

Lower Makefield Township  
Parks and Recreation  
Personnel Policies & Procedures Manual

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## Welcome to Parks and Recreation

Welcome to Lower Makefield Township, we are excited to have you on board. As an employee Parks and Recreation you have a unique opportunity to make a difference in your community through your day-to-day interactions. All employees are representative of the Township, knowing the policies and regulations in this manual is very important. Please know the Mission and Vision, every decision we make in our day should consider the Mission and Vision of the Parks and Recreation Department.

Lower Makefield Township Parks and Recreation department is the first Nationally Accredited Agency in the State of Pennsylvania which means we have met strict standards and made a commitment to best practices. We continue to strive to be an industry leader in everything we do. If you as an employee recognize that there is any improvement needed in our policies, procedures or operations or of a resident comes to you with a suggestion we want to hear about it, please do not think someone else will tell us. Anytime something like this comes up please be sure to notify your manager of the problem and if you have any potential solutions we want to hear about that too. It is important that everybody has from the staff to the participants experiences our amenities and programs in a way that is complementary.

Together we will work towards our vision of providing *Play for All*.

## Mission and Vision

### Mission:

The Parks and Recreation Department is committed to providing top-notch parks and recreation facilities and services for all residents through three key themes:

**HEALTH:** Improve physical health, mental health, and overall quality of life by offering safe and accessible facilities and open space.

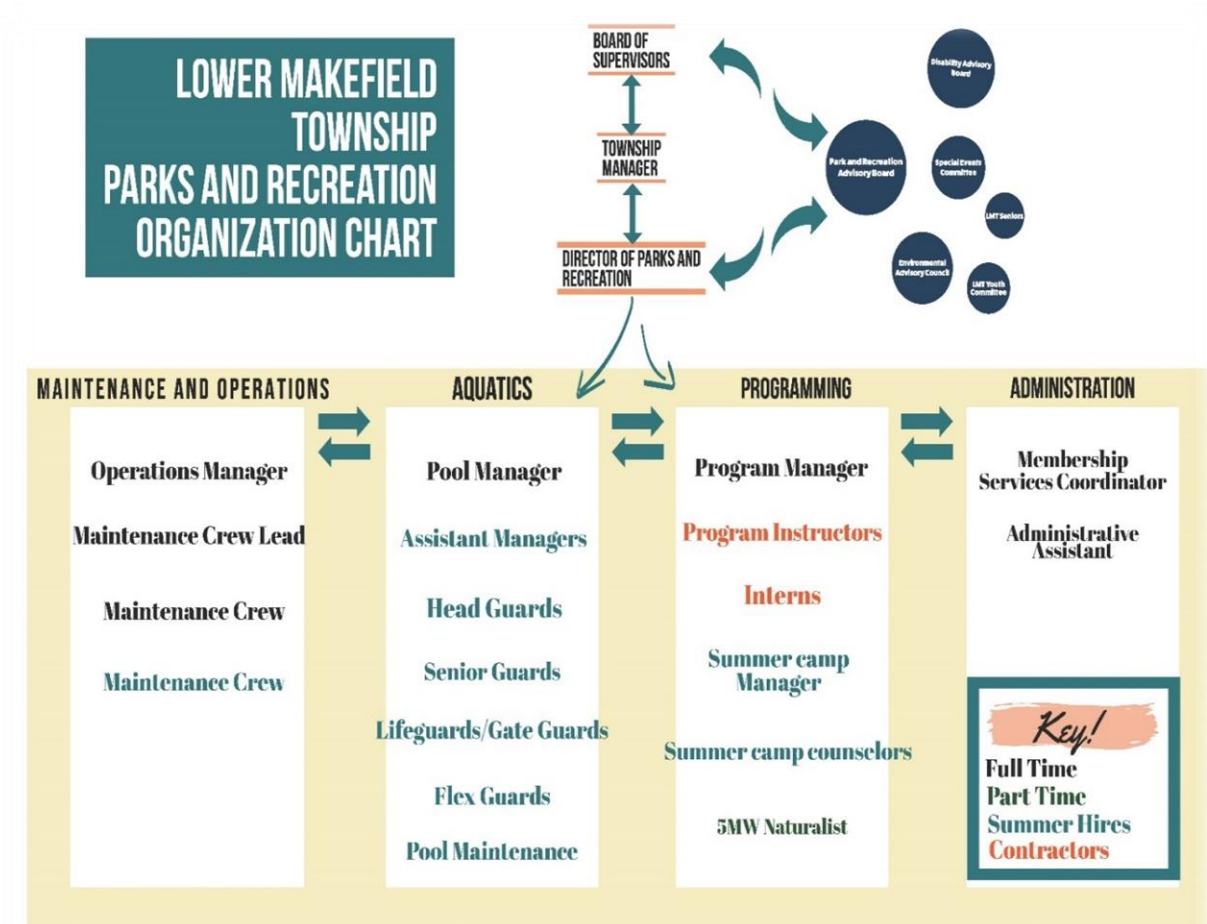
**ENVIRONMENT:** Act as environmental stewards through responsible use of the natural environment and protect and maintain Parks and Recreation assets.

**COMMUNITY:** Create opportunities for the community to connect through a wide variety of partnerships, programs, events, and classes.

### Vision:

Play for All

# Organization Chart



## Important Phone Numbers

Community Center:

1550 Oxford Valley Road, Yardley, PA 19067 | 297-274-1110

Township Building Address:

1100 Edgewood Road, Yardley, PA 19067 | 267-274-1100

Pool Complex Address:

1050 Edgewood Road, Yardley, PA 19067 | 215-493-3020

Monica Tierney, Director of Parks & Recreation: 267-274-1112

Lynn Todd, Operations Manager: 267-274-1103

Elizabeth Lawson, Program Manager: 267-274-1111

Cat Adams, Aquatics Manager: 267-397-0156

Bob Copson, Parks & Recreation Grounds & Maintenance: 215-520-8960

Alison Vogel, Finance Department - Payroll questions: 267-274-1199

Non-Emergency Police: 267-274-1150

Emergency: 911

## Hours of Operation

The Township's regular office hours are Monday through Friday, excluding holidays, as follows:

Community Center: 8:00 A.M. to 4:30 P.M.

Township Building: 8:00 A.M. to 4:30 P.M.

Pool Complex: Seasonal

## Equal Opportunity Employment and Workforce Diversity

Lower Makefield Township Parks and Recreation Department promotes acceptance, kindness, and equality. The Department leadership, staff and participants value all people regardless of their race, age, sex, gender, or ability.

We strive to create opportunities both internally and externally and commit diversity, equity, inclusion, and access and will work diligently to ensure the Parks and Recreation programming, facilities and park system are accessible to all.

## Pre-Employment Requirement

Lower Makefield Township Parks & Recreation employees must complete and pass the following clearance checks prior to beginning work this season.

1. PA Child Abuse
2. PA Criminal/Motor Vehicle
3. FBI Criminal
4. Drug Screening Test
5. Physical Examination

## Work Conditions and Standards of Conduct

### Equal Opportunity Employment and Workforce Diversity

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We strive to create opportunities both internally and externally and commit diversity, equity, inclusion, and access and will work diligently to ensure the Parks and Recreation programming, facilities and park system are accessible to all.

## Code of Conduct

It is the Vision of the Parks and Recreation Department provide “Play for All”

Staff and Volunteers:

As Staff and Volunteers are key representatives of the Township and serve the Township and its residents through a variety of services and programs, all Staff and Volunteers are expected to treat program participants with dignity and respect in line with Lower Makefield Township

Values. Staff and Volunteer behavior should reflect such. Staff and Volunteers commit to serving the public in this role and strive to provide a positive experience to all participants.

