



# EMPLOYEE HANDBOOK

Montour Area Recreation Commission  
PO Box 456, Danville, PA 17821

*Revised June 12, 2017*

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## DOCUMENT REVISIONS HISTORY

1) June 12, 2017

Initial new document release (authored by R. Stoudt w/ multiple reviewers)

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## **PART I: MARC BACKGROUND INFORMATION**

### **INTRODUCTION**

The Montour Area Recreation Commission's (MARC) Employee Handbook has been prepared to provide information deemed essential to the organization's successful operation. This manual provides a general description of programs, policies and procedures in effect as of the date of publication. It is advisory in nature and will act as a guide to MARC's general practices and procedures.

This Employee Handbook may be updated from time to time as deemed necessary by MARC's leadership. Because this handbook is advisory in nature, it creates no contractual obligations on the part of employees or MARC and does not alter the at-will employment relationship. No statement by any employee, officer or agent of MARC contrary to this handbook will have any force of effect unless it is in writing and signed by an officer of MARC on behalf of MARC's Commission members.

### **MARC HISTORY AND STRUCTURE**

MARC was created on May 18, 2005 through an Intergovernmental Agreement of Cooperation between Montour County, Washingtonville Borough, Riverside Borough and the Danville Area School District. The Borough of Danville later joined the organization on January 10, 2012.

Per MARC's Intergovernmental Agreement of Cooperation, the organization was created to adequately maintain community recreation and parks services and facilities and to plan, organize, sponsor and supervise public parks and recreation facilities and services and events within the political boundaries of the member municipalities through joint efforts rather than by separate efforts.

MARC'S activities are overseen by a 13-member Commission. The Commission shall consist of representatives of each participating organization, all of whom shall serve without pay. Each participant, with the exception of the County, shall appoint two (2) residents of their municipality to the Commission, one (1) of whom is preferred to be an elected member of their governing body. The County shall appoint five (5) residents, at least one (1) of whom will be an elected Commissioner. Such members shall serve for terms of three (3) years, expiring on December 31, except that the original terms shall be staggered that not more than one-third (1/3) of the members shall expire annually. Such members may be reappointed as members of the Commission. The Commission for cause or the member's governmental body at its (the governmental body's) discretion may remove such members from office at any time.

Officers of the Commission shall include a Chairperson, Vice-Chairperson, Secretary and Treasurer.

It is the responsibility of the Commission to set policy for the organization. Administrative responsibility rests with the staff, but the policies, under which the staff operates, are set by the Commission.

## **MARC VISION**

The Montour Area Recreation Commission will make and promote Montour County, PA as a healthy and desirable place to live, work and play.

## **MARC MISSION STATEMENT**

The mission of the Montour Area Recreation Commission shall be to:

1. (BUILD AND MAINTAIN) Improve the quality and quantity of outdoor recreational opportunities in and around Montour County, PA
2. (PARTNER) Collaborate with volunteers and public and private partners to create, maintain and promote an interconnected network of trails, parks, natural areas and other green spaces
3. (PROMOTE) Promote the economic, natural and cultural resources of our community
4. (FUND) Create an endowed funding source for the long-term operations of the Montour Area Recreation Commission, the Montour Preserve and the stewardship of Montour County's outdoor recreational resources
5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County

## **PART II: STAFF POLICY GUIDELINES**

### **ABSENTEEISM AND TARDINESS**

To maintain a safe and productive work environment, MARC expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and MARC. In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify MARC's Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and/or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

### **ACCIDENTS / INJURIES**

If an employee receives any injury during the performance of his/her duties, it must be reported immediately to MARC's Director (if MARC's Director, to MARC's Chairperson). Prompt reporting of accidents is for the protection of the employees, all of whom are covered by Workers' Compensation Insurance. All incidents should be documented with date, time, location, persons involved and description of action taken. Photo documentation is recommended.

