

TOWNSHIP OF LUMBERTON

POLICIES AND PROCEDURE MANUAL

AND

EMPLOYEE HANDBOOK

ADOPTED: November 15, 2010

Amended: September 3, 2013

ADOPTED: September 17, 2013 by Resolution 2013-09-155



INTRODUCTION:

The Township of Lumberton plays an important part of the lives of the citizens it serves. The public expects that its business will be conducted to the highest standards. Public service is an honorable and rewarding career that offers many benefits not often found in the private sector. As a Township employee, you have certain rights and obligations. Federal and State law as well as Township policies cover such important areas as discrimination, safety, violence, harassment and conflicts of interest. Many common attitudes of the past have changed. For example, the old adage "to the victors belong the spoils" in governmental hiring is now against the law and the old fashion (patrol room,) garage or office "give and take" can no longer be condoned. Behaviors that were tolerated ten or twenty years ago are no longer acceptable.

Employees have a right to a safe workplace free of discrimination, violence, harassment and conflict of interests and have an obligation to conduct themselves consistent with these policies.

The Township has a "no tolerance" policy towards workplace wrongdoing.

This Employee Handbook adopted by the Township Committee discusses these issues and many other Township personnel policies. You are urged to read this handbook and become acquainted with its contents. By its very nature, a handbook cannot be comprehensive or address all possible situations. For this reason, if you have any questions concerning any Township personnel policy, contact your supervisor, or if you prefer, your Department Head, Human Resource Officer, Township Administrator and/or Liaison.

Neither this handbook nor any other Township document, confers any contractual right, either express or implied, to remain in the Township's employ. Nor does it guarantee any fixed terms and conditions of your employment. The provisions of this Employee Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Committee.

All employees receiving this handbook are required to sign an acknowledgement of receipt. A copy of this receipt will be maintained in your official personnel file.

Signed

Date:

THE CONTENTS OF THIS HANDBOOK ARE GUIDELINES ONLY AND SUPERCEDE ANY PRIOR MANUAL AND/OR HANDBOOK. NEITHER THIS MANUAL NOR ANY OTHER GUIDELINES, POLICIES OR PRACTICES CREATE AN EMPLOYMENT CONTRACT. TOWNSHIP HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS AT ANY TIME.

NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND IS APPROVED BY THE TOWNSHIP COMMITTEE. EMPLOYMENT WITH THE TOWNSHIP AT-WILL AND MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE BY THE EMPLOYEE OR THE TOWNSHIP.

THIS NOTICE APPLIES TO ALL EMPLOYEES REGARDLESS OF DATE OF HIRE.

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GENERAL PERSONNEL POLICY:

It is the policy of the Township of Lumberton to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Township shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law including the Attorney General's guidelines with respect to Police Department personnel matters, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees, officers and Department Heads shall be appointed and promoted by the Township Committee. No person shall be employed or promoted unless a position exists that has been created by an ordinance adopted by the Township Committee as well as the necessary budget appropriation and salary ordinance.

The Township Administrator and/or Liaison and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Township Committee has appointed the Human Resource Officer to assist the Township Administrator and/or Liaison to implement personnel practices. The Township Administrator and/or Liaison and Human Resource Officer shall also have access to the Township Solicitor and/or Labor Attorney appointed by the Township Committee for guidance in personnel matters in addition to the employer practice liability hotline offered by the Burlco Joint Insurance Fund.

As a general principle, the Township has a "no tolerance" policy towards workplace wrongdoing. Township officials, employees and independent contractors are to report anything perceived to be improper. The Township believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, Township Administrator and/or Liaison, or the Human Resource Officer.

The Personnel Policies and Procedures Manual adopted by the Township Committee are intended to provide guidelines covering public service by Township employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Township personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

To the maximum extent permitted by law, the employment practices of the Township shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, including any applicable bargaining unit agreement, the Township shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Township shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

SECTION ONE

Policies Relating to Employee Rights and Obligations:

Anti-Discrimination Policy:

The Township is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law against Discrimination (LAD). Under no circumstances will the Township discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Township Administrator and/or Liaison, the Human Resource Officer or their Liaison.

Americans with Disabilities Act Policy:

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, the Township does not discriminate based on disability. The Township will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Township to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Township.

The Township Administrator and/or Liaison shall engage in an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the Liaison with the advise of its Labor Attorney.

The Americans with Disabilities Act does not require the Township to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. However, employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Township facilities. Any questions concerning proper assistance should be directed to the Township Administrator and/or Liaison.

Contagious or Life Threatening Illnesses Policy:

The Township encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition and certified by a treating or Township physician. The Township shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Township.

The Township will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person’s identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.
- Information may be disclosed if specifically set forth State or Federal law provided the Township is provided with a specific citation to said law.
- By Court Order.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Safety Policy:

The Township will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Township is equally concerned about the safety of the public. Consistent with this policy, employees will receive

periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and, if applicable, shall use available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor, Department Head, Human Resources and/or Liaisons. Any on-the-job accident or accident involving Township facilities, equipment or motor vehicles must be immediately reported to the supervisor, Department Head and Liaison.

Any employee involved with an on the job accident is subject to drug/alcohol testing at the discretion of their supervisor, Department Head and/or Liaison.

The Township has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

Transitional Duty Policy:

The Township will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed. Decisions on temporary transitional duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of transitional duty assignments and the physical limitations imposed upon the employee. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty. Transitional duty assignments are strictly temporary and normally shall not exceed six (6) months in duration. The Township Administrator or Liaison may grant extensions in thirty-day (30) increments, only when supported by compelling medical documentation. In no instance shall transitional duty exceed one (1) year.

An employee requesting transitional duty or the Workers Compensation Physician shall notify the Township Administrator and/or Liaison as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Township Administrator and/or Liaison will consult with the Department Head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Township Administrator and/or Liaison will decide if it is in the best interest of the Township to approve a transitional duty request and will notify the employee of the decision. The Township reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed may constitute

immediate grounds for dismissal and may result in the termination of the employee's Workers Compensation Benefits if so determined by the insurance carrier.

Requests for temporary transitional duty assignments shall normally be submitted by the employee to their liaison, in writing. The request must be accompanied by a medical certification to support the assignment. The attending physician must sign this certification. Additionally, the certificate must contain the following information:

1. Probable duration of the illness, injury or disability, and
2. Prognosis for recovery; and
3. Specific nature of the work restrictions and an acknowledgement by the attending physician of their familiarity with a light duty assignment and the medical opinion that the employee can physically assume the duties involved.

In instances of non-work related injuries, the Township agency may require the employee to submit to a medical examination by the township physician. In the event that the opinion of the township physician differs from the employee's attending physician, the employee may request a third opinion from another mutually agreed upon physician at the employee's expense. As a condition of continued assignment to temporary transitional duty for a non-job related injury, illness, or disability, employees are required to submit periodic physician's certificates assessing their condition.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Township Administrator and/or Liaison. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Township Administrator and/or Liaison and Claims Coordinator informed of the medical progress. Employees assigned to transitional duty will be allotted time off upon request to attend medical or physical therapy appointments but must request leave time for any other reason. Any time allotted for medical or physical therapy appointments will be charged against the employees paid time off bank. This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

Drugs and Alcohol Policy:

The Township requires post conditional offer of employment drug and alcohol testing for all new hires.

The Township recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head

will immediately report any reasonable suspicions to the Township Administrator and/or Liaison.

An employee will be required to submit to alcohol, drug or controlled substance testing either when an on the job accident occurs or the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. When it has been determined that reasonable suspicion exists, the Liaison or his/her designee will go with the employee to a designated lavatory to collect a drug test. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Township premises or during work hours by employees are strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal laws.

Employees using prescription drugs that may affect job performance or safety must notify their Department Head, and Human Resource Officer who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Township personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Township property or while performing Township business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

Positive Drug Tests

Any applicant who tests positive for illegal drug use shall be immediately removed from consideration for employment by the Township;

Any employee on probation, who tests positive for illegal drug use shall terminated from employment with the Township.

Any other employee who tests positive for illegal drug use shall be immediately suspended from all duties pending the outcome of administrative charges.

Workplace Violence Policy:

The Township will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Township property, at Township events or under other circumstances that may negatively affect the Township's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Township property or while on Township business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Township will actively intervene in any potentially hostile or violent situation.

General Anti-Harassment Policy:

It is the Township's policy to prohibit harassment of an employee, management representative, supplier, volunteer, business invitee or other third party (hereafter employee, management representative, supplier, volunteer, business invitee or other third party shall be referred to as "employee" or "non-employee" as appropriate) by another employee, management representative, supplier, volunteer, business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability, gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments,

unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Township generally. The Township cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

Anti-Sexual Harassment Policy:

It is the Township's policy to prohibit sexual harassment of an employee, management representative, supplier, volunteer, business invitee or other third party (hereafter employee, management representative, supplier, volunteer, business invitee or other third party shall be referred to as "employee" or "non-employee" as appropriate) by another employee, management representative, supplier, volunteer, or business invitee. The Township prohibits sexual harassment from occurring in the workplace or at any other location at which Township sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

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

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy.

