 2012. Once again on December 2, 2011, this same policy was amended to include additional language to be effective January 1, 2013. A copy of the original policy along with its revisions follow.

On September 13, 2012, the Commissioners approved a policy titled "Retiree Health Care Insurance" which outlines details on healthcare reimbursement for retirees relocating outside of coverage area and also supplemental coverage for Medicare-eligible retirees. A copy of this policy follows.

In addition, a policy titled "Legacy Benefits Policy" approved by the Commissioners on January 13, 2005 outlines the details on health coverage upon retirement with regard to Management and Middle-Management employees. A copy of this policy follows. (All Collective Bargaining Agreements outlined the same for bargaining unit employees).

An employee retiring must return their employee badge, all keys, equipment, tools, or any other County property in their possession to their Director.

Prior to the effective date of the retirement, the Director/Supervisor should attempt to arrange a face-to-face interview (Exit Interview) with the employee. A policy titled "Employee Exit Interviews" approved by the Commissioners on February 17, 2006 outlines the details. A copy of this policy can be found under the "Resignation" section of this Handbook. This interview is voluntary and the information received will be used to assist in analyzing the departing employee's work experience with the County. This information will assist the County in making changes in areas that need to be addressed. The Exit Interview form should be submitted to the Human Resources Department upon completion. The information obtained in the interview process will be confidential.

Modified: 8/19/11, 5/30/12, 11/30/12, 2/27/23

## ***RETIREMENT (continued)***

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Secondly, an employee who is considering retirement should contact the Human Resources Department prior to their effective date to discuss issues such as:

- Final Day of Work
- Determining eligibility for terminal vacation or PTO payout, the amount, and the paydate in which the check will be issued
- Determining the date in which medical/dental/vision coverages will be terminated (if the employee has not met the service/age eligibility criteria for post-retirement healthcare) and any co-pays the employee is responsible for
- Determining eligibility for sick bonus (if applicable) and the paydate in which the check will be issued. This bonus is referenced in the employee's respective Collective Bargaining Agreement. With regard to Management and Mid-Management employees, a policy titled "Unused Sick Leave Buyout" approved by the Commissioners on February 11, 2005 outlines the details.

A copy of this policy follows.

Modified: 11/30/12

# Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

September 9, 1999

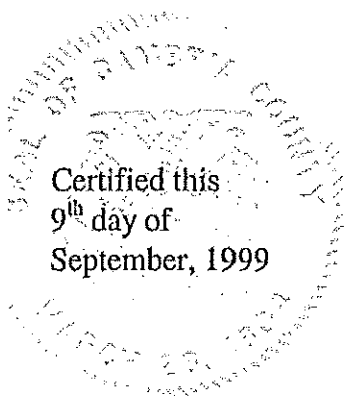
Commissioners in session. Ted Baranik, Susan Evans, and Fred L. Soisson, M.D., present.

Motion was made by Commissioner Soisson to approve a Resolution to modify the County's retirement criteria as follows:

- Effective September 30, county employees will be eligible to retire at age 55 and with 25 years of service, with medical coverage for the retiree and spouse, regardless of the spouse's age, to be provided through the county's managed care program.
- Effective January 4, 2000, the current option of retirement at age 60 with eight years of service will not be offered to new employees.
- Current retirees will not be affected.

Motion was seconded by Commissioner Evans and passed unanimously.

  
Michael Gelles, IV, Chief Clerk



POLICY FOR POST-RETIREMENT BENEFITS

IN ORDER TO BE ELIGIBLE FOR HOSPITALIZATION COVERAGE, THE FOLLOWING WILL APPLY:

1. Employees hired on or before January 4, 2000, must have eight (8) years of full-time service with the County and must be at least sixty (60) years of age upon retirement (the spouse must also be at least sixty (60) years of age) OR must have twenty-five (25) years of full-time service with the County and must be at least fifty-five (55) years of age upon retirement (regardless of the spouses' age). THERE IS NO COVERAGE FOR DEPENDENT CHILDREN.
2. Employees hired after January 4, 2000, must have twenty-five (25) years of full-time service with the County and must be at least fifty-five (55) years of age upon retirement (regardless of spouses' age). THERE IS NO COVERAGE FOR DEPENDENT CHILDREN.
3. An employee must be in compensatory status and meet the criteria at the time of retirement to qualify for health benefits.
4. Neither part-time service, leaves of absence nor military time will be credited as service for health benefits. Upon approval of the Retirement Board, up to a maximum of one (1) year of service may be purchased and credited toward qualification for health benefits for any Worker's Compensation leave that is at least six (6) months continuous in duration. (Additional leave time, including Worker's Compensation, may be approved by the Retirement Board for retirement purposes only).
5. Employees who are on a Disability Retirement must also qualify for Social Security Disability and have eight (8) years of full-time service with the County. THERE IS NO COVERAGE FOR DEPENDENT CHILDREN.
6. In all cases, coverage for the spouse ceases upon the death of the retiree.

OTHER:

1. Each retiree will be entitled to a \$5,000.00 life insurance death benefit.

On this 12<sup>th</sup> day of July, 2001, it is the intent of the Board of Commissioners to adopt this policy in order to incorporate and clarify all past and present policies regarding the interpretation and implementation of post retirement benefits in a fair and equitable manner.

Fred L. Simon M.D.  
Commissioner

Ted Baran  
Commissioner

Paul L. Westman  
Commissioner

New Insertion: 8/19/11

REVISION TO POLICY FOR POST-RETIREMENT BENEFITS

The Policy for Post-Retirement Benefits adopted on July 12, 2001 is hereby amended and revised as follows:

Paragraph 5 of said Policy is hereby deleted in its entirety and a new Paragraph 5 is added, which shall hereafter read as follows:

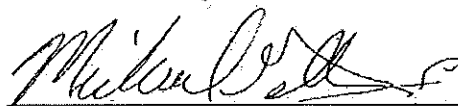
5. There shall be no healthcare coverage for employees on disability retirement, unless they qualify under the terms of Paragraphs 1 through 4. However, such employees currently on disability retirement, who have qualified for hospitalization coverage under the prior policy, shall continue to receive hospitalization coverage.

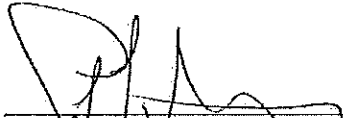
The Policy for Post-Retirement Benefits adopted July 12, 2001 is hereby reaffirmed, with the inclusion of the within amendment.

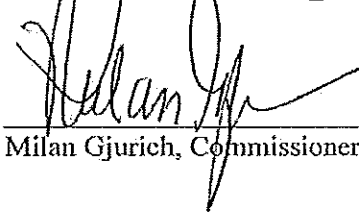
ADOPTED this 11<sup>th</sup> day of February, 2011, by the Cambria County Board of Commissioners to become effective January 1, 2012.

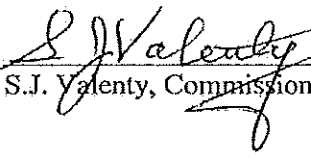
ATTEST:

COUNTY OF CAMBRIA:

  
\_\_\_\_\_  
Michael Gelles, IV, Chief Clerk

  
By: \_\_\_\_\_  
P.J. Stevens, President Commissioner

  
By: \_\_\_\_\_  
Milan Gjurich, Commissioner

  
By: \_\_\_\_\_  
S.J. Valenty, Commissioner

REVISION TO POLICY FOR POST-RETIREMENT BENEFITS

The Policy for Post-Retirement Benefits adopted on July 12, 2001 is hereby amended and revised as follows:

Add Paragraph 7:

7. For any employee who purchases previous service time prior to January 1, 2013, the service time will be credited as service for health care benefits. Previous service time purchased after that date will only be credited for retirement purposes and will not be used in the calculation for health care benefits.

The employee must also meet all other requirements of this policy to be eligible for post retirement benefits.

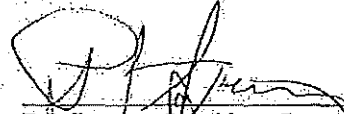
The policy for Post-Retirement Benefits adopted July 12, 2001 is hereby reaffirmed, with the inclusion of the within amendment.

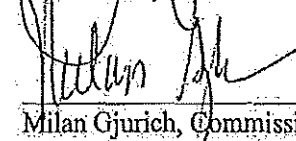
Adopted this 3rd day of DECEMBER, 2011, by the Cambria County Board of Commissioners to become effective January 1, 2013.

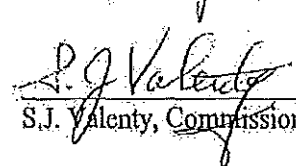
ATTEST:

  
Michael Gelles, IV, Chief Clerk

COUNTY OF CAMBRIA:

By:   
P.J. Stevens, President Commissioner

By:   
Milan Gjurich, Commissioner

By:   
S.J. Valenty, Commissioner

New Insertion: 5/30/12

# Cambria County Legacy Benefits Policy

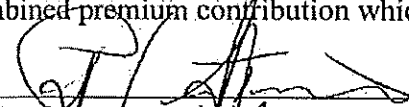
Adopted January 1, 2005

Any Management and Middle Management and all bargaining unit employees' whose Agreements have been negotiated with this language who are in compensable status hired on or after January 1, 2005 will not be eligible for paid healthcare and/or life insurance benefits upon retirement from the County. However, as a retiree, with at least the age of 55 years and 25 or more years of service with the County, they may elect to participate in the County's plan by paying the total premium cost for paid coverages offered as a retiree only through the month prior to the month the employee becomes eligible for government provided healthcare coverage. Employees hired prior to January 1, 2005, who qualify and are eligible for healthcare and/or life insurance coverage at retirement, will continue to have no more than the same deduction of healthcare costs, (the dollar amount) as they had as an active employee at the time of their retirement.


