

**TOWNSHIP OF MAPLEWOOD, NEW JERSEY
EMPLOYEE POLICY HANDBOOK**

DISCLAIMER

This handbook, which replaces all previously issued handbooks and policy statements, is provided only as a matter of reference and is not an employment contract. In the event that provisions of this handbook conflict with any provisions of a collective bargaining agreement entered into by the Township, the provisions of the collective bargaining agreement shall govern.

Dated: October 6, 2009

**TOWNSHIP OF MAPLEWOOD, NEW JERSEY
EMPLOYEE POLICY HANDBOOK
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TOWNSHIP OF MAPLEWOOD, NEW JERSEY EMPLOYEE POLICY HANDBOOK

INTRODUCTION

In the event that provisions of this handbook conflict with any provisions of a collective bargaining agreement entered into by the Township, the provisions of the collective bargaining agreement shall govern.

This handbook has been prepared to inform employees about the benefits provided to them and the conduct expected from them. Employees have to work as a team to make the Township run smoothly. The Township is constantly finding new and better ways to communicate intra - and inter-departmentally. Thus, the Township is willing to entertain any suggestions employees may have to accomplish a higher level of performance. Additionally, no employee manual can answer every question, nor would the Township want to restrict the normal question and answer interchange among employees and administration. It is those person-to-person conversations that can help employees better know each other, express their views and work together in a harmonious relationship.

We hope this manual will help employees feel comfortable with the Township. The Township relies on its employees. An employee's success is the Township's success. Please do not hesitate to ask questions. Department Heads are here to gladly answer them. The Township believe that through this open communication employees will enjoy their work and work environment here, as well as find the Township of Maplewood a good place in which to work.

The Township asks that employees read this entire manual carefully and refer to it whenever questions arise. Employees may wish to take the handbook home so that their families can become familiar with the Township of Maplewood and the Township's policies as well.

The Township of Maplewood policies, benefits and rules, as explained in this manual may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, each employee will be given replacement pages for those that have become outdated.

Chapter 1 GENERAL INFORMATION, PURPOSES, DEFINITIONS

Declaration of Purposes

It is the purpose of this handbook to establish and maintain a uniform system for managing personnel matters for employees, to comply with applicable employment laws, and to provide for the standards, terms and conditions of employment with the Township of Maplewood, hereinafter referred to as the "Township," in a clear and comprehensive fashion to maximize the efficiency and orderliness of operations. It is further intended, by the adoption and periodic amendment of these policies and procedures that they serve as a reference for employees in their routine work activities.

The provisions of these rules shall apply to all employees of the Township of Maplewood. However, in the event that provisions of this handbook conflict with any provisions of a collective bargaining agreement entered into by the Township, the provisions of the collective bargaining agreement shall govern.

Adoption and Amendments

The Township Committee hereby declares this to constitute the employee handbook of the Township of Maplewood, New Jersey. This handbook replaces all previously issued personnel handbooks and policy statements.

Amendments to this handbook of personnel policies and procedures are at the sole discretion of the Township Administrator.

Distribution of Personnel Policy and Amendments

Copies of this handbook, and the amendments thereto, shall be distributed to all employees of the Township of Maplewood. The individual employees are responsible for attaching all such amendments to their individual copies of the handbook.

Notice of "Employee At-Will"

The employment relationship is "at-will employment," which means that regardless of anything contained in the handbook and regardless of any custom or practice, the Township makes no promises and remains free to change policies, benefits, and all other working conditions without having to consult anyone or obtain anyone's agreement. Just as any employee has the right to terminate his or her employment for any reason, the

Township of Maplewood retains the absolute power to discharge anyone at any time, with or without cause, and without prior notice.

The at-will relationship can only be changed by a written document that (1) is signed by both the Township and the employee, (2) specifically identifies the employee, (3) expressly states that the employee is not employed at-will, and (4) sets forth a specific duration of employment. No person other than the Township Administrator has the authority to adopt new policies or to change or eliminate existing ones, in writing, and no other person than the Township Administrator or Township Committee has the authority to make any commitment that modifies or contradicts any provision contained in this handbook.

Equal Employment Opportunity

It is the policy of the Township of Maplewood to afford equal employment opportunity to all applicants of employment and all employees. There shall be no discrimination against any applicant or employee on the basis of race, color, religion, sex, national origin, sexual orientation, marital status, ancestry, age, veteran status, disability, eligibility for service in the armed forces or other non-merit factors.

This policy shall be applied to all phases of employment, including, but not limited to, recruitment, selection, appointment, placement, promotion, and working conditions. Furthermore, this policy applies to any personnel action, including, but not limited to, layoffs, recalls, discharge, disciplinary actions, and performance evaluations.

Any employee or job applicant who feels that he or she has been subjected to discrimination by employees, officers, or agents of the Township of Maplewood is requested to report the incident per the grievance procedures explained in this handbook. In the case of an employee covered by a collective bargaining agreement that has a grievance procedure, the grievance procedure of that union contract shall prevail.

Americans with Disabilities Act (ADA) Compliance

The ADA prohibits employment discrimination against "qualified individuals with disabilities." A qualified individual with a disability is: an individual with a disability who is qualified for (meets the skill, experience, education, and other job-related requirements) a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

Requests for accommodations should be made at the earliest possible date, in most instances no later than three business days prior to the date by which an accommodation is needed. In order to verify a disability or to evaluate such a request, the Township may

require the submission of relevant medical documentation. Such documentation shall be used only for this purpose and will be treated confidentially to the extent required by law.

While most accommodations are temporary in nature, the Township will consider requests for accommodations that are permanent. In either case, requests will be evaluated on the basis of reasonableness and effectiveness. When requests are declined as unreasonable or on the basis of undue hardship, the Township will use its best efforts to engage the employee in a dialogue to explore alternatives and options. As part of this process, employees may be required to grant the Township permission to speak or correspond directly with his or her health care provider.

Medical Examinations

When the Township has direct evidence that a medical condition or disability is impairing, or may impair, an employee's ability to perform his or her job or poses a direct threat, the employee will be required to submit to a medical interview and/or examination. Any medical reports or documentation shall be treated confidentially to the extent required by law. In cases where competent medical opinion finds an employee poses a direct threat to himself or herself or to others, the Township will use its best efforts to eliminate or reduce the threat.

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee hired after November 6, 1986, as a condition of employment, must complete the Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with the Township of Maplewood, if it has been over three years from the date of prior termination, or if the Township does not have the prior I-9 form on file.

Posting of Employee Notices

It shall be the policy of the Township of Maplewood to post in a conspicuous location within the Municipal Building, 574 Valley Street, Maplewood, New Jersey, and in additional buildings where employees are located, all employment notices and/or posters required to be posted by law, including, but not limited to, notices of the U.S. Department of Labor, the Equal Employment Opportunity Commission, the New Jersey Division of Civil Rights, and the New Jersey Department of Labor.

Relationship to Other Agreements

This handbook includes the policies and procedures which govern and affect personnel administration for all departments within the jurisdiction of the Township of Maplewood, except to the extent that binding union agreements, Township ordinances and regulations adopted pursuant thereto, other contractual agreements entered into by the Township of Maplewood, or state or federal statutes, rules or regulations otherwise provide. To that extent, the provisions of said statutes, rules, regulations, ordinances, and agreements shall prevail.

This handbook is not intended to abrogate, supersede, or conflict with:

Statutes of the United States or the State of New Jersey;

Rulings formulated by the New Jersey or United States Courts which have not been overruled and are pertinent to the matter; or

Contracts negotiated on behalf of employees of the Township of Maplewood by recognized labor unions.

Role of Township Administrator

The Township Administrator is the chief administrative, personnel, and purchasing officer. He or she is responsible for developing, promulgating, and implementing sound administrative and personnel practices and procedures for all departments, offices, boards, commissions, employees, and other entities of the Township.

The Administrator shall study, revise as necessary, implement, and enforce the policies and procedures of the Township. The Assistant Township Administrator shall assist the Administrator in such duties regarding the personnel policies and procedures.

The Administrator, serving as personnel officer, shall maintain sound personnel practices and appropriate records of all employees. The Administrator shall have the authority to hire employees and to implement disciplinary actions such as probation, suspension and discharge of an employee from service, or may delegate these responsibilities to a Department Head or Assistant Department Head.

Department Heads

A department is an agency, office, or operational unit of the Township, consisting of one or more employees. A Department Head is a Township official with designated responsibility for the operation of a particular Township department. The Department Heads are responsible for ensuring that work performed by employees in their respective departments

is conducted efficiently and economically, and that the rules, regulations, and policies are complied with in their respective departments.

The following positions shall be considered Department Heads:

Assistant Township Administrator Director of Public Works

Chief Financial Officer Township Engineer

Construction Official Chief of Police

Director of Welfare Fire Chief

Director of Recreation and Cultural Affairs Library Director

Township Clerk Health Officer

Tax Assessor Municipal Court Administrator

In addition, some departments may have an Assistant Department Head position. The Department Head may authorize that person to have supervisory responsibilities over the operations, workload, and employee supervision in the Department Head's absence. This delegation of responsibility will be made clear to both the Assistant Department Head and staff in that particular department upon the provision of such responsibility.

Management Rights

Township Management

It is recognized that the management of the Township offices, the control of the properties, and the maintenance of order and efficiency are solely the responsibilities of the Township. Accordingly, the Township retains the following rights, including, but not limited to:

- Select and direct the workforce
- Hire, suspend, or discharge
- Establish work-related rules and regulations
- Decide on the staff, scheduling, and work assignments
- Take disciplinary action for just cause
- Assign, promote, demote or transfer
- Determine the amount of overtime to be worked
- Relieve employees from duty because of lack of work or for other legitimate reasons
- Decide on the number and location of facilities

Determine the work to be performed, direct the performance of the work and the amount of supervision necessary
Determine the equipment, methods, schedules, together with selection, procurement, designing, engineering and the control of equipment and materials
Purchase services of others, contract, sub-contract or otherwise
Establish reasonable rules and regulations to maintain order, safety, and effective operation of the Township.

The Township retains all rights of management unless otherwise specifically restricted by a collective bargaining agreement and/or the provisions of the New Jersey Employer/Employee Relations Act or other laws, rules and regulations.

Department Management

Each separate and identifiable department of the Township may develop, implement, and revise as necessary such policies, procedures, and rules pertaining to unique operational requirements and their effect upon department employees as are needed for efficient and effective performance of the department. Such policies, procedures, and rules should not conflict with the policies and procedures represented in this handbook, or amendments thereto, and must therefore be approved by the Township Administrator prior to implementation. Where conflicts may arise, the policies and procedures contained in this handbook will prevail.

Employee Categories

Depending on their hours of work and the nature of their work and responsibilities, employees are classified on the following basis:

Probationary: Full-time or part-time employees in their first year of employment. This Probationary Period should be used by the new employees to determine if the job and the Township meet their expectations. This period will be used by the Township to evaluate the employee's initial suitability for the position.

Regular Full-Time: Employees (other than temporary) who are assigned to regularly work thirty (30) hours or more per week; or in the case of Library employees, those who are assigned to work twenty-five (25) hours or more per week. Regular full-time employees are eligible for all legally mandated benefits and for the Township's full benefit package, subject to the terms, conditions, and limitations of each benefit program as outlined in the applicable union contract; or in the case of non-union employees, as outlined in the listing of benefits for non-union employees. No guarantee of a minimum number of hours per week is created or implied.

Regular Part-Time: Employees (other than temporary) who are assigned to regularly work fewer than thirty(30) hours per week; or in the case of Library employees, those who are assigned to regularly work fewer than twenty-five (25) hours per week. No guarantee of a minimum number of hours per week is created or implied.

Temporary: Employees who are hired for a specific period of time; or for a short, indeterminate period; or for a specific project or task, usually of limited duration; or as an interim replacement. Temporary employees are not eligible for Township benefits. The status of an employee who was hired in this category will not necessarily change if the employment continues beyond the period originally contemplated. No guarantee of available work is created or implied beyond the ending date of the current work assignment.

Employees in any of these classifications may be further classified as either "hourly" or "salaried" and as "exempt" or "non-exempt."

Hourly: Employees who are paid on the basis of hours worked.

