

Donegal Township



34 North Liberty Street • P.O. Box 310 • West Alexander, PA 15376

Telephone: 724-484-4017 • Fax: 724-484-4029

Email: office@donegaltownshippa.com

Request Partially Granted, Partially Denied

Right-To-Know Response

Date April 17, 2024

Requester's Name: Kathleen Gilmore

Address kgilmore49.kg@gmail.com

Dear Kathleen:

Thank you for writing to Donegal Township to request records pursuant to Pennsylvania's Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101 *et seq.*

On April 11, 2024, Donegal Township received your request: You requested: The employment proposal letter and the employment contract for the newest part-time secretary Angela. I did not get her last name at the meeting. I would also like a copy of the employee personnel policy for office personnel. I am also requesting the advertisement offering this position to all persons. Your request is granted in part and denied in part as follows:

However, records that are exempt from disclosure by law have been withheld pursuant to the RTKL. We withheld the "employee proposal letter and employment contract for part-time secretary Alexandria Rios Lopez." The employee is in probationary status, and no such record exists, at this time.

Records responsive to "copy of the employee personnel policy." The Donegal Township personnel policy is attached.

Records responsive to "advertisements offering this position to all persons." The Donegal Township advertisement is attached .

You have a right to appeal this denial in writing to: Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101-2234. Appeals can also be filed online at the Office of Open Records website,

<https://www.openrecords.pa.gov>.

If you choose to file an appeal, you must do so within 15 business days of the mailing date of the agency's response. See 65 P.S. § 67.1101. Please note that a copy of your original RTKL request, the agency's extension notice (if applicable), and this denial letter should be included when filing an appeal. More information about how to file an appeal under the RTKL is available at the Office of Open Records website, <https://www.openrecords.pa.gov>.

If you have additional questions, please contact Jamie M. Schaller. This correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Jamie M. Schaller
Donegal Township

PERSONNEL POLICY

STATEMENT OF PURPOSE

This personnel policy is established to provide for the fair and consistent treatment of township employees in order to encourage a responsive, competent, and efficient work force.

The rules and procedures included in this policy are intended to provide employees with information on which they can rely in dealing with matters affecting their work related conduct, responsibilities, rights and benefits. This policy does not constitute a contract with any employee or group of employees, and if items in this policy are found to be in conflict with any legal contract or with any law, the contract or law will prevail. The Board of Supervisors may authorize exceptions, additions, or changes to this policy whenever necessary to meet the intent of fair treatment of employees and reasonable and efficient service to residents of the township.

The Board of Supervisors will be responsible for the administration of this policy, for assuring that all employees are aware of it, for preparing reports, maintaining records that may be required, and for recommending policy changes as necessary to maintain efficiency and comply with applicable laws. The Supervisors are authorized to hear and resolve grievances, to investigate offenses and take disciplinary action, to meet with employees or their representatives to discuss terms and conditions of employment, and to select and hire employees, subject to specific limitations as the Supervisors may impose.

NONDISCRIMINATION

In the administration of this policy, the township does not discriminate against any person in recruitment, selection for employment, training, promotion, retention, discipline, benefits, conditions of work, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, age, sex, or national origin. In addition, the township does not discriminate because of physical disability unless physical abilities constitute genuine job requirements. The township will attempt to make reasonable accommodations to enable otherwise qualified employees and applicants with disabilities to be employed.

CONDITIONS OF EMPLOYMENT

All employees, upon appointment to positions with the township, will be required to abide by these conditions.

