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IMPORTANT NOTICE ABOUT THIS HANDBOOK

This Handbook is intended to provide you with general information and guidelines about working at Hamilton Township.

This Handbook is not intended to and does not constitute any form of express or implied promise, agreement or contract. Regardless of what this Handbook says or provides, Hamilton Township promises nothing and remains free to change wages and all other working conditions without having to consult anyone and without anyone's agreement. Furthermore, other than those subject to a collective bargaining agreement, your employment with Hamilton Township is considered to be "At-Will." This means that both you and Hamilton Township have the absolute right to terminate this employment relationship with or without cause and with or without notice. This "At Will" relationship will continue so long as you continue to be employed by Hamilton Township.

Unless expressly contained in a document signed by the entire Township Committee, no one, regardless of their position with Hamilton Township, has the right to modify, change or amend this "At-Will" relationship.

This Handbook supersedes and replaces all previous editions.

SECTION I -- GENERAL

A. PURPOSE OF PERSONNEL POLICIES AND PROCEDURES

1. Purpose of Personnel Policies and Procedures
2. Organization of Personnel Policies and Procedures

STATEMENT OF POLICY: General Purpose: These policies are enacted by the Township of Hamilton (herein after referred to as the Township) in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the Township.
2. To ensure that recruitment, selection, placement, promotion, retention and separation of Township employees are based upon employees' qualifications and fitness, and are in compliance with Federal and State laws.
3. To assist managers in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the Township.
4. To promote communication between department heads, supervisors, and employees.
5. To ensure, protect and clarify the rights and responsibilities of employees.

Scope: The Personnel Policies and Procedures of the Township shall apply to all employees, volunteers, elected or appointed officials and independent contractors.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

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

The Administrator and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Township Committee has appointed the Human Resources Supervisor to assist the Administrator implement personnel practices. The Administrator and Human Resources Supervisor shall also have access to the Employment Attorney appointed by the Township Committee for guidance in personnel matters.

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, Administrator, the Human Resources Supervisor, or the Employment Attorney concerning any problem.

We expect our employees to act with integrity, professionalism and maturity in the work place. This handbook is not a substitute for your good common sense. This handbook merely provides a guideline of the high degree of standards we expect from our employees and should be utilized in conjunction with your good common sense. This handbook will assist you as you strive to achieve our goal of the efficient and effective operation of the Township.

B. EMPLOYEE IDENTIFICATION CARDS

PURPOSE: To establish procedures for the issuance of identification cards to Township Employees.

STATEMENT OF POLICY: It is the policy of the Township to issue employee identification cards to all regular full-time and regular part-time employees. Cards may also be issued to other employees who may require Township identification while working in remote job sites. The card contains the following information: employee name; position; and department.

The card should be carried at all times when an employee is acting in an official capacity. The card shall be used as identification, if requested by a member of the public or another Township employee. It also provides immediate access to emergency information should an employee become injured or incapacitated on the job.

Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action up to and including termination.

PROCEDURE: Human Resources is responsible for the preparation of the identification card and will coordinate with the Township Police Department for the employee's photograph. Each employee is responsible for possession of their identification card and to take care to protect it from loss, theft or misuse.

Should a card be lost, damaged or destroyed, it should be immediately reported to Human Resources.

All identification cards remain the property of the Township and shall be returned to Human Resources upon termination of employment or by special request by the employee's department head or Human Resources.

It shall be the employee's responsibility to ensure accurate and timely updates of information contained on the employee identification card. All requests for re-issuance of employee identification cards shall be made by the employee to Human Resources in writing. All I.D. cards that require replacement shall be returned to Human Resources before issuance of a replacement card.

C. HOURS OF WORK

PURPOSE: To establish a policy setting uniform hours of work for employees.

STATEMENT OF POLICY: Except as otherwise provided by labor agreement, the normal working hours for employees are from 8:30 A.M. to 4:30 P.M., with a one (1) unpaid hour lunch period. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. The lunch period will be scheduled to allow for continuous staffing of all offices with at least one person. Employees shall receive a rest period of not less than ten (10) minutes, on the Township's time, for each four (4) hour work period.

However, the Township administrator may modify the number of days and work hours of any non-union employee to a schedule that will total 35 hours in a one week period, based upon business needs of the Township and the need to provide proper service to the public.

The standardization of working hours is necessary to provide:

1. Continuity in access by and service to the citizenry.
2. Facilitation of teamwork.
3. Facilitation of supervisory assistance.

Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours. The department head shall obtain approval of the Administrator for the adjustment in work hours, except for lunch period.

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated in items 1-3 above.

Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible. Failure to do so will be construed as an unexcused absence, and the day missed will not be paid. Tardiness must be made up during the pay period in which it occurs. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Daily attendance records will be maintained by each department, including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the Township. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action. This may take the form of progressive discipline.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate department head, with concurrence of the Township Committee.

D. ATTENDANCE

PURPOSE: To establish a policy setting the parameters for required attendance.

STATEMENT OF POLICY: All non-union employees must utilize either a vacation, personal or sick day when they will be absent from work for any period of time. While vacation, personal and sick days may only be utilized in ½ increments, an employee will be charged a minimum of a ½ vacation, personal or sick day for an absence, even if the actual time absent is less than a ½ day. Employees may not elect to take an unpaid absence if they have exhausted their vacation, personal or sick days for the subject year. If an employee does not have any available vacation, personal or sick days for the subject year, and are absent from work, they will be subject to progressive discipline, up to and including termination. See DISCIPLINARY ACTION policy for the specific types of discipline which may be administered.

E. POSTING OF EMPLOYEE NOTICES

PURPOSE: To establish a policy and procedure for the posting of employee notices.

STATEMENT OF POLICY: All notices that affect employees in any way will be posted on the employee bulletin boards. Bulletin boards are located by the Township Clerk's Office, the Municipal Court, the Police Department, and Public Works.

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PROCEDURE: No information may be posted on the bulletin boards without first obtaining approval from Personnel and/or the Township Administrator.

The length of time items may be kept on the bulletin boards may be limited, which will be set forth when approved for placement and will be noted on the notice.

A file will be maintained by Personnel of all notices placed and the dates posted.

Posting of union notices, if not addressed by contract, will be covered by this policy.

F. ADMINISTRATION OF EMPLOYEE PERSONNEL RECORDS

PURPOSE: To establish procedures and responsibilities for the maintenance of employee Personnel Records.

STATEMENT OF POLICY:

1. Establishment of procedures and responsibilities for the maintenance of personnel records.
 - a) Human Resources is responsible for establishing and maintaining an official personnel file for each employee of the Township. The department head to whom an employee reports should also maintain a personnel file for each employee.
 - b) Such files are confidential records and may be utilized for evaluation purposes by the appropriate Township officials.
 - c) Upon advance notice and at reasonable times, any employee may review their personnel file. However, this appointment for review must be made through the department head or their designee.
2. Identification of information to be included in the employee's personnel file:
 - a) Permanent Documents. Documents retained in the folder throughout the association of an employee with the Township:
 1. Employee application.
 2. Job description and specification information.
 3. Job performance ratings and evaluations.
 4. Education/training information.
 5. Personnel data card.
 6. Personnel action forms.
 7. Administrative correspondence relating to leave/vacation requests.
 8. Letters of appreciation, commendation, or discipline.
3. Establishment of procedures for the release and accessibility of information and audit of the personnel files.
 - a) All employee information is confidential except when requested to verify information relating to job title, department, base salary, and dates of employment.

b) Information contained in the personnel file (other than items listed in Section 3a) will not be released to the public without the express written permission of the employee, provided, however, certain situations may arise where the Township as current or past employer has a duty to prospective employers concerning such employee's character or medical history, in which cases, pertinent information may be released to the prospective employer without the permission of the employee.

c) Access to information contained in the personnel file will be limited to the Governing Body, Administrator, Human Resources, respective department heads, immediate supervisor and individual employees. Files pertaining to employees who are bonafide candidates of interdepartmental transfer will be accessible by the prospective gaining department head.

4. These records are maintained during the tenure of the employee.

G. HIRING PROCESS

PURPOSE: To establish a policy and procedure for all phases of the hiring process.

STATEMENT OF POLICY: Human Resources will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. All hiring efforts are conducted in the spirit of equal opportunity.

The following procedures will be adhered to by all departments in announcing position vacancies. In cases where these procedures contradict existing labor agreements, the applicable provisions of the labor agreements shall prevail.

RECRUITMENT:

1. Human Resources will be notified immediately of all position vacancies.
2. The affected department may be asked to assist Human Resources, as necessary, in formulating the job announcement, ad, and in determining special applicant sources.
3. A determination will be made by the Township Committee in conjunction with the Administrator whether to accept in-house candidate applications only or whether outside candidates will be considered for employment also.
4. Human Resources will distribute copies of the job announcement for posting for a minimum of five working days.
5. In those cases where outside candidates will be considered, ad for local newspapers, trade publications, and professional journals will be developed and placed by Human Resources after consultation with the Administrator and with assistance provided by the affected department.
6. Human Resources will screen active application files for possible candidates. These candidates will be contacted to determine current interest in Township employment prior to the closing date listed on the employment notice.
7. The Township does not, under normal circumstances, use the services of any private employment agency, either employer or employee paid.
8. Applications shall be submitted to Human Resources using Township Employment Application forms. When the position being recruited is of a professional nature, a resume may be requested, but an application form must still be submitted. The application will be kept on file for six months and may be used to consider an applicant for all positions for which they might be qualified. In-house candidates interested in applying for another position within the Township should follow procedures as outlined in the policies on TRANSFERS, or PROMOTIONS.

9. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position is re-opened and re-advertised.
10. Human Resources and the affected department will screen all applications received to determine qualification for the position to be filled. Applications of top candidates will be forwarded to the Administrator for final review and comment prior to scheduling candidates for interviews.
11. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the necessary qualifications for the job.
 - b. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - c. They have made false statements of any material facts or practiced deception in their application.
 - d. They are physically, mentally or otherwise unable to perform the duties of the position.
 - e. The applicant is not within the legal age limits prescribed by law.

TESTING:

1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available.
2. The examination may consist of oral interview/application review, a structured questionnaire, practice tests, written tests, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities for the position.
3. The examination contents are developed by Human Resources in conjunction with the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
4. The testing process will be administered by Human Resources and the affected department, unless otherwise determined.
5. Human Resources shall ensure that all testing is based on bonafide occupational qualifications.

6. Human Resources shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner.

The following are ways in which the Township may accommodate an applicant with a disability: replace written tests with on-the-job tests or verbal testing, enlarge print in exams, magnification, amplification devices, interpreters. Human Resources shall inquire whether the applicant requires an accommodation.

INTERVIEW PROCESS: The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, and abilities of a candidate not available through review of applications, resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

1. Human Resources shall coordinate the interview process, scheduling candidates, development of interview questions, etc. in conjunction with the affected department.
2. The interview panel will be generally no more than three individuals. The composition of the interview panel shall generally consist of personnel who have expertise with the technical elements of the position and a personnel specialist. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be excluded from serving on the panel. Reasonable accommodations shall be made for disabled applicants to all participation in the interview process.
3. Human Resources and the department head of the department in which the position vacancy exists (the Administrator in vacancies involving department head openings) shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and based on the analysis described in paragraph 1 above. Questions will be designed to measure job knowledge, experience, education, or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or marital status or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with Law.
4. Inquiries as to birth date and proof of age are permitted as long as there is no explicit or implied preference for persons under 40 years of age.
5. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
6. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate reasonably to fitness to perform the particular

job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries which would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.

7. Human Resources will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions.
8. Each rater scores the candidates independently.
9. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to Human Resources and the Administrator. If consensus cannot be reached, the final candidates, including their strengths and weaknesses, will be reported to the Township Committee, through the Administrator.

REFERENCE CHECK:

1. Before any offer of employment is extended a reference check on the final candidate(s) shall be made. The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information.
2. No reference check or background investigation will be conducted without first notifying the applicant of the investigation.
3. Certain positions may be designated to undergo a thorough background check by the Police Department.
4. Results of the reference check and/or background check will help determine the applicant's fitness for the position.
5. A recommendation for hire will be forwarded to the Township Committee, through the Administrator, for final approval to extend an offer.

APPLICANT NOTIFICATION:

1. After references are verified and a final decision reached, Human Resources, or the department head notifies the candidate of their selection, makes an employment offer, and requests that the offer be accepted or rejected within a set number of days.
2. If the first offer is rejected, it will be decided whether to hire another candidate or to re-open the position.

3. Once a candidate accepts the employment offer, all other candidates are notified in writing that they were not selected for the position.
4. All offers of employment are predicated on the employee completing a physical examination and found able to complete the duties of the position being offered.

APPOINTMENT:

1. For all positions, an employment confirmation letter is forwarded to the final accepting candidate. The letter is prepared and mailed by Human Resources in cooperation with the affected department.
2. Personnel Forms will be prepared for the new employee by Human Resources.

APPLICANT EXPENSES:

1. Unless approved by the Township Committee, the Township does not reimburse any applicant for travel costs in conjunction with the hiring process.
2. Relocation costs are paid in full by the employee unless otherwise budgeted and approved by the Township Committee.

TEMPORARY HELP: Steps 1-9 listed under Recruitment Section of this policy will be adhered to in the recruitment of temporary help. The affected department will maintain responsibility for screening applications, testing, interviews, reference checks, applicant notification, appointments, and preparation of any necessary Personnel Forms. These steps will be accomplished in accordance with the guidelines listed above. A recommendation for hire will be forwarded to the Township Committee, through the Administrator, for final approval.

H. NEPOTISM

PURPOSE: To establish a policy for the employment of immediate relatives in order to assure fairness in the best interest of the Township.

STATEMENT OF POLICY: It is the Township's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Township's interest and their own. Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what their spouse does, then the employees will be asked to determine which spouse shall keep the job. The Township may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the Township and the employees.

DEFINITIONS:

Immediate Family - Includes spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, or grandchildren. This policy shall also apply to persons related by blood or marriage residing in an employee's home.

I. EMPLOYEE IN-PROCESSING/ORIENTATION

PURPOSE: To establish a policy and procedure for processing new Township employees.

STATEMENT OF POLICY: All new regular full-time and regular part-time employees of the Township will be scheduled to meet with Human Resources on their first day of work for general orientation.

Human Resources will distribute and explain the various enrollments forms, etc. that must be filled out.

Each new employee will be provided with information on employee benefits, Township policies and operations.

Human Resources provides additional information to the new employee, including:

1. Work standards and regulations.
2. Hours of work, time cards or reports, leave requests.
3. Duties of the position.
4. Safety rules and procedures, location of safety or protective equipment.
5. Tour of the work area, including location of equipment, supplies, etc.
6. Introduction to co-workers.
7. Schedule for lunch and breaks.
8. When and whom to report absence from work.
9. Who is responsible for performance planning and review.

J. TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS

PURPOSE: To establish guidelines and definitions for types of employment and for entitlement to benefits.

STATEMENT OF POLICY:

1. The types of Township employment are:
 - a. Probationary Employee: An employee on a trial status during the initial period of employment. All newly hired Township employees are on a probationary status which, unless provided otherwise by union agreements, extends for one (1) year from the date of hire. Probationary periods may be extended under special circumstances.
 - b. Regular Full-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a full shift schedule.
 - c. Regular Part-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule of less than 25 hours per week.
 - d. Temporary Full-Time Employee: An employee whose work assignment is limited in duration and works a full shift schedule.
 - e. Temporary Part-Time Employee: An employee whose work assignment is limited in duration and works a shift schedule of less than 25 hours per week.
 - f. Student Intern Employee: An employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a full or part-time position which, in the case of post-secondary students, is related to the student's course of study, and which will continue for no longer than the then current semester or term at the student's school; provided, however, that subsequent work assignments may be made for the same student for periods which correspond to the student's subsequent semester or term.
2. Employee compensation shall be stated in terms of bi-weekly, monthly salary or hourly wage.
3. Entitlement to employee benefits shall be as provided by ordinance or as agreed by union contract which provides that all employees classified as regular full-time employees shall receive all employee benefits provided by the Township; provided, however, that represented employees shall receive only those benefits provided for by the labor agreement. Probationary employees who, upon

successful completion of their probationary periods will be regular full-time employees, shall be entitled to the same benefits as regular full-time employees, subject to applicable eligibility provisions and time periods.

K. EMPLOYEE TERMINATION AND OUT PROCESS

PURPOSE: To establish procedure for employee termination with the Township by service or disability retirement, resignation, discharge, probation period termination, or layoff. The procedures are designated to provide the least disruption and inconvenience to the employee and the Township.

STATEMENT OF POLICY: Service Retirement is voluntary termination after having satisfied the age and length of employment requirements of the applicable State Retirement System procedures for applying for retirement benefits as detailed in the Policy entitled "RETIREMENT SYSTEM".

Disability Retirement is voluntary termination necessitated by an injury or illness which renders the employee incapable of performing their usual job. The termination is preceded by a memo/letter by the employee to their supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate agency or board verifying the disability and approving the retirement.

Employee Initiated Resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Township in good standing shall provide a written resignation to their immediate supervisor at least 14 calendar days prior to the effective date of resignation. The resignation letter should include the reason for leaving as well as the proposed effective date. Two weeks notice is understood to mean that the resigning employee will be available for work during this time so as to aid in the training of a replacement. Failure to provide two weeks advance notice may result in a forfeit of accumulated vacation or personal leave time. Exceptions to the time limit requirement may be granted by the Administrator's Office.

Supervisor Initiated Resignation is termination requested by the supervisor which permits the employee to resign in lieu of being discharged. A termination of this type occurs only after the supervisor's consultation with Human Resources, the Administrator's Office, and the Township Committee. An evaluation of the circumstances is conducted, including reasons for the request, supporting documentation, and alternatives. Guidelines are similar to those for discharge.