Salaried: Employees who receive a set amount of pay each pay period. Under normal circumstances, salaried employees will not be paid additional compensation for time worked beyond the normal workweek.

Exempt Employees: Employees in certain executive, administrative, professional, or outside sales positions, as defined by law, who are exempt from the overtime pay provisions of the State and Federal Law. The Township is not required to pay exempt employees overtime for work performed beyond forty (40) hours in one work week. An employee who is otherwise categorized as an exempt employee but is compensated on a salary basis at a rate less than \$455 per week shall be classified as a non-exempt employee, eligible for overtime as such per federal and state regulations.

Non-Exempt Employees: Employees required to be paid overtime at the rate of one and one-half times their regular hourly rate of pay for all hours worked beyond forty (40) hours in one workweek in accordance with State and Federal wage and hour laws. For employees who are scheduled to work fewer than forty (40) hours per week who work overtime beyond the regular workweek but less than forty (40) hours, the additional time will be paid at straight time unless otherwise specified in a collective bargaining agreement. For an employee who is otherwise categorized as a non-exempt employee but is compensated with a total annual compensation of at least \$100,000, as defined by federal and state regulations, and customarily regularly performs any one or more of the exempt duties or responsibilities of an executive, administrative, or professional employee as identified by federal and state regulations, shall be deemed exempt as a "Highly Compensated Employee."

Severability

The provisions of this policy are severable, and if any of these provisions shall be held to be unconstitutional, or otherwise invalid by any Court of competent jurisdiction, the decision of such Court shall not affect or impair the remaining provisions.

Chapter 2 EMPLOYEE SELECTION

Position Established

The Township Committee has the authority to establish new positions or eliminate positions. A Department Head and the Township Administrator may recommend the addition or elimination of a position, but the action to do so is at the discretion of the Township Committee.

Application, Selection, and Appointment Process

Application

Whenever a vacancy is approved to be filled or a new position is created by the Township Committee, the Department Head submits a job advertisement to the Township Administrator. The Township Administrator then submits an approved job advertisement to the Township Clerk for publishing. The position shall be advertised in an official newspaper, on the Township website, on the League of Municipalities or other professional organization websites, and/or by posting at Town Hall by the Department Head supervising the position. An applicant deadline shall be specified, after which date applications will not be accepted, unless the closing date is officially extended. Existing employees may apply for these positions. These applications will be considered in the same manner as applicants submitted by those who are not existing employees.

Application forms for employment may be obtained at the department that his hiring and completed by all persons applying for employment with the Township of Maplewood, unless otherwise stated. Applications are collected only at the department office that is hiring.

Selection

As soon as practicable after the final date specified for filing, all such applications received, including those from Township employees, will be considered by the Department Head

involved. The Department Head may require applicants to undergo written or oral examinations, plus reference and background checks where applicable, prior to further consideration.

The selection techniques used in the interview and examination of prospective new or promotional employees shall be impartial and of a practical nature; they shall relate to the job content in a way that fairly and accurately measures the applicant's capabilities to perform those duties of the position under consideration. Examinations may include, but are not limited to performance and achievement, aptitude tests, other written tests, personal interviews, work samples, medical or other examinations, or any combination of these or other requirements for the job, provided that such tests shall not be intentionally discriminatory.

The Department Head shall determine the selection method of the employee interviewees and the interview process and examinations. The same interview process and examinations will be used for all candidates selected for interviews. The Department Head will perform the interviews and coordinate any required examinations. The Township Administrator participates with the hiring of Assistant Department Heads and possible other positions.

Following interviews, the Department Head shall conduct a reference investigation and verification of previous employment for those applicants deemed most suitable for the position.

Appointment

Appointment is the process of assigning an individual to a position in the Township government. It shall include the assignment of a candidate to a position that is vacant or newly created, regular or temporary. Based on the information collected in the interview and examination process, the Department Head shall select the most suitable candidate and recommend to the Township Administrator the hiring of that applicant. The Township Administrator shall be responsible for the final approval of hiring an employee.

If the Township Administrator does not approve the recommendation from the Department Head, the Administrator must document the reasoning for the denial and direct the Department Head to select an alternate candidate. The Township Administrator will explain the reason for denial of a recommendation for hire.

Once the Township Administrator has approved the hiring of an employee, the candidate will be notified and offered the position. If the candidate does not accept the position, the Township may select an alternate candidate from the existing applicant pool in the same manner the first candidate was selected. If there is not a suitable alternate candidate

available, the Department Head may choose to re-advertise the position and begin the hiring process again.

Once a suitable candidate has been approved and has accepted the position, the Township Administrator's Office shall check all papers for completeness and establish a Personnel File for the appointee. The file will be confidential and shall contain all records of the appointee's application and subsequent personnel actions, all pertinent personnel data as required for personnel management, and other records as required.

Employee Orientation

Starting a new job can be overwhelming and complex for anyone. The Township wants to ensure that new employees feel welcomed and are acclimated to their work tasks and environment in the most amenable and efficient way.

During each new employee's first week, the designated supervisor or Department Head will conduct a thorough orientation of the employee on such matters as the Township's organization and functions; the employee's role in helping to achieve the Township and department objectives; the employee's role in helping to achieve the Township and department objectives; the employee's job content and scope; training, performance and evaluation standards, promotional opportunities; workplace safety; and any other matter of departmental importance. Departmental orientations are to be recorded on the prescribed orientation form, initialed by the person administering the orientation, and placed in the employee's personnel file as a permanent record.

Within the new employee's first week of employment, personnel staff will provide an additional orientation consisting of the completion of employment forms and records: an explanation of the Township's compensation and benefit programs and personnel policies; and any other information as determined appropriate to the employee's orientation and integration into the Township's service.

After one month of employment, the Assistant Township Administrator may follow up with the new employee to assess how the training and orientation is progressing. Any feedback from new employees on how to improve the process is welcomed at this follow up session.

Background Checks

The Township reserves the discretion to conduct background checks on employees at any time during their employment. In such cases where an employee's express written permission is required by law, granting such permission is a condition of continued employment.

For those employees who will be authorized or required to drive a Township vehicle, an initial driver's license check will be required as a condition of employment. Subsequent driver's license checks may be required to ensure continued licensing and a condition of continued employment.

Physical Examinations

For employment in specific police, fire, and public works positions, a new employee shall be required, prior to commencing employment, to successfully pass a physical examination and drug test to assure that the work required to be performed will not cause injury to the employee and that the person is physically fit to meet the requirements of that job.

Periodic physical examinations and drug testing may be required thereafter for such employees.

Said physical examinations and drug testing will be at the expense of the Township and shall be made by a physician designated by the Township.

Probationary Period

The probationary period is an intrinsic part and extension of the employee selection process, during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate an employee's effective adjustment to work tasks, conduct, observance of rules, attendance, and job responsibilities, and to provide for the release of any probationary employee whose performance does not meet required standards of job progress or adaptation.

All regular full-time and part-time employees shall be considered probationary until the successful completion of one year of continuous employment with the Township. Successful completion shall be determined by a written probationary performance evaluation from the employee's Department Head and review of the evaluation with the employee. The written probationary performance evaluation will be maintained in the employee's personnel file.

Employees will remain employed "at will" both during and after the probationary period. Discharges during the probationary period shall not be subject to the grievance procedure. Other disciplinary actions, however, may be grieved up to the third step of the grievance procedure.

Performance Evaluation

The purpose of the Township's performance appraisal program is for the evaluation and documentation of an employee's strengths and those areas where improvement is needed. Particular attention is given to quality of work, dependability, attendance, initiative, effort, and attitude.

The Township normally conducts performance appraisals annually at the beginning of the calendar year. However, it may conduct them more or less frequently, and it may, at its discretion, dispense entirely with an appraisal at any particular time.

An employee's evaluation is a record of the employee's performance and improvement. It is not determining factor for the employee's wage or salary increase.

Personnel Records

The Township maintains a personnel file on each employee. Generally, the contents of the file include the job application, reference letters, salary history, benefits records, discipline records, performance evaluations, and general correspondence. Official personnel files are maintained in the Township Administration Office. An employee may review his or her personnel file by appointment during regular business hours. Copies of documents already signed by the employee may be obtained upon request. Employees shall have the ability to review and to respond in writing to any complaint, negative report, or disciplinary action. The employee's response shall be placed in the personnel file.

Job Descriptions

Job descriptions assist a Department Head in the hiring and evaluation of employees for specific positions. Job descriptions for positions are on file at the Township Administrator's office for review and copies may be made available upon request.

Chapter 3 COMPENSATION & SALARY

Forms of Compensation

Wage/Salary

The range a position is to be compensated, either on a salary or hourly wage basis, is determined by the Township Committee by ordinance or resolution. The Township Administrator determines the starting salary of an employee upon hire.

Increase in Pay

Annual increases in compensation are at the discretion of the Township Committee. Employees who are hired after July 1st of any calendar year shall not be eligible to receive an annual increase until the January after they have completed their first full year of employment. For example, an employee hired on September 15, 2000 would not have received an annual increase until January 1, 2002.

Compensatory Time

Compensatory time is only afforded to specific positions, due to the nature of those positions. If an employee is eligible for compensatory time, he or she will be notified of such and at what rate upon hire, as approved by the Township Administrator.

Pay Period

For the purpose of determining wages and salaries due, the workweek is established as Monday through Sunday. Paydays are typically every other Friday. Aside from the first pay period for new employees or the last pay period for leaving employees, a given Friday's pay will include payment of service for two full weeks= work. One exception is when, due to the layout of the calendar year, there would otherwise be 27 paydays. In such case, an adjustment to the pay schedule would be made so that there are only 26 paydays in that year, as salaried employee's annual rate of pay are divided into 26 paydays. Also in such case, hourly employees will continue to be paid for hours worked.

First Paycheck Date For Hourly Employees

Hourly employees will be paid for the hours worked up to the Wednesday of the week prior to the payday. Employees will be paid for hours worked, with any applicable overtime hours.

Paydays are typically every other Friday. If an employee begins employment during a payday week, the first paycheck will be issued the payday following the first week of work. If an employee begins employment during the week between paydays, the employee will receive a partial paycheck for the hours worked the first week at the first payday following start date of employment.

First Paycheck Date for Salary Employees

Salary employees are paid for hours worked up to the Friday of payday week. Paydays are typically every other Friday. If an employee begins employment during a payday week, the employee will receive the first paycheck at the next payday following that week. If an employee begins employment during the week between paydays, the employee will receive a partial paycheck at the first payday following the start date of employment.

Last Paycheck For Employees

When employment is terminated, the Township will pay the employee the remaining earned wages or salary, less any time that may be due back to the Township due to advanced leave time or other. The Township will pay this balance within ten (10) days of the end of the last pay period in which the employee worked. If any paid leave is due to the employee upon termination of employment, the balance due will be paid in a timely manner.

Working Hours

Listed below is the normal number of hours of work per week for regular full time employees:

- ! Custodians - 40 hours
- ! Mechanics - 40 hours
- ! Municipal Building Employees - 32.5 hours
- ! Municipal Court Employees - 35 hours
- ! Parking Enforcement Officers - 35 hours
- ! Police Department Clerical Employees - 35 hours
- ! Police Officers - 40 hours
- ! Firefighters - 91 days at 24 hours each per year (average 42 hours per week)
- ! Public Works Employees - 40 hours
- ! Library Employees - 35 hours

Due to the nature of some positions, there may be additional or varied hours to this schedule on a case-by-case basis due to meeting, shift, night programs, Jitney, mechanic issues, THI, Records Bureau Clerk for Court night, and emergency requirements.

In addition to the normal hours per week listed above, Municipal Building employees may be required to work evening hours beyond their normal day shift of 9:00 a.m. to 4:30 p.m. Monday through Friday. Evening hours shall be twice per month from 4:30 p.m. to 7:00 p.m. on the first and third Tuesdays of the month from September through May. On the days employees are scheduled to work the evening shift, they will be granted dinner break from 4:00 p.m. to 4:30 p.m. These evening hours shall be suspended during the months of June, July and August.

Employees are to work up to the end of their shift to serve the public. They are not to collect belongings, shut down computers, etc. until that point in case a customer comes toward the end of the shift for assistance.

The Township retains the right to revise the hours of operation to the extent permitted by law.