Harassment of Township employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Township generally. The Township cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

New Jersey Equal Pay Policy:

The NJEPA prohibits employers with fifty or more employees from discriminating against employees with respect to the rate or method of pay on the basis of the employees' sex. The right to be free of gender inequity or bias in pay, compensation, benefits or other terms or conditions of employment under the Law Against Discrimination, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act of 1963, which prohibit wage or compensation discrimination based on gender.

“Whistle Blower” Policy:

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee’s official personnel file the annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The Township shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Department Head, the Township Administrator and/or Liaison, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Human Resource Officer and/or Township Administrator and/or Liaison. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is an emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the Township a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

Employee Complaint Policy:

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or,

if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Department Head, the Township Administrator and/or Liaison, and the Human Resource Officer. Reporting of such incidents is encouraged when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Township. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within five working dates after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the supervisor or Department Head who will discuss the matter with the Township Administrator and/or Liaison and the Human Resource Officer. The supervisor or Department Head will communicate the decision to the employee within two working days.

- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Township Administrator and/or Liaison, detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five days working days of the step one decision. After consulting your Department Head and Township Administrator and/or Liaison, they will render a written decision to the employee within five working days after receipt of the written grievance.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.

Access to Personnel Files Policy:

The official personnel file for each employee shall be maintained by the Human Resource Officer. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. Any employee may review their file in the presence of the Human Resource Officer upon reasonable notice; however, they are not entitled to a copy of their personnel files. If employees wish to receive copies of certain documents contained in their personnel file, they shall make said request in writing after they have reviewed the files.

Conflict of Interest Policy:

Employees including Township officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Township. Violations of this policy will result in appropriate discipline including termination.

The Township recognizes the right of employees to engage in outside activities that are private nature and unrelated to Township business. However, business dealings that appear to create a conflict between the employee and the Township's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Township Clerk a state mandated disclosure form. The Township Clerk will notify employees and Township officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Township official is in a position to influence a Township decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Township may assess and

prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township Administrator and/or Liaison or the Township Committee to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Township responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Township time, supplies or equipment in the outside employment activities. The Township Administrator and/or Liaison may request employees to restrict outside employment if the quality of Township work diminishes. Any employees who holds an interest in, or is employed by, any business doing business with the Township must submit a written notice of these outside interests to the Township Administrator and/or Liaison.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Township duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Township or any person or firm seeking to influence Township decisions. Employees are required to report to the Township Administrator and/or Liaison any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

Political Activity Policy:

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Township time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Head, Township Administrator and/or Liaison, Human Resource Officer or the Township Committee.

Employee Evaluation Policy:

The goal of this evaluation system is to provide the employee with important feedback that will enable the individual to develop and grow into an effective, well rounded, employee. Organizational goals will be reinforced while the employee sets realistic, pertinent short and long-term career goals in comportment with the organizational mission. The success of evaluations system relies on supervisors' effort to evaluate the employee accurately and objectively. Good or excellent performance should be documented and an employee should be praised. Unsatisfactory performance should be documented with the corrective actions taken by the supervisors at the time. Supervisors should help employees set goals and discuss how to reach these goals.

The Supervisor will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. After completing the evaluation, the supervisor or Department Head will review the results with the employee and return the form(s) with the signed acknowledgement to the Township Administrator and/or Liaisons. The interview should be private and scheduled to provide sufficient time to conduct an effective interview. The Supervisor(s) should encourage dialog with the employee. After review by the Township Administrator and/or Liaison, the form(s) are to be signed by the employee and forwarded to the Human Resource Officer for inclusion in the employee's official personnel file. A signature does not demonstrate agreement or disagreement with the evaluation. A copy of the completed evaluation shall be provided to the employee. The comment section is to give employees the opportunity to make written comments to supplement the completed performance evaluation report.

Employee Discipline Policy:

An employee may be subject to discipline for any of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Township, fellow employees, volunteers or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on Township property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Township property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Township property and at any time during work hours.
- Insubordination.
- Soliciting on Township premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.
- Careless waste of materials or abuse of tools, equipment or supplies.

- Deliberate destruction or damage to Township or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Township premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Township or supplier property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Township information.
- Gambling on Township premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Township premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly person's offense.
- Violating any Township rules or policies.
- Conduct unbecoming a public employee.
- Violation of Township policies, procedures and regulations.
- Violation of Federal, State or Township laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, and email.

- Neglect of Duty
- Incompetence or inefficiency
- Incapacity to perform duties due to mental or physical disability
- Chronic or excessive absenteeism
- Accepting bribes or gratuities for permitting illegal acts.
- Failure to report, in writing, offers of bribes or gratuities to permit illegal acts.
- Using rude or insulting language or conduct offensive to the public.
- Conduct subversive of good order and the discipline of the department.
- Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure and Civil Service procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

In cases of employee misconduct, the Township believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Township Administrator and/or Liaison review; written reprimand; suspension; fines, and, dismissal. At the discretion of Township, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this manual nor any other Township guidelines, policies or practices create an employment contract. Employment with Township may be terminated at any time with or without cause or reason by the employee or Township.

LAST CHANCE AGREEMENTS: A last chance agreement is a written agreement between the employee and the Township giving an employee who has been accused of engaging in misconduct, one last change to keep his/her job. The intent of a last chance agreement is to offer employees a final opportunity to correct their misconduct or performance. A violation of a last chance agreement shall result in termination.

Resignation Policy:

An employee who intends to resign must notify the Department Head and/or Liaison in writing at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. **During the last two weeks, the employee may not use paid time off except paid holidays.** The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Human Resource Officer will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be given out at the end of the exit interview or sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys, equipment and sign the JIF Worker's Compensation Exit Review form. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Work Force Reduction Policy:

The Township may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other re-employment rights for employees will be determined by the Township Committee.

Driver's License Policy:

For any employee whose work requires that the operation of Township vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operation of a Township vehicle will be required to submit to a Department of Motor Vehicles driving records check as a post-offer condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads or Division Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a Township vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Township vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of

Licensing. An employee that fails to report such an instance is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Township vehicle shall be subject to possible termination.

CDL: Federal Motor Carrier Safety Regulations require drivers to pass a physical examination once every 2 years. All medical exams are to be done at the expense of the employee.

Any information obtained by the Township in accordance with this section shall be used by the Township only for carrying out its lawful functions and for other lawful purposes under the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

SECTION TWO

Workplace Policies:

Employment Definitions

Employee - an individual appointed by the Township Committee and paid a salary or hourly rate and whose position is authorized in the Township's Operating Budget and paid through the Township's payroll.

Full-Time Employee - an employee who is retained by the Township and the position dictates a thirty-five (35) or more hour's work week on a permanent basis.

Part-Time Employee - an employee, who appears on a regular payroll of the Township, receives compensation for less than thirty-five (35) hours per week. Such employee is not entitled to any fringe benefits.

Temporary Employee - an employee who is hired for a position of limited duration. Such employees are not entitled to any fringe benefits.

Salaried Employee - an employee who is compensated on an annual basis at a fixed rate of compensation and is not eligible for overtime.

Hourly Employee - an employee who is compensated at a fixed hourly rate

Job Description Policy:

A job description including qualifications shall be maintained for each position. All job descriptions must be approved by the Township Committee. The Human Resource Officer will make copies available upon request.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor and to the human resources officer at least two (2) hours prior to the start of the normal work day. to the start of the normal workday. The regularly scheduled work week shall consist of five (5) consecutive days, Monday through Friday. The normal working hours for Administrative Building employees are 8:00 AM to 4:00 PM, for a total of thirty-five (35) hours per week. The hours of the work week for Public Works Department employees shall be 6:45 AM to 3:45 PM, for a total of forty hours per week. Two (2) mechanics shall work 8:00 AM to 5:00 PM for

a total of forty (40) hours per week. The working hours for the Police Department are established by departmental procedures and bargaining unit agreements.

Early Closing and Delayed Opening Policy:

In the event of unsafe conditions, the Township Administrator and/or Liaison and/or the Mayor may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Township Administrator and/or Liaison and/or the Mayor shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day or compensatory time will be charged. Sick time will only be charged for a legitimate illness. In the event of a State of Emergency, no time will be charged for the day if work is called off. This provision does not apply to the Department of Public Works, Police, Fire Department, Emergency Services or any personnel who may be required to assist in an emergency.

Breaks:

Administrative personnel are entitled to a one (1) hour lunch that is to be arranged by the Department Head. All employees are expected to take their scheduled lunch period between the hours of noon and two in the afternoon (2 pm). Administrative office must remain open and available to transact business during lunch periods. The Department Head, in conjunction with Township staff, shall be responsible to insure that offices are open and available during normal business hours of 8 am to 4 pm. Failure to maintain offices staffed may result in disciplinary action.

Employees in the Public Works Department shall not be permitted to add travel time to their hour; instead, whatever time is taken by the employees to either travel to a place to eat or to pick up their lunch will be counted in the one-hour period. All employees are entitled to a ten (10) minute break in the morning or in the afternoon (**but not both**). Administrative personnel must arrange breaks so that offices continue to function. All employees must sign out upon taking their break and sign back in upon returning from the break. As with the lunch hour provisions above for Public Works employees, employees shall not be permitted to utilize any additional time to “take this break”. If the break is taken while the employee is at a work site, then the break should be taken at the work site; the employee shall not travel back to the Municipal Building for purposes of taking the break. Moreover, public work employees shall not be permitted to forego their breaks in order to leave early from their normal working hours.

Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in

similar business establishments and consistent with applicable safety standards. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. With the advance approval of the Township Administrator and/or Liaison, the Township will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

Acceptable Attire Includes:

- Dress slacks or neat casual pants
- Dress shirts or neat casual shirts
- Dresses
- Skirts
- Split-skirts or dress shorts
- Capri pants
- Blouses or sleeveless blouses

Non -Acceptable Attire Includes:

- Imprinted T-shirts
- Athletic wear / Sweat pants
- Cut-off shorts
- Sneakers or athletic shoes
- Mini skirts
- Jeans of any kind or color
- Uncovered halter tops, tube tops, or tops with spaghetti straps
- Beach attire or beach shoes
- Cropped shirts and bare midriffs
- Low-cut attire
- Suggestive attire

Dress Down Days:

- Every Friday of the week has been designated “casual day”. Casual clothes which are clean and respectable are permitted. Blue jeans and sneakers are considered acceptable on “casual day”. All dress down clothing will be expected to be clean and in good repair. Sleepwear of any kind is unacceptable.

No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Township has adopted a smoke-free policy for all buildings. Township facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Township

buildings. Employees are permitted to smoke only outside Township buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the Township and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Use of Vehicles Policy:

Township owned vehicles shall be used only on official business and all passengers must be Township employee and on Township business. An employee who is also employed by another governmental entity may use a Township vehicle for that employment only if the employment is pursuant to an inter-local agreement between the Township and the other jurisdiction.

At no time shall any Township employee utilize a Township owned vehicle for any personal use.

Vehicles may be taken home only with the advance approval of the Administrator and/or Township Committee, except a Department Head may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Township vehicle, it is to be used only for official Township business; any other use is not permitted. Any employee who is on a leave of absence or any leave for more than once week in duration must return the vehicle to the Township, or make arrangements for a Township employee to retrieve the vehicle, prior to the leave.

Any violation of this policy constitutes cause for disciplinary action, up to an including termination.

Telephone Usage Policy:

Some employees “meet” the public on the telephone each working day. When the telephone rings, answer it promptly and courteously. People at the other end of the line cannot see you, but their opinion of the Township government can be formed by the manner in which you handle their call.

If you are required to use the telephone as part of your job, here are some points which must be observed:

1. Be certain that someone is always available to answer the telephone.
2. Answer promptly.
3. Identify your office and yourself.

4. Speak directly into the phone.
5. Speak pleasantly.
6. Keep calls as brief as possible.
7. Hang up the receiver.
8. Always be courteous.
9. Make written notes, if necessary.
10. Make no one "hold" for more than 60 seconds before responding.
11. If you are asked to "call back" at a certain time, do it on time.

Telephones are important to the Township's daily business. They should not be used for personal calls. In the event of an emergency employees may utilize Township telephone for that purpose. Abuse of Township telephones to make personal calls that are not emergencies may result in disciplinary action.

Cell Phone Usage Policy:

This policy about cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned. Wireless telephones serve a value; however, restriction on their use are required to ensure safety, promote professionalism and protect the public good.

Use of a personally owned wireless telephone while at work is generally restricted to a job related necessity. If an emergency develops necessitating its use, all calls must be kept to the appropriate minimum. The Township will not provide repair or replacement of a personal telephone should it be lost, stolen or damaged while at work.

Cell Phone or Similar Devices in Vehicles

Hand-held wireless telephones shall not be used while operating any motor vehicle on duty or any Township owned vehicle on or off duty. An employee who uses a vehicle while at work or a Township owned vehicle is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or Township-related, unless the calls are absolutely and completely hands free. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; or personal business. Employees

who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Cell Phones or Similar Devices at Work

The Township is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of meetings, employees are to leave cell phones at their desks. Or, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode. This provision does not apply to the Department of Public Works, Police and Fire Department, Emergency Services or any personnel who may be required to assist in an emergency.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Systems Privacy (including, E-Mail, Voice Mail, Computer and Internet Usage Policy):

The Township respects the individual privacy of its employees. However, e-mail, voicemail, Internet, township issued cellular devices and computer network are for official business, and use for non-business purposes is prohibited. All e-mail, voice mail and Internet message are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

a. Management's Right to Access Information

E-mail, voicemail and computer network systems have been installed by the Township to facilitate business communications. The contents of the systems are accessible at all times by the Township. These systems should be treated like other shared filing systems. E-mail and voicemail messages, to the extent these systems are utilized, are the Township's records. The Township reserves the right to monitor, obtain, review and disclose all email messages, computer files, voice mail and Internet message on the computer and communications systems of the Township as deemed necessary and appropriate and without prior notice. By using the Township's e-mail, computer systems, voice mail and the Internet, each user agrees that the Township has unrestricted access and the right to disclose all information communicated or stored on the e-mail computer systems, voice mail and the Internet.

b. Care In Use of E-Mail, Voicemail, Internet and Computer Network Systems

Employees must exercise a greater degree of caution in transmitting the Township's confidential information on the e-mail, voicemail, Internet and computer network systems than they take with other means of communicating information, because of the ease with which such information can be redistributed and the public access to such information through the Open Public Records Act. Please make sure that all addressees are appropriate recipients of the

information to be distributed, via e-mail, voicemail, Internet, text message or other electronic forms of communication, especially when distributing information to a list of recipients.

Except in emergency situations or as part of their officially assigned or regular or permitted duties, employees are prohibited from taking any photographs, pictures, digital images or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence with any personal analog or digital device, camera, imaging device, audio recorder or cellular telephone. This section also applies in off duty scenarios regarding any law enforcement related activities. Any photographs, images or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, code guideline or directive concerning storage release and disposal. Employees who have recorded any photographs, images or recordings with any personal device shall notify their supervisors as soon as practical. For the purposes of this section, an “emergency situation” involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes.

Employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with a personal or agency analog or digital device, camera or cellular phone to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Liaison.

c. Personal Use of E-Mail, Voicemail, Internet and Computer Network Systems

Because the Township provides e-mail, voicemail, Internet, cell phones, and computer network systems to assist employees in performing their jobs, employees should use them for official business. The Township reserves the right to access and disclose as necessary all messages sent over its systems, without regard to content. Since the contents of e-mail and voicemail may be accessed by the Township without prior notice to employees, and since the Township can monitor employees’ use of its computer network systems, employees should not use any of the systems to transmit any messages they would not want to disclose to a third party. Employees that maintain personal web pages and web sites, including but not limited to Facebook, YouTube, Myspace, Twitter, etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Township if expressed or published using any other medium or in any other manner.

d. Forbidden Content of E-Mail, Voicemail, Internet and Computer Network Systems Communications

Employees may not use the e-mail, voicemail, Internet computer network systems, or Township Issued Cell Phone or any other township issued electronic device in any way that may be seen as insulting, defamatory, obscene, harassing, disruptive, or offensive by other persons or as harmful to morale. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived sex, sexual orientation, gender, gender identity, transgender, race color, national origin, citizenship status, ancestry, age, marital status, medical condition, mental or physical

disability, veteran status, religious or political beliefs, or any other characteristic protected by federal, state, or local law, ordinance or regulation. Violations of the Township's policy of the use of e-mail, voicemail, Internet, complete network systems and Township Issued Cell Phone or any other township issued electronic device will subject the employee to discipline, up to and including immediate termination.

e. Unauthorized Access

Employees are prohibited from the unauthorized use of the password(s) of other employees to gain access to another employee's messages in the e-mail, voicemail, Internet or computer network systems including but not limited to all secured access software that employees may have access to.

Bulletin Board Policy:

The bulletin boards located in the Township administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Human Resource Officer and Township Administrator and/or Liaison may post, remove, or alter any notice.

SECTION THREE

Paid and Unpaid Time Off Policies:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Paid Holiday Policy:

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Temporary or part-time employees are not eligible for holidays.

Vacation Leave Policy:

Vacations shall be granted in accordance with the following schedule:

<u>Years of Employment</u>	<u>Amount of Leave</u>
Vacation days shall be prorated during the 1st year of employment based on number of weeks worked	9 working days *7 working days
2 nd year through completion of 5 th year	14 working days

	*12 working days
6 th year through completion of 10 th year	16 working days *14 working days
11 th year through completion of 20 th year	18 working days *16 working days
21 st year and up	20 working days *18 working days

***Effective vacation days for new employees hired after 1/1/2011**

Annual vacation time must be used in the year it is provided unless the employee is not able to utilize said leave because of departmental and employer needs. In the event an employee cannot use vacation because of departmental needs, the employee with the liaison's written approval, may carry said unused vacation leave for one (1) additional year. Failure to use time in the following year shall result in the time being forfeited.

Request for vacation leave must be submitted in writing on a form prescribed by the employer to the Human Resource Officer as follows:

1. By no later than February 1: Employees that provide their vacation request by February 1 shall receive their selected vacation period by seniority within the Department and Township needs.
2. After February 1 at least two (2) weeks in advance for a week or more: Employees that submit vacation requests after February 1 and at least two weeks before the vacation time period will receive vacation leave on a first come first serve and at the discretion of the Liaison. If more than one request is received at the same time, the individual with more seniority will receive the time off.
3. After February 1 for vacation leave under one week: Vacation leave requests under one week must be submitted in writing at least one week in advance and may be approved at the discretion of the Human Resources within forty (48) hours of receipt of the request.