In addition, a retiree, who qualifies for healthcare benefits, but elects at the time of retirement not to participate in the County's retiree hospitalization plan, due to participation in another healthcare plan, may upon loss of other coverage, elect their retiree option for healthcare at either individual or two person coverage. (Note: The hospitalization rates either individual or two person {employee and spouse}, will be based on the rates in the year of their retirement).

If at any point after retirement a retiree selects a lower level of coverage, said retiree's rate of contribution for healthcare coverage shall be the same rate at the time of the retiree's retirement for the lower level of coverage.

If the retiree or their spouse changes from a select blue retiree plan, (or the equivalent plan in effect at that time), to a security blue plan (age 65 or older) or the supplemental plan provided at the time, the retiree's healthcare shared cost for the security blue plan (or the supplemental plan provided at the time), will not exceed the amount of the deduction they incurred under the select blue plan, (or the equivalent plan in effect at the time). Note: The retiree will be responsible for paying their current premium contribution or the combined premium contribution whichever is less.

  
\_\_\_\_\_  
President Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

Adopted at the Public Meeting on January 13, 2005.

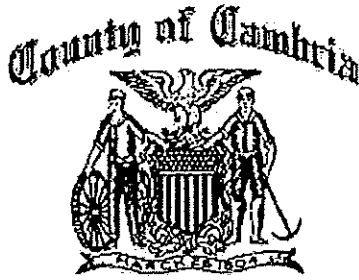
  
\_\_\_\_\_  
Michael Gelles, Chief Clerk

COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN GJURICH*

*WILLIAM G. HARRIS*



*ROBERT A. SHAHADE*  
SOLICITOR

*MICHAEL GELLES, IV*  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

**Amendment  
to  
Cambria County Policy  
Entitled  
“Cambria County Legacy Benefits Policy”  
Adopted on January 1, 2005**

Whereas the Cambria County Legacy Benefits Policy states that all employees hired on or after January 1, 2005 will not be eligible for County paid healthcare and life insurance benefits upon retirement from the County,

Whereas the policy set forth the amount to be paid by eligible retirees toward their coverage in their retirement.

Whereas such amounts were defined as “no more than the same deduction for healthcare costs (the dollar amount) as they had as an active employee at the time of their retirement.”

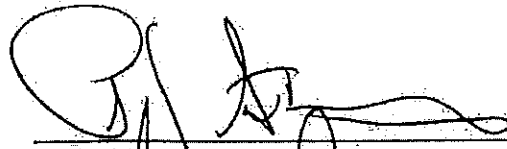
Whereas current active rates for coverage continue to climb and subsequently continue to increase the retiree share of the premium to amounts that begin to be excessive for retirees on fixed incomes.

Therefore, be it resolved that the policy identified above be amended to add to the last sentence of the first paragraph the words ...“and retiree responsibility not to exceed two hundred dollars (\$200) per month.”

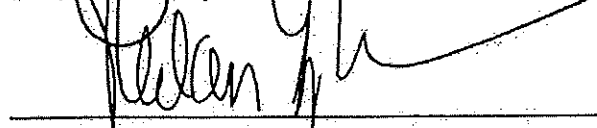
This last sentence in the first paragraph of the January 1, 2005 policy will now read in its entirety as:

“Employees hired prior to January 1, 2005 who qualify and are eligible for healthcare and/or life insurance coverage at retirement, will continue to have no more than the same deduction of healthcare costs, (the dollar amount) as they had as an active employee at the time of their retirement, *not to exceed two hundred dollars (\$200) per month.*”

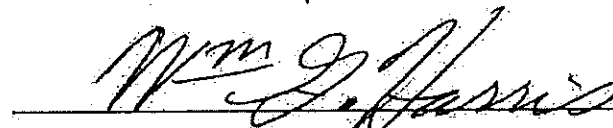
This change will be effective for employees taking their retirement on or after January 1, 2010.



**P.J. Stevens, President Commissioner**

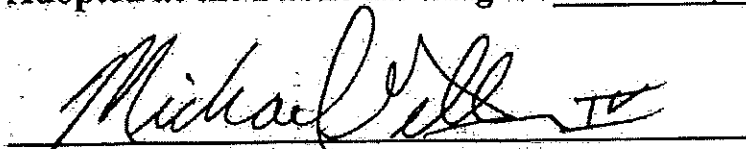


**Milan Gjurich, Commissioner**



**William G. Harris, Commissioner**

Adopted at the Public meeting on Oct. 9, 2009



**Michael Gelles, Chief Clerk/Financial Officer**

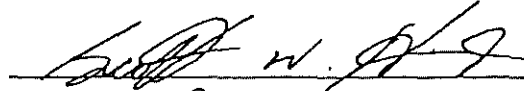
**Cambria County's**  
**Unused PTOG and Sick Leave Buy-out Policy**  
**Revised February 27, 2025**

Effective February 27, 2025, all Management and Middle Management employees and full-time bargaining unit employees whose Agreements have been negotiated in 2024 for 2025 and contain this language will be paid for all unused PTOG or sick leave entitlement days earned by said employee only upon a qualified retirement from the County. This entitlement will be paid in the last paycheck of the regular payroll at the following rates:

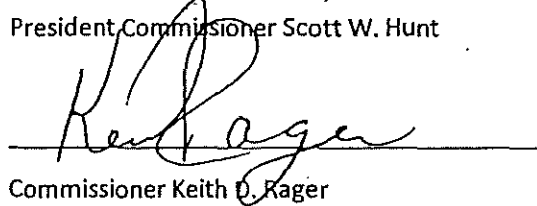
- First accumulated 50 days: \$30.00 per day upon retirement
- Second accumulated 50 days: \$40.00 per day upon retirement
- Third accumulated 50 days: \$50.00 per day upon retirement

Maximum accumulation for a buyout of PTOG or sick days is one hundred fifty (150) days.

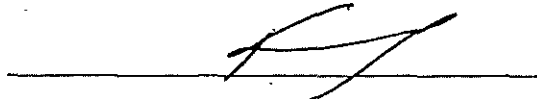
No employee is entitled to a PTOG or sick leave buyout if their employment is terminated for just cause.



President, Commissioner Scott W. Hunt



Commissioner Keith D. Rager



Commissioner Thomas C. Chernisky

Adopted at the Public Meeting on February 25, 2025,



Alex M. Ashcom, Chief Clerk/County Manager

Modified: 02/27/25

COMMISSIONERS

DOUGLAS R. LENGENFELDER  
PRESIDENT

MARK J. WISSINGER

THOMAS C. CHERNISKY



THOMAS P. LEIDEN  
SOLICITOR

DAVID A. KNEPPER  
CHIEF CLERK / CHIEF OF STAFF

*Office of County Commissioners*

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

Policy on Retiree Health Care Insurance  
Adopted September 13, 2012

Healthcare reimbursement for retirees relocating outside of coverage area

Any retiree who qualifies for post-retirement healthcare coverage from the County and who establishes permanent residence outside the coverage area of the County's healthcare plan after September 13, 2012 may choose to purchase their own healthcare insurance in lieu of maintaining enrollment in the County's healthcare program.

If the retiree purchases and maintains their own healthcare insurance and provides proof of premium payment for their healthcare coverage, the retiree will be reimbursed a monthly stipend amount up to the monthly premium the County would have paid for their healthcare coverage (either PPO, HMO or then-existing plan) at the time the retiree leaves County healthcare coverage. The stipend reimbursement will be the lower of the retiree's actual premium payment to an outside healthcare company or the premium the County would have paid for their healthcare coverage at the time the retiree left County healthcare coverage. Regardless of any decrease or increase in the County's premium after the retiree leaves County healthcare coverage, the retiree's stipend reimbursement will remain fixed.

If a retiree returns to permanent residence in the coverage area, the retiree will be reinstated to the appropriate County healthcare program.

This policy shall not apply to retirees who maintain a residence locally and vacation seasonally in areas outside of the managed care service.

Any retiree who established permanent residence outside the coverage area of the County's healthcare plan prior to September 13, 2012 shall be eligible for a stipend only as provided for by prior policy.


Supplemental coverage for Medicare eligible retirees

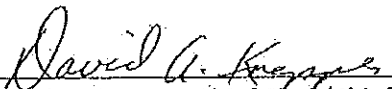
When a retiree who qualifies for post-retirement healthcare coverage becomes Medicare eligible by age or disability, the retiree must be transferred into the HMO supplemental plan or the equivalent then-existing plan for Medicare eligible retirees.

If the retiree fails to enroll in Medicare Parts A and B after eligibility and within sixty (60) days of notice from the County, their County healthcare coverage will be cancelled until the retiree enrolls in Medicare Parts A and B, unless other arrangements have been previously agreed upon.

  
\_\_\_\_\_  
Douglas R. Lengenfelder, President Commissioner

  
\_\_\_\_\_  
Mark J. Wissinger, Commissioner

  
\_\_\_\_\_  
Thomas C. Chernisky, Commissioner

  
\_\_\_\_\_  
David A. Knepper, Chief Clerk/Chief of Staff  
Adopted at the Public Meeting on September 13, 2012

New Insertion: 11/30/12

137-C

## ***SEXUAL HARASSMENT POLICY***

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A policy titled "Sexual Harassment" was approved by the Commissioners in January 2006. Please review its content for the details.

Please contact the Human Resources Department if you have any questions or concerns regarding this policy.

A copy of this policy follows.

**CAMBRIA COUNTY  
SEXUAL HARASSMENT POLICY**

**Section 1 - Statement of Policy**

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is included among the prohibitions.

Sexual harassment, according to the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate or take reprisal in anyway against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the Statement of Prohibited Conduct, which follows. These examples are provided to illustrate the kind of conduct prescribed by this policy; the list is not exhaustive.