1. Political Activity - Employees will not participate in any political activity during the hours when they are on duty at their township positions. Employees will not use the authority of their positions to influence any other person's political actions. Nothing herein contained shall affect the right of employees to hold membership in and support a political party, to vote as they choose, to express publicly or privately their opinion on all political subjects and candidates, to maintain political neutrality and to actively participate in political meetings as private citizens after work hours and off township premises.
2. Outside Employment - Employees shall not engage in outside employment which might in any way hinder the impartial performance of their public duties, embarrass the township government, impair their efficiency or present a potential conflict of interest. Outside work shall not be performed during hours when an employee is on duty at his township position.
3. Acceptance of Gifts - Employees shall not accept gifts given under circumstances indicating the hope or expectation of receiving a favor or better treatment than that accorded the public generally.
4. Financial Interest - No employee shall have an economic interest in any business supplying goods or services to the township in excess of \$500.00 per year, unless such goods or services have been procured by the township through a public competitive bid process.
5. On the Job Conduct - Employees are expected to work diligently while on duty, to show respect and concern for the public, to abide by established work rules, and not to take any action which would subject the township government to ridicule or embarrassment. Employees are expected to perform all duties assigned by their designated supervisors except where there is reasonable cause to believe that such assignments are in violation of law or that assignments would place the employee or others in avoidable physical danger.
6. Work Rules - Department heads may establish work rules, operating procedures, and standards of conduct as are necessary for the proper operation of their department.
7. Work Hours - Employees shall be paid based on a regular work week of 40 hours, 8 hours per day. Each work day shall be interrupted by a lunch period of 1/2 hour to 1 hour which shall not be part of the paid time. Starting and quitting times and lunch hours shall be assigned in each work area so as to provide continuous coverage during regular work hours. Where possible, without disrupting work, adjustments to work hours may be made with the prior approval of the Supervisors.
8. Overtime - Employees are not to perform work beyond their regularly scheduled hours without prior approval unless such work is required by an emergency which could cause danger or inconvenience to the public or which could result in damage to

property or equipment, or which could result in significant financial loss to the township.

Normally approved overtime work will be compensated by granting time-off of one and one-half hours for each overtime hour worked, to be used within the next month. If conditions do not allow the time off to be scheduled, overtime will be paid at the time and one-half rate.

9. Serious Misbehavior - The following actions are considered so serious by the township that, if action is proved, the offending employee may be discharged even if no prior reprimands or other disciplinary actions for similar offenses have occurred. Evidence that the employee was shown this list shall be considered sufficient warning.

- Dishonesty
- Theft
- Use of township equipment or personnel for unauthorized projects.
- Consumption of alcoholic beverages while on duty or reporting for work under the influence of alcohol.
- The use of possession of any illegal drug or narcotic.
- Being under the influence of any drug while at work that could result in an unsafe act without prior notification of the employee's supervisor.
- Failure to submit to a blood test when there is reason to suspect that an employee may be under the influence of drugs or alcohol at work.
- Recklessness resulting in an accident.
- Willful abuse of township equipment.
- Unprovoked assault on another person.
- Gross negligence in the performance of assigned work.

10. Licenses - If operating a motor vehicle is part of an employees job, then maintenance of a valid Pennsylvania operators license for the class of vehicle operated shall be a necessary condition of employment.

Operating any vehicle without the required license shall be considered gross negligence.

SAFETY

The township requires all employees to consider safety as the highest priority in any task they perform. Specific safety rules shall be established for each work site. As a minimum, all employees are required to follow the following rules regardless of job.

1. Use of safety equipment provided in performing assigned work. Follow manufacturer's instructions in operating any equipment or machinery.
2. Wear the prescribed clothing or uniform for the job to be performed.
3. Do not operate equipment on which you have not been trained or which you do not feel confident in operating.
4. Warn co-workers or anyone who might be in danger of any unsafe conditions or practices you observe.
5. Report defective equipment to your supervisors without delay.
6. Report unsafe conditions that you observe anywhere in the township, regardless of whether the condition is your responsibility.
7. Report all injuries and accidents, regardless of severity.

SMOKING

Smoking is prohibited for both employees and the general public in the following areas:

1. Township meeting rooms.
2. Any township office shared with another employee except with the consent of the other employee.
3. Any township vehicle or equipment when shared with another employee except with the consent of the other employee.
4. Any area where smoking is prohibited for safety reasons.

