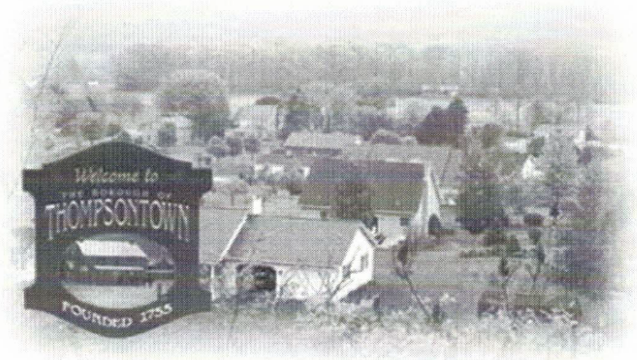


passed 12/21/20



THOMPSONTOWN BOROUGH

Personnel Policy

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Thompsontown Borough Personnel Policy (the "Policy"). I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Policy is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Thompsontown Borough (the "Borough") that provides otherwise, I have the right to resign from my employment with the Borough at any time with or without notice and with or without cause, and that the Borough has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Policy. I agree to return the Policy upon termination of my employment.

Signature: _____

Printed Name: _____

Date: _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Borough as a result of working for the Borough that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Borough or to other persons employed by the Borough who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Borough's confidential information is prohibited. Any employee who discloses confidential Borough information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Printed Name: _____

Date: _____

Please sign and return acknowledgements to the Borough

THOMPSONTOWN BOROUGH

PERSONNEL POLICY

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I. OVERVIEW

The Policy has been developed to provide general guidelines about Borough rules and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Borough's policy of voluntary at-will employment. None of the rules or guidelines in the Policy are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the Borough at any time, without advance notice. The personnel policies of the Borough are established by the Borough Council may be delegated authority and responsibility for their administration to the Personnel Committee. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Personnel Committee for additional information regarding the policies, procedures, and privileges described in this Policy. Questions about personnel matters also may be reviewed with the Personnel Committee. The Borough will provide each individual a copy of this Policy upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all the Borough employees. Further, the Borough expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of the Borough's Council, committees, membership, staff, and the general public.

II. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with the Borough, which provides differently, all employment at the Borough is "at-will." That means that employees may be terminated from employment with the Borough with or without cause, and employees are free to leave the employment of the Borough with or without cause. Any representation by any Borough officer or employee contrary to this policy is not binding upon the Borough unless it is in writing and is signed by the President, or other authorized member, of Borough Council.

III. EQUAL EMPLOYMENT OPPORTUNITY

The Borough shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Borough Council will not discriminate against any employee or applicant in a manner that violates the law. The Borough is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Borough's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

The Borough will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the Borough may have violated the Equal Employment

Opportunity Policy should report the possible violation to any member of Borough Council or to any member of the Personnel Committee, if established.

If the Borough determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Borough will inform the employee who made the complaint of the results of the investigation.

The Borough is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at the Borough for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on the Borough. Employees who believe that they may require an accommodation should discuss these needs with any member of Borough Council or to any member of the Personnel Committee, if established.

If you have any questions regarding this policy, please contact any member of Borough Council or any member of the Personnel Committee, if established.

IV. POLICY AGAINST WORKPLACE HARASSMENT

The Borough is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

The Borough's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, the Borough has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. The Borough's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. The Borough's policy against harassment covers employees and other individuals who have a relationship with the Borough which enables the Borough to exercise some control over the individual's conduct in places and activities that relate to the Borough's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: The Borough's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they

involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against the Borough policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against the Borough's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in the Borough's premises such as on an employee's desk or workspace or on Borough equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against the Borough's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of the Borough, you should report the incident immediately to your supervisor, any member of Borough Council, or to any member of the Personnel Committee, if established. Possible harassment by others with whom the Borough has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

The Borough will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. The Borough's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If the Borough determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Borough will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Borough. In the case where the allegation of harassment is against a supervisor, please notify any member of Borough Council or any member of the Personnel Committee, if established.

V. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on the Borough's property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by the Borough may not solicit or distribute literature on the Borough's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Borough.

VI. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for the Borough shall consist of five (5), seven (7) hour days. Ordinarily, work hours are from 9:00 a.m. - 5:00 p.m., Monday through Friday, including one hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to the Borough work assignments and Executive Director approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave

early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence, such as COVID-19, regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor, any member of Borough Council, or any member of the Personnel Committee, if established, will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with the Borough.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the Borough may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the Personnel Committee, if established, or Borough Council, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half times (1½) the employee's straight time rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

VII. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. The Borough is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by the Borough.

2. Full-Time Employee. A Full Time Employee regularly works at least 35 hours per week

3. Part-Time Employee. A Part Time Employee regularly works less than 35 hours per week.

4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. The Borough will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Borough Personnel Policy.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

VIII. ECONOMIC BENEFITS AND INSURANCE

The Borough shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by {ORGANIZATION NAME}. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance related benefits annually.

A. Social Security/Medicare/Medicaid

The Borough participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and the Borough contributes at the applicable wage base as established by federal law.

B. Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and the Borough, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from the Borough.