Staff and Volunteer Commitment:

1. Be patient, organized and dependable.
2. Be on time.
3. Follow rules and regulations.
4. Communicate with participants, be sure to introduce yourself.
5. Monitor your environment for safety. Report all problems to the Township within 24 hours.

Participant:

1. Display and be an advocate of good sportsmanship.
2. Treat everyone including staff, club members, volunteers, park visitors and spectators with respect and dignity.
3. Respect participants and staff
4. Be considerate of my language.
5. Cooperate with Township administrators, staff, volunteers in the enforcement of rules and regulations, and will any irregularities.

Department Commitment:

Play for All Values

These shared beliefs will guide the Township's parks and recreation operations and services:

1. Innovation and Creativity "Out of the box" thinking and practices to devise effective ways of establishing an optimal parks and recreation system.
2. Health and Wellness—Mental and physical health, activity, stress reduction.
3. Conservation and Stewardship—Sustainability, natural resource protection, facility and equipment management, green infrastructure, resource conservation.
4. Inclusiveness and Equity—Welcoming all residents via fairness in resource allocation, opportunities, and services for people of different ages, cultures, interests, and abilities.
5. Diversity—Respect for different cultures and people, variety in recreation opportunities to respond to diverse community needs.
6. Accessibility & Connectivity—Accessible facilities and services to people of different abilities, interconnected trails and sidewalks, and walkable/bikeable neighborhoods
7. Community Engagement—Informed and engaged residents, organizations, and schools.
8. Sense of Community—Social cohesion through community events, programs, public gathering spaces integration of arts, culture, and history, attractive open space, and civic pride. Friendliness with opportunities for youth development, lifelong learning, and multi-generational activities.



9. Economic Vitality—Sound business-like practices, transparency, accountability, and fiscal responsibility demonstrating that parks and recreation is an investment, not a cost.

## Ethics/Avoidance of Conflicts

The Township will comply with all applicable laws and regulations, including the guidelines of the Pennsylvania Ethics Commission and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. The successful business operation and reputation of the Township is built upon the principles of fair dealing and ethical conduct of our employees.

The Township is dependent upon our residents' trust, and we are dedicated to preserving that trust. Employees owe a duty to the Township, its residents, and stakeholders to act in a way that will merit the continued trust and confidence of the public. If a situation arises where it is difficult to determine the proper course of action, then the matter should be discussed openly with a supervisor or with the Township Manager or his or her designee for advice and consultation.

Employees are prohibited from engaging in conduct that creates actual or potential conflicts of interest. An actual or potential conflict occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or relative, as a result of the Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Township Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Township, thus a conflict of interest is evident.

Compliance with this policy is the responsibility of every Township employee. Disregarding or failing to comply with this standard of business ethic and conduct may lead to disciplinary action, up to and including termination of employment.

[Pennsylvania Public Official and Employee Ethics Act.](#)

## Personal Appearance and Dress Code

Township Employees are expected to present a clean and professional appearance while conducting business, in or outside of Township offices. All employees should dress appropriately and safely for the tasks that they are performing, including wearing uniforms and personal protective equipment (PPE), where required. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the Township's image is not acceptable. Inappropriate clothing includes, but is not limited to cutoff shirts/shorts, sweatpants, jogging suits, clothing that shows undergarments, mesh shirts, baseball caps, ripped clothing, bare feet, clothing containing political statements, sexually suggestive slogans, or other similar wording of pictures.

When a supervisor observes an employee who is improperly dressed or groomed, the employee may be instructed to return home to change clothes and to return to work properly groomed or dressed. Repeated failure to come to work properly groomed or dressed may result in discipline up to and including termination of employment.

Requests for exceptions from the dress code for legitimately held religious beliefs should be directed to the Township Manager.

Office Attire: Business casual, jeans (no rips) are allowed on dress down Fridays.

Pool Uniform:

Lifeguards - swimsuit, T-shirt, shorts, whistle, hip pack while on duty. All provided.

Maintenance – T-shirt provided, shorts, closed toed shoes.

Gate Attendants – Shirt provided.

Camp: T-shirt provided, shorts, closed toed shoes.

## Work Schedule, Attendance and Lateness

Work hours will be scheduled by Department Heads or the Township Manager. Work schedule may be changed by the Township Manager to accommodate special events or when otherwise determined to be necessary.

Employees are expected to report and be ready to work at the beginning of their assigned start time and to reasonably complete their projects by the end of assigned work hours.

From time to time, it may be necessary for an employee to be late or absent from work. The Township is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact their supervisor well in advance of their normal report time or as soon as practical if they will be absent or late.

Absence from work for three (3) consecutive days without notification will be considered a voluntary resignation. Excessive absenteeism or tardiness will be documented and may result in discipline, including, but not limited to termination.

## Acceptance of Gifts

Township employees are prohibited from accepting anything of value, including any gift, service, favor, or loan from any individual, group, or entity that might reasonably be expecting to influence you in the discharge of your duties. All employees must comply with the [Pennsylvania Public Official and Employee Ethics Act](#).

## Smoking

Smoking may occur only in designated smoking areas during break times. Smoking in Township owned property, facilities and vehicles is prohibited per Township Code 196-6.

## Drug-Free Employee Policy

The Township maintains a drug-free workplace and employee environment. Lower Makefield Township strictly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance in the employee environment. Involvement with drug or drug-like substances of any kind will result in immediate disciplinary action and possible termination.

## Grievance Procedures

Grievance procedures for employees covered under a collective bargaining agreement shall be compliant with the terms therein. Unless procedures are otherwise provided for in this handbook, non-union employees shall bring all complaints first to their immediate supervisor.

## Political Activity

The Township recognizes the rights of its employees, as citizens, to engage in political activity. However, Township property and Township time, paid for by taxpayers, may not be used for political purposes by employees when performing assigned duties. Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Township, including, but not limited to displaying political buttons, clothing, or any item denoting partisan political support or affiliation, collection and/or solicitation of campaign funds or campaign workers during assigned working hours, using Township equipment or resources for political activities, or other similar conduct. Township officials may not solicit contributions from employees for any political cause. The Township Manager and Department Heads shall be responsible for enforcing this policy.

## Outside Employment/Moonlighting

During their employment with the Township, employees may not take an outside job, either for pay or as a donation of their personal time that in any way presents a conflict of interest or competes with the Township.

Employees may hold an outside job that does not conflict or compete with the Township upon approval and authorization by the Township Manager. Approval will not be unreasonably

withheld from outside employment that does not present a conflict of interest or otherwise present operational, ethical, or other concerns, as identified by the Township Manager. An employee who is approved to engage in outside employment remains obligated to satisfactorily perform his or her job responsibilities with the Township and comply with all Township scheduling demands, regardless of any existing outside work requirements. If The Township determines that an employee's outside work interferes with performance or the ability to meet the requirements of a Township employee, the employee may be asked to terminate the outside employment if he or she wishes to remain employed.

## Non-Disclosure of Confidential Information

All employees agree and acknowledge that, as a condition of their employment with the Township, they are prohibited from disclosing or using any of the Township's Confidential Information and trade secrets, either during or after their employment. The Township sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment assumes an obligation to maintain confidentiality, even after an employee ceases to be employed. Employees may be required to sign a Confidentiality and Non-Disclosure Agreement upon hiring, or at any time thereafter. Confidential Information includes but is not limited to: personal data of employees, volunteers, supervisors, or residents, compensation data, financial information, proposals pending with the Township, or any other information not publicly known.

Employees should direct members of the public seeking Township information to submit a Right to Know Law Request with the Township and all requested information may be disclosed pursuant to that process and consistent with the law. The Township Manager is the Right to Know Law Officer. All requests for information related to the police department should be directed to the Chief of Police.

Employees who improperly use or disclose confidential business information or trade secrets of the Township, will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not personally benefit from the disclosed information.