Sexual harassment is unlawful, and such prohibited conduct exposes not only Cambria County, but individuals involved in such conduct, to significant liability under the law. Employees at all times should treat other employees respectfully and with dignity in a manner so as not to offend the sensibilities of a co-worker. Accordingly, the Cambria County Board of Commissioners is committed to vigorously enforcing its sexual harassment policy at all levels within county government.

**Section 2 - Statement of Prohibited Conduct**

The Cambria County Board of Commissioners considers the following conduct to represent some of the type of acts, which violate the sexual harassment policy:

a. Physical assaults of a sexual nature, such as:

- (1) Rape, sexual battery, molestation or attempts to commit these assaults; and
- (2) Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.

b. Unwanted sexual advances, propositions or other sexual comments such as:

- (1) Sexually oriented gestures, noises, remarks, jokes, innuendoes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or who has indicated in any way, that such conduct in his or her presence is unwelcome. This includes foul language overtly focused on one sex.
- (2) Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
- (3) Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.

c. Sexual or discriminatory displays of publications in the workplace, such as:

- (1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

A picture will be presumed to be sexually suggestive if it depicts a person of either

sex who is not fully clothed or in clothes which are not suited to or ordinarily accepted for the accomplishment of routine work at the facilities within Cambria County government.

- (2) Displaying signs or other materials purporting to segregate an employee by sex in any area of the work place, other than restrooms and similar semi-private lockers/changing rooms.

d. Retaliation for sexual harassment complaints, such as:

- (1) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about, or resisted harassment, discrimination or retaliation; and
- (2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in the item above.

e. Other acts:

- (1) The above is not to be construed as an all inclusive list of prohibited acts under this policy;
- (2) Sexual harassment is unlawful and harms other employees. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex-based conduct have no legitimate business purpose; accordingly, the employee

who engages in such conduct shall be made to bear the full responsibility for such unlawful conduct.

### **Section 3 - Penalties for Misconduct**

Any employee's commission of acts of sexual harassment or retaliation against a sexual harassment complaint will result in appropriate sanctions, up to and including dismissal, against the offending employee, depending upon the nature and severity of the misconduct.

A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the conduct, or alleged conduct, and the warning given or other discipline imposed.

### **Section 4 - Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints**

a. Complaints:

Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation. Anyone who has observed sexual harassment or retaliation should report it to their immediate supervisor. In the event it would be inappropriate to report such concerns to one's immediate supervisor's, the report should be made to Ronald Baker, Director Human Resources for Cambria County. In addition, Cambria County employees are also encouraged to utilize the services of the EEOC - Pennsylvania Human Relations Commission, Harrisburg Regional Office, 2971-E North Seventh Street, Harrisburg, Pa. 17110-2123 Phone-(717) 787-9780.

b. Cooperation:

An effective sexual harassment policy requires

the support and example of personnel in positions of managerial and administrative authority. Cambria County's Directors and Managers who engage in sexual harassment or retaliation or who fail to cooperate with Cambria County sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of the Board of Commissioners, Director of Personnel, other Cambria County employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

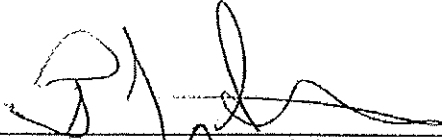
c. Confidentiality:

All complaints of sexual harassment will be kept confidential unless otherwise agreed and except as provided for herein. Only those who have an immediate need to know, including the person to whom a report was made, the alleged target of harassment or retaliation, the alleged harasser or retaliator, and any witnesses will or may find out the identity of the complaint. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy.

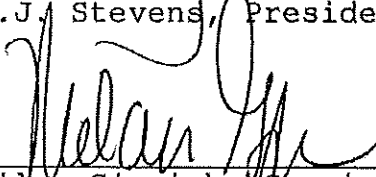
d. False Reports

False report(s) of sexual harassment will result in appropriate sanctions, up to and including dismissal, against the offending employee, depending on the nature and severity of the misconduct.

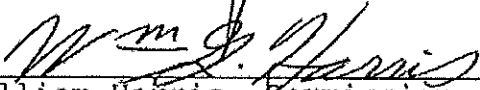
Approved: January, 2006.



P.J. Stevens, President Commissioner



Milan Gjurich, Commissioner



William Harris, Commissioner

## ***SICK DAYS***

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Full-time bargaining unit employees of Cambria County accrue sick time, with the exception of members covered by the Assistant Public Defender's/Assistant District Attorney's Collective Bargaining Agreement.

The following is general information regarding this entitlement. Please refer to your Collective Bargaining Agreement for specific information, such as exact amount accrued and the requirements, if any, when utilizing this entitlement time.

- An employee hired full-time prior to 1/1/85, earns 1.5 sick days per month\*. An employee hired after 1/1/85, earns 1 sick day per month.  
\*This does not apply to employees covered under the Agreement for the Detectives. Under their Collective Bargaining Agreement, all employees earn 1 sick day per month regardless of hire date.
- A full-time employee accrues the appropriate amount of sick time per month on the 15<sup>th</sup> of each month, providing the employee has worked or has been in compensable status for at least 10 days in that month.
- A newly hired full-time employee must complete their 90-day waiting period prior to receiving sick time. Once this waiting period is successfully completed, the sick time is given to the employee retroactively to their first day of full-time employment.
- Sick days can be taken in increments. An employee leaving work early or coming to work late and utilizing sick/sick family time, will be charged the exact amount of sick hours and/or fraction of hours from their balance.
- All unused sick time can be carried over into the new year unless the maximum threshold has been met. Such thresholds are based on County policy or collectively bargained terms with an employee's union.

Modified 2/27/23

## ***SICK DAYS (continued)***

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- Sick days can also be used for family members. Please refer to your Collective Bargaining Agreement for the exact number of hours which can be utilized for family members, along with the approved family member relationships that grant such use.
- Upon a qualified retirement, a full-time bargaining unit employee is eligible for a sick bonus payment for all unused sick time based on language in their Collective Bargaining Agreement or via County policy. The maximum accumulation for a buyout of sick days is 150 days.

For Management and Middle-Management employees, a policy titled "Unused Sick Leave Buy-Out" was approved by the Commissioners on February 11, 2005 outlining the details. A copy of this policy follows.

An employee's final paycheck will include any applicable sick bonus that they are entitled to receive.

- Sick time should only be taken when needed. Please see "Attendance Program" section of this Handbook for details.
- The rate of pay for Sick Days shall be the employee's regular straight time rate of pay.

Managerial employees and employees covered under the Assistant Public Defender's/Assistant District Attorney's Collective Bargaining Agreement do not have Sick Days in that they receive time off designated as Paid Time Off or PTO in which, based on their years of service, hour equivalents for Sick Days have been incorporated.

Cambria County's  
Unused Sick Leave Buy-out Policy

REVISED FEBRUARY 11, 2005

Effective February 11, 2005, all Management and Middle Management employees and all full-time bargaining unit employees' whose Agreements have been negotiated on or after February 11, 2005 and contain this language, will be paid for all unused sick leave entitlement days earned by said employee only upon a qualified retirement from the County. This entitlement will be paid in the last paycheck of the regular payroll at the following rates:

- First accumulated 50 days - \$20.00 per day upon retirement.
- Second accumulated 50 days - \$30.00 per day upon retirement.
- Third accumulated 50 days - \$40.00 per day upon retirement.

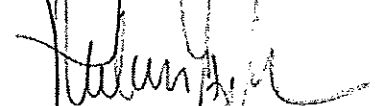
The maximum accumulation for a buyout of sick days is one hundred fifty (150) days.

No employee shall be entitled to a sick-leave buy-out if their employment is terminated for just cause.



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President Commissioner



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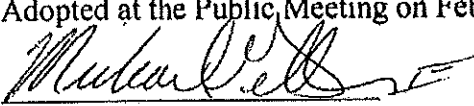
Commissioner



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Commissioner

Adopted at the Public Meeting on February 11, 2005.



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Michael Gelles, Chief Clerk/Financial Officer

## ***SMOKING POLICY***

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A policy titled "Policy on Smoking in Public Places and Work Places" was approved by the Commissioners on September 12, 2008.

A copy of this policy follows.

COMMISSIONERS

*P.J. STEVENS*  
PRESIDENT

*MILAN GJURICH*

*WILLIAM G. HARRIS*



*ROBERT A. SHAHADE*  
SOLICITOR

*MICHAEL GELLES, IV*  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

### Cambria County's Policy on Smoking in Public Places and Work Places Adopted September 12, 2008

#### **POLICY:**

Effective September 11, 2008, Pennsylvania's new Clean Indoor Air Act (#27) bans smoking in public places and work places.

The Law defines a public place as an enclosed area, which serves as a workplace, commercial establishment, or an area where the public is invited or permitted.

Cambria County is required to take all reasonable measures to comply with the Law, including removing a violation from one of our buildings/facilities.

#### **PROCEDURE:**

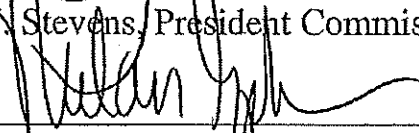
- Smoking is only permitted outside away from County facilities at areas where the County has placed smoking receptacles.
- Smokers must abide by their allotted time for work breaks regardless of the location of the designated smoking area.
- Smokers are required to use receptacles outside the building for cigarette butts, rather than littering.
- New employees will be notified of the policy prior to their start date.
- Violations by employees will be handled by contacting the appropriate state agency or, at the employee's option, the County Safety Director, and/or the Human Resources Department, who will contact the state agency with the complaint.
- Smoking in County vehicles is prohibited since vehicles are used by different employees for different purposes.