Discharge is termination of an employee by the Township. Refer to the policy on "DISCIPLINARY ACTION".

Probationary Termination is discharge of an employee during the established probationary (introductory employment) period, usually for the inability to meet position/department requirements. A probationary termination occurs only after the supervisor's consultation with Human Resources, the Administrator's Office, and the Township Committee.

Layoff is termination of an employee by the Township for lack of work, lack of funds, or other changes that have taken place. A reduction in force is accomplished in accordance with labor contracts, however, work schedules should be planned to keep periodic or recurring layoffs to a minimum.

In layoff, recall and filling regular job vacancies, the Township shall give equal consideration to an employee's ability and performance of the duties required in the job and consideration to an employee's length of continuous service with the Township in the classification. In applying this provision, where qualifications, experience and performance are equal, seniority shall govern. Every effort will be made for transfers to other departments when a position is open for which the employee qualifies.

The Township shall provide an employee with at least two (2) weeks advance notification prior to layoff, except in case of emergency. An employee on layoff must keep the Township informed of the address and telephone number where they can be contacted.

If the Township is unable to contact the employee within seven (7) calendar days, the Township's obligation to recall the employee shall cease. The Township shall have no obligation to recall an employee after they have been on continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, the Township shall have no further obligation to recall them.

Exit Interview. The supervisor schedules an exit interview for the employee with the Administrator and Human Resources prior to the last day of employment. Temporary employees do not participate in the Exit Interview process unless information can be gained which will improve or enhance present employment conditions.

Questions typically covered in the Exit Interview include:

1. What did you like best/least about working for the Township?
2. What did you like best/least about your position?
3. Were you adequately compensated for your skills?
4. Were you given sufficient advancement/learning opportunities?
5. Were you satisfied with the working relationship you had with your supervisor?
6. How would you rate your supervisor on the following points:
 - a. Demonstrates fair and equal treatment.
 - b. Provides recognition on the job.
 - c. Follows consistent policies and practices.
 - d. Encourages feedback and welcomes suggestions.
 - e. Ability to handle complaints.
 - f. Expresses instructions clearly.
 - g. Informs employees on matters directly relating to their job

7. How would you improve department or Township procedures to make this a better place to work?
8. Would you recommend the Township to friends and/or relatives as a place to work?
9. Why are you leaving the Township?
10. What kinds of skills and knowledge are needed by a person filling your position?
11. Do you have any other comments or suggestions?

Special questions may also be developed by the Administrator, Human Resources and/or department head for the Exit Interview. Copies of the completed Exit Interview will be distributed to the appropriate department head and/or immediate supervisor. The department head or employee's supervisor may respond to statements made in the Exit Interview via written memo. The response will be reviewed by the Administrator and filed together with the Exit Interview report with Human Resources. The Exit Interview shall be maintained separately from the employee's official personnel file.

The Payroll Department is notified of the employee's separation date via the appropriate personnel form.

Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by policy and laws governing such payments.

Termination pay shall be reduced by any authorized legal deductions; authorized pension plan; credit union, tax sheltered annuity; United Way; union dues; and any other amounts specifically agreed upon orally or in writing by the employee and the Township.

Before the final paycheck is issued to the employee, the employee shall be required to follow the clearance process outlined on the Personnel Exit Form. The terminating employee is responsible for ensuring all appropriate items on the form have been addressed. Failure by the terminating employee to properly complete all aspects on the form may result in a delay of receipt of the final paycheck.

The official date of termination will be the last full day the employee reports for work.

Benefits continue through the time actually worked by the employee including any days "worked" from accumulated vacation and compensatory time. If such time takes the employee through the first day of the month, health care benefits will continue through the last day of the following month.

For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available in Human Resources.

All claims for unemployment compensation as filed by a terminating employee shall be processed by Human Resources and Finance Department. Requests for information about

unemployment compensation should be forwarded to Human Resources immediately to avoid unauthorized charges against the Township's account.

L. DATE OF HIRE/ANNIVERSARY DATE

PURPOSE: To establish definitions and a policy for administering the date of hire and anniversary date for Township employees.

STATEMENT OF POLICY: Date of hire shall mean the effective date of the individual's employment with the Township.

Anniversary date shall mean the date the employee began their employment in the most recent position.

A regular employee who is promoted, demoted or transferred will have their anniversary date changed to the effective date of the promotion, demotion or transfer.

A regular employee returning from a leave of absence without pay will have their anniversary date extended by the same length of time the employee was on leave without pay.

There will be no change in an employee's anniversary date in the following instances: Reallocation of an employee's position to a new classification title when there have been no recent, abrupt and/or significant changes in assigned tasks and responsibilities.

An employee reinstated to the same position or a position in the same class following layoff from the Township will have their anniversary period extended by the same length of time as the duration of the layoff.

SECTION II – EMPLOYMENT ENVIRONMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE: To establish a policy to ensure equal employment opportunity with the Township and to outline procedures for action in case of violation.

STATEMENT OF POLICY: Equal Employment Opportunity Policy (hereinafter “EEO Policy”). It is the policy of the Township to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and Township representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, sexual orientation, marital status, veterans status, age, any other characteristic protected by law or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.

The goals of the Equal Employment Opportunity Policy are to:

1. Ensure fair treatment and non-discrimination in Township hiring, Township employment, and in appointments to and service on Township boards and commissions.
2. Provide compliance with State and Federal equal opportunity requirements and regulations.
3. Provide a basis for encouraging those who do business with the Township to provide Equal Employment Opportunity.

PROGRAM RESPONSIBILITY: The Township Committee shall annually appoint an Equal Opportunity Officer to carry out the Equal Employment Opportunity Policy and Program. The Officer shall be the focal point for the Township’s equal opportunity efforts and shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate State and community agencies. The Equal Opportunity Officer will have responsibility to examine existing internal policies or procedures which may serve as barriers to implementing the Equal Employment Opportunity Program.

EQUAL EMPLOYMENT OPPORTUNITY PRACTICES: The Equal Opportunity Officer shall undertake the following actions to assure equal employment opportunities in the Township:

1. Periodically review all position qualifications and job descriptions to insure requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.

2. Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
3. Inform and provide guidance to staff and management personnel so that all applications for selections, promotion and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, sex, marital status, age, or the presence or a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.
4. Provide orientation for all new employees specifically emphasizing how the Township assures equal opportunity. Encourage all employees to avail themselves of services rendered.
5. This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Opportunity Policy. Applications for employment will include an equal opportunity clause.

APPOINTED TOWNSHIP REPRESENTATIVES: Though employees represent a very important part of Township government, there are other areas where non-discrimination is essential. One of these areas is in the appointment of boards, commissions and ad-hoc committees.

Therefore, in order to achieve non-discrimination in the Township, the administration on Township boards, commissions and ad-hoc committees will encourage the fair and even-handed administration of the Township's code and policies.

EMPLOYEE DEVELOPMENT: The following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

1. Assure that there shall be no discrimination with regard to training/educational opportunities, upgrading, promotions, transfer and demotion, layoffs and termination. Any actions which might adversely affect employees will be brought to the attention of the Equal Opportunity Officer.
2. Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes.

COORDINATION WITH STATE AND FEDERAL LAWS: The Township recognizes its responsibilities to comply with and assure that equal opportunity and non-discrimination policies of State or Federal agencies with which it conducts business are carried out. Specifically, the Township shall:

1. Be responsible for reporting to the appropriate agencies any complaints received from any employee of, or an applicant for employment with, any Township contractor or

subcontractor, requiring affirmative action programs of certain government contractors and subcontractors.

2. Cooperate in special compliance reviews or in investigations as requested.
3. Carry out minority reporting functions of contractors or subcontractors as required by State or Federal laws.
4. Standard Township contracts will include a non-discrimination clause.
5. The Township's Equal Employment Opportunity Program shall be made available to any Federal or State agency upon request.

In the event applicants or employees feel the Township has violated their rights under this policy a complaint should be immediately made to the Equal Employment Opportunity Officer for the Township. A prompt and thorough investigation will be performed and the complaining individual shall be notified of the results. Confidentiality will be maintained throughout this investigative process to the extent that it is consistent with conducting an adequate investigation and engaging in appropriate corrective or remedial actions.

Misconduct constituting a violation of this policy will be dealt with promptly and effectively. Individuals who Hamilton Township determines have engaged in this conduct will be subject to discipline up to and including immediate termination.

DEFINITIONS:

1. **EQUAL EMPLOYMENT OPPORTUNITY POLICY.** It is the policy of the Township to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and Township representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, veterans status, or the presence of a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties required by the position and which are bona fide occupational qualifications and which cannot be accommodated without undue hardship pursuant to Title I of the Americans with Disabilities Act.
2. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The written, results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.
3. **EQUAL EMPLOYMENT OPPORTUNITY OFFICER.** That person designated by the Township Committee, responsible for meeting the obligations and responsibilities of the Equal Employment Opportunity Program.
4. **APPOINTED REPRESENTATIVES.** Members of Township-appointed boards, commissions and ad-hoc committees.

OTHER: Violations of this policy may be cause for the full range of disciplinary action, up to and including termination.

B. AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND GRIEVANCE PROCEDURE

PURPOSE: To set forth a policy and procedure that will provide: 1) equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the Township; 2) a bias-free environment for disabled employees, or for disabled persons who seek employment with the Township; and, 3) prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

STATEMENT OF POLICY: As set forth in the Township's EEO policy, the Township does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual preference or orientation, or disability in employment or the provision of services. It is also the intent of the Township to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Township services, programs, or activities, and to allow disabled employees a bias-free work environment. The Township, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

The Township is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the Township will provide auxiliary aids and services (for example, interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the Township. Disabled persons may request the auxiliary aids and services of their choice, which should be given primary consideration when possible.

The Township has a commitment to ensure equal opportunities for disabled Township employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. recruitment, application, hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees. Detailed policies and procedures regarding employment practices are contained in the Township's Personnel Policies and Procedures Manual.

The Township is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and commission meetings will be held in accessible locations, requested auxiliary aids will be provided, and accommodation provided during the selection process of board and commission members.

All future construction and renovation of Township-owned buildings and facilities will be carried out in accordance with barrier-free code regulations and ADA Accessibility Guidelines (ADAAG).

In the event citizens, employees, or other participants in the Township's programs, services, and activities feel the Township has violated their rights under the ADA. A complaint should be immediately made to the Equal Employment Opportunity Officer for the Township. A prompt and thorough investigation will be performed and the complaining individual shall be notified of the results. Confidentiality will be maintained throughout this investigative process to the extent

that it is consistent with conducting an adequate investigation and engaging in appropriate corrective or remedial actions.

Misconduct constituting a violation of this policy will be dealt with promptly and effectively. Individuals who Hamilton Township determines have engaged in this conduct will be subject to discipline up to and including immediate termination.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a non-discriminatory manner.

The Township of Hamilton will cooperate fully with all organizations and commissions organized to promote fair practices and equal employment opportunity.

C. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

PURPOSE:

1. To establish a policy prohibiting all forms of harassment.
2. To establish guidelines for the promotion of fair practice and non-discrimination in activities relating to employment and treatment of all citizens.
3. To define procedure for reporting harassment.
4. To establish guidelines for administration of discipline.

STATEMENT OF POLICY:

Hamilton Township is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, Hamilton Township expects that all relationships among persons in the workplace will be business-like and free from bias, prejudice, discrimination and harassment.

The Township will not tolerate harassment in the work place including harassment motivated by sex, race, creed, color, religion, national origin, ancestry, age, nationality, marital or political status, disability or sexual orientation. Township officials, appointees, managers, supervisors, employees, volunteers and outside contractors alike must comply with this policy and take appropriate measures to insure that such conduct does not occur. Violations of this policy will result in disciplinary action up to and including discharge or, in the event non-employees are found to be at fault, other appropriate action. Employees who feel they have been subject to harassment must report the harassment to their supervisor, or if they prefer to the Department Head, Administrator, Human Resources Supervisor, or the Employment Attorney. See Employee Complaint Policy.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under Federal and State Law. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or continued employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions effecting such individual or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending upon the circumstances, these behaviors may include but are not limited to unwarranted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, cat-calling or touching; insulting or obscene

gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail) and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited by Hamilton Township. Under this policy, harassment includes verbal or physical conduct that denigrates or shows hostility, bias or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law or because of the protected characteristics of his or her relatives, friends or associates that: (i) has the purpose or effect of creating and intimidating, hostile or offensive work environment; (ii) has the purpose or effect of interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities and/or ability to enjoy the rights and privileges of employment with Hamilton Township.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees of Hamilton Township and prohibit harassment, discrimination and retaliation whether engaged in by supervisors, fellow-employees or someone not directly connected to Hamilton Township such as an outside vendor, consultant or customer.

The conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation is Prohibited

Hamilton Township prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject individuals involved to serious disciplinary action.

Reporting of an Incident of Harassment, Discrimination or Retaliation

Hamilton Township strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Hamilton Township's policy as stated above or who have concerns about such matters should bring their complaints, reports or concerns to Hamilton Township. Individuals should not feel obligated to bring their complaints, concerns and reports of discrimination or harassment to their immediate supervisor first before bringing the matter to the attention of one of the other representatives designated by Hamilton Township, as specified above.

Early reporting and intervention have proven to be the most effective method of resolving actual and perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Hamilton Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subject to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegation of harassment, discrimination or retaliation will be investigated promptly and thoroughly. The investigation may include individual interviews with the parties involved and, where necessary, interviews with individuals who may have observed or overheard the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout this investigative process to the extent that it is consistent with conducting an adequate investigation and engaging in appropriate corrective or remedial actions.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and effectively. Individuals who Hamilton Township determines have engaged in this conduct will be subject to discipline up to and including immediate termination.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a non-discriminatory manner.

The Township of Hamilton will cooperate fully with all organizations and commissions organized to promote fair practices and equal employment opportunity.

D. WHISTLE BLOWER POLICY

PURPOSE: The purpose of this Administrative Policy is to:

1. Encourage reporting by Township employees of improper governmental action taken by Township officers or employees;
2. Protect Township employees who have reported improper governmental actions in accordance with Township policies and procedures;
3. Act as a safeguard for legitimate employer interests; and,
4. Provide for speedy dispute resolution.

STATEMENT OF POLICY: The Township strives to conduct its business with the utmost integrity and in strict accordance with all applicable Federal, State and local law. Accordingly, employees are encouraged to bring to the attention of the Township any improper actions of Township officials and employees. The Township will not retaliate against any employee who makes such a disclosure in good faith and in accordance with the procedures set forth in this policy.

Improper actions may include, but are not limited to, actions undertaken by an officer or employee in the performance of their official duties which (a) are in violation of any Federal, State, local law or a rule or regulation promulgated pursuant to law, (b) constitute an abuse of authority, (c) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or (d) grossly wastes public funds. Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts or policies or procedures set forth in the Township's policy manual. Improper actions may also include a policy, activity or practice of the employee that is in violation of a law, rule or regulation promulgated by law.

In the event employees feel the Township has violated their rights under this policy, a complaint should be immediately made to the Equal Employment Opportunity Officer for the Township. A prompt and thorough investigation will be performed and the complaining individual shall be notified of the results. Confidentiality will be maintained throughout this investigative process to the extent that it is consistent with conducting an adequate investigation and engaging in appropriate corrective or remedial actions.

Improper actions constituting a violation of this policy will be dealt with promptly and effectively. Individuals who Hamilton Township determines have engaged in this conduct will be subject to discipline up to and including immediate termination.

E. UNION RIGHTS

PURPOSE: To establish a policy for union rights and procedures for union activities.

STATEMENT OF POLICY: The Township recognizes the unions as the exclusive bargaining representative for the designated employees.

All Township employees have a right to belong to an appropriate bargaining unit unless they are exempt as defined by law, or exclusion by union contracts. Additional conditions of membership are described in each labor contract.

Each bargaining unit separately negotiates contracts for its employees with the Township. Wages, benefits and conditions of employment of union employees will be provided as specified in the respective labor agreement. Employees are not granted time off with pay to perform union activities unless specifically provided for in the labor agreement. Township equipment and facilities are not to be used for union activity unless specifically provided for in the labor agreement, unless approved by the Township Administrator on a one time basis.

F. RE-EMPLOYMENT

PURPOSE: To establish a policy for re-employment.

STATEMENT OF POLICY: Any former regular employee who resigned from the Township in good standing is eligible for re-employment.

Persons interested in re-employment should file a completed Township application form with Human Resources. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Process Policy.

An individual re-employed in their former position may be paid at the same rate at the time they left the Township, provided however, that the re-employment is within 1 year of the previous resignation and approved by the Township Committee.

The compensation of an employee re-hired to a position other than the former position will be subject to provisions for new hires.

Reinstatement in the retirement system will be made in accordance with the rules and regulations as set by the State Retirement system.

Benefits will be subject to provisions for new hires.

The individual's previous personnel file will be re-activated once re-employed by the Township provided re-employment is within seven years after the original resignation.

All individuals re-employed by the Township must complete a new probationary period.

SECTION III -- COMPENSATION

A. COMPENSATION

PURPOSE: To establish policy and procedures for compensating Township employees.

STATEMENT OF POLICY: It is the policy of the Township and the purpose of this plan to establish a compensation system that will ensure that salaries are equitable and commensurate with the duties performed by each employee.

The salary ordinance shall be adopted by the Township Committee and shall apply to all employees not covered by a labor contract.

Employees covered by labor contract shall be compensated as referenced in the collective bargaining agreement. Copies are available for viewing in Human Resources.

PROMOTIONS: See related Administrative Policy.

DEMOTIONS: See related Administrative Policy.

TRANSFERS: See related Administrative Policy.

PAY INCREASES: Non-union employees who have successfully completed a full year of employment will be eligible for a pay increase. Pay adjustments are effective January 1 of each year, unless otherwise stated by the Township Committee.