### **AUTOMOBILE / VEHICLE USE**

MARC owns no automobiles. Instead, employees are expected to use their personal vehicle when automobile travel is required to perform MARC tasks. Employees must maintain insurance equivalent to state minimums and must immediately notify MARC's Director (or, if MARC's Director, must notify MARC's Chairperson) of any driver's license revocation or loss of insurance.

When personal automobile use is required to perform MARC tasks, employees may be reimbursed for vehicle mileage at the rate determined by the Internal Revenue Service. For the purpose of determining each employee's 'Home Base Standard', the Montour Preserve (700 Preserve Road, Danville, PA 17821) shall be used as MARC staff's 'Home Base'.

MARC staff use a Bobcat utility vehicle and occasional rental equipment at the Montour Preserve and other sites. MARC staff are expected to operate all vehicles in a responsible manner and take great care to ensure the safety of park visitors and property. Irresponsible use of any vehicle may be grounds for immediate termination of employment.

## **CONFLICT OF INTEREST**

A conflict of interest may exist when the interests or concerns of an employee may be seen as competing with the interests or concerns of the organization (MARC) or of the public trust. An employee is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

1. Financial Interests - A conflict may exist where an employee, or a relative or business associate of an employee, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by MARC. Examples include situations where:
  - a. MARC contracts to purchase or lease goods, services, or properties from an employee, or a relative, or business associate of an employee
  - b. MARC purchases an ownership interest in or invest in a business entity owned by an employee, or by a relative or business associate of an employee
  - c. MARC offers employment to a relative or business associate of an employee
  - d. an employee, or a relative or business associate of an employee, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with MARC
  - e. an employee, or a relative or business associate of an employee, is gratuitously provided use of the facilities, property, or services of MARC
  
2. Other Interests - A conflict may also exist where an employee, or a relative or business associate of an employee, obtains a non-financial benefit or advantage that he would not have obtained absent his/her relationship with MARC, or where his/her duty or responsibility owed to MARC conflicts with a duty or responsibility owed to some other organization. Examples include where:
  - a. an employee seeks to obtain preferential treatment by MARC for himself, or relative, or business associate
  - b. an employee seeks to make use of confidential information obtained from MARC for his own benefit, or for the benefit of a relative, business associate, or other organization
  - c. an employee seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which he/she has reason to believe would be of interest to MARC

An employee must immediately notify MARC's Director (if MARC's Director, must notify MARC's Chairperson) of any conflict of interest. In the event it is unclear whether a conflict of interest exists, employees must always err on the side of caution and report their concerns for consideration. MARC's Director shall be required to inform MARC's Commission members of any reported or suspected conflicts of interest.

Failure to report a known conflict of interest shall be grounds for immediate termination.



## **DISCIPLINARY ACTION**

By accepting employment with MARC, you commit yourself to complying with each of MARC's rules and regulations. You are responsible for your personal actions on the job and all other conduct that affects your employment with MARC.

Disciplinary action shall be taken when, in the judgment of MARC's Commission members or MARC's Director, an employee has committed an offense or violated a MARC policy. In most cases, MARC will attempt to utilize a system of progressive discipline, as further defined under 'Problem Resolution', when deemed necessary. However, staff employment is at will, able to be terminated at any time, with or without cause, by the employee or MARC.

## **DOCUMENT RETENTION**

MARC shall retain copies of all emails, financial records, meeting agendas, minutes and related documents for a period of ten years. Certain records shall be retained for longer periods of time if so required by grant agreement or other mandates.

## **ELECTRONIC COMMUNICATIONS**

MARC owns no computers or cell phones, though a phone is available in MARC's office at the Montour Preserve. MARC staff are expected to use personal equipment as needed for email and phone communication when outside MARC's office at the Montour Preserve.