## Use of Township Property and Technology

The Township will provide its employees with the equipment and technology needed to do their jobs, including, but not limited to safety clothing and equipment, computers, phones, internet, email, voicemail, software, hardware and other technology and property. Employees are expected to exercise care in the use of Township's property and to use such property only for authorized business purposes. All activities, information and messages stored on Township property or in Township systems will be treated no differently from other business-related

information and messages and are subject to monitoring and retrieval by the Township with or without notice to the employee. Negligence in the care and use of Township property or the unauthorized removal of such property from authorized locations, or its unauthorized conversion to personal use will be considered cause for discipline up to and including termination. An employee will be required to reimburse the Township for lost or damaged property due to negligence.

At all times ethical standards and common sense are expected to be applied when using and storing information on the company computers, phones or other equipment or systems. Township equipment and systems may not be used to commit infractions of law or of company policies. This includes, but is not limited to, acts of fraud, sexual, racial or other unlawful harassment, misappropriation or theft of intellectual property, prohibited political activity, or misuse of the Township's assets or resources. No employee may use the Township's equipment and systems to transmit, view, send, display, download, print or store offensive materials. Offensive material includes E-mail, voice calls, voice mail, messages, documents, text, or images that are obscene, defamatory, slanderous, libelous, fraudulent, pornographic or sexually explicit, profane, or are used to threaten or harass, sexually or otherwise. Employees in violation of this policy will be subject to discipline, up to and including termination.

The Township does not condone the illegal duplication of software or other media and employees are prohibited from making or distributing unauthorized copies of the Township's software or other media and technology, or any copyrighted materials.

Some of the messages sent, received, or stored in the e-mail or in other Township systems may be privileged communications between the Township and its attorneys, or other entities. Upon receipt of any such message, do not forward it or its contents to others inside the Township without the authorization of all parties. Never forward such messages or contents to any outsiders.

Property issued to an employee must be returned at the time that the employee terminates employment or at any time that their supervisor or the Township Manager or his/her designee requests its return.

## Use of Vehicles

From time-to-time employees may be asked to use their personal vehicle or township-owned vehicles (including, but not limited to tractors, lawn mowers, etc.) for official business. The Township is committed to ensuring the safety of its employees and others on the road. An employee using his/her vehicle for business must have a valid driver's license and have current automobile insurance on the vehicle being used. The Township Manager has the right to confirm the status of these documents at any time. Employees shall promptly report any changes in the status of their license or insurance to the Township Manager or his/her designee.

Seat belts must be worn by all occupants of the vehicle when driving on Township business. Employees are prohibited from using a hand-held cell phone or device while operating a vehicle for business, whether the vehicle is in motion or is stopped at a traffic light. This prohibition includes, but is not limited to, answering, or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages. If employees need to use their phones while driving, they must pull over safely to the side of the road or another safe location.

Township-owned vehicles shall be used only for authorized business and may be driven only by authorized employees. An employee who is charged with a moving violation while operating a Township-owned vehicle, or while driving on Township business must notify the Township Manager, supervisor, or Department Head as soon as safe and practical, but in no event shall such notification take longer than twenty-four hours. All accidents occurring while driving on Township business must be reported to the Township Manager immediately or as soon as practical.

Employees taking prescription medication or non-prescription drugs or substances that could impair their ability to drive must notify their supervisor or the Township Manager and disclose same. An employee will be asked to provide a physician's note confirming their ability to safely drive a vehicle while taking the prescription before being authorized to operate a Township vehicle or otherwise drive on Township business.

Mileage Reimbursement for Personal Car Use: Employees shall be reimbursed at the IRS's Standard Mileage Rate for the use of their personal vehicle while on official Township business. Mileage between an employee's home and office is not reimbursable. Expense reports for mileage reimbursement must be provided to the Township Manager or his/her designee within the time and in the manner requested.

## Social Media Policy

### I. PURPOSE:

- A. To establish a policy regarding use of social media and social networking by Lower Makefield Township employees, contractors, consultants and temporary staffing ("personnel"). This policy outlines the regulations for use of social media for official Township business and provides guidelines to assist personnel in making responsible decisions in using social media. This policy also serves to protect the Township's reputation and image (which are valuable assets in which Township has invested time and resources developing) as it must maintain the trust and confidence of the public it serves.

- B. The Township recognizes that social media can enhance communication, collaboration, and productivity and foster community outreach, citizen engagement and public education and participation.
- C. The Township recognizes that the world of electronic communication is expanding rapidly. This policy is intended to address social media in general, rather than singular form of social media or networking, as advances in technology are constantly emerging. The use of the term social media therefore should be understood to mean a variety of things, including all means on communicating and posting information or content on the Internet.

Examples of social media platforms to which this policy applies includes but is not limited to:

- Personal blogs and websites
- Forums or message boards
- Facebook and Facebook Messenger
- Myspace
- YouTube
- Twitter
- Flickr
- Snapchat
- LinkedIn
- Digg
- Instagram
- VSCO

- D. Social media also plays a significant role in the personal lives of numerous Township personnel. However, it must be formally and universally recognized that the personal use of social media has the potential to impact the Township, as well as individual members serving in their official capacity. As such, this policy provides information of a precautionary nature as well as restrictions on the use of social media by Township personnel.
- E. Township Personnel are professionals and represent the Township in all aspects of their lives and should conduct themselves publicly in accordance with the responsibilities of public service. Personnel must maintain public confidence, not only in his or her professional capacity, but also in his or her online activities. Moreover, as personnel are necessarily held to a higher standard than general members of the public, the online activities of personnel of Lower Makefield Township shall reflect such professional expectations and standards.
- F. Nothing contained in this policy shall be interpreted, construed or applied in any manner that would restrict an individual's First Amendment rights, the right to engage in



concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activity protected by law.

Reminder: Individual employees have no expectation of privacy in their designated storage areas, as the entire computer and communications network is the property of Lower Makefield Township. Lower Makefield Township reserves the right to access, inspect, print, copy, examine, read, etc., any file or portion of its computer network.

## II. At-Work Use of Social Media

1. All electronic messages sent using social media on *behalf of the Township*, require prior authorization by the Township Manager or designee. The posting of any videos or photographs must be done in accordance with Township security policies and with specific authorization to post the video or photograph.
2. Disclosing confidential or privileged information on social media is prohibited. If you are unsure whether information is confidential or privileged, please speak with your supervisor.

## Personal Use of Social Media

The Township recognizes that personal social media use that occurs outside of working hours and off Township premises are largely unrelated to the Township; however, certain types of communication by virtue of its subject matter may relate enough to the Township to result in review and discipline.

1. Use of personal social media during working hours or while on Township business is prohibited, whether or not such use is through a personal electronic device or Township computers, cell phones, or other technology resource. Employees may use their own electronic devices during unpaid breaks. Social Media sites may be blocked on work computers for employees who are not utilizing the sites as authorized on behalf of the Township. All postings must follow Township policies including the anti-discrimination and anti-harassment policies. Do not post any information that includes discriminatory, harassing, or threatening remarks or images, information that could create a danger of disruption in the work environment, knowingly or recklessly false or defamatory statements about a person or organization, or similar inappropriate or unlawful conduct.
2. No personnel are authorized to use the Lower Makefield Township Seal, letterhead, or any representation logo in connection with social media use unless approved by the Township Manager or designee.
3. Employees are encouraged to maintain a clear distinction between their personal social media use and their professional lives. Where an employee identifies himself or herself as Township employee, his or her online opinions may be interpreted as the opinions of the

Township. Employees may not act in any manner that creates a false impression that they are communicating on behalf of or as a representative of the Township. Generally, to avoid misleading statements, employees are encouraged to include a disclaimer, such as: “The views expressed on this site are my own and do not reflect the views of my employer.” Personnel may not make any statements, speeches, appearances, and endorsements on behalf of the Township; or publish materials that could reasonably be considered to represent the views or positions of this Township.