Employees who observe anyone failing to comply with the smoking policy should inform them of the policy politely. If anyone persists in failing to comply with the policy, the Supervisors should be notified.

Employees who refuse to comply with the smoking policy may face disciplinary action as described elsewhere in this personnel policy.

JOB DESCRIPTIONS

Written job descriptions shall be prepared for all township employees. Job descriptions are intended to clarify duties, responsibilities, reporting relationships and limits of authority. They shall be used to improve communications between employees and their supervisors by letting employees know what is expected of them. Job descriptions are not meant to limit the duties an employee may be asked to perform and descriptions are expected to change as township needs and procedures change.

Job descriptions shall also be used as a basis for determining the necessary qualifications when new employees are to be hired.

PAY RATES

Pay shall be established and will remain in effect until changes are approved by the Board of Supervisors.

The Board of Supervisors shall annually review the pay ranges to determine whether changes in the cost of living, or changes in employment conditions affecting the availability of applicants, or other economic changes require adjustments to the pay ranges.

SELECTION PROCESS FOR EMPLOYMENT

1. Except where a job is to be filled by transferring or promoting a current township employee, all regular jobs to be filled shall first be advertised by whatever means are necessary and practical to assure public knowledge in the township of the vacancy and to attract a sufficient number of qualified candidates.
2. Each applicant for announced vacancies shall be subject to examination by the Board of Supervisors to determine whether the applicant meets the minimum requirements for the job to be filled. The examination may consist of written, oral, or performance tests or an evaluation of the applicants experience and training compared to the requirements of the job or any combination thereof. This evaluation may include review of a written application form, oral interview, and reference checks.
3. The Board of Supervisors shall prepare a list of all applicants who meet the minimum qualifications for the job. The list shall be forwarded to the appropriate department supervisors who shall recommend from that list a qualified individual for employment. The selection decision may be subject to approval by the Board of Supervisors.
4. The township may fill a position by transferring or promoting a current township employee if the employee possesses the qualifications for the position to be filled, and if the promotion is in accordance with any other policies and procedures the township may develop.
5. All newly hired and promoted employees shall serve a probationary period of six months during

which the employee shall be required to demonstrate fitness for the position. The probationary period may be increased for up to an additional six months at the discretion of the Supervisors.

A newly hired probationary employee may be removed from his position at any time by the supervisors.

A promoted probationary employee may be returned to his previous position by the Supervisors at any time.

At the end of the probationary period, an employee shall either be retained, dismissed, or returned to his previous position. This decision shall be made by the Supervisors based upon a written recommendation from the employees department head.

6. Employees hired for temporary or seasonal work which is expected to last less than one year shall not be considered regular employees and shall be considered to be on probation for the entire period of their employment.

PERFORMANCE EVALUATION

New Employees - A newly appointed employee shall serve a probationary period during which he will be required to demonstrate his fitness for his position.

1. Length of Probationary Period. The length of the probationary period shall be six months and may be extended for up to an additional six months at the discretion of the Supervisors.
2. Performance Evaluation During Probationary Period. The department head shall periodically evaluate the quality of the new employees work during the probationary period and inform the employee in writing of this evaluation.
3. Removal of Probationary Employee. A probationary employee may be removed from his position at any time during the probationary period by the Board of Supervisors.
4. Completion of Probationary Period. A probationary employee will be considered to have successfully completed the probationary period upon the favorable written recommendation of the department head.

All Employees. It is the responsibility of all department heads to continuously evaluate the performance of the employees they supervise.

1. The department heads are to inform their employees directly any time performance falls below acceptable levels. This notification may be informal but should include specific information as to why performance is unsatisfactory and what the employee must do to bring performance up to an acceptable level.

2. At least once each year, at the direction of the Board of Supervisors, the department head will prepare a written notification to the Supervisors stating whether or not each employees performance over the past year has been satisfactory. The notification will include an explanation of any unsatisfactory performance and a description of any accomplishments over and above those normally expected in the job. The Supervisors may prescribe forms to be used in making this report.

