



Bethlehem Authority
Employee Work and
Benefits Guide

March 2019

(Revised January 14, 2021)

WORKING AT THE BETHLEHEM AUTHORITY (AUTHORITY)	PAGE
• Employment Status and Classification	3
• Work Hours and Payroll	3
• Professional Conduct and Appearance	4
• Performance Management	4
• Tuition Reimbursement	4
WORKPLACE COMMITMENTS	
• Equal Opportunity Employment	5
• Non-Harassment/Non-Discrimination Policy	5
• Drug Free/Alcohol Free Environment	6
• Health and Safety	6
• Authority Property	6
EMPLOYEE BENEFITS	
• Plan Year and Eligibility	7
• Benefits Overview	7
• Health Insurance	7
• Pension Plan	8
• Workers' Compensation	8
TIME AWAY FROM WORK	
• Eligibility	9
• Holidays	9
• Paid Time Off	9
• Leaves of Absence	11
ACKNOWLEDGEMENT	12

WORKING AT THE AUTHORITY

EMPLOYEE STATUS AND CLASSIFICATION

There are two classifications of employees described below which are Full Time and Part Time.

Full Time (FT)

Employees who work a minimum of 35 hours per week on a regular schedule (Monday-Friday) are classified as full time (FT). FT employees are eligible for all benefits on their 1st day of employment, which include:

- Health (medical, prescription), dental, and vision insurance
- Basic life insurance
- Pension plan
- Paid time off which includes vacation, sick, personal days and holidays.

Part Time (PT)

Employees working 24 to 34 hours per week on a regular schedule are classified as regular part time. Employees working a schedule of 24 or less hours per week are classified as flexible part time. Regular part time employees are eligible for limited benefits on their 1st day of employment as outlined in their Terms of Employment letter.

Employees are also classified in accordance with the Fair Labor Standards Act (FLSA) as either exempt or non-exempt. Depending on their position and scope of responsibilities, employees may be classified as:

- Exempt employees who are executive (i.e. supervisory), administrative and professional, personnel who are paid on a guaranteed salary basis and are not entitled to additional pay for hours worked in excess of 40 hours in a workweek.
- Non-exempt employees who are those who are entitled to overtime pay at one- and one-half times their regular rate of pay when they work more than 40 hours in a workweek or as otherwise required by state law.

WORK HOURS AND PAYROLL

The Authority office maintains regular working hours Monday through Friday, 7am to 4pm. Hours may vary depending on work location and job responsibilities. The nature of our business and the structure of specific clients may require you to have different starting times from week to week, or to work on weekends and holidays.

Managers will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact their Manager. Employees who will be late to or absent from work should notify their Manager in advance, or as soon as practicable in the event of an emergency.

All part-time, non-exempt employees are required to record their work hours daily and to submit weekly for Manager's review and approval prior to payroll processing. Employees are paid on a monthly basis through automatic direct deposit to a checking or other bank account, or as otherwise required by state law. A pay statement of earnings is available online and is provided to the employee each pay date. This statement includes all taxes and deductions authorized by you as well as payroll deductions mandated by Federal, State or Local government.

PROFESSIONAL CONDUCT & APPEARANCE

The Authority expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and Managers is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

An employee's personal appearance expresses their professionalism as they represent the Authority. Proper judgment is essential in selecting your work clothes and accessories. All attire should be clean and well maintained, fit properly, and be appropriate to your work assignment. Generally, appropriate dress for work would be business casual attire or uniform as required for specific jobs.

PERFORMANCE MANAGEMENT

The Authority expects every employee to perform their job duties responsibly and professionally. Employees should strive to achieve their job objectives, and act with diligence and consideration, always. Poor job performance can result in disciplinary action, up to and including termination.

The Authority will evaluate an employee's performance annually, and on a more frequent basis, as necessary. The annual performance review process occurs in the fourth quarter and includes the employee's self-assessment and their manager's assessment of the employee's performance over the past year. The goal of a performance review is to identify areas where an employee excels and areas that need improvement.