The Human Resource Officer must obtain final approval from the Administrator and/or liaison before any leave is authorized and said leave time must be recorded on the official annual leave calendar.

Only one employee per department will be allowed on vacation at any one time, unless authorized by the Administrator and/or liaison

Upon termination of employment with the Township, the employee will be paid for eligible unused vacation leave on a prorated basis, except in situations where the employee is terminated for cause, in which case no benefits shall be permitted.

Temporary or part-time employees are not eligible for vacation leave benefits.

Personal Leave Policy:

Each employee shall be entitled to five (5) days of Personal leave time per calendar year to be utilized for personal business. Employees seeking leave time must notify their department head or supervisor in writing at least seventy-two (72) hours in advance of the leave. The department head and/or supervisor may waive the seventy-two (72) hour notice requirement in the case of a true emergency. A true emergency does not consist of instances in which the employee had previous knowledge of the need for time off, but forgot to notify his/her supervisor or department head of said need. Personal days shall be pro-rated during the first (1st) year of employment based on the number of months worked. Employees separating from service and/or retiring from employment will not be entitled to payment for unused personal time.

***New employee hired after 1/1/2011 will receive 3 personal days.**

Temporary or part-time employees are not eligible for personal leave benefits.

Sick Leave Policy:

Sick leave for purposes herein shall mean paid leave that may be granted to any employee who through sickness or injury becomes incapacitated to a degree that makes it impossible for him/her to perform the duties of his position or who is quarantined by a physician because he/she has been exposed to a contagious disease or is required to care for a sick spouse or dependent child. Part-time and temporary employees are not eligible for sick leave. ***Sick leave shall not be used as a paid vacation. Employees determined to be utilizing sick leave for reasons other than those specified in the definition of sick leave may be subject to discipline up to and including termination.***

Sick leave with pay shall be allowed provided that the employee provides satisfactory proof of his/her illness or disability through a licensed physician's certificate, and notifies his/her supervisor promptly of the illness.

If an employee is absent for more than two consecutive days or for more than five (5) days in a calendar year, for any reason, the employee must furnish acceptable medical evidence in the form of a doctor's note to their Department Head and/or supervisor. The nature of the illness shall be stated on the doctor's certificate unless it is confidential between the doctor and patient, in which event the doctor must give a certificate releasing the employee for return to work. The Township reserves the right to obtain a second opinion from a licensed physician to determine if the illness or disability continues and is the result of events or acts beyond the employee's control.

If an employee is absent for more than six (6) occurrence in a twelve month rolling period, not calendar year, shall be charged with excessive use of sick time and potentially suspended for

up to 5 days. Employees absent for more than nine (9) occurrence in a twelve month rolling period, may be disciplined, up to and including termination. Any time over nine (9) occurrences shall be terminated from employment. An occurrence means a single illness. For example, an employee get the flu and is out for 4 consecutive days; the four (4) consecutive days is one occurrence. By way of another example, if employee that takes one (1) sick day and returns to work the next day. The one (1) sick day will count as one occurrence.

Effective January 1, 2012, employees shall be entitled to sick leave at the rate of six (6) days for all employees, except those covered by the Police Labor Agreement. Unused sick days shall be accumulated from year to year with a maximum of twelve (12) days per a twelve (12) month period to be treated as cumulative. There shall be no reimbursement for accumulated sick days not utilized, except as follows:

The Township shall reimburse current employees upon retirement with twenty (20) years of service with the Township – **not** separation from employment - for one-half (1/2) of their accumulated sick days in an amount not to exceed \$15,000. For the purposes of this provision, the employees average daily salary for the five (5) years preceding his/her retirement shall be used to calculate the daily rate of pay to be remunerated upon retirement. This provision shall apply only to those employees who are entitled to retirement pursuant to the Public Employees Retirement System of New Jersey and shall not apply to those individuals discharged or leaving the service of the Township without being eligible for retirement. However, these benefits shall not apply to anyone hired after May 20, 1991.

Temporary or part-time employees are not eligible for sick leave benefits.

Donated Sick Leave:

Benefited employees are eligible for employee donated sick leave if they are eligible for leave according to the Family and Medical Leave Act (FMLA) and have an immediate and reasonable need for such assistance as verified by a health care provider. The employee must have exhausted his/her available sick, personal and vacation leave prior to being eligible for donated sick leave. When the employee returns to work, unused donated sick leave is forfeited. The maximum donated leave is 15 days unless approved by the Township Committee. Employees who wish to donate sick leave must be in an active pay status and have accrued more than 70 hours of sick leave. Donating employees are required to maintain a minimum balance of 70 hours of their own sick leave after making a donation. Donations are made by notifying the Department of Human Resources Benefits office. Donation requests and donations must be received in the Department of Human Resources Benefits office as soon as possible.

Bereavement Leave Policy:

Employees are entitled to five (5) consecutive calendar days leave of absence for the death of an employee's immediate relative. "Immediate relative" includes spouse or significant other,

civil union partner, child, parent, stepchild. Employees are entitled to three (3) consecutive calendar days for the death of a sibling, grandparents, daughter-in-law, son-in-law, grandchildren. For the death of a niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household, employees shall receive one (1) day of leave. Employees are paid for all working days during the Bereavement Leave.

If additional time is necessary, it shall be taken as personal, vacation or unpaid leave with advance authorization by the appropriate Department Head and/or the Township Committee Member Liaison to that department. Time for attendance at funerals of others may be granted without pay or by use of personal and/or vacation leave.

Temporary or part-time employees are not eligible for bereavement leave benefits.

Jury Duty Policy:

All employees who are required to serve on jury duty shall do so with pay in accordance with N.J.S.A. 2B:20-16.. If jury duty concludes three hours before the end of the employee's normal work day, the employee must return to work. Failure to return to work if jury duty is concluded early may result in disciplinary action.

Leave of Absence Policy:

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Township Administrator and/or Liaison if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Township Administrator and/or Liaison may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Township.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. A personal leave is granted with the understanding that the employee intends to return to work for the Township. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

Family and Medical Leave Act Policy:

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act ("FMLA"). Employees also may be eligible for family and/or medical

leave pursuant to the New Jersey Family Leave Act (“FLA”). In order to be eligible for such leave, employees must have: one (1) year of service with the Township; and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months. Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee’s health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. If an employee is not receiving pay under another policy that run concurrent with the FLMA/NJFLA, the employee is required to remit his/her premium contribution toward health care as instructed by the Township. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member, including civil union partner, or for the employee’s own serious health condition that makes the employee unable to perform the functions of the employee’s position. Eligible employees who take leave under this policy must use all accrued and available sick, vacation and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

FMLA and NJFLA leave will be calculated based on a rolling twelve month period. Moreover, FMLA and NJFLA leave will run concurrent with any sick, vacation, personal, disability, workers compensation or any other leave of absence involving a serious health condition or the birth or care of a child.

The Township reserves the right to require a fitness for duty prior to having an employee return to work.

The period of leave must be supported by a physician’s certificate. An extension past twelve weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The Township reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the Human Resource Officer.

Family Temporary Disability

Family Temporary Disability (“FTD”) payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child.

To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or NJFLA leaves and there is a one week waiting period. Employees is require to accrued sick, leave for up to two weeks.

Employees receiving paid family leave insurance in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in one day increments. An employee seeking intermittent paid family leave is required to provide the Township with 15 days notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the Township with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) weeks in a year to care for a family member on active duty in the military or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a member of the National Guard or Reserves is called to active duty and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling.

Military Leave Policy:

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the leave shall be without pay but without loss of time. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty (30) calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Township group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than

thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

SECTION FOUR

Compensation & Employee Benefits Policies:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Time Keeping:

The following procedures will apply to all Township employees:

Every employee shall sign in every day they report to work on the Administration Department Daily Time Sheet, the Department of Public Works Time clock or the Police Department Daily Time Record.

Every employee will report to their Department Head or immediate supervisor their daily time in and out which will be logged on a time sheet, provided by the Finance Office. This log will include all earned time-off that has been taken (vacation, personal, sick, holidays). All employees will have the right to view the portion of the time sheet relating to their specific hours upon scheduling an appointment with their respective Department Head to do so. Department Heads will be required to sign all time sheets prior to being submitted to the Finance Office for payment.

Any employee leaving the building for personal business, other than lunch time, must report same on time sheet. Approval for such leave must be granted by your Department Head. Your Department Head must also obtain approval from the Township Administrator and/or liaison prior to the leave being granted. You must notify the receptionist when leaving the building so that appropriate information can be given to the public. Approval must be obtained from the Township Administrator and/or Liaison should you find it necessary to close your office during the scheduled work day.

Employees are required to take a lunch break. Employees are not permitted to forego a lunch break to leave employment early, unless the employee requests and received approval from the Township Administrator and/or Liaison for doctor's appointment, child care, or other similar needs. All Departments are to be open at all time. No leave will be granted if a Department must be closed.

Any employee who falsifies any information on any time sheet will be subject to disciplinary action, including, but not limited to, termination.

