

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2047

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
AMENDING THE CODE OF THE MUNICIPALITY OF
MONROEVILLE, CHAPTER A366, ADDING AN AMENDMENT TO
THE EMPLOYEE HANDBOOK**

BE IT ORDAINED AND ENACTED, by the Municipality of Monroeville in Council assembled as follows:


SECTION 1. The Municipality of Monroeville hereby adopts an amendment attached Exhibit "A" to the Municipality of Monroeville Employee Handbook for the purpose of adding the following:

- A) Computer Usage Policy
- B) Summer Student Hiring Policy
- C) Weapons in the Workplace Policy
- D) Workplace Violence Policy, and;
- E) Amendment to Expense Reimbursement

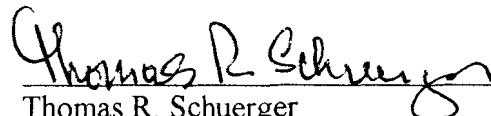
ORDAINED AND ENACTED this 12th day of August, 1997.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Mary Ann Nau
Municipal Manager



Thomas R. Schuerger
Mayor

ENTERED INTO LEGAL BOOK: August 22, 1997

SUMMER STUDENT HIRING POLICY

SECTION 2.1.1 (d) Seasonal Ancillary types of appointment statuses:

Students must be graduating at a minimum in the same year from High School at time of application and enrolled in some type of continuing education program at the commencement of their seasonal employment with the exception of lifeguards and other ancillary recreation personnel.

WEAPONS IN THE WORKPLACE POLICY

SECTION 7.24: No employee shall use or have on their person or on Municipal property any weapon as defined by the PA Crime Code (Section 908c) at any time. Violation of this policy is cause for immediate dismissal. The only exception to this rule are those weapons expressly allowed to be carried and used by police officers and animal control personnel. Those permitted to carry weapons per the exception rule listed above must qualify yearly through the police training officer.

WORKPLACE VIOLENCE POLICY

SECTION 7.25:

It is the policy of the Municipality of Monroeville to assure public employees employment and a place of employment which is free from recognized hazards that are causing, or are likely to cause, death, serious physical or mental harm to the employee.

Workplace violence shall be defined by the PA Crimes Code, PA Consolidated Statutes, Title 18 and Act 64, as currently amended. Workplace violence may include but not be limited to harassment, physical restraint, stalking, threats, concealment or brandishing of a weapon, kicking, punching, slapping, pushing, attack with or without an object, rape or homicide.

The Municipality of Monroeville has established a "zero tolerance" policy for workplace violence. Any employee who violates such policy will be subject to immediate discipline, up to and including discharge.

SECTION 7.25.1 The following are steps which will be taken to avoid hiring an employee who is prone to commit acts of violence:

- 1) Thorough background checks will be conducted on applicants consistent with applicable law.
- 2) All applicants will be checked for felony convictions. Felony and Misdemeanor convictions may be considered only to the extent to which they relate to the applicant's suitability for employment in the position for which he has applied.
- 3) All applicants will receive a thorough job interview.
- 4) All successful applicants will be subject to a drug screen consistent with applicable law.

SECTION 7.25.2 The Municipality of Monroeville will thoroughly investigate all reported or known incidents of threats, harassment or violent behavior, document the results of the investigation, and discipline the offending employee accordingly. All complaints received must be investigated through the police department.

Any employee who feels that he or she is a victim of workplace violence or who witnesses an incident of workplace violence may file a complaint either in writing or verbally to their Supervisor within ten (10) days of the alleged occurrence.

The Supervisor will meet with the employee within ten (10) days or receipt of a complaint in an attempt to resolve the complaint to the satisfaction of both parties.

If the complaint is not resolved to the petitioner's satisfaction, the employee shall present said complaint to the Personnel Director for consideration within twenty (20) days from the date the complaint was originally filed with the Supervisor. Within seven (7) days thereafter, a written decision shall be rendered by the Municipality of Monroeville.

At any time, the employee may file a formal complaint with one of the following agencies within the respective timeframes:

**PENNSYLVANIA HUMAN RELATIONS
COMMISSION**

Pittsburgh Regional Office
11th Floor State Office Building
Pittsburgh, PA 15222
412-565-5395
TDD 412-565-5771
Time Frame:
180 days from date of alleged occurrence

**EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION**

Pittsburgh District Office
Federal Building
Room 2038-A
1000 Liberty Avenue
Pittsburgh, PA 15222
412-644-3444
Time Frame:
300 days from date of alleged occurrence

SECTION 1.3.2 (b) AMENDMENT:

Reimbursable Travel Expenses include:

- (a) Reasonable coach fare
- (b) Meal Reimbursement Per Diem-Federal Guidelines Rate
- (c) Mileage Reimbursement for personal vehicle-Federal Guidelines Rate
- (d) Hotel/Motel Accommodations

Municipality of Monroeville

Computer Usage Policy

SECTION 7.26:

Network and Internet access is now available to employees at the Municipality of Monroeville. The use of computers and technology is vital to both. Municipal computer networks are provided to employees so they may access software that supports Municipal Research and Municipal communication.

