

Signature Page

Date Given to Employee: _____

I have read and understand the following policies:

- Personal and FMLA Leave of Absence
- Appearance and Attire
- Outside Employment and Activities
- Strikes
- Ownership of Information Stored on Electronic Media
- Technology Resources and Social Media Generally
- Internet Access and Use
- Disciplinary Guidelines
- 10th Judicial District Complaint Policy
- UJS Code of Conduct
- UJS Non-Discrimination and Equal Employment Opportunity Policy
- Casual Days
- ADA information
- Drug and Alcohol Testing Policy
- Foreign Language Interpreter Request and Complaint form
- General information about sick time

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Please return this Signature Page to Bobbi Weaver within one week from the given date.

COURT PERSONNEL POLICY
NUMBER 1 OF 2004
July 2, 2004
Revised June 7, 2007
Re-issued February 1, 2010
Revised November 14, 2014
Revised September 20, 2018

**RE: PERSONAL AND FMLA LEAVE OF ABSENCE, *ABUSIVE
ABSENTEEISM, AND TARDINESS***

A. Definitions:

Court Employee – employee of the court of common pleas, court administrator, magisterial district judge, adult probation department, domestic relations department, juvenile probation department or law library.

Employer- the Westmoreland County Court of Common Pleas

Extended Leave – any authorized family care, parental, personal, military caregiver, or military exigency FMLA-qualified leave of absence extended beyond the employee’s eligible FMLA leave. This may include leave granted as an accommodation under the ADA.

FMLA Leave – any authorized eligible leave of absence of at least five days duration and up to 12 weeks in length granted pursuant to the Family and Medical Leave Act for family care, parental leave, personal medical leave, or military exigency leave or up to 26 weeks for military caregiver leave.

FMLA Eligible employee – any employee who has at least twelve months of service with the Court or County, and has worked at least 1,250 hours in that capacity during the twelve months immediately preceding their request for FMLA leave.

Family Care Leave – an FMLA or non-FMLA absence to care for the employee’s relative including spouse, son or daughter, or parent, who has a serious health condition.

Human Resource Department - The Westmoreland County Human Resource Department

Military Caregiver Leave - an absence of a spouse, son, daughter or parent of an active duty member of the armed forces or veteran receiving treatment, recuperation or therapy for a serious injury or illness for up to five years after serving as a member of the armed forces.

Military Exigency Leave - absence of a family member of a National Guard or Reserve Unit military person called to active duty to cover an active duty call-up.

Non-FMLA Leave – Any leave of absence except FMLA leave.

Parental Leave – an FMLA or non-FMLA absence to care for the employee’s newborn child or a child placed with the employee for adoption or foster care.

Personal Leave of Absence – an authorized leave of absence for reasons other than leave which would have qualified for FMLA leave.

Personal Medical Leave - an FMLA or non-FMLA absence granted to an employee who is unable to work as a result of an illness or a serious health condition.

Serious health condition - is an illness, injury, or physical or mental condition involving inpatient care and any resulting period of incapacity or treatment; or continuing treatment by a health care provider without the need of inpatient care.

B. Policy

The Court will grant eligible Family and Medical Leave Act (FMLA) leave for the period required by law. Any request for non FMLA leave, or to extend FMLA leave beyond the FMLA leave period will be authorized only after careful consideration of the employee's needs, and the effect such leave or extension will have on court operations.

1. No personal medical leave will be granted for a period exceeding one year or beyond the period in which the employee maintains county benefits, if such period is longer than one year, unless specifically authorized by the court.
2. No parental leave, family care leave, military care giver leave, or military exigency leave will be granted for a period exceeding one year unless the court determines the circumstances provide a clear justification for an exception to this policy.

C. Family, Parental, Personal Medical, Military Caregiver Leave, and Military Exigency Leave

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees may take up to 12 weeks of leave for a serious health condition or for military exigency leave in any rolling twelve-month period or up to 26 weeks for military caregiver leave, measured backward from the date an employee uses any FMLA leave. Employees of the Court of Common Pleas of Westmoreland County may request or be placed on parental, family care, personal medical FMLA leave or military caregiver or exigency leave as may be appropriate to their circumstances. Employees who are not eligible will not be granted FMLA leave.

FMLA family care leave, personal medical leave, or military caregiver leave may be used in a continuous period, intermittent period, or a reduced work schedule. The terms of any agreement to provide either intermittent or reduced work schedule leave shall be in writing.

D. Extended Leave

The employee must request extended leave in writing no later than two weeks prior to exhausting FMLA leave.

E. FMLA or FMLA-Qualified Leave Application Procedures

1. FMLA Leave may be initiated in one of two ways: (a) automatically on the sixth day of continuous absence for a serious health condition (including workers' compensation), or (b) by a request in advance of a planned absence for a serious health condition.

- a. **Automatic** - Any employee who misses work due to parental care, family care, personal medical, or military caregiver leave for a serious health condition (including workers' compensation) for five consecutive workdays will automatically be placed on FMLA Leave starting with the sixth consecutive day of absence. Any employee taking military exigency leave will be placed on FMLA leave beginning with the first day taken.

The Human Resources Department will notify the employee in writing. The employee will be advised that FMLA leave shall be paid as long as the employee has a positive balance of qualified leave and either is required or chooses to take qualified leave. Compensation for employees on workers compensation is subject to rules governing workers compensation.

For family or personal medical care leave (except for employees on workers compensation), the employee must deliver a completed Certification of Health Care Provider Form U.S. Dept. of Labor Form WH-380 or similar signed by a physician, to the Human Resources Department prior to the fifteenth day after the employee is notified of this requirement. An employee who fails to provide the required documentation will be placed in an "unauthorized leave" status and will be subject to appropriate employment action. No such form is necessary for parental leave.

- b. **Advanced Request** - Requests for anticipated Family and Medical Leave should be filed with the employee's department head as soon as possible prior to the date on which the employee wishes to start such leave. A Certification of Health Care Provider Form WH-380 must be filed prior to commencement of the FMLA family care or personal medical care leave.

2. In the case of intermittent or reduced work leave, the certification must include the dates and duration of treatments to be given. The terms of intermittent or reduced work leave must be in writing.

F. Military Exigency Leave Application Process

Up to 26 weeks of FMLA leave may be granted to certain family members during a military exigency. A U.S. Department of Labor Form WH-384 or similar form must be submitted to the Human Resources Department in order to request the leave.

G. Using Paid Leave to Remain in Active Pay Status

1. **Personal FMLA Leave** - Accumulated sick leave must be used concurrently during personal FMLA leave. Vacation, personal, or comp days may be used concurrently with FMLA leave if requested.
2. **Extended FMLA Personal Medical Leave** - Employees are required to use sick, any vacation, personal, and comp days.
3. **Sick day or non-FMLA Personal Medical Leave** – Employees are required to use sick leave. If the employee has a “zero balance” of sick leave, the employee will be required to use vacation, personal, or comp days.
4. **Family Care FMLA Leave, Non-FMLA or Extended Family Care Leave, non-FMLA Sickness in Family, or Military Caregiver Leave** - Available sick in family leave, any vacation, personal and comp days must be used. Sick days cannot be used.
5. **Parental FMLA Leave, Extended Parental Leave or non-FMLA Parental Leave** - Sick time must be used for any portion of a parental leave related to the employee giving birth. Vacation, personal, or comp days must be used when sick days are exhausted. A parent not giving birth must take sickness in family, vacation, personal or comp days.
6. **Military Exigency, Personal non-FMLA Leave of Absence** - Any vacation, personal, or comp days must be used. Sick days cannot be used.

H. Impact of Leave on Benefits

Westmoreland County provides six months of paid health insurance for employees who are placed on a medical leave without pay. This includes all FMLA leave.

Employees who are placed on FMLA and Military Caregiver Leave will, upon the termination of such leave, return to the same position they held before going on such leave – or to an equivalent position with respect to skill level and compensation. No such assurance shall be extended for a Non-FMLA leave of absence or Extended leave.

I. Return to Work

If an employee’s circumstances change and the continuation of leave is no longer necessary, the employee shall immediately return to work, or, in the case of a personal medical leave of more than three days, acquire a physician’s release, and return to work. The Court may seek an independent assessment prior to the employee returning to work.

J. Special Provisions of Family and Medical Leave

Employees may take personal medical, family care, parental or military caregiver FMLA leave on a reduced schedule or intermittent basis subject to pre-approval.

K. Special Rules Applicable To Parental Leave

All leaves of absence for parental care will be granted for a maximum of three months, and must be completely taken within twelve months of the birth, adoption, or placement of the child. The leave will be FMLA leave until the balance of FMLA leave has been used. Thereafter, parental leave will be considered extended leave.

Parental leave may be requested for a period not to exceed twelve weeks. Any extension beyond the first twelve weeks must be specifically requested and will only be granted after due consideration of the operational needs of the Court. Three extensions of a maximum of twelve weeks each may subsequently be applied for and granted at the discretion of the department head after considering the operational needs of the department. Extensions must be applied for two weeks prior to the expiration of the authorized period then in effect. The total leave of absence will not exceed one year nor will it extend beyond one year from the date of the child's birth, adoption, or placement as a foster child.

FMLA parental leave may be used by parents who are both employed by either Westmoreland County or the Court of Common Pleas, but only one at a time. A father may qualify for family care leave to care for the mother while the mother is on parental leave. Parental leave should normally be taken in continuous periods and must be taken within twelve months of the birth or placement of the child.

L. Special Rules Applicable to Family Care or Military Caregiver Leave Requests

All requests for Family Care Leave will be for a maximum of 12 weeks or 26 weeks for military caregivers, and must include the dates of the concurrent paid and unpaid FMLA leave requested; the name and the relationship of the family member requiring care; a statement from the employee that describes the nature of the planned involvement with the care that the family member will receive; and a certification directed to the Human Resources Department from a physician on the U.S. Department of Labor WH-380 or equivalent form. The certification must also state the starting date and expected duration of the family member's illness or other medical incapacitation, and confirm the validity of the employee's planned involvement in the family member's care.

If the medical documentation is incomplete or otherwise inadequate, the employee's application for family care leave may be denied pending submission of acceptable documentation. If the medical documentation provided by an employee is unclear or otherwise open to question, the employee may be required to secure and submit a second medical opinion – or in the event of conflicting information – a third medical opinion to document the need for Family Care Leave. The County will pay the cost of such independent medical opinions.

The leave will be FMLA leave until the balance of any twelve week allowance has been used (26 weeks for military caregiver leave.) Only one employee of Westmoreland County or the Court of Common Pleas will be granted family care or military caregiver leave to care for an individual family member at any given time. Any request for extending the leave will only be granted after due consideration of the operational needs of the Court. Extensions will not exceed three months in length.

M. Special Rules Applicable to Personal Medical Leave Requests

An employee may apply for a personal medical leave of absence for a period not to exceed twelve weeks. All requests for personal medical leave must include medical certification from a physician on the U.S. Department of Labor Form WH-380 or similar form submitted to the Human Resources Department. The Court shall, through the Westmoreland County Human Resources Department, respond to the employee on a U.S. Department of Labor Form WH-381, or on a substantially equivalent form.

If the employee's medical documentation is incomplete, unclear or otherwise inadequate, the employee's application for personal medical leave may be denied pending submission of acceptable documentation. The employee may be required to submit to an independent examination and second medical opinion obtained from an independent health care provider of the court's choosing or, in the event of conflicting information, a third medical examination and opinion. The County will pay for second or third examinations.

FMLA qualified leave will be charged as FMLA leave until the balance of any 12 week allowance has been used. Any extension of personal medical leave beyond 12 weeks must be requested in writing not later than two weeks prior to the end of the 12 weeks, and will be granted only after careful consideration of the employee's needs, and the effect such leave or extension will have on court operations. Extensions will not exceed ninety days. Additional medical certification may be requested for extended leave.

N. Personal Leaves of Absence

An employee with no personal or vacation leave balance may request a short-term personal non-FMLA leave without pay. In determining whether or not to grant a leave without pay, the department head shall consider the operational needs of the department and such factors as whether the employee is new and has not yet earned the right to take vacation time (i.e. to take a planned family vacation), the employee's attendance record, and whether the "zero" balance is the result of a personal medical, parental, or family care leave.