**PURPOSE:**

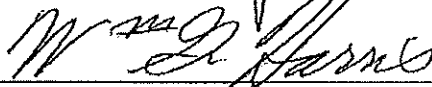
- To ensure the safety of all employees and visitors.
- To protect the rights of the non-smokers and smoking employees.
- To protect a smoke-free environment in all County Facilities.
- To comply with provisions of State Act 27, Pennsylvania's Clean Indoor Air Act.



\_\_\_\_\_  
P.J. Stevens, President Commissioner



\_\_\_\_\_  
Milan Gjurich, Commissioner



\_\_\_\_\_  
William G. Harris, Commissioner

Adopted at the Public meeting on September 12., 2008



\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

## ***SOLICITATION POLICY***

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The following policy titled "No Solicitation" was approved by the Commissioners on May 24, 2010. Please review its content for the details.

A copy of this policy follows.

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

SALVATORE "SAM" VALENTY



ROBERT A. SHAHADE  
SOLICITOR

MICHAEL GELLES, IV  
CHIEF CLERK/FINANCE DIRECTOR

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-5440

### Cambria County No Solicitation Policy

Adopted May 24, 2010

The sale of merchandise, games of chance, event tickets, services, or the solicitation for donations is prohibited at County facilities, by County employees or outside entities, without the unanimous written consent of the President Judge and a majority of the Commissioners.

The intent of this policy is not to hinder appropriate or worthy endeavors but to maintain control of unwanted or unwarranted solicitation. Solicitation without prior approval as per the policy will be in violation of the policy. Employee violation of the policy could be cause for disciplinary action. Written request should be submitted to the Commissioners' Office for prior approval.

P.J. Stevens, President Commissioner

Milan Gjurich, Commissioner

S.J. Valenty, Commissioner

Adopted at a public meeting on May 24, 2010.

Michael Gelles, IV, Chief Clerk

## ***SPACE HEATER POLICY***

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The following policy titled "Space Heaters" was adopted by the Commissioners on March 28, 2013. Please review its content for the details.

A copy of this policy follows.

COMMISSIONERS  
DOUGLAS R. LENGENFELDER  
PRESIDENT  
MARK J. WISSINGER  
THOMAS C. CHERNISKY



THOMAS P. LEIDEN  
SOLICITOR  
DAVID KNEPPER  
CHIEF CLERK

## Office of County Commissioners

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600

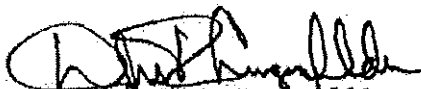
March 28, 2013

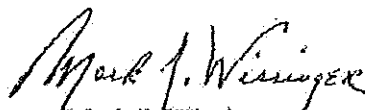
### SPACE HEATERS

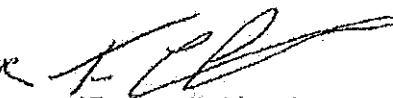
This policy applies to the use of space heaters by staff in all county facilities. Space heaters pose a serious fire and electrical hazard by possibly overloading electrical circuits and/or introducing a dangerous fuel source into our living space. Furthermore space heaters are often used in confined spaces for supplemental heating which can lead to fire hazards.

We would acknowledge that electric space heaters, when used properly, may provide an additional degree of comfort over and above the building heating system. However, with the use of these heaters comes the increased risk of fire and potential injury, especially when they are not turned off at the close of the business day or left unattended.

Therefore, after consultation with safety officials and with the recommendation of our County Emergency Services experts, the County Commissioners will no longer permit space heaters to be used in any county facility.

  
Douglas R. Lengenfelder  
President Commissioner

  
Mark J. Wissinger  
Commissioner

  
Thomas C. Chernisky  
Commissioner

  
David Knepper, Chief Clerk/Chief of Staff

## ***TRAINING***

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Any Cambria County employee who is required to attend and complete any type of training as a condition of their employment must do so successfully and within the prescribed time limit set forth by a Department as a contingency of continued employment. The positions of Telecommunicator and Correctional Officer require such training periods.

Any Cambria County employee, who fails to meet current federal and state professional certification or licensing requirements for the position, may be terminated unless the requirements are satisfied in a timely fashion.

## ***TRANSFERS AND PROMOTIONS***

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Transfers within County employment must be effectuated by vote of the County Board of Commissioners. Depending upon whether such job transfer is within the same paygrade or to a higher or lower paygrade will determine the rate of pay that such employee will receive once the transfer is approved. Collective Bargaining Agreements, in many cases, dictate a position's entry-level pay. Barring any contract language, the wage rate is set in most cases by applying the County's Master Compensation Plan. The Compensation Plan also dictates starting salaries in new positions. In addition, an employee's longevity factors into the calculation of a transferred employee's wage rate.

Transfers may raise, lower, or maintain the same level of wages. However, transfers from one County position to another do not impact County service time. A transferred employee maintains their County service with respect to the amount of entitlement time they are due, as well as their current sick leave balances.

If you are anticipating a transfer within the County and want to determine the wage level if such transfer were to occur, please contact the County Human Resources Department.

All wage adjustments are not final until adopted by the County Salary Board, unless they are part of a Collective Bargaining Agreement.

Effective February 14, 2011, the Commissioners adopted a new policy titled "Policy on Job Promotions of Employees Not Covered by Contracts and All New Hires". [A copy of this policy follows.](#)

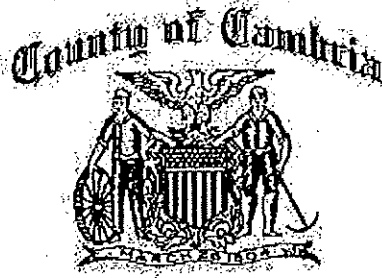
Modified: 8/19/11

COMMISSIONERS

P.J. STEVENS  
PRESIDENT

MILAN GJURICH

SALVATORE "SAM" VALENTY



Policy #11-01

RONALD BAKER  
DIRECTOR

## Office of Human Resources

401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
(814) 472-1610  
Fax (814) 472-2127

### Policy on Job Promotions of Employees Not Covered by Contracts and All New Hires

Whereas there are always questions by other employees and the general public about choices made in job promotions or new hiring.

Whereas Department Heads/Elected Officials have a vested interest in choosing a qualified individual to fill a vacancy.

Whereas it is the goal of the County to bring about a more open and transparent process of job promotions and hiring.

Whereas the County Board of Commissioner must vote by majority to approve such recommendations.

Be it resolved.

That any recommendation for the County Commissioners to approve such new hires or non contract based promotions to higher classifications and job titles of current employees that do not go through the standard Human Resources processes must have the following attendant information, along with the hiring or promotional request:

1. Number of interviews conducted for the position.
2. Reasons that chosen candidate was selected.
3. Copies of the chosen employee's previous year's evaluations that were reviewed (if a promotion).
4. These documents must be submitted to the Human Resources Director at the time the hiring or promotional request is made to the County Board of Commissioners for placement on the agenda for a public meeting.

Failure to provide such information will result in the request not being considered by the Board of Commissioners for approval.

This policy does not apply to employees newly hired under the Civil Service process.

New Insertion: 8/19/11

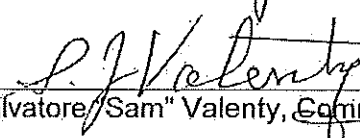
**Policy #11-01**

Implementation Date

This policy will be implemented effective February 14, 2011.

  
\_\_\_\_\_  
P.J. Stevens, President Commissioner

  
\_\_\_\_\_  
Milan Gjurich, Commissioner

  
\_\_\_\_\_  
Salvatore "Sam" Valenty, Commissioner

Adopted at the Public meeting on February 11, 2011

  
\_\_\_\_\_  
Michael Gelles, Chief Clerk/Financial Officer

## TRAVEL EXPENSE REIMBURSEMENT

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Cambria County offers travel expense reimbursement to eligible employees for attending work-related functions.

Employees who are required to use their personal automobiles for authorized County business shall be reimbursed at the mileage rate established by the County which has been in conformity with IRS recognized standards once adopted by the State. A "Mileage Reimbursement Request Form" must be completed by the employee and signed by their Supervisor. A copy of this form follows. Mileage reimbursement begins after arrival at the employee's permanent work location or approved initial worksite. Unapproved stop-ins at satellite offices solely for reimbursement purposes will not qualify and will be subsequently denied. Supervisors will be directly responsible for monitoring eligible home-to-work reimbursements.

Any requests for mileage reimbursement must be submitted within 45 days of the date of the expense. Any requests beyond that timeframe cannot be processed. When submitting requests for reimbursement for travel, please submit the expenses separated by respective months. All expenses for a particular month should be submitted together, not part of or with another month.

The following formula for computing reimbursable mileage shall apply:

If County business in the field is scheduled at such a time and place as to make reporting to the office in the morning a simple act of reporting to satisfy the reporting-in requirement, then travel should occur to the place of business and when finished should be to the worksite or location.

In these situations and in those similar, reimbursable mileage should be noted by recording actual beginning and ending odometer readings. Then subtract from the total the shortest distance between your home and the first approved worksite. The difference is eligible for reimbursement.

When employees attend work-related seminars, conferences, or conventions, and use their personal automobile, they shall be reimbursed mileage from home to their destination at the rate established by the County. All charges for automobile mileage must be fully explained in the "Mileage Reimbursement Request Form".

All employees, who are required to leave the County for authorized County business, shall be reimbursed for the expenses as established by the County, upon verification of the "Miscellaneous Expense Form". Employees must comply with all applicable procedures and provide required documentation in order to receive payment. A copy of this form follows. Any requests for miscellaneous expense reimbursement must be submitted within 45 days of the date of the

## **TRAVEL EXPENSE REIMBURSEMENT (continued)**

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expense. Any requests beyond that timeframe cannot be processed. When submitting requests for reimbursement, please submit the expenses separated by respective months. All expenses for a particular month should be submitted together, not part of or with another month. Employees are reimbursed for parking and tolls upon verification of receipts. **An employee must have an original and itemized receipt.** A credit card slip is not acceptable since it is not itemized. The maximum reimbursement for a tip amount on meals is 15%. No tip reimbursement for public transportation such as taxis, Uber, or Lyft.