4. Employees shall not use their official Township email address for any reason not related to Township business. Including non-work-related business, personal use, or for creating or using a social media account.
5. Lower Makefield Township personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

## Reporting Violations

Personnel who become aware of or have knowledge of a posting or of any website or webpage in violation of the provision of this policy or any Township Policy, including the anti-harassment or anti-discrimination policies, should notify his or her supervisor, or other individual in accordance with Township Policies.

Personnel are prohibited from taking negative action against any individual for reporting a possible deviation from this policy or for cooperating in an investigation.

## Sexual Harassment

Lower Makefield Township (“the Township”) is committed to providing a work environment where everyone is treated with respect and dignity and that is free from conduct of a sexually harassing or discriminatory nature. Sexual harassment and discrimination violate the

Township’s policy, state and federal law, and undermines the Township’s ability to provide a safe and productive workplace and to effectively serve the residents of the Township. Engaging in sexually harassing conduct will subject an employee to disciplinary action, up to and including termination of employment. This policy applies with equal force to any Township employee, manager, supervisor, vendor, and any other person having business with the Township either in the workplace or in any work-related activities outside of the office or designated work area.

### Definition of Sexual Harassment

Sexual harassment can include, but is not limited to, the following:

An unwanted physical advance or verbal approach of a sexual nature.

- Subtle or overt pressure for unwanted sexual involvement.
- Unwanted sexual gestures, or comments or references to one's physical appearance, sexual or gender orientation, or sexual activities.
- Unwanted physical contact.
- A request for sexual favors with the implicit or explicit threat that agreeing to submit to the request is a term or condition of employment or that rejecting the request will be used as a basis for decisions affecting employment.
- Any comment or action that denigrates a person based upon gender, sexual orientation, or gender orientation.
- Display of or transmittal of item through email that may be deemed sexual even if not explicitly pornographic.
- Offensive or sexually suggestive words, signs, jokes, cartoons, pictures, innuendos, posters, e-mail jokes, or statements, or pranks.
- Any other physical or verbal conduct of a sexual or gender-based nature that has the purpose or effect of unreasonably interfering with the employee's work performance or that creates an intimidating, hostile, or offensive work environment.

The Township further recognizes that anyone can be a victim of sexual harassment, regardless of their gender and the gender of the harasser and that sexual harassment may also occur between people of the same gender.

## Reporting Procedures

If an employee feels he or she has been the target of sexual harassment, the employee is encouraged to inform the individual engaging in the offending conduct that the behavior or comment is unwelcome and needs to stop. If the employee is unable to address or is uncomfortable in addressing the harasser, or if the communication to stop has not been effective.

In stopping the harassment, the employee should report the incident, conduct, behavior, or language to the employee's Department Head and in the case of pool employees, a pool manager or assistant manager. Any person responsible for receiving sexual harassment complaints shall hereinafter be referred to as a "designated person." An employee who believes that he or she has knowledge of or witnessed sexual harassment should also report the conduct a designated person.

The Township recognizes that there may be occasions where the employee is uncomfortable with or unable to file a complaint with his or her designated person (e.g. in a case where an employee is being harassed by a supervisor). In such an event, an employee may report the complaint to the Township Manager, the Assistant Finance Director, or the Chief of Police.

Upon reporting harassment, the employee will be asked to prepare a written statement setting forth as many details of the incident as possible, including time, date, place, details of the incident, and any possible witnesses. Employees are encouraged to save and present any documentation of an incident, if available.

## Investigation

The Township takes all complaints of sexual harassment seriously and will promptly and thoroughly investigate every complaint. Every effort will be made to keep an investigation confidential, however, that it not always possible. All individuals involved in the investigation shall be encouraged to maintain confidentiality. Any evidence, including written statements as well as the final report shall remain strictly confidential.

When a designated person or the Township Manager, Assistant Finance Director, or Chief of Police receives a complaint of sexual harassment, he or she will:

- speak with the employee to learn what outcome he or she wants, ensure the employee understands the procedures for investigating the complaint, and review with the employee the written statement to fully understand who should be interviewed and what evidence should be collected;
- develop a plan of action to conduct the investigation;
- conduct a thorough and prompt investigation of the complaint;
- author a report detailing the evidence collected and witness statements and providing a conclusion as to the designated person's findings. This report shall also include a determination of whether other employees have been or are being sexually harassed by the subject of the investigation and also whether any other employees participated in or encouraged the sexual harassment. This report shall remain strictly confidential.
- inform the employee, the alleged harasser, the Township Manager and any other directly involved persons of the outcome of the investigation;
- discuss with the employee the potential disciplinary options that the Township may elect to exercise including but not limited to informal counseling or mediation, an informal reprimand, a formal reprimand, corrective measures, such as individual sexual harassment training, preventative measures, such as department-wide sexual harassment training, suspension, and termination;
- ensure the employee understands that he or she may pursue a formal complaint outside of the Township if he or she is not satisfied with the outcome of the investigation and the relevant legal framework to do so.

The designated person and the Township shall be responsible for protecting the security and confidentiality of all collected evidence, any written report, statement, or documentation, and the file written report. All files that have been compiled during an investigation shall be maintained in a secure, locked location.

## Anti-Retaliation Policy

The Township will not in any way retaliate against an employee who makes a report of sexual harassment in good faith, or who participates in the investigation of a complaint, nor will it permit any employee to do so. Retaliatory action against anyone filing a complaint or

participating in an investigation of a complaint is a violation of the Township's policy. Any individual who engages in retaliation or retaliatory behavior will be subject to disciplinary action, including, but not limited to termination of employment.

## Workplace Violence Prohibited

All employees should treat others and expect to be treated with respect and courtesy. The Township does not tolerate any type of workplace violence committed or threatened by or against employees.

The following behaviors are prohibited and will lead to discipline up to and including immediate discharge: Causing physical injury to another person; engaging in any physical altercation; threatening violence in any way, threatening to, or intentionally damaging Township property or the property of another employee or non-employee who you come into contact with as part of Township duties; acting in an aggressive or hostile manner such to create a reasonable fear of injury or subjecting another to emotional distress. This list is not exclusive and alleged acts of workplace violence will be reviewed and evaluated individually.

Weapons are not permitted on Township premises or in a township vehicle or handled by an employee while on duty. Exceptions will be made where employee's job duties require the use of a weapon.

All threats and acts of workplace violence should be immediately reported to a Department Head or the Township Manger. Investigations and resolution of reports will be made in the same manner as harassment complaints.

## Recruitment Procedures

1. All new positions need to be approved by the Board of Supervisors during the Budget process.
2. All previous positions will carry over through the budget process.
3. When a position becomes available within the Union Contract the Contract is the be followed.
4. Any non-union full-time employees follow the following procedure:
  - a. The position will be made available to all current employees, municipalities within the state and the Public at large using marketing tools available to the staff. Marketing tools are outlined in the Parks and Recreation Marketing and Community Outreach Plan.
  - b. The Township will consider all hiring applicants who meet the criteria within the defined job description.
  - c. If there is a large applicant pool the Township will select no more than 10 applicants based on resumes and application to interview.

- d. Applicants will sign the Applicant Form for initial background checks prior to the first interview.
- e. During the interview management staff will ask key questions about the position and skills and rate the candidates on a sliding scale. These questions are department and position specific.
- f. After interviews, if there is a top candidate the police will conduct an initial background check.
- g. If the initial background check is passed the candidate will be contacted with a provisional letter with instructions to complete further background checks as outlined within the Risk Management Plan.
- h. If all background checks are complete an offer letter will be provided to the candidate and a start date and salary will be determined based on the range approved during the budget process.
- i. All applicants who were not selected will be notified in writing that they did not receive the position.