Personal leaves of absence for reasons that would not qualify for FMLA leave will only be granted after consideration of the effect the leave of absence would have on court operations. The department head may, after consultation with the president or administrative judge and the district court administrator, approve extensions in intervals not to exceed ninety days.

Requests for personal leave to care for a non-qualifying family or a household member who has a serious health condition will be considered on a case-by-case basis. If approved, the employee may apply in the same fashion as applying for family care leave for a qualifying family member.

O. Return from Leave

An employee on a non-medical personal, parental, family care or military caregiver leave will return to work at the termination of the approved leave without a release from a treating physician. An employee returning from personal medical leave must, prior to reporting; submit to the Human Resources Department, a Release from the treating physician.

P. Record Keeping

The Human Resources Department shall receive and hold all records for the Court of Common Pleas and comply with the Health Insurance Portability and Accountability Act, the Personnel Files Inspection Act, 43 P.S. § 1321 et. seq., and any other applicable laws and regulations. All certifications and other records relating to the employee's or family member's health or medical condition shall be kept confidentially and separately from the remainder of the employee's personnel file.

In addition to access by authorized Human Resources Department personnel, access shall be restricted to those with a managerial need to know including the president or administrative judge, the district court administrator, and the employee's department head including deputy court administrators. If the employee is a member of a Common Pleas judge's personal staff including judicial law clerk, judicial secretary, or court assistant; access shall be restricted to authorized Human Resources Department personnel, the judge for whom that personal employee is employed, the president judge and the district court administrator.

Q. Routine Illness

Any employee who misses work for three or more days must, upon returning to work, present to the Human Resources Department, a written document from the employee's treating physician indicating that the employee was ill and under that physician's care for the period of absence.

R. Disciplinary Proceedings

- a. Upon a determination that the employee takes excessive "sick time" or that sick time is taken in a discernible pattern, for example on days immediately prior to or subsequent to weekends or holidays; the department head may, after consultation with the district court administrator, initiate the court's disciplinary procedures. Sanctions may, in addition to requiring a document indicating care from a treating physician for each subsequent absence regardless of length, and other appropriate conditions; include warnings, suspension, and termination.
- b. Upon a determination that the employee is frequently tardy, leaves the workplace early, or abuses breaks; the department head may, after consultation with the district court administrator, initiate the court's disciplinary procedures. Sanctions may, in addition to other appropriate conditions, include warnings, suspension, and termination.

Appearance and Attire Policy

Purpose: This policy promotes an atmosphere of professionalism by identifying acceptable attire for court employees. During court business hours, employees are expected to present an appropriate appearance as a representative of the Courts of Westmoreland County.

Guidelines:

1. Daily attire for the office and/or court shall be business dress. Employees are to present a clean, neat, and well-groomed appearance.
2. Business dress is defined as suits, dress shirts, sweaters, pantsuits, dresses, blouses, skirts and slacks. The length of skirts, dresses, and dress shorts are to be no shorter than 5 inches above the bend in the knee. Dress shorts are to be of a material that presents a professional appearance such as corduroy, wool, silk, polyester, and linen. Dress sandals and boots are permitted.

The following attire is acceptable only in the office and is not permitted in court:

- a. Casual boots
- b. Dress shorts
- c. Jean dress, skirt, or shirt.
- d. Sleeveless attire (must be covered when in court).

A suit or sport coat and tie is required for all court appearances.

3. Unacceptable attire includes jeans or colored jeans, form-fitting leggings/stirrup pants, jogging suits or sweat pants, spandex, T-shirts as an outer garment, see through tops, clothing in which undergarments are exposed, tank tops, halter tops or any top which reveals the midriff or cleavage, flip-flops, or sneakers.
4. The individual department, subject to item 3, shall set appropriate dress for fieldwork such as home visits, partial or half day work in the office, and installing supervision equipment.
5. Departments may relax dress standards for employees required to supervise a community service project on location, for visiting outdoor wilderness facilities, or for other special circumstances such as a day dedicated to office maintenance involving work of a physical nature.

Exception:

An employee who may need to deviate from the prescribed attire due to a medical condition or for religious reasons must request and receive approval from the department.

Enforcement:

It is the responsibility of supervisory personnel to enforce the appearance and attire policy. Violations will be subject to the court's disciplinary procedures as follows:

1. First offense: Coaching session between staff member and supervisor.
2. Second Offense: Documented verbal warning.
3. Third Offense: Written warning and employee sent home to change to appropriate dress and return to work. The employee will be charged vacation or personal leave for the time utilized to change.
4. Fourth Offense: Treated as insubordination and subject to intermediate disciplinary action including probation or suspension.

COURT PERSONNEL POLICY

No. 2 of 1999
July 1, 1999
Revised August 2, 1999
Revised September 17, 2015

RE: POLICY ON OUTSIDE EMPLOYMENT AND ACTIVITIES

RESPONSIBILITY

The implementation of this policy shall be the responsibility of the individual judge for his/her staff, and the District Court Administrator and President Judge for all other Court employees.

POLICY STATEMENT

A court employee may hold an outside job as long as he/she meets the performance standards of his/her job with the Court and no ethical conflict of interest is created. An employee engaged in outside employment or in an outside business may create difficulties for himself or for the Court. Consideration must be given to the impact that outside employment may have, including the effect on health and physical endurance. Similarly, employee involvement in other activities may present conflict with job duties. Typical problems arising as a result of such activities include a decline in performance, increased absenteeism or tardiness, unauthorized use of Court equipment, or disclosure of confidential information.

Note: Pursuant to the Supreme Court's Per Curiam Order dated December 11, 2014 (effective September 11, 2015), Westmoreland County Court of Common Pleas law clerks are prohibited from appearing as counsel in the Westmoreland County Court of Common Pleas. Any outside employment or commercial activities by law clerks must be reported in writing in advance to their employing judge or supervisor and to the President Judge.

Any lawyer serving as a support conference officer, a support or custody hearing officer, divorce conciliator, mediator or permanent or standing master employed by or under contract with the Court of Common Pleas in the Tenth Judicial District, or who is appointed by the Court, is reminded that he or she may not practice family law before a conference officer, hearing officer, permanent or standing master, or Judge of the Court of Common Pleas in the Tenth Judicial District.

See Pa. Rules of Civil Procedure, Rule 1910.11(a)(2); Rule 1910.12(b)(3); Rule 1915.4-2(b)(1); Rule 1915.4-3(a) and Rule 1920.51(a)(4).

GENERAL PROVISIONS

The following provisions apply to employees who work other jobs, are engaged in business other than their employment with the Court, or participate in other activities which may be in conflict with job duties:

1. Before accepting a position or engaging in an activity outside of Court employment, an employee must notify their immediate supervisor and director to ensure that the proposed work or activity will not interfere with duties or pose a conflict of interest with the Court.

2. An employee will adapt the schedule of an outside job or activity to accommodate the requirements of his or her job with the Court. If the Court determines that an employee's outside work or other activity interferes with performance or the ability to meet the requirements of the Court, the employee may be directed to terminate the outside employment or activities or to leave employment with the Court.
3. Outside employment or other activities that constitute a conflict of interest are prohibited. An employee may not receive any income or material gain from any source outside the Court for materials produced or services rendered while performing his/her job with the Court. It is a conflict of interest for any Court employee to be employed by, contracted with, or in any other relationship resulting in remuneration from any outside provider of services to the Court or to any Court department.
4. Duties for other employers or for an employee's business may not be performed during the time an employee is expected to carry out his or her Court responsibilities.
5. An employee is not permitted to use Court property in performance of outside employment duties or other activities. This includes, but is not limited to AV equipment, computers, and vehicles either as part of or transportation to an outside job or activity.

Revised September 17, 2015

DISTRICT COURT ADMINISTRATOR
PERSONNEL MEMORANDUM
December 20, 2001

RE: **STRIKES**

Pursuant to Section 1101.1001 of the "Public Employee Relations Act," 43 P.S. § 1101.1001, Court employees are prohibited from striking. In the event of a strike by other employees, the District and Common Pleas Courts of Westmoreland County will continue to operate on a normal schedule.

March 8, 2001

TO : Court employees

FROM : Paul Kuntz,
District Court Administrator

RE : DISTRICT COURT ADMINISTRATOR DIRECTIVE;
PROHIBITION OF COURT EMPLOYEES FROM PARTICIPATING IN A
STRIKE OR WORK STOPPAGE

DIRECTIVE

All court employees are reminded that it is illegal, pursuant to the "Public Employee Relations Act," 43 P.S. §1101.1001, for court employees to strike. Court employees and others "directly involved with and necessary to the functioning of the courts" have the right to binding arbitration should an impasse in negotiations be reached.

In the event of a strike, the magisterial district and common pleas courts of Westmoreland County will continue to operate on a normal schedule, and all court employees will report to work. Any employee who misses work due to illness or illness in the family for any amount of time during a period in which there is a work stoppage by County employees, will be required to present a doctor's excuse upon their return to work.

All court employees will be required to perform their regular job duties, and they will not be permitted to perform the job duties of any county employee who is legally participating in a work stoppage or strike.

Any court employee violating this directive or Section 1101.1001 of the Public Employee Relations Act will be subject to disciplinary action up to and including termination from employment.

COURT PERSONNEL POLICY
NUMBER 2 OF 2001
December 18, 2001
Revised February 1, 2010

OWNERSHIP OF INFORMATION STORED ON ELECTRONIC MEDIA

DEFINITIONS:

Court information - includes all case information; court documents; reports; memoranda; policies; court, court-related, or juror databases; e-mail; IS management reports; or any other information created by court personnel or by others for the benefit of the court

Court employee – For purposes of this policy includes any court-appointed employee or County Information Department employee acting for or at the direction of the Court, District Court Administrator, or Court Department Head.

SECTION I. OWNERSHIP OF COURT INFORMATION STORED ON ELECTRONIC MEDIA

All ***Court information*** in any format, stored by any means on Court or County-owned electronic facilities (Voicemail, E-mail, computer network drives, hard disks, CD's or individual diskettes, etc.) is the property of the Westmoreland County Court of Common Pleas. In keeping with the Independence of the Judiciary, no ***Court employee***, as defined above, no one shall distribute ***Court information*** without proper authorization of the Court.

SECTION II. ACCESS AND MONITORING USE

Information Systems personnel may, at the direction of the Court, the District Court Administrator, or a Court Department Head, access a Court employee's files. Unless otherwise directed by the Court, any and all reports or information regarding ***Court information***, or reports concerning usage of computers or the Internet by Court personnel is confidential, and will only be shared between Court management and the member(s) of the IS Department from whom the information or reports were requested.

September 6, 2016

Memo To: Board of Judges
District Magistrate Offices
Court Administration
Adult Probation
Domestic Relations
Jury Service Center
Juvenile Detention
Law Library

From: Amy DeMatt, District Court Administrator

RE: TECHNOLOGY RESOURCES AND SOCIAL MEDIA GENERALLY

Attached please find the revised Court Personnel Policy “Technology Resources and Social Media Generally” that entails E-mail Procedures, Network and E-mail Use, Access, Responsible Use, Electronic Message Distribution, Network Etiquette, Retention and Sanctions for Violation. This updated policy adds nothing new substantively, but rather it simply makes clear that the Code of Conduct and Policy on Non-Discrimination and Equal Employment Opportunity apply to online conduct regardless of whether such conduct occurs during work hours or using work-related equipment.

If you have any questions, please do not hesitate to contact me.

TECHNOLOGY RESOURCES AND SOCIAL MEDIA GENERALLY

All employees of the Unified Judicial System must adhere to the Unified Judicial System Code of Conduct and the Unified Judicial System Policy on Non-Discrimination and Equal Employment Opportunity. The Code of Conduct and Policy on Non-Discrimination and Equal Employment Opportunity apply to online conduct, including but not limited to conduct on social media sites, and regardless of whether such conduct occurs during work hours or using work-related equipment.