**To receive prior approval, the following must occur:**

1. The "Request for Travel and/or Conference Attendance" form must be completed and submitted to the Commissioner's Office. A copy of this form follows.
2. All travel requests must be approved by a majority of the Board of Commissioners, by signing the "Travel Request" form. All requests for out-of-county or overnight trips shall be submitted at least two weeks before the date of travel.
3. Emergency situations shall be discussed, reviewed, and approved by the Board of Commissioners on a case-by-case basis.
4. Employees receiving travel approval shall then be required to follow all other applicable procedures for travel expense reimbursement before the expense forms are approved by the Board of Commissioners.

All expense vouchers submitted to the Commissioner's Office and approved by the Board of Commissioners will be considered valid and forwarded to the Controller's Office for payment. When reimbursement for travel and/or miscellaneous expenses is associated with an approved trip, a copy of the signed "Request for Travel Form" must accompany the Mileage Reimbursement Request and/or Miscellaneous Expense Form so that payment can be expedited. Reimbursement is done electronically via direct deposit through the Controller's Office.

In order for the Controller's Office to process an employee's reimbursement, an employee will be required to initially complete a "Direct Credit Vendor Payment Authorization Form". A copy of this form follows. The employee will not receive any type of notification of this direct deposit, but because expenses must be turned in no later than the 10th of each month, allow 10-15 days for your direct deposit.

To be eligible for mileage reimbursement, a vehicle must have a current registration, a certificate of insurance, and be in compliance with all applicable laws.



# CAMBRIA COUNTY MISCELLANEOUS EXPENSE FORM

Name:		Soc Security #:	
Office:		Classification:	
Home Address:			
DATE	TYPE OF EXPENSE	REASON FOR EXPENSE	AMOUNT
<b>TOTAL</b>			<b>0.00</b>

158

I hereby certify that the above is a true statement of Miscellaneous Expense(s) incurred by me.

Employee Signature	Date	Department Head's Approval	Date
--------------------	------	----------------------------	------

COMMONWEALTH OF PENNSYLVANIA,  
COUNTY OF CAMBRIA

Personally appeared before me \_\_\_\_\_, who being duly sworn according to law, deposes and says that the foregoing account is correct as stated, and that every item therein charged was actually performed in the legally authorized business of Cambria County:

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**COUNTY OF CAMBRIA  
REQUEST FOR TRAVEL AND/OR CONFERENCE ATTENDANCE**

DEPARTMENT: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_

AUTHORIZATION REQUESTED FOR:

NAME(S): \_\_\_\_\_  
 TITLE(S): \_\_\_\_\_  
 TOTAL # OF EMPLOYEES ATTENDING (AS LISTED ABOVE) \_\_\_\_\_

REASON FOR  In County or  Out of County Conference Attendance REQUEST:

- MANDATED TRAINING CONFERENCE OR MEETING
- STAFF DEVELOPMENT TRAINING CONFERENCE (Not Mandated, voluntary)
- JOB-RELATED CONFERENCE/MEETING/SEMINAR
- OTHER \_\_\_\_\_

OFFICIAL NAME, LOCATION AND DATES OF CONFERENCE: \_\_\_\_\_

REGISTRATION FEES: \$ \_\_\_\_\_

MODE OF TRANSPORTATION (check one):

County Vehicle  Private Vehicle   
 Air (Cost)  Other Cost

TOTAL ESTIMATED MILEAGE (Private Vehicle)  
 \_\_\_\_\_ Miles @ \_\_\_\_\_ cents per mile = \$ \_\_\_\_\_

ESTIMATED LODGING EXPENSE: \$ \_\_\_\_\_

Are governmental rates available:  Yes  No

Lodging Name/Address: \_\_\_\_\_

ESTIMATED COST OF OVERTIME (if applicable): \$ \_\_\_\_\_

ESTIMATED COST OF MEALS \$ \_\_\_\_\_

Breakfast: \$ \_\_\_\_\_  
 Lunch: \$ \_\_\_\_\_  
 Dinner: \$ \_\_\_\_\_

TOTAL ESTIMATED EXPENSES: \$ \_\_\_\_\_

TOTAL ESTIMATED COST PER EMPLOYEE: \_\_\_\_\_ #DIV/0!

ARE PROPER BUDGET FUNDS AVAILABLE TO COVER THESE EXPENSES:

YES  NO

DEPARTMENTAL APPROVAL/DENIAL:  
 NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 DATE \_\_\_\_\_

COMMISSIONER APPROVAL:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DIRECT CREDIT VENDOR  
PAYMENT AUTHORIZATION**

I, \_\_\_\_\_ (Vendor), hereinafter called  
VENDOR, hereby authorize **CAMBRIA COUNTY**, (Company)  
hereinafter called COMPANY, to initiate credit payment entries to my  
( ) Checking ( ) Savings account (select one) indicated below at the  
depository financial institution named below, hereinafter called  
DEPOSITORY. Also, if necessary, initiate adjustments for any  
transactions credited in error.

Vendor Name \_\_\_\_\_  
(RECEIVING FUNDS)

Vendor Tax ID # \_\_\_\_\_

DEPOSITORY  
BANK NAME \_\_\_\_\_ Branch \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Routing/Transit Number \_\_\_\_\_ Account No. \_\_\_\_\_

This authorization will remain in full force and effect until COMPANY  
has received written notification from VENDOR of its termination in such  
time and in such manner as to afford COMPANY and DEPOSITORY a  
reasonable opportunity to act on it.

**VENDOR AUTHORIZATION**

Authorized  
Name \_\_\_\_\_ Tax ID \_\_\_\_\_  
PLEASE PRINT

Authorized  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: IN THE CASE OF REVOKED AUTHORIZATION, ALL WRITTEN AUTHORIZATIONS  
MUST BE REVOKED ONLY BY NOTIFYING THE ORIGINATOR (COMPANY) IN WRITING  
NO LATER THAN 15 DAYS BEFORE THE NEXT TRANSACTION EFFECTIVE DATE.**

**A VOIDED CHECK MUST BE ATTACHED TO THIS FORM. STAPLE VOIDED CHECK  
BELOW.**

e-B 104

ACH CREDIT FILE

New Insertion: 11/30/12

## **UNIFORM ALLOWANCES**

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Cambria County offers a uniform allowance to two Collective Bargaining Units (UMWA and CCDSA) and provides shirts/sweatshirts for the AFSCME Bargaining Unit. The following outlines the details:

### **UMWA (Correctional Officers at the Cambria County Prison)**

- All eligible full-time employees within this Collective Bargaining Unit receive up to the contractual agreed amount for uniforms and attire.
- The County purchases uniforms and work-related attire for each employee, as needed. In return, the employee reimburses the County for said item (s) through a payroll deduction; therefore, it is taxed.
- Any full-time employee beginning employment after September 30<sup>th</sup> of any given year is not eligible for the uniform allowance in the initial first year.

### **CCDSA (Cambria County Sheriff Deputies in the Sheriff's Office)**

- All eligible full-time employees within this Collective Bargaining Unit receive the contractual agreed amount for uniforms and attire.
- This allowance is paid to each eligible employee on the first pay in January of each new year. This allowance is not subject to any mandatory or voluntary retirement contribution.
- Any full-time employee beginning employment after October 1st of any given year is not eligible for the uniform allowance until the following year.

**\*\*Per IRS regulations, uniform and work-related attire may or may not be designated as taxable income. Please contact Human Resources for tax-related questions.**

### **AFSCME (Maintenance Department and Telecommunicators at the 911 Center Only)**

- The County agrees to provide a total of three (3) work shirts/ two (2) sweatshirts to the employees within the Maintenance Department. These shirts will be replaced as necessary as determined by the County.
- The County agrees to provide all Telecommunicators with four (4) shirts and two (2) sweatshirts that must be worn as required.

Modified: 12/1/14, 6/28/17,  
2/27/23

## **USE AND RELEASE OF CONFIDENTIAL INFORMATION**

Each employee is responsible for protecting and maintaining the confidentiality of non-public information in the County's possession. Employees may not access or use such information unless they have proper authorization and it is relevant to the performance of their jobs.

The use of non-public information to further one's own interests, or the interests of family or friends, is prohibited. Employees must not use information obtained in the course of their employment for any personal financial benefit.

To the extent an employee's job duties involve the receipt and/or knowledge of HIPAA-protected information, the employee is required to comply with the terms and conditions of HIPAA.

Any employee who receives a request for information and/or documents (public record) pursuant to the PA Right-to-Know Law shall immediately forward to Cambria County's Open Records Officer in the Commissioner's Office.

***USE OF COUNTY TELEPHONE/CELL PHONE – FACSIMILE -  
COMPUTER SYSTEMS - INTERNET - E-MAIL –  
AND OTHER COUNTY PROPERTY***

---

All County property and equipment are designated for County business use only. This includes, but is not limited to, County telephones, computers, fax machines, copiers, printers, and e-mail accounts.

Management reserves the right to monitor the use of County cell phones and the County's computer system. The County may review the contents of any employee's computer, including electronic mail messages (e-mail) and internet usage, at anytime.

Under no circumstances may computer files be encrypted or password protected without prior authorization. If applicable, the Department Director, Manager, Elected Official, or their assigned designee will be in possession of the username and current password at all times. Only computer software purchased/owned by Cambria County may be installed on the computer. Software must not, under any circumstances, be duplicated.

Use of the County's computer software and/or computer-related equipment for personal business and/or non-authorized purposes is strictly prohibited and is subject to discipline, up to and including discharge.