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. All employees covered by this Handbook shall be

paid bi-weekly. When the regular payday occurs on a holiday, the Township shall pay employees on the regular workday immediately preceding the holiday.

The Township will not accept responsibility for any employee's personal finances. The Township will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

Overtime Compensation Policy:

Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty hours in a weekly period. Any and all hours worked up to forty (40) hours will be paid at the employee's hourly pay rate. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Vacation time, sick time, personal time and holiday time shall not be considered time worked for purposes of determining overtime compensation.

If any employee works approved overtime, he/she shall be entitled to overtime pay for hours worked unless prohibited by law. Overtime refers to any time period worked beyond the total regular working hours of any pay period and may be approved only when the employee is ordered or directed to work. Department Heads must receive approval from the Township Administrator and/or Liaison before authorizing any overtime. In order to be eligible for overtime work, employees must be able to perform all duties of the department for which they work with no restrictions.

Compensatory time will not be substituted for paid overtime unless specifically allowed within an individual bargaining unit contract.

Employee Expenses:

All employees shall be compensated for use of their vehicle on Township business at the annual rate set by resolution. They shall also be compensated for all tolls and parking fees upon presentation of receipts and approved requisition.

Reimbursement shall be made to any employee for expenses incurred for attendance at professional activities or for membership in such organizations, which pertain only to Township business, and only if approved in advance by the Township Committee. Reimbursement shall not be made for any lodging expenses unless expressly authorized in advance by the Township Committee.

Attendance at professional conferences and seminars is subject to the limitations set forth in the annual budget. Prior approval of attendance at seminars and conferences must be requested in writing and approved by the Township Administrator and/or Liaison and the Township Committee.

Entertainment expenses will not be reimbursed.

Insurance Policy:

Employees and their immediate family members, including civil union partner, are provided health insurance coverage administered by the State Health Benefits Plan. The Township reserves the right to change provider networks, claims agents, and insurance mechanisms (fully insured versus health insurance fund, e.g.). The complete benefit plan is on file in the Human Resource's office and a Summary Plan Description will be provided to all employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Township.

Hospitalization and Medical Insurance: The following medical insurance is provided by the Township for full-time employees and their families:

Choice of the various insurance plans available under:

New Jersey State Health Benefits Plan
Dental Insurance

Eligible employee shall pay a percentage of the cost of health care benefits coverage for themselves and any dependents in accordance with the provisions of P.L. 2011, Chapter 78. The percentage will vary based upon whether the employee has family, individual, or member with child or spouse coverage and the employee's salary.

Employee Opt Out:

Pursuant to Chapter 92, P.L. 2007 and Chapter 2, P.L. 2010, employees may waive New Jersey State Health Benefits so long as they are covered under another health plan. Any employee who waives the Benefits shall receive 25% or \$5,000, whichever is less, of the premium payment.

Cafeteria Plan: The Township has entered into a cafeteria plan whereby employee can pay his or her share of medical contributions with a pre-tax salary. For a copy of the Plan or to discuss the Plan benefits, please see the human resource director.

Life Insurance: Contributory life insurance is available for all employees enrolled in the Public Employee's Retirement System.

Colonial Life and Accident Insurance: This policy is available through an employee payroll deduction.

Pension: Membership in the Public Employee's Retirement System is required as a condition of employment. Information pertaining to this plan is available in the Finance Office.

Deferred Compensation Plan: This plan is available through an employee payroll deduction. Information pertaining to the plan is available in the finance office.

Indemnification of Employees:

Pursuant to statutory authority, the Township does hereby authorize and provide indemnification to its employees, officials, and appointees in accordance with the indemnification provisions applicable to all state employees. Such indemnification shall apply to any act or omission of an employee, official or appointee, whether intentional or not, occurring within the scope of his/her employment.

Retirement Policy:

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Department Head in writing. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Human Resource Officer will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be given to the employee during the time of the exit interview or sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file. If an employee utilizes or is on an paid or unpaid leave of absence for more than five (5) consecutive days, he/she shall return the Employee Identification Card, all Township keys and equipment the day prior to starting said leave. If the employee is not able to provide said equipment prior to the leave because of a medical issue, the employee shall direct a family member to return said equipment as soon as practicable.

Workers Compensation Policy:

Employees injured on the job shall report it immediately to their Department Head, claims coordinator and/or supervisor and complete an accident report form provided by the Safety Coordinator. The Department Head and/or supervisor shall immediately report same to the Township's Safety Coordinator. All injuries, including minor injuries not requiring medical attention, shall be reported to their Department Head or immediate supervisor.

The hospital and/or physician providing treatment attending the injury shall be advised that it is a job-related injury covered by workers' compensation.

All employees are entitled to workers' compensation payments as dictated by law. The Township shall not pay the difference between the workers compensation and the employee's regular salary.

Attendance at Seminars, Conferences and Educational Programs and Courses of Study.

The Township Committee hereby acknowledges the importance of continuing education. The Township Committee further hereby acknowledges that it is in the interest of the community that its employees be empowered with the necessary education to keep abreast of the changing laws of the county, state and federal government, as well as empowering its employees with educational information so as to continually improve upon the ongoing processes that are carried out on a daily basis in providing services to the community.

In order to ensure that proper education is being sought by the Township employees, the following guidelines have been established and must be adhered to. The approval process has been established in order that the Governing Body may oversee, in the aggregate, what education the employees are seeking and it may ensure that educational courses are not being taken in duplicate, within a department, and/or in connection with subject matters that do not necessarily pertain to the position held.

NOTE: In addition to the approval processes discussed in this policy, all requests must be submitted two weeks before the Township Committee meeting before the seminar, conference, educational program or course of study is scheduled to begin.

GENERAL GUIDELINES

Entitlement

Employees are encouraged to attend seminars, professional conferences and courses of study which will further their knowledge in performing their job duties. However, specific approval for attendance at any seminars, professional conferences or courses of study must be approved by the Department Head. In cases where there is a cost associated with the seminar, professional conference or course of study, specific approval must be obtained by the Department Head and Township Administrator and/or Liaison.

Any seminar, conference or education not directly related to the employee's position held must receive approval by the Township Committee, in addition to the Township Administrator and/or Liaison.

Attendance during Business Hours

Seminars, conferences and educational programs and courses of study may be attended during the business day, with pay, provided that there is sufficient staffing in the office during the employee's absence. If sufficient staffing cannot be achieved, specific approval for lack of coverage must be obtained by the Township Committee. If the seminar, conference or education is held during the course of the business day, the employee will be afforded adequate travel time. The times of the course shall be presented to the Township Administrator and/or Liaison so that they may be logged on the Employee Time-off Calendar. Travel time shall also be included and presented for specific approval. Employees are not eligible to earn Compensatory Time for any seminars, conferences and educational programs and courses of study that are not held during business hours.

Under no circumstances will time be afforded for personal arrangements. The employee must consider and make arrangements for personal commitments prior to requesting attendance at such course. In extreme, non-routine cases, use of personal or comp time may be requested, in writing to the Township Administrator and/or Liaison. However, it should be understood that these requests will only be considered in extreme, unexpected and non-routine instances.

SEMINARS

Qualifications and Approval Process

The subject matter of the seminar must be directly related to the position held by the employee. Attendance at any and all seminars, where a cost is to be incurred by the Township, must be approved by the Department Head and Township Administrator and/or Liaison. The dates and times, including travel time, must be logged on the Employee Time-off Calendar, if the seminar is to be attended during the business day. All purchasing requirements, as provided for in the Purchasing Policy Manual, must be adhered to.

CONFERENCES

Qualifications and Approval Process

The subject matter(s) of the conference must be directly related to the position held by the employee.

Attendance at any and all conferences, where a cost is to be incurred by the Township, must be approved by the Department Head and Township Administrator and/or Liaison.

The dates and times, including travel time, must be logged on the Employee Time-off Calendar, if the professional conference is to be attended during the business day.

All purchasing requirements, as provided for in the Purchasing Policy Manual, must be adhered to.

EDUCATION

For purposes herein, “education” here shall mean a course of study wherein a certification or license shall be obtained from an accredited school or educational institution at the conclusion of the course of study.

Authorization Process

Any employee seeking to attend an educational course of study must submit a request in writing to the Township Administrator and/or Liaison for approval by the Township Committee. The request should contain a statement outlining the:

Name of course and how your attendance will benefit the Township;
Institution sponsoring the course and dates and times of course of study;
Travel time required to arrive in a timely fashion, if applicable;
A statement regarding adequate office coverage or a request for relief; and
Any other relevant information you feel is pertinent for consideration by the Township Committee. The Township Administrator may provide comment in support or against approval by the Township Committee.

Exceptions

No exceptions will be given to these guidelines.

Appeal Process

Any provision of this section or determination of the Township Administrator and/or Liaison can be appealed to the Township Committee, provided that the employee seeking the appeal submits same in writing detailing the reasons for the appeal and why relief should be granted; and provided that the employee appears in person before the Township Committee at a meeting where the date, time and place is given by the Township Administrator and/or Liaison.

It should be noted that a favorable decision will only be granted by the Township Committee where extreme or special conditions can be demonstrated and are obvious to the Township Committee.

Approval Conditions

If the Township grants the employee “education”, the following is mandated of the employees:

1. The employee must remain in the Township employ for at least two year following the education;
2. The employee must continue the “education” and take all applicable tests or examinations for certification or otherwise;
3. The employee must complete the “education” once it is started.