MARC staff are assigned email addresses through the MontourRec.com domain, to be accessed through personal devices. The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related endeavors. Furthermore, MARC's harassment policy applies to the electronic mail system and, therefore, email is not to be used to create any offensive or disruptive messages. In addition, the electronic mail system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

All electronic communications systems and information transmitted by, received from, or stored in these systems, are the property of MARC. There shall be no expectation that users of these systems have personal privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment. Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including, termination.

## **HARASSMENT**

Respect for the dignity and worth of each individual is a basic tenet of MARC's operating culture, and, as such, MARC is committed to providing a work environment free of discrimination. In keeping with this commitment, MARC maintains a strict policy prohibiting harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal, physical and visual harassment.

Definitions:

1. *Harassment* is defined as verbal, visual or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
2. *Sexual harassment* is defined as unwelcome jokes or comments, sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:
  - a. submission to such conduct is made an implicit or explicit term or condition of an individual's employment
  - b. submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual
  - c. such conduct has the purpose or effect of substantially interfering with an individual's work performance
  - d. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment

## **HIRING / INTRODUCTORY REVIEW PERIOD**

New staff members are hired for an introductory period of thirty (30) days, with review and evaluation of job performance at the end of the introductory period. Additional reviews may be conducted at later dates if deemed necessary by MARC's Commission members or Director. All employment at MARC is on an 'at will' basis. Staff members are free to terminate their employment at any time, with or without reason. MARC retains the right to terminate staff employment at any time, with or without reason.

## **OUTSIDE EMPLOYMENT**

Employment with MARC shall not prevent an employee from securing employment with other entities, so long as such employment does not constitute a conflict of interest or violate the Commonwealth of Pennsylvania Mandated Business Integrity Policy as both are defined in this handbook. Outside employment which violates either of these policies is prohibited and grounds for termination.

Employees may hold outside jobs so long as they continue to meet the performance standards of their job with MARC. All employees will be judged by the same performance standards and will be subject to MARC's scheduling demands, regardless of any existing outside work requirements.

If MARC determines that an employee's outside work interferes with performance or the ability to meet the requirements of MARC as they are modified from time to time, MARC shall so notify the employee. If the situation is unresolved, MARC may terminate employment.

## **PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that MARC presents to customers and visitors.

Tattoos and body piercings which are visible to others and which are of an excessive nature or which may be deemed offensive to others are deemed inappropriate.

It is understood that MARC staff routinely become dirty during the regular performance of their work. However, during business hours or when representing MARC, employees are expected to present a clean, neat, and tasteful appearance to the extent possible. Attire which is excessively torn or dirty or bearing text or imagery which may be deemed offensive is not acceptable.

## **PERSONNEL RECORDS**

MARC employment records must be kept accurate and up-to-date. It is the responsibility of all employees to notify MARC's Director of any of the following:

1. Change of address or phone number
2. Person to be notified in case of accident or emergency
3. Legal change in name
4. Change in marital status
5. Change in dependency status

## **PROBLEM RESOLUTION**

MARC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from MARC's management.

MARC strives to ensure fair and honest treatment of all employees. Managers, employees and Commission members are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive suggestions for improvement.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment is unjust or inequitable, he or she is encouraged to make use of the following steps. An employee may discontinue the procedure at any step.

1. Employee presents the problem to MARC's Director. MARC's Director responds to the employee about the problem during discussion or after further investigation. MARC's Director shall document the discussion and ensure the problem does not recur.
2. If the employee feels the issue remains unresolved, he or she can present it to MARC's Commission Chairperson for consideration. Contact information for MARC's Commission Chairperson shall be provide to all employees at the time of their employment and shall be kept updated as needed.
3. If the employee feels the issue remains unresolved, he or she shall be afforded the opportunity to present his or her concerns to MARC's Commission during an Executive Session during a regular monthly meeting of the Commission.

## **SAFETY**

Safety is the responsibility of all MARC employees. All MARC staff are expected to act in a safe and mature manner and look out for the safety of other MARC staff, park and trail users and special event attendees.