RE-EVALUATION: In the event that the salary of any position is re-evaluated and authorized by the Township Committee and results in an increased salary range for the position, the employee shall retain their current salary or assume the minimum of the new salary range, whichever is greater.

COMPENSATORY TIME/OVERTIME

PURPOSE: To establish policy guidelines for the recording, utilization, and auditing of overtime and compensatory time performed by employees of the Township.

STATEMENT OF POLICY AND AUTHORITY:

1. FLSA: This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempted positions.
2. FLSA: Under the provisions of the FLSA, compensatory time may be as agreed upon by the employer and the individual employee at the request of the employee, but may not be imposed by the employer in lieu of overtime pay upon any non-exempt employee who has not so requested such compensating time off.
3. The personnel ordinance shall govern pertaining to the authorization and payment of overtime for non-union employees. Union employees receive overtime pay in accordance with their labor agreement.
4. The Township's responsibility for payment of overtime and the granting of compensatory time is as follows:
 - a) The Township is not obligated by statute to grant all employee requests for compensatory time off instead of overtime pay.
 - b) The Township is required to compensate overtime at the rate of one and one-half for hours worked in excess of the number of hours allowed per work week as designated under the Fair Labor Standards Act.
 - c) Upon request of the employee, the Township may grant compensatory time off in lieu of overtime at its discretion at the rate of one and one-half.
 - d) Compensatory time off may be accumulated to a maximum of 40 hours to be used at a later time upon mutual agreement.

DEFINITIONS:

Overtime: Overtime shall be defined as all work performed in excess of the hours permitted under the FLSA work week or as determined by existing contractual agreement. Overtime shall be paid at a rate of one and one-half times the employee's straight time hourly rate.

Compensatory Time: Compensatory time is defined as time off granted an employee in compensation for hours worked in addition to the employee's regularly scheduled work week.

Employee: In the context of this policy, the term employee refers to those employees who are eligible for overtime compensation.

Employer: The term employer refers to supervisory personnel with the authority to authorize the use of overtime.

RESPONSIBILITIES:

1. Department Heads:
 - a. It shall be the responsibility of each Department Head to equitably administer the provisions of this policy within their respective departments.
 - b. Department Heads are the authorized authority for the approval of overtime requests. It shall be the responsibility of the Administrator to determine whether overtime or compensatory time be granted to the employee when compensatory time is requested in lieu of overtime.
 - c. Department heads shall ensure that all overtime and compensatory time earned and used is recorded on the employee's time card as it occurs.
 - d. Department heads will exercise extreme discretion in the utilization of overtime within their departments. Temporary adjustments in working hours or realignment of duties within the department should be considered as alternatives to the use of overtime. Overtime shall be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.
2. Individual Employee: It is the responsibility of the individual employee to request compensatory time in lieu of overtime if so desired. Additionally, it is the responsibility of the employee to ensure that accrued compensatory time is used within the time limitation set forth by this policy.
3. Payroll Department:
 - a. The Payroll Department shall ensure that a permanent record of overtime/compensatory time accrued and used is kept on all employees based on information provided by department heads, and that the proper financial transactions are completed at the end of each pay period.
 - b. Upon termination, the Payroll Department shall ensure that eligible employees are given credit for all overtime accrued and all unused compensatory time within the limitations established by this policy.
 - c. The Payroll Department shall conduct periodic audits of the overtime/compensatory time record of each employee through a comparison of payroll office records and individual departmental records.

C. PROBATION PERIOD

PURPOSE: To establish policy and procedure for the probation period for new employees and current employees who transfer to a new position.

STATEMENT OF POLICY: All employees placed in new full-time and part-time positions must serve a period of probation. All employees serve a 120-day probation unless otherwise defined by labor contract.

The probation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. During the established probationary period, the Township reserves the right to terminate the probationary employee's service on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the Township, provided, however, the employer shall not discharge or otherwise discipline an employee for protected union activity.

If an employee is unable to competently perform the work necessitated for their position, the person shall be terminated. Early termination saves the Township a time and dollar investment and saves the employee possible embarrassment and frustration. Rejected probationers shall be notified of such action in writing by the department head at any time during the probationary period and a copy of said notification shall be retained in the personnel files.

At the end of the probation period, the employee is evaluated and provided written documentation of progress. It is expected that informal evaluations will be conducted during the course of the probation period to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(ies) shall be documented in the employee's personnel file. These evaluations may be considered in all personnel actions.

Under unusual circumstances, the probationary period may be extended. This is only after an evaluation of the situation, the employee's abilities, demonstrated potential and if the probationary employee is close to achieving satisfactory performance and the unsatisfactory areas of performance can be readily improved. Probation extension is done only upon recommendation of the supervisor, department head and Administrator's Office.

If the employee successfully completes the probation period, they shall be informed that they are now a regular employee. This will be accomplished by Human Resources with the approval of the appropriate department head and consent of the Township Committee, through the Administrator.

If an individual has been transferred or promoted, they remain eligible for all fringe benefits included with the previous position during the probation period for the transfer or promotion. If the position to which an employee has been transferred or promoted carries benefits different from those of the previous position, the person becomes eligible for the benefits of the new position upon the satisfactory completion of the probation period retroactive to the date of the transfer or promotion.

If a transferred or promoted employee fails to achieve satisfactory performance in the new position, they will be given priority for the first position opening similar to the one previously held if the employee's performance in the previous position was satisfactory. If an employee had not performed satisfactorily in the previous position, termination from Township employment will be considered.

If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked.

D. PERFORMANCE EVALUATIONS

PURPOSE: The functions of the employee performance evaluation are: to provide probationary employees with timely reports of their progress and allow for correction of deficiencies; to provide all employees with positive recognition of strengths and special abilities and an opportunity to improve deficiencies; to provide an ongoing performance record which may become part of documentation used in making personnel actions; to provide employees with an opportunity to discuss ways and means for improvement; and to cause current job descriptions to be formulated, reviewed and/or maintained.

STATEMENTS OF POLICY: Employees on probationary status shall be evaluated at the midpoint of such status and two weeks prior to the end of their probationary period, at which time the employee shall be advised of their status (permanent or terminated).

All personnel shall be evaluated at least once a year. Department heads may choose to evaluate employees more often.

It shall be the responsibility of Human Resources to maintain a list of employee anniversary dates and to notify the Department Heads of any employee whose anniversary date is occurring within a given month. The Department Head shall evaluate each employee within two (2) weeks of his/her anniversary date.

PERFORMANCE EVALUATION PROCESS: The department head shall complete the Employee Performance Evaluation Form. During this preparation, the employee and the department head may discuss various aspects of the form, but this should not be in lieu of actually completing the evaluation.

When the department head has completed the form, a conference shall be arranged. During the conference, the employee and department head shall discuss each portion of the form and the relationship between the employee's performance of the job and the description of the job itself. The employee and department head shall strive to reach a consensus on each section. If there is a disagreement, or consensus is not achieved, the department heads comments shall take priority and the employee may, if they wish, use the "Employee Remarks" section to respond.

Upon completion of the conference, the employee and the department head shall sign the completed forms. The original form is placed in the employee's personnel file in Human Resources; a copy is maintained in the employee's personnel file maintained by the department head.

E. DEMOTIONS

PURPOSE: To establish a policy for demotions.

STATEMENT OF POLICY: An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the department head in consultation with the Administrator and approved by the Township Committee.

Demotions do not change the employee's date of hire. However, the anniversary date for future salary increases changes.

No employee shall be demoted to a position for which they do not possess the minimum qualifications.

An employee being demoted shall be notified two weeks prior to demotion except in emergency situations.

Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.

Persons demoted to new positions will be subject to the standard probationary period for the new position, unless specifically waived by the Township Committee.

F. JOB DESCRIPTIONS

PURPOSE: To provide job descriptions for all Township positions.

STATEMENT OF POLICY: Job descriptions shall be maintained by Human Resources for all regular full-time and regular part-time positions.

The job descriptions shall include: Title, Department, Effective Date, General Purpose, Supervision Received, Supervision Exercised, Examples of Duties, Minimum Qualifications, Special Requirements, Selection Guidelines, and Approval Signatures.

The job description does not constitute an employment agreement between the Township and employee and is subject to change as the needs of the Township and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's job description is maintained as part of their personnel file. Additional copies of job descriptions may be requested through the department head.

G. PROMOTIONS

PURPOSE: To establish a policy for application and appointment to vacant positions by current employees.

STATEMENT OF POLICY: The Township attempts, whenever possible, to follow a policy of upward mobility, to fill all vacant positions with qualified Township employees before advertising to the general public.

Employees are encouraged to apply for any vacancy for which they may qualify in accordance with the Administrative Policy on **HIRING PROCESS**.

Generally, employees are expected to serve in their current position for at least a year before being considered for a promotion or transfer.

Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, knowledge of the job duties, as well as time in service.

When considering the promotion (or lateral transfer) of Township employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

In cases where only one employee applies for a position and the person's abilities and qualifications are known to the hiring department, the formal selection process may be dispensed with upon concurrence of the Administrator and Human Resources.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. Temporary assignments may be made by the Administrator for a specified time or assignment as necessary. Such appointments are made on an "acting" basis and the employee returns to their regular position upon completion of the assignment.

Unless otherwise provided by union contract, whenever an employee is promoted to a higher position, or whenever an employee's position is upgraded, said employee will enter the new grade/position at the entry level of the new position. In the event the entry-level step of the new or upgraded position does not provide a salary increase, the employee shall receive the difference between their old entry-level position and the new position added on to their salary.

Promotions do not change the person's date of hire. However, the anniversary date for future pay increases will be revised to coincide with the promotion date.

Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the Township Committee. Those who fail the probationary period may re-assume any prior appointment held prior to the promotion unless that position has been filled.

H. TRANSFERS

PURPOSE: To establish a policy for lateral transfers by Township employees.

STATEMENT OF POLICY: All openings for Township positions will be posted for a minimum of five calendar days at each Township facility.

Any current employee (regular part-time or regular full-time) interested in applying for a transfer must file a completed Township application form with Human Resources in accordance with instructions listed on the employment opportunities notice.

If the employee meets the stated requirements for the position they will proceed through the regular hiring procedures with all other applicants as described in the Administrative Policy on **HIRING PROCESS**. Transfers are made only when the Township's service will benefit. Generally, employees are expected to serve in their current position for at least one-year before being considered for promotions or transfers. All else being equal, current Township employees will be given priority for open positions.

The personnel file of the transfer applicant will be made available to the interviewers responsible for filling the open position.

If the current employee is selected, their department head will be advised prior to the offer being made to the employee.

If the employee accepts the position, it will be the responsibility of the two department heads, along with the employee, to reach agreement on a transfer date to recommend to the Township Committee. In the event a satisfactory agreement cannot be reached on this matter, it will be forwarded to the Administrator's Office for a decision and recommendation to the Township Committee. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

Transferred employees will serve a probationary period in their new position. Transferred employees remain eligible for all fringe benefits, included with the previous position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the Administrator's office.

Transfers do not change a person's date of hire. However, the anniversary date for future step increases will be revised to coincide with the transfer date.

Transfers may also be initiated by the Township in instances where the Township's best interests may be served.

Additional information is included in the Administrative Policies on **PROMOTIONS** or **DEMOTIONS**.

I. TEMPORARY ALTERNATIVE DUTY POLICY

PURPOSE: It is the purpose of this policy to establish the authority for temporary alternative duty assignments and procedures for granting temporary alternative duty to eligible employees.

POLICY: Temporary alternative duty assignments, when available, are for employees who, because of injury or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. Use of temporary alternative duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this Township that eligible personnel be given a reasonable opportunity to work in alternative duty assignments when available and consistent with this policy

ELIGIBLE PERSONNEL. For purposes of this policy, any full-time employee suffering from a medically certified illness, injury or disability requiring treatment of a licensed health care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.

PROCEDURES:

A. General Provisions

1. Temporary alternative duty positions are limited in number and variety. Therefore,
 - a. Employees who incur a work-related injury shall be given preference in initial assignment to alternative duty; and
 - b. Assignments may be changed at any time, upon the recommendation of the Department Head and approval of the Township Administrator, if deemed in the best interest of the Township.
2. Assignment to temporary alternative duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits.
3. Alternative duty assignments are strictly temporary and normally should not exceed three (3) months in duration. After three (3) months, personnel on temporary alternative duty who are not capable of returning to their original duty shall:
 - a. Present a request for extension of temporary alternative duty (maximum of 60 days) with supporting documentation to the Department Head.
 - b. Request a leave of absence without pay in accordance with Township Code and/or collective bargaining agreements.

- c. Collect workers compensation benefits, if injury is work-related and employee is eligible for benefits.
4. Employees on temporary alternative duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of the Township and that form the basis for their temporary alternative duty assignment.
5. Alternative duty assignments shall not be made for disciplinary purposes.
6. Employees may not refuse temporary alternative duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health care provider.

B. Temporary Alternative Duty Assignments

1. Temporary alternative duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 - a. Administrative functions
 - b. Clerical functions
 - c. Desk Assignments
 - d. Communications
2. In addition to considerations included in A.1. of this policy above, decisions on temporary alternative duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills, and abilities; availability of alternative duty assignments; and the physical limitations imposed on the employee.
3. Every effort shall be made to assign employees to positions consistent with their title. However, where deemed appropriate, employees may be assigned to positions designated for personnel of a lower title. Employees thus assigned shall:
 - a. Retain the privilege of their title but shall answer to the supervisory officer of the department to which they are assigned with regard to work responsibilities and performance.
 - b. Retain pay classification and related benefits of the position held prior to their assignment to temporary alternative duty.

C. Request for Assignment to Alternative Duty

Request for temporary alternative duty assignments shall be submitted to the Department Head through the chain of command. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or by other licensed health care provider. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an acknowledgement by the health care provider of familiarity with the alternative duty assignment and the fact that the employee can physically assume the duties involved.

1. The request for temporary alternative duty and the physician's statement shall be forwarded to the Township Administrator, who shall make the final determination.
2. As a condition of continued assignment to temporary alternative duty, employees shall be required to submit to monthly assessment of their condition as specified by the Department Head.

J. GARNISHMENT

PURPOSE: To provide a procedure for handling garnishment of an employee's wages.

STATEMENT OF POLICY: Any notice of garnishment will be received and signed for by the Finance Department. Garnishment is defined as a legal stoppage of a specified sum from wages to satisfy a creditor. A copy of the garnishment notice will be maintained in the employee's personnel file.

PROCEDURE: Notice of garnishment will be forwarded immediately to the Finance Department.

The Finance Department will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the creditor as directed.

The Finance Department will notify the employee, in writing, that the garnishment has been processed. Repeated garnishments may be considered cause for disciplinary action in accordance with State law.

The employee will be notified that the third garnishment for separate indebtedness within a twelve-month period may, in accordance with State law, be cause for termination.

K. PAY ADVANCES

PURPOSE: To establish a uniform policy for Township employees regarding pay advances.

STATEMENT OF POLICY: Requests for paychecks in advance of the regular pay date cannot be granted except for vacation pay.

An employee leaving on vacation of five days or more may request an advance pay by:

1. Providing their department head with a written request at least thirty days in advance of the desired prepay date.
2. The department head will approve or disapprove the request. Approved requests will be forwarded to the Finance Department.

Those who are away for a prolonged period of time may have their checks mailed to them upon request. In the absence of specific instructions, checks will be held by the Finance Department until the employee returns to work.

Payment for accrued benefits will be made only upon termination of employment or consistent with the applicable labor agreement.

L. PAY PERIODS

PURPOSE: To establish a uniform pay period schedule for Township employees.

STATEMENT OF POLICY: Regular Township employees are paid every other Friday. There are normally twenty-six (26) pay periods in the year, occasionally there will be twenty-seven (27) pay periods in one year but the annual salary paid to the employee will not be effected by the number of pays in any year.

If a payday falls on a holiday, the day of pay shall be the last working day preceding the normal payday.

Checks are distributed by the Finance Department to each department by noon on the Friday following the close of the pay period. Employees shall not be provided with paychecks in advance of this distribution date. Employees receive with each paycheck a statement of earnings and deductions.

M. PAYROLL DEDUCTIONS

PURPOSE: To define required and voluntary payroll deductions for Township employees.

STATEMENT OF POLICY: The following deductions are required by law from each employee paycheck:

1. Federal Income Tax withholding.
2. Social Security.
3. Retirement contributions (eligible employees only).
4. Deductions authorized by law, such as garnishments.
5. State Income Tax.

Additional deductions which are optional and may be requested by the employee include:

1. United Way contributions (if applicable).
2. Payment to a Township-approved credit union.
3. Deferred compensation.
4. Union dues and initiation fees (if provided in labor agreement).
5. Payment of health insurance premium (if applicable).
6. Payment of dental insurance premium (if applicable).
7. Insurance.

With each paycheck, the Township employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as appropriate cumulative totals.

It is the employee's responsibility to maintain current payroll deduction information with the Finance Department.

Employees wishing to add or change their payroll deductions should contact the Finance Department.

N. TIME SHEETS/CARDS AND PREPARATION OF PAYROLL

PURPOSE: To establish guidelines for preparation of employee time sheets/cards and Township payrolls.

STATEMENT OF POLICY: Time sheets/cards are to be utilized by all employees unless otherwise agreed by contract or ordinance. The time sheet/card shall include: employee name; employee number (if applicable); department; and, pay period. Department heads shall break down hours to be compensated on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc. and sign.

The Finance Department shall compute earnings as well as deductions. Changes in rate, position, and status shall be supported by an appropriate form approved by Human Resources, the Administrator, and the Township Committee. This form shall be made a part of the personal history record of the employee. No salary change shall be implemented unless accompanied by an approved form.

Paychecks will be distributed to the employee's department head unless other arrangements have been pre-approved. An employee's paycheck may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee. Employees are expected to cash their paychecks on their personal time.