In addition, social networking utilizing County or personal property during work time is prohibited and also subject to discipline, up to and including termination (i.e. Facebook, My Space, Twitter, Texting, etc...).

The following policy titled "Department Policy for Use of the Internet and Electronic Mail Account" was approved by the Commissioners on April 14, 2003. Please review its content for the details.

A copy of this policy follows.

Modified 2/27/23

# DEPARTMENT POLICY FOR USE OF THE INTERNET AND ELECTRONIC MAIL ACCOUNT

## ***OVERVIEW***

This County has provided Internet and electronic mail accounts to access the growing amount of valuable information available on the Internet. This technology offers the ability to educate both the staff and the public through the publishing and maintaining of a "homepage", facilitating communications between the County departments, the public, and other agencies or organizations via electronic mail, and making County government more efficient. This policy outlines acceptable and unacceptable use of both the Internet and electronic mail accounts. Every staff member has a responsibility to maintain the County's public image while using these systems.

## ***ACCEPTABLE USES OF THE INTERNET***

Staff members accessing the Internet are representing not only themselves but also Cambria County. Departments should ascertain the information on the County's homepage is current and correct. Staff members are responsible for seeing that all accounts are used in one of the following ways: business related, educational related, but most importantly, in an ethical and lawful manner. Internet Relay Chat channels or Instant Messages are not permitted. All Web sites visited will be of a professional or educational nature and accessed for County business only.

## ***ACCEPTABLE USES OF ELECTRONIC MAIL MESSAGES***

Staff members are responsible for the content of all text, audio or images that they send over the Internet. This County will not tolerate any hostile material being transmitted via an email account. This includes offensive remarks, abusive, profane, or offensive language, racial or ethnic slurs, gender specific comments, or any message that contains comments that offensively addresses someone's age or sexual orientation, religious or political beliefs, national origin, or disability. Staff members who wish to express personal opinions via email accounts are encouraged to obtain their own account from an Internet Service Provider.

Electronic mail messages may be used to gather business and educational related material only. Personal email is acceptable, but it must follow the acceptable guidelines stated above. Personal email must be kept to an absolute minimum. If abused, you will be denied access. It must be acknowledged that the County may at any time read all email, whether professional or personal that is communicated through the County's email system if it so deems.

## ***UNACCEPTABLE USES OF THE INTERNET AND ELECTRONIC MAIL ACCOUNT***

Staff members accessing the Internet/Email will not do so for personal gain or advancement of personal interests. Solicitation of non-departmental business, or any use of the Internet/Email for personal gain is strictly prohibited. Use of the Internet/Email should not create any disruption of the department's operations, or the networks of other users. Common sense use is expected.

**DEPARTMENT POLICY FOR USE OF THE INTERNET AND  
ELECTRONIC MAIL ACCOUNT (continued)**

***SOFTWARE***

To prevent computer viruses from being transmitted through the system, uploading/downloading of any material(s) over the Internet is strictly forbidden, unless prior approval was obtained from the I.S. Department. This includes, but is not limited to: copyrighted materials, operations information, personnel related information, games, or any and all information deemed private or classified by the department head.

***EFFECTIVE***

This policy will go into effect April 14, 2003

Modified: 8/8/16

## **USE OF COUNTY-OWNED VEHICLES POLICY**

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The following policy titled "Use of County-Owned Vehicles" was approved by the Commissioners on October 23, 2014. Please review its content for the details.

A copy of this policy follows.

Modified: 12/1/14

COMMISSIONERS  
*DOUGLAS R. LENGENFELDER*  
PRESIDENT  
*MARK J. WISSINGER*  
*THOMAS C. CHERNISKY*



*THOMAS P. LEIDEN*  
SOLICITOR

*STEVEN D. ETTIEN*  
CHIEF CLERK

## *Office of County Commissioners*

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600  
Fax - (814) 472-6940

### **Policy for the Use of County-Owned Vehicles Policy No. 14-02**

An employee driving a County-owned vehicle must have, in their possession, a valid driver's license, with any required endorsements or classifications, along with current insurance coverage.

A County employee shall not operate a County-owned vehicle when any physical or mental impairment causes the employee to be unable to drive. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally due to illness, medication, or being under the influence of drugs or alcohol.

Any vehicle being driven for County business must be driven in accordance with all applicable traffic and parking laws, including applicable speed limits. Seat belts must be used by all vehicle occupants at all times, and any cargo must be securely stowed. Employees shall be personally responsible for any fines or penalties incurred as a result of driving or parking violations.

Any vehicle accident involving a County employee must be reported, without delay, to the employee's immediate supervisor, regardless of whether such accident occurs during or after regular working hours, as well as to the law enforcement agency with jurisdiction over the accident scene. The Commissioners' Office must also be notified in a timely manner.

The County will not be held responsible for the loss or theft of any personal items taken from a County-owned vehicle while it is being used to conduct County business.

While operating County-owned vehicles, employees must refrain from speaking on any interactive wireless communication devices, unless the employee makes use of a hands-free option. An employee not making use of a hands-free option must bring the vehicle to a complete stop in a safe location prior to using a communication device. Texting, sending emails, or messages of any kind on any interactive wireless communication device is also prohibited while driving, per Pennsylvania Law. Employees are also expected to refrain from any other activity that may distract them from driving such as eating, grooming, reading, etc.

County-owned vehicles shall only be used for County business purposes. Vehicles shall not be driven to and from an employee's home, and vehicles should not be taken to an employee's home for any nonofficial reason. If a vehicle is needed for County business, possession shall be obtained for the engagement of employment from the appropriate department upon arrival at the

New Insertion: 12/1/14

County office and shall be returned to the proper County facility upon completion of the County business.

A mandatory travel log shall be located in each vehicle. Each time a County-owned vehicle is in use, the employee shall enter his or her name, date, initial time of use, the reason for use, destination, time of return, and mileage. Any problems with the vehicle shall be noted and reported to the department head immediately.

It is the responsibility of supervisors or department heads to make sure routine maintenance is performed on County vehicles. Upon breakdown or a maintenance issue, the Commissioners' Office should be notified to approve any repair. Departments should keep accurate records of all maintenance performed.

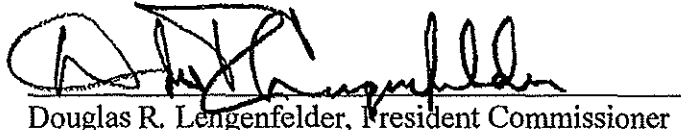
This policy supersedes any prior inconsistent policy and replaces Policy No. 05-08 adopted December 16, 2005.

Adopted by the Board of Commissioners of Cambria County at a public meeting on October 23, 2014.

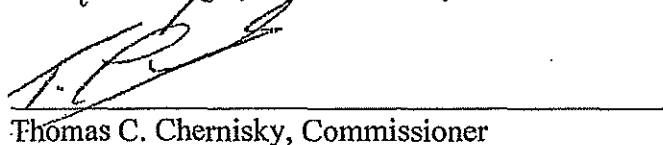
ATTEST:

BOARD OF COMMISSIONERS

  
Dep. Chief Clerk

  
Douglas R. Lengenfelder, President Commissioner

  
Mark J. Wissinger, Commissioner

  
Thomas C. Chernisky, Commissioner

New Insertion: 12/1/14

New Insertion: 12/1/14

## **USE OF PERSONAL VEHICLES FOR COUNTY BUSINESS POLICY**

The following policy titled "Policy for Personal Vehicles Used for County Business" was adopted by the Commissioners on October 23, 2014. Please review its content for the details.

A copy of this policy follows.

COMMISSIONERS  
*DOUGLAS R. LENGENFELDER*  
PRESIDENT  
*MARK J. WISSINGER*  
*THOMAS C. CHERNISKY*



*THOMAS P. LEIDEN*  
SOLICITOR

*STEVEN D. ETTIEN*  
CHIEF CLERK

## *Office of County Commissioners*

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1600  
Fax - (814) 472-6940

### **Policy for Personal Vehicles Used for County Business Policy No. 14-01**

An employee driving his/her personal vehicle on County business must have, in their possession, a valid driver's license, with any required endorsements or classifications, along with current insurance coverage and a valid state inspection. Using another employee's vehicle to conduct County business is strongly discouraged.

A County employee shall not operate his/her personal vehicle on County business, when any physical or mental impairment causes the employee to be unable to drive. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally due to illness, medication, or being under the influence of drugs or alcohol.

Any personal vehicle being driven for County business must be driven in accordance with all applicable traffic and parking laws, including applicable speed limits. Seat belts must be used by all vehicle occupants at all times, and any cargo must be securely stowed. Employees shall be personally responsible for any fines or penalties incurred as a result of driving or parking violations.

Any vehicle accident involving a County employee must be reported, without delay, to the employee's immediate supervisor, regardless of whether such accident occurs during or after regular working hours, as well as to the law enforcement agency with jurisdiction over the accident scene. The Commissioners' Office should also be notified in a timely manner.

The County will not be held responsible for the loss or theft of any personal items taken from an employee's personal vehicle while it is being used to conduct County business.

While operating his/her personal vehicle on County business, employees must refrain from speaking on any interactive wireless communication devices, unless the employee makes use of a hands-free option. An employee not using a hands-free option must bring the vehicle to a complete stop in a safe location prior to using a communication device. Texting, sending emails, or messages of any kind on any interactive wireless communication device is also prohibited while driving, per Pennsylvania Law. Employees are also expected to refrain from any other activity that may distract them from driving such as eating, grooming, reading, etc.


New Insertion: 12/1/14

As a first option, employees shall use County-owned vehicles to perform County business rather than use a personal vehicle.

This policy supersedes any prior inconsistent policy and replaces Policy No. 13-01 adopted January 18, 2013.