All performance reviews are based on merit, achievement and other factors to include but not limited to:

- Knowledge and quality of work
- Job skills
- Continued education and learning
- Work behaviors
- Responsibility, teamwork and cooperation
- Compliance with Authority policy.

TUITION REIMBURSEMENT

The Authority encourages professional and technical development through a tuition reimbursement program. The program covers job-related courses taken outside working hours through accredited colleges and universities.

Full time employees are eligible for this benefit at the completion of one year of continuous full-time employment. The program reimburses \$100 per credit hour and up to a maximum calendar year reimbursement of \$3,000 for undergraduate level courses associated with such job-related related programs. You will be reimbursed based upon completion of the course with a grade of A, B or C, or have achieved a passing grade on a pass/fail course. Contact the Executive Director, Bethlehem Authority, for more information.

WORKPLACE COMMITMENTS

EQUAL OPPORTUNITY EMPLOYMENT

The Authority is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the Authority makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Executive Director, Bethlehem Authority.

NON-HARASSMENT/NON-DISCRIMINATION POLICY

This Authority prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the Authority prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting

Any Authority employee who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her Manager, the Executive Director or the Board Chairperson. The Authority will promptly investigate all allegations of discrimination and harassment and act as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Authority will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

DRUG FREE/ALCOHOL FREE ENVIRONMENT

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs (including schedule 1 narcotics) or alcohol, while at work, on Authority premises or engaged in Authority business. Prescription drugs (including schedule 2 and 3 narcotics as prescribed by a physician), or over-the-counter medications, taken as prescribed, are an exception to this policy, provided the employee can perform the essential functions of their job.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

HEALTH AND SAFETY

The Authority strives to provide a workplace free from recognized health and safety hazards. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions.

All workplace accidents or injuries must be reported to your Manager immediately for first aid/and or medical attention, and in accordance with our Workers Compensation policy. Employees are also required to report unsafe conditions or potential safety hazards to their manager and the Executive Director, Bethlehem Authority.

AUTHORITY PROPERTY

Authority property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for Authority business and are not permitted off grounds unless authorized. Authority property must be used in the manner for which it was intended, that is to complete the essential job-related functions. Files or programs stored on

Authority computers may not be copied for personal use. Employees are reminded that they should have no expectation of privacy in their use of Authority computers or other electronic equipment. Upon termination, employees are required to surrender any Authority property they possess.

EMPLOYEE BENEFITS

PLAN YEAR AND ELIGIBILITY

The Authority benefits plan year begins on January 1st and ends December 31st. Full Time employees who work 35 hours or more per week are eligible for most benefits on the first day of employment. Regular Part Time Employees are eligible for limited benefits on their first day of employment as outlined in their hiring letter.

BENEFITS OVERVIEW

The following chart lists the current benefits available to Full Time and Regular Part Time employees and the payment of those benefits (Authority=Employer paid; Authority/Employee= Employer/Employee shared payment).

Benefits	Full Time (FT)	Regular Part Time (PT)*
Paid Time Off (Vacation, Sick, Personal)	Authority	Authority
Paid Holidays	Authority	Authority
Medical, Prescription, Dental Insurance	Authority/Employee	Not Eligible
Vision Insurance	Authority/Employee	Not Eligible
Health Savings or Reimbursement Account	Authority/Employee	Not Eligible
Tuition Reimbursement Plan	Authority	Not Eligible
Basic Life/ADD Insurance	Authority	Authority
Worker’s Compensation Insurance	Authority	Authority
Pension Plan	Authority/Employee	Not Eligible

** NOTE: This employee benefits summary does not constitute a contract of any kind between employer and employee. Benefits described here may be changed or terminated at any time at the sole discretion of the Authority with or without notice. This guide contains descriptions of some of the current employee benefits. Many of the Authority’s benefit plans are described in more formal plan documents available from the Executive Director, Bethlehem Authority. In the event of any inconsistencies between this guide or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.*

HEALTH INSURANCE

Health benefits are available for eligible Authority employees beginning after the first full month of employment except for those who are insured through their spouse, retired military, Medicare eligible* or other plans. **The current health plan is a Capital Blue Cross Preferred Provider Organization (PPO) with a high deductible provided through the Delaware Valley Health Trust** which includes medical, prescription, vision and dental insurance.