Payroll records shall be maintained by the Township for a minimum of seven years.

Falsification of time records for payroll purposes is reason for discipline as per the Administrative Policy on EMPLOYEE CONDUCT.

Employees may direct inquiries concerning payroll matters to the Finance Department.

SECTION IV -- LEAVES

A. HOLIDAYS

PURPOSE: To provide a policy for uniform administration of standard Township holidays.

STATEMENT OF POLICY: The Township shall recognize those holidays off with pay for regular full-time employees as designated annually by resolution of the Governing Body.

Specific employee contracts may alter how the holidays are compensated.

In the event a holiday falls upon a Saturday, the preceding Friday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday.

An employee who is absent without leave on the day immediately preceding or following a holiday shall lose the holiday, as well as, pay for that day.

B. VACATION LEAVE

PURPOSE:

1. To outline vacation policy for non-union employees.
2. To assure that vacation schedules are made with full reference to the operating needs of the Township.
3. To provide for a procedure of approval and communication.
4. To recite vacation policy for union employees.

STATEMENT OF POLICY: Each full-time non-represented employee shall accrue vacation time based on the annual Salary & Wage Ordinance adopted each year by the Governing Body.

An employee hired on or before the fifteenth of any month shall accrue vacation leave for the entire month. An employee hired after the fifteenth of any month shall accrue vacation from the first day of the next month.

Employees may accumulate vacation days from one year to the next in an amount not to exceed that year's entitlement.

An employee who terminates their employment with the Township, or whose employment is terminated by the Township shall be entitled to vacation time and/or vacation pay on a pro-rata basis.

Vacation days must be taken in a minimum of one half (1/2) day increments.

Represented employees earn vacation time in accordance with their respective union agreement.

Vacation leave will not accrue if an employee is absent for more than fifty (50%) percent of their scheduled work days in any given month due to disciplinary suspension, or leave of absence with or without pay. The term "leave of absence with or without pay" shall not include other approved time off (i.e., vacation leave, holidays, sick leave, etc.). Accrued and unused vacation leave may be used to supplement sick leave if the employee has exhausted sick leave accruals.

Vacation days may be denied by the department head/supervisor in the event that the best interests of the Township would be adversely affected by the granting of said request.

PROCEDURE:

1. All requests for use of vacation time must be submitted in writing one (1) week in advance.
2. Department heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy.

3. The Township Administrator shall approve all vacation schedules for department heads.
4. Vacation approvals by department heads and by the Township Administrator shall be made only when the efficiency of Township operations will not be adversely affected.

C. UNPAID LEAVES OF ABSENCE

PURPOSE: To establish a policy and guidelines for the use of unpaid family, medical, personal or military leave for Township employees.

STATEMENT OF POLICY: In accordance with the parameters set forth below it is the policy of Hamilton Township to consider Requests for a Leave of Absence without pay from employees for:

1. Family or Medical Leave
2. Compelling Personal Reasons
3. Military Service

General Overview

An approved leave of absence is considered to be an authorized absence, without pay, for a period in excess of ten (10) consecutive work days. Time off, without pay, from one to ten consecutive work days may be granted based upon the recommendation of the Director of Human Resources and Township Administrator and final approval by the Township Committee. The Township Committee shall make a decision based upon the best interest of the Township with due consideration of the policies set forth herein and the requirements of any applicable State and Federal laws.

An employee that is taking an unpaid leave of absence for medical reasons, must first exhaust all accrued paid sick leave. An employee may utilize paid vacation leave before beginning an unpaid medical leave after paid sick leave accruals are utilized. An employee may utilize paid vacation leave before beginning an unpaid family or personal leave. Sick leave accruals may not be utilized for non-medical leaves.

An employee's position may be filled during a leave of absence. The replacement may be temporary or non-temporary depending on employment conditions at the time of the leave or at the time the employee is scheduled to return to work. Upon return from a leave of absence, the employee may be re-instated in his/her previous or similar position, provided:

1. The employee is able to perform all of the normal tasks of the position.
2. The position has not been eliminated.
3. The employee has not been replaced.

For employees that return from an approved leave under the Family Leave Act (FLA) or Family Medical Leave Act, (FMLA) within the approved leave period, you shall be reinstated to the same position or a position with substantially similar duties, conditions, responsibilities and privileges as the original condition. For all other types of leave, if the employee has been replaced, the employee may apply for an available position for which he/she is qualified. For all types of leave, including leave under the FMLA or FLA, if the employee's job has been eliminated or the duties and responsibilities have changed significantly and the employee does not meet the changed job requirements, the employee will be able to apply for any available position for which he/she is qualified.

If after application, the employee is offered a position for which they are qualified and the employee refuses to accept an available position offered to him/her, the employee shall be terminated and all benefits will cease.

An employee who returns from a leave of absence and reports ready and able to work and no work is available will be placed in a lay off status subject to the recall provisions of the LAY OFF Policy.

Sick, vacation, and personal time do not accrue while on an unpaid family/medical or personal leave of absence. If the employee is on unpaid leave for a portion of a month which exceeds 50%, sick, vacation and personal time will not accrue during that month.

Any employee on an approved leave of absence may continue their medical, dental and life insurance coverage by paying the full cost to the Township in advance for each month or portion thereof of which they are absent, subject to limitations set by the insurance carrier.

Employees on military leaves of absence will be treated pursuant to Federal Law.

Any employee who engages in gainful employment while on medical, personal or family leave will be subject to immediate termination. Any benefits paid for by the Township will be refunded from the employee to the Township. An exception to this rule is for employees on approved leave under the FLA or FMLA, who have engaged in employment outside the Township prior to approved leave and the other employment both before and after the leave does not exceed half of the regularly worked hours by the employee for the Township.

Any leave, individually or combined, cannot exceed twelve weeks in any twelve-month period, except through the sole discretion of the Township Committee for compelling personal reasons.

The employee requesting a leave of absence submit a request to the Human Resource Department for consideration. The Human Resources Department will approve/deny based on:

1. Purpose of leave
2. Length of time employee will be unavailable for work
3. The effect the leave will have on the ability of the department to function smoothly and efficiently.

Leave of absence forms must be completed by the employee. If the leave of absence is unanticipated, the Human Resources Department must be notified as soon as reasonably possible so that the appropriate forms may be forwarded to the employee.

If an employee is unable to return to work at the conclusion of an authorized leave, the employee must apply for an extension by submitting another request. This must be done at least five (5) working days prior to the conclusion of the leave. The same approval process for an initial leave applies.

Unless an employee has received an approved extension of leave, failure to report to work on the expiration date of any leave shall be deemed the employee's voluntary resignation.

Family or Medical Leaves of Absence:

As provided by the 1993 Family and Medical Leave Act (FMLA), all eligible employees shall be entitled to the benefits of said act.

Up to twelve (12) weeks of unpaid leave during any 12 month period may be requested for any of the following situations:

1. The birth of a child of the employee
2. Placement of a child with the employee in connection with adoption of such child by the employee
3. Serious health condition of immediate family member (spouse, child, or parent).
4. Employee's own serious health condition.

Leave taken for birth or placement of a child to be adopted by the employee may commence at any time within twelve (12) months after the date of birth or adoption. The twelve-(12) week leave need not be taken consecutively. However, once the leave commences, it must be completed within one year. Proof of birth or adoption of child must be attached to the Request for Leave of Absence form.

A leave taken for an immediate family member's serious illness may be taken non-consecutively, however, must not exceed twelve (12) weeks in total.

PROCEDURES: Procedure for requesting leave. All employees requesting leave under this policy must complete the appropriate form available from Human Resources.

When an employee plans to take leave under this policy, the employee must give the Township thirty (30) days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Township's operations.

While on leave, employees are requested to report periodically to the Township regarding the status of the medical condition, and their intent to return to work.

Appropriate documentation to attach to the Request for Leave of Absence form is a physician's statement which specifies:

1. Dates of treatment/date of illness/injury
2. Nature of illness/injury, including the condition, probable duration of condition and care required
3. First date employee is required to miss work
4. Anticipated date of return to work

Certification by a licensed health care provider of the employee or family member must be attached to the Request for Leave of Absence form for leave due to the employee's own serious medical condition or leave to care for a seriously ill family member.

GO DIRECTLY TO HUMAN RESOURCES FOR ALL FORMS WHICH MUST BE COMPLETED FOR AUTHORIZATION OF AN UNPAID LEAVE OF ABSENCE. IF YOU ARE PHYSICALLY UNABLE TO COME TO HUMAN RESOURCES FOR THE NECESSARY FORMS, PLEASE CONTACT HUMAN RESOURCES AS SOON AS REASONABLY POSSIBLE SO THAT FORMS MAY BE FORWARDED TO YOUR ATTENTION.

Upon an employee's return from a Medical Leave of Absence, a physician's statement must be presented. This statement must specify:

1. The employee is released to regular duty
2. The date employee is released to regular duty
3. Employee has no restrictions. If an employee is released with restrictions, the precise restrictions placed on employee's activities, as well as the length of time such restrictions are expected to exist, must be indicated on the physician's statement.

Termination may occur if employee is not able to return to regular duty at the expiration of the leave or if the employee is not granted an extension.

The Township reserves the right to verify an employee's fitness by a physician of its choice.

The method of calculating the time available to an employee for leave taken under the FLA or FMLA shall be the individual leave year method. The manner in which this is calculated is as follows: if, for example, an employee takes family leave from February 1, 2000 to April 30, 2000. That employee's individual leave year is February 1, 2000 through February 1, 2001 and she/he is entitled to a maximum of 12 weeks of unpaid leave under the FMLA or FLA during that time. As way of further example, if the same employee in the above example seeks to take additional leave in January, 2001, the employee would not have any leave time available, as they had already exhausted their leave time during that individual leave year and would not be entitled to an additional 12 weeks until February 2, 2001. In addition, if the same employee takes a leave of absence from May 2, 2001 through June 30, 2001, their individual leave year now becomes May 2, 2001 through May 2, 2002, in terms of calculating the leave time available. For further explanation of this calculation method, please contact the Human Resources Department.

An employee will not accumulate paid sick, vacation or personal time while out on an authorized family/medical leave of absence.

Personal Leaves of Absence:

Appropriate documentation to attach to the Request for Leave of Absence form is a letter to the Manager of Human Resources explaining why a personal leave of absence is being requested. The leave is subject to approval by the Township Committee.

Personal leave without pay commences after all earned vacation and personal time has been exhausted.

The Township is not required to hold open a position of an employee on a personal leave of absence. If personal leave of absence is taken and the employee returns within 2 weeks, the employee is eligible for rehire to the same position, if they have not been replaced, or to any available position for which they are qualified. They will retain their seniority if return to work is made during that time. If the employee does not return to work before 2 weeks of leave has been completed, the employee will be eligible for rehire, but their position will not be held open for them.

Military Leaves of Absence:

Appropriate documentation to attach to the Request for Leave of Absence form is military orders or notice of induction placing an employee on active military duty. The form and appropriate documentation must be submitted at least two weeks in advance of the requested leave.

When an employee returns from active military service, the Township will reinstate the employee to the former position or position of similar status and pay provided the employee meets the following requirements:

1. Employee is still qualified to perform the duties of the job
2. Employee submits a certificate of completion of military service.

While on unpaid military leave, the Township may pay the difference between the employee's military base pay and the employee's regular Township pay. This payment is subject to the financial needs and capabilities of the Township at that time.

The Township will maintain benefits for those employees while on active military duty.

D. PAID SICK LEAVE

PURPOSE: To establish guidelines for the use of sick leave for personal illness, accident or exposure to contagious disease.

STATEMENT OF POLICY: Sick leave available to union employees is governed by the collective bargaining agreement. All non-union regular full-time employees, shall be entitled to sick leave as follows:

Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity leave, and requests for the employee's presence by immediate family, doctor or clergy due to family illness or emergency.

Sick leave shall accrue at the rate of one and one-quarter (1¼) working days per month worked and must be taken in a minimum of one-half (1/2) day increments.

Employees who are absent for reasons that entitle them to sick leave shall notify their supervisor promptly, but no later than one-half (1/2) hour before the employee's usual reporting time that they intend to utilize a sick day. A full-time employee who is on sick leave as above specified for a period of three (3) or more consecutive working days or absent seven (7) days within a six (6) month period shall furnish, without delay, a report from a qualified doctor which shall contain a diagnosis of the sickness. "Qualified doctor" shall be a duly licensed doctor of medicine. An employee's supervisor may, at any time, require proof of illness of an employee on sick leave through the Township physician and at Township expense, whenever such a requirement appears reasonable to the supervisor.

An employee may utilize vacation time, if available, when sick leave has been exhausted.

It is the responsibility of each department head or designated supervisor to ensure the provisions of this policy are observed. Corrective action should be taken in instances of suspected abuses or misinterpretation of the utilization of sick leave. Department heads will ensure that any sick leave used will be reflected with the submission of time sheets/cards.

Absence due to injury, either work or non-work related shall require a note from the doctor stating that the employee may return to work without limitation. If the employee is able to return to work with specific limitations, and alternate duty is available for which the employee qualifies, alternate duty will be offered. (*See the ALTERNATE DUTY policy in this manual for the details of this procedure.*)

In cases of leaves of absence ordered by the Atlantic County Health Department due to exposure to contagious disease, a certificate from the Atlantic County Health Department shall be required before the employee may return to work. If the exposure to the contagious disease occurred while on duty, time lost will not apply to sick leave or any loss of pay.

If an employee is absent from work for more than fifty (50%) percent of their scheduled work days in any given month due to disciplinary suspension or a leave of absence with or without pay, said employee shall not accrue sick leave for that month. The term "leave of absence with

or without pay” shall not apply to other time off (i.e., sick leave, workers compensation and disability leave, vacation, holiday leave, etc.).

Upon retirement, total disability, or death of an employee the Township will pay said employee or their estate for unused sick leave as per the terms provided within negotiated contracts or established in the salary ordinance adopted by the Township Committee.

E. FUNERAL LEAVE

PURPOSE: To establish guidelines for the use of funeral leave due to death in the employee's family.

STATEMENT OF POLICY: Union employees receive bereavement leave in accordance with the provisions of their applicable collective bargaining agreement.

A non-union regular full-time employee shall receive:

1. Five (5) days funeral leave in the event that their spouse, parent or child dies. Such leave must be taken on consecutive work days and must commence between the day of the death and the day of the funeral.
2. Three (3) days funeral leave in the event that their parent-in-law, step-child, brother, sister, daughter-in-law, son-in-law or grandparent dies. Such leave must be taken on consecutive work days and must commence between the day of death and the day of the funeral.
3. The Township may grant an employee one (1) day of leave for the death of any other member of the employee's family. The granting of this day shall only be for the day of the funeral. If additional time is necessary, it shall be taken as vacation or unpaid leave if vacation has been exhausted with advance authorization by the appropriate department head and/or Administrator's office.

The employee must notify their immediate supervisor upon making determination to take time off from work.

Employees who fail to return to work on the date specified to the department head without receiving an extension are subject to disciplinary action up to and including termination.

F. JURY/COURT LEAVE

PURPOSE: To establish a policy for jury leave for Township employees.

STATEMENT OF POLICY: Any regular full-time employee who is required to serve on a jury, or as a result of official Township duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed a maximum of 30 days authorized leave with pay, less any amount received for such service. Any time served as a juror beyond 30 days will be unpaid. A probationary employee called will have their probationary period extended by the same amount of time as required for serving on jury duty. An employee who receives notice of jury duty or witness service must notify their supervisor immediately in order that arrangements may be made to cover the position. The Township reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to provide documentation of all jury or witness fees to the Finance Department, excluding mileage fees, so the adjustment can be made to the employee's paycheck.

Time spent on jury duty will not affect vacation, sick leave or personal leave accruals.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless that time is accrued vacation or personal leave. Court payments for travel expenses, therefore, shall be retained by the employee.

The employee may keep any court payment for services performed on the days of their regularly scheduled weekend or performed while on vacation or personal leave. Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror on any given day, the employee is expected to contact their supervisor and to report to work as instructed.

The Township may require employees to supply documentation, not only of a subpoena for jury duty, but also a slip from the jury manager verifying actual attendance at jury duty.

SECTION V -- BENEFITS

A. GROUP MEDICAL INSURANCE

PURPOSE: To establish procedures for the administration and eligibility of the employee medical program.

STATEMENT OF POLICY: The Township offers to all regular full-time employees and all their eligible dependents group medical insurance.

Coverage becomes effective sixty days (60) after the date of employment. Specific benefits of the plans are described in insurance brochures provided to each new employee by Human Resources. Each year there is an open enrollment period during which an employee may elect to change medical plans. Medical coverage may be continued during an approved leave of absence up to three months at the employee's own expense.

PROCEDURES: Enrollment should be completed in the following instances:

1. New employees beginning service with the Township.
2. Employees wanting to add an eligible dependent.
3. Employees who want to drop a dependent.

Enrollment cards are available from Human Resources. It is the employee's responsibility to notify Human Resources of any change in dependent status by completing updated enrollment cards.

Upon termination of employment with the Township, or any other qualifying event, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (P.L. 99-272) (COBRA). Human Resources provides eligible employees with information on COBRA.

B. GROUP DENTAL PLAN

PURPOSE: To establish procedures for the administration and eligibility of the group dental plan as provided by the designated carrier.

STATEMENT OF POLICY: The Township offers to all its regular full-time employees and their eligible dependent(s) group dental coverage.

Specific benefits of the plan are described in insurance brochures provided to each new employee by Human Resources.

PROCEDURES: Enrollment should be completed in the following instances:

1. New employees beginning service with the Township.
2. Employees wanting to add an eligible dependent.
3. Employees who want to drop a dependent.

Enrollment cards are available in Human Resources. It is the employee's responsibility to notify the Human Resources of any change in dependent status by completing updated enrollment cards.