Attendance and Punctuality

Consistent attendance and punctuality are considered imperative ingredients in the Township's business operation, and therefore an integral part of each employee's performance standards based on objective measurement. Employees are expected and required to be in attendance, prepared to commence work activities at designated work locations, days, and assigned hours. Employees are also expected to remain at work for the entire work period, excluding any allotted rest and meal periods. Arriving on time is part of teamwork, because public hours are advertised and other employees having to compensate for late co-workers puts undue burden in the workplace. Late arrival, early departure, and other personal absences are disruptive and should be avoided. Where employees are found to abuse absence time from scheduled work, the Township may find it necessary to attempt correction of the situation by counseling, disciplinary measures, or termination. Any employee on an unauthorized absence more than three (3) scheduled work shifts without acceptable notification to the Township will be deemed to have abandoned the position and will be automatically terminated.

Overtime

Overtime Pay

Overtime for employees shall be paid according to the Fair Labor Standards Act. Overtime pay will be paid to all eligible non-exempt employees for all hours worked in excess of forty (40) hours in one workweek. The workweek begins on Monday and ends on Sunday. This overtime pay will be computed at one and one-half (1½) times the employee's regular straight time pay rate. Lunch breaks are not considered as hours worked to calculate overtime. Hours beyond the normal workday as established by the Township shall be paid as straight time until the employee's total hours for the week reach forty (40) hours. Hours worked over forty (40) hours for the week shall be paid time and a half. Holiday time, vacation time, sick leave, and personal days are considered "time worked" for the computation of overtime. Other benefits used are not considered "time worked" for the computation of overtime.

Exempt employees are not eligible for overtime pay, per the Fair Labor Standards Act.

Overtime Schedule

All overtime hours must be authorized in advance by the Department Head, with the exception of emergencies and maintenance-related overtime hours. This pre-authorization applies to all time worked before the scheduled starting time, during any regularly scheduled break periods (i.e., lunch), and any time worked after the scheduled shift ending time. Taking work home or away from the work site is prohibited unless authorized in advance by the Department Head. Violation of this "prior authorization" policy may result in disciplinary action, up to and including termination.

Overtime distribution for each overtime project or incident is dependent on the project, department, collective bargaining agreement requirements, and the job skill needed.

While overtime requirements will be satisfied on a voluntary basis where possible, Township management reserves the right to require employees to work scheduled overtime as business needs dictate. Employees are expected to work required overtime hours unless an exemption is authorized in advance by the Department Head. Notice of scheduled overtime will be given as far in advance as possible. Qualified persons within the affected department will be offered the initial opportunity to work any scheduled overtime hours. If more persons are needed, the opportunity will be offered to qualified employees from the remainder of the Township.

Chapter 4 GENERAL EMPLOYEE BENEFITS

There are several specific benefits, such as sick leave, vacation and holiday pay, etc. that are available to some employees. These benefits are determined by either the union contract under which the employee is covered or by the non-union benefits policies. However, there are other benefits that are universal to all employees. Those general employee benefits are noted in this Chapter.

Training, Continuing Education and Conferences

Because state and federal regulations and new technologies require specialized training for certain employees, the Township will, to the extent that such training is available and that the current budget allows, provide employees with the opportunity to receive further education and training that will enhance their performance and contribute to Township operations. In some cases the Township may even require that an employee take continuing education or training.

Authorized training and continuing education to be paid or reimbursed all or in part by the Township, or which are not paid for by the Township but interfere with an employee's work schedule, shall be approved by the Department Head and/or Township Administrator in advance, except for when an employee chooses to schedule vacation for that time. Training expenses may include registration and other required fees, travel and subsistence expenses, and required texts and materials. Job-related training shall be incurred at the nearest and most appropriate location to Maplewood to reduce the amount of travel time and costs.

Approval for direct payment or reimbursement for training or continuing education courses will be made on the following criteria:

- ! Prior to employee registration in the course, the Township Administrator must determine that Township funds are available for the tuition and other related costs.
- ! Prior to employee registration in the course, the Township Administrator must approve the applicability of course training to employee's present position.
- ! Prior to employee registration in the course, the Township Administrator will determine the specific costs and amount of tuition to be paid or reimbursed by the Township. The Administrator will also determine which of those costs will be paid directly and which to be reimbursed.
- ! Upon completion of the course, the employee must demonstrate satisfactory fulfillment of the training with a course certificate or proof of attendance. A copy of this certification will be maintained in the employee's personnel file.
- ! Once satisfactory completion has been demonstrated, the Township will reimburse the employee for the specific costs agreed to by the Township Administrator in advance.

Conventions, conferences, and seminars can provide employees with information and insight about current practices in their fields, as well as guide the employees with effective tools to assist them in addressing issues related to their positions.

Regular full-time employees may submit a request to participate in conferences, conventions, and seminars that contribute to the employee's career development or to the operations of the Township. Requests must be submitted if the event occurs during the employee's normal working hours and/or the employee wishes reimbursement or payment for all or part of the costs to attend the event. The request must be made to the Township Administrator prior to sending in registration materials for the event.

All requests must be approved by the Township Administrator and are subject to budgetary constraints and needs of the employee's department at the time of request. Costs eligible for coverage by the Township include registration, travel and subsistence expenses, and the cost of lodging if the program requires participation of more than one (1) day in duration. Approved requests for cost coverage may be made on either a direct payment or a reimbursement basis. A cap will be set on subsistence reimbursement.

If an employee leaves the position within three (3) months of completing a course, seminar or conference for which the Township paid, the employee must reimburse the Township for the cost of the tuition for the course, seminar or conference.

Professional Dues

The Township encourages employees to participate with professional organizations that are related to the employee job responsibilities and that are mutually beneficial to both the

Township and employee. The Township may pay dues for professional organizations for employees when beneficial to the Township, if such funds have been approved in the current budget by the Township Committee and if the membership is job-related. Payment of membership dues must be authorized by the Township Administrator.

Travel Expenses

When travel is necessary to conduct official Township business, reimbursement for travel may be permitted. Normal commuting expenses from the employee's place of residence to the work location will not be reimbursed. Employees will be reimbursed for related expenses incurred while traveling on Township business as outlined below.

Mileage

When automobile travel on Township business is necessary, all trips must have prior approval by the Department Head. Approval for reimbursement will be based on the availability of funds in the current budget and the completeness and accuracy of the travel reimbursement report form.

Employees who need to travel on official Township business are strongly encouraged to use a Township vehicle. When use of a Township vehicle is available, the regulations regarding use of Township Vehicles as noted under Chapter 5 shall apply. If the employee utilizes a Township vehicle to travel, the employee will be eligible for reimbursement only for any fuel purchased by the employee with his or her own money. A receipt will be required for reimbursement and should be submitted with a travel reimbursement report form to the Department Head.

When use of Township vehicle is unavailable for automobile travel for official Township business, an employee may utilize his or her own personal vehicle. Reimbursement for mileage when a personal vehicle is used will be paid at the currently prevailing IRS rate per mile. No additional charges for the use of a personal vehicle beyond those specified above will be paid.

Employees must submit vouchers and travel reimbursement report forms detailing the odometer readings at the beginning and end of the trip; the date(s) of the trip taken; the purpose of the trip; and the total mileage driven.

Tolls, Parking, and Related Expenses

Receipts for any tolls, parking, or related expenses paid should be attached to the travel reimbursement report form. Approval for reimbursement will be based on the availability of funds in the current budget and the completeness and accuracy of the travel reimbursement report form.

Lodging and Commercial Transportation

All lodging and commercial transportation reservations must be pre-approved by the Department Head or Township Administrator, whichever applicable. The employee must submit a travel reimbursement report form detailing actual expenses for commercial transportation, lodging and other related costs upon return. This expense report must have receipts attached from specific establishments where costs were incurred. Credit card receipts alone will not be accepted.

The maximum allowable reimbursement for lodging and other related expenses shall be the most economical for the geographic or metropolitan area visited. Facilities providing special government rates shall be used if feasible. The cost of lodging to be reimbursed shall be pre-approved by the Department Head based on these criteria. Expenses in excess of the pre-approved amount will be considered for reimbursement on an individual basis. Personal expenses not related to the business purpose will not be reimbursed.

Hours Compensated

If an employee is required to be away from home on Township business, the employee will be paid for hours worked on the basis of hours the employee works in a typical workday, not to exceed eight hours, at the regular hourly rate of pay or regular salary. For a 1-day seminar, travel time is not paid. For extenuating circumstances, travel time payment may be considered by the Township Administrator for non-exempt employees but must be approved prior to the date of the seminar. If the business is on a day that would typically not be worked, compensation will be considered on a case by case basis.

Conduct

Employees traveling on Township business are representatives of the Township and are expected to maintain a high level of professionalism and courtesy, and to follow all Township policies, rules and procedures while on such travel.

Insurance and License Required

Employees may not drive Township or personal vehicles on Township business without the prior approval of the Department Head and/or Township Administrator. Driving records of those regularly driving Township vehicles will be checked at least once every year.

Accidents and Violations While Traveling

Any accidents or violations occurring while using a Township vehicle on Township business must be reported to the Township Administrator's Office immediately upon completion of travel. All citations generated by such an occurrence and issued to the operator of the vehicle in question will be the responsibility of the employee. Where an accident has

occurred involving a Township vehicle, the employee MUST call the local police department and obtain a copy of the police report. The employee shall submit the police report to the Township and fill out the Township's own accident report form.

Health Insurance Coverage

Regular full-time employees are eligible to receive health benefits. Benefits specified in a union contract that are different from below will prevail for those employees covered under the contract. This includes both medical and dental insurance, as follows:

Medical

The Township shall provide medical coverage to all regular full-time employees. Coverage shall be extended to the entire family of the employee as per health plan specifications.

Dental

The Township shall provide dental coverage to all regular full-time employees. Coverage shall be extended to the entire family of the employee as per dental plan specifications.

The Township reserves the right to change carriers and/or become self-insured so long as substantially similar benefits are provided.

If an employee has medical coverage under a plan other than through the Township of Maplewood and elects to withdraw from the Township plan, the Township will pay the employee \$2,000 less statutory deductions. This payment will be made by December 1st of each year the employee opts out. If an employee wishes to take advantage of this option, he or she needs to complete a Health Care Benefits Waiver Form and attach proof of alternate medical coverage, such as a health plan identification card. Once this form is completed, the employee needs to complete the State Health Benefits Plan form indicating that the employee is withdrawing coverage. This form is available at the Township Administrator's Office. This election is good for one year and the Health Care Benefits Waiver Form will need to be submitted annually if the employee wants to continue in the program. However, if the employee loses the other health coverage, the employee needs to be re-enrolled in the Township plan as soon as the coverage lapses. In that event the employee needs to complete Part 3 of the Health Care Benefits Waiver Form and submit it to the Township Administrator's Office. In the case where the employee is enrolled in the Township's plan for a portion of the year, the payment will be pro-rated for the portion of the year that the employee did not have health benefits from the Township. If the employee still has alternative coverage but wishes to continue the Township's coverage in the future, the employee will need to wait until the annual open enrollment period.

If an employee elects to withdraw from the Township plan for a partial year, whether through initiating the waiver after January 1st or through termination of the waiver prior to

December 31st, that year's payment will be pro-rated equivalent to the portion of the year the employee was employed and subject to the waiver.

Life Insurance

Life insurance is a mandatory program that is part of the Township's pension plan. An employee contribution is collected through a payroll deduction of .050 of annual salary with benefit equaling three (3) times the employee's salary. The Township pays an equal contribution toward this life insurance program, equal to what is collected through the payroll deduction.

Unemployment Compensation Insurance

The New Jersey Unemployment Compensation Law sets up a program for the payment of cash benefits to eligible covered workers who have lost their jobs through circumstances beyond their control, or are working less than full-time because of lack of full-time work for those regular full-time employees. This program is financed by a payroll tax paid by the Township and the employees. The Township is authorized to deduct the worker's contribution (tax) from the employee's wages. If an employee becomes totally or partially unemployed, he or she may file a claim for benefits as soon as possible at the New Jersey Unemployment Insurance Claims Office.