SECTION I. E-MAIL PROCEDURES

- A. All e-mail messages produced by Court employees on Court or County-provided systems are the property of the Westmoreland County Court of Common Pleas. E-Mail will be used for business purposes only, with the exception of **incidental and occasional** personal use that does not interfere with work responsibilities
- B. E-mail messages and attachments are neither secure nor private. E-mail messages can be retrieved by anyone with access to a user's password, access rights, or computer while the user is logged on.
- C. Individual users must be aware of and at all times comply with the following standards:
 - 1. E-mail communications should be drafted with the same care as a formal memorandum.
 - 2. The contents of E-mail should not include anything that the sender would not want publicly disclosed.
 - 3. E-mail should not be used to discuss confidential or sensitive information.
 - 4. Employees are strictly prohibited from sending E-mail messages of a harassing, intimidating, offensive or discriminatory nature, including the creation, display or transmission of sexually explicit images, cartoons, jokes, or messages, vulgarities, obscenities, sarcasm or exaggerations.
- D. No person, including IS personnel, shall access, read, alter, or delete any other person's e-mail without specific authorization from the Court, District Court Administrator, Department Head, or individual User. All Reports of either a Summary or Detailed nature produced by IS are Confidential, and may be shared, shown, and discussed only with Court management personnel, or otherwise as directed by the Court.

SECTION II. NETWORK AND E-MAIL USE

Each employee is responsible to follow these guidelines when using County or Court-provided computers or networks:

- A. **SECURITY - Understand the level of security.**
 - Verify that recipients are authorized to receive the information being sent.

- Ensure the mechanism is secure. Transfer of sensitive information may prove more secure in printed format than through an electronic message.
- E-mail cannot be sent anonymously.
- Messages can be quickly and easily copied and forwarded inappropriately.

PROPRIETARY INFORMATION MUST NOT BE MADE AVAILABLE ON THE INTERNET OR ANY EXTERNAL SYSTEM WITHOUT PERMISSION FROM THE DEPARTMENT RESPONSIBLE FOR THAT INFORMATION.

B. ACCESS

- Restrict usage to employees and other authorized persons.
- Unauthorized access to another employee's files or use of the employer's facilities to gain unauthorized access to other employer or non-employer computing facilities is a major breach of security and ethics.

C. RESPONSIBLE USE

Maintain professionalism.

- Every employee is responsible for ensuring that posted messages are professional and businesslike and have the Court's best interests in mind. Assume that whatever you write may at some time be made public.
- **Remember that these guidelines apply to personal expressions as well.** If postings are taken out of context or misinterpreted, they can have an unplanned and negative impact on the Court, or they may be misconstrued as official endorsements or statements.

Do not communicate or store inappropriate content.

- Review the message with your supervisor if you want to post an e-mail message and are unsure about its sensitivity. Do not write anything you would not want read by your supervisor, the media, or in a court of law.
- It is unacceptable to communicate or store any of the following:
 1. Any form of a "chain" letter,
 2. Sexually explicit or suggestive material,
 3. Material that expresses or promotes discriminatory attitudes based upon religion, gender, age, nationality or other groups,
 4. Software used for "hacking" or "cracking" internal or external computer systems such as viruses, mail bombs, and the like,
 5. Harassment or threats,
 6. Business activities unrelated to County business,
 7. Messages that intentionally misrepresent the identity of the sender
 8. Illegal material, or
 9. Material that a person of reasonable sensibility may find personally offensive or inappropriate.

D. ELECTRONIC MESSAGE DISTRIBUTION

Individuals wishing to send e-mail bulletins to all County, Court, or agency employees must first obtain authorization.

E. NETWORK ETIQUETTE - Follow proper network etiquette.

- Treat the person receiving your message with respect.

- Remember that people all over the world could read your words.
- Be brief.
- Your postings reflect upon you and your employer.
- Use descriptive titles in your subject line.
- Only post a message once.
- Read all follow-ups and don't repeat what has already been said.
- Honor all copyrights and licenses.
- Cite appropriate references.

E. RETENTION

Delete unnecessary messages immediately. Review other messages for retention monthly. Sensitive information should be printed, stored in printed format, and then removed from the computer system.

SECTION III. SANCTIONS FOR VIOLATION

Failure to adhere to Unified Judicial System Non-Discrimination Policy and the Code of Conduct will subject employees to disciplinary action, including the termination of employment. Abuse of e-mail and network privileges can result in disciplinary action and suspension of Network, E-Mail or Internet access. In addition, criminal prosecution and civil liability may apply to actions outside the scope of an employee's office or duties.

INTERNET ACCESS & USE

SECTION I. RULES FOR INTERNET USE

- A. Departments will use INTERNET access for business purposes only, with the exception of **incidental and occasional personal** use that does not interfere with official responsibilities.
- B. All Internet access shall comply with applicable laws and policies. Intentional misuse may subject the user to termination of access rights and to disciplinary action.
- C. Individuals may find some information on the Internet offensive or otherwise objectionable. The Court and County have no control over and are not responsible for the content of information available on the Internet.
- D. **Any and all material downloaded from the Internet shall be downloaded to the user's local accessible hard drive to avoid contamination by computer viruses.** No files should be copied to any network drive until the files have been scanned for computer viruses. Verify that virus protection software, including automatic current update capability, has been installed if your work responsibilities require a high volume of file downloading. Notify the Information Systems Department immediately if a virus is detected.
- E. Each user will maintain password confidentiality. Users will neither share any password for any computer or network facility with any unauthorized person, nor obtain any other user's password by unauthorized means.
- F. Sending e-mail messages and the transfer of information via the Internet is not secure. Any employee preparing to transmit confidential information should consider doing so in writing, using the traditional paper mail system, or using an encrypted transmission.
- G. No person (including IS personnel) shall access, read, alter, or delete any other person's computer files or e-mail without specific authorization from the Court, District Court Administrator, Departmental Head, or individual User.
- H. Court users will not access inappropriate web sites, unless pursuant to a court-approved investigation. Inappropriate sites include those related to: Pornographic, Drugs, Gambling, Games, Information Technology-hacking, Information Technology-Proxy Avoidance systems, non Court-related Chat Rooms, Militancy/Extremist, Racism/Hate, and Violence.
- I. Departments are responsible for ensuring that all computer users have been instructed in and understand standard practices for using the computer. At a minimum, this includes:
 - 1. Performing frequent back-ups of data files stored on local drives.

2. Using anti-virus software to scan for viruses on all files that are downloaded to disk from Bulletin Boards, the Internet, or any other outside source to stand-alone (non-network) units.
3. Reporting all virus outbreaks that have extended beyond a single PC to Information Systems Technical Support, and to the Judge or Department Head.
4. Complying with policies and procedures designed to prevent or limit potential liability resulting from their use of the Internet.
5. Receiving Court or Department Head and Information Systems approval prior to downloading any resource for which there is a fee. The user will be responsible to personally pay for any unauthorized downloading.
6. Not copying, installing, or using any software or data files in violation of applicable copyrights or license agreements.
7. Not accessing inappropriate or unnecessary web sites. The firewall system may determine that some sites are not necessary to carry out one's typical job functions. When that occurs, the system will advise the user that the site may not be appropriate for use at that time. The user may continue if the user feels it is appropriate for their use. Use of inappropriate sites may subject the user to sanctions by the Court.

SECTION II. MONITORING AND REPORTING USE

No one, including the Information Department, may monitor the usage of the Internet by Court personnel except as directed by the Court, District Court Administrator, or Court Department Head. All Reports of either a Summary or Detailed nature produced by IS are Confidential, and may be shared, shown and discussed only with Court management personnel, or otherwise as directed by the Court.

SECTION III. SANCTIONS FOR VIOLATIONS

Violation of this policy could lead to disciplinary action and/or loss of Internet access.

In the event of a serious virus outbreak, or in the event of repeated breaches of this policy by a department, that department will be disconnected from the Internet and the County Wide Area network until compliance with this Policy is re-established and all viruses are removed.

COURT PERSONNEL POLICY

No. 2 of 1990
January 2, 1990
Revised July 7, 1993
Revised December 7, 2001
Revised July 2, 2004
Re-issued February 1, 2010
Revised November 14, 2014

RE: DISCIPLINARY GUIDELINES

STATEMENT OF POLICY

The Court of Common Pleas of the Tenth Judicial District of Pennsylvania, Westmoreland County, acknowledges its constitutional right to hire, fire, and discipline court employees. This right cannot and will not be bargained away or otherwise diminished by agreement, policy, procedure, or other action taken either by the Court of Common Pleas of Westmoreland County, its employees, the County, union, bargaining unit or any third party. The Court hereby reaffirms that all court employees serve in an at-will relationship completely at the pleasure of the Court.

Nothing in this policy establishes a contractual or property right in employment. Unless otherwise provided by law, nothing in this policy gives third parties, attorneys, or other representatives the right or ability to participate in Court disciplinary proceedings.

DISCIPLINARY POLICY

DEFINITIONS

Administrative judge – the judge, if any, appointed by the president judge as “administrative judge” of a court department. The president judge is the administrative judge of all departments for which no judge has been appointed.

Court employee - any employee hired by the Court of Common Pleas. This includes judicial staff; court reporters; and employees of the court administrator's office; the magisterial district court system; the adult probation, the juvenile probation, and the domestic relations departments; and the law library.

Department head – includes the district court administrator, deputy court administrators, directors, chiefs, or law librarian.

Disciplinary conference – a meeting of court management and an employee the purpose of which is to announce disciplinary action.

Intermediate disciplinary action - disciplinary action resulting in a probation or suspension. The department head, district court administrator, administrative judge and president judge must approve an intermediate disciplinary action through a signed action form.

Investigatory Interview – a meeting convened for the purpose of gathering facts to form the basis for taking disciplinary or other job-affecting actions due to misconduct.

Involuntary Termination – the conclusion of the employment relationship brought about as a result of disciplinary action. This can be the result of either progressive discipline or discipline resulting from a single serious or egregious offense.

Judicial staff – includes the judicial secretary, judicial law clerk, and court assistants.

President judge – either the elected president judge or a judge serving as acting president judge.

Routine disciplinary action - disciplinary action resulting in either a verbal or written warning.

PROCEDURES

JUDICIAL STAFF

Each judge of the Court of Common Pleas is the employer of his/her staff and has the absolute right to discipline his/her judicial staff in accordance with established law.

COURT EMPLOYEES (EXCLUDING JUDICIAL STAFFS)

The following procedures may be followed or deviated from in the discretion of the president or administrative judge.

INVESTIGATIONS – The department head advises the administrative judge and district court administrator of the need for an investigation. The department head conducts all investigations, unless otherwise directed by the court. After reviewing the result of an investigation, the disciplinary authority will decide whether to proceed with disciplinary action. The court administrator will keep the president and administrative judges advised.

DISTRICT COURT ADMINISTRATOR – advises the court on all disciplinary matters, and keeps the president and administrative judges informed of disciplinary proceedings.

COUNTY HUMAN RESOURCE DIRECTOR – may be asked to conduct an investigation or to advise the court.

ROUTINE DISCIPLINARY ACTION - department heads impose routine disciplinary action.

- The department head notifies the district court administrator of the need to initiate disciplinary action. If the investigation reveals a possible need for more serious sanctions, the department head immediately informs the district court administrator and the administrative judge, and proceeds under the Intermediate Disciplinary Action section. Unless otherwise directed, the department head or supervisor conducts the investigation including all interviews.
- The department head or supervisor convenes a disciplinary conference, advises the employee of the charges or events upon which the disciplinary action is based, provides the employee an opportunity to respond to the charges, and announces the decision.

- The department head or supervisor informs the district court administrator and administrative judge of the disciplinary action taken. The department head or supervisor completes a Conference Form and reviews the Form with the employee. The department head keeps Conference Forms for oral warnings, and forwards them to the Human Resources Department for filing in the personnel record only if more serious discipline is imposed within two years of the date of the oral warning. Conference Forms for written warnings are filed with the Human Resources Department and placed in the employee's official personnel record.

INTERMEDIATE DISCIPLINARY ACTION – department heads impose intermediate disciplinary action after consulting with the administrative judge and the district court administrator.

- The department head notifies the administrative judge and the district court administrator in the event an investigation is needed. Unless otherwise directed by the court, the department head conducts the investigation, and advises the administrative judge and district court administrator of the results.
- The department head convenes a disciplinary conference, advises the employee of the charges or events upon which the disciplinary action is based, and provides the employee an opportunity to respond to the charges. The department head then announces the decision.
- The department head notifies the administrative judge and the district court administrator of the suspension, completes a Conference Form, and reviews the Conference Form with the employee. The department head files the Conference Form with the Human Resources Department for placement in the employee's personnel file.
- The district court administrator circulates an action form. The probation or suspension becomes official upon the signature of the administrative judge.