Enrollment is processed through Human Resources. Claims are generally sent directly to the provider by the participating dentists. Dental coverage may be continued during an appropriate leave of absence up to three months at the employee's own expense. COBRA eligible employees may continue benefits as provided by law.

Upon termination of employment, employees may contact the carrier regarding individual dental plan coverage and make arrangements for direct payment by the employee for this individual coverage.

C. OPTICAL BENEFIT PROGRAM

PURPOSE: To establish guidelines pertaining to the eligibility, application and administration of the employee optical benefit program.

ELIGIBILITY: The Township offers to all regular full-time employees and their eligible dependents optical benefits provided through the designated carrier.

Additional information on coverage is available through Human Resources.

D. LIFE INSURANCE

PURPOSE: To define procedures for the administration and eligibility for life insurance.

STATEMENTS OF POLICY: All full-time employees are covered by a term life insurance policy provided by the State.

Coverage is effective the first date of employment and continues until the employee leaves the Township's employment, or the policy is discontinued completely by the Township for any stated reason. This is governed by the New Jersey PERS program.

Termination under the policies shall be determined when premium payments for such employee's insurance is discontinued.

Specific benefits and terms of the policy are provided each new employee by Human Resources. Additional copies are available in that office.

It is the employee's individual responsibility to keep information on file related to this policy up-to-date as to name, address, and beneficiary(s).

Additional information concerning life insurance is available through Human Resources.

E. RETIREMENT SYSTEM

PURPOSE: To outline procedures for the administration and eligibility of the Retirement System.

STATEMENT OF POLICY: All regular full-time Township employees, except for police officers participate in the Public Employees' Retirement System (PERS). All regular full-time police officers will participate in the Police and Fireman's Retirement System (PFRS). Part-time employees may be required to participate in the Retirement System if they meet the eligibility requirements.

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the member's salary each payroll period.

The Retirement System provides for retirement benefits and disability protection when a member meets the plan requirements.

If a member terminates service without retiring, accumulated contributions, with earned interest, are refundable upon request. Employer contributions are not refundable under any circumstance. Employees are vested with a minimum of ten years of service under the plan.

Annual benefit statements are provided by the Retirement System to participating members. Employees may request an estimate of benefits from the Retirement System at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through Human Resources. It is the employee's individual responsibility to keep information on file up-to-date related to their retirement account as to name, address and beneficiary(s).

Employees who plan to retire from the system are encouraged to contact the Retirement System at least ninety (90) days in advance of the anticipated retirement date to secure an estimate of benefits information and to finalize the retirement date. This action should also be coordinated with the Clerk/Personnel Office.

F. SOCIAL SECURITY

PURPOSE: To define participation by Township employees in the Social Security System.

STATEMENT OF POLICY: All employees are automatically included as participants in the Social Security System (FICA) which by law provides workers with the following benefits: retirement insurance, survivor's insurance, disability insurance, Medicare for the disabled and the aged, Black Lung benefits, and supplemental security income. These benefits are in addition to Public Employees' Retirement System benefits for which the employee may be eligible to receive.

Financing of the program is accomplished by employee payroll deduction contributions and through a match paid by the Township. The exact percentage to be contributed is determined by the employee's classification. Employee contributions stop each year once they have paid the required percentage as designated by the Federal Government. The salary limit and percentage are subject to change at the beginning of each year according to Federal guidelines.

G. UNEMPLOYMENT COMPENSATION

PURPOSE: To establish a policy regarding the administration of unemployment compensation.

STATEMENT OF POLICY: The Township is a covered employer under the Unemployment Compensation law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the Township and the employee.

An employee who quits their job voluntarily without good cause may be ineligible to collect unemployment compensation.

To be eligible for unemployment compensation, an employee who voluntarily quits must have left employment for a “good cause” reason, must be unemployed, physically able to work, available for work, and actively seeking work.

“Good Cause” reasons or reasons establishing eligibility for unemployment compensation are available from the State Employment Security Office. An employee may refer to Human Resources for discussion of “good cause” reasons.

The Township may contest the claim of an employee who quits without “good cause” or who quits for other reasons considered disqualifying.

An individual who applies for Unemployment Compensation Benefits completes a form titled “Notice to Last Employer” on which are stated reasons for leaving the job. That form, sometimes submitted by various State Employment Security Offices to department heads should be forwarded to Human Resources immediately upon receipt of same so that the Township may contest the claim, take part in the interview process, or acknowledge the claim as valid.

In certain cases, the Township may offer the former employee reinstatement to the same or to a similar position, which in effect would invalidate an unemployment benefit claim. Any notice of recall will take place through Human Resources where the job offer will be made by certified mail to the former employee with an informational copy to the State Employment Security Office. Any such job offer would have to be sustained by proper budget authority.

H. WORKERS COMPENSATION

PURPOSE: To establish procedures for administration and eligibility for workers compensation.

STATEMENT OF POLICY: All employees are covered by State Workers Compensation, a program of industrial insurance to protect workers, their families and dependents from loss due to injury or illness arising out of or in connection with employment. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled -- either temporarily or permanently -- and is unable to work. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc. and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal.

Financing for this program is provided by the Township.

Any employee involved in an accident, or who is injured at work, or who is diagnosed with an occupational illness with arises out of or is connected to employment with the Township must report the incident to their immediate supervisor or department head within 24 hours or as soon thereafter as possible. The affected employee shall also file an application for Workers Compensation in accordance with applicable laws, rules or regulations.

Hours lost due to the injury or illness should be reported on the employee time sheet as "disability" and such hours will be charged against the employee's accrued sick leave, vacation leave, or other compensated leave time available until the Workers Compensation claim has been settled. Once the eligibility for payment under Workers Compensation has been approved by the State, the employee should endorse their state benefit check to reimburse the Township for wages paid during the employee's initial absence prior to State approval. At the same time, any leave used for the injury or illness will be reinstated to the employee's record by the Township. An employee shall not draw more than their base pay when collecting industrial insurance. No employee shall receive sick leave or use vacation time as a result of a job injury, illness or disease incurred while employed by another employer.

I. CONTINUANCE OF MEDICAL COVERAGE (COBRA)

PURPOSE: To comply with the requirements of the Federal Comprehensive Budget Reconciliation Act (COBRA) in regard to the continuance of medical coverage.

STATEMENTS OF POLICY:

1. Employee and/or dependent medical coverage under the current plan may cease as a result of one of the following events:
 - a. Termination of employment.
 - b. Change to nonparticipating employment status.
 - c. Divorce or legal separation.
 - d. Dependent child became ineligible.
2. Employees or dependents may elect to continue medical coverage beyond the date that it would otherwise terminate by doing one of the following:
 - a. Convert the group medical coverage to an individual policy provided directly by the insurance carrier, if available. Employees will be sent benefit information and rates regarding conversion options directly from the insurance company. For additional information, contact Human Resources.
 - b. Continue to participate in the group medical coverage plan under the COBRA guidelines.
3. Election.
 - a. If an employee or eligible spouse or dependent does not elect to continue coverage, group health insurance will end as scheduled under the plan.
 - b. If an employee elects to continue group medical coverage, the employee or eligible spouse or dependent is responsible for paying the entire cost (both employer and employee share). This cost will be subject to periodic rate changes.

J. HEALTH INSURANCE OPT-OUT POLICY

Some employees do not require coverage. This is because they are covered under another person's healthcare plan. These particular employees desire to waive their ability to participate in the Plan offered by the Employer. In exchange for this waiver, the employee will receive a portion of the Employer's savings resulting from the waiver. In order to effectuate their intent to waive Coverage, as well as to protect the interests of the other employees, the employee must sign a waiver form. Also, proof of other insurance coverage is required, for example, a copy of an insurance card or policy.

For further details, see Section 125 of the Cafeteria Plan available for review in Human Resources.

SECTION VI -- CONDUCT

A. EMPLOYEE CONDUCT

PURPOSE: To outline specific areas which may result in employee discipline.

STATEMENT OF POLICY: It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the Township. If an employee's conduct falls below standard, they may be subject to disciplinary action.

We expect that our employees are responsible adults that may not need to be instructed about rules and regulations. However, for those individuals that need further guidance and direction, the following rules are provided. We expect a high degree of standards from our employees including job performance, personal appearance and positive attitude. Proper employee conduct is necessary for the protection of the rights and safety of all employees and guests and the efficient and effective operation of Hamilton Township.

The guidelines for prohibited behavior and conduct which follow are of a general nature and do not cover every situation that may lead to disciplinary action, up to and including termination. The examples of prohibited behavior and conduct that follow should be regarded as a summary rather than a complete and inclusive statement of what constitutes misconduct.

The violation of, or any departure from any rules or requirements of Hamilton Township or commission of any of the prohibited acts listed below, subjects you to disciplinary action. Disciplinary action may include, but is not limited to, a verbal warning, written warning, probation, suspension without pay and termination. The disciplinary action taken will depend upon the circumstances and severity of each situation.

The following conduct in the workplace are examples of the type of behavior that is strictly prohibited:

- Willful violation of any Township rule; any deliberate action that is extreme in nature and is obviously detrimental to Hamilton Township's efforts to operate profitably.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.

- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company property or when representing Hamilton Township; fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, patients, or visitors in any manner.
- Theft of Township property or the property of fellow employees; unauthorized possession or removal of any Township property, including documents, from the premises without prior permission from management; unauthorized use of Township equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Hamilton Township; alteration of company records or other company documents.
- Breach of confidentiality of personal information.

Some general things for which an employee may be disciplined include, but are not limited to:

1. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs, or using such substances while on Township property.
2. Failure to follow the orders of one's supervisor(s).
3. Being absent from work without permission or failure to report to the supervisor or department head when one is absent.
4. Being habitually absent or tardy for any reason.
5. Failure to perform assigned work in an efficient or effective manner.
6. Being wasteful of material, property or working time.
7. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
8. Failure to observe proper security procedures.
9. Conduct on the job which violates the common decency or morality of the community.
10. Commission of a felony or gross misdemeanor.

11. Violating safety rules and regulations.
12. Speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors.
13. Removal of Township money, merchandise, or property, including property in custody of the Township without permission.
14. Lying to supervisors in connection with your job.
15. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment.
16. Being on Township premises during non-working hours without permission.
17. Divulging or misusing confidential information, including removal from Township premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
18. Accepting fees, gifts, or other valuable items in the performance of the employee's official duties for the Township.
19. Inability or unwillingness to perform the assigned job.
20. Falsification of time records for payroll.
21. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.
22. The use of profanity or abusive language toward a fellow employee or member of the general public while performing official duties as a Township employee.

Refer to the Section on DISCIPLINARY ACTION for additional information on procedures for and types of disciplinary action.

B. PERSONAL APPEARANCE

PURPOSE: To establish general guidelines related to personal appearance of Township employees.

STATEMENT OF POLICY: It is the policy of Hamilton Township to insure employee's appearance promotes a professional image to the public and other employees. Many times, staff employees have regular and important contact with members of the public and should therefore project the professional atmosphere of Hamilton Township.

All employees are expected to dress in professional attire or their approved uniforms during regular business hours.

Professional attire shall not include, as an illustration and not as a limitation, the following:

- Spandex
- Fishnet stockings
- Jeans (unless required for the employee's position)
- Stretch pants
- Shorts
- Halter tops
- Clothing that is torn or ripped, by design or otherwise
- Any clothing that exposes any portion of your midriff
- Clothing with suggestive patches or writing
- Clothing with suggestive printed designs
- T-shirts (that are not part of an approved uniform)
- Tank tops
- Sneakers
- Slippers
- Flip-flops
- Skirt or dress lengths that unnecessarily expose the body or underwear while performing the employee's duties.

- Sheer garments that are not worn in conjunction with opaque undergarments to avoid visibility of the body.

While you may feel that some clothes are stylish, trendy, or acceptable, please keep in mind that we are providing services to a variety of individuals and would like our staff and the attire of our staff to depict a professional image.

If an employee violates the Grooming/Dress Code policy, the employee will be subject to disciplinary action up to and including termination. In addition, the employee may be instructed to go home and change into appropriate professional attire. The time lost during this period will be unpaid.

Hair and Other Personal Appearance Issues

While Hamilton Township supports expressions of individuality, this remains a conservative business environment that services the public. As such, our personal appearance must portray a business standard.

Hairstyles shall not be extreme in nature, color or style. (i.e. mohawks/purple) Make up, if used should also not be extreme in nature or color. In addition, nails, polished, natural or otherwise, should be conservative in color, length and design. Tattoos, body piercing or other body jewelry should not be visible while dressed in your business attire.

C. PERSONAL TELEPHONE CALLS

PURPOSE: To provide for control of incoming and outgoing personal telephone calls.

STATEMENT OF POLICY Township telephones are to be used for Township business and may be used for personal business on a limited basis only.

PROCEDURE: Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work.

When a toll call must be placed, the call is to be billed to the employee's home number or placed collect.

It is the employee's responsibility to ensure that no cost to the Township results from their personal telephone calls.

Violation of this policy will result in cost reimbursement to the Township and may subject the employee to disciplinary action.

D. COMPUTER AND NETWORK USE POLICY

It is the policy of Hamilton Township that computers are provided to enable employees to conduct business related functions in an efficient fashion.

Access to computer systems, e-mail and networks owned or operated by the Township imposes certain responsibilities on employees and is subject to Township policies. Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. Users shall demonstrate respect for intellectual property, ownership of information, system security and each individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

By participating in the use of networks, e-mail and systems provided by the Township, users agree to be subject to and abide by all policies for their use. Willful violation of the principles and provisions of this policy shall result in disciplinary action up to and including termination. Please observe the following:

1. Users shall use computers, e-mail and the network only for official Township business and access only files and data that are their own, publicly available, or for which they have authorized access.
2. The use of networks, Internet, e-mail or computers for private, recreational, non-job related purposes including the conduct of personal commercial transactions is prohibited. Management reserves the right to remove personal documents from the system.
3. Employees shall only access documents on the network for use, creation or reference for a legitimate business purpose. Any employee that accesses network documents for personal, copying or other personal interest shall be subject to disciplinary action up to and including termination.
4. Users may be subject to limitations on their use of the networks as determined by the Network Manager.
5. Use of network and e-mail services may be subject to monitoring by the Network Manager or Director of Human Resources for security and/or network management reasons. Users of these services are therefore advised of this monitoring. If unauthorized usage is detected, the Network Manager will notify user and Director of Human Resources of said incident.
6. Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority. Users will be personally responsible and liable for such infringing activities, including any penalties.
7. Users shall protect their user ID from unauthorized use.
8. Users assume the responsibility for any charges associated with billable services associated with Internet or research activities unless appropriate authorization has been obtained.

Users shall not:

- a. Use the networks and/or e-mail for illegal or unlawful, or immoral purposes, or to

support or assist such purposes. Examples of this include but are not limited to the transmission of violent, threatening, defrauding, obscene, illegal or unlawful materials, sexual harassment and the use of mail, e-mail or messaging services to harass, intimidate or otherwise annoy another person.

- b. Attempt to circumvent or subvert system or network security measures or introduce any unauthorized programs or virus.
- c. c. Deliberately degrade the performance of the network, e-mail or computer system.

E. Incident Handling Procedure

1.0 INTRODUCTION

This document provides some general guidelines and procedures for dealing with computer security incidents. The document is meant to provide Township of Hamilton personnel with some guidelines on what to do if they discover a security incident. The term incident in this document is defined as any irregular or adverse event that occurs on any part of the Township of Hamilton network. Some examples of possible incident categories include: compromise of system integrity; denial of system resources; illegal access to a system (either a penetration or an intrusion); malicious use of system resources, or any kind of damage to a system. Some possible scenarios for security incidents are:

- * You see a strange process running and accumulating a lot of CPU time.
- * You have discovered an intruder logged into your system.
- * You have discovered a virus has infected your system.
- * You have determined that someone from a remote site is trying to penetrate the system.

The steps involved in handling a security incident are categorized into six stages: protection of the system; identification of the problem; containment of the problem; eradication of the problem; recovering from the incident and the follow-up analysis. The actions taken in some of these stages are common to all types of security incidents and are discussed in section 2. Section 3 discusses specific procedures for dealing with worm/virus incidents and hacker/cracker incidents.

1.1 AREAS OF RESPONSIBILITY

In many cases, the actions outlined in this guideline will not be performed by a single person on a single system. Many people may be involved during the course of an active security incident which affects several of the Township of Hamilton systems at one time (i.e., a worm attack). Computer Network Administrator should always be involved in the investigation of any security incident.

The Township of Hamilton Chief of Police Jay McKeen, the Township of Hamilton Administrator Edward Perugini and the Township of Hamilton Computer Network Administrator Thomas Forkan will act as the incident coordination team for all security-related incidents. In minor incidents, only the Computer Network Administrator will be involved. However, in more severe incidents all three may be involved in the coordination effort. The incident coordination team will be responsible for assigning people to work on specific tasks of the incident handling process and will coordinate the overall incident response process. All people involved in the incident response and clean up are responsible for providing any needed information to members of the incident coordination team. Any directives given by a member of the incident coordination team will supersede this document.

1.2 IMPORTANT CONSIDERATIONS

A computer security incident can occur at anytime of the day or night. Although most hacker/cracker incidents occur during the off hours when hackers do not expect system managers to be watching their flocks. However, worm and virus incidents can occur any time during the day. Thus, time and distance considerations in responding to the incident are very important. If the first person on the call list to be notified can not respond within a reasonable time frame, then the second person must be called in addition to the first. It will be the responsibility of the people on the call list to determine if they can respond within an acceptable time frame.

The media is also an important consideration. If someone from the media obtains knowledge about a security incident, they will attempt to gather further knowledge from a site currently

responding to the incident. Providing information to the wrong people could have undesirable side effects. Section 2.3 discusses the policy on release of information.

2.0 GENERAL PROCEDURES

This section discusses procedures that are common for all types of security incidents.