Worker's Compensation

The State of New Jersey has forged a partnership among government, industry and labor, seeking to establish an equitable balance between the needs of injured workers and the needs of employers. With a commitment to the highest standards of professionalism, the mission of the State of New Jersey regulations is to ensure that proper benefits are paid to workers who are injured on the job in addition to enforcing the law requiring employers to obtain insurance coverage for their employees.

The Township provides workers' compensation insurance for all of its employees. Any employee who sustains a bona-fide, on-the-job, work-related injury may be eligible to receive benefits prescribed by the workers' compensation laws of the State of New Jersey. Benefits include compensation payments for lost work, medical care as reasonably required to treat the injury or occupational disease, and/or death benefits. Weekly payments for compensable injuries are temporary benefits which continue until a doctor certifies as to an employee's maximum improvement. Details are available in the Township Administrator's Office.

Claims

All workers' compensation claims must be immediately submitted to the Administrator's Office for appropriate action to be taken.

Indemnity Compensation Rate

Compensation rates vary depending on the employee's earnings and the provisions of law. Generally, payments are made at 2/3 of average pre-injury earnings, with limits established by the State of New Jersey. However, the Township of Maplewood pays for the balance of salary. Thus, while on a legitimate worker's compensation claim, the employee will receive equivalent of pre-injury earnings through the term of the claim.

Pension

Pension is a mandatory program provided through the New Jersey Public Employees Retirement System. An employee contribution, as stipulated by the State of New Jersey, is made through payroll deduction. The Township also contributes to the benefit, as required by the State of New Jersey. Police and Fire employees may be eligible for the Police and Fire Retirement System instead, as determined by the State at the time of enrollment.

Deferred Compensation

Deferred compensation is a voluntary program whereby employees can put aside pre-tax dollars through payroll deduction to invest and save for retirement. This program allows an employee to save for retirement with the benefit that these savings won't be subject to taxation as other payroll is.

The Township has two providers from which an employee interested in deferred compensation may choose. If an employee is interested in using this benefit, he or she should inform the payroll clerk in the Finance Department or the benefits clerk in the Administrator=s Office in order to complete the proper paperwork.

Credit Union

A credit union is available as an added benefit for the Township employees who choose to enroll. If an employee is interested in using this benefit, he or she should inform the payroll clerk in the Finance Department or the benefits clerk in the Administrator=s Office in order to complete the proper paperwork.

Flu Vaccinations

Depending upon the availability of flu vaccines and as the budget allows, the Township offers flu vaccinations to Township employees at no expense to the employee. These vaccinations are available during the scheduled flu clinics offered by the Township=s Health Department in the fall.

Employee Assistance Program

An employee assistance program (EAP) provides confidential assistance for employees and their families who may be struggling with a personal problem that has become too big to handle without professional help. The Township provides an employee assistance program to Township employees to assist in the employees= well being, as well as job performance.

Participation in the program is voluntary. The employee or family member may initiate the request for help, or a Department Head may encourage an employee to use the service when work performance is declining. Confidentiality is assured. No information may be released to the employer without the individual=s express, written permission.

Only statistical information will be provided to the Township for utilization and evaluation purposes.

The Township will pay for the initial 90-minute assessment and referral visit. The purpose of this visit is to determine the nature of the problem and make recommendations for further action. In some cases the EAP representative may recommend the employee or family member for additional help. Any fees related to additional services are the responsibility of the employee. Should additional treatment be recommended, the EAP program is available to provide services on a sliding scale basis, or they may even be able to determine if the services can be covered by any insurance the employee may have.

All services are provided by Masters and Doctoral level psychologists and clinical social workers, as well as staff psychiatrist. Professional staff members are certified and licensed in a variety of specialized areas, including substance abuse and alcohol abuse treatment.

Jury Duty Time Off

Regular full-time employees shall be excused from work when they are required to be present for jury service and shall receive their usual compensation during the time they are on jury service. Employees required to serve on a jury shall present their Department Head with a copy of the jury service notification indicating the date(s) they are to serve as soon as they receive the notice, but no later than one (1) week in advance. Upon returning to work, the employee shall turn over to the Township their per diem fee for each day of jury service.

Family and Medical Leave

When required by either the federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA), the Township will grant an employee a family leave of absence without pay.

Leave may be taken under both the Federal and State laws to provide care to an employee=s child after birth or placement for adoption, or to provide care to a family

member who has a serious health condition (as defined in the regulations). A family member is an employee's child (who is either under the age of 18 or incapable of self-care because of an impairment), spouse or parent. In addition, the federal law provides for a leave upon the placement of a child for foster care, while the State law includes parent-in-law in the definition of parent.

Under the federal law, leave may be taken for personal serious health condition. This is not permitted under the State law, so there may be situations where FMLA and NJFLA do not run concurrently when leave for personal medical leave is taken.

To be eligible for leave under the State law, before the commencement of the leave an employee must have worked in New Jersey for the Township for at least one year and worked at least 1,000 base hours with the Township during the 12-month period immediately preceding the leave. To be eligible under the federal law an employee must have been employed by the Township for one year or longer and have worked at least 1,250 hours with the Township during the 12-month period immediately preceding the leave. An employee may meet the eligibility requirements of one of these two laws but not the other, or the employee may meet the requirements of both.

Where a leave is available to an employee under both FMLA and NJFLA, or under NJFLA alone, ordinarily the employee must give at least thirty (30) days' advance notice before taking a leave upon the birth or replacement of a child, and at least fifteen (15) days' advance notice of leaves for other purposes. Where leave is available under State law alone, this notice must be in writing unless unexpected circumstances make it impractical to give written notice within these time periods. In that case, oral notice will be accepted, provided that the oral notice is confirmed thereafter in writing. Where leave is available under the federal law alone, ordinarily at least thirty (30) days' advance notice is required for all leaves. However, lesser notice will be allowed where it is not practicable to give the specified amounts of notice. The notice shall be submitted to the Department Head with a copy provided to the Assistant Township Administrator, or to the Assistant Township Administrator directly.

The Township may require that a certification from a health-care provider be submitted. It must be provided within 15 days after it is required, unless it is not practicable to do so within that time. In that case, it must be submitted as soon as practicable, otherwise the leave or continued leave may be delayed or terminated.

Subsequent re-certifications of medical conditions may be required during the leave and must be provided within 15 days after being required by the Township, unless it is not practicable to do so within that time. In that case, it must be submitted as soon as practicable.

Family leave due to the birth or placement of a child may be taken only in a continuous period, and must be completed within one year after the birth or placement (federal law) or commenced within one year after the birth or placement (State law). Leave due to the serious health condition of self or a family member may be continuous, intermittent, or in the form of reduced work schedule. An employee who needs intermittent or reduced leave must attempt to schedule it so as not to disrupt the Township=s business operations, and there must be a medical necessity for taking the leave in such a manner.

The maximum amount of leave allowed by the federal law is 12 workweeks in a 12-month period, counting all leaves taken under that law (including leaves taken for an employee=s own serious health condition). The Township utilizes a rolling 12-month period for FMLA. The State law maximum is 12 workweeks in a 24-month period for all leaves that are available under that law. The Township utilizes a rolling 24-month period for NJFLA.

However, where a husband and wife work for the Township and both are eligible for FMLA leave, the maximum amount of leave to which they are entitled under the FMLA is a COMBINED total of 12 workweeks in a 12-month period when it is taken for the birth, placement or adoption of a child or to care for an employee=s parent.

A leave taken for a purpose that is authorized under both the Federal and State laws will count simultaneously against the 12-workweek allowance under each law. However, a leave taken for a purpose that is authorized under only one of these laws counts against the 12-workweek allowance under that law alone.

The 12-month period in the federal law is the year beginning on the date that FMLA leave is first taken by an employee; the next and subsequent 12-month periods would begin the first time that FMLA leave is taken after the conclusion of any previous 12-month FMLA period. The 24-month period in the State law is similarly calculated.

If because of a change in circumstances occurring during an FMLA leave an employee needs either a longer or shorter period of leave than was originally anticipated, the leave duration may be changed accordingly. This change is provided that any additional time allowed does not extend the period of the leave beyond the specified maximum duration, and provided further that notification is given to the Township within two (2) business days after the occurrence of the changed circumstances where the change was foreseeable; otherwise as soon as practicable.

The period of leave otherwise available will end sooner when the Township ascertains during a leave that the employee does not intend to return from the leave.

The Township requires that all accrued paid leave must be used as part of, but not in extension of, the period of the leave of absence.

The period of the leave will be counted in the calculation of an employee's seniority or length of service.

During that part of the leave which is available under the federal law the Township will continue the group health insurance of a covered employee on the same terms and conditions as before the leave.

The Township will observe all of the requirements of the FMLA and NJFLA concerning reinstatement to employment at the conclusion of a leave. Generally, an employee who is able to perform all of the essential functions of the position he or she has left has the right to be restored to that position or to an equivalent one, unless during the leave the Township experienced a reduction in force which would have resulted in the employee's layoff or loss of employment had the employee not been on leave of absence. Certain high-salaried employees under some circumstances may be denied leave or reinstatement from leave.

However, an employee has reinstatement rights under these laws only if he or she returns from leave (or resumes normal and regular working hours, if leave was taken on an intermittent or reduced hour basis) at the conclusion of the period of leave to which the employee is entitled under these laws, regardless of any extension period that the Township granted or allowed. Otherwise, reinstatement will depend on such factors as the employee's previous record, whether the employee has been replaced, workforce requirements, and general business conditions.

An extension of leave beyond the federal and/or State requirements may be granted on a case-by-case basis. The extension will be reviewed by the Department Head, or in the case of the Department Head being the one taking leave by the Township Administrator, to determine if the extension would create a hardship on the department. The review will take into consideration the expected length of the leave as determined by a physician's notification, the impact on the workload of the department, and the cost to temporarily fill the position if necessary, among other circumstances related to the position or department. The Township Administrator will make a final decision to grant or deny an extension based on the Department Head's assessment. In no case will an extension be guaranteed.

Military Leave

Generally speaking, an employee who voluntarily or involuntarily leaves a position (other than a temporary position) for the purpose of performing military duty or training is entitled to a leave of absence and restoration to that position or one of like seniority, status and pay, unless he or she is no longer qualified for such position or unless changed circumstances make re-employment impossible or unreasonable. Also, the returning employee must satisfy requirements as to the timeliness of application for re-employment, duration of military service, and satisfactory completion of such service.

Employees who perform military training duty at summer encampment or the equivalent will be granted a leave of absence for such purpose. An employee performing military training duty may use vacation or personal days concurrently with military leave to receive pay during the absence.

The Township will comply with all legal obligations with respect to pay, anti-discrimination, and restoring the employment and benefits to one who has left the Township to perform military duty or training, per the state and federal requirements.

Chapter 5 EMPLOYEE WORK RULES & STANDARDS

Purpose

For the benefit of some employees who may not be fully aware of Township standards, in this Chapter the Township has provided some policies regarding conduct and actions that are required. Additionally this Chapter points out conduct and actions that are considered contrary to Township policy. This Chapter is not intended to be all-inclusive, as some conduct is obviously inappropriate that is superfluous to refer to it and some conduct is covered in other policy statements.

The employee work rules and standards should be adhered to by the employees. Compliance with the following sections does not result in altering the at-will status of any employee nor limit or detract from the right of the Township to discharge employees for any reason, as explained earlier in this handbook.

General Employee Work Rules

These general work rules establish an understanding of what the Township considers as respectful behavior towards other employees. This allows employees to know what to expect from their coworkers and what behavior to which they can expect to not be subjected.

In addition to professional standards of job performance expected of employees in various positions, the following minimum work standards shall apply:

- ! Employees shall not restrict, delay, interrupt, or interfere with the work of others.
- ! Employees shall report for and remain at work only in a fit physical condition as determined by their supervisors.
- ! Employees shall not neglect their duties and responsibilities or refuse to perform assigned work.

- ! Employees shall not engage in immoral conduct, engage in horseplay, gamble, or use loud offensive or abusive language while on duty or on Township Property.
- ! Employees shall be responsible for and shall not misuse Township records or other materials in their care, custody, or control. Township property, records, or other materials shall not be removed from the premises without prior authorization by the Department Head in charge of those materials.
- ! Employees shall deal with the public and other employees in the Township service in a courteous and professional manner.
- ! Except for police officers and Animal Control Officers acting in a required capacity, employees shall not possess firearms or weapons during working hours or on Township property without prior approval of the Administrator.
- ! Employees shall not engage in the use of intoxicating beverages or un-prescribed narcotic drugs during working hours, during lunch hours, or on Township property. Employees shall not report to work under the influence of such beverages or drugs.
- ! Employees shall not falsify records or reports, or claims of illness or injury.

