

**TOWNSHIP OF WASHINGTON
FRANLIN COUNTY, PENNSYLVANIA
RESOLUTION NO. 335**

**OF THE BOARD OF SUPERVISORS OF THIS
TOWNSHIP ESTABLISHING RULES AND
REGULATIONS FOR THE WASHINGTON TOWNSHIP
RECYCLING CENTER.**

**WASHINGTON TOWNSHIP RECYCLING CENTER
RULES AND REGULATIONS**

Section 1. Rules and Regulations

The rules listed below have been established for the benefit of all employees. These rules and regulations are not intended to restrict or impose on the privileges of anyone, but are designed to insure the rights and safety of all employees.

1. Failing to properly change glass boxes and/or sweep up and remove spilled glass.
Penalty Code 1
2. Switching assigned job tasks without getting permission from the Recycling Coordinator or Assistant Recycling Coordinator.
Penalty Code 1
3. Smoking in the Recycling Building or ramp area.
Penalty Code 1
4. Inappropriate behavior, horseplay.
Penalty Code 1
5. Failure to empty trash cans when directed.
Penalty Code 1
6. Spitting of chewing tobacco on any Township equipment or floors inside the Recycling Center. Causing delays of work by spitting of chewing tobacco.
Penalty Code 1
7. Operating any equipment without proper training and approval of the Recycling Coordinator or Assistant Recycling Coordinator.
Penalty Code 1

8. Failing to start work at the appropriate time (8:00 a.m. most days) or extending lunch break beyond 1:00 p.m.
Penalty Code 1
9. Mandatory Saturday work shall be required when the station is closed during the week for any reason or if the workload exceeds the ability of our work crews to complete during the week. Failure to report to work unless excused by the Recycling Coordinator shall be a violation of these rules.
Penalty Code 1
10. Writing days off on calendar without the Recycling Coordinator's or Assistant Recycling Coordinator's knowledge or permission.
Penalty Code 1
11. Failure to keep Recycling Coordinator notified of proper address or telephone number within one week of any change.
Penalty Code 1
12. A.W.O.L. (Absent Without Leave) – Failure to report to Recycling Coordinator within scheduled workday; failure to work overtime, special hours or special shifts after being scheduled.
Penalty Code 1
13. Repeated absenteeism, tardiness, or repeated failure to punch timecard in or out. "Repeated" is considered to mean two times in a two-week period, three times in thirty days, or six times in six months.
Penalty Code 1
14. When it is necessary for an employee to be absent from work for any reason, he or she shall notify the Recycling Coordinator or Assistant Recycling Coordinator one day in advance if possible, but no later than 9:00 a.m. of the day missed.
Penalty Code 1
15. Gambling, lottery or engaging in any other games of chance on Township premises during working hours is prohibited, except nonprofit raffle tickets.
Penalty Code 1
16. Quitting work, leaving assigned work area during working hours without permission, or leaving work area before the end of the shift.
Penalty Code 1
17. Loitering, wasting time.
Penalty Code 1
18. Taking more than specified time for meals.
Penalty Code 1

19. Refusal to work overtime, special hours or special shifts required in an emergency situation.
Penalty Code 1
20. Failure to obey posted safety regulations and operating procedures.
Penalty Code 1
21. Posting, altering or removing any matter on bulletin boards unless specifically authorized by the Recycling Coordinator.
Penalty Code 1
22. Creating or contributing to unsanitary conditions; poor housekeeping or sanitary personal conditions including failure to lift toilet seat (men) when urinating.
Penalty Code 1
23. Use or possession of tools assigned to another employee without the employee's consent.
Penalty Code 1
24. Productivity and/or workmanship below reasonable quality and quantity levels.
Penalty Code 1
25. Deliberately restricting production output or adversely affecting the quality or production of Township operations.
Penalty Code 1
26. Unauthorized use of telephone including going to the bathroom and using the phone.
Penalty Code 1
27. Insubordination – Failure to obey an order given by Recycling Coordinator or Assistant Recycling Coordinator.
Penalty Code 1 to 5
28. Failing to follow direct orders from the Recycling Coordinator or Assistant Recycling Coordinator.
Penalty Code 2 to 4
29. Sleeping on the job.
Penalty Code 2
30. Giving false information to obtain special leave or vacation privileges.
Penalty Code 2