Though it is not feasible to list all safety concerns in this handbook, several of the more commonly encountered concerns are listed here. Any employee found to be in violation of any of these policies may be subject to disciplinary action, up to and including termination. General safety rules include:

- Notify MARC's Director and any other staff of any unsafe or hazardous conditions you might discover. Take appropriate measures to warn and keep safe others who might encounter the unsafe or hazardous condition until such time as the condition can be made safe.
- Horseplay and fighting are not allowed
- Keep all building exits clear
- Keep workspace neat and clean; empty garbage cans; wipe up spills, etc.
- Keep all debris off floors
- For items you believe are exceptionally heavy, ask for help in moving the item
- Know where all fire extinguishers are located and learn how to use them
- Perform your job in a safe manner so as not to endanger yourself or anyone else
- Wear/use appropriate safety apparatus as required
- If an injury occurs, report immediately to MARC's Director (if MARC's Director, notify MARC's Chairperson)

## **SOCIAL MEDIA USE**

Social media are defined as media designed to be disseminated through social interaction. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, Pinterest, Instagram and YouTube.

Employees must follow the same behavioral standards online as they would in real life. Employees will be liable for anything they post on MARC's behalf to social media sites.

Social Media guidelines:

- Protect confidential and proprietary information
- Respect copyright and fair use
- Use the MARC, Montour Preserve and River Towns Race Series logos and other marketing information, as well as those materials of other organizations or entities, only in a manner as directed and approved by MARC's Director
- Adhere to the terms of service of any social media platform employed
- Think twice before posting
- Remember your audience
- Personal views or opinions must not be posted

## **TIMEKEEPING AND PAYROLL**

MARC employees are required to record their time on a daily basis in a Microsoft Excel spreadsheet. Time is recorded in 15-minute increments. Employees are to email spreadsheets to MARC's Director by 9:00am every second Monday.

Payroll is paid on a bi-weekly basis, typically on Wednesdays. Payroll will be distributed by check; MARC does not offer direct deposit. Payroll will be hand-delivered to employees at the Montour Preserve office or mailed to home addresses if so requested.

All MARC employees are considered part-time employees, paid a fixed hourly rate as set by MARC's leadership. Pay rates are not adjusted for weekends or holidays, but all employees will be compensated at time and one-half their normal hourly rate for all hours worked in excess of 40 hours in any calendar week. Employees receive no compensation for holidays, vacation or sick days and receive no benefits.

## **WORK RULES**

The following are examples of conduct which may result in termination. This list is not intended to be all-inclusive.

- Violation of professional ethics
- Theft
- Willful destruction of MARC property
- Refusal to accept reasonable work assignments or the instructions of a supervisor
- Failure to perform duties required by the job
- Mismanagement of MARC funds or property
- Personal use of MARC time and/or equipment without proper permission
- Use of narcotics or similar drugs defined by the Pennsylvania Drug Law currently in effect, unless proof is furnished that such use has been ordered by a physician
- Excessive use of alcohol or intoxication on duty
- Conviction of a misdemeanor or felony that may adversely affect the employee's work, or the image or goodwill of MARC in the community
- Excessive absenteeism or tardiness
- Insubordination
- Falsification of records
- Unauthorized representation of MARC

## **PART III: REGULATORY COMPLIANCE**

### **NONDISCRIMINATION / SEXUAL HARASSMENT**

In the hiring of any employee for the manufacture of supplies, performance of work, or any other activity required for the completion of tasks related to a project funded with Commonwealth of Pennsylvania grant funds, MARC, its subcontractors or any person acting on MARC's behalf, shall not discriminate, in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.

More information about the PHRA can be found at: <http://www.phrc.pa.gov/Resources/Law-and-Legal/Pages/The-Pennsylvania-Human-Relations-Act.aspx>

### **EQUAL OPPORTUNITY EMPLOYMENT**

MARC is an equal opportunity employer. MARC shall consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, veteran status or genetic information.