The following specific work rules and standards shall apply to all township employees. The Department Heads shall establish and apprise employees of additional rules as appropriate to ensure the effective operation of the Township government for their departments. The Township Administrator may also establish and apprise employees of additional rules as appropriate. Failure to observe the rules promulgated in this Chapter may be grounds for disciplinary action, up to and including termination.

Attendance, Absences, and Tardiness

Absenteeism and lateness are two of the things that are most disturbing to the efficiency and morale of any enterprise. They affect every aspect of the job management because planning, organizing, directing and coordinating must be revised daily and people and jobs shifted. This increases the cost of operation to the company and tends to reduce the morale of any group, since few people like to carry another=s burden in addition to their own. Also, excessive absenteeism and tardiness result in lack of promotion, lack of merit increase or other remedial action, including discipline or discharge.

An employee who anticipates being absent or late must notify his or her supervisor promptly, prior to the start of the workday if possible, but no later than within the first hour of work, on each day of absence or lateness. An absence without notification for three (3) consecutive days may be treated as resignation.

Upon returning to work after an absence of three (3) days or longer due to a disability, illness or injury, a doctor=s statement is required which explains the nature of the disability, illness or injury and specifies work restrictions, if any.

Public buildings are open for established hours and the Township has to be prepared to serve the public during those hours. Thus, employees are expected and required to be in attendance, prepared to commence work activities, at designated work locations, days and assigned hours-not arriving at the starting time. Employees are also expected to remain at work for the entire work period, excluding any allotted rest and meal periods-working until quitting time and then collecting personal items and putting on coats.

Extreme Weather Conditions and Other Emergencies

The Township Administrator has the authorization and has the authority to determine when to close certain Township services due to extreme weather conditions and other emergencies. When the Township Administrator does determine certain Township Services closed, he or she will notify all relevant Department Heads of such. The Township Administrator will express which services must remain active during the extreme weather conditions or emergency. The Township Administrator will also determine the duration of the closed services and convey that to the Department heads.

Department Heads are responsible for contacting their employees to relay the notification and to give proper instructions to the employees as to duration and which services are to remain active.

If there is inclement weather, and the Township offices are open, if an employee wishes to take time off due to the weather, scheduling authorization must be approved by the Department Head and the employee must have the applicable personal days to do so. Vacation time is not to be used for these absences unless the adequate amount of advance leave notice is provided.

Time and Attendance Records

Complete and accurate attendance reports are necessary for efficient payroll and personnel management operations. All Township employees are required to accurately record the days and hours worked on attendance report forms provided by the Department Heads. Each employee shall sign his or her attendance report form to verify accuracy of reporting. Employees must record the beginning and ending time of any split shift or departure of work for personal reasons and leaves.

Employees shall not alter or sign another employee=s attendance report.

Department Heads shall be responsible for certifying the accuracy of attendance reports submitted by employees of their respective departments.

All attendance report forms are to be filed with the appropriate Department Head and shall be checked by the Township Administrator. Attendance report forms are to be filed no later than the Wednesday following the end of the workweek. A payroll check will not be issued to an employee for whom no attendance report form has been submitted.

Overtime forms shall be submitted in advance of overtime when possible. Overtime must be approved in advance by the Department Head.

Performance Evaluations

The Township=s performance appraisal program is for the purpose of evaluating and documenting employee=s strengths and those areas where improvement is needed. Particular attention is given to quality and quantity of work, dependability, attendance, initiative, effort, and attitude.

The Township normally conducts performance appraisals annually. However, it may conduct them more or less frequently, and it may, at its discretion, dispense entirely with an appraisal at any particular time.

An employee=s evaluation is a record of the employee=s performance and improvement. It is not a determining factor for the employee=s wage or salary increase.

Appearance/Uniforms

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the Township of Maplewood presents to its customer and visitors. Township employees are required to present themselves in a neat and orderly business manner. Employees are to dress in a manner appropriate to the work performed. For those positions where uniforms are required, the Department Head will direct the employees as to uniform necessities. The Township reserves the right to require uniforms for additional categories of employees as needed. Uniforms are not to be worn during off-duty hours. For those employees who do not have a prescribed uniform, business or business casual is acceptable for the office. Denim is not acceptable as business or business casual.

Workspace Appearance, Maintenance, and Recycling

Employees' workspaces are generally visible to members of the public and other employees. In some cases employees may even share a workspace. As Township employees are representatives of the Township, and considering that the Township

services the public, employees need to provide professional presentation in their work spaces. This is not to say that employees should not personalize their workspaces. Rather, employees should be considerate of co-workers and the public when selecting personal items to keep in their workspaces.

Cleanliness and maintenance of an employee=s workspace is the responsibility of the employee. The custodian services will provide basic assistance by emptying garbage and recycling. However, employees are expected to regularly do the following, at a minimum, to maintain their work spaces:

- ! Minimize clutter
- ! Recycle when possible
- ! Avoid damage to furniture or equipment
- ! Dust and clean furniture or equipment

Although employees are not allowed to conduct personal business on company time, an employee may be permitted by the Department Head to take personal calls, eat lunch or partake in other non-work activities at their desks when on a approved rest or meal period. However, if an employee chooses to do so, the employee is expected to provide a professional presentation to the public and co-workers. Personal phone calls conducted in the workspace should not be offensive in content or display and should be kept to a minimum in quantity and length. Under no circumstances should non-work activities disrupt the conduct of official Township business. When lunchrooms are provided, it is encouraged that they are used.

Customer Service

Telephone and Counter Etiquette

Many Township employees "meet" the public on the telephone and in person each working day. When the telephone rings or someone stops in for assistance, the person should be helped promptly and courteously. The person bases his or her opinion of the attitude of the government on the manner in which they are assisted. If any employee is required to use the telephone as part of his or her job, here are guidelines to be observed:

- ! Be certain that someone is always in the office to answer the telephone during the business hours.
- ! Answer promptly.
- ! Identify the office name and your name.
- ! Speak directly into the telephone.
- ! Speak pleasantly.
- ! Keep calls as brief as possible.
- ! Hang up receiver gently.
- ! Always be courteous.

- ! Make written notes of conversation if necessary.
- ! Return voicemail messages within 24 hours of receipt of the call when not out on vacation, leave or sick.

If an employee is required to assist the public in person, here are guidelines to be observed:

What is Customer Service and What is Expected

The Customer Service Guidebook provided to employees with the Township=s customer service mission statement and customer service code of conduct that all employees are expected to follow. If an employee does not have a copy of this guidebook, one is available at the Township Administrator=s Office.

Safety and Reporting

Public Employees Occupational Safety and Health Act (PEOSHA) Regulations

The Township will comply with all regulations and guidelines of PEOSHA. Employees may submit concerns regarding workplace conditions that they believe may be unsafe or unhealthy. Except in emergent situations, concerns shall be made in writing to the employee=s Department Head with a copy to the Township Administrator.

Other Safety Issues

The Township will strive to provide a clean, safe, and healthy place to work. Employees are expected to work safely, wear required safety equipment, observe all posted safety rules and regulations, and to keep their work areas neat and clean. Employees shall wear protective gear and utilize safety equipment as appropriate in their working areas.

Employees shall immediately report to their supervisor any safety hazards, accidents, or injuries.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report such situations may be subject to disciplinary action.

Reporting Accidents

All accidents, whether of a major or minor nature, must be reported immediately to the employee=s supervisor. The supervisor will, in turn, report the injury or accident to the Department Head, as soon as possible, with a copy to the Township Administrator. Even if the accident may not seem significant, it is important that the Township document such

cases to either address the current situation or to perhaps prevent future similar accidents from occurring.

Any hazard or condition that might jeopardize the health and safety of the public or employees must also be reported upon discovery.

If there is an emergency, notify your supervisor, Department Head, or another member of management immediately. Emergencies need to be tended to without delay to minimize the severity of the emergency.

Political Activity

It shall be the policy of the Township to exercise all personnel actions, including but not limited to appointment, promotion, discipline, and dismissal without regard to political consideration.

Employees of the Township shall serve all residents equally. The political opinions or affiliations of any residents shall in no way affect the amount or quality of service the resident(s) receives from the Township.

Employees shall not engage in partisan political activity on Township time.

Employees shall not directly or indirectly use or seek to use the authority or influence of their positions to control or modify the political action(s) of another person.

No employee shall be interested, directly or indirectly, in any contract with the Township, or in the compensation for goods and services furnished to the Township or any contractor furnishing same to the Township unless the Township Committee deems by resolution that such action is in the best interests of the Township. Similarly, no employee shall participate in any profits of such parties or receive any gift or other reward for actions related to such activities.

Nothing in this section shall be construed to prevent Township employees from becoming or continuing to be members of any political party, club or organization, attending political meetings or expressing partisan political views or circulating petitions on public questions outside of working hours and off Township property. Nor shall employees be prevented from voting with complete freedom in any election.

Outside Employment

Employees may engage in outside employment provided that the following conditions are met:

The outside employment is not to conflict with regular working hours or otherwise detract from the employee=s ability to perform in his or her required capacity for the Township.

Employees shall not engage in any form of outside employment, which, in the judgment of the Township Administrator, may compromise an employee=s position with the Township through a conflict of interest.

All employees who engage in any form of outside employment shall provide written notice of such activity to the Township Administrator, including the name and address of the employer, hours worked, and the nature of the work.

Nepotism

In order to avoid potential conflicts of interest, it is the Township=s policy to prohibit employment of close relatives in any supervisor/subordinate relationship. The Township also discourages the employment of close relatives within the same department, unless there are extraordinary circumstances that may warrant it. A close relative is defined in the case of nepotism as a spouse, registered domestic partner, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, stepchild, stepparent, stepbrother, or stepsister.

If two (2) employees become relatives (whether by marriage or other legal action, including registered domestic partnerships or civil union), both are eligible to keep their jobs if they do not work in the same department, one does not supervise the other, or one is not the supervisor of the other=s supervisor. In circumstances where such conflicts arise, efforts will be made to accommodate a transfer of one affected employee, subject to existing business considerations. Where such an accommodation can not be reached, necessary steps will be taken, up to and including termination of one of the two affected individuals, if necessary, after offering the employees the opportunity for one of them to voluntarily discontinue his or her employment. The Township retains the right to make the final decision in such a case.

All employees, regardless of classification, are covered by this policy.

Acceptance of Gifts/Gratuities

No employee shall solicit or accept any gift, meal, loan, fee, or other article of value, where the solicitation or acceptance of such article might tend to influence or might be perceived to influence (directly or indirectly) the actions of the employee or any other employee in any matter of Township business.

No employee shall solicit or receive any gift or gratuity from other employees junior in rank without the express permission of the Township Administrator.

Solicitations

In an effort to assure a productive and harmonious work environment, persons not employed by the Township may not solicit or distribute literature in the workplace at any time for any purpose, unless authorized in advance by the Township Administrator.

The solicitation of any nature, by an employee on Township property, including the selling of any goods or service, requires prior approval of the Township Administrator and may only be done during authorized breaks and non-work hours.

Travel and Use of Township Vehicles

When travel is necessary to conduct official Township business, there are certain guidelines as to the use of company vehicles and the reimbursement for travel expenses that must be followed.

Driving and Insurance Records

When automobile travel on Township business is necessary, all trips must have prior approval by the Department Head if the position does not normally involve travel. Before approving a trip, the Department Head shall verify that the employee holds a valid driver=s license, a driving record free of major violations within the last three (3) years, and use of a Township-owned vehicle when available is strongly encouraged.

When a Township vehicle is not available, the employee shall use his or her own personal vehicle. The employee must have basic insurance coverage on the personal vehicle used. Reimbursement for mileage when a personal vehicle is used will be paid at the currently prevailing IRS rate per mile. No additional charges for the use of a personal vehicle beyond those specified above will be paid.

Employees approved to drive on Township business must inform their Department Head of any change that may affect their legal or physical ability or impact their insurability.