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers.

It allows employees access to vast diverse and unique resources. Our goal in providing this service to employees is to promote Municipal excellence by facilitating resource sharing, innovation and communication. The Municipality of Monroeville firmly believes that the valuable information and interaction available through local networks and the Internet can enhance the goals of the Municipality.

As a means for maintaining the integrity of the system, all users:

1. Will be solely responsible for the computer, computer software assigned to them and for any software files residing in their personal directories or folders.
2. Will not reveal their network password to other users, nor will attempt to access another user's account by learning said password.
3. Will report any computer vandalism, computer malfunction or other situation which has made their assigned computer inoperable.
4. Will not attempt to illegally enter the computer network either on-site or through other communication devices. Once on a network, will not use such network for illegal communication purposes.
5. Will not copy Municipal software or use personal software on the computer networks or on any local drive of a computer, either stand alone or those connected to a network without authorization from the system administrator.
6. Will not intentionally alter any files and/or hardware on Municipal computer networks. This will be viewed as vandalism.
7. Will not be permitted to distribute any annoying, threatening, obscene, or harassing messages over electronic media.

8. Will not create or introduce into any computer system either owned, leased or maintained by the Municipality, a computer program that invades, disrupts, absorbs or destroys computer programs, computer system resources and/or data.
9. Will use only municipal licensed software on the networks.
10. Will use Municipal E-Mail to schedule and maintain all appointments.
11. Will clear their electronic mail accounts daily.
12. Will understand that the computer networks are valuable resources of the Municipality of Monroeville taxpayers. Users and their guardians are responsible for any damage that the users may cause to the computer network in accordance with the discipline code of the Municipality of Monroeville.
13. Will use the network only for lawful purposes and must comply with the Crimes Code of PA 3933. Unlawful Use of a Computer under section 3933 is punishable by law as either a misdemeanor or a felony.
14. Will not use Municipal Computers for personal use. i.e., Documents, e-mail, databases, the Internet or any other electronic use or file not specially relating to your municipal job or functions.

1. *Computer Use-Terms/Conditions*

The purpose of the Municipality of Monroeville and the Internet is to support Municipal research by providing access to unique resources with the opportunity for collaborative work.

The use of an account must be in support of Municipal research and resources must comply with the rules appropriate for the network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.

The System Administrator may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, the System Administrator may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted, damaged or need to be updated. Files may be subject to search under court order.

2. *Misuse:*

Possible examples:

1. Using the network for any illegal activity, including violation of copyright or other contract;
2. Using the network for personal financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Wastefully using finite resources;
5. Gaining unauthorized access to resources or entities;
6. Invading the privacy of individuals;
7. Using an account owned by another user or allowing another users to use your account;
8. Posting personal communications without the original author's consent;
9. Posting anonymous messages;
10. Downloading, storing, printing or distributing files or messages that contain information considered dangerous to the public at large;

11. Vandalizing the data of another user, any computer hardware, peripherals or structural cabling systems;
12. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network;
13. Attempting to circumvent data protection schemes or uncover security loop-holes;
14. Using electronic mail to harass other;
15. Masking the identity of an account or machines;
16. Posting on electronic bulletin boards materials that violate existing laws or the Municipality policy and procedures;
17. Any unauthorized user attempting to monitor or to tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the agreement of the owner.
18. Playing of games on system during Municipal work hours.

3. *Security*

If a user can identify a security problem on either the Municipality of Monroeville networks or the Internet, the user must notify the System Administrator. Problems should not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to local networks and the Internet.

4. *Consequences for Inappropriate Use*

The network user shall be disciplined in accordance with the Municipal disciplinary procedure for violation of the Computer Usage Policy. Additionally, the network user shall be responsible for damages to the equipment, system or software resulting from deliberate or willful acts. Disciplinary action will be in accordance with the Municipality policy and/or the Crimes Code of PA, Section 3933.

5. *Disclaimer*

The Municipality of Monroeville makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any personal costs incurred. The Municipality of Monroeville will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, delays and interruptions caused by its own negligence or personal errors or omissions. Use of any information obtained via the Internet

at the user's risk. The Municipality of Monroeville specifically denies any responsibility for the accuracy or quality of information obtained.

Municipality of Monroeville Statement of Understanding

As an employee of the Municipality of Monroeville, I have read the Computers User Guidelines. I understand that this access is designed for research and information purposes. I recognize that it is impossible for the Municipality of Monroeville to restrict access to all controversial materials and will not hold them responsible for materials acquired on the network.

I accept full responsibility for my use of the Internet through Monroeville's network, whether at work or at home. Furthermore, we understand the consequences of misuse could result in disciplinary action in accordance with the Municipality discipline code and/ or the Crimes Code of PA section 3933.

All files on the network are considered the property of the Municipality of Monroeville and are subject to normal review and maintenance procedures. Electronic mailbox areas are provided for operational convenience and not for storage of personal files.

Employees Name _____

Employees Signature _____

Date _____