2.1 KEEP A LOG BOOK

Logging of information is critical in situations that may eventually involve federal authorities and the possibility of a criminal trial. The implications from each security incident are not always known at the beginning of, or even during, the course of an incident. Therefore, a written log should be kept for all security incidents that are under investigation. The information should be logged in a location that can not be altered by others. Manually written logs are preferable since on-line logs can be altered or deleted. The types of information that should be logged are:

- * Dates and times of incident-related phone calls.
- * Dates and times when incident-related events were discovered or occurred.
- * Amount of time spent working on incident-related tasks.
- * People you have contacted or have contacted you.
- * Names of systems, programs or networks that have been affected.

2.2 INFORM THE APPROPRIATE PEOPLE

Informing the appropriate people is of extreme importance. There are some actions that can only be authorized by the Township of Hamilton Administrator or Computer Network Administrator. Township of Hamilton also has the responsibility to inform other sites about an incident, which may effect them.

List of Contacts. Department Heads, Deputy Department Heads and/or chain of command are to follow the list of contacts below.

Township of Hamilton Administrator - Edward Perugini
Backup – Chris Wood

Township of Hamilton Computer Network Administrator - Thomas Forkan
Backup – Detective Harry Maxwell

Township of Hamilton Chief of Police – Jay McKeen

Employees are to contact Department Heads, Deputy Department Heads and/or chain of command before initiating the above contact list. If the Department Head, Deputy Department Head or chain of command is not immediately available, than the employee is to activate the above contact list.

2.3 RELEASE OF INFORMATION

Control of information during the course of a security incident or investigation of a possible incident is very important. Providing incorrect information to the wrong people can have undesirable side effects, especially if the news media is involved. All release of information must be authorized by the Township of Hamilton Administrator or by other people designated by the Township of Hamilton Administrator. All requests for press releases must be forwarded to the Township of Hamilton Administrator. Also, incident specific information, such as accounts involved, programs or system names, are not to be provided to any callers claiming to be a network administrator from another site.

All suspicious requests for information (i.e., requests made by callers claiming to be a network administrator for another site) should be forwarded to the Township of Hamilton Computer Network Administrator. If there is any doubt about whether you can release a specific piece of information contact the Township of Hamilton Administrator.

2.4 FOLLOW-UP ANALYSIS

After an incident has been fully handled and all systems are restored to a normal mode of operation, a follow-up postmortem analysis should be performed. The follow-up stage is one of the most important stages for handling a security incident. All involved parties (or a representative from each group) should meet and discuss actions that were taken and the lessons learned. All existing procedures should be evaluated and modified, if necessary. All on-line copies of infected files, worm code, etc., should be removed from the system(s). If applicable, a set of recommendations should be presented to the appropriate management levels. A security incident report should be written by a person designated by the Township of Hamilton Administrator and distributed to all appropriate personnel.

3.0 INCIDENT SPECIFIC PROCEDURES

This section discusses the procedure for handling virus, worm and hacker/cracker incidents.

3.1 VIRUS AND WORM INCIDENTS

Although virus and worm incidents are very different, the procedures for handling each are very similar aside from the initial isolation of the system and the time criticality. Viruses are not self-replicating and, thus, incidents of this nature are not as time critical as worm or hacker incidents. Worms are self-replicating and can spread to hundreds of machines in a matter of minutes, thus, time is a critical factor when dealing with a worm attack. If you are not sure of the type of the attack, then proceed as if the attack was worm related.

3.1.1 ISOLATE THE SYSTEM

Isolate infected system(s) from the remaining Township of Hamilton network as soon as possible. If a worm is suspected, then a decision must be made to disconnect the Township of Hamilton from the outside world. Network isolation is one method to stop the spread of a worm, but the isolation can also hinder the clean-up effort since Township of Hamilton will be disconnected from sites which may have patches. The Township of Hamilton Administrator must authorize the isolation of the Township of Hamilton network from the outside world. **Log all actions.**

Do not power off or reboot systems that may be infected. There are some viruses that will destroy disk data if the system is power-cycled or rebooted. Also, rebooting a system could destroy needed information or evidence.

3.1.2 NOTIFY APPROPRIATE PEOPLE

Notify the Township of Hamilton Computer Network Administrator as soon as possible. If unable to reach him/her within 20 minutes, contact the backup person. The Township of Hamilton Computer Network Administrator will then be responsible for notifying other appropriate personnel. ***
NOTE - Below, different times are given for suspected worm attack and for a suspected virus attack.

- The Township of Hamilton Computer Network Administrator will notify the Township of Hamilton Administrator as soon as possible. If unable to reach him within one hour (10 minutes for a worm attack), his backup person will be contacted.

3.1.3 IDENTIFY THE PROBLEM

Try to identify and isolate the suspected virus or worm-related files and processes.

If specific files that contain virus or worm code can be identified, then move those files to a safe place or archive them to floppy disk (if possible) and then remove the infected files. Also, get a listing of all active network connections.

If other sites have been involved at this point, they may have helpful information on the problem and possible short-term solutions. Also, any helpful information gained about the virus or worm should be passed along to virus software company site, after approval by Township of Hamilton Administrator. Log all actions.

3.1.4 CONTAIN THE VIRUS OR WORM

All suspicious processes should now be halted and removed from the system. Make a full dump of the system and store in a safe place. The tapes should be carefully labeled so unsuspecting people will not use them in the future. Then remove all suspected infected files or worm code. In the case of a worm attack, it may be necessary to keep the system(s) isolated from the outside world until all Township of Hamilton systems have been inoculated and/or the other internet sites have been cleaned up and inoculated. **Log all actions.**

3.1.5 INOCULATE THE SYSTEM(S)

Implement fixes and/or patches to inoculate the system(s) against further attack. Prior to implementing any fixes, it may be necessary to assess the level of damage to the system. If the virus or worm code has been analyzed, then the tasks of assessing the damage are not very difficult. However, if the offending code has not been analyzed, then it may be necessary to restore the system from backup tapes. Once the system is brought back into a safe mode, then any patches or fixes should be implemented and tested. If possible, the virus or worm should be let loose on an isolated system that has been inoculated to ensure the system(s) are no longer vulnerable. **Log all actions.**

3.1.6 RETURN TO A NORMAL OPERATING MODE

Prior to bringing the systems back into full operation mode, you should notify the same group of people who were notified in stage one. The users should also be notified that the systems are returning to a fully operational state. It may be wise to request all users to change their passwords. Before restoring connectivity to the outside world, verify that all affected parties have successfully eradicated the problem and inoculated their systems. **Log all actions.**

3.1.7 FOLLOW-UP ANALYSIS

Perform follow-up analysis as described section 2.4.

3.2. HACKER/CRACKER INCIDENTS

Responding to hacker/cracker incidents is somewhat different than responding to a worm or virus incident. Some hackers are very sophisticated and will go to great depths to avoid detection. Others are naive young students looking for a thrill. A hacker can also be someone on the inside engaging in illicit system activity (i.e., password cracking). Any hacker/cracker incident needs to be addressed as a real threat to the Township of Hamilton network. Hacker incidents can be divided into three types: attempts to gain access to a system, an active session on a system, or events that have been discovered after the fact. Of the three, an active hacker/cracker session is the most severe and must be dealt with as soon as possible. There are two methods for dealing with an active hacker/cracker incident. The first method is to immediately lock the person out of the system and restore the system to a safe state (see section 3.2.2). The second method is to allow the hacker/cracker to continue his probe/attack and attempt to gather information that will lead to a identification and possible criminal conviction (see section 3.2.3). The level of understanding of the risks involved will determine the

method used to handle a cracker/hacker incident.

3.2.1 ATTEMPTED PROBES INTO A TOWNSHIP OF HAMILTON SYSTEM

Incidents of this type would include: repeated login attempts, repeated ftp, telnet, and repeated dial-back attempts.

3.2.1.1 IDENTIFY THE PROBLEM

Identify source of attack(s) by looking at system log files and active network connections. Make copies of all audit trail information such as system logs files, the root history file, the utmp and wtmp files, and store them in a safe place. Capture process status information in a file and then store the file in a safe place. **Log all actions.**

3.2.1.2 NOTIFY THE TOWNSHIP OF HAMILTON COMPUTER NETWORK ADMINISTRATOR

Notify the Township of Hamilton COMPUTER NETWORK ADMINISTRATOR within 30 minutes. If the Township of Hamilton Computer Network Administrator can not be reached then notify the Township of Hamilton Administrator or the Township of Hamilton Computer Network Administrator backup person. The Township of Hamilton Computer Network Administrator or their backup person will be responsible for notifying other levels of management.

3.2.1.3 IDENTIFY HACKER/CRACKER

If the source of the attacks can be identified, then the Township of Hamilton Computer Network Administrator (or a designated person) will contact the system administrator or security analyst for that site and attempt to obtain the identify of the hacker/cracker. The NIC may be one source for obtaining the name and phone number of the site administrator of the remote site. If the hacker/cracker can be identified, the information should be provided to the Township of Hamilton Administrator. The Township of Hamilton Administrator will provide directions on how to proceed, if necessary. **Log all actions.**

3.2.1.5 FOLLOW-UP

After the investigation, a short report describing the incident and actions that were taken should be written by the Township of Hamilton Computer Network Administrator and distributed to the appropriate people. Perform the follow-up analysis as described in section 2.4.

3.2.2 ACTIVE HACKER/CRACKER ACTIVITY

Incidents of this type would include any active session or command by an unauthorized person. Some examples would include an active login or telnet session, an active ftp session, or a successful dial-back attempt. In the case of active hacker/cracker activity, a decision must be made whether to allow the activity to continue while you gather evidence or to get the hacker/cracker off the system and then lock the person out. Since a hacker can do damage and be off the system in a matter of minutes, time is critical when responding to active hacker attacks. The Township of Hamilton Administrator or someone he designates (i.e., the Township of Hamilton Computer Network Administrator) must make this decision. The decision will be based on the availability of qualified personnel to monitor and observe the hacker/cracker and the level of risk involved.

3.2.2.1 NOTIFY APPROPRIATE PEOPLE

Notify the Township of Hamilton Computer Network Administrator as soon as possible. If unable to reach him/her within 5 minutes, contact the backup person. The Township of Hamilton Computer Network Administrator will then be responsible for notifying other appropriate personnel. The Township of Hamilton Computer Network Administrator will be responsible for trying to assess what the hacker/cracker is after and the risks involved in letting the hacker/cracker continue his/her activity.

The Township of Hamilton Computer Network Administrator will notify the Township of Hamilton Administrator as soon as possible. If unable to reach him within ten minutes, his backup person should be contacted. The Township of Hamilton Administrator can make the decision to allow the hacker to continue or to lock him out of the system. Based on the decision, follow the procedures in 2.1 or 2.2 below.

3.2.3 REMOVAL OF HACKER/CRACKER FROM THE SYSTEM

3.2.3.1 SNAP-SHOT THE SYSTEM

Make copies of all audit trail information such as system logs files, the root history files, the utmp and wtmp files, and store them in a safe place. Capture process status information in a file and then store the file in a safe place. Any suspicious files should be moved to a safe place or archived to tape and then removed from the system. Also, get a listing of all active network connections. **Log all actions.**

3.2.3.2 LOCK OUT THE HACKER

Kill all active processes for the hacker/cracker and remove any files or programs that he/she may have left on the system. Change passwords for any accounts that were accessed by the hacker/cracker. At this stage, the hacker/cracker should be locked out of the system. **Log all actions.**

3.2.3.3 RESTORE THE SYSTEM

Restore the system to a normal state. Restore any data or files that the hacker/cracker may have modified. Install patches or fixes to close any security vulnerabilities that the hacker/cracker may have exploited. Inform the appropriate people. All actions taken to restore the system to a normal state should be documented in the logbook for this incident. **Log all actions.**

3.2.3.4 FOLLOW-UP

After the investigation, a short report describing the incident and actions that were taken should be written by the Township of Hamilton Computer Network Administrator and distributed to the appropriate people. Perform the follow-up analysis as described in section 2.4.

3.2.4 MONITORING OF HACKER/CRACKER ACTIVITY

There are no set procedures for monitoring the activity of a hacker. Each incident will be dealt with on a case by case basis. The Township of Hamilton Administrator or the person authorizing the monitoring activity should provide direction to those doing the monitoring. Once the decision has been made to cease monitoring the hacker's activities and have him removed from the system(s), the steps outlined in section 3.2.3 above should be followed.

3.2.5 EVIDENCE OF PAST INCIDENTS

In the case of where an incident is discovered after the fact, there is not always a lot of evidence available to identify who the person was or how they gained access to the system. If you should discover that someone had successfully broke into a Township of Hamilton system, notify the Township of Hamilton Computer Network Administrator within one working day. The Township of Hamilton Computer Network Administrator will be responsible for notifying the appropriate people and investigating the incident.

F. Escalation Procedures for Security Incidents

This procedure describes the steps, which are to be taken for computer security incidents that occur within the Township of Hamilton. The computer security incidents covered in this procedure are: loss of personal password sheet, suspected illegal system access (includes account sharing), suspected computer break-in (both internal and external) and computer viruses. For additional information on incident response and handling refer to the “Township of Hamilton Security Incident Handling Procedures.” The types of incidents have been classified into three levels depending on severity. The Level One incidents are least severe and should be handled within one working day after the event occurs. Level One incidents usually require that only the Township of Hamilton Computer Network Administrator. Level Two incidents are more serious and should be handled the same day the event occurs (usually within two to four hours of the event). Level Two incidents must be escalated to the Township of Hamilton Administrator and Computer Network Administrator. Level Three incidents are the most serious and should be handled as soon as possible.

LIST OF CONTACTS

Department Heads, Deputy Department Heads and/or chain of command are to follow the list of contacts below.

Computer Network Administrator – Thomas Forkan x 451

Township of Hamilton Administrator – Edward Perugini x 441

Employees are to contact the Department Head, Deputy Department Head and/or chain of command before initiating the above contact list. If the Department Head, Deputy Department Head and/or chain of command is not immediately available, then the employee is to activate the above contact list.

COMPUTER SECURITY INCIDENTS

1) Loss of Personal Password Sheet (Level One Incident)

A. Notify the Township of Hamilton Computer Network Administrator within one working day.

B. The Township of Hamilton Computer Network Administrator will decide if a password change is necessary.

2) Suspected Sharing of Township of Hamilton Accounts (Level One Incident)

A. The Township of Hamilton Computer Network Administrator will call person(s) suspected of account sharing and determine severity of the incident. In most cases, people who share accounts have a valid need to have their own Township of Hamilton accounts. In these cases, the Township of Hamilton user’s account will be disabled until account request forms are received and process for the person who was using the Township of Hamilton user’s account.

B. The Township of Hamilton Computer Network Administrator will escalate the issue to higher management if necessary.

3) Unfriendly Employee Termination (Level Two Incident)

- A. Notify Township of Hamilton Administrator and Computer Network Administrator within two hours.
- B. Upon request from Township of Hamilton Administrator, all Township of Hamilton accounts for terminated employee will be disabled by Computer Network Administrator and/or a designated backup.
- C. If appropriate, the Township of Hamilton Computer Network Administrator will change systems passwords.

4) Suspected Violation of Special Access (Level Two Incident) The misuse of Special Access is defined in the document "Special Access Guidelines Agreement" which is signed by each person having Special Access at Township of Hamilton.

Minor Violations - No threat to Township of Hamilton Security

- A. Notify Township of Hamilton Administrator within one working day

Major Violations - possible threat to Township of Hamilton security

- A. Notify Township of Hamilton within one hour.
- B. Disable all Township of Hamilton accounts for involved people.
- C. Begin process of changing all system passwords.
- D. Take further action as deemed necessary by Township of Hamilton Administrator.

5) Suspected Computer Break-in or Computer Virus (Level Three Incident)

- A. Isolate infected systems from the remaining Township of Hamilton network as soon as possible. The Computer Network Administrator should be contacted determine the best method to isolate the infected systems from the remaining Township of Hamilton network.
- B. If a computer virus/worm is suspected, isolate Township of Hamilton network from outside networks as soon as possible. The Township of Hamilton Computer Network Administrator should be consulted before the disconnect takes place to discuss the best method and feasibility for doing a full disconnect from the Internet.
- C. Notify Township of Hamilton Computer Network Administrator as soon as possible. If unable to reach him/her within twenty minutes, contact the Township of Hamilton Administrator.
- D. The Township of Hamilton Computer Network Administrator should attempt to trace origin of attack and determine how many systems (if any) have been compromised. Save copies of system log files and any other files that may be pertinent to incident. Township of Hamilton Computer Network Administrator will decide what further actions are needed and perform appropriate tasks.
- E. Upon completion of the investigation, the Computer Network Administrator will write an incident summary report and submit to the appropriate levels of management.

G. Special Access Policy

This policy provides a set of requirements for the regulation and use special access on the Township of Hamilton systems. This policy will provide a mechanism for the addition and removal of people from the special access database and a mechanism for periodic reviews of the special access database.

The special access account User ID's which are covered in this policy include: (some generic accounts) The documents to be included as part of this policy are the Special Access Request form and the Special Access Guidelines agreement.

A. Policy For Regulation of Special Access Accounts:

1. Passwords for special access accounts are changed on a regular basis, as determined by Township of Hamilton Administrator and/or the Township of Hamilton Computer Network Administrator.
2. Individuals authorized to receive special access passwords are required to pick up and sign for said passwords each time the passwords are changed.
3. Special access is only provided to individuals who need said access to perform their job.
4. Any misuse of special access privileges must be reported to the Township of Hamilton Computer Network Administrator within 24 hours.
5. User ID "administrator" are to be strictly limited and monitored by the Township of Hamilton Administrator and/or the Township of Hamilton Computer Network Administrator.
6. Persons requesting special access must follow all procedures outlined in section B of this document.
7. Persons who misuse their special access privilege can have said access revoked as outlined in Section D of this document.
8. Contents of the special access database is reviewed on a periodic basis as outlined in Section C of this document.
9. All persons who currently (prior to the approval of this policy) have special access are required to submit a completed Special Access Request form and a signed Special Access Guidelines agreement.