C. Retirement Plan

The Borough provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. The Borough contributes to the employee's retirement plan when employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment. Employer percentage contributions to the retirement program is reviewed and determined 10 annually by the Borough Board of Directors. Information about the Borough's retirement plan will be provided to the employee at the time of employment.

D. Tax Deferred Annuity Plan

The Borough offers a tax deferred annuity plan through payroll deduction at the employee's expense and which is subject to federal, state and local provisions.

The Borough reserves the right to modify or terminate any employee benefits, at any time.

IX. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays Full-Time Employees are eligible for 11 holidays per year as follows:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day

Full-time employees (employees who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday time. Holiday benefits for Part-Time employees will be pro-rated in accordance with the hours regularly worked by the employee. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the Executive Director. Temporary employees are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Eve and Christmas Day, and New Year's Day fall on Saturday or Sunday, the Executive Director will designate the work day that will replace the weekend holiday

B. Vacation

During the first 90 days of employment full- and part-time employees will not earn Vacation benefits. During the remaining nine months of first year employment, a full-time employee will earn two weeks (10 days) of paid Vacation.

Full-time employees will continue to earn two weeks (10 days) of Vacation during the second year of employment. In their third year of employment, full-time employees will earn three weeks (15 days) of Vacation. During the fourth year and thereafter, full-time employees will earn four weeks (20 days) of Vacation per year. Temporary employees are ineligible for Vacation benefits.

Vacation benefits are prorated accordingly for Part-Time employees. Use of Vacation is subject to approval by the supervisor and Executive Director and must be requested in hourly increments, using the appropriate leave request form.

Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over unused Vacation from one year to the next only with the approval of the Executive Director. Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her annual ceiling, the employee ceases to accrue any additional Vacation benefits. If an employee later uses enough Vacation benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her Vacation ceiling. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned in order to avoid reaching the ceiling limit.

C. Sick Leave

Sick leave benefits are earned on a prorated basis of one day (7 hours) per month for full-time employees beginning at first day of employment. Part-time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the Employee works 17.5 hours per week). Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the Executive Director and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. No sick leave benefits are paid upon separation of employment from the Borough for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required. The Borough also may recommend that the employee apply for state disability insurance (SDI). If the employee receives SDI and the compensation does not equal the employee's sick leave accruals, the Borough will make up the difference until all sick leave benefits are used.

D. Personal Leave

The Borough provides three (3) days of personal leave per calendar year to all Full-Time and Part-Time employees who have completed six months of employment. Personal leave benefits are prorated accordingly for part-time employees. Temporary employees are not eligible for paid personal leave benefits. Personal leave is accrued at the beginning of each year and cannot be carried into the next year. Personal leave may not be taken in the first six (6) months of employment. All personal leave is subject to prior approval by the supervisor and Executive Director and must be requested in hourly increments. No personal leave benefits are paid upon separation from employment with the Borough for any reason.

E. Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and the Borough will request a copy of the employee's orders, which will be kept on record by the Borough.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

For military leaves extending 30 days or less, the Borough will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods."

F. Civic Responsibility

The Borough believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

1. *Jury Duty.* For time served on jury duty, the Borough will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, the Borough will provide the employee with unpaid leave. Employees must provide the Borough a copy of proof of service received by court in which they serve.

2. *Election Day Poll Workers.* The Borough will pay employees the difference between his or her salary and any amount paid by the government or any other source, unless prohibited by law for serving as an Election Day worker at the polls on official election days (not to exceed two elections in one given calendar year). While performing their official nonpartisan duties at the polls, Election Day workers may not engage in political activity or campaign for or against any candidate or ballot measure. The Borough requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the Executive Director 30 days before the election. The Executive Director will assure that the employee's absence will not seriously interfere with the organization's operations.

G. Bereavement Leave

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Executive Director immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the Executive Director's approval, available paid leave for additional time off as necessary and in accordance with operating needs

H. Severe Weather Conditions

The Borough closes when state building in the area are closed due to severe weather conditions. Under the Borough's liberal leave policy, annual and/or personal leave may be taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

X. SEPARATION

Either the Borough or the employee may initiate separation. The Borough encourages employees to provide at least two weeks (10 business days) written notice prior to intended separation. The Borough has authority to employ or separate all other employees.

The Borough has authority to discharge an employee from employment. As stated above, all employment at the Borough is "at-will." That means that employees may be terminated from employment with the Borough with or without cause, and employees are free to leave the employment of the Borough with or without cause.

XI. RETURN OF PROPERTY

Employees are responsible for the Borough equipment, property and work products that may be issued to them and/or are in their possession or control.

In the event of separation from employment, or immediately upon request by the Borough, Employees must return all the Borough property that is in their possession or control. Where permitted by applicable law(s), the Borough may withhold from the employee's final paycheck the cost of any property which is not returned when required. The Borough also may take any action deemed appropriate to recover or protect its property.

XII. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of the Borough's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and the Borough's telephone, voice mail and electronic mail systems.

The Borough has provided these systems to support its mission. Although limited personal use of the Borough's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, the Borough's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the Borough's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the Borough. The Borough may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in the Borough's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the Borough. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

The Borough's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, the Borough's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

XIII. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. The Borough has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of the Borough, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

The Borough may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in

terms of his or her usage of the Internet. In addition, the Borough may restrict access to certain sites that it deems are not necessary for business purposes.