The employee will be given a copy of this notification and a copy will be kept in the employees personnel file for five years.

PROBLEM ASSISTANCE

The township recognizes that an employees work performance might be affected by problems that are not job related. Such situations may include but are not limited to family problems, emotional problems, legal problems, financial difficulties, or the use of alcohol or drugs.

It is not within the townships ability and is not township policy to attempt to diagnose or treat these problems. Also, the existence of such problems cannot be accepted as an excuse for unsatisfactory work performance, or a reason not to take disciplinary action for misbehavior. However, if an employee indicates the need for help in dealing with such problems, the township will attempt to put the employee in contact with an independent agency that can provide the necessary help.

Employees may make such requests to their supervisors or directly to the Board of Supervisors. Employees shall continue to be held accountable for the performance of their jobs, but no employee shall be disciplined or have any involuntary changes made to his job solely because of a request for assistance. All such request shall be absolutely confidential unless the confidentiality would result in an illegal action. No records of such requests shall be made part of the employees employment record without the permission of the employee.

Any supervisory employee who receives a request for such assistance and is unsure about where to refer the employee, should ask the employee permission to contact the Board of Supervisors.

TRAINING

It is the intent of the township, so far as possible, to hire employees who are fully qualified to perform the work for which they are hired.

However, recognizing that some jobs may require specialized knowledge or skills that cannot be found among applications, and that job requirements change over time so that additional knowledge and skill must be acquired, the township shall provide reasonable opportunities for employees to receive training that may be necessary to properly perform their duties.

Employees are responsible for informing their supervisors of any duties they are required to perform for which they feel they do not have sufficient training, or for which they feel additional training would improve their performance.

Any training that the township determines to be mandatory shall be paid for by the township and time spent at such training shall be considered work time.

Any training that the township determines to be desirable, but not absolutely required, shall be considered for full or partial payment by the township, as well as payment for the time spent attending training, based on the importance of the training to the job, the employees interest and commitment and the township's ability to pay.

GRIEVANCES

It is the intent of the township to settle any employee grievance fairly, quickly, and at the lowest level possible. This is possible only when all parties to the grievances attempt to understand each others interest. Persons responsible for answering grievances at each step are expected to know township rules and policies, and to know their own authority and use it to its full extent in answering grievances.

If the grieving employee is covered by a collective bargaining agreement, the grievance procedure listed in the agreement shall be followed.

If the grieving employee is not covered by a collective bargaining agreement, the employee shall present the grievance in writing to the Board of Supervisors on forms provided by the township as soon as possible after the conditions or events giving rise to the grievances are known.

If the employee is not satisfied with the Supervisors response, or if no response is received within one week of the presentation of the grievance, the employee may present the grievance in writing to the Board of Supervisors and request a hearing on the grievance. The Board shall schedule a hearing and deliberation on the grievance no later than the next regular meeting of the Board following receipt of the grievance and shall present a written response to the employee no later than seven days following the hearing.

EMPLOYEE DISCIPLINE

The township shall take no disciplinary action against an employee without just cause. The following criteria shall be used to determine whether just cause exist:

1. The employee shall have had prior knowledge or warning of the possible consequences of the action for which discipline is being considered.
2. Work rules shall be reasonably related to the orderly, efficient, and safe operation of township business if violation of the rules is to be reason for disciplinary action.

3. The township shall make a reasonable effort to discover whether a rule has been violated before taking disciplinary action.
4. The investigation of alleged rules infractions shall be carried out in a fair and objective manner.
5. Disciplinary action shall not be taken without substantial proof that the employee committed the infraction.
6. Disciplinary actions and penalties will be applied consistently and fairly.
7. The degree of discipline imposed will be reasonable related to the seriousness of the offense and the employees previous record.