B. Policy for Acquiring Special Access:

1. All persons requesting special access must complete a Special Access Request form (see attachment 1). The instructions for completing the form are listed on the back. A separate form must be completed for each separate subsystem and/or branch signature that is needed. The appropriate people for approval signatures are also listed on the back of the form.
2. All persons requesting special access must read and sign a Special Access Guidelines Agreement. This agreement discusses the do's and don'ts of using special access. Once a person signs the agreement he/she is then bound to abide by its contents. A copy of the signed agreement will be provided to the person for his/her personal records. The signed originals will become a part of

that person's account/access file.

3. Any person refusing to sign the Special Access Guidelines Agreement will not be provided special access.
4. Persons with special access are to inform the Township of Hamilton Administrator and/or Township of Hamilton Computer Network Administrator if their special access requirements change.

C. Policy for Removing People From the Special Access :

1. A person may be removed from the special access database for one of three reasons:
 - the person no longer works at Township of Hamilton
 - the person no longer needs special access due to a change in job duties
 - the person has violated the Special Access Guidelines agreement.
2. A person may be removed from the special access database at any time as determined by the Township of Hamilton Administrator and/or appropriate Department Head .
3. The procedures for removing a person from the special access are as follows:

Case One: Person no longer works at Township of Hamilton

1. Fill out a Special Access Request form specifying the removal of all access.
2. Have Township of Hamilton Administrator, or his designated assistant, sign form.
3. Change affected password(s) within five working days.
4. Notify appropriate Department Head about deletion(s).

Case Two: Person no longer needs special access due to a change in job duties

1. Fill out Special Access Request Form specifying the removal of appropriate access(es).
2. Have employee's Department Head sign form. (**NOTE** This is for information only)

Case Three: Person violated the Special Access Guidelines agreement

1. Appropriate people (i.e., Township of Hamilton Administrator, Department Head) must decide if the violation constitutes removal of all special access of that person or just the special access involved.
2. Fill out Special Access Request Form specifying removal of appropriate access.
3. Have employee's Department Head sign form.
4. Change passwords within 24 hours.

H. POLITICAL ACTIVITIES

PURPOSE:

1. To foster governmental efficiency and to ensure that employees can perform their jobs without being pressured to support specific local or other political candidates or to interpret regulations favorably for supporters of such candidates;
2. To allow employee performance and advancement to be judged without regard to prior political activity.
3. To promote public confidence in the integrity of Township government to the end that Township Committee members will not be perceived as making decisions on the basis of political loyalties.

STATEMENT OF POLICY

1. Prohibited Activities During Working Hours. An employee shall be subject to discipline up to and including immediate termination for violation of these provisions:
 - a. No officer or employee shall, while on duty during an assigned work shift as an employee of the Township:
 - (1) Request or solicit contributions or anything of value for any political candidate or cause.
 - (2) Participate in any political campaign by:
 - (a) Speaking in favor of any candidate or cause.
 - (b) Distributing literature.
 - (c) Picketing or demonstrating on behalf of or in opposition to any political candidate or cause.
 - (d) Organize, plan or in any other way participate in the administration of any political campaign.
 - b. No officer, employee or volunteer shall, while on duty and/or in the uniform of the Township, or while in or operating any Township vehicle, display any badge, button, sign or sticker promoting or opposing any political cause or candidate.
 - c. No officer or employee of the Township shall use public funds, property, or any other instrumentality or thing of value belonging to the Township to promote or oppose any political cause or candidate.
 - d. Nothing in this policy shall be interpreted to prohibit an employee from stating any opinion regarding any political issue in ordinary conversation during working hours providing that such a conversation does not interfere with the employee's assigned job duties.
2. Coercion, Intimidation of Public Employees. No officer or employee of the Township shall use their public office or employment for the purpose, or with the effect of:

- a. Coercing or intimidating any Township employee or employees with respect to contributing to, opposing or promoting, or refraining from contributing to, opposing or promoting any political cause or candidate.
 - b. Obtaining a benefit as a result of any political activity by:
 - (1) Intentionally committing an unauthorized act under color of law.
 - (2) Intentionally refraining from performing a duty imposed upon them by law.
3. **Illegal Political Activities.** No officer or employee of the Township shall engage in any political activity which is prohibited under State or Federal law. Any person engaging in such an activity shall be subject to disciplinary action, including immediate dismissal. The following list of activities is included for illustrative purposes and is not intended as an exhaustive list. Any illegal activity which is prohibited by State or Federal law, but which fails to appear on this list is hereby incorporated by reference. No officer or employee shall:
- a. Engage in any of the following activities within 300 feet of a polling place:
 - (1) Electioneering.
 - (2) Circulating cards or handbills.
 - (3) Soliciting signatures.
 - (4) Interfering with voting or the administration of the polling place.
 - (5) Conducting an exit or public opinion poll.
 - b. Obstruct or prevent access to a polling place.
 - c. Remove a ballot from a polling place or solicit a voter to show their ballot.
 - d. Attempt to intimidate, influence or bribe a voter by menace, force, threat or corrupt means.
 - e. Directly or indirectly offer a bribe or reward to induce a voter to vote for or against a person or proposition.
 - f. Attempt to influence a voter to vote or not to vote, directly or indirectly, by menace or corrupt means.
 - g. Hinder, disturb, persuade, threaten or intimidate any person from giving their vote.
 - h. Knowingly and willfully make a false assertion or propagate a false report concerning a candidate which has a tendency to prevent their election.
 - i. Give a bribe or thing of value to secure a vote or solicit or bribe, or offer any preference or other valuable consideration to give or refuse a vote.

Federally Funded Programs. In addition to this policy, an officer or employee whose position is funded totally or primarily with federal funds shall be governed by the rules established by the United States Civil Service Commission and/or the Officer of Personnel Management. Any person who administers federal funds under a contract which limits the political activities of the administrator or which incorporates U.S. Civil Service rules shall comply with those provisions. Failure of any officer or employee to comply with applicable restrictions imposed by such a grant or contract shall be subject to disciplinary action, including immediate dismissal.

I. SMOKING POLICY FOR TOWNSHIP EMPLOYEES WITHIN TOWNSHIP-OWNED FACILITIES

PURPOSE: To respond to the increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment and to establish Township policy to regulate the use of smoking materials by Township employees while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the non-smoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.

STATEMENT OF POLICY “Smoke” or “smoking” as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar, or cigarette.

Smoking will be restricted to any designated areas as established by ordinance. No smoking in Township vehicles when a nonsmoker is present. Smoking shall be prohibited in Town Hall.

Signs prohibiting smoking shall be conspicuously posted in every facility and major work area. Signs designating approved smoking areas shall be conspicuously posted in every facility. If an employee is uncertain of the area that is designated as a smoking area, they should ask a supervisor. Ashtrays will not be kept in non-smoking areas. Ashtrays will be made available in the designated smoking areas and are to remain in the designated areas at all times.

Smoke breaks are only to occur during the employee’s lunch period or rest break.

PROCEDURE: The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Smokers must consider the health concerns and comforts of their non-smoking co-workers and nonsmokers must consider the freedom of choice of the smoker. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it shall be the responsibility of the affected department head to see that the policy is applied in an equitable manner and adhered to by all employees.

Complaints of violation of the policy should be directed to the department head responsible for the particular work area or facility involved in the complaint. The department head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the Township’s discipline procedures.

J. SOLICITATIONS

PURPOSE: To establish a uniform policy for solicitations by sales representatives or agents in order to alleviate disruption of Township employees during normal working hours.

STATEMENT OF POLICY With the exception of any Township approved activities, peddling or soliciting for sale or donation of any kind on Township premises during normal working hours is not allowed.

Working hours include the working time of both the employee doing the soliciting or distributing, and the employee to whom such activity is directed.

Exceptions may be granted by the Administrator's office.

Employees are free to discuss these matters before or after normal working hours, and during lunch or rest periods in non-work areas.

K. CONTRIBUTIONS AND HONORARIUMS

PURPOSE: To establish a policy and procedure for reporting contributions and honorariums.

STATEMENT OF POLICY: Speeches and presentations which are related to Township services delivered by Township employees to community and professional organizations are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the Township, not to the individual employee.

An honorarium or contribution for a speech or other presentation made by a Township employee to a group outside the Township, either during working time or for which the Township provided travel expenses, will also be made to the Township.

Such contributions and honorariums shall be turned over to the Administrator for disposition.

L. EMPLOYEE ETHICS

PURPOSE: The purpose of this policy is to establish guidelines for ethical standards of conduct which shall govern Township employees in the performance of Township business and the duties of their respective jobs. This policy is intended to provide positive direction to Township employees in order to prevent potential conflicts of interest.

This policy is not all encompassing in its definition of conflict of interest. The “prudent person” theory can and will be applied: action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry. More specific and restrictive guidelines may be promulgated by other departments or agencies.

STATEMENTS OF POLICY:

1. Conflicts of Interest. No Township employee shall engage in any act which is in conflict, or creates an appearance of conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:
 - a. Has any financial interest in any sale to the Township of any goods or services when such financial interest was received with prior knowledge that the Township intended to purchase the property, goods, or services.
 - b. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, Township, or corporation involved in a contract or transaction which is or may be the subject of official action by the Township.
 - (1) Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the Township, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee’s ability to influence, directly or indirectly, any matter before the Township.
 - c. Participates in their capacity as a Township employee in the issuing of a purchase order or contract in which they have a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the Township.
 - d. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above. An employee should not make a unilateral decision, if there is any doubt about their private employment. The Township Administrator’s office should be consulted.
 - e. Except for courtesies as provided in item “b” above, no employee shall, directly or indirectly, give or receive, or agree to receive any

compensation, gift, reward, commission or gratuity from any source except the Township for any matter directly connected with or related to their official service as an employee with this Township.

- f. Discloses or uses without authorization of confidential information concerning property or affairs of the Township to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Township.
 - g. Have a financial interest or personal interest in any legislation coming before the Township Committee and participates in discussion with or gives an official opinion to the Township Committee unless the employee discloses on the record of the Committee the nature and extent of such interest.
2. Use of Public Property. No employee of the Township shall request, use, or permit the use of Township-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Township property is to be restricted to such services as are available to the Township generally and for the conduct of official Township business.

Authorized personal uses may be permitted by the Township Administrator on a case-by-case basis and may include taking an assigned Township vehicle to lunch on workdays as needed, use of a Township copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses

3. Political Activities.
- a. No Township employee may use Township time or property in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election. With the approval of the Township Administrator, an exception shall be allowed when the subject of an election has received the endorsement and support of the Township Committee (e.g. bond issue).
 - b. No Township employee shall be eligible for appointment or election to any public office when the holding of such office would be incompatible or would substantially interfere with the discharge of official duties.
4. Discipline. Any employee who is found to be in violation of this policy may be subject to disciplinary action up to and including termination from employment. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be pursued.

DEFINITIONS:

Employee. An employee is defined as any person holding a regularly compensated position for the Township, including regular full time, part-time, temporary, seasonal or any other classification which is regularly compensated. Exclusions include Township Committee members and members of

Township Boards and Commissions.

Interest. Interest is any direct or indirect monetary or material benefit accruing to a Township employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the Township (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated).

Interests include: (a) interests in an employee's family, (b) any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee, (c) interest in any business entity in which the Township employee is an officer, director, or employee, (d) interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.

Immediate Family. Family includes spouse, child, parent, parent-in-law, brother, sister, grandparent, son-in-law, daughter-in-law, and grandchildren. Family also includes other persons residing in the employee's residence or are financially dependent upon the employee.

Contract. Contract shall include any oral or written agreement, sale, lease, purchase, or purchase order.

PROCEDURES:

1. **Interpretation.** Interpretations of this policy shall be referred to the Township Administrator.
2. **Investigation.** The Township Administrator shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct.
 - a. Complaints which are considered by the Administrator to be serious may be referred to an Ethics Panel, composed of Township employees appointed by the Township Administrator.
 - b. An Ethics Panel, when constituted, shall investigate and hear the complaint, and recommend to the Township Administrator any action deemed appropriate.
 - c. Complaints or allegations which may be criminal in nature may be referred to an appropriate outside agency for investigation.

M. WORK PLACE SAFETY FROM SUBSTANCE ABUSE

PURPOSE: Employees and the Township have a mutual obligation to ensure a safe and healthy work environment. This policy is instituted to assure that the work place be free of employees whose job performance may be impaired by the abuse of drugs and/or alcohol.

The Employer recognizes that drug and alcohol abuse may be considered treatable illnesses and to the extent possible the response to these illnesses may be treatment and rehabilitation.

It is recognized that the consumption of alcohol or drugs to the point that employees are unable to perform their jobs safely and effectively cannot be tolerated.

It is recognized that when employees have placed themselves in a situation where their ability to perform their jobs is impaired by drugs or alcohol that it is the responsibility of the parties to remove such employees from the work environment to prevent the endangerment of the employee, fellow employees and/or the public. It is also recognized that other policies may be initiated by other agencies which would supersede or require more stringent testing and monitoring.

PROHIBITED SUBSTANCES:

Drugs shall be defined as those substances whose dissemination is regulated by law, including but not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and alcohol. This definition shall include over-the-counter drugs and/or drugs that require a prescription or other written approval from a licensed physician or dentist for their use. The drugs that are included in these categories (but not limited to) are as follows:

- (1) alcohol
- (2) cannabinoids/marijuana
- (3) cocaine
- (4) heroin
- (5) opium or opiates
- (6) phencyclidine (PCP)
- (7) lysergic acid diethylamide (LSD)
- (8) barbiturates
- (9) amphetamines or methamphetamines
- (10) methaqualone
- (11) mescaline
- (12) glutethimide
- (13) phenocycladine
- (14) procyclidine
- (15) other controlled substances as defined by law
- (16) a prescription drug for which the employee does or does not have a current, valid, personal prescription and which is not authorized or approved for use while operating a motor vehicle or other equipment.
- (17) any over-the-counter drug which may impair job performance and safety.

PROCEDURE:

1. In the event there is reasonable cause to believe that an employee's job performance may be impaired by drugs or alcohol, the employee's supervisor shall question the employee with regard to the behavior. The supervisor shall directly observe the employee's behavior and document the behavior. Indications of impaired behavior include, but are not limited to the following: staggering or irregular gait, the odor of alcohol on the breath, slurred speech, dilated or constricted pupils, inattentiveness, listlessness, hyperactivity, performance problems, illogical speech and thought processes, poor judgement, or unusual or abnormal behavior.
2. When possible, a second managerial employee shall also observe the employee to verify that there is reasonable cause to believe that drug or alcohol consumption may be involved. A determination shall be made as to whether or not the employee's behavior is impaired to the point of being unable to perform their duties effectively and safely. The employee shall be relieved of their duties and placed on a suspension with pay status until a clear determination can be made as to the abuse or non-abuse of drugs or alcohol.
3. If it is concluded that there is reasonable cause to believe that drug or alcohol consumption is involved, the supervisor or appropriate manager shall have a drug or alcohol test administered. Failure of an employee to take the test(s) may be cause for disciplinary action. The Township may also have the employee undergo a physical examination at Township expense at the time that the drug or alcohol test is administered. The test(s) must be conducted within a reasonable time period after the observation of the problem behavior.
4. If the test is negative, the employee shall be counseled by the physician and returned to work if appropriate to the medical diagnosis. There shall be no loss of pay or benefits. Where appropriate a signed physician's release may be required by the Employer before the employee is returned to work. Time lost due to an illness will be charged to sick leave. If the behavior that led to the initial investigation is not due to substance abuse, but continues to hinder job performance, the Township may require the employee to undergo further medical evaluation.
5. In cases where immediate termination is not warranted, the employee will be placed in an unpaid rehabilitation leave status. The employee shall be evaluated and a recommended appropriate treatment shall then be arranged. Where appropriate the employee shall be referred to a treatment program agreed upon by the Union (if applicable) and the Employer. Once the inpatient part of the program has been completed, the employee may be re-employed, but only with a written release from a physician. Where it is prescribed by a physician and/or a treatment program, drug testing may be included as a part of that treatment program. An employee who is returned to work as provided for under this procedure who fails to comply with any of the terms of an agreed upon treatment and/or return to work agreement may be subject to the full range of disciplinary action, including termination.
6. An employee who is the subject of an investigation related to substance abuse may have a

Union representative or another employee present during the investigative procedures outlined above. Disciplinary actions taken by the Township under this procedure shall be subject to the Grievance Procedure.

7. The Township may utilize both urine and blood tests for verification. The “enzyme-immunoassay” (EMIT) and “gas chromatography mass spectrophotometry” (DC-MS) test method shall be used in a laboratory agreed upon by the employee and the Township. The Township shall pay for the costs of all tests and medical examinations carried out under this procedure. The Township shall maintain confidentiality of test results to the extent possible.
8. The Township, the employee and the union, where applicable, shall work cooperatively to facilitate the resolution of problems that arise under the administration of this policy. When appropriate, the employee and the Township shall enter into joint agreements that establish the form of treatment and the conditions that will be imposed for the return of an employee to the work place.

N. SHORTAGE POLICY

Purpose: To ensure the accurate and proper accounting of funds received and handled by employees of Hamilton Township.

Statement of Policy: As a government entity, Hamilton Township emphasizes the importance of accurately and properly accounting for the funds we handle. Personnel who handle cash must guard against overages and shortages in terms of daily transactions. Hamilton Township reserves the right to contact the appropriate authorities to investigate any shortage regardless of size and/or frequency. Outlined below is Hamilton Township's guideline for managing differences.