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Eligible employees can elect Single, Couple, Parent/Child(ren) or Family health insurance coverage. The Authority presently pays ~~the 90% majority portion~~ of the insurance premium for eligible employees electing coverage ~~and the employee is responsible for the remaining 10%~~. Employees will be notified of any health care plans and costs changes that may occur on an annual basis.

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Participating eligible employees will also have a ~~Health Reimbursement~~ Health Savings Account (HRA) ~~or Health Savings Account (HSA) (for Health Reimbursement Account for employees 65 years or older)~~ established to reimburse out of pocket health care expenses. The Authority will fund ~~the each~~ employee's account at the start of the benefit year with an amount equal to one-third of the employee's health plan deductible. ~~Employees eligible~~ Eligible Employees can also ~~to~~ participate in a ~~Health Savings~~ Flexible Spending Account (FSA) plan ~~may also elect to~~ and contribute ~~through a~~ ~~biweekly~~ payroll deduction to their account.

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More detailed information regarding eligibility, the health plans, ~~HRA/FSA~~ health savings/retirement accounts plans and costs will be provided to eligible employees at the time of employment.

**NOTE: Full time employees who are hired after January 1, 2019 and are 65 years and older, will be required to enroll in Medicare, Part A (Hospital stay), Part B (Outpatient expenses) and Part D (Prescriptions) as their primary health insurance coverage.*

PENSION PLAN

The Authority participates in a pension plan provided by the Pennsylvania Municipal Retirement System (PMRS). The plan allows employees to save a portion of their earnings for retirement. The Authority ~~currently~~ contributes 8.7% and employees contribute 3.5% of their base pay each pay period, for full time employees ~~hired prior to January 1, 2019~~.

More detailed information regarding eligibility, employee contributions, vesting period or employer contributions will be provided to eligible employees at the time of employment.

WORKERS' COMPENSATION

As required by law, the Authority provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to ~~immediately~~ notify a Manager of their injury in order to receive benefits. Report every illness or injury to a Manager, regardless of how minor it appears.

The Authority will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from the Executive Director, Bethlehem Authority.

TIME AWAY FROM WORK

ELIGIBILITY

Full time employees are eligible for time away from work benefits as outlined below. Regular Part Time Employees are eligible for limited benefits as outlined in their Terms of Employment letter.

HOLIDAYS

The Authority observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Primary Election Day
- Memorial Day
- Independence Day
- Labor Day
- General Election Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Employee's Birthday

Holidays are observed on a paid/unpaid basis for all employees. Full time employees are eligible for paid holiday benefits.

PAID TIME OFF

Vacation

The Authority provides paid vacation time for its eligible full-time employees. A regular, full time employee is eligible to use paid time off following their first thirty (30) days of employment. Eligible employees will earn and accrue vacation benefits monthly and based on their years of service as outlined in the tables below.

Years of Service	Annualized Vacation Benefit	Hire Date	Prorated Vacation Benefit
Less than one year	Prorated	January-March	10 days
1-4 years	10 days	April-June	7.5 days
5-9 years	15 days	July-September	5 days
10-14 years	20 days	October-December	2.5 days
15 and more years	25 days		

Vacation benefits may be taken before they are accrued. However, if an employee leaves before their vacation time used had been earned, the vacation time paid but not accrued will be deducted from their final paycheck.

The Authority is flexible in approving time off when doing so would not interfere with Authority operations. Forward requests for time off in advance to the Manager, who may approve or deny the request based on Authority resources.