Use of Township Vehicles

Township vehicles are acquired with taxpayer funds. As such, these items are for the use and benefit of the Township. An employee assigned to a Township Vehicle of any kind is responsible for it, as well as for its proper use and maintenance.

The Township must make sure that Township vehicles meet Township and legal standards for insurance, maintenance and safety. Before approving a driver, the Department Head shall verify that the employee holds a valid driver's license, a driving record free of major violations within the last three (3) years, and that the employee is eligible for coverage under any applicable Township insurance policy.

Drivers shall maintain a valid driver's license as required to perform his or her job duties. An employee authorized to drive a Township vehicle must report any change in licensing status to his or her Department Head. Each employee shall observe all State and local traffic laws when operating a Township vehicle. Employees must exercise due diligence to drive safely. An employee shall always wear his or her seat belt when operating a Township vehicle. An employee shall maintain the security of the Township vehicle, its contents and any equipment under his or her care. The employee is responsible for any driving infractions or fines as a result of his or her driving, parking, etc.

Only authorized persons are allowed to ride in Township vehicles, especially when the driver is responding to an emergency call.

Employees authorized for operation of Township vehicles or equipment shall not use the Township vehicle for personal or political use. The Township prohibits employees from operating Township vehicles or equipment when a physical or mental impairment leaves him or her unable to operate it safely.

Vehicle Accident Reporting

An employee operating, in the conduct of Township business, a Township vehicle or Township-owned equipment must report all accidents, property damage or liability claims to his or her supervisor. An employee who is physically able must report any accident, however minor, immediately or as soon as practical to the appropriate law enforcement agency.

The employee(s) involved in the accident shall cooperate with law enforcement officials and render aid to others, if able, as needed. The employee(s) affected are prohibited from discussing the matter with any third parties except law enforcement officers. No admission of fault or negligence is to be made. No statements or releases of any kind are to be signed.

A supervisor shall complete an accident form and submit it to the Township Administrator's Office within twenty-four (24) hours of the incident or as soon as practical. The report shall include all pertinent information, including names, addresses and license numbers of those involved; witness names and addresses; and other details of the occurrence.

Any accidents or violations occurring while using a Township vehicle on Township business must be reported to the Township Administrator's Office immediately upon completion of

travel. All citations generated by such an occurrence and issued to the operator of the vehicle in question will be the responsibility of the employee. Where an accident has occurred, the employee MUST call the local police department and obtain a copy of the police report. The employee shall submit the police report to the Township and fill out the Township's own accident report form.

Take Home Vehicles

Employees with permission to drive a Township vehicle to and from work should be aware that this is a taxable fringe benefit and report it as such.

Employees authorized to take home a Township vehicle must comply with the rules of this entire section.

Upon termination of employment an employee must return any Township property in his or her possession, including take home vehicles. Legal action may be taken by the Township as necessary to recover any un-returned items.

Statements to the Media

No press release or statement to the media relating to any Township matters shall be issued by any employee or the head of any department unless and until permission to issue such release has been obtained from the Township Administrator. The foregoing policy shall not apply to the Police Chief or Fire Chief, who are authorized to issue press releases concerning police force activities and events. Program advertisements are not included under this restriction.

When permission has been obtained by the Township Administrator, the Department Head may issue the approved statement to the press or to a media representative. A copy of said statement shall be forwarded immediately to the office of the Township Administrator.

All inquiries from newspapers or television reporters should be referred to the Township Administrator immediately, who will then refer the issue to the appropriate Department Head as he or she deems appropriate. The sole exception is the Chief of Police, who may answer questions at his or her discretion.

Any employee who disregards the restrictions imposed on statements to the media shall be subject to disciplinary action, up to and including termination.

Non-Smoking Policy

In accordance with the law of the State of New Jersey, smoking is prohibited in the following circumstances:

- ! By employees during face-to-face contact with citizens, applicants, and the general public.
- ! By employees and elected officials and the general public at all public meetings.
- ! In all corridors, lobbies, landings, restrooms, assembly and meeting rooms, basements or within 50 feet of exterior doorways and windows of Township property.
- ! In all Township offices.
- ! In all Township vehicles.

Employees who desire to smoke may do so outside of the building. However, an employee leaving the work area to smoke may not leave his or her office unattended. Smoking shall not interfere with the employee's productivity and should be done on the employee's allotted break time as established by the Department Head.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination.

Cellular Phones, Pagers and Wireless Devices Policy

The use of cellular telephones, pagers, and other wireless devices has become commonplace in today's society. The increasing use of such devices in the workplace interferes with the completion of Township business.

To avoid employees making inappropriate use of personal cellular telephones, pagers and other wireless devices to conduct personal business at work, non-business use of these devices is prohibited during working hours. Authorized rest or lunch breaks are not considered working hours. The non-business use of cellular telephones, pagers and other wireless devices while operating or occupying Township vehicles is also prohibited.

The business use of Township-provided cellular telephones, pagers and wireless devices is only allowed by the use of hands-free attachments while operating a Township vehicle.

Violations of this policy may result in disciplinary action, up to and including termination.

Electronic Media Access and Use Policy

This policy shall govern access and use of Township equipment, telecommunications and services for employees of the Township. The intent of this policy is to provide employees with the tools to perform their job tasks without infringing on the rights of others, whether they are public or employee users of personal computers and the Internet and Electronic Mail (Email) communications systems. This includes minimizing the risk of computer virus

infections, avoiding bandwidth congestion, adhering to software license agreements and controlling private use of government equipment. The Township makes every effort to provide the best available technology to those performing services for the Township to provide an effective method to communicate, increase productivity, perform research and obtain information that will assist in performing job-related tasks. In this regard, the Township has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use the Township's equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and Email messages created, sent or received by the Township's employees with the use of the Township's equipment. This policy also sets forth guidelines on the proper use of the computer, voicemail and Email systems provided by the Township.

Affected Parties

All Township employees, included elected officials, appointed officials, professional service providers, employees and authorized volunteers who use the Township's equipment, services and information technology are subject to this policy.

Policies

This policy pertains to the use of electronic media, including but not necessarily limited to the following: Email, Internet use, voicemail, video conferencing, fax, diskettes and storage media, electronic documents and any other form of electronic communication. Township's property, including computers, Email and voicemail should only be used for conducting municipal business. Employees shall use good judgment at all times when using the Internet or other electronic media. The Township's electronic media shall be used only to send courteous, professional and businesslike communications. Personal use of Township computers is prohibited during business hours, and the Township may, at any time, monitor the use of said equipment. Township employees should not expect any privacy with respect to any information they place in or on Township computers or computer equipment.

Township Property

Computers, computer networks, computer files, software programs, Email, all communications created on, received by, stored on or transmitted through those systems are the sole and exclusive property of the Township. Likewise, all records, data, files, software and all electronic communications contained in these systems are the property of the Township. Therefore, employees should have no expectation of privacy regarding any such files and/or communications. Passwords are only intended to prevent unauthorized access to Email, computer files or voicemail. All employees must supply ALL of their current (and any future) passwords and login names to their Department Heads and advise them any time they are changed.

Authorized Software

All software installed on the Township computers and networks must be authorized software. All software installations, even free software from the Internet, are to be approved by the Township Administrator or his or her designated official.

Authorized software is that software purchased by and licensed to the Township or approved for use by the Township Administrator or his or her designated official. Employees and officials shall not install any software onto any Township computer or file server without approval. To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software or the utilization of unauthorized media.

Employees and officials shall not use, copy or provide copies of unlicensed software. Unlicensed software or personal software may be deleted by the Township without notice to the employee or officer.

Use of Email

The use of Email may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. Furthermore, Email is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin or disability. In addition, Email should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.

Although the Township may provide certain codes to restrict access to computers, voicemail and Email to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use and all computer information, voicemail and Email messages are considered Township records. The Township also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, the Township must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems.

Because the Township reserves the right to obtain access to all voicemail and Email messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the Township or its designated representatives will not have a need to access and review this information. Individuals using Township business equipment should also have no expectation that any information stored on their computer, whether the information is contained on computer hard drive, computer disks or in any other manner, will be private.

The Township has the right to, but does not regularly, monitor voicemail or Email messages. The Township will, however, inspect the contents of computers, voicemail or Email in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. The contents of computers, voicemail and Email properly obtained for some legitimate business purpose may be disclosed by the Township if necessary within or outside the Township. Given the Township's right to retrieve and read any Email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. The Township Administrator or his or her designee will review any request for access to the contents of an individual's computer, voicemail or Email prior to access being made without the individual's consent.

Use of the Internet

Access to the Internet is intended for Township business. Any cost incurred while accessing sites on the Internet or ordering supplies and/or materials through the Internet are the responsibility of the employee unless approved in advance by the Department Head. Employees may not use personal Internet accounts or use Township equipment to reach personal sites during work hours. Internet access will be removed for any employee due to violation of this policy.

Access to the Internet via Township resources can only be used for Township purposes and cannot adversely affect the operation of the Internet or misrepresent the interests of the Township. Accessing and viewing non-Township related information is not permitted during working hours. Downloading or any other method of retrieving non-Township related information is prohibited. This includes, but is not limited to, entertainment sites or pornographic/adult sites or other sites unrelated to the employee's/official's responsibilities with the Township. Resources of any kind, for which there is a fee, must not be accessed or downloaded without prior approval of the Township Administrator or his or her designee.

Use of aliases or anonymous messages is prohibited. Also, the misrepresentation of an employee's job title, job description or position with the Township is prohibited. Employees may not release untrue, distorted or confidential information regarding Township business. Employees are also prohibited from the following list of activities which is not all-inclusive: violating copyright laws; issuing or changing other's password; trespassing in other's folders, work or files; accessing resources not related to the user's department or work without permission; damaging computers, computer systems, computer networks or computer peripherals such as printers; harassing, insulting or verbally attacking others.

Employee's rights while accessing the Internet and Email through the use of Township property does not include the right of privacy. When sites are accessed, Internet Protocol Addresses are recorded. Comments are not anonymous and any electronically stored communications sent or received may be retrieved.

Copyright Issues

Employees may not transmit copyrighted materials belonging to others over the Internet. One (1) copy of the copyrighted material may be downloaded for your own personal use in research with the written permission of the copyright holder.

Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express written permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action or legal action by the copyright owner.

Confidential Information

Employees and officials shall not send, transmit or otherwise disseminate nonpublic personal data, police materials or other confidential information of the Township to an unauthorized person or in an unauthorized manner. Unauthorized dissemination of this information may result in substantial civil liability and/or criminal penalties, as well as disciplinary action up to and including termination from employment.

Privacy Caution

Employees should be aware that any computer, whether networked or stand alone, may be accessible to other users. The Township cannot guarantee the absolute privacy of Email communications, whether internal or external.

Employees should never assume that Email can be read by no one except the employee & others may be able to read or access Email. It is important to note that Email messages transmitted via the Internet may be stored on other non-Township systems and may be available for review and distribution even when the original message has been deleted from all Township systems.

General Guidelines

Examples of appropriate use of electronic media may include tasks such as:

- ! Accessing external databases to obtain Township business related data.
- ! Disseminating appropriate Township documents to other individuals or organizations.
- ! Participating in Email groups that may provide insight and assistance for Township business related functions.
- ! Communicating with other Township employees.
- ! Communicating with other professionals with similar issues and jobs to share ideas and problem-solve.

- ! Obtaining information from vendors on products and services.

The following guidelines are established, but not exclusive, for sending Internet and LAN Email:

- ! Do not communicate confidential and sensitive issues via Email. Email is not secure. Racism, sexism and other inappropriate behavior will not be tolerated. If you receive such messages, forward them on to your Department Head noting such inappropriate behavior. Employees are prohibited from sending, retrieving, displaying or printing offensive messages.
- ! Be cognizant of system etiquette. Mail takes up space. It is best not to save every message you receive. Employees are allowed to delete messages that are housekeeping in nature and not directly related to the content of a discussion on an issue or item (e.g., scheduling a meeting time).
- ! Be careful when sending replies; make sure that mail is addressed to the individual or group you want to receive it.
- ! Employees should not permit individuals, including family members, employees or consultants to use Township computers, networks or internal Email without written authorization from the Township Administrator or his or her designated representative.