- Differences less than \$100.00

The employee shall bring the shortage to the attention of their immediate supervisor for appropriate action.

- Differences of \$100.00 - \$500.00

Supervisors are required to report differences to the Chief Financial Officer as soon as the difference is discovered. If the Chief Financial Officer is not immediately available, or if the CFO is absent for an extended period of time, report the difference to the Township Administrator.

- Differences over \$500.00

The department head/supervisor will take the following action:

1. Immediately note the time, date and location and amount of the shortage. Also note those employees that have had access to the funds. This information shall be set forth in a formal memorandum, along with any other pertinent information surrounding the shortage, and provided to the Chief Financial Officer and the Township Administrator immediately.
2. Instruct all employees not to open the funds drawer or appropriate monetary registers until an audit is completed. Exceptions may be made only at the direction of the Township Administrator.
3. If the difference is unresolved at the end of the workday following the day the difference was discovered, the employee may be suspended without pay pending investigation.
4. If the difference remains unresolved after three days from the date of the incident, the Township will consider appropriate action up to and including restitution and/or termination of employment.

- Pattern of Differences

The supervisor must regularly review any pattern of smaller differences. If such differences continue, the employee will be subject to appropriate personnel action up to and including

restitution and/or termination of employment.

O. DISCIPLINARY ACTION

PURPOSE: To establish policies and procedures related to disciplinary action for Township employees.

STATEMENT OF POLICY: It shall be the policy of the Township to administer discipline fairly, reasonably, and impartially.

Employees and the Township are best served when discipline is administered to correct actions rather than to punish.

All disciplinary actions involving suspensions without pay in excess of five (5) days or termination require approval of the Township Committee prior to discipline being administered.

PROCEDURE: The tenure of Township employees shall be based on reasonable standards of job performance and personal and professional conduct. Failure or refusal to meet these standards shall constitute just cause for disciplinary action including oral or written reprimand, suspensions, demotions, and dismissal.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of Township service. The nature and severity of the offense and the employee's prior record shall be considered.

In any major disciplinary action, the pertinent information shall be reviewed with the employee specifying the following: the cause for discipline; the specific reasons supporting the cause; the discipline to be imposed; the effective date; and, the right of the employee to be heard.

Employees may be disciplined for any reason deemed appropriate by the Township, including areas detailed in the policy on EMPLOYEE CONDUCT.

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable labor contract, Township policies and procedures as well as local, state or federal laws and regulations.

It is the responsibility of each supervisor and department head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Types of disciplinary action may include:

Oral Warning - This type of discipline should be applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The oral warning should be given in private. Supervisors should inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A notation that an oral warning was given should be made in the employee's personnel file.

Written Warning/Reprimand - This notice will be issued in the event the employee continues to disregard an oral warning or if the infraction is severe enough to warrant a written reprimand in the

employee's personnel file.

The Warning/Reprimand shall state the nature of the infraction and what corrective action must be taken by the employee to avoid further discipline. Written warning/reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor.

A copy of the written Warning/Reprimand is to be handed to the employee at the time of the discussion of the discipline. The employee shall sign the written warning to acknowledge its receipt. A copy, signed by the employee, will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, the supervisor and one other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

Suspension - This form of discipline is administered as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension is often given after the employee has received a written warning and the conduct has continued.

Suspension Without Pay - An employee will be suspended without pay when the offense is of a serious enough nature or in the case of repeated or similar violations.

Suspension with Pay - At the discretion of the Administrator or their designee, an employee of the Township may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

Demotion - Demotion may be used in those instances where an employee has been promoted to a position where they are unwilling or unable to perform the responsibilities of that position. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

Termination - Immediate removal of an employee from the job site pending review for termination may be warranted in instances involving serious insubordination, theft, serious illegal or destructive acts while on the job, or other substantial reasons deemed appropriate by the Administrator. An employee may also be terminated after repeated offenses of a less serious nature if the offenses have been documented by the supervisor and appropriate behavioral changes have not resulted from previous progressive disciplinary action. Probationary employees may be terminated at any time without cause and without the right of appeal. Notification of dismissal in writing shall be provided to the probationary employee and a copy filed in their personnel file. Termination of probationary employees require the approval of the Township Committee.

The original copy of the disciplinary action is to be signed by the employee and placed in the employee's personnel file with a copy given to the employee.

Grievances - Warnings, reprimands and suspensions may be grieved. See GRIEVANCE PROCEDURE.

P. EMPLOYEE COMPLAINT POLICY

The Township of Hamilton is committed to providing a work environment that is free from harassment and discrimination. Hamilton Township strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position.

For the purpose of this policy, harassment includes verbal or physical conduct that denigrates or shows hostility, bias or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law or because of the protected characteristics of his or her relatives, friends, associates that: (i) has the purpose or effect of creating an intimidation, hostile or offensive work environment; (ii) has the purpose or effect of interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities and/or ability to enjoy the rights and privileges of employment with Hamilton Township.

Sexual harassment as referred to in this policy is defined as in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when, for example: (i) submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or continued employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions effecting such individual or (iii) 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.

The following policy is to be followed in the event an employee experiences any form of harassment or discrimination.

1. Early reporting and intervention have proven to be the most effective method of resolving actual and perceived incidents of harassment. While no fixed reporting period has been established. Hamilton Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.
2. The availability of this complaint procedure does not preclude individuals who believe they are being subject to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued
3. Individuals who believe that they have experienced conduct that they believe is contrary to Hamilton Township's policy as stated above or who have concerns about such matters should bring their complaints, reports or concerns to Hamilton Township by way of their immediate supervisor, any department head, the Human Resources Supervisor, the Township Administrator, the Township Attorney, the Mayor, or any other member of the Township Committee. Individuals should not feel obligated to bring their complaints, concerns, or reports of discrimination or harassment to their immediate supervisor first before bringing the matter to the attention of one of the other representatives designated by Hamilton Township as specified above.

Any reported allegation of harassment, discrimination or retaliation will be investigated promptly and thoroughly. Confidentiality will be maintained throughout the investigation to the extent that it is consistent with conducting an adequate investigation and engaging in appropriate corrective or remedial actions.

Q. GRIEVANCE PROCEDURE

PURPOSE: To establish standardized grievance procedures for non-represented employees.

STATEMENT OF POLICY: A “grievance” shall mean a claim or dispute by an employee with respect to the interpretation, meaning or application of the provisions of Township’s policies and procedures.

It is the policy of the Township to afford all employees a means of obtaining further consideration of problems when they remain unresolved at the supervisory level, and to establish policies and procedures that provide for timely resolution of grievances.

Strict adherence to the procedures outlined below is mandatory for all concerned, except that time limits may be extended for good cause shown unless other procedures are provided by Federal or State law regulations. Every attempt will be made to resolve the grievance to the mutual satisfaction of the employee and the Township.

PROCEDURE:

Step 1: An Employee must present a grievance within ten (10) working days of its alleged occurrence to the employee’s supervisor/department head, who shall attempt to resolve it within five (5) working days after it is presented to them.

Step 2: If the employee is not satisfied with the solution by the supervisor/department head, the employee must submit the grievance, in writing, to the Administrator’s office within three (3) working days. This written notice shall include the following:

- a. Statement of the grievance and relevant facts.
- b. Remedy sought.
- c. Reasons for dissatisfaction with the supervisor/department head’s solution.

The Administrator shall attempt to resolve the grievance within five (5) working days after it has been presented.

Step 3: If the grievance cannot be settled at this level the employee may submit the grievance in writing to the Township Committee within five (5) working days of the Administrator’s decision. The Township Committee has twenty-one (21) days to respond and is the final authority within the Township on grievances presented by non-represented employees.

Questions or requests for additional guidance concerning procedural or substantial matters relating to the grievance should be directed to the Administrator’s Office.

No punitive action shall be carried out against the employee for utilizing the grievance procedure outlined above.

The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If any

grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered by the Township within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to be denied. Nothing herein shall prevent the parties from mutually agreeing

R. LOBBYING BEFORE STATE LEGISLATURE OR OTHER GOVERNMENTAL AGENCY

PURPOSE: To assure that the official policies of the Township are properly expressed before legislative bodies or other governmental agencies.

STATEMENT OF POLICY

1. In order to assure that the official policies of the Township are expressed during appearances before legislative bodies or other governmental agencies, the following policies will apply:
 - a. All testimony or statements, written or oral, given by an employee of the Township before any governmental legislative body or other governmental agency shall strictly comply with the policies set forth by the Township Committee, action by a motion, resolution or ordinance.
 - b. When there is a lack of formal action by the Township Committee, written authorization must be obtained from the Township Administrator prior to any activity by any employee of the Township.
 - c. The policies expressed in Items 1 and 2 above shall also apply to any correspondence written on Township or departmental stationery and to any verbal conversation when the speaker represents themselves as an employee of the Township.
 - d. Items 1, 2 and 3 apply to all employees during normal working hours except that any written statement on Township or departmental stationery applies at all times. Any employee who appears before any governmental legislative body or any agency during hours other than working hours will not represent themselves as employees of the Township unless all information given is in compliance with this policy. If during the course of an appearance or verbal interchange, the fact emerges that the person is an employee of the Township, then a disclaimer will be issued that the information or testimony given represents the views of the employee and not that of the Township. If information or testimony is given that is contrary to official policies of the Township, then a statement to that effect will be given if the person has been identified as an employee of the Township.
2. A violation of this policy procedure could result in disciplinary action.
3. “Lobby” or “lobbying” each mean attempting to influence the passage or defeat of any legislation on the adoption or rejection of any rule, standard, rate, or other legislative enactment that will or could have an impact on the Township.

SECTION VII- RISK MANAGEMENT AND SAFETY

A. SAFETY COMMITTEE

PURPOSE: To provide a mechanism to evaluate accidents, practices, resources, and issues and to make recommendations which promote and maintain a safe and healthy working environment for Township employees, to protect the public's resources, and reduce Township exposure to risk and loss.

STATEMENT OF POLICY: It is the policy of the Township to promote a safe and healthy environment in the Township Government.

PROCEDURES: The roles and responsibilities of the Safety Committee is as follows:

The Township Administrator, through a volunteer effort, designates the members who are to serve on the Safety Committee, of which there should be a representative of the Public Works Department, Construction Code Department, Human Resources, Police Department, and the Township's risk management consultant. The Township Administrator will also serve on this committee.

Committee Chair:

1. Prepares Agenda;
2. Chairs meetings;
3. Reports findings and recommendations to appropriate authorities.

Committee:

1. Meets at times and places determined;
2. Conducts committee business;
3. Makes findings and recommendations on business.

B. SAFETY AND ACCIDENT PREVENTION

PURPOSE: To establish guidelines and lines of responsibility for maintaining a safe and healthy work environment.

STATEMENT OF POLICY: The Township recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other devices.

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 using available safety devices including personal protective equipment. Failure to do so constitutes ground for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving Township facilities, equipment, or motor vehicles must be reported to Human Resources within 72 hours of the occurrence.

Administration of the safety program should be the job of the supervisor. They should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each department head or supervisor shall make sure that the employee under their supervision is well acquainted with existing safety rules and shall see that the rules are uniformly enforced. Safety education of all employees shall be promoted by supervisors adhering to all safety rules.

It is the responsibility of all employees to cooperate in making the safety program work. Employees must:

1. Be informed of and observe established safe practices.
2. Notify supervisors of any unsafe conditions they discover.
3. Use personal protective equipment such as steel toe shoes, safety vests, safety glasses, and hard hats where required.
4. Not remove guards or other protective devices from machinery and equipment.
5. Not engage in "horseplay."
6. Attend any required training or orientation to increase safety awareness.
7. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely.
8. Report all job-related injuries or illnesses to their supervisors promptly.
9. Assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact-finding, not fault finding.
10. Refrain from smoking in "no smoking" areas.

11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.
12. Do not talk on cell phones while driving a Township vehicle, or while utilizing Township equipment.

The Township's Safety Committee meets quarterly to review accidents that have occurred, discuss recommendations for improved safety and formulate safety rules and procedures.

Safety complaints and/or suggestions are welcome from safety committee members and all employees.

If medical care is requested by a citizen or person visiting a Township facility an incident report must be filed with the Claims Coordinator as soon as possible.

The Township maintains Workers Compensation Insurance to cover accidents/illnesses incurred by Township employees when on duty. Liability insurance is carried to cover accidents to citizens and visitors if there is negligence by staff or the Township.

C. SAFETY EQUIPMENT

PURPOSE: To establish a policy that requires employees to always use personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

STATEMENT OF POLICY:

Hard Hats: It is the policy of the Township to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. During the operation of all equipment, including backhoe, loader and mower, street sweeper and ladder truck. When a ladder is being used, the ground person must wear a hard hat.
2. When working below ground level, such as in lift stations, ditches, etc.
3. When conditions warrant and/or ordered to do so by a supervisor.
4. When working in a traveled right-of-way.
5. When inspecting construction sites.

Steel-toe Shoes: Shall be used at all times by members of the Public Works Department.

Safety Vest: Shall be worn when an employee is in flagging position and/or when working in a traveled right-of-way.

Safety Glasses: Shall be worn when grinding, chipping, using air tools, driving backhoe or under conditions which warrant the supervisor to require safety glasses being worn.

Back-Belts: Shall be utilized at all times when heavy or continuous lifting is required.

All possible precautions must be taken by employees to avoid exposure to injury or illness to themselves or others.

Supervisors are responsible to ensure compliance with the provisions of this policy by all members of their crews, division, or department.

Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action, including termination for repetitive or gross violations.

D. ON-THE-JOB INJURY OR ILLNESS

PURPOSE: To establish a policy and procedure to handle on-the-job injuries or illnesses.

STATEMENT OF POLICY: The Township shall provide for the treatment and care of on-the-job injuries and illnesses.

Any incident involving a Township employee should be reported to that employee's supervisor immediately.

The supervisor ensures that the employee has transportation to receive minor medical care. When possible, the employee should be taken to the Township physician. Major medical care should be taken to the hospital.

Employees should be taken for medical attention as soon as possible. The employee will receive initial treatment and will be advised by the attending physician as to the need for further treatment and when to report back to work. Follow-up treatment may be referred to the employee's private physician.

The employee must complete an injury report form on all injuries. The supervisor should provide additional information as needed. All forms must be submitted to Human Resources. Human Resources will notify the Claims Coordinator.

Additional reporting information should be recorded as described in the Policy on WORKER'S COMPENSATION.

The State required log of occupational injuries and illnesses is maintained by the Township.

E. USE OF TOWNSHIP-OWNED MOTOR VEHICLES

PURPOSE: To establish guidelines for the use of Township-owned motor vehicles.

STATEMENT OF POLICY:

1. Township-owned motor vehicles shall be used for official Township business only.
2. Township vehicles shall not be taken home overnight except as follows:
 - a. Employees may take a Township-owned vehicle home for one night when attendance to an out-of-town meeting takes place late at night after normal working hours or early in the morning prior to normal working hours upon approval of their department head and or the Township Administrator.
 - b. Those employees designated to be “on 24-hour call” for Township emergencies.
 - c. For more than one night when specifically authorized by the Township Administrator.
3. Township vehicles must be available for Township business at all times.
4. Township vehicles may be used for travel to lunch:
 - a. When an employee is on Township business.
 - b. When an employee is in town in a Township vehicle in a location where driving to obtain their personal car would result in an extra and unnecessary expenditure of fuel.
5. Transporting family members in Township vehicles shall be allowed only when the family member is accompanying a Township employee to a business meeting or official function.
6. Township vehicles shall be legally and appropriately operated and/or parked at all times. Violations issued to the driver of the vehicle will be the responsibility of the driver not the Township.
7. Seat belts will be used by the driver and all passengers at all times when the vehicle is in motion. It shall be the driver’s responsibility to ensure use of seat belts by all passengers.
8. Department heads may establish supplemental department vehicle policies.
9. Cell phones will not be utilized by the driver of a Township vehicle while the vehicle is in motion. If you must utilize a cell phone while driving a Township vehicle, you must pull the vehicle to the side of the road or into a safe area before you may utilize the cell phone.

F. DRIVER'S LICENSES

PURPOSE: To establish a policy for the requirement of a valid New Jersey Driver's License by employees whose jobs routinely involve driving Township vehicles. Commercial driver's license required when applicable by the N.J.D.O.T and the United States Highway Administration.

STATEMENT OF POLICY: Any employee whose work requires that they drive Township vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Township vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. Such checks shall be processed by Human Resources. 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. Any employee who does not hold a valid driver's license will not be allowed to operate a Township vehicle until such time as they obtain a valid license.

Any employee performing work which requires the operation of a Township vehicle must notify their department head & Human Resources in those cases where their license has expired, been suspended or revoked. If an employee fails to report such an instance, they are subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their department head and Human Resources, and continues to operate a Township vehicle shall be subject to disciplinary action up to and including termination.

G. COLLISION INVESTIGATION INVOLVING TOWNSHIP EMPLOYEES AND/OR VEHICLES

PURPOSE: To establish policy guidelines for the investigation of all accidents involving Township vehicles or privately-owned vehicles while the driver thereof is actively engaged in official Township business.

STATEMENT OF POLICY: If while operating a Township owned vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, they shall:

1. Request that all parties and properties concerned remain at the scene of the accident if possible until a law enforcement representative has released them.
2. All collisions involving Township vehicles or persons on duty and actively engaged in Township business will be investigated by a police agency.
 - a. If occurring outside the Township, the collision will be investigated by the police agency having jurisdiction.
 - b. If occurring within the Township and involving property damage or a minor (non-hospitalizing) injury, the collision will be investigated by a police agency.
 - c. If occurring within the Township and the collision results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority.
3. Employee responsibility is to refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate Township officials, and representatives of their own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.
4. A copy of all police reports and any statements attached thereto will be forwarded to the Claims Coordinator within one day.

If an