INVOLUNTARY TERMINATION OF EMPLOYMENT - The president judge and administrative judge are responsible for involuntary termination.

- The department head notifies the administrative judge and the court administrator in the event an investigation is needed. Unless otherwise directed by the court, the department head conducts the investigation, and informs the administrative judge and court administrator of the results.
- The department head and district court administrator convene a disciplinary conference, inform the employee of the termination, advise the employee of the charges or events leading to the disciplinary action, and provide the employee an opportunity to respond to the charges. In the event the employee's statement reveals information that may impact the decision to terminate, the department head will recess the disciplinary proceeding and consult with the district court administrator. After hearing the employee's statement, if any, the department head advises the employee of the immediate right to an appeal before the administrative and president judges.
- Upon being advised of the appeal, the president judge sets a date and time. The president judge and administrative judge hear the appeal over which the president judge presides.
- The president and administrative judges have the sole responsibility for terminating an employee. The district court administrator will circulate an action form to the administrative and president judges. The termination is official upon the signature of the president judge.

MAGISTERIAL DISTRICT COURT SECRETARIES – Routine disciplinary actions are imposed directly by either the magisterial district judge or the deputy court administrator (special courts' administrator). Intermediate disciplinary actions and involuntary termination shall be as described above with the magisterial district judge, deputy court administrator, or both serving in the capacity of "department head."

DOCUMENTATION

COUNSELING FORM - A court employee Counseling Form will be filled out for all routine and intermediate disciplinary actions. Refusal of the employee to sign will be documented on the form.

ACTION FORMS – are signed in all intermediate disciplinary actions and all involuntary terminations. The department head, the district court administrator, the administrative judge, and the president judge sign an action form for intermediate disciplinary sanctions. The administrative and president judges sign the action form for an involuntary termination. No reason for the disciplinary action shall be documented on the action form. Court Orders are not used to impose disciplinary action.

NOTIFICATION LETTERS – The court may direct that the district court administrator notify an employee in writing of involuntary termination. Under no circumstances will reasons for termination be included in a notification letter.

COURT PERSONNEL POLICY

No. 1 of 1993

Adopted July 7, 1993

Revised July 5, 2007

Revised February 1, 2010

TENTH JUDICIAL DISTRICT COMPLAINT POLICY

GENERAL PROVISIONS

This Complaint Procedure is promulgated to settle complaints or disputes, which may arise for judicial employees in the workplace.

1. This policy does not apply to a common pleas judge's personal staff.
2. This policy does not apply to complaints regarding compensation or other financial issues raised by a union-eligible employee. Such matters may be grieved pursuant to the applicable bargaining agreement.
3. It is important that a complaint be processed as rapidly as possible. In the event the supervisor or department head is unavailable, or by mutual consent, time limits may be extended. Extensions shall be confirmed in writing.
4. All complaints shall be presented as soon as practical after the occurrence upon which the complaint is based. Failure to timely submit a complaint may constitute a bar to action.
5. "Day" means calendar day. If the last day falls on a non-working day, the time period shall be extended to the next working day.

PROCEDURE

1. STEP 1 The complaint is submitted in writing to the employee's supervisor. If the supervisor is the subject of the complaint, the complaint may be submitted directly to the department head, administrative judge, or court administrator. Upon receiving the complaint, the supervisor shall inform the department head and the district court administrator. Within two (2) days of receiving notification of the complaint, the supervisor, and department head if necessary, shall meet with the employee, discuss the problem, and attempt to resolve the issue. The department shall document any resolution or lack thereof, together with the department's decision. In the event the complaint is resolved at Step 1, the department head shall forward a copy of the complaint and resolution to the administrative judge and to the court administrator. Either the administrative judge or court administrator may reopen the complaint in the event the resolution is contrary to policy or not in the best interest of the court.
2. STEP 2 If the complaint is not resolved at Step 1, the complainant may appeal to the administrative judge, or to the district court administrator if the complainant has no administrative judge, within five (5) days after receipt of the department's decision. The administrative judge or

court administrator, if applicable, shall attempt to resolve the complaint as soon as possible, and shall document the resolution.

3. FINAL APPEAL A final appeal may be filed with the president judge who may decide to hear or deny the appeal. The decision of the president judge is final.

SPECIAL PROVISIONS

1. Anonymous complaints shall initially be informally investigated, and formally investigated and addressed if meritorious.
2. The district court administrator shall, if prudent, consult with the human resource director or other advisory sources.
3. Upon a determination that the complaint may involve discrimination or harassment, the department head or district court administrator shall immediately inform the administrative and president judges and proceed pursuant to the Supreme Court's Policy on Non-Discrimination and Equal Employment Opportunity.



Supreme Court of Pennsylvania

Code of Conduct For Employees of the Unified Judicial System

I. INTRODUCTION

A fair and independent court system is essential to the administration of justice. Proper conduct by employees of the Unified Judicial System of Pennsylvania (UJS) inspires public confidence and trust in the courts, and conveys the values of impartiality and fairness that promote the integrity of the work of the Unified Judicial System.

An employee of the Unified Judicial System shall observe high standards of conduct so that the integrity and independence of the judiciary are preserved and the employee's conduct reflects a commitment to serving the public. The provisions of this Code shall be applied to further these objectives.

Employees of the Unified Judicial System shall observe the following standards of conduct. However, the standards of this Code shall not affect or preclude other more stringent standards required by law, by court order or rule, or other workplace policies.

II. SCOPE

For the purposes of this Code, the term "Employees of the Unified Judicial System" includes 1) all state-level court employees, 2) all county-level court employees who are under the supervision and authority of the President Judge of a Judicial District of Pennsylvania, unless otherwise indicated by Supreme Court order or rule and, 3) all employees of boards established by Order of the Supreme Court of Pennsylvania, including, but not limited to, the following - Continuing Legal Education Board, Disciplinary Board of the Supreme Court of Pennsylvania, Interest on Lawyers Trust Account Board, Pennsylvania Lawyers Fund for Client Security Board and Pennsylvania Board of Law Examiners.

Note: Judges and magisterial district judges are covered by the Code of Judicial Conduct and the Rules Governing Standards of Conduct of Magisterial District Judges, respectively, and therefore are not included in the scope of this Code.

III. CONFIDENTIALITY

A. Employees of the Unified Judicial System shall safeguard confidential information acquired in the course of their employment. Employees shall not disclose or use confidential information for any purpose not connected with the performance of their official duties.

For the purpose of this section, "confidential information" is that required to be kept confidential pursuant to federal law, state law, court rule, court order, administrative regulation, policy or directive. Confidential information includes, but is not limited to: data, source code, notes, papers, memoranda, discussions, deliberations, proprietary information and electronic communications, such as e-mail or facsimile.

B. The work product of former employees of the Unified Judicial System shall remain confidential. Upon termination from employment, employees may, with the permission of their supervisor, take with them copies of written material in which they participated as a part of a personal file, but shall not release such writings to any other party without the written consent of the court or other court-related entity that the employee served. "Work product" does not include documents that are published or filed of public record.

IV. CONFLICTS OF INTEREST AND RELATED PROHIBITIONS

A. Acceptance of Gifts and/or Use of Position for Personal Gain. Employees of the Unified Judicial System shall not solicit, accept or agree to accept anything of value from any person or entity doing or seeking to do business with, or having an interest in a matter before, the court or court-related entity by which they are employed, subject to the following exceptions:

- i. acceptance of a gift from a family member when the circumstances make it clear that the purpose is personal;
Note: "Family member" is defined as spouse, child, brother, sister, parent, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, uncle, aunt, niece, nephew and first cousin.
- ii. acceptance of meals or refreshments of nominal value in the ordinary course of a meeting, conference or other official business;
- iii. acceptance of loans from banks or other financial institutions on similar terms offered to the public for purposes such as a home mortgage;
- iv. acceptance of gifts of nominal value for special occasions such as marriage, illness or retirement;
- v. acceptance of a plaque or other item offered as a token of appreciation for a public appearance;
- vi. acceptance of educational materials directly related to the employee's duties; and
- vii. acceptance of unsolicited advertising or promotional material of nominal value, such as pens, pencils, note pads, calendars and items of apparel with vendor logo.

Note: Employees must exercise diligence in observing high standards of conduct that promote the integrity and impartiality of the Unified Judicial System. If it might reasonably be inferred that the donor's primary purpose in providing the unsolicited advertising or promotional material is to influence an employee in the performance of official duties, acceptance of the unsolicited material should be declined.

Employees shall report any prohibited offer or gift from any person or entity doing or seeking to do business with, or having an interest in a matter before, the court or court-related entity by which they are employed to their designated supervisor.

- B. Acceptance of Additional Compensation.** Employees of the Unified Judicial System shall not solicit or accept any additional compensation or anything of value from any other source for performing the duties and responsibilities of their position. Employees shall not accept honoraria or fees given for speaking in their official capacity, but may be reimbursed for related travel expenses. Employees may accept such fees for speaking engagements for appearances unrelated to their employment and made on their own time.
- C. Special Treatment and/or Special Favors.** Employees of the Unified Judicial System shall not permit family, social, or other relationships to influence their official conduct or judgment, or to create the appearance of influencing their official conduct. Employees shall inform their supervisor of any situation creating undue influence or the appearance of undue influence.
- D. Employment Practices.** Employees of the Unified Judicial System shall make all hiring, employment, and supervisory decisions in compliance with the Unified Judicial System of Pennsylvania Policy on Non-Discrimination and Equal Employment Opportunity, the Rules of Judicial Administration, and all applicable state and federal laws. Employees of the Unified

Judicial System shall avoid favoritism, or the appearance of favoritism, when making hiring, employment, and supervisory decisions and shall make such decisions impartially and on the basis of merit.

Note: Reflecting the values of impartiality and fairness that promote the integrity of Pennsylvania's courts, it is the policy of the Unified Judicial System to recruit and employ the most qualified job applicants through an open and competitive hiring process which allows for a full, complete, and unbiased assessment of each applicant's relative knowledge, experience, skills, and abilities.

- E. Misuse of Employment Position, Equipment, or Supplies.** Employees of the Unified Judicial System shall not use the resources, employees, property, facilities, equipment, time, or funds under their control to improperly benefit themselves or any other person.
- F. Personal and Financial Interests.** Employees of the Unified Judicial System shall not participate in any court- or work-related matter wherein they have more than a minimal personal or financial interest.
- G. Duty to Disclose.** If a conflict of interest should arise, the employee shall immediately advise his or her supervisor. If the supervisor determines that a conflict of interest exists, then the employee shall abide by any employment restrictions that are deemed to be necessary.

V. POLITICAL ACTIVITY

Employees of the Unified Judicial System shall not engage in political activity that is inconsistent with the independence, integrity, or impartiality of the Judiciary. The Supreme Court of Pennsylvania has defined prohibited and permitted activities as follows:

- A. Running for or Being Appointed to Publicly Elected Office.** Employees of the Unified Judicial System shall not become candidates, or campaign for, any publicly elected office. In the event an employee chooses to become a candidate for, or is appointed to, a publicly elected office, he or she must resign from his or her position at the close of business on the earliest date on which the employee:
 - i. Publicly announces his or her candidacy;
 - ii. Forms or authorizes the formation of a campaign committee;
 - iii. Solicits funds for a campaign;
 - iv. Begins to circulate nomination petitions or nominating papers;
 - v. Takes an oath of office; or
 - vi. Takes any other public actions that could be construed as an effort to run for publicly elected office.

Job applicants who hold elected public or party office at the time they are seeking to become employees of the Unified Judicial System must resign from such office effective as of the day before their first day of judiciary employment.

Note: In accordance with Sections VI.A. and VI.E., job applicants also may be required to resign from certain non-elected positions effective as of the day before their first day of judiciary employment if continuing in the position would detract from the impartiality of the judiciary or interfere with the performance of their official duties.

B. Supporting a Political Organization or Candidate Running for Publicly Elected Office.

Employees of the Unified Judicial System shall not engage in the following activities in support of, or in opposition to, a political organization or candidate running for publicly elected office. For purposes of this section, “political organization” is defined as a political party or group sponsored by or affiliated with a political party or candidate, the principal purpose of which is to further the election or appointment of candidates for publicly elected office.