Township Website

The Township's website was created to provide information about the Township to the public and to provide direct links to other related sites. The site is not to be used for personal or partisan political purposes. All items posted on the website must reflect the principles enumerated in this policy.

Violations

Failure of employees to adhere to this policy may result in restriction, revocation of access or other disciplinary action. The Township reserves the right to make final determinations as to what is considered appropriate in all cases of Internet and Email use.

Employees who are found in violation of this policy may be subject to the following:

- ! Revocation of Internet and Email access;
- ! Restriction of access to Internet and Email; and
- ! Any other discipline, up to and including termination.

Anti-Harassment Policy

It is the goal of the Township to be an equal opportunity employer and to maintain a zero tolerance of workplace discrimination and harassment, including sexual harassment, in the workplace. Employment decisions made on the basis of race, religion, national origin, gender, sexual orientation, disability or other characteristics unrelated to a person's qualification and/or job performance are improper. Likewise, harassment of employees occurring in the workplace or in other settings in which employees may find themselves, such as business trips, business meetings, company-sponsored events and other occasions, will not be tolerated.

What is Sexual Harassment

For the purpose of this policy, sexual harassment means unwelcome sexual advances and invitations, requests for sexual favors, unwanted physical contact, as well as other verbal or physical conduct of a sexual nature, such as the display or transmission of sexually suggestive objects, pictures or cartoons; physical gestures of a sexual nature; sexual epithets, jokes and insults; or any other unwelcome conduct of a sexual nature.

Sexual harassment also means when a manager or supervisor explicitly or implicitly threatens to take some action or make some decision on the basis of an employee's submission or rejection of sexual advances or invitations; or when a manager or supervisor retaliates against an employee because he or she rejected sexual advances or invitations.

Sexual harassment also means mistreating an employee because of the employee's sex.

Other Forms of Harassment

Harassment can also be based on characteristics other than sex, such as race, religion, national origin, or disability. It can take the form of epithets, jokes and insults or other forms of mistreatment.

Filing a Complaint

If an employee believes that this policy has been violated in any way, he or she should immediately report such conduct to his or her supervisor. If the employee feels uncomfortable bringing the matter to the supervisor, or if the supervisor is thought to be involved in violating this policy, the employee may contact the Township Administrator. The Township will treat the matter confidentially, to the extent possible under the circumstances. Please note that an employee need not be the actual target of discrimination or harassment to bring any matter to the attention of a supervisor or the Township Administrator.

Claim Processing

When the possibility of discrimination or harassment has been brought to the Township's attention, the Township will act promptly. This action may include an inquiry into the matter, including personal interviews of all relevant employees. This inquiry will be conducted in a way as to maintain confidentiality to the extent possible under the circumstances.

The Township will follow procedures it deems proper under the circumstances and will exercise its discretion to maintain fairness to all parties. Any and all documents or records created by the Township are the Township's property and/or confidential work product and not subject to disclosure.

At any time during this inquiry, or at its conclusion, the Township may exercise its discretion to take whatever action it deems necessary, including but not limited to, placing an employee on leave of absence, reassignment, suspension, demotion, discharge or any other action. The Township also reserves the right to require counseling, training and/or monitoring as a condition of continued employment.

Non-Retaliation

The Township will not tolerate retaliation against any person for reporting a violation of this policy or for providing information in connection with any inquiry made under this policy.

Township's Authority and Discretion

Please note that while this policy declares the Township's goal to achieve equal employment opportunity and zero tolerance of harassment, it is not designed or intended to limit the Township's authority or discretion to make any and all employment decisions, including decisions about discipline, discharge or other corrective action, concerning employee conduct that the Township deems unacceptable, regardless of whether that conduct constitutes discrimination or harassment.

Administrative Responsibility

Each Department Head has the responsibility to maintain the work place free of harassment. This duty includes discussing the policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment. Regular training sessions may be required of the employees to ensure that each is informed of what constitutes sexual harassment.

False Accusations

The Township will take each complaint filed regarding harassment seriously. Due to the serious and private nature of this offense, false accusations of sexual harassment are, and

will be, treated as a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior. A determination that there was no basis to the harassment claim does not necessarily constitute a false accusation for the purpose of this handbook.

Policy on Workplace Violence

The Township prohibits violence in the workplace. Violence can take many forms, including hostile or threatening language, assault, stalking or any conduct that causes physical or mental harm.

The purpose of this policy is to make certain that employees are not subject to violent conduct and to maintain a safe workplace. Every employee shares the responsibility to achieve this purpose.

If an employee believes that this policy has been violated in any way, he or she should immediately report such conduct to his or her supervisor. If the employee feels uncomfortable bringing the matter to this or her supervisor, or if the supervisor is thought to be involved in violating this policy, the employee may contact the Township Administrator. The Township will treat the matter confidentially, to the extent possible under the circumstances. Please note that an employee need not be the actual target of violent conduct to bring the matter to the attention of a supervisor or the Township Administrator.

In determining whether this policy has been violated, the totality of the circumstances, including the nature of the conduct and the context within which the conduct occurred will be considered. However, this policy is not designated or intended to limit the company's authority or discretion to make any and all employment decisions, including decisions about discipline, discharge or other corrective action, concerning employee conduct the Township deems unacceptable, regardless of whether that conduct is violent.

Policy on Drugs and Alcohol

The Township has a strong commitment to health, safety and welfare of its employees, their families and its residents. Widely available statistics and information establish that the incidence of drug and alcohol abuse is increasing and that the effect is devastating to lives, business and the community at large. The Township is concerned that because of the potential for abuse among some of the employees, the safety of employees and the general public could be endangered. The Township's commitment to maintaining a safe and secure workplace requires a clear policy and supportive programs relating to the detection, treatment and prevention of substance abuse by employees.

Goal

It is the goal of the Township to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse. The Township believes this goal to be in the best interest of the Township's employees and customers.

Scope

This policy applies to all employees of the Township while on the job and to situations where an employee's off-the-job or off-premises conduct impairs work performance or undermines public confidence in or harms the reputation of the Township of Maplewood. It is also intended to apply to employees of firms doing business with the Township while on Township property.

Although the Township has no intention of intruding into the private lives of its employees, it is recognized that involvement with alcohol or other drugs off the job eventually takes its toll on job performance. The Township's concern is to ensure that employees report to work in a condition to perform their duties safely and efficiently in the interest of their fellow workers and customers as well as themselves.

Policy Statement

The Township will not tolerate or condone substance abuse. It is the policy of the Township to maintain a workplace free from alcohol and other drug abuse and its effects.

It is the policy of the Township that employees who engage in the sale, use, possession or transfer of illegal drugs or controlled substances; the use of alcohol during working hours; or the abuse of prescribed drugs will be subject to disciplinary action, up to and including termination. Police will be contacted.

It is the policy of the Township to commit the resources necessary to achieve and maintain a drug-free and alcohol-free environment.

The Township expects the full support of this policy by all employees and all persons doing business with the Township.

Procedure

To provide a safe, drug-free and alcohol-free working environment, the Township will:

- ! Establish definitive rules and regulations.
- ! Provide increased awareness through training, education and communication on the subject of alcohol and other drug abuse.
- ! Recognize that there may be employees who have an alcohol and other drug problem and stand willing to assist in the resolution of that problem by encouraging employees to seek help through the employee assistance program.

In addition, the Township will take any and all of the following actions:

- ! Conduct alcohol and other drug screen tests, both prospective to and during employment.
- ! Inspect persons and their property in the Township's employ or doing business with the Township.
- ! Cooperate with outside law enforcement agencies.
- ! Take any other actions deemed necessary and appropriate by the Township.

For Jitney drivers, the United States Federal Transportation Administration regulations apply.

For CDL license holders, the United States Department of Transportation regulations apply.

Responsibility

As a responsible employer and member of the community, the Township will:

- ! Create awareness in employees and their families of the impact of substance abuse.
- ! Administer programs that consider employee rights, are positive in their intent and are within legal boundaries.
- ! Support the establishment of programs to assist employees with alcohol and other drug abuse or dependency problems.
- ! Utilize all channels and resources available to it to educate and increase the awareness of employees and of the general public.
- ! Support local and national efforts to combat alcohol and other drug abuse and its effects.

The Township believes that each employee has the responsibility to:

- ! Report to work at all times free of alcohol or other drugs and their effects.
- ! Participate in and support Township-sponsored drug and alcohol education programs.
- ! Seek and accept assistance for alcohol and other drug abuse among employees where it exists.

Implementation

Each division, subsidiary or affiliate of the Township will be responsible for establishing and implementing detailed policy and procedures, specific to its needs, in support of this policy.

Each of these policies is subject to central review for consistency with the Township's policy.

Responsibility for interpretation of the Township's policy falls to the Township's Administration Department.

Infectious Diseases

The Township will make every effort to accommodate employees with infectious or life-threatening illnesses who wish to continue their employment. It will also provide training and education on infectious diseases in the workplace to these employees and their co-workers, whose rights must also be protected. At the same time, the Township must continue to comply with federal and state laws on providing a safe and healthy workplace for all employees, customers, and other visitors to its premises.

This policy must be followed by all employees and will be administered by the Township Administrator or his or her designee. The Township will protect the needs and rights of employees who have infectious or life-threatening illness or diseases, while at the same time addressing the needs and rights of their co-workers, and to comply with federal and state safety and health laws on infectious diseases in the workplace.

Employee Reporting and Confidentiality

Employees who have infectious or life-threatening illnesses who believe that they require certain workplace accommodations are encouraged to contact the Township Administrator. All reasonable precautions will be taken, to the maximum extent possible, to keep information on an employee's medical condition confidential.

Reasonable Accommodation

In an effort to provide employees with infectious diseases with reasonable accommodations at the workplace, the Township Administrator will provide these employees with any available information about the illness and any employee assistance programs for them or their families. The Township Administrator will also determine what information should be obtained from the employee's physician so that the Township can explore the types of possible reasonable accommodations available or recommended.

These reasonable accommodations will comply with all applicable federal, state, and local laws.

Approval for Continued Employment

An employee with a life-threatening illness will be permitted to continue to work under the following circumstances:

The employee is able to maintain acceptable performance standards in accordance with established Township policies and procedures, which includes medical documentation. The weight of medical evidence continues to indicate that the illness cannot be transmitted by casual workplace contact. This is to be determined by a physician consultant to the Township.

Employee Training and Education

The Township will identify all employment positions in the Township that may be reasonably anticipated to have contact with or exposure to blood or other potentially infected materials. As part of this policy, the Township will conduct ongoing training and education sessions for, or will provide educational resources for, employees at risk for infectious diseases and their co-workers. Included as part of this information will be the following:

- ! Information to reassure co-workers and correct misunderstandings about the way these diseases are transmitted.
- ! Services to employees with a disease, including medical benefits available to them and their dependents and any employee assistance programs available to them.
- ! Opportunities for co-workers to discuss their fears and their job safety and health rights.
- ! Bloodborne Pathogen training as required by NJ State regulation.

Conscientious Employee Protection

The New Jersey Conscientious Employee Protection Act makes it unlawful for an employer to retaliate against an employee who discloses wrongdoing. Retaliation means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Disclosure of Township Wrongdoing

In accordance with New Jersey State law, Maplewood will not take any retaliatory action against an employee who does one or more of the following:

- ! Discloses or threatens to disclose to an employee in a supervisory capacity or to a public body an activity, policy, or practice of the Township or another employer with whom the Township has a business relationship that the employee reasonably believes is in violation of a law, rule, or regulation promulgated pursuant to law.
- ! Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation

promulgated pursuant to law, by the Township or another employer with whom the Township has a business relationship.

- ! Objects or refuses to participate in any activity, policy, or practice which the employee reasonably believes is:
- ! In violation of a law, rule, or regulation promulgated pursuant to law, or
- ! Fraudulent or criminal, or
- ! Incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

Notice of Disclosure

An employee who makes a disclosure to a public body must notify his or her Department Head in writing of the activity policy or practice that is in violation of law. This notice requirement is intended to give the Township a reasonable opportunity to correct the activity, policy, or practice.

An employee need not notify his or her Department Head first where it is reasonably certain that the activity, policy or practice is known to one or more Township Department Heads, or where an employee reasonably fears physical harm as a result of the disclosure; provided, however, that the situation is emergent in nature.