Adopted by the Board of Commissioners of Cambria County at a public meeting on October 23, 2014.

ATTEST:

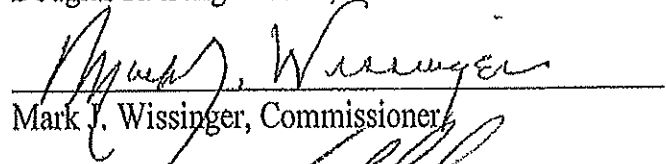


Dep. Chief Clerk

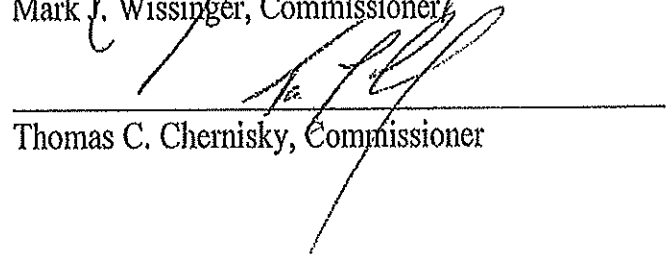
BOARD OF COMMISSIONERS



Douglas R. Lengenfelder, President Commissioner



Mark J. Wissinger, Commissioner

  
Thomas C. Chernisky, Commissioner

New Insertion: 12/1/14

New Insertion: 12/1/14

## ***VACATION DAYS***

---

Cambria County offers vacation days to full-time bargaining unit employees, with the exception of members covered by the Assistant Public Defender's/Assistant District Attorney's Collective Bargaining Agreement. The following is general information regarding this entitlement. Please refer to your Collective Bargaining Agreement for specific information, such as exact amount accrued and requirements, if any, when utilizing it.

- A newly hired full-time employee must successfully complete their 6-month probationary period prior to receiving vacation days.
- A new full-time employee hired between 1/1 and 6/30 is eligible to receive ten (10) vacation days the following year. A new full-time employee hired between 7/1 and 12/31 is eligible to receive five (5) vacation days the following year.
- Vacation accruals are outlined in all Collective Bargaining Agreements. Accruals and maximum days earned vary with each Union.
- Upon a bargaining unit employee's resignation, retirement, or termination from employment, they are eligible to receive payment for any *unused vacation time* if the employee has more than one (1) year of service with the County at the time of their resignation, retirement, or termination. In addition, the employee **may or may not be** eligible for terminal vacation (vacation earned in the current year). Please refer to your Collective Bargaining Agreement for specific information pertaining to eligibility. Your final paycheck will include any applicable vacation that you are entitled to.
- Vacation days can be taken in increments of one-quarter hours. An employee leaving work early or coming to work late and utilizing vacation time will be charged the exact amount of vacation hours and/or fraction of hours from his/her balance.
- The rate of pay for Vacation Days shall be the employee's regular straight time rate of pay.

Managerial employees and employees covered under the Assistant Public Defender's/Assistant District Attorney's Collective Bargaining Agreement do not have Vacation Days in that they receive time off designated as Paid Time Off or PTO in which, based on their years of service, hour equivalents for Vacation Days have been incorporated.

Modified: 6/28/17, 11/15/19, 1/1/20, 2/23/22

## ***VISION COVERAGE – OPTIONAL PLAN***

---

Cambria County offers an Optional Vision Coverage Plan as a benefit to all full-time employees and part-time employees in specific classifications under certain Collective Bargaining Agreements. The following is a brief overview of the benefit:

- After successful completion of the 90-day waiting period, an employee is eligible for vision coverage.
- This plan offers four (4) levels of coverage: Single, Parent/Child(ren), Two Persons, and Family.
- The employee's co-pay share is set forth in each Collective Bargaining Agreement and/or County policy and it is deducted from the 2nd pay of each month.
- This is a pre-paid plan. The employee pays the premium a month in advance.
- This is a pre-taxed payroll deduction.
- Open enrollment is a period of time which the County has set for an employee to either opt in or opt out of the program and it takes place in November of each year, changes are effective January of the following year. No changes to your vision benefits can occur outside this timeframe unless a qualifying event and/or a cost savings to the County occurs. Qualifying event changes occurring outside the open enrollment period will require proper documentation submitted to the Human Resources Department.
- If an employee having vision coverage leaves employment with the County as a result of a resignation/termination, coverage with the County will have a termination date based on the effective date of the resignation/termination and Collective Bargaining Agreement if applicable. For all others, coverage will end the month of the resignation/termination.
- If an employee having vision coverage leaves employment with the County as a result of a qualified retirement, the vision benefits will end in conjunction with the active medical benefits.

Upon leaving employment, the employee may elect to continue coverage through COBRA.

The Current benefit grid is available at [Cambriacountypa.gov](http://Cambriacountypa.gov), Human Resources, Additional Resource Files, Benefits for Active Employees and Retirees – Healthcare, Dental, and Vision.

Modified: 4/30/14, 1/1/20, 2/27/23

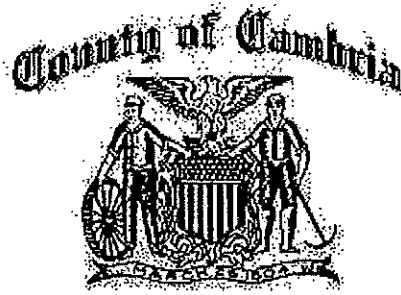
## ***WORKER'S COMPENSATION***

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All work-related injuries must be immediately reported to the employee's immediate Director/Supervisor and the Human Resources Office where Worker's Compensation claims are handled.

In addition, the proper paperwork must be completed. A copy of this information follows.

COMMISSIONERS  
*THOMAS C. CHERNISKY*  
PRESIDENT  
*WILLIAM J. SMITH*  
*SCOTT W. HUNT*



*Gina M. Sowers*  
Director of Human Resources

*Amy A. Glessner*  
Asst. Director of Human Resources

## Office of Human Resources

Human Services Building  
401 Candlelight Drive, Suite 239  
Ebensburg, PA 15931  
Telephone: (814) 472-1610  
Fax: (814) 472-1457 (Payroll-Related Items)  
Fax: (814) 472-2127 (All Other Correspondences)

MEMO . . . .

TO: All Employees, Department Directors, Supervisors and Elected Officials  
FROM: Gina M. Sowers, Director of Human Resources  
DATE: February 16, 2023  
Re: Work related injuries

In the event you sustain a work-related injury the injured employee must:

- Report injury to Department Director, Supervisor or Elected Official
- Contact Human Resources to coordinate care (814-472-1610)
- Department Director, Supervisor or Elected Official must complete the following:
  - a. Cambria County Accident Investigation Form
  - b. County of Cambria Injury & Illness Investigation Report
- Employee to complete the following forms:
  - a. Employee Statement of Injury
  - b. Authorization for Medical Records and Reports
  - c. Incident/Accident Procedure Policy Knowledge
- Forward all forms to the Human Resources Department

### **Emergency:**

If you sustain a work related injury requiring immediate **emergency** attention, please seek care at the nearest emergency room or urgent care center. After your visit, contact the Human Resources Department (814-472-1610) for further instructions.

### **Non-Emergency:**

If you sustain a **non-emergency** work related injury and would like to seek care you are required to seek treatment by one of the providers listed on the "County of Cambria Workers' Compensation – Panel of Providers" for a period of ninety (90) days from the date of initial treatment. Contact the Human Resources Department (814-472-1610) for further instructions.

All work related injuries must be seen by our Occupational Health Provider to start the claim and to be released from care.

Updated 2/27/23

**NOTICE REGARDING WORK RELATED INJURIES**  
**REPORTING REQUIREMENTS**

**The injured employee should:**

1. Report incident to Elected Official, Department Director or Supervisor.
2. Contact the Human Resources Department (P: 814-472-1610) to coordinate care.
3. Refer to the "*County of Cambria Workers' Compensation – Panel of Providers*".
4. Complete and forward all the necessary paperwork to the Human Resources Department.

**Elected Official, Department Director or Supervisor must complete the following forms and forward to the Human Resources Department:**

- "County of Cambria – Injury and Illness Investigation Report" form:
  - Complete top portion of this carbon form
  - Separate the forms.
    - White copy: To Employee
    - Yellow copy: Submit to Human Resources
    - Pink copy: To Elected Official, Department Director or Supervisor
  - If the employee seeks medical attention, the provider should complete the middle and bottom portions of the form.
  
- "Cambria County Accident Investigation Report" form:
  - This form consists of one (1) page, front and back. All questions must be completed with the exception of the area marked "Human Resources Office Use Only".

**The injured employee must complete the following forms and forward to the Human Resources Department:**

- "Employee Statement of Injury" form
  
- "Authorization for Medical Records and Reports" form
  
- "Incident/Accident Procedure Policy Knowledge" form

Modified: 6/28/17

INSERVCO INSURANCE SERVICES, INC.