- i. Serving, or agreeing to be considered to serve, as a committee person or officer of a political organization;
- ii. Working at a polling place in support of, or in opposition to, a candidate for publicly elected office on Election Day;
- iii. Working in a non-partisan role as an officer of a local election board (*see Pa. Const. art. VII, § 12*) or in any capacity to assist local elections officers (*see 25 P.S. § 2674*) at a polling place or any other location;
- iv. Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for contributions or other funds for a political organization or candidate running for publicly elected office;
- v. Contributing anything of value to a political organization or candidate running for publicly elected office;
- vi. Organizing, selling tickets to, promoting or actively participating in any fundraising activities for a political organization or candidate running for publicly elected office;
- vii. Managing a political campaign of a candidate running for publicly elected office;
- viii. Performing volunteer work in a political campaign for a candidate running for publicly elected office;
- ix. Soliciting votes in support of, or in opposition to, a candidate running for publicly elected office;
- x. Publicly endorsing or opposing a candidate running for publicly elected office or showing demonstrable support for, or opposition to, a candidate (examples include, but are not limited to, wearing buttons or hats, carrying signs or banners, or utilizing social media in a manner that clearly and distinctly indicates the employee’s intention to publicly endorse or oppose a candidate);
- xi. Placing signs on his or her property or displaying bumper stickers on his or her vehicle endorsing or opposing a candidate running for publicly elected office, except that a joint homeowner or member of the employee’s household may do so;
- xii. Initiating or circulating nomination petitions or nominating papers; or
- xiii. Attending paid political events where the event’s nature is inherently political and proceeds would fund political activities.

C. Permitted Political Activities. Employees of the Unified Judicial System may take part in the following activities related to political campaigns and processes, provided they do not identify themselves as employees of the Unified Judicial System.

- i. Signing a nominating petition or nominating paper outside of the workplace;
- ii. Appearing in campaign materials with a member of the employee’s family (defined as the spouse, child, grandchild, parent, grandparent, or other relative or person with whom the employee maintains a close familial relationship) who is running for publicly elected office;

- iii. Attending a free, campaign-sponsored event or a free victory celebration that is open to the public, but employees may not demonstrate support for, or opposition to, a candidate running for publicly elected office (such as wearing buttons or hats) while attending the event;
- iv. Supporting or opposing a ballot question not specifically identified with a particular political organization or candidate running for publicly elected office, such as a referendum or constitutional amendment;

Note: Employees are cautioned against publicly supporting or opposing a ballot question that directly impacts the judiciary so that their personal opinion is not construed as representing the official position of the employee or the UJS (see Section VI.C.);

- v. Registering to vote and voting in any election.

D. Responsibility for Addressing Political Activity Issues: The Chief Justice of the Supreme Court or his/her designee, the President Judge of each appellate court and judicial district, and the Court Administrator of Pennsylvania are responsible for interpretation and enforcement of these political activity policies for the UJS employees falling under their supervision and authority. To maintain consistency of application, the AOPC is responsible for providing guidance to these individuals, or their designees, regarding the political activity policies in this section.

VI. PERSONAL RELATIONSHIPS AND ACTIVITIES

- A. Employees of the Unified Judicial System may participate in civic and charitable activities that do not detract from the impartiality of the judiciary or interfere with the performance of their official duties or the functioning of the workplace. Employees may serve as officers, directors, trustees, or non-legal advisors of educational, religious, charitable, fraternal, social or civic organizations, and may solicit funds for any such organization, subject to the limitation that the name and prestige of the court shall not be used in the solicitation of funds and funds are not knowingly solicited from parties or attorneys who are likely to come before the court by which they are employed.
- B. Employees of the Unified Judicial System may write, lecture, teach, and speak on legal or non-legal subjects provided that such activities do not detract from the impartiality of the judiciary and/or interfere with the performance of their official duties.
- C. Employees of the Unified Judicial System shall not state personal opinions, except to other UJS employees, regarding any legal or administrative matter that is pending before any UJS court or entity when the personal opinion of the employee may reasonably be construed as representing the official position of the employee or the official position of a UJS court, jurist, entity or another employee.

Note: Rule 2.10 of the Code of Judicial Conduct provides in part, as follows: Rule 2.10. Judicial Statements on Pending and Impending Cases. (A) A judge shall not make any public statement that might reasonably be expected to affect the outcome or impair the fairness of a matter pending or impending in any court, or make any nonpublic statement that might substantially interfere with a fair trial or hearing. (B) A judge shall not, in connection with cases, controversies, or issues that are likely to come before the court, make pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of judicial office. (C) A judge shall require court staff, court officials, and others subject to the judge's direction and control to refrain from making statements that the judge would be prohibited from making by paragraphs (A) and (B). See also Rule 2.10 of the Rules Governing Standards of Conduct of Magisterial District Judges.

- D. Employees of the Unified Judicial System shall not require, request or accept the offer of any subordinate to perform tasks of a personal nature.
- E. Employees of the Unified Judicial System shall not engage in financial or business dealings or in any other personal activities that may detract from the impartiality of the judiciary, may otherwise interfere with the performance of their official duties, or may exploit the employee's official position.
- F. Employees of the Unified Judicial System may engage in outside employment or commercial activity that does not interfere or conflict with their official duties. Outside employment or commercial activities must be reported in writing in advance to the employee's supervisor. Business transactions that are strictly personal, minor or incidental need not be reported.

Before engaging in any outside employment that involves the practice of law, the legal system or the administration of justice, the employee shall first consult with his or her supervisor to determine whether the proposed position is consistent with the standards in this Code.

This requirement does not extend to official representation of the UJS and its constituent parts, judicial officers and employees in any state or federal court or tribunal. Nor does this requirement extend to the limited representation of the employee's relatives or self, but such limited representation is subject to prior approval by the employee's supervisor and to the disclosure of UJS employment to the parties and the court in which the employee enters an appearance or represents him/herself in a matter.

Note: The Supreme Court has adopted several specific policies respecting the practice of law, other than on behalf of the UJS: (1) Pennsylvania Rule of Appellate Procedure 3121 prohibits the practice of law by appellate court staff except in limited circumstances. (2) Pursuant to the Supreme Court's Per Curiam Order dated December 11, 2014 (effective September 11, 2015), law clerks employed in the Unified Judicial System are prohibited from appearing as counsel in the division/section of the court in which they are employed or in which the judge by whom they are employed serves. Further, in courts which have no formally established divisions or sections, law clerks are prohibited from appearing as counsel in the court itself. (3) Pursuant to the Supreme Court's Per Curiam Order dated December 29, 2015 (effective January 1, 2017), an attorney employed in the Unified Judicial System is prohibited from appearing as counsel (except in a pro se capacity) in the division/section of the court in which the attorney is employed. Further, in courts that have no formally established divisions or sections, or for an attorney who is not employed within a division or section, the attorney is prohibited (except as to pro se matters) from appearing as counsel in the court itself.

VII. GENERAL STANDARDS OF CONDUCT

- A. Employees of the Unified Judicial System shall conduct themselves in an appropriate and lawful manner at all times and shall adhere to all UJS policies including, but not limited to, the standards of conduct outlined in Section VII.B below.
- B. Employees of the Unified Judicial System:
 - i. shall treat all persons respectfully and impartially;
 - ii. shall work diligently at all times;
 - iii. shall comply with all lawful directives unless such compliance would be injurious to the health or safety of themselves or others;
 - iv. shall avoid impropriety and the appearance of impropriety in all activities;
 - v. shall cooperate fully with any internal investigation conducted by their employer;

- vi. shall not engage in any form of discrimination, harassment, or retaliation against any person as prohibited by law or court policy;
- vii. shall not engage in any form of violence, threat of violence, or disruptive conduct;
- viii. shall not make intentionally false or misleading statements when performing their duties;
- ix. shall not falsify, or improperly alter or destroy work-related documents or records;
- x. shall not improperly use or destroy court property;
- xi. shall not be impaired by alcohol, drugs, medications or other intoxicating substances while on duty;
- xii. shall not give legal advice except as specifically authorized by their employer;
- xiii. shall refer all requests for information from other government entities, the media, and/or the public to those individuals who have been formally designated to respond to such inquiries; and
- xiv. shall not illegally possess weapons or controlled substances in the workplace.

VIII. DUTY TO REPORT

- A.** Employees of the Unified Judicial System shall report to their immediate supervisor any attempt by anyone to induce them to violate any provision of this Code of Conduct or any policy of the Unified Judicial System. Discrimination or retaliation against an employee based on a good faith report of wrongdoing or participation in an investigation, hearing or inquiry held by an appropriate authority is strictly prohibited.
- B.** Employees who are arrested, charged with, or convicted of a crime (other than summary traffic offenses that do not hinder or prevent the performance of their official duties) in any jurisdiction shall report this fact to their immediate supervisor at the earliest reasonable opportunity.
- C.** Employees of the Unified Judicial System shall, upon request, be required to complete and file a personal statement of financial disclosure on a form to be provided by the AOPC for this purpose for any period during which they were employed by the Unified Judicial System.

IX. DESIGNATED SANCTIONS

Employees of the Unified Judicial System who fail to properly follow these standards of conduct will be subject to disciplinary action including the termination of their employment. The applicable disciplinary policies for state-level court employees are outlined in the Personnel Policies of the Unified Judicial System. The President Judge of each Judicial District is responsible for designating the applicable disciplinary policies for county-level court employees. Counsel to the Supreme Court, acting on behalf of the Supreme Court is responsible for designating the applicable disciplinary policies for employees of boards established by Order of the Supreme Court of Pennsylvania.

X. DISSEMINATION AND IMPLEMENTATION

The Court Administrator of Pennsylvania, acting on behalf of the Supreme Court of Pennsylvania, shall be responsible for the dissemination and implementation of these guidelines for all state-level court employees.

The President Judge of each judicial district shall be responsible for the dissemination and implementation of these guidelines for all county-level court employees covered by this Code of Conduct.

Counsel to the Supreme Court, acting on behalf of the Supreme Court, shall be responsible for the dissemination and implementation of these guidelines for all employees of boards established by Order of the Supreme Court of Pennsylvania.

State-level court employees having questions regarding this Code of Conduct should contact 1) their employing Justice or Judge, 2) their employing court's Executive Administrator, or 3) AOPC Human Resources at 717-231-3309 or Human.Resources@pacourts.us.

County-level court employees having questions regarding this Code of Conduct should contact their President Judge or District Court Administrator.

Employees of boards established by Order of the Supreme Court of Pennsylvania having questions regarding this Code of Conduct should contact Counsel to the Supreme Court.

An electronic version of the Code of Conduct is available on the Unified Judicial System's website at www.pacourts.us.

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Supreme Court of Pennsylvania
Unified Judicial System of Pennsylvania

Policy on Non-Discrimination and Equal Employment Opportunity

The Supreme Court of Pennsylvania declares that it is the policy of the Unified Judicial System of Pennsylvania (UJS) to ensure that all individuals having business with the UJS are treated in a dignified, civil, respectful, and non-discriminatory manner.

This policy prohibits all forms of discrimination and harassment in a Court Facility (defined as “Any building or office serving as the workplace for Personnel of the System, Supreme Court Boards and Committees, and/or Related Staff; and any UJS-related building or office in which Court Users conduct business with the UJS”), and applies to the following:

Personnel of the System – defined in 42 Pa.C.S.A. § 102 as “Judicial officers, personal staff, administrative staff, and central staff.”

Supreme Court Boards and Committees – includes all staff and appointed members of boards, committees and court-related panels appointed by the Supreme Court of Pennsylvania, including, but not limited to, the following - Board of Law Examiners, Continuing Legal Education Board, Disciplinary Board, Interest on Lawyers Trust Account Board, Minor Judiciary Education Board, Pennsylvania Lawyers Fund for Client Security Board, Interbranch Commission for Gender, Racial and Ethnic Fairness, Investment Advisory Board, Appellate Court Procedural Rules Committee, Civil Procedural Rules Committee, Committee on Rules of Evidence, Criminal Procedural Rules Committee, Domestic Relations Procedural Rules Committee, Juvenile Court Procedural Rules Committee, Minor Court Rules Committee, Orphans’ Court Procedural Rules Committee.