## Selection Process

Once all applications have been received, each candidate is scheduled for an interview. Each candidate is asked a series of questions pertaining to the job they are applying for. Their answers are ranked zero to five on an interview form by one or two staff members. After careful consideration, candidates with the highest scores are offered positions.

## Employment Requirements

To be eligible for employment, all employees must successfully complete the following requirements prior to beginning work:

- Application for Employment
- Working Papers if under 18 or still in High School. Please contact Pupil Services at the school district attended. (Seasonal staff)
- Parental Acknowledgement of Minor's Duties and Hours of Employment (Seasonal staff, for minors under 16 years of age)
- I-9 (new employees only)
- W-4
- Local Service Tax Form
- Direct Deposit Form
- Uniform Selection Form (Seasonal staff)
- Pre-Employment Requirements
  - PA Child Abuse Clearance
  - PA Criminal History/Motor Vehicle Check

- FBI Criminal Clearance Check
- Drug Testing – Required form: Authorization for Examination or Treatment
- Pre-Employment Fit-For-Duty Exam (Gate Attendants are exempt)

## Benefits

For employees hired before 1/1/11: The Township provides non-uniformed employees with a defined-benefit pension plan. An employee's accrued benefit at any date is equal to 2.0% of their Final Monthly Average Salary multiplied by their credited service to a maximum of 30 years. The final monthly average salary is the average of the highest consecutive 36 months of compensation received during the 72 months preceding the date of termination. Employees will become fully vested in their accrued benefit after five years of service. Normal retirement shall be the later of an employee's 65th birthday or five years of service. There is an early retirement provision starting at age 55 and five years of service. Early retirement benefits are reduced by 0.5% for each month that benefits precede the normal retirement date.

For employees hired after 1/1/11: The Township provides non-uniform employees a defined contribution plan. The Township shall match one hundred percent (100%) of the employee's contribution to the plan, which said match shall not exceed six percent (6%) of the employee's gross wages. The plan vests according to the following schedule:

At 2 years of service – 40%

At 3 years of service -60%

At 4 years of service-80%

At 5 years of service-100%

### Deferred Compensation

All full-time employees will have the opportunity to enroll in a Federal Tax Deferred Compensation 457 plan. The Township will match dollar for dollar up to \$1,700 annually into this 457 plan. Employees may contribute above the \$1,700 match up to the IRS legal limit in that given year.

In addition, full-time employees receive \$100,000 term life insurance coverage, short and long-term disability coverage and hospitalization coverage for the employee and family. The employee is required to contribute 10% of the premium cost up to \$1000 per year. The Township

PPO coverage is through Independence Blue Cross. If the employee chooses to opt out of this coverage, they can instead receive a payment which equals 30% of the premium cost of this coverage.

More information on Employee benefits can be found on the CAPRA website at: <https://www.lmt.org/government/departments/parks-recreation/capra-certification-project/chapter-4/#chapter>

## Salary Schedule

All full-time staff are provided a 3% cost of living increase in pay annually at the start of the year unless they are promoted. Union staff have opportunities to be promoted based solely on a training program.

Park and Recreation full-time administrative staff pay schedule:

Administrative Staff		
Level	Pay Range	Education
Admin 1	\$30,000-\$40,000	HS Diploma
Admin 2	\$35,000-\$45,000	HS Diploma
Manager 1	\$40,000-\$55,000	Bachelor Degree
Manager 2	\$50,000- \$65,000	Bachelor Degree
Manager 3	\$60,000-\$75,000	Bachelor Degree
	Admin 1	Admin
	Admin 2	Membership Coordinator
	Manager 1	Program Manager
	Manager 2	Pool Manager
	Manager 3	Operations Manager

The union contract pay scale can be found on the CAPRA website at: <https://www.lmt.org/government/departments/parks-recreation/capra-certification-project/chapter-4/#chapter>

2023 Seasonal staff base payrates:

<b>Pool</b>	<b>2023</b>	<b>Camp</b>	<b>2023</b>
Assistant Manager (Returning)	\$ 22.70		
Assistant Manager (New)	\$ 22.00	Site Manager	\$ 22.00



Head Guard (Returning)	\$ 14.90		
Head Guard (New)	\$ 14.50	Head Counselor (New)	\$ 14.50
		Senior Counselor	
Senior Guard (Returning)	\$ 13.90	(Returning)	\$ 13.90
Senior Guard (New)	\$ 13.50	Senior Counselor (New)	\$ 13.50
Lifeguard (Returning)	\$ 12.90	Counselor (Returning)	\$ 12.90
Lifeguard (New)	\$ 12.50	Counselor (New)	\$ 12.50
Flex Guard	\$ 11.50		
Maintenance Returning	\$ 9.80		
Maintenance New	\$ 9.50		
Gate Attendant Returning	\$ 10.80		
Gate Attendant New	\$ 10.50		

## Payroll & Timesheets

Timesheets and timecards are collected every two weeks on the Monday of the week payroll is due. Both timesheets and timecards are reviewed and approved by management. Paychecks will be distributed at the end of the week. Direct deposit is highly recommended, please be advised that your first paycheck will be a manual check.

The Parks and Recreation crew and seasonal staff will clock in and out of each shift. Full-time seasonal staff are required to take a 30-minute unpaid break.

It is unlawful to falsify or make changes to anyone else's timesheets or timecards. Failure to abide by the procedures or the intentional misuse of the time clock to gain hours not worked will **NOT** be tolerated. Consequences may include verbal warnings, suspensions, and loss of employment depending on the severity of the offense.

## Age Restrictions for Seasonal Staff

- Employees between the ages of 14 & 15 are permitted a maximum of eight hours/day; 40 hours/week.
- Employees between the ages of 16 & 17 are permitted a maximum of 10 hours/day; 48 hours/week.
- A 30-minute uninterrupted and unpaid break is required on or before five consecutive hours of work for all minors.
- Only certified lifeguards 16 years of age and older can work at the top of the slide.

## Worker's Compensation Information

All employees are entitled to workers compensation through Delaware Valley Workers Compensation Trust injuries should be reported to your direct supervisor immediately. In the event you are injured at work, it is important that you follow risk management protocols.

To file a claim with Delaware Valley Workers Compensation Trust call 1866-706-0101

Be prepared with:

1. Name
2. Home Address and Phone
3. Municipality
4. Social Security Number
5. Date of Birth
6. Description of injury
7. Name of Panel Physician or Medical Facility

## Training and Promotion

### Training and Staff Development

Lower Makefield Township Parks and Recreation Department prioritizes education seriously and provides many opportunities for training to gain more expertise and experience. Training allows the Parks and Recreation Staff every opportunity to better serve the community.

Union Employees:

There are training opportunities for union employees that are clearly outlined in the union contract. If the Union employee takes certain training, they can make themselves eligible to move up into a new category in the pay scale as noted in the contract.

Administrative Staff:

All full-time staff are provided with a list of required training and opportunities.

Requests can be made to the immediate supervisor for any job-related training, training outlined within the contract or training opportunity sheet or any training in an area that they are interested in or would like to advance. Training is approved on a first come first serve basis based on budget, timing, and employee goals.

All Staff:

There is training provided to staff to become more efficient and safer in their positions.

<p>All Employees:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CPR/AED/First Aid</li> <li><input type="checkbox"/> Sexual Harassment</li> <li><input type="checkbox"/> Proper housekeeping.</li> <li><input type="checkbox"/> Safe handling and spill response practices associated with hazardous chemicals they will work with.</li> <li><input type="checkbox"/> Location of safety data sheets and spill response supplies in their work area</li> <li><input type="checkbox"/> Fire-prevention practices</li> <li><input type="checkbox"/> Fire extinguisher locations, usage, and limitations</li> <li><input type="checkbox"/> Threats, hazards, and protective actions</li> <li><input type="checkbox"/> Means of reporting fires and other emergencies</li> <li><input type="checkbox"/> Names of Emergency Action Plan manager and coordinators</li> <li><input type="checkbox"/> Individual responsibilities</li> <li><input type="checkbox"/> Alarm systems</li> <li><input type="checkbox"/> Escape routes and procedures</li> <li><input type="checkbox"/> Emergency shut-down procedures</li> <li><input type="checkbox"/> Procedures for accounting for employees and visitors</li> <li><input type="checkbox"/> Closing procedures</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sheltering in place</li> <li><input type="checkbox"/> Severe weather procedures</li> <li><input type="checkbox"/> Heat related illness prevention and response</li> <li><input type="checkbox"/> Emergency Action Plan availability</li> </ul> <p>Training shall also be provided if/when:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There are any changes to the plan or facility</li> <li><input type="checkbox"/> When an employee's responsibilities change</li> <li><input type="checkbox"/> Annually</li> </ul> <p>Pool Specific Training</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lifeguard Training</li> <li><input type="checkbox"/> Certified Pool Operator (Required for all pool managers)</li> <li><input type="checkbox"/> Pesticide Certification (Required for all pool managers)</li> <li><input type="checkbox"/> CPR for the Professional Rescuer</li> </ul> <p>Camp Specific Training</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Anaphylaxis and Epinephrine Auto-Injector Certification</li> <li><input type="checkbox"/> Mandated Child Abuse Reporting Training (For Camp Manager)</li> </ul>
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## Promotion

Union Staff can be promoted at any time in line with the pay grades outlined within the Union Contract. When an employee meets the criteria to move up a step the Director will send a formal letter to the Finance Department in order to process a pay level jump.

Promotion within paygrade: All staff will be evaluated annually. If staff have performed well above expectation an additional promotion within their paygrade could be awarded. All positions will receive a 3% cost of living increase annually.

New Position: The only way to be promoted into a new position is if the position becomes available, or the position that currently exists evolves into something new due to the resident and participant demand. This will all be determined during the budgetary process by the Board of Supervisors.

Open Position: Any open position or new position will be advertised both internally and externally per the Marketing and Community Outreach Plan, and the best candidate will be offered the position.

All promotions must be reviewed and approved by the Township Manager.

## Evaluations

### Full-time staff

Staff will be evaluated annually by the Parks and Recreation Director.

### Seasonal staff

Management will provide input to staff on a regular basis, relating to positive aspects of the job performance and areas which warrant improvements. All staff members are encouraged to provide input and/or discuss problems or concerns to management on a regular basis.

Management will oversee written evaluations on each staff member halfway through the summer season. Each evaluation will be recorded on the Employee Performance Evaluation Form and will be reviewed with each staff member individually and kept on file. Management will work with the staff member to correct procedures or behaviors which need improvement.

If retraining is ineffective or if immediate disciplinary action is needed, management should complete the Employee Disciplinary Write-Up Form and submit it to the Operations Manager or Park & Recreation Director within 24 hours.

## Disciplinary Action

Employees have an obligation to observe and follow the Township's policies and procedures and to always maintain appropriate standards of conduct. Noncompliance will be subject to progressive disciplinary action and, in some cases, may lead to immediate termination of employment. In some instances, employee misconduct may be addressed informally. When formal disciplinary action is warranted, the steps set forth below will be followed to the extent possible. However, the Township reserves the right to decide the form, order, and manner of discipline to be administered. Nothing in this section changes an employee's at-will status or the rights and obligations under any valid employment or collective bargaining agreement, nor does anything in this policy require the Township to adhere to any of the below steps in making or executing any employment decision, up to and including termination.

### Progressive Discipline

**Verbal Warning:** The Department Head, Direct Supervisor, or Township Manager discuss the nature of the violation and expected remedy with the employee.

**Written warning:** When an offense is repeated or continued after a verbal warning, the Department Head, Direct Supervisor, or Township Manager will issue a written warning which states the nature of violation and expected remedy. If the problem remains uncorrected, the employee's position may be affected.

**Suspension:** When an employee's performance does not improve following verbal and written reminders, or if the employee is again in violation of Township practices, rules or standards of conduct, the employee will be placed on suspension ranging in duration of three (3) to five (5) business days. All suspensions are unpaid.

**Termination:** If after all steps to remediate the violation or failure of the employee to perform to required job requirements, the employee may be terminated.

If Department Head or Supervisor elects to proceed with informal verbal warnings, such warnings must be recorded.

## Appendix A: New Hire Onboarding Checklist

EMPLOYEE INFORMATION	
Name:	Start Date:
Job Title:	Manager:
ONE WEEK BEFORE EMPLOYEE'S START DATE	
<input type="checkbox"/> Make sure work space is set up <input type="checkbox"/> Computer delivered <input type="checkbox"/> Email set up <input type="checkbox"/> Phone set up <input type="checkbox"/> Any software for the computer has been installed for the position	
START DATE:	
<p>_____ Meeting with Director to Review</p> <ul style="list-style-type: none"> <li>• Philosophy, Goals and Objectives</li> <li>• History of the agency</li> <li>• Information about the community</li> <li>• Receive:               <ul style="list-style-type: none"> <li>○ Most Recent Annual Report</li> <li>○ Policies</li> <li>○ Marketing and Community Outreach Plan</li> <li>○ Play for All Plan</li> <li>○ Job Specific Information</li> </ul> </li> </ul> <p>_____ Schedule meeting with Finance department to Review:</p> <ul style="list-style-type: none"> <li>• Timesheet</li> <li>• Other financials pertaining to the position</li> <li>• Benefits</li> </ul> <p>_____ Schedule a tour of all the Parks in Lower Makefield</p> <p>_____ Meet with Program Manager to hear about programs</p> <p>_____ Meet with Operating Manager to hear Maintenance and Operations</p> <ul style="list-style-type: none"> <li>• Schedule dates for all required trainings</li> </ul>	



## Appendix B: Pre-Employment Requirement Procedures

Lower Makefield Township Parks & Recreation employees must complete the following clearance checks prior to beginning work this season. These clearances will be prepaid by Lower Makefield Township. It is **your** responsibility to complete the process and submit results and receipts.

1. PA Child Abuse
2. PA Criminal/Motor Vehicle
3. FBI Criminal
4. Drug Screening Test
5. Physical Examination

### 1. **PA Child Abuse**

Please go to the Child Welfare Portal: <https://www.compass.state.pa.us/cwis/public/home>

You will have to create an “Individual Login” from the home page. (Note: First time users will need to establish a Keystone ID, which is the same as the Username, use this secure credential to log into the website and obtain the clearance.) Each employee will have an individual pre-payment code for this clearance; you may not use someone else’s code.

Please call Child Welfare Information Solution at 1-877-343-0494 with any questions.

**EMPLOYEE:**

**CODE:**

### 2. **PA Criminal History/Motor Vehicle Check**

Complete and return the Authorize/Release for Criminal History/Motor Vehicle Check to Lower Makefield Township.

### 3. **FBI Criminal History**

You may claim exemption if you are between the ages of 14 and 17 and have been a continuous resident of Pennsylvania for the past ten years. The enclosed Waiver/Disclosure Statement is to be completed and signed by a Parent or Legal Guardian for all minors.

\*\*Returning employees who have resided outside of Pennsylvania for any amount of time, in the last year, are required to be fingerprinted again this year.

For all others:

- Please go to <http://www.identogo.com/> and search locations, Pennsylvania
- Enroll for DIGITAL FINGERPRINTING
- Service code: 1KG756
- Schedule/Manage appointment
- When asked, say you are using a prepaid code
- When asked for, enter the code below

**EMPLOYEE:**

**CODE:**



The closest location is at: 225 Lincoln Hwy. Ste. 100, Fairless Hills, PA 19030.

Please reference the Frequently Asked Questions on their site if you need help scheduling an appointment and what to bring with you.

\*\*Once you have received your official documentation in the mail, please submit a copy to the Park & Recreation office including your payment receipt.

\*\*The enclosed Disclosure Statement must be completed by all employees aged 18 and over regardless of residency.

#### **4. Fit-For-Duty Physical Exam / Drug Screening**

All employees are required to pass a Fit-For Duty Physical Exam and Drug Screening Test.

**Gate Attendants are only required to pass the Drug Screening.**

All testing will be done through Concentra Urgent Care (formerly, Worknet)

The office is located at: 360 N. Oxford Valley Road, Langhorne, PA 19047. Hours: Monday – Friday 8 AM to 5 PM.

215-943-9000

Bring completed Authorization for Examination or Treatment form with you. Inform the office staff that you are with Lower Makefield Township Parks and Recreation.

<https://www.concentra.com/>

## Appendix DE: Report of Occupational Injury or Disease and Panel

### Completion Instructions

#### for the Employer's Report of Occupational Injury or Disease (Form LIBC-344 Rev 1-01)

- **General Information:**
  - The injured employee's direct supervisor is to complete the injury report and *not* the injured employee.
  - Type or hand-write using blue or black ink. If typing, no need to put one letter per box. Stay within the range of boxes and avoid typing or writing in the margins.
  - Employee's address, phone number, etc at the top of the form should be the employee's home information and *not* work information.
  - **There is no need to complete any of the following codes:** NCCI Class Code, SIC Code, NAICS Code, Type of Injury Code, Part of Body Affected Code, or the Cause of Injury Code
- **Dates:**  
Enter all dates as MMDDCCYY. (*Correct example: 01/01/2002*)
- **Phone Numbers:**  
Phone numbers must include area code. (*Correct example: 412-624-1198*)
- **Times:**  
Enter all times as HHMM, checking the AM or PM box, as appropriate. **Do not use military time.** (*Correct example: 08:30 AM*)
- **Date Returned To Work:**  
If employee has NOT lost any time, please enter the same date as the day of injury.
- **Contact Name and Number:**  
This should be the name and campus number of the injured worker's direct supervisor.
- **Type of Injury or Illness:**  
Briefly describe the nature of the injury or illness. (*Correct example: contusion, fracture, sprain, strain*)
- **Parts of Body Affected:**  
Indicate the part(s) of the body affected by the injury or illness. (*Correct example: neck, upper or lower back, left or right wrist*)
- **Cause of Injury:**  
Briefly indicate how the employee incurred the injury or illness. (*Correct example: cut from broken glass, fell from ladder, strain from lifting*)

Revised: October 9, 2002

COMMONWEALTH OF PENNSYLVANIA  
 DEPARTMENT OF LABOR AND INDUSTRY  
 BUREAU OF WORKERS' COMPENSATION  
 1171 S. CAMERON STREET, ROOM 103  
 HARRISBURG, PA 17104-2501  
 (TOLL FREE) 800-482-2383  
 TTY (TOLL FREE) 800-362-4228

**EMPLOYER'S REPORT  
 OF OCCUPATIONAL  
 INJURY OR DISEASE**

EMPLOYEE SOCIAL SECURITY NUMBER

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

DATE OF INJURY

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

EMPLOYEE FIRST NAME

\_\_\_\_\_

EMPLOYEE LAST NAME

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY

\_\_\_\_\_

STATE

\_\_\_\_\_

ZIP CODE

\_\_\_\_ - \_\_\_\_

COUNTY

\_\_\_\_\_

PHONE NUMBER

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

EMPLOYEE:

MALE  MARRIED   
 FEMALE  SINGLE

NUMBER OF DEPENDENTS

\_\_\_\_

DATE OF BIRTH

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

OCCUPATION OR JOB TITLE

\_\_\_\_\_

NCCI CLASS CODE (IF KNOWN)

\_\_\_\_

EMPLOYMENT STATUS

\_\_\_\_

FT = Full-time  
 PT = Part-time

SL = Seasonal  
 VO = Volunteer  
 ZZ = Other

EMPLOYER

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY

\_\_\_\_\_

STATE

\_\_\_\_\_

ZIP CODE

\_\_\_\_ - \_\_\_\_

SIC CODE

\_\_\_\_

EMPLOYER FEIN

\_\_\_\_ - \_\_\_\_

PHONE NUMBER

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

COUNTY

\_\_\_\_\_

NAICS CODE

\_\_\_\_

FULL PAY FOR DAY OF INJURY?

YES   
 NO

TIME EMPLOYEE BEGAN WORK

\_\_\_\_ : \_\_\_\_ AM   
 PM

TIME OF OCCURRENCE

\_\_\_\_ : \_\_\_\_ AM   
 PM



LAST DAY WORKED

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

DATE DISABILITY BEGAN

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

DATE EMPLOYER NOTIFIED

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

DATE RETURNED TO WORK

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

DATE OF HIRE

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 MONTH DAY YEAR

CONTACT FIRST NAME

\_\_\_\_\_

CONTACT PHONE NUMBER

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

CONTACT LAST NAME

\_\_\_\_\_

NOTICE: Report should be clearly completed, (preferably typed) and original mailed to the Bureau at the address in the upper left corner and a copy to employee and insurer.

**EMPLOYEE'S ACKNOWLEDGMENT UNDER SECTION 306(f.1)(1)(i)  
OF THE PENNSYLVANIA WORKERS' COMPENSATION ACT**

I, \_\_\_\_\_, recognize and agree that my employer has posted a list of at least six (6) health care providers, at least three (3) of which are physicians and no more than four (4) of which are coordinated care organization (CCO). I further agree that my employer has provided the name, address, telephone number and area of medical specialty of each designated provider on the list. I also acknowledge that I have been presented with this written notice setting forth my rights and duties under Section 306 (f.1)(1)(i) of the Pennsylvania Workers' Compensation Act. My rights and duties include the following:

I have the duty to obtain treatment for work-related illnesses from one or more of the designated health care providers for ninety (90) days from the date of first visit to a designated provider;

As long as treatment is obtained from a designated provider during the ninety (90) day period, all reasonable medical supplies and treatment related to the injury will be paid by my employer;

I have the right to switch from one designated health care provider on the list to another during the ninety (90) day period and my employer must pay for this treatment;

If I am referred by a designated provider to a non-designated provider, my employer shall provide for the treatment rendered by the referral provider;

I have the right to seek emergency medical treatment from any provider, but I understand that subsequent non-emergency treatment must be rendered by a designated provider for the remainder of the ninety (90) day period;

I have the right during the ninety (90) day period to seek medical treatment from a non-designated provider, but I understand my employer is not responsible to pay for these services;

After the expiration for the ninety (90) day period, I have the right to seek treatment from any health care provider, and my employer must pay for such treatment if it is reasonable and necessary;

If I treat with a non-designated health care provider after the expiration of the ninety (90) day period, I understand that I must provide my employer notice within five (5) days of my first treatment with the non-designated provider;

If I fail to do so, my employer may not be responsible to pay for the treatment rendered by the non-designated provider prior to notification; and

If the designated provider recommends invasive surgery, I am entitled to receive an additional opinion from any health care provider of my choice. If the additional opinion differs from that of the designated provider, I am entitled to select which course of treatment to follow. However, if I choose to follow the recommendation of my health care provider (the additional opinion), the procedures shall be performed by one or more of the designated health care providers for a period of ninety (90) days from the date of the visit to my health care provider (date of examination of the additional opinion).

My employer has informed me of my rights and duties, and my signature acknowledges that I have been so informed and understand my rights and duties.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

**DELAWARE VALLEY WORKERS' COMPENSATION TRUST**  
**719 DRESHER ROAD**  
**HORSHAM, PA 19044-2205**  
**(215) 706-0101** Bureau Code 5503 **FAX (215) 706-0895**  
**LOWER MAKEFIELD TOWNSHIP**  
Page 1 of 2

1. If you are injured at work, immediately notify your supervisor and supervisor will call DVWCT.
2. If you are injured at work, immediately notify your supervisor and complete an **Employers Report of Occupational Injury or Disease form**.
3. **MEDICAL EMERGENCY ONLY** - Use hospital/physician of your choice, then follow-up with a physician from the list below.
4. To report a claim by phone, call **(866) 706-0101** and follow the directions for reporting a claim.
5. You must treat with one of the physicians below for the first 90-days from the date of first treatment.
6. If you require treatment after the 90-day period, you may treat with a health care provider of your choice, but must notify DVWCT within 5 days of your evaluation with the new provider.
7. Please contact **Mary Hicks, RN, MSN** at **(267)-853-5729** if you have any questions, have been referred for testing or referred to a specialist.
8. Prescriptions for work related injuries are billed through Mitchell ScriptAdvisor and may be filled at: **ACME, TARGET, WALGREENS, CVS, RITE AID** and other pharmacies at no cost to the employee. Employee must provide WC information to these facilities at time of visit.

<b>Family Practice</b> <b>NO X-Ray Available</b> Hours are subject to change, Please call for appt.	<b>John Filips, D.O.</b> <b>Bucks Family Practice</b> 509 East Washington Avenue Newtown PA 18940 (215) 579-9555	Mon. 5:00 pm-7:00pm Tues. 9:00am - 4:00pm Wed. 5:00pm - 7:00pm Thurs. 1:00pm - 7:00pm Fri. 9:00am - 4:00pm Sat. 9:00am - 12:00pm
<b>Urgent Care</b> <b>X-Ray Available</b>	<b>People's Choice</b> 3571 Hulmeville Rd. Bensalem, PA 19020 215-516-7500	Mon. - Fri. 8:00 am - 8:00 pm Sat. - Sun. 8:00 am - 5:00 pm
<b>Urgent Care</b> <b>X-Ray Available</b>	<b>Premier Urgent Care</b> 2673 S. Eagle Rd. Newtown, PA 18940 267-364-6477	Daily 9:00 am - 9:00 pm
<b>Occupational Health</b> <b>X-Ray Available</b>	<b>Work Health</b> <b>Jefferson Health</b> 380 North Oxford Valley Road Langhorne PA 19047 (215) 949-5165	Mon. 8:30am - 5:00pm Tues. 8:30am - 5:00pm Wed. 8:30am - 5:00pm Thurs. 8:30am - 5:00pm Fri. 8:30am - 5:00pm
<b>Urgent Care</b> <b>X-Ray Available</b>	<b>Grand View Urgent Care</b> 700 Horizon Circle Chalfont, PA 18914 (215) 453-4941	1715 Sumneytown Pike Lansdale, PA 19446 215-453-5600
<b>Occupational Medicine</b> <b>X-Ray Available</b>	<b>WorkNet Occupational Health</b> 360 No. Oxford Valley Road Langhorne PA 19047 (215) 943-9000	Mon. - Fri. 8:00 am - 5:00 pm
<b>Physical Therapy</b> <b>MRI, Physical Therapy</b> <b>MRI</b>	<b>NovaCare</b> <b>Premier Comp Solutions 888-594-4001</b> <b>One Call Medical 800-872-2875</b>	Please call DVWCT for appt. Please call DVWCT for appt.
<b>Durable Medical Equipment</b> <b>(DME)</b>	<b>Advanced Medical Brokerage</b> 215-887-9700	Please call DVWCT for assistance
<b>Dental</b>	<b>One Call Medical 888-539-0577</b>	Please call DVWCT for assistance

**ADDITIONAL PHYSICIANS ARE AVAILABLE, CONTACT DVWCT AT 215-706-0101 FOR PHYSICIAN AVAILABILITY**  
**THE WORKERS' COMPENSATION EMPLOYEE NOTIFICATION FORM NEEDS TO BE SIGNED AT THE TIME OF INJURY.**  
**PLEASE FORWARD A COPY TO DVWCT ALONG WITH THE EMPLOYERS REPORT OF OCCUPATIONAL INJURY.**

Revised 9/13/19

**DELAWARE VALLEY WORKERS' COMPENSATION TRUST**  
 719 DRESHER ROAD  
 HORSHAM, PA 19044-2205  
 (215) 706-0101 Bureau Code 5503 FAX (215) 706-0895  
**LOWER MAKEFIELD TOWNSHIP**  
 Page 2 of 2

1. If you are injured at work, immediately notify your supervisor and supervisor will call DVWCT.
2. If you are injured at work, immediately notify your supervisor and complete an **Employers Report of Occupational Injury or Disease form**.
3. **MEDICAL EMERGENCY ONLY** - Use hospital/physician of your choice, then follow-up with a physician from the list below.
4. To report a claim by phone, call **(866) 706-0101** and follow the directions for reporting a claim.
5. You must treat with one of the physicians below for the first 90-days from the date of first treatment.
6. If you require treatment after the 90-day period, you may treat with a health care provider of your choice, but must notify DVWCT within 5 days of your evaluation with the new provider.
7. Please contact **Mary Hicks, RN, MSN** at **(267)-803-5729** if you have any questions, have been referred for testing or referred to a specialist.
8. **Prescriptions for work related injuries are billed through Mitchell ScriptAdvisor and may be filled at: ACME, TARGET, WALGREENS, CVS, RITE AID and other pharmacies at no cost to the employee. Employee must provide WC information to these facilities at time of visit.**

<b>Orthopedic</b> <b>X-Ray Available</b>	<b>Mercer Bucks Orthopedics</b> <b>St. Clare Building</b> 1203 Langhorne Newtown Rd. Suite 220 Langhorne, PA 19047 215-860-4274	Hours vary according to specialist. Please contact DVWCT for scheduling.
<b>Orthopedics</b> <b>X-Ray Available</b>	<b>Rothman Institute</b> 2700 South Eagle Rd. The Village of Newtown Shopping Center Newtown, PA 18940 800-321-9999	Hours vary according to specialist. Please contact office or DVWCT for scheduling.
<b>Ophthalmology</b>	<b>Century Eye Care</b> 216 Mill Street      670 N. Woodbourne Rd. Bristol PA 19007      Langhorne, PA 19047 (215) 781-2020      215-752-8888	Hours Vary Please call for an appointment
<b>Chiropractor</b>	<b>Advanced Chiropractor</b> 102 Progress Drive Suite 202 Doylestown, PA 18901 215-345-8141	Hours vary, please call for an appt.
<b>Neuro-Surgery</b> <b>X-Ray Available</b>	<b>Jefferson Univ. Physicians Neurology</b> 909 Walnut St. 3rd Floor Phila., PA 19107 215-955-7000	Hours vary according to specialist. Please contact DVWCT for scheduling.
<b>Neurology</b>	<b>Katz, Bennett, Levin Neurology Assoc.</b> Albert Einstein Med. Arts Building, Suite 101 50 East Township Line Rd. Elkins Park, PA 19027 (215)-379-4300	Hours vary according to specialist. Additional office sites available. Please contact DVWCT for scheduling OR contact them directly and then notify DVWCT
<b>Physical Therapy</b> <b>MRI, Physical Therapy</b> <b>MRI</b>	<b>NovaCare</b> <b>Premier Comp Solutions 888-594-4001</b> <b>One Call Medical 800-872-2875</b>	Please call DVWCT for appt. Please call DVWCT for appt.
<b>Durable Medical Equipment (DME)</b>	<b>Advanced Medical Brokerage</b> 215-887-9700	Please call DVWCT for assistance
<b>Dental</b>	<b>One Call Medical 888-539-0577</b>	Please call DVWCT for assistance

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