Types of discipline shall normally be limited to the following actions: Oral and written reprimands, suspensions without pay, demotions, and dismissals. Suspensions, demotions, and dismissals will require the approval of the Board of Supervisors, and shall be imposed only after the employee has been given the opportunity to explain his actions. Oral or written reprimands may be issued by department heads.

It shall be the policy of the township to administer the least severe form of discipline deemed necessary to correct the improper behavior. This means that a dismissal shall only be used in cases where there is little likelihood that the employee will be willing or able to perform in a satisfactory manner again, or where the employees actions have been so disgraceful that continued employment would cause a loss of confidence in the township government. Suspensions shall only be used in cases where withholding of pay is necessary to impress upon the employee the seriousness of his actions. Demotions shall only be used where an employees actions or lack of ability render him unable to effectively perform his normal duties, but where other work is available which he can perform. Oral and written reprimands shall be used to correct cases such as carelessness, poor judgment, inefficiency, or other instances where an instruction or reminder can reasonably be expected to improve performance or stop the improper behavior.

Records of disciplinary actions shall be kept in the employees personnel file. The employee shall be provided with a copy of all such records. Reprimands shall be removed from the file and destroyed after two years if there are no recurrences of similar incidents. Reprimands may be removed earlier if, in the opinion of the person issuing the reprimand, it has served its purpose.

INSURANCE BENEFITS

It is the intention of the township to provide plans for health care, life insurance, and retirement that allow for reasonable benefits at realistic costs to both the township and employees.

Specific plans and the portion of the costs to be paid by the township and by the employee shall be as specified by contract.

Eligibility for benefits for employees not covered by contract shall be based on employment status as herein defined:

"Full-Time" - Shall mean any employee regularly scheduled to work 35 hours or more per week.

"Regular" - Shall mean any employee hired with the expectation of working continuously for one year or more. Any employee who has worked continuously for one year will be considered regular regardless of expectations for continued employment.

"Continuous Employment" - Shall mean any period of employment uninterrupted by termination, resignation, retirement, or furlough. Any type of approved leave of absence, whether paid or unpaid, shall not constitute an interruption of continuous employment.

Life Insurance - All regular, full time employee in a paid status are eligible for term life insurance in an amount to be determined by the Board of Supervisors. The amount of coverage shall be \$25,000.00. Premiums will be paid by the township.

Medical Insurance - All regular, full time employees in a paid status are eligible for medical coverage under a plan determined by the Board of Supervisors. The cost of coverage will be paid by the township. If there is an absence of three months or more, and this absence is not job related, medical coverage will be discontinued. If the employee wants to take on the cost of the premium, to be paid in advance of the billing from the insurance company, the Board of Supervisors will take this into consideration.

Workers Compensation - All employees are covered by a Worker's Compensation insurance program for injuries or illnesses sustained on the job. The program shall be administered by an insurance carrier determined by the Board of Supervisors in accordance with the regulations and requirements of the Commonwealth of Pennsylvania.

The program provides for payment of medical expenses required as a result of work-related accidents or illnesses, and payment of a percentage of the employee's wages or salary lost due to absence as a result of such accident or illness.

The township may require employees to choose a physician from a list determined by the township for treatment if any benefits are to be paid through the Worker's Compensation Program. The township reserves the right to require such examinations by a physician as may be necessary to determine the employee's ability to return to work.

The township may require an injured employee to return to work and perform duties of a light or limited nature if the employee is able and such work can be made available.

TIME OFF FROM WORK

Employees shall adhere to established work hours and be at their place of duty and available for work as scheduled. Employees shall be granted time off for specific periods and

reasons.

Part-time and temporary employees are not eligible for paid leave of any type.

Employees covered by contract shall be granted time off as specified in the contract.

Regular full-time employees not covered by contract shall be granted leave subject to the following limits:

Vacation: Employees shall earn vacation according to the following schedule:

First full calendar year -	Five days
Second year thru Fifth year-	Ten days
Sixth year thru Tenth year-	Fifteen days
Over Tenth year-	Twenty days

Except for the year in which they are hired, employees must be in a paid status for at least 150 workdays in a calendar year to earn the vacation for that year.

Use of vacation time is subject to approval by the employees supervisors and shall be granted subject to supervisors responsibility to maintain efficient operations.

Employees who retire or who resign with two weeks notice prior to taking earned vacation time will be paid for a prorated amount of that years vacation based on the portion of the year worked.

Sick Leave: Employees will earn 5 days sick leave in each year in which they are in a paid status for at least 150 days.

Sick leave may be allowed by the department head for the following reasons:

- A. Personal illness, physical incapacity or non-compensable bodily injury or disease.
- B. Enforced quarantine in accordance with public health regulations.
- C. To meet medical and dental appointments in excess of two hours duration when the employee has made reasonable efforts to secure appointments outside normal working hours, provided the department head is notified at least one (1) day in advance of the day on which the absence occurs.
- D. Illness or physical incapacity in the employees immediate family, requiring his/her immediate attention and resulting from causes beyond his/her control, up to a maximum of three (3) days per year.

The township may require proof of illness for authorized sick leave if there is reason to suspect misuse of sick leave or if the period of absence extends for three days or more. Proof of illness may include a doctor's certificate or other proof of illness from the employees physician indicating the nature and duration of the illness.

All sick days must be used in the calendar year. If all days are not used by the end of the

calendar year the employee will be paid for those unused days at his hourly rate of pay.

Any unscheduled absence shall be reported to the employees supervisors no later than one (1) hour after the employees starting time each day unless prior agreement is reached with the supervisor.

Military Leave - Employees who are members of the Military Reserve or National Guard will be granted up to fifteen (15) days leave in any calendar year for required training or duty upon presentation of a copy of official orders. Employees shall be paid their regular pay rate while on such leave.

Parental Leave - Any employee expecting to become a parent either by birth or adoption, shall, upon request, be granted up to three months leave without pay for purposes of preparing for the child's arrival or caring for the child after arrival. Insurance benefits shall continue during this leave. As part of the three months parental leave, a pregnant woman shall be allowed to use her earned sick leave in order to be paid for that period of time only when she is unable to work as certified by a physician.

Upon Expiration of parental leave the employee shall be returned either to his or her previous job or to another job of equal pay and skill level.

No employee shall be required to take parental leave so long as she is physically able to perform her job.

Civil Leave - Any employee called for a non-voluntary jury duty or subpoenaed as a witness in a court case in which they are not a party shall be granted civil leave at their regular pay rate.

Other Leave - When it is determined by the Board of Supervisors to be in the best interest of the township, or when required by law, other paid or unpaid leaves shall be granted upon written request submitted far enough in advance to permit consideration.

Holidays - Regular, full-time employees who have completed their probationary period shall be paid for the following holidays on which township offices will be closed:

New Years Day
Memorial Day
Labor Day
Christmas Day

Good Friday
Independence Day
Thanksgiving Day
Day after Thanksgiving

The Board of Supervisors will determine annually the dates on which these holidays shall be observed by the township and its employees.

Employee not covered by contract, required to work on holidays, shall be compensated for any hours worked at 1 and 1/2 times their regular rate.

Bereavement Leave - Each regular employee shall be granted up to three (3) days of paid leave in the event of a death in the immediate family. "Immediate Family" is defined as father, mother, spouse, brother, sister, child, mother-in-law, father-in-law, and grandparents of employee and spouse. Employee shall be allowed the funeral day off with pay, if it is his or her scheduled workday, in the event of the death of his brother-in-law or sister-in-law.

PERSONNEL RECORDS

A personnel file shall be established for each employee and maintained in the custody of the Supervisors.

No information will be placed in the file without the employees knowledge.

The following information shall be a permanent part of the file:

1. Employees most recent employment application.
2. Employee notifications regarding hiring, promotion, demotion, suspension, dismissal, or other substantial change in employment or pay status other than general increases.
3. Authorizations for deductions from pay including but not limited to insurance, retirement, taxes, union dues, United Way contributions. These authorizations shall be permanent unless they are cancelled or superseded by a more recent written authorization.
4. Letters of commendation or other awards or recognitions.
5. For employees hired after November 17, 1986, verification of the employees citizenship or right to work in the United States (Immigration and Naturalization Service form I-9.)
6. Most recent job description, performance standards and objectives.
7. Routine and emergency information as required such as current phone numbers, home address, persons to contact, physical or medical limitations related to the job.
8. Job-related training, qualification, or license records.
9. Any other information with significant bearing on the employees work behavior, qualifications, or fitness for employment.
10. In addition, any information the employee considers to be important to their employment which is not offensive, prejudicial, or discriminatory, may be placed in the file at the employees request.

The above information shall be maintained from an employees termination until the

following the year of the employees 75th birthday.

The following information shall be temporary and shall be removed from the file and destroyed as indicated.

1. Leave and attendance records - when two years old.
2. Performances evaluation reports - when five years old.
3. Letters of warning or reprimand, or confirmations of oral reprimands - when two years old so long as no discipline for similar offenses has occurred since their issuance. Also, the person issuing such a letter may direct that it be removed earlier if in the issuing person opinion, the letter has served its purpose and is no longer required.

The following information shall not be kept in the employees personnel file:

1. Racial, ethnic, religious, or political identification or affiliation.
2. Records of any arrests, charges, investigations of wrong doing, or similar actions involving employee which later resulted in the employees acquittal or in the charges being dropped.
3. Any listing or records of grievances filed by the employee.
4. Records or pre-employment reference checks.

The personnel file shall be in the custody of the Supervisors and, except for public information, shall be available only to the following:

1. Office personnel as officially required.
2. Members of the Board of Supervisors as authorized by the Board as a body.
3. The individual employee, at reasonable times, or a representative personally designated by the employee.
4. The employees supervisor.
5. Legal authorities only when required by subpoena in which case the employee shall be notified of the information provided.

Public information shall include the employees name, job title, salary, and fringe benefits provided.

The disease AIDS (Acquired Immune Deficiency Syndrome) is a problem of concern to all of us. Even though there is still much to be learned about this disease, much is already known to science. AIDS impairs the body's immune system, leaving it unable to fight off disease.

The virus which causes AIDS is spread by intimate sexual contact, sharing of hypodermic needles, or having an infected person's blood or body fluids come directly in contact with the blood supply of another person.

AIDS is not spread by normal on-the-job situations such as using the same tools, telephone, bathrooms, or eating utensils. It is not spread by a touch or a sneeze. Based on what is currently known, the following procedures will be followed in the township and will be subject to change as new information is discovered.

1. No township employee will be required to take any kind of medical test to determine the presence of AIDS or antibodies to the virus which causes AIDS as a requirement for hiring or for continued employment.
2. No employee will be required to disclose that they have AIDS or have tested positive for antibodies to the AIDS virus. AIDS is not spread by the type of contact employees normally encounter and there is no danger of employees contracting AIDS from each other in the course of work.
3. If the township becomes aware that any employee has AIDS or has tested positive for antibodies to the AIDS virus, the information will be held in confidence and will not be made part of the employees file. Employees are to respect each others privacy and not spread information about another employees medical condition without the employees permission.
4. As long as an employee is physically able to perform his job he will not be required to resign, accept different work, or be segregated from other employees.
5. Employees will not seek to find out the AIDS status of any citizen and will not fail to provide any normal township service because of a person's AIDS status.
6. The township will make available information, training, and equipment sufficient to enable employees to protect themselves from AIDS infection in the course of their jobs.
7. Employees whose duties pose a greater risk of infection, such as police or fire fighters will not alter their procedures based on a belief that a victim or a suspect may have AIDS. In any case where a risk of infection may exist, the employee will take appropriate precautions and wear protective equipment.

COPY

Donegal Township



Supervisors: Douglas R. Teagarden, Chairman - H. A. McAdoo, Vice Chairman - Richard Fidler - Supervisor
Kathleen R. Gilmore, Secretary/Treasurer - Dennis Makel, Solicitor

November 16, 2000

NOTICE

This Notice is to formally notify all employees that Donegal Township does not provide either light duty or medium duty. Since the Township lacks financial resources to categorize job duties as either light duty or medium duty, it maintains that all employees perform their job duties as specified in the approved job descriptions.

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727 Old National Pike, P.O. Box J, Claysville PA 15323
Telephone: 724-663-5800 Telefax: 724-663-5778 Electronicmail: donegaltwp@inetmail.att.net

**TOWNSHIP OF DONEGAL
WASHINGTON COUNTY, PENNSYLVANIA**

AMENDMENT TO PERSONNEL POLICY

**THIS AMENDMENT IS TO CHANGE THE LANGUAGE IN THE BEREAVEMENT
LEAVE SECTION TO READ AS FOLLOWS:**

Each regular employee shall be granted up to three (3) days of paid leave in the event of a death in the immediate family. "Immediate Family" is defined as father, mother, brother, sister, child, step-child, mother-in-law, father-in-law, grandparents, and grandchild of employee and spouse. Regular employee shall be allowed the funeral day off, with pay, if it is his or her scheduled workday, in the event of the death of his or her brother-in-law, sister-in-law, aunt, uncle, cousin or great-grandparent.

**AMENDMENT ADOPTED BY THE DONEGAL TOWNSHIP BOARD OF
SUPERVISORS**

on this 13th Day of November, 1997.

ATTEST

Kathleen R. [Signature]
Secretary

**DONEGAL TOWNSHIP
BOARD OF SUPERVISORS**

[Signature]
William H. Rusmiser, Chairman

[Signature]
Frank Ramage, Vice Chairman

[Signature]
Douglas R. Teagarden, Supervisor



(<https://wcato.org>)

NEWS

WCATO News

Read the latest information from the Washington County Association of Township Officials regarding news, events, jobs, etc. that are happening within Washington County, PA.



March 7, 2024

Donegal Township Secretary/Treasurer Wanted

Read More



(<https://wcato.org/donegal-township-secretary-treasurer-wanted/>)



February 26, 2024

Non-Member Training Fee

Read More



(<https://wcato.org/non-member-training-fee/>)



January 23, 2024

4/17/24, 1:55 PM

Donegal Township Secretary/Treasurer Wanted - wcato.org



(<https://wcato.org/>)
(<https://wcato.org>)



News



March 7, 2024

Donegal Township Secretary/Treasurer Wanted

Donegal Township – Washington County is seeking a Secretary/Treasurer. Interested parties should contact Jim Bauer at jbauer@donegaltownshippa.com (mailto:jbauer@donegaltownshippa.com) or 724 986-2838.



pennsylvania
OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Donegal Township Right To Know Officer (Attn: AORO)

Date of Request: 4/11/2024 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Kathleen Gilmore Company (if applicable): _____

Mailing Address: 22 Longview Lane

City: Claysville State: PA Zip: 15323 Email: kgilmore49.kg@gmail.com

Telephone: 724-470-5199 Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

I am requesting the employment proposal letter and the employment contract for the newest part time secretary Angela. I did not get her last name at the meeting.

I would also like a copy of the employee personnel policy for office personnel

I am also requesting the advertisement offering this position to all persons

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available

☐ Yes, printed copies preferred

☐ No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? ☐ Yes (may be subject to additional costs) ☐ No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: 9-2024 Date Received: 4-11-24 Response Due (5 bus. days): 4-18-24

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.

Form updated Nov. 27, 2018

More information about the RTKL is available at <https://www.openrecords.pa.gov>