Related Staff – defined in 42 Pa.C.S.A. § 102 as “All individuals employed at public expense who serve the UJS, but the term does not include Personnel of the System”. Those who serve the UJS include district attorneys, public defenders, sheriffs and other officers serving process or enforcing orders, registers of wills, prothonotaries, clerks of courts, clerks of the orphan’s court division, coroners, jury commissioners, probation officials, and personnel of all of the foregoing.

Court Users – includes, but is not limited to, attorneys, applicants for employment, litigants, witnesses, jurors, and court volunteers.

The Supreme Court of Pennsylvania is committed to the principles of equal employment opportunity to ensure legal and appropriate hiring and employment practices, and to promote public confidence in the fairness and integrity of the judicial system and the judicial process. It is, therefore, the policy of the Supreme Court that there shall be no discrimination because

of race, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, or religion by any Personnel of the System, Supreme Court Boards and Committees, or Related Staff in any employment-related action (e.g., hiring, promotion, terms or privileges of employment, etc.), or by any Personnel of the System, Supreme Court Boards and Committees, Related Staff or attorney in any court-related action.

Accordingly, all judicial officers, managerial and supervisory Personnel of the System, and Supreme Court Boards and Committees shall ensure adherence to and compliance with this Policy and the procedures intended to facilitate its implementation and administration.

Prohibition Against Discrimination and Harassment

Discrimination and harassment because of race, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, or religion are prohibited. Such discrimination and harassment constitute an abuse of authority that will not be tolerated by the UJS. Further, such discrimination and harassment constitute misconduct, warranting appropriate disciplinary action. All judicial officers, managerial and supervisory Personnel of the System, and Supreme Court Boards and Committees shall ensure adherence to, and compliance with, this Policy.

1. Prohibition Against Discrimination

Under this Policy, discrimination includes actions by an individual or organization that cause an individual or a group of individuals to be denigrated or treated less favorably than another person or group because of one's race, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, or religion. Such discriminatory conduct may include, but is not limited to, actions relating to the following:

1. Recruitment and hiring by Personnel of the System, Supreme Court Boards and Committees, or Related Staff; or
2. Provision of salary, benefits, or other terms or conditions of employment by Personnel of the System, Supreme Court Boards and Committees, or Related Staff; or
3. Provision of training and other education opportunities by Personnel of the System, Supreme Court Boards and Committees, or Related Staff; or
4. Promotions, transfers, discharge or other employment actions by Personnel of the System, Supreme Court Boards and Committees, or Related Staff; or
5. Any matter relating to the judicial process by Personnel of the System, Supreme Court Boards and Committees, Related Staff or attorneys.

2. Prohibition Against Harassment

a. Sexual Harassment

Sexual harassment is sex discrimination. Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. The submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. The 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.

Sexual harassment does not refer to socially acceptable behavior or occasional compliments of a socially acceptable nature. It refers to behavior that a reasonable person could and does consider unwelcome or personally offensive. Sexual harassment involves improper behavior or requests that establish improper *quid pro quo* workplace requirements of a sexual nature, or which otherwise create a hostile work environment for a reasonable person of that gender. Types of sexual harassment include:

1. "*Quid Pro Quo*" Harassment – Is when an individual in a position of authority demands sexual consideration in exchange for the promise of a job, certain job benefits such as raises or promotions, or the promise of continued employment.
2. "*Hostile Work Environment*" Harassment – Is when unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature create an atmosphere which unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment for any individual.

Sexual harassment may take different forms including, but not limited to, the following examples.

1. *Verbal*: Sexually explicit language, sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats.
2. *Non-Verbal*: Display of sexually suggestive objects or pictures, commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. *Physical*: Unwanted physical contact, or the threat of unwanted physical contact, including offensive touching, un-welcomed sexual intercourse, sexual assault and other forms of physical contact of a sexual nature.

b. Racial and Other Harassment

Under this Policy, racial and other harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that individual's race, color, sexual orientation, gender identity or expression, national origin, age, disability, or religion. Harassing conduct may include, but is not limited to, the following:

1. *Verbal*: Epithets, slurs, stereotyping, or denigrating jokes.
2. *Non-Verbal*: Display of written or graphic materials that denigrate or show hostility or aversion toward an individual or group in such a manner as to be readily viewed by others.
3. *Physical*: Threatening, intimidating, or hostile acts.

Prohibition Against Retaliation

Retaliation in any form against any person who complains about harassment or discrimination, who files a harassment or discrimination complaint, or who cooperates with, or assists in, the investigation of such complaints is prohibited under this Policy. Retaliation constitutes an abuse of authority, and will not be tolerated. Retaliation by any Personnel of the System, Supreme Court Boards and Committees, or Related Staff will be considered misconduct warranting disciplinary action. All judicial officers, managerial and supervisory Personnel of the System, and Supreme Court Boards and Committees shall ensure adherence to and compliance with this Policy.

Charges of retaliation will be viewed as separate and distinct from the original complaint or action which precipitated the alleged retaliation and may form the basis for a new complaint. Retaliation may result in disciplinary action even though the original harassment or discrimination complaint was determined to be unfounded and dismissed.

Compliance and Reporting Responsibilities

All Personnel of the System, Supreme Court Boards and Committees, and Related Staff are expected to comply with this Policy, and all judicial officers, managerial and supervisory Personnel of the System, and Supreme Court Boards and Committees are obligated to take appropriate measures to ensure that prohibited conduct does not occur, or is properly reported, if observed.

Personnel of the System and Supreme Court Boards and Committees who engage in any form of prohibited discrimination or harassment within a Court Facility may be subject to disciplinary action.

Related Staff who serve the UJS and who engage in any form of prohibited discrimination or harassment within a Court Facility will be reported to the chief official in their Related Staff offices for appropriate review and action. With respect to violations of this UJS Policy by

Related Staff, the Supreme Court expects each Related Staff office to take discrimination and harassment complaints very seriously and to properly investigate and adjudicate such complaints.

Any Personnel of the System, Supreme Court Boards and Committees, Related Staff, or Court Users who feel they have been subjected to, or have observed, any form of discrimination or harassment in any judicial process or Court Facility are urged to report such discrimination or harassment in accordance with the published UJS Non-Discrimination and Equal Employment Opportunity Complaint Procedures which are posted as a companion document to this Policy.

Any Personnel of the System, Supreme Court Boards and Committees, Related Staff or Court Users who do not have access to these complaint procedures may obtain a copy of these procedures from their local personnel office, AOPC Human Resources at 717-231-3309, or the UJS Website at www.pacourts.us.

Judicial officers, managerial and supervisory Personnel of the System, and Supreme Court Boards and Committees who observe, or have reason to believe that discrimination or harassment has occurred in a Court Facility, must (1) take immediate action to terminate any ongoing harassment/discrimination if they are reasonably able to do so; or (2) immediately report such harassment/discrimination, if possible, as described in the UJS Non-Discrimination and Equal Employment Opportunity Complaint Procedures referenced above.

Filing Complaints under This Policy

The UJS Non-Discrimination and Equal Employment Opportunity Complaint Procedures accompanying this Policy offer guidance as to how to file complaints of alleged harassment or discrimination as described in this Policy. Specific procedures have been created for Personnel of the System, Supreme Court Boards and Committees, and Related Staff based on their organizational entity. Separate procedures have been created for Court Users doing business with the UJS in a Court Facility. Complaints should be filed with the office designated in each procedure document either by phone, by email, or by using the Non-Discrimination Plan Complaint Form available on the UJS website at www.pacourts.us.

If the appropriate procedures are not immediately available, complainants may obtain a copy of these procedures from their local personnel office, AOPC Human Resources at 717-231-3309, or the UJS Website at www.pacourts.us.

Investigation and Adjudication of Complaints

All complaints alleging harassment or discrimination will be fully investigated and adjudicated by duly designated authorities of the UJS. Such authorities are identified in the complaint procedures which are posted as a companion document to this Policy.

Disciplinary or Remedial Actions

Violations of this Policy may result in disciplinary action as prescribed by the appropriate policies, which govern the behavior and performance of Personnel of the System, Supreme Court Boards and Committees, and Related Staff. In addition to such discipline, appropriate remedial actions will be taken by the employing authority to (1) remedy the instant complaint, and (2) prevent future violations.

Responsibility to Monitor the Implementation and Enforcement of this Policy

For UJS offices employing Personnel of the System and Supreme Court Boards and Committees, the AOPC shall undertake those measures necessary to properly monitor compliance with this Policy through the following actions:

1. Develop and promote policies and procedures designed to ensure equal employment opportunity and fair and non-discriminatory treatment of the protected classes listed in this Policy.
2. Develop the administrative policies and procedures needed to ensure that alleged violations of this Policy can be appropriately investigated on a timely basis.
3. Collect data related to the hiring and employment practices of each UJS office employing Personnel of the System and Supreme Court Boards and Committees and conduct related audits of equal employment opportunity and non-discrimination practices.
4. Collect and maintain data/statistics relating to the number, nature, and disposition of complaints filed under this Policy.
5. Work with each UJS office employing Personnel of the System and Supreme Court Boards and Committees to oversee the development of education and training opportunities and materials designed to promote and ensure proper adherence to these policy guidelines.

For those offices employing Related Staff, the Supreme Court expects each office to take appropriate steps to monitor and enforce this Policy through 1) the development of administrative policies and procedures, 2) the collection of data and statistics, and 3) the development of education and training opportunities and materials.

Penalties for Misconduct

Any Personnel of the System or Supreme Court Boards and Committees who have been found to have violated this Policy, impeded the investigation of any complaint filed under this Policy, or retaliated against individuals who have provided evidence or have otherwise cooperated with any investigation of a complaint filed under this Policy, may be subject to appropriate remedial or disciplinary action up to and including discharge, as provided by the policies governing their employment with the UJS.

Any Related Staff serving the UJS who have been reported to officials in their respective offices for appropriate review and action and have been found to have violated this Policy, impeded the investigation of any complaint filed under this Policy, or retaliated against individuals who have provided evidence or have otherwise cooperated with any investigation

of a complaint filed under this Policy, may be subject to appropriate remedial or disciplinary actions, as provided by the policies of their respective offices.

The Supreme Court expects each Related Staff office serving the UJS to take such violations very seriously and to apply appropriate remedial or disciplinary actions.

Any judicial officer or attorney who - after proper investigation by the appropriate authority - has been found to have violated this Policy, impeded the investigation of any complaint filed under this Policy, or retaliated against individuals who have provided evidence or have otherwise cooperated with any investigation of a complaint filed under this Policy, may be subject to appropriate remedial or disciplinary action by the Disciplinary Board (in the case of attorneys) or the Court of Judicial Discipline (in the case of judicial officers.)

Exclusion of Judicial Proceedings and the Judicial Decision-Making Process

This Policy does not apply to a judicial officer's or attorney's consideration of, or reference to, a protected class as referenced above, when such consideration or reference is appropriate under the law and is relevant to an issue in a judicial proceeding, to the judicial decision-making process or to the proper administration of justice.

Distribution of Policy and Procedures

Personnel of the System - A copy of this Policy and accompanying complaint procedures will be provided initially to all current employees and will be posted prominently in visible locations within Court Facilities. Thereafter, a copy of this Policy, with accompanying complaint procedures, will be distributed to all new Personnel of the System upon their entry into judiciary service.

Supreme Court Boards and Committees – Copies of this Policy and accompanying complaint procedures will be provided initially to the administrator of each Supreme Court Board and Committee for distribution to all current employees and appointed members and for posting prominently in visible locations within Court Facilities. Thereafter, the administrator of each Supreme Court Board and Committee will distribute a copy of this Policy, with accompanying complaint procedures, to all new staff and appointed members upon their entry into judiciary service or appointment to a board/committee.

Related Staff – A copy of this Policy and accompanying complaint procedures will be provided to the chief official in each Related Staff office for duplication and distribution to all current employees and new Related Staff upon their entry into service.

Court Users – A copy of this Policy and accompanying complaint procedures will be prominently posted in a location visible to all Court Users within each Court Facility.



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Revised: 7/2016

COURT PERSONNEL POLICY

No. 3 of 1994
July 7, 1994
Renumbered April 13, 2000
Re-issued March 23, 2016

RE: CASUAL DAYS

County casual days will not be observed by court employees, except for the following:

1. Court Administration staff may celebrate Steeler, Pirate, Pittsburgh, etc. fan appreciation days, provided that staff shall not appear in court.
2. Judicial staff members should follow the directive from the judge regarding participation in Pittsburgh fan appreciation days.
3. Court assistant and Court Reporter floaters that are to work in judicial chambers or in a courtroom must adhere to the courtroom attire policy regardless of fan appreciation casual days.