Failure to remain in the Township employ for two years, take any tests or exams, or failure to complete the education shall result in the employee repaying the Township any and all costs associated with same. The payback provision does not apply if the employee takes the test several times and cannot pass same.

All Employees

Safety on the job is not just a matter of personal safety. The safety of others, including co-workers is at stake, and it is everyone's responsibility. All employees are expected to follow the basic safety guidelines that are listed below to minimize the potential for unsafe conditions in the work place. These rules also permit management to evaluate overall safety compliance and handle department specific safety issues.

- Take a proactive approach towards health and safety.
- Regard safety and health as your number one priority.
- Report all unsafe conditions and acts to your supervisor.
- Equipment is to be operated only by trained and authorized personnel.
- Report all on-the-job injuries or illnesses or near-misses to your supervisor.
- Use the personal protective equipment (PPE) that has been provided when potential hazards cannot be eliminated through engineering or administrative controls.
- If there is any doubt about the safety of a work method, consult your supervisor before beginning or continuing the work. When in doubt, ask!
- Horseplay or fighting, or activity which will distract another employee or cause injury to another employee will not be tolerated in the work place.
- Smoking is allowed only in approved areas.
- Always read the label and/or review the MSDS for any chemicals you use.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized prescription drugs will not be tolerated in the work place.
- Notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Report any damage to municipal property or damage caused to property belonging to others to your supervisor and/or claims administrator.
- Periodic inspections of work stations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition. Any hazards you identify should be reported immediately to your supervisor.
- Employees are responsible for maintaining an orderly environment. Store tools and equipment in their designated places. Waste material is to be discarded in a designated refuse container. If your work creates a potential slip, trip or fall hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Seat belts must be fastened before operating any motorized vehicle equipped with restraints. Riding mowers and such equipment should be retrofitted with seat belts.
- Employees who are authorized to drive a municipal owned vehicle must hold a valid driver's license appropriate for the class of vehicle they operate. Employees who operate vehicles must obey all driver safety instructions and comply with applicable traffic laws and defensive driving strategies.

- Review departmental rules for first aid, evacuation routes and fire department notification will be reviewed with employees annually.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Safety Committee

The municipal Safety Committees provides a forum for employees to exchange ideas on how to prevent accidents and control hazards.

Hazard Recognition and Correction

Periodic inspections and Job Site Observations will help prevent accidents by discovering hazards and at-risk behaviors so that they may be eliminated or safeguarded before they cause an accident and/or injury. An inspection checklist applicable to each department's activities should be used during the safety survey. The checklists should be completed, signed and dated by the inspector, then reviewed by the Safety Delegate or Safety Coordinator. It is the responsibility of the supervisor to follow up on all corrective action(s) based on the suggestions developed by the survey and to document corrective action.

Outside Contractors

Any outside contractor performing work within a municipality should be required to comply with and meet all municipal, state and federal safety standards, including hot work permit systems, confined-space entry procedures and the use of safety barricades and/or personnel to warn the general public of hazardous conditions. The general contractor should be responsible for checking the job site for proper and safe operations. The JIF Certificate of Insurance Guidelines must be followed in all cases.

Safety Training

Safety training requirements will be based on exposures, job hazard analyses, accident experience and regulatory requirements. Ongoing training through the MSI is strongly encouraged. Indoctrination of new employees in the hazards associated with their job functions should be the responsibility of the immediate supervisor. Each employee will be given a copy of the rules of that department, receive training in the use of protective equipment for the employee's job function, and be made aware of the hazards associated with the job, including any physical hazards. Material Safety Data Sheets and / or Hazardous Substance Fact Sheets will be available for all chemicals used and will be reviewed with each new employee.

Fleet Safety Management

This program applies to **all** employees who operate vehicles on municipal business. The requirements outlined in the program include:

- Maintaining a current and valid driver's license, appropriate for the class of vehicle they operate.
- Reporting to supervision any changes in an individual's driver's license status.
- Always operating a motor vehicle in a safe manner, in accordance with all applicable New Jersey State, County, and local traffic codes.

- Complying with all applicable CDL drug and alcohol requirements.
- Maintaining minimum insurance requirements on personal vehicles, used for municipal business.
- Maintaining any assigned vehicle according to established maintenance and care standards.
- Not operating a hand-held cell phone while operating a motor vehicle.
- Always wearing a seat belt while operating a motor vehicle.
- Submitting to drug/alcohol testing immediately after any township vehicle or equipment is involved in a work place accident.

SECTION FIVE: Managerial/Supervisory Procedures:

Employment Procedure:

- **Recruitment:** The Township Administrator and/or Liaison in conjunction with the Human Resource Officer will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Township Administrator and/or Liaison who will distribute notification of the vacancy to all departments. The Township Administrator and/or Liaison will undertake to recruit qualified applicants in accordance with applicable Federal and State law (including New Jersey Department of Personnel regulations if the position is subject to Civil Service.) Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Township is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.
- **Interviews:** The Township Administrator and/or Liaison or Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Township will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Township.
- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Township Administrator and/or Liaison may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Township Administrator and/or Liaison may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Township at the expense of the Township. All medical records of employees and prospective employees are confidential and are to be maintained by the Human Resource Officer separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Criminal Background Checks:** Criminal background checks are required of all candidates, whether paid or volunteer, that may work directly or indirectly with children/youth/minors in accordance with the procedures outlined in the Section of this ordinance entitled “Background Checks and Procedures for Candidates, Employees and Volunteers”.
- **Job Offers:** The final decision will be made by the Township Committee and/or Township Administrator and/or Liaison once information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Township. Employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Township Committee and/or Township Administrator and/or Liaison will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Human Resource Officer. Documents related to the successful candidate will be placed in the employee’s official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Background Checks and Procedures for Candidates, Employees and Volunteers:

- **Background checks required:** Background checks are required of all candidates, whether for paid or volunteer positions, working directly or indirectly with children/youth/minors. Background checks will also be administered for each employee or volunteer that works directly or indirectly with children/youth/minors every three years. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- **Background check procedure:** The Chief of Police will perform or initiate background checks and be the recipient of reports from outside agencies or contractors. The Chief of Police will discuss disqualifying information received with the employee’s or volunteer’s Department Head and Human Resource Officer. Written

information received as a result of a “Request for Criminal History Record Information for a Noncriminal Justice Purpose” will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C: 47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C: 47:1A-5, et seq.).

The Human Resource Officer or Department Head will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the Township contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Township Administrator and/or Liaison and/or Township Committee.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person’s criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:
 - Homicide (N.J.S.A. 2C:11)
 - Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
 - Kidnapping (N.J.S.A. 2C:13)
 - Sexual Offenses (N.J.S.A. 2C:14)
 - Offenses against the Family, Children and Incompetents (N.J.S.A. 2C:24)
 - Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
 - Robbery (N.J.S.A. 2C:15)
 - Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

- **Appeal Process:** The Appeals Committee will be comprised of a Township Administrator and/or Liaison and Township Committee.

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has 14 calendar days to file a Notice of Appeal with the Township. Such Notice of Appeal must be sent in writing to the Human Resource

Officer. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Township will issue a written determination on the employee's appeal of their disqualifying conviction, setting forth the reasons for the determination.

Nepotism Procedure:

Unless otherwise provided by law or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or

- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Open Public Meetings Act Procedure concerning Personnel Matters:

Discussions by the governing body or any body of the Township concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body of the Township concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the governing body or other body of the Township may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

Processing and Orientation of New Employees Procedure:

All new regular full-time and regular part-time employees will be scheduled to meet with the Township Administrator and/or Liaison, Human Resource Officer and Department Head on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Human Resource Officer for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual if the employee is a manager or supervisor and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;

- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Initial Employment Period Procedure:

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of not less than three (3) months or more than twelve (12) months. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this period if the Township Administrator and/or Liaison concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Township Administrator and/or Liaison may extend the initial employment period.

Nothing in the procedure set forth in this section shall alter Township’s employment at will policy. Employment with Township is at will and may be terminated at any time with or without cause or notice by the Township or the employee.”

Employee Handbook Procedure:

The Human Resource Officer with the assistance of the Township Solicitor or Labor Attorney shall draft an Employee Handbook for the approval of the Township Administrator and/or Liaison and/or Township Committee. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two years. A link to the personnel policy will be accessible through the Township website.

Performance Evaluation Procedure:

Periodic evaluations are critical to create a formal record of an employee’s performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas

for improvement. Supervisors or Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.
- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee understands of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.
- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

Exceeds Expectations means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

Meets Job Requirements means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

Needs Improvement means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

Does Not Meet Minimum Standards means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Township Administrator and/or Liaison. After review by the Township Administrator and/or Liaison, the form(s) are to be forwarded to the Human Resource Officer for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Township Administrator and/or Liaison or Human Resource Officer.

Disciplinary Action Procedure:

All employees are expected to meet the Township's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Township's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Township's policies and rules or to specific instructions, or has acted improperly; the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and the Township Administrator and/or Liaison, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Human Resource Officer for the employee's official personnel file.
- **Township Administrator and/or Liaison Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Township Administrator

and/or Liaison the employee will be so advised and a meeting arranged with the Township Administrator and/or Liaison at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.

- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Township Administrator and/or Liaison. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Human Resource Officer for the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Township Administrator and/or Liaison will make the decision and may seek the advice of the Township Solicitor or Labor Attorney if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure (and Civil Service procedure).
- **Dismissal:** Whenever an employee is recommended for dismissal, the Township Administrator and/or Liaison and Township Committee will make the decision only after seeking the advice of the Township Solicitor or Labor Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure (and Civil Service procedure).

Personnel File Procedure:

The official personnel files shall be maintained by the Human Resource Officer and employee medical information will be maintained in a separate file. At least annually, the Human Resource Officer will review files to make sure they are up-to-date and will follow-up with the Department Heads as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;

- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts; and
- Any other pertinent information.

Employee Complaint Investigation Procedure:

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The supervisor, Department Head, Human Resource Officer or Township Solicitor or Labor Attorney must report all written or verbal complaints to the Township Administrator and/or Liaison unless the complaint is against the Township Administrator and/or Liaison. Upon receipt, the Township Administrator and/or Liaison will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Township Administrator and/or Liaison or investigator appointed by the Township Administrator and/or Liaison will interview the employee. If the employee is reluctant to sign a written complaint, the Township Administrator and/or Liaison or

investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- **Investigation:** The Township Administrator and/or Liaison will seek the advice of the Township Solicitor or Labor Attorney when planning the investigation. The investigation should be conducted by the Township Solicitor or Labor Attorney or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Township Administrator and/or Liaison will discuss the conclusions with the Township Solicitor or Labor Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Township is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.
- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Township Administrator and/or Liaison will formulate with the advice of the Township Solicitor or Labor Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

Requests for Employment Verification and Reference Procedure:

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Human Resource Officer. No employee may issue a reference letter without the permission of the Human Resource Officer. Under no circumstances should any information be released over the phone.

In response to a request for information, the Human Resource Officer will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Township is required to release the information by law or (2) the employee or former employee authorizes the Township in writing to furnish this information and releases the Township from liability.

Continuing Education Procedure:

The Township, in conjunction with the Township Solicitor or Labor Attorney will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Township will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Township employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

LOSS CONTROL POLICY

It is the policy of the BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND (BCMJIF) to achieve the best and most practical degree of freedom from accidents and/or injuries. We also endeavor to ensure that all our employees, volunteers and the public are provided with a safe and healthy environment in which recognized hazards are eliminated or suitably safeguarded. We have established a Safety Program, which, with everyone's participation, should succeed in providing a safe, healthful and pleasant environment. All of you stand to benefit from this program. We expect full cooperation from all our employees within the Township of Lumberton.

The results of our comprehensive Safety Program will certainly be worth the effort.

Management Participation

In all effective business organizations, management sets the policy. Management's action about safety has an impact on operational efficiency. Expressing interest and demonstrating management's commitment through leadership are vital to the success of any Loss Control Program. As management, however, we must be concerned with more than employee safety. We have a moral obligation to provide the public, volunteers and employees with a safe and healthy environment to conduct municipal business.

We, as management, commit to the policy and participation in our Safety Program by:

Providing all employees with a written copy of our Loss Control Policy.

Allocating the time, as well as the resources, for establishing and continuing the Safety Program.

Giving the Safety Coordinators of each municipality responsibility for coordinating the Safety Program in their respective town.

Conveying to each employee, where applicable, all rules and regulations related to the safe conduct of their job.

Establishing and participating in a Safety Committee.

Department Supervisors

We, as supervisors, wish to make clear our position with respect to the control of accidents and losses. These are of concern to us because we value our employees and seek to protect our equipment, property and assets. We also recognize that indirect costs associated with losses are actually shared by all of us and most accidents result in unnecessary suffering and financial loss.

The purpose of our safety program is to identify and correct conditions and at-risk behaviors or other hazards responsible for losses. Responsibility for our program cannot be delegated as a staff function, but must be accepted at all levels by municipal management and supervision. As part of our supervisory duties, we are directed to:

Assume responsibility for the actions of the employees under our direction, whether physically with them or not.

Provide instruction and guidance to employees in sufficient detail so as to give them a clear understanding of what is expected.

Maintain and inspect equipment and facilities under our control and keep them in a safe and serviceable condition.

Be personally involved in reviewing all accidents or incidents, investigate them fully and provide viable corrective actions to prevent reoccurrence.

Safety Coordinator

The Safety Coordinator shall coordinate and administer the Safety Program. Further details on the Safety Coordinator's roles and responsibilities are outlined in the Safety Coordinator's Handbook. This person will perform the following activities:

The Safety Coordinator derives authority to act from senior management. Senior management sets the mission and the policy for the safety program and the Safety Coordinator carries out activities in support of this mission and policy through recognized channels.

The Safety Coordinator, Fund Commissioner and Risk Management Consultant should communicate frequently to provide an overview of member responsibilities for loss control within the Fund and assure that there is a common understanding of MEL / JIF safety initiatives.

The Safety Coordinator is not the safety program and must work through and with Department Heads to achieve collaborative success.

The Safety Coordinator acts as the liaison between the municipality and the Safety Director's Office and other outside agencies. This may mean requesting support services and expertise that is not available within the structure of the municipality.

The Safety Coordinator facilitates safety training for the municipality.

The Safety Coordinator is advised of all incidents via the supervisor or Claims Coordinator.

The Safety Coordinator assists in developing safety improvement objectives and establishing loss control goals.

The Safety Coordinator can reach out to the Risk Management Consultant for direction on matters of loss control, safety and MEL /JIF safety program elements.

Department Safety Delegate

The Department Safety Delegate is an individual who represents his or her department on the municipal Safety Committee and serves as a communication link between the Safety Committee and department co-workers.

Accident Investigation

It will be the responsibility of the department supervisor to see that all accidents and incidents, including Workers' Compensation, General Liability, Auto and Property claims, regardless of how minor, including near-misses, are investigated. The purpose of any accident investigation is to determine what conditions and/or situations caused the accident. Once the cause or causes of an accident have been identified, adequate steps should be taken to prevent a similar type of accident. The accident investigation is not to find fault, but to bring the hazardous conditions or at-risk behaviors to the attention of all those directly and indirectly involved, and to educate the employee. Action items developed as a result of the investigation or subsequent analysis by the Accident Review Committee must receive appropriate resources to comply with the action item. Documentation of completed action items is also essential.

Record Keeping

The importance of record keeping cannot be overemphasized. The purpose of keeping records is to verify that a certain activity was performed, including training, vehicle inspections, equipment inspections, vehicle maintenance, etc.

Records such as OSHA logs and medical and exposure, (M&E) records will be maintained as specified in the applicable regulations. In general, any record associated with the safety of an individual employee is required to be maintained for the length of employment plus 30 years. Medical and exposure records will be stored in such a manner as to maintain individual confidentiality. Employees will be periodically informed of the procedure they may use to obtain copies of their individual M&E records.

Another function of record keeping is to provide claims defense information in the event a municipality is alleged to be responsible for an accident. All records are “discoverable” during litigation. It is therefore important that any discrepancies noted during inspections receive appropriate corrective action and that those actions likewise be documented.

SECTION SIX:

Forms

- Notice of Personnel Discussion
- Employee Letter Concerning Employee Complaint Procedure
- Sample Notices Concerning Whistleblower Act
- Application for Employment
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries
- Performance Appraisal
- Counseling Action Plan
- Employee Evaluation Checklist
- Fingerprint and Background Check Consent Form For Employees, Job Applicants, and Volunteers That May Work or Have Contact with Minors

Township of Lumberton

NOTICE OF PERSONNEL DISCUSSION

To: _____

Address: _____

This is to notify you, pursuant to the Open Public Meeting Act, that the Township Committee plans to discuss the subject matter(s) checked below relating to your employment.

- Application for Employment
- Promotion or Transfer
- Compensation
- Performance Evaluation
- Special Leave Request
- Grievance
- Discipline
- Possible Termination
- Other (Specify): _____

The discussion will take place at the following meeting(s):

Date of Meeting(s): _____

Time: _____

Location: _____

The discussion will be in closed session, not open to the public, unless before the meeting the Township Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Notice Date: _____ Signed: _____ (title) _____

Conscientious Employee Protection Act "Whistleblower Act"

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.
N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

The following contact person has been designated to answer your questions or provide information regarding your rights and responsibilities under this act (N.J.S.A. 34:19-4):

Primary Contact: _____

Address: _____

Telephone Number: _____

This notice must be conspicuously displayed.

Once each year, employers must distribute notice of this law to their employees.
If you need this document in a language other than English
or Spanish, please call (609) 292-7832.



La Ley de protección al empleado consciente

“Ley de protección del denunciante”

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
 - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado de la salud que tiene motivos fundados para pensar que se trata de la atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

La persona siguiente para ha sido designada a contestar sus preguntas o, proporcionar información adicional relacionada con sus derechos y responsabilidades según lo indica esta ley (N.J.S.A. 34:19-4):

Nombre: _____

Dirección: _____

Número de teléfono: _____

Este aviso se debe exponer a la vista de todos.

Una vez por año, los empleadores deben de distribuir un aviso de esta ley a sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832. Posiblemente, una carga nominal pueda ser cobrada.