More information about laws governing discrimination can be found at: <https://www.eeoc.gov/laws/practices/index.cfm>.

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

MARC shall comply with applicable provisions of the Americans with Disabilities Act (ADA). MARC is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary, unless an undue burden would result.

More information about the ADA can be found at: <https://www.ada.gov>.

### **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

MARC shall comply will all provisions of USERRA, as posted at: <https://www.dol.gov/vets/programs/userra/poster.htm>.

**PENNSYLVANIA SUNSHINE ACT / OPEN RECORDS LAW**

The Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716, requires agencies to deliberate and take official action on agency business in an open and public meeting. Pennsylvania's Right-To-Know Law, enacted February 14, 2008, requires that public agencies make information, with certain limited exceptions, available to the public when requested.

MARC is subject to both the Pennsylvania Sunshine Act and Right-To-Know Law and shall follow all applicable rules as may be posted at: <http://www.openrecords.pa.gov>.

MARC's Director shall serve as MARC's Agency Open Records Officer as defined in Pennsylvania's Right-To-Know Law.

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## **PART IV: COMMONWEALTH OF PENNSYLVANIA MANDATED BUSINESS INTEGRITY POLICY**

As an applicant for, and recipient of, Commonwealth of Pennsylvania grant funding, MARC must maintain the highest standards of organizational and personal honesty and integrity. MARC must ensure the organization and employees shall take no action in violation of state or federal laws or regulations, nor violate Commonwealth of Pennsylvania requirements applicable to contractor procurement.

As such, MARC and its employees must abide by the following terms and conditions:

1. MARC, its employees, affiliates, agents or anyone in privity with MARC shall not accept, agree to give, offer, confer or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under grant contract, except as may be provided in such contract.
2. MARC and its employees shall have no financial interest in any other contractor, subcontractor or supplier providing services, labor or material, unless the financial interest is disclosed to the Commonwealth of Pennsylvania in writing and the Commonwealth provides its consent prior to commencement of any grant contract.
3. MARC certifies to the best of its knowledge and belief that within the last five (5) years, MARC or MARC-related parties have not:
  - a. Been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction
  - b. Been suspended, debarred or otherwise disqualified from entering into any contract with any government agency
  - c. Had any business license or professional license suspended or revoked
  - d. Had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust
  - e. Been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigatory agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency
4. MARC shall comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.) ([http://www.pacode.com/secure/data/051/chapter51/051\\_0051.pdf](http://www.pacode.com/secure/data/051/chapter51/051_0051.pdf)) regardless of the method of grant award. If a contract (grant) is awarded on a non-bid basis, MARC must also comply with the requirements of Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).
5. If MARC has reason to believe any such breach of ethical standards as set forth in law, the Governor's Code of Conduct, or the Contractor Integrity Provisions documented here, has occurred or may occur, MARC shall immediately notify, in writing, the Commonwealth contracting officer or the Office of the State Inspector General.

## PART V: EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

### MONTOUR AREA RECREATION COMMISSION EMPLOYEE MANUAL

The Montour Area Recreation Commission's (MARC's) Employee Handbook has been created to provide a summary of MARC's policies, practices and regulatory restrictions for use by MARC employees. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below and return it to MARC's Director.

I, \_\_\_\_\_ have received and read a copy of the eighteen-page Montour Area Recreation Commission Employee Handbook which outlines the goals, policies and expectations of the organization, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Employee Handbook provided to me by the Montour Area Recreation Commission. I understand that this handbook is not intended to cover every situation which may arise during my employment, but it is a general guide to the goals, policies, practices, benefits, and expectations of the organization.

I understand that the Montour Area Recreation Commission's Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

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Employee Name (printed)

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Employee Signature

Date

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MARC Chairperson Signature

Date

Note to the employee: The original of this form will be placed in your personnel file. A copy of this form will be given to you by MARC's Director.