**Westmoreland County Court of Common Pleas Americans with Disabilities Act (ADA)
Title 2 Accommodation Policy and Request Procedures
(Non-employment related matters)**

The Court of Common Pleas of Westmoreland County complies with Title II of the Americans with Disabilities Act (ADA) which provides that "no qualified individual with a disability shall, by reason of such ability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program, or activity of the Court or its departments, you are entitled, at no cost to you, to the provision of assistance. The ADA does not require the Court of Common Pleas of Westmoreland County to take any action that would fundamentally alter the nature of our programs or services, or impose an undue financial or administrative burden.

If you require an accommodation under the ADA, it is recommended that you submit your request as soon as possible or at least five (5) business days before your scheduled participation in any court proceeding, program or activity. All requests for accommodation, regardless of timeliness, will be given due consideration and if necessary, may require an interactive process between the requestor and the Court's ADA Coordinator to determine the best course of action.

To request a reasonable accommodation, including the need for an interpreter for the hearing or speech impaired, please complete the attached Request for reasonable Accommodation Form and return it to:

Interpreter Services/ADA Coordinator
Office of the Court Administrator
2 North Main Street
Greensburg, Pa. 15601
FAX (724)830-3558
ADA@co.westmoreland.pa.us

The Interpreter Services/ADA Coordinator shall arrange for an interpreter or reasonable ADA accommodation and will confirm arrangements with court staff or court department and requestor. If you need assistance in completing this form, contact the Interpreter Services/ADA Coordinator. Complaints alleging violations of Title II under the ADA may be filed pursuant to the UJS Grievance Procedure with the Interpreter Services/ADA Coordinator in Court Administration at (724) 830-3829. A response will be sent to you after careful review of the facts.

*****Please cancel request as soon as possible if services are not needed by contacting the Interpreter Services/ADA Coordinator at (412) 830-3829.**



**WESTMORELAND COUNTY COURT OF
COMMON PLEAS REQUEST FOR REASONABLE
ACCOMMODATION FORM**

**AMERICANS WITH DISABILITIES ACT ACCOMMODATION (ADA) TITLE II REQUEST FOR REASONABLE ACCOMMODATION FORM
(INCLUDES REQUEST FOR INTERPRETER FOR HEARING /SPEECH IMPAIRED)**

Client Information – Section A

Name: _____ Phone: _____
 Address: _____ Email: _____
 _____ Mobile: _____

Please check the box that most closely describes your status in this matter:
 Litigant Plaintiff Defendant Parent Child Witness Attorney Victim Juror
 Other (please explain) _____

Requestor Information (if different from above)

Name: _____ Bus. Phone/ Mobile: _____
 Address: _____ Fax: _____
 Relationship to Client: _____ Email: _____
 _____ TTY: _____

Accommodation

Nature of the disability for which an accommodation is requested: _____

 Accommodation requested: _____

Location of Proceeding	Proceeding Information (if known)
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<input type="checkbox"/> Magisterial District Court No. _____ District Judge Name: _____ <input type="checkbox"/> Criminal Division <input type="checkbox"/> Civil Division <input type="checkbox"/> Orphans' Court Division <input type="checkbox"/> Family Division <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Specify Address: _____	Case #: _____ Case Name: _____ Judge: _____ Proceeding Date: _____ Proceeding Time: _____ Proceeding Type: _____
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AFTER COMPLETING THE FORM, PLEASE SEND TO: ADA COORDINATOR , OFFICE OF THE COURT ADMINISTRATOR, 2 NORTH MAIN ST., GREENSBURG, PA. 15601, FAX (724)830-3558; E-MAIL ADA@CO.WESTMORELAND.PA.US

I hereby certify that an Americans with Disabilities Act accommodation is required in the above-captioned action on the date stated.
Signature: _____ **Date:** _____

FOR OFFICIAL USE ONLY

Service Provider Information - Section B

A SERVICE REQUEST HAS BEEN MADE FOR THE CLIENT NAMED ABOVE.

Service Provider
 Company: _____ Fax: _____
 Individual
 Interpreter Name: _____ Email: _____
 Bus. Phone/ Date to
 Mobile: _____ Provider: _____

Court Official Verification – Section C

VERIFYING OFFICIAL SHALL MAINTAIN A COPY IN THE COURT’S CASE FILE AND PROVIDE THE ORIGINAL TO THE SERVICE PROVIDER FOR SUBMISSION WITH BILLING.

I hereby verify that the services were performed by the provider in the above-captioned action on the date and time stated.

Start Date End Date
 & Time: _____ & Time: _____

Court Official: _____ Signature: _____
 (Please print name)
 Title: _____ Date: _____

Westmoreland County Court of Common Pleas' Americans with Disabilities Act (Title II) Grievance Procedure

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act (ADA) in the provision of services, programs, or activities by the Court of Common Pleas of Westmoreland County or any of its departments. If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact Interpreter Services/ADA Coordinator (Coordinator) at (724) 830-3829.

To file a complaint under the Grievance Procedure please take the following steps:

1. Complete the complaint form and return to the

Interpreter Services/ADA Coordinator
Office of the Court Administrator
2 North Main Street
Greensburg, Pa. 15601
FAX (724)830-3558
ADA@co.westmoreland.pa.us

Alternative means of filing complaints will be made available for persons with disabilities upon request. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation.

2. Within fifteen (15) calendar days of receipt of the complaint, the Coordinator will investigate the complaint, including, meeting with the individual seeking an accommodation, either in person or via telephone, to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio. The response will explain the position of the Westmoreland County Court of Common Pleas and offer options for substantive resolution of the complaint.
3. If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after receipt of the response to the District Court Administrator at (724)830-3828. Within fifteen (15) calendar days after receipt of the appeal, the District Court Administrator will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the District Court Administrator will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. This grievance procedure is informal. An individual's participation in this informal process is completely voluntary. Use of

this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.

The UJS Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for UJS court users. Any employment-related disability discrimination complaints will be governed by the UJS Policy on Nondiscrimination and Equal Employment Opportunity.

**WESTMORELAND COUNTY COURT OF COMMON PLEAS
DRUG AND ALCOHOL TESTING POLICY
JANUARY 27, 2016**

PURPOSE

The purpose of this policy is to establish procedures for testing employees of the Westmoreland County Court Departments (that is, Adult Probation and Juvenile Probation, the Law Library, Judicial Chambers, Domestic Relations, Magisterial District Courts, and the Jury Service Center) for the use of illegal drugs or alcohol.

APPLICABILITY

This policy replaces all previous Drug and Alcohol Policies for the Westmoreland County Adult Probation and Parole Department and the Westmoreland County Juvenile Probation Department and will be applied in conjunction with any other applicable Westmoreland County Court or Department policies. This policy governs all court departments.

Specific procedures follow for pre-hire testing of department personnel, random testing of safety-sensitive employees, testing of any employee when reasonable suspicion exists, in post-accident situations, and in post-critical incident situations and for reporting pharmacological conditions that could affect the ability to perform duties.

DISCUSSION

Employees have the right to work in an environment where safety is not jeopardized by fellow employees who engage in illegal drug use or are under the influence of alcohol. The safe and efficient operation of court departments is dependent upon employees who are free of illegal drugs and not under the influence of alcohol.

Substance abuse is a major contributor to criminal activity and is particularly detrimental to departmental missions. The use of illegal drugs undermines the employee's ability to carry out duties by causing aggression. Employees involved in illegal drug use or who are under the influence of alcohol are more susceptible to corruption and pose an unacceptable risk based on issues of safety, public trust and civil liability.

Probation Officers are officers of the Court responsible for supervising offenders and for protecting the public. The use of illegal drugs by probation officers undermines the officer's ability to respond properly to family members or others who are not offenders,

and impairs judgment. The use of drugs or alcohol affects the ability to supervise offenders, impacts public perception, and negatively reflects upon the Court as an institution.

DEFINITIONS

Critical Incident: An event outside the range of usual human experience that would be markedly distressing to a reasonable person. A critical incident is any situation that may cause participants to experience unusually strong emotional responses that have the potential to interfere with their ability to function, either at the scene or later, whether at work or away from work. (Example: Use of force resulting in serious bodily injury or death.)

Drug and Alcohol Testing for Reasonable Suspicion: The testing of an employee when management has reasonable suspicion to believe that the employee may have used illegal drugs or is under the influence of alcohol.

False Sample: Any specimen which has not been submitted by the individual at the time and place ordered or any sample to which an adulterant has been added.

Illegal Drugs: Any drug or substance found in Schedules I through V of the Controlled Substance Drug Device and Cosmetic Act (35 P.S. § 780-104). This also includes illegal use of non-prescribed controlled substances (prescription drugs).

Lost Time: Time away from work due to an on-the-job injury.

Pharmacological Condition: For purposes of this policy, it is the prescribing of a narcotic or any drug that may affect an individual's ability to perform his or her duties.

Post-Accident Drug and Alcohol Testing: Testing for illegal drug use or for being under the influence of alcohol following an employee accident resulting in the following:

- (1) Death or personal injury to another person requiring immediate treatment;
- (2) Property damage in excess of \$1,000.00; or
- (3) Personal injury or lost time of an employee under circumstances which give rise to reasonable suspicion of drug or alcohol use.

Random Drug Testing: A process of selecting safety sensitive employees to be tested which results in an equal probability that any employee subject to the process will be selected and does not allow management the discretion to waive the testing of any employee selected. The District Court Administrator, in consultation with the Chief

Probation Officers of Adult and Juvenile Probation, will determine the percentage or number of employees who will be randomly selected.

Reasonable Suspicion: The amount of knowledge that is sufficient to cause an ordinarily prudent and cautious person to suspect someone of either being under the influence of alcohol or using or possessing illegal drugs. Reasonable suspicion must be directed at the specific person, be based on specific articulable facts, and be based on the logical inferences and deductions that can be drawn from those facts.

Reasonable suspicion may be based upon observation (for example, slurred speech, disorientation, a pattern of abnormal conduct or erratic behavior); evidence that an employee has tampered with a previous drug or alcohol test; arrest or conviction for a drug or alcohol-related offense; the identification of an employee as a focus of a criminal investigation into illegal drug possession, use or trafficking; information provided by reliable or credible sources; a canine alert on an individual, independently corroborated information, or; other factors.

Regularly Scheduled Drug Testing: The supervision and monitoring of employees who have voluntarily admitted that they have a substance abuse problem, have been through a treatment program and have returned to work.

Safety Sensitive: Safety sensitive positions are those positions in which drug impairment constitutes an immediate and direct threat to public health or safety. "Safety sensitive employees" shall include: Directors and Deputy Directors of Adult and Juvenile Probation; Probation Officer III (Supervisors) of Adult and Juvenile Probation; Probation Officers I and II in Adult and Juvenile Probation.

Treatment Program: A program licensed by the Pennsylvania Department of Health's Bureau of Drug and Alcohol Programs for the treatment of drug and alcohol abuse.

Voluntary Identification: The process by which employees make known to management their substance abuse problems and seek treatment. Employees may inform their Supervisor or Chief Probation Officer. Employees who do not voluntarily identify themselves to management prior to being ordered to report for drug testing may not exercise this option.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

The Departments maintain workplaces free of the use of illegal drugs or alcohol. Employees must be free of illegal drugs at all times and cannot be under the influence of alcohol while at work. Employees who fail to comply with this drug and alcohol free

policy will be subject to disciplinary action, up to and including termination. Employees are subject to testing as follows:

- (1) All new employees shall be tested after the offer of employment has been accepted and prior to being hired. Employees transferring into a safety sensitive position in another department must also be tested.
- (2) All employees shall be tested for drug use and for being under the influence of alcohol when reasonable suspicion exists, in post-accident situations and in post critical incident situations.
- (3) All "safety sensitive" employees shall be required to submit to random drug and alcohol testing.