Any remaining accrued time off up to five (5) days may be accumulated or carried forward into the next year provided the total accrued time does not exceed 30 days. Vacation benefits do not accrue during any leave of absence longer than thirty (30) calendar days.

Sick Leave

Sick leave is provided to protect against loss of income when the employee is unable to work because of their own illness or injury, or to care for a sick child, parent, spouse or domestic partner.

During the first year of employment, the employee will be eligible for a pro-rated number of sick days based on their date of hire. Sick time must be taken in full day or half day increments, unless otherwise required by state law.

Full time employees are eligible for a total of fifteen (15) days of paid sick leave accumulated in the calendar year and granted on a quarterly basis as follows:

Work Period	Sick Leave Benefit
1 st Quarter	4 days
2 nd Quarter	4 days
3 rd Quarter	4 days
4 th Quarter	3 days
Max Annual Total =	15 days

The employee must personally notify their Manager within one-half hour of their regular scheduled start time to use their sick time benefit. The employee must keep their Manager informed of their continued need to be absent from work. At any time during the sick leave, the Manager may require a doctor's note be provided indicating length of illness and expected to return to work date.

Sick benefits may be taken before they are accrued. However, if an employee leaves before their sick time used had been earned, the sick time paid but not accrued will be deducted from their final paycheck. An employee can carry over and accumulate up to thirty (30) days of unused sick leave. Employees who have reached thirty (30) accumulated sick days shall be paid for each unused sick day during the preceding year up to a total of fifteen (15) days.

The Authority reserves the right to require an employee who is returning to work from any absence due to illness or injury to provide a doctor's note stating fitness for duty.

Jury Duty

The Authority understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to their Manager. Time taken for jury duty is granted on a paid basis for full- and part-time employees.

Voting

Employees are encouraged to participate in elections. The Authority grants incremental time off to cast a ballot in an election. Voting time off is granted on a paid basis for full- and part-time employees.

Bereavement Leave

Full time employees are eligible for paid time off in the event of a death in an immediate family. Immediate family is defined as spouse or domestic partner, parent, child, sibling, father-in-law, mother-in-law, grandchild, grandparent, or other relatives who live with the employee. Bereavement time includes the date of death until the date of the funeral, plus one (1) day.

In the event of a death of a family member not listed above, time off from work is limited to the day of the funeral. One (1) additional day with pay shall be permitted, providing the funeral is being held at least seventy-five (75) miles distance from the employee's home.

LEAVES OF ABSENCE

Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

Personal Leave of Absence

A regular, full time employee who has worked for the Authority for at least 1,000 hours within a twelve-month period may be eligible for an unpaid, personal leave of absence for their own medical needs or for the care of a family member. A leave may be requested for a period up to ninety (90) days. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law. The employee is required to use their accrued vacation and sick paid time off hours during their leave of absence.

A request for a leave of absence must be submitted in writing in advance to the Executive Director, Bethlehem Authority. Certification from a medical provider may be requested before the leave is approved as well as a fitness for duty note upon the employee's return to work. A personal leave of absence may be extended at the request of the employee and must be approved in advance by the Executive Director. Failure to return to work from a leave of absence could result in disciplinary action, up to and including termination.

Acknowledgement of Receipt for Employee Work & Benefits Guide

I acknowledge that I have received a copy of the Employee Guide. I understand that I am responsible for reading the information contained in the Guide.

I understand that the guide is intended to provide me with a general overview of the Authority's work policies and benefits. I acknowledge that nothing in this guide is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period.

I understand and accept that my employment with the Authority is at-will. I have the right to resign at any time with or without cause, just as the Authority may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the guide or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Authority's Board Chairperson.

I acknowledge that the Authority may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this guide or elsewhere, in whole or in part, with or without notice at any time, at the Authority's sole discretion.

Signature of Employee

Date

Authority Representative

Date

** Retain a copy of this signed acknowledgement in the employee's file.*