31. Failure of Assistant Recycling Coordinator to report to the Recycling Coordinator, or the Recycling Coordinator to report to the Township Manager, violation of Rules and Regulations or to write an employee for a violation.
Penalty Code 2
32. Vending or soliciting for personal or political gain, from fellow employees and/or the general public during working hours, or collection of contributions for any purpose whatsoever at any time, on the premises, unless with the authorization of the Township Manager.
Penalty Code 2
33. Distributing written or printed matter not related to the operation of the Township during working hours, unless approved by the Township Manager.
Penalty Code 2
34. Falsely reporting illness for the purpose of obtaining sick leave pay.
Penalty Code 2
35. Operating vehicles, machinery and/or equipment in a careless and reckless manner endangering the safety of personnel and/or the general public.
Penalty Code 2 to 5
36. Mistakes due to carelessness, which affect the safety of personnel and/or the general public.
Penalty Code 2
37. Causing vehicles, material or equipment to be damaged due to carelessness. Misusing, destroying or damaging any Township property, property of other employees or the general public.
Penalty Code 2 to 5
38. Operating, using or possessing equipment or tools to which the employee has not been assigned; or operating, using or possessing equipment or tools for other than Township work, or unauthorized use of Township facilities.
Penalty Code 2 to 5
39. Disorderly conduct; i.e., throwing things such as lids, foil, lemons, etc.
Penalty Code 2
40. Failure to report to the Recycling Coordinator or Assistant Recycling Coordinator someone punching a timecard for the purpose of falsifying records or defrauding the Township.
Penalty Code 2
41. Falsification of daily reports and/or operating reports.
Penalty Code 4

42. Falsely reporting injuries that were not incurred during working hours for the purpose of obtaining worker's compensation benefits.
Penalty Code 4
43. Theft or removal from the premises, without proper authorization, any Township property or property of any employee.
Penalty Code 4
44. Threatening, intimidating, coercing or interfering with fellow employees on the Township premises at any time.
Penalty Code 4
45. Threatening, intimidating, coercing or interfering with Recycling Coordinator or Assistant Recycling Coordinator at any time.
Penalty Code 4
46. Provoking or instigating a fight or fighting at any time while on duty for the Township.
Penalty Code 4
47. Reporting for work while under the influence of alcohol or illegal drugs or drinking or using or possessing drugs on Township premises during working hours. The Township has the right to request the employee to submit to drug or alcohol testing.
Penalty Code 4
48. Immoral conduct or indecency during working hours on Township premises.
Penalty Code 4
49. Punching another person's timecard for the purpose of falsifying records or defrauding the Township.
Penalty Code 4
50. Falsification of personnel and/or official records.
Penalty Code 5
51. Giving false testimony and information at official hearings and inquiries.
Penalty Code 5
52. Possession of firearms or explosives on Township premises at any time.
Penalty Code 5
53. Selling, distributing or possession of alcoholic beverages or illegal drugs on Township premises at any time. Selling, distribution or possession of alcoholic beverages or illegal drugs during working hours on or off Township premises.
Penalty Code 5

54. Sexual harassment.

Penalty as per Resolution # 201

55. Any conduct prohibited by the Pennsylvania Crime Code and/or other federal, state or local crimes statutes shall be classified as a "Penalty Code 4" violation.

56. Any other conduct not listed above but deemed to be detrimental to the best interests of the Township by the Township Manager is prohibited and shall be assigned a Penalty Code commensurate with the conduct.

Section 2. Penalties

The penalties for violating the rules are as follows:

Penalty Code 1

First Offense ----- Warning
Second Offense ----- One Day Off
Third Offense ----- Three Days Off
Fourth Offense ----- Five Days Off
Fifth Offense ----- Discharge

Penalty Code 2

First Offense ----- One Day Off
Second Offense ----- Three Days Off
Third Offense ----- Five Days Off
Fourth Offense ----- Discharge

Penalty Code 3

First Offense ----- Three Days Off
Second Offense ----- Five Days Off
Third Offense ----- Discharge

Penalty Code 4

First Offense ----- Five Days Off or Discharge

Penalty Code 5

First Offense ----- Discharge

Any employee with reprimands totaling a combination of points for violation of the rules herein specified within any one (1) year period will be penalized as follows:

Seven (7) Points ----- 5 Days Off
Nine (9) Points ----- Discharge

Points System: Warning ----- 1 Point
 One Day Off ----- 2 Points

Three Days Off ----- 3 Points
Five Days Off ----- 4 Points

Any penalty imposed as a result of infractions of the rules and regulations may be modified by the Township Manager when justifiable circumstances are found.

Section 3. Rescinding of Previous Resolutions.

Any previously adopted resolutions or directives that are inconsistent with this resolution are hereby rescinded.

Section 4. Effective Dates.

This Resolution shall take effect immediately.

DULY ADOPTED, this 20th day of January 2003, by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania in lawful session duly assembled.

ATTEST:

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
FRANKLIN COUNTY, PENNSYLVANIA**

Karen S. Hargrave
Secretary

Paul G. Benchoff
Chairman, Board of Supervisors

VIOLATION SHEET

**WASHINGTON TOWNSHIP RECYCLING CENTER
RULES AND REGULATIONS**

Date: _____

Violation Information

Date of Violation: _____

Employee Name: _____

Violation (Item Number and Penalty Code Number from Rules and Regulations):

Item Number	Penalty Code Number
-------------	---------------------

Additional comments or details of violation:

**Action Taken by Recycling Coordinator or Assistant Recycling
Coordinator**

Description of action taken:

Yearly Accumulation Total

Number of violations year to date _____

Accumulation of points year to date _____

Signature of Employee

Signature of Recycling Coordinator