PROCEDURES

(1) Voluntary Identification and Treatment

- a) Employees identifying themselves as having an illegal substance abuse problem will be referred to an Employee Assistance Program for evaluation and referral for treatment. Such identification may be made to a supervisor, the Chief Probation Officer, court official or a representative in the Human Resources Department. Employees may use appropriate leave to participate in treatment programs.
- b) Employees must successfully complete the prescribed treatment program (successful completion as defined by the treatment program) within the time prescribed by the program as a condition of continued employment in the department. An employee that successfully completes the program will be subject to regularly scheduled testing for a period of two (2) years thereafter.
- c) An employee may only voluntarily identify him/herself once. An employee shall be allowed the option of resigning in lieu of termination on the occasion of an attempted second voluntary identification.

(2) Substances to be Included in the Drug Screening Test:

Specimens will be tested for the following substances:

- a) Marijuana
- b) Cocaine
- c) Opiates
- d) Phencyclidine (PCP)
- e) Amphetamine
- f) Benzodiazepines

- g) Barbiturates
- h) Ethanol
- i) Oxycodone
- j) Methadone
- k) Other illegal substances, if necessary

(3) Random Drug Testing for Safety Sensitive Employees

- a) All safety sensitive employees will be informed in writing of the requirement that they submit to random drug testing. The Chief Probation Officer shall be responsible for this notification. An acknowledgment form will be signed by the employee and will be retained in the employee's official personnel file.
- b) The drug testing contractor will be responsible for the development and implementation of a system that randomly selects safety-sensitive employees for drug testing. The District Court Administrator shall have the right to access records to ensure that testing is random.
- c) Employees will be required to provide a sample to the contractor in a fashion consistent with the County's contract. Employees taking prescription medication are required to inform the collector of the medication they have taken (not the reason for taking the medication) on the day they provide the sample. The department reserves the right to require the employee to provide verification from the prescribing physician to the Court Administrator and/or County Human Resources.
- d) Employees who test positive for illegal drug use on the initial screen will have their test results verified by the contractor through a second confirmation test using an alternate testing methodology with greater sensitivity than the initial test.
- e) Employees who are confirmed to be positive will be subject to discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990. In addition, employees who are found to have violated Section VII(B)(xi) of the Code of Conduct for Employees of the Unified Judicial System (UJS), which provides that an employee of the UJS "shall not be impaired by alcohol, drugs, medications or other intoxicating substances while on duty," may be subject to discipline as outlined in the UJS Code of Conduct.
- f) Employees who submit false samples will be subject to discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990.
- g) Employees who refuse to submit to random drug testing will be subject to discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990.

(4) Reasonable Suspicion Testing

- a) If reasonable suspicion exists as defined previously, any employee may be required to submit to drug and alcohol testing. Whenever possible, the facts will be discussed with the Department Head before ordering the drug test. The Department Head and the Supervisor in charge must agree that reasonable suspicion exists and approve the ordering of the drug or alcohol test. The suspected employee will be transported to the sample collection site by a person designated by the Department Head, Deputy or the Supervisor in charge. The results should be provided to the Department Head, subject to audit by the District Court Administrator.
- b) Refusal to submit to drug and alcohol testing will result in discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990.

(5) Regularly Scheduled Testing

- a) Employees who have voluntarily identified themselves as illegal drug users and have successfully completed a treatment program, will be tested on a regular basis. This testing will be at least bi-monthly and may be at any time during working hours for a two-year period.
- b) Refusal to submit to drug testing will result in discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990.

(6) Post-Accident Drug Testing

- a) After an accident that results in more than \$1,000.00 in property damage, death, or personal injury to another person, the Department Head, Deputy or the Supervisor in charge may require the employee to submit to drug testing if the employee is physically able to do so. An accident that results in personal injury or lost time shall make the employee subject to drug and alcohol testing provided the circumstances of the accident give rise to reasonable suspicion. The employee will be transported to the sample collection site by a person designated by the Department Head, Deputy, or the Supervisor in charge to submit to drug and alcohol testing. The results should be provided to the Department Head.
- b) If an accident results in hospitalization or death and if blood specimens are taken for drug and alcohol tests, they must be taken by medical personnel.

- c) Refusal to submit to drug and alcohol testing will result in discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990.

(7) Post-Critical Incident Drug Testing

- a) After a critical incident, the Department Head or Supervisor in charge will require the employee to submit to drug and alcohol testing if the employee is physically able to do so. The employee will be transported to the sample collection site by a person designated by the Department Head, Deputy or the Supervisor in charge to submit to drug and alcohol testing. The results should be submitted to the Department Head, subject to audit by the District Court Administrator.
- b) If a critical incident results in hospitalization or death and if blood specimens are taken for the drug and alcohol tests, they must be taken by medical personnel.
- c) Refusal to submit to drug and alcohol testing will result in discipline in accordance with the disciplinary guidelines established by the Court, specifically, Court Personnel Policy Number 2 of 1990.

(8) Testing of New Hires

Persons who have been made an offer of employment, shall, after accepting such offer, be drug tested as a condition of employment. The procedure used for pre-hire testing shall be consistent with procedures adopted by the County. Absent any county procedure, the department shall request that the drug contractor take a sample and report the results to the Department Head. A person who fails to pass such testing shall not be processed as a new hire. This policy shall also apply to new employees transferred from other county or Court departments into a safety sensitive position.

(9) Pharmacological Condition

All departmental employees must report whenever a pharmacological condition arises. The department shall keep confidential any medical information shared by an employee. An employee prescribed a drug that may affect the ability to perform their regularly assigned duties, including carrying a firearm, will turn into the department any assigned firearm while using that prescribed drug. In addition, that employee's duties and responsibilities will be addressed.

(10) Confidentiality and Retention of Drug Test Results

The results of any drug or alcohol test will be confidential. The results will be reported to the Department Head, or, in the event the Department Head is selected, results will be reported to the District Court Administrator. The Department Head will only release the information to the Supervisor and/or Firearms Coordinator (on a need to know basis to take action) and to the Court Administrator, Administrative Judge and the President Judge. At the employee's request, a copy of their drug or alcohol test results will be provided. The Chief Probation Officer will maintain a separate locked confidential file for drug and alcohol test results.

(11) Training for Supervisors

Safety sensitive supervisors will receive training and information on areas such as:

- a) Referral to an Employee Assistance Program.
- b) Procedures and requirements for drug testing.
- c) Chain of custody.
- d) Signs of possible drug use.
- e) Confidentiality.

FOREIGN LANGUAGE INTERPRETER REQUEST POLICY

Westmoreland County provides foreign language interpreters for persons with limited English proficiency to permit access to judicial proceedings.

If a foreign language is requested, please complete the **Foreign Language Interpreter Request** form and return the form to:

INTERPRETER/ADA COORDINATOR
OFFICE OF THE COURT ADMINISTRATOR
2 NORTH MAIN ST.
GREENSBURG, PA 15601

Or, FAX (724) 830-3558

Or, E-MAIL ADA@CO.WESTMORELAND.PA.US

Note: Please provide supporting documentation, if available, such as a copy of the criminal complaint or a description of the issues of the case. This information is important as it assists the interpreters in preparing for the assignment.

If you have questions regarding the form, or require assistance, please call the INTERPRETER/ADA COORDINATOR at (724) 830-3829.

The Coordinator will secure an interpreter or appropriate accommodation. Interpreters will bring the Request Form with them to the scheduled appearance. Once their services are completed, a member of the judge's staff or court supervisor must sign the bottom of the request form to certify the start and end time of the interpreter assignment. Please note that most interpreters charge a minimum of at least two hours. You may contact the INTERPRETER/ADA Coordinator if any questions arise regarding the certification section of the form.

The interpreter will return the form to the INTERPRETER/ADA Coordinator for payment of services.

***** IMPORTANT *****

Please provide as much notice as possible when requesting a language interpreter. If you no longer require the services of the interpreter/accommodation, contact the INTERPRETER/ADA Coordinator IMMEDIATELY to cancel your request, since the court will incur expenses for failure to cancel the interpreter in a timely manner.



WESTMORELAND COUNTY COURT OF COMMON PLEAS
FOREIGN LANGUAGE INTERPRETER REQUEST FORM

FOREIGN LANGUAGE INTERPRETER REQUEST

Client Information – Section A

Name: _____	Phone: _____
Address: _____	Email: _____
_____	Mobile: _____

Please check the box that most closely describes your status in this matter:

- Plaintiff/Petitioner
 Defendant/Respondant
 Parent
 Child
 Witness
 Attorney
 Victim
 Juror
 Other (please explain) _____

Requestor Information (if different from above)

Name: _____	Bus. Phone/ Mobile: _____
Address: _____	Fax: _____
Relationship to Client: _____	Email: _____
	TTY: _____

FOREIGN LANGUAGE INFORMATION

Language: _____ Dialect: _____

Date Request Submitted: _____

Comments: _____

Location of Proceeding

Magisterial District Court No. _____
 District Judge Name: _____
 Criminal Division
 Civil Division
 Orphans' Court Division
 Family Division
 Adult
 Juvenile
 Specify Address: _____

Proceeding Information (if known)

Case #: _____

Case Name: _____

Judge: _____

Proceeding Date: _____ Proceeding Time: _____

Proceeding Type: _____

AFTER COMPLETING THE FORM, PLEASE SEND TO: COUNTY INTERPRETER/ADA COORDINATOR, OFFICE OF THE COURT ADMINISTRATOR, 2 NORTH MAIN ST., GREENSBURG, PA 15601, FAX (724)830-3558; EMAIL ADA@CO.WESTMORELAND.PA.US

FOR OFFICIAL USE ONLY

Service Provider Information - Section B

A SERVICE REQUEST HAS BEEN MADE FOR THE CLIENT NAMED ABOVE.

Service Provider Company: _____ Individual _____	Fax: _____
Interpreter Name: _____	Email: _____
Bus. Phone/ _____ Mobile: _____	Date to _____ Provider: _____

Court Official Verification – Section C

VERIFYING OFFICIAL SHALL MAINTAIN A COPY IN THE COURT’S CASE FILE AND PROVIDE THE ORIGINAL TO THE SERVICE PROVIDER FOR SUBMISSION WITH BILLING.

I hereby verify that the services were performed by the provider in the above-captioned action on the date and time stated.

Start Date & Time: _____	End Date & Time: _____
Court Official: _____ <i>(Please print name)</i>	Signature: _____
Title: _____	Date: _____

**Tenth Judicial District
Language Access Plan
Attachment A - Complaint Procedure and Form**

Should a court client/customer feel that his/her rights to meaningful language access have not been met by the Court, the following procedure may be followed to register a complaint:

1. The person with the complaint (the complainant) should contact the 10th Judicial District Language Access/ADA Coordinator to report the complaint by completing and submitting the Language Access Complaint Form.

Contact information: Tami L. Herrington, Language Access/ADA Coordinator

2 North Main Street
Greensburg, PA 15601.
724.830.3829
724-830-3558 (fax)
Email: therring@co.westmoreland.pa.us

If the complainant does not believe that the concerns have been adequately addressed or resolved with the 10th Judicial District language access coordinator, the complainant should contact the Coordinator for Court Access at the Administrative Office of the Pennsylvania Courts, (AOPC).

Contact information: Mary Vilter, Esq., 1515 Market Street, Suite 1414, Philadelphia, PA 19102, phone: 215.560.6300, fax: 215.560.5485, mary.vilter@pacourts.us.

2. The complainant may also, at any time in this process, contact the United States Department of Justice.

Contact information: Federal Coordination and Compliance Section, Civil Rights Division, United States Department of Justice, 950 Pennsylvania Avenue NW, Washington, D.C. 20530, (888) 848-5306 or (202) 307-2678 (TDD).

SICK TIME:

- Call-off number: (724) 837.8844
- All departments are to call in one hour before regular scheduled starting time.
- Eligible after one month of employment.
- Accrue sick leave hours every pay period provided employee is in compensable status for 50% or more of the pay period:

$$6.5 \text{ hr./day} = \frac{\text{Bi-Weekly Earnings}}{3.750 \text{ hours}} \quad \frac{\text{Max Accumulated}}{1,170.0 \text{ (180 days)}}$$

- Can bank up to 180 days.
- Doctor's slip is required after 3 consecutive days of absence.
- Entitled to use up to 5 days of annual sick accumulation for illness of a member of said employee's immediate family.
 - Defined as father, mother, brother, sister, spouse, child (step), grandparents, grandchild or legal ward.
- Upon retirement or death, the County will reimburse an employee or his beneficiary at the rate of \$50.00 for all unused accumulated sick days to the maximum specified above.