Retaliation Complaints

An employee who feels that he or she has been subject to retaliatory action for exercising his or her rights under this law may file a complaint in writing with the Department Head or Township Administrator within ninety (90) days of the incident. Pursuant to the Conscientious Employee Protection Law, employees may file legal action in the appropriate court within one (1) year.

Open Door Policy

The Township is committed to maintaining an "open door" attitude among all employees. The Township management recognizes that whenever a group of people work together, there will be occasional differences of opinion and problems. All employees are entitled to raise any questions, complaints or concerns that have an impact on their work. Through the open door policy, employees are encouraged to seek assistance and discuss any of these issues with their supervisor, the Department Head, or the Township Administrator.

If an employee has a question, concern or problem related to his or her employment, he or she is strongly encouraged to openly and honestly discuss it directly with the immediate

supervisor, the Department Head, or the Township Administrator. Many problems can be resolved this way. When an employee keeps silent about a concern or discusses it with other employees who do not have the authority to resolve it, the employee may become frustrated and the situation may become more complicated. All job-related and non job-related issues as described below that are discussed with a supervisor, Department Head, or the Township Administrator will be handled in a confidential and objective manner. Information will be shared only on a "need to know" basis. Township management cannot work toward correcting a problem unless they know about it.

The Department Heads and Township Administrator will maintain an "open door" in addressing all employee problems whether based on job-related or non-job-related issues:

Job-related issues: The employee should discuss these issues with his or her immediate supervisor first. If the immediate supervisor and the employee cannot agree on a solution, the employee should contact the Department Head or Township Administrator or, if applicable, initiate the grievance process as established in this handbook or in the applicable union contract.

Non-job-related issues: When an employee has a personal problem and needs guidance, it is recommended that the employee speak to his or her supervisor, who may refer the individual to an appropriate resource for assistance. If the employee chooses not to discuss the situation with their supervisor or Department Head, he or she may contact the Township Administrator or Assistant Township Administrator.

The Employee Assistance Program (EAP) is another resource for employees, providing confidential assistance for employees and their families who may be struggling with a personal problem that has become too big to handle without professional help. More detailed information on the EAP is in Chapter 4.

Chapter 6 DISCIPLINE POLICE

Policies

The policies described in this chapter pertain to disciplinary measures necessary to address violations to the personnel policies. To encourage orderly operations and provide the best possible work environment, the Township of Maplewood expects its employees to follow rules of conduct that will protect the interests and safety of all employees, citizens, and the Township as a whole. When employees do not follow rules of conduct, disciplinary measures are to be taken to correct the violations. Unless a union contract disciplinary policy is applicable, the Township's discipline policy is as follows:

- ! The Township of Maplewood has the right and obligation to impose and implement a discipline policy for its employees.
- ! Discipline of an employee shall be imposed only for cause.
- ! Discipline shall be imposed progressively. The progressive discipline steps are noted under disciplinary procedures.

Disciplinary Procedures

Discipline shall be imposed progressively. This means that less serious infractions are treated as such. However, if the problem continues, or recurs, or if a more serious infraction occurs, the treatment may "progress" to or start with more serious disciplinary actions.

The Township of Maplewood has the right and obligation to impose and implement a discipline policy for its non-union employees.

Discipline of an employee shall be imposed only for cause.

Discipline shall be imposed progressively.

Immediate Suspensions: In the event that the employee's offense or behavior is serious enough to endanger the person or property of another or when in the judgment of the Township Administrator there is an immediate need to maintain safety and order, the employee may be subject to immediate suspension without pay by the Township Administrator. An employee receiving an immediate suspension shall be permitted to file an appeal at the conclusion of the suspension.

Progressive Disciplinary Steps include:

- ! Oral Warning
- ! Written Reprimand
- ! Loss of Pay/Vacation
- ! Suspension without pay
- ! Demotion
- ! Termination

An oral warning is defined as a supervisor orally informing the employee that his/her work product is below expectations and/or behavior is contrary to Township policies. In the case of an oral warning, a memo noting that an oral warning has been made shall be completed by the immediate supervisor and put in the personnel file of the employee. Employees may not comment on an oral warning notice.

For disciplinary steps number 2 through 6 above, employees shall receive notice of disciplinary action in writing and the notice shall include the cause for such discipline and the penalties sought. A copy of all notices and forms shall be sent to the Township Administrator.

In instances of disciplinary action other than an oral warning and written reprimand, a two (2) day "cooling off period", shall take place prior to imposing a disciplinary action. During the "cooling off period", the immediate supervisor shall informally review with the employee the cause for such discipline and the proposed disciplinary action to ensure that such action is appropriate and consistent with the policies and procedures. During the "cooling off period", the disciplinary action may be amended and/or adjusted. If the employee and immediate supervisor come to an agreement on the discipline to be imposed, both shall sign a memo of understanding that the appeal is resolved and the matter closed. The memo of understanding shall be included in the personnel file of the employee and a copy of such shall be sent to the Township Administrator. If no such amendment and/or adjustment takes place, the proposed disciplinary action shall be implemented and is subject to the appeal procedure listed below. When in the judgment of the Township Administrator there is an immediate need to maintain safety and order, the two (2) day "cooling off period" can be waived by the Township Administrator.

Appeal Procedure

The purpose of the appeals procedure is to provide a fair and impartial means of resolving disciplinary disputes between employees and administrative staff of the Township.

An employee shall not be permitted to appeal an oral warning or written reprimand. An employee may submit written comments in response to a written reprimand which shall be included in the personnel file of the employee. Such written comments shall be submitted within five (5) working days after receiving the disciplinary action.

An employee shall be permitted to appeal disciplinary actions other than an oral warning or written reprimand. An appeal will be heard by the Township Administrator or in cases where the Township Administrator is the immediate supervisor, by a hearing officer selected annually by the Township Committee based on criteria set forth by the Township Committee.

In cases of an appeal, a disciplinary action shall be deferred until the appeal process is finalized.

The appeal process shall be as follows:

The employee shall submit a written memo of appeal to the Township Administrator or Mayor, in cases in which the Township Administrator is the immediate supervisor, within three (3) days of initially receiving written notice that she/he is being disciplined. The memo

of appeal shall include a brief but clear description of the issues that the employee wants to address in the appeal and an explanation of the remedy the employee is seeking.

After the Township Administrator receives the memo of appeal, he/she shall call a hearing of the employee and the immediate supervisor no later than three (3) working days after receipt of an appeal, unless a reasonable delay is mutually agreed upon. In cases where the Township Administrator is the employee's immediate supervisor, the Mayor shall respond to the employee within three (3) working days and advise the employee of the name of the hearing officer who will hear the appeal, which shall be held as soon thereafter as possible.

The employee and immediate supervisor shall represent themselves in the appeal hearing and shall not be entitled to call witnesses. Each may present written material each deems appropriate. Such written material shall be submitted at least one (1) day in advance of the hearing to all parties.

The conduct of the appeal hearing shall be as follows:

- ! The Township Administrator or in certain cases, the hearing officer, shall preside over the hearing and give equal time to both parties.
- ! The immediate supervisor shall present her/his case first by presenting oral testimony and written evidence.
- ! The employee shall present her/his case second by presenting oral testimony and written evidence.
- ! The Township Administrator or hearing officer may ask questions to clarify a point or to explore a relevant matter raised during the hearing.
- ! The immediate supervisor shall provide closing remarks.
- ! The employee shall provide closing remarks.
- ! The Township Administrator or hearing officer shall issue a decision no later than five (5) working days after the hearing.
- ! The decision at the conclusion of the appeal hearing is final.
- ! In the event that the employee is subject to any disciplinary action at the conclusion of the appeal hearing, it shall be implemented as soon as possible.
- ! All records of an appeal shall be included in the personnel file of the employee and copies provided the Township Administrator,

Chapter 7 GRIEVANCE PROCEDURES

When an employee feels his or her rights or benefits have been infringed upon, the grievance procedure offers a venue under which such presumption can be reviewed, and if

deemed appropriate, rectified. A procedure has been established for each collective bargaining unit, as well as for non-union employees. The terms of the applicable procedures should be followed depending on under which category the employee falls. A grievance shall be defined as an alleged violation of the terms and provisions of this handbook filed by an employee. A grievant shall be defined as an employee filing such a grievance.

The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances that may arise from time to time affecting the terms and conditions of employment. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein shall be construed as limiting the rights of an employee from discussing matters informally with their supervisor or Department Head and having the grievance adjusted without intervention, provided that an adjustment is not inconsistent with any collective bargaining agreement or this handbook.

Grievance Procedure

An employee with a grievance shall institute the grievance procedure with ten (10) calendar days of the occurrence in question. Failure to act with the said ten (10) calendar days shall be deemed to constitute an abandonment of the grievance. The following is the grievance procedure an employee shall follow with the Township:

An employee with a grievance shall first discuss the matter with his or her immediate supervisor with the objective of resolving the matter informally.

In the event that the grievant is not satisfied with the decision at step 1 above, or in the event that the immediate supervisor has rendered no decision within ten (10) calendar days after receiving the grievance, the matter shall be presented in writing by the grievant to the Department Head within seven (7) calendar days of the decision rendered from step 1 above or when the answer should have been received. The Department Head shall render a decision within ten (10) calendar days after receiving the grievance. In the event that the grievant is not satisfied with the decision at step 2, or in the event that the Department Head has rendered no decision within ten (10) calendar days after receiving the grievance, the matter shall be presented in writing by the grievant to the Township Administrator within seven (7) calendar days of the decision rendered in step 2 or when the answer should have been received. At the time that the grievance is submitted, the employee may request a meeting with the Township Administrator to discuss the grievance. Such a meeting shall be held prior to the rendering of the decision. The Township Administrator shall render a decision within ten (10) calendar days after receiving the grievance.

Unless otherwise provided in a union contract, the Township Administrator's decision will be final.

An employee who is in his or her probationary period may not grieve a discharge.

If a Township supervisor, Department Head, or Township Administrator does not render a decision regarding a grievance within the specified time period, it will be considered a denial of the grievance.

Chapter 8 EMPLOYMENT TERMINATION

Although the Township desires all employment to be exemplary, there may be times with employees where employment with the Township will end. The reasons for separation can range from an employee retiring to an employee moving on in his or her career to the less fortunate circumstance of a layoff or suspension.

Employees who have acquired regular at-will employment status as provided in this handbook may be temporarily suspended from the Township employ by layoff or suspension, or permanently separated by resignation or dismissal with out without cause as more particularly set forth in this Chapter.

Exit Interview

The Township will generally schedule exit interviews at the time of separation from service. The exit interview will afford an opportunity to discuss such issues as employee benefits and conversion privileges. At this time, employees shall return all Township-owned property and may voice suggestions, concerns and questions.

Exit interviews shall be recorded on forms prescribed by the Township Administrator and the record of the interview shall become part of the employee=s permanent personnel file.

Layoff

Whenever there is a lack of work or a lack of funds available that require a reduction in the number of employees in a department of the Township, the required reductions shall be made in such job classification or classifications as the governing body may designate in consultation with the Department Head.

Employees so affected shall be given two (2) weeks= notice or two (2) weeks= pay in lieu thereof, as determined by the Township Administrator.

Employees who are re-hired after a period of layoff may not be entitled to the same salary, benefits, or other work conditions that he or she experienced prior to the layoff.

Suspension

Suspension is the temporary removal of an employee from service. An employee may be suspended with or without pay, at the discretion of the Township Administrator, depending on the circumstances of the situation.

The employee on suspension will be notified in writing of his or her suspension, including the cause and number of days the employee shall be suspended. A copy of the notice will be placed in the employee's personnel file.

Resignation

An employee may resign from his or her position by tendering a written resignation to his or her Department Head. In turn, the Department Head shall forward the resignation on to the Township Administrator.

If possible, an employee shall give a minimum of two (2) weeks notice before the effective date of his or her resignation. Failure to do so shall result in the loss of pro-rated accrued vacation, reimbursement for accumulated compensatory time, and any other compensation due to the employee. Failure to give at least two (2) weeks notice will result in resignation not in good standing.

Dismissal

Dismissal is the removal of an At-will employee from service. This action may be taken by the Township Administrator, when it is determined by the sole discretion of the Township Administrator that such summary action is deemed necessary.