Township of Lumberton Employee Complaint Form
Attach additional sheets if necessary to fully complete all questions

Date _____

NAME: _____ DEPARTMENT: _____

TITLE: _____ SUPERVISOR: _____

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____ DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

Township of Lumberton
35 Municipal Drive
Lumberton, NJ 08048

Date: _____

Employment Application

Applicant Information:

Name (Last, First, Middle): _____
Address: _____
City/Town: _____
Phone (Work): () _____ (Home): () _____
Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to the Township before: ___ Yes ___ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ___ Full time ___ Part time ___ Shift work ___ Temporary

Are you currently employed: ___ Yes ___ No May we contact you at work: ___ Yes ___ No

May we contact your current employer: ___ Yes ___ No

Are you currently on layoff status and subject to recall: ___ Yes ___ No

Do you possess a current driver's license: ___ Yes ___ No

Do you possess a current commercial driver's license: ___ Yes ___ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ Yes ___ No

Are you legally eligible to work in the United States of America: ___ Yes ___ No
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense: ___ Yes ___ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.

The Township of Lumberton is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Township of Lumberton, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Township later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township the right to secure additional job-related information about me. I release the Township and its representatives from all liability for seeking such information. I understand that the Township is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____
Address: _____
City/town: _____
Phone: () _____

Position Applied For: _____

How did you learn about this position? Advertisement Employment Agency
 Friend Relative Walk-in Other (Explain) _____

Information Regarding Status:

Gender:

Male
 Female

Equal Employment Opportunity identification groups:

White
 African-American (non-Hispanic)
 Hispanic
 American Indian/Alaskan native
 Asian/Pacific Islander
 Other _____

Other protected Groups:

Individual with a disability
 Vietnam-era veteran (served between 1964 and 1975)
 Disabled veteran

For Township of Lumberton use only		
Hired: <input type="checkbox"/> Yes <input type="checkbox"/> No	Position _____	Date _____
Which EEO job classification best describes the position for which the applicant applied?		
1. Officials and Managers	4. Sales workers	7. Operators(semi-skilled)
2. Professionals	5. Office and clerical workers	8. Laborers (unskilled)
3. Technicians	6. Craft workers (skilled)	9. Service workers
Township Official _____	Date _____	

This page for Township of Lumberton use only!
Results of interview

Interviewer: _____

Date: _____ **Time:** _____

NJ DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	<ul style="list-style-type: none"> a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name 	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	<ul style="list-style-type: none"> a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents e) Citizenship 	<ul style="list-style-type: none"> a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	<ul style="list-style-type: none"> a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant 	
Race or Color	<ul style="list-style-type: none"> a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number 	
Photographs	<ul style="list-style-type: none"> a) Photographs with application b) Photographs after interview, but before a hiring 	
Age	<ul style="list-style-type: none"> a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number 	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	<ul style="list-style-type: none"> a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language 	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	<ul style="list-style-type: none"> a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and type of discharge 	<ul style="list-style-type: none"> a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	<ul style="list-style-type: none"> a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation 	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	<ul style="list-style-type: none"> a) Show highest grade completed b) Detail your educational background

TOWNSHIP OF LUMBERTON PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ SUPERVISOR: _____

DEPARTMENT/JOB TITLE: _____ DATE OF HIRE: _____

PRESENT REVIEW DATE: _____ LAST REVIEW DATE: _____ TIME IN POSITION (YRS.): _____

Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 – Does not meet minimum standards 2 - Needs Improvement 3 – Meets Job Requirements 4 – Exceeds Expectations

TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job. | <input type="checkbox"/> New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge. | <input type="checkbox"/> Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job. | <input type="checkbox"/> Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations. |
|---|--|--|---|

Comments:

PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Frequently damages government property and/or equipment. Work not up to expectations. | <input type="checkbox"/> Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected. | <input type="checkbox"/> Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors. | <input type="checkbox"/> Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible. |
|--|---|--|---|

Comments:

WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers. | <input type="checkbox"/> Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner. | <input type="checkbox"/> Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code. | <input type="checkbox"/> Consistent positive methods and behaviors, which translates into quality work. Has pride in work. Influences others in a positive way. |
|---|---|---|---|

Comments:

COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances. | <input type="checkbox"/> Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others. | <input type="checkbox"/> Fully cooperates with co-workers. Accepts new ideas. Helps others. Willing to work overtime as needed. | <input type="checkbox"/> Continually goes out of way to help co-workers. Learns other job responsibilities to aid in coverage. Fosters teamwork. |
|--|---|---|--|

Comments:

SAFETY: *Consider the respect shown for self, co-workers and public.*

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions. | <input type="checkbox"/> Sometimes disregards safety procedures or misuses equipment. | <input type="checkbox"/> Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards. | <input type="checkbox"/> Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. Suggests safety improvements. |
|---|---|--|--|

Comments:

CUSTOMER SERVICE: Consider responsiveness to public the needs and requests.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Responds inappropriately to questions, requests, or situations. | <input type="checkbox"/> Occasionally does not respond tactfully or completely. | <input type="checkbox"/> Exhibits courtesy and tact. Answers questions or refers to the appropriate party. | <input type="checkbox"/> Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information. |
|--|---|--|---|

Comments:

JUDGMENT: Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision. | <input type="checkbox"/> Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems. | <input type="checkbox"/> Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes. | <input type="checkbox"/> Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information. |
|--|---|--|--|

Comments:

ATTENDANCE: Consider absenteeism and punctuality.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Frequently arrives to work late. Excessive absenteeism beyond allotted time. | <input type="checkbox"/> Occasionally arrives late. Uses nearly all allotted sick time each year. | <input type="checkbox"/> Always arrives on time. Takes an average amount of sick time. | <input type="checkbox"/> Always prepared for work. Highly reliable attendance. |
|---|---|--|--|

Comments:

VOLUNTEER: Consider willingness to volunteer at work and in the community.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Never volunteers to help. Puts down others who do volunteer work. | <input type="checkbox"/> Usually not interested in volunteering for projects, teams, etc. | <input type="checkbox"/> Willing to volunteer if asked to volunteer. | <input type="checkbox"/> Actively seeks opportunities to volunteer at both work or in the community. |
|--|---|--|--|

Comments:

DIRECTING WORK: Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

- All the time as part of job requirement.
 Supervises on an as needed basis.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly. | <input type="checkbox"/> New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor. | <input type="checkbox"/> Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example. | <input type="checkbox"/> Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems. |
|--|---|---|---|

Comments:

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE _____ **DATE:** _____

TOWNSHIP OF LUMBERTON COUNSELING ACTION PLAN

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____ POSITION: _____

I met with the above employee to discuss performance regarding the following problem(s):

This is a *verbal*, *written*, *final* meeting with this employee concerning this matter.

State the reason for the counseling session:

Employee's performance is not acceptable for the following specific reasons:

Employee must achieve the following goals in order to reach acceptable standards:

Employee should reach these goals by:

- Immediately
- Employee is on a probationary status and will be re-evaluated on _____
- Employee is Suspended: Dates: _____

Consequences of failure to improve or achieve goals:

- May result in further disciplinary action, up to and including termination.
- Termination.

Employee's Comments:

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: _____ **Date:** _____

Department Head Signature _____ **Date:** _____

Township Administrator and/or Liaison Signature: _____ **Date:** _____

TOWNSHIP OF LUMBERTON EMPLOYEE EVALUATION CHECKLIST

BE PREPARED

- Know the objectives and goals of the meeting.

TIME AND PLACE

- Choose a quiet, private spot with as few interruptions as possible.

CONDUCTING THE INTERVIEW

- Create a positive environment and help the employee feel at ease.
- Give balanced feedback, both positive and negative, but start with the positive.
- Focus on the job, NOT the person.
- Ask questions and allow the employee to provide feedback.
- When discussing areas for improvement, discuss methods and objectives for improving.
- Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

CONCLUSION

- Summarize and review the important points of the discussion.
- Restate the action steps that have been recommended and provide a time frame for completion.
- Make sure employee reviews the appraisal and provides comments.
- Have employee sign the acknowledgement that the employee has read the appraisal (does not signify agreement with the content).

FOLLOW-UP

- Follow-up with the employee to see how plans are proceeding within the given time frames.
- Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles.

**Fingerprint and Background Check Consent Form
For Employees, Job Applicants, and Volunteers That May Work or Have
Contact with Minors**

In accordance with The Township of Lumberton Ordinance No. ___ and N.J.S.A. 15A:3A-1 et seq, I understand that, as a condition of continued employment, new employment, or my volunteer service, the Township requires background checks on all individuals who will be working with children. .

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2C:14 SEXUAL OFFENSES all offenses

2C:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS
all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES
all offenses **except** paragraph (4) of subsection a. of NJS.2C:35-10

Name (please print)

Applicant's signature

Date

Parent's signature (if applicant is under 18)

Date

Receipt for Personnel Policies and Procedures Manual

I acknowledge that I have received a copy of Township's Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor, the Township Administrator and/or Liaison or the Human Resource Officer. I understand that Township is an "at will" employer and consistent with applicable Federal and State law, as well as applicable bargaining unit agreements, employment with the Township is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Township has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states the Township's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the Township for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resource Officer.

Date: _____

Signature: _____

Print Name: _____

Department: _____