Workers' Compensation Program: Designated Health Care Providers

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

If you suffer a work-related injury, immediately report the injury to your Supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.
- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.
- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.
- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. If you choose the treatment prescribed in the second opinion, you must receive the treatment for a period of 90 days after the date of your initial visit.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, after the emergency visit, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

NAME OF PROVIDER	STREET	CITY, STATE, ZIP	PHONE	SPECIALTY
WorkPlace Health	338 Bloomfield St. Ste. 101	Johnstown, PA 15904	814.361.2307	Occupational Health
Hilltop Chiropractic Center	1837 Goucher Street #1	Johnstown, PA 15905	814.265.7292	Chiropractic
Splnos Family Chiropractic	1000 North Center Street	Ebensburg, PA 15931	814.419.8445	Chiropractic
Pagano Chiropractic Clinic	204 South Main Street	Carrolltown, PA 15722	814.344.8740	Chiropractic
Dr. William Carney	416 Napoleon Place	Johnstown, PA 15901	814.534.1650	General Surgery
Dr. Donato Carusi	999 Eisenhower Blvd., Ste. 1	Johnstown, PA 15905	814.535.7661	Ophthalmology
Ophthalmic Associates	120 Main Street	Johnstown, PA 15901	814.536.5343	Ophthalmology
Ophthalmic Associates	1318 Eisenhower Boulevard	Johnstown, PA 15904	814.266.6029	Ophthalmology
Western PA Orthopedics	2 Celeste Drive	Johnstown, PA 15905	814.255.6781	Orthopedics
Conemaugh Physician Group - Plastic Surgery	One Tech Park Drive, Ste. 1200	Johnstown, PA 15901	814.534.6750	Plastic Surgery
Western PA Sports Medicine & Rehab	1253 Scalp Avenue	Johnstown, PA 15904	814.269.9806	Physical Therapy
Western PA Sports Medicine & Rehab	Rt. 22, College Plaza	Ebensburg, PA 15931	814.472.9070	Physical Therapy
Western PA Sports Medicine & Rehab	927 Menoher Boulevard	Johnstown, PA 15905	814.255.6814	Physical Therapy
Vantage Physical Therapy	290 Jamesway Road	Ebensburg, PA 15931	814.472.4921	Physical Therapy
Vantage Physical Therapy	311 Warren Street, #200	Johnstown, PA 15905	814.288.3617	Physical Therapy
Vantage Physical Therapy	1910 Minno Drive, #240	Johnstown, PA 15905	814.255.3566	Physical Therapy
Vantage Physical Therapy	336 Bloomfield Street	Johnstown, PA 15904	814.269.2224	Physical Therapy
Vantage Physical Therapy	3840 William Penn Ave., #10	Nanty Glo, PA 15943	814.749.6385	Physical Therapy
Vantage Physical Therapy	503 Railroad Avenue, Ste. 3	Patton, PA 16668	814.674.2218	Physical Therapy
Vantage Physical Therapy	550 Locust Street, #110	Sidman, PA 16955	814.495.0018	Physical Therapy
X-Cel Physical Therapy	1055 Shoemaker St.	Nanty Glo, PA 15943	814.749.3355	Physical Therapy
X-Cel Physical Therapy	1300 Philadelphia Ave. Ste. 2	Northern Cambria, PA 15714	814.948.8220	Physical Therapy

**FOR PRESCRIPTION MEDICATIONS AND DURABLE MEDICAL EQUIPMENT OR TO SCHEDULE PHYSICAL THERAPY, CHIROPRACTIC AND DIAGNOSTIC IMAGING APPOINTMENTS, AND LOCATIONS CLOSE TO YOU, PLEASE CALL KEYSERSCRIPTS AT 1.866.446.2848.**

All of your healthcare provider bills and reports need to be sent to the following address for review and payment in accordance with the Pennsylvania Workers' Compensation Act:

Inservco Insurance Services, Inc. P.O. Box 3899, Harrisburg, PA 17105-3899  
 Phone: 1.800.356.0438 - Fax: 1.866.356.0438

Modified: 8/19/11, 4/30/14, 8/8/16, 6/28/17, 4/19/21

# COUNTY OF CAMBRIA

## INJURY & ILLNESS INVESTIGATION REPORT

EMPLOYEE NAME		AGE	DEPARTMENT	JOB POSITION	DATE OF INJURY	TIME OF INJURY
ADDRESS			LENGTH OF SERVICE ON PRESENT JOB	HOW LONG EMPLOYED	DATE REPORTED TO SUPV.	TIME REPORTED TO SUPV.
			DATE OF BIRTH	NORMAL STARTING TIME	TYPE OF ACCIDENT (LIFTING, STRUCK BY)	LOCATION OF ACCIDENT
EMPLOYEE PHONE NUMBER	MARRIED YES <input type="radio"/> NO <input type="radio"/>	NUMBER OF CHILDREN UNDER 18	SOC. SEC. NO.	BODY PART INJURED	NATURE OF INJURY (ABRASION, SPRAIN)	
BRIEF DESCRIPTION OF INJURY OR ILLNESS:						
I UNDERSTAND THAT IF THIS INJURY/ILLNESS IS DETERMINED TO BE NON-WORK RELATED I WILL BE BILLED FOR THIS VISIT.						
_____ EMPLOYEE SIGNATURE				_____ SUPERVISOR		

INITIAL MEDICAL EVALUATION REPORT
DIAGNOSIS:
TREATMENT:
WORK STATUS
<input type="radio"/> MAY RETURN TO WORK <span style="float: right;"><input type="radio"/> NOT RELEASED</span>
<input type="radio"/> MAY RETURN TO WORK WITH NOTED RESTRICTIONS(SEE COMMENTS) <span style="float: right;"><input type="radio"/> (FOLLOW-UP)</span>
COMMENTS:

TYPE/PRINT PHYSICIAN'S NAME \_\_\_\_\_ SIGNED \_\_\_\_\_ M.D.  
TREATING OR CONSULTING PHYSICIAN

White - Medical Department
Yellow - Human Resources Department
Pink - Administration

Modified: 6/28/17

<b>CAMBRIA COUNTY ACCIDENT INVESTIGATION REPORT</b>		CASE NUMBER (if applicable)
Department		Location (if different from mailing address)
1. Name of Injured		2. Date of Accident
3. Employee's usual occupation		4. Occupation at time of accident
5. Nature of Injury and part of body		
6. Time of injury A. _____ AM / PM B. Time within shift: _____ C. Type of shift: _____		7. Severity of Injury <input type="checkbox"/> Fatally <input type="checkbox"/> Lost Workdays-days away from work <input type="checkbox"/> Lost Workdays-days of restricted activity <input type="checkbox"/> Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Other, Specify
8. Specific location of accident _____ _____ On employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Phase of employee's workday at time of injury <input type="checkbox"/> During rest period <input type="checkbox"/> Entering or leaving plant <input type="checkbox"/> During meal period <input type="checkbox"/> Performing work duties <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____
10. Describe how the accident occurred _____ _____ _____		
11. Accident Sequence. Describe in reverse order of occurrence, events preceding the injury and accident. Starting with the injury, and moving backward in time, reconstruct the sequence of events that led to the injury. A. Injury event _____ B. Accident event _____ C. Preceding event #1 _____ D. Preceding event #2, #3, etc... _____		
12. Task and activity at time of accident General type of task _____ Specific activity _____ Employee was working: <input type="checkbox"/> Alone <input type="checkbox"/> With crew or fellow worker <input type="checkbox"/> Other, Specify		13. Posture of employee  14. Supervision at time of accident <input type="checkbox"/> Directly Supervised <input type="checkbox"/> Indirectly Supervised <input type="checkbox"/> Not Supervised <input type="checkbox"/> Supervision Not Feasible

15. Causal factors: Events and conditions that contributed to the accident. List causation.

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16. Corrective actions. Those that have been, or will be, taken to prevent recurrence.

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17. Time frame for corrective action?

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Prepared by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_

**HUMAN RESOURCES OFFICE USE ONLY**

Received by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**\*\*Pertinent employee information can be found on the "County of Cambria Injury and Illness Investigation Report".**

**EMPLOYEE STATEMENT OF INJURY**

Date of Report \_\_\_\_\_

Social Security Number \_\_\_\_\_

**PART I – General Information (Please Print)**

Name \_\_\_\_\_  
(First) (M.I.) (Last)

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_

Marital Status (Circle One): S M W D # of Children Under 18 \_\_\_\_\_ Normal Start Time \_\_\_\_\_ AM / PM

Job Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Date of Injury \_\_\_\_\_ Time of Injury \_\_\_\_\_ AM / PM

**PART II – Details of Injury (Please Print)**

Please describe in detail: What you were doing, the events and circumstances which were involved in this matter, including times, dates, exact location, tools, equipment, material, and or substances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature and Physical Location of Injury

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness (s) to Injury \_\_\_\_\_

I certify that the foregoing statement is true and correct:

\_\_\_\_\_  
(Signature of Employee) (Date) (Witness to Signature) (Date)

**INCIDENT/ACCIDENT PROCEDURE POLICY KNOWLEDGE**

I, \_\_\_\_\_, understand that failure to follow the established policy and procedure in reporting a work-related injury shall be cause for denial of my compensation claim for the first ninety (90) days.

Policy states that any employee who sustains a work-related injury is obligated to treat with one of the designated healthcare providers set forth on the Primary Doctor Panel for a period of ninety (90) days from the date of immediate treatment.

Failure to follow this procedure is considered a direct violation of established Cambria County policy. Written documentation of the violation will be made and filed in my personnel file for further reference.

Date employee reported incident/accident: \_\_\_\_\_

Date incident/accident occurred: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Witness to Signature Date

Modified: 6/28/17



## Office of Human Resources

401 Candlelight Drive, Suite 209  
Ebensburg, PA 15931  
Telephone: (814) 472-1610  
Fax: (814) 472-1457 (Payroll-Related Items)  
Fax: (814) 472-2127 (All Other Correspondences)

### Authorization for Medical Records and Reports

I authorize any physician or nurse who has attended me, or any hospital to which I have been confined, to furnish to my employer, Cambria County and their authorized Workers' Compensation insurance carrier, all available information which may be required regarding my physical condition and treatment rendered.

In addition, if necessary, allow them or any physician appointed by them, to examine any diagnostic imaging of me or any records regarding my physical condition. I also authorize my employer to release any of this information to the occupational health provider. A photostatic copy of this authorization is to be given the same force and effects as the original.

\_\_\_\_\_  
Employee Name (Print)                      Date

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Witness to Signature                      Date

Modified: 8/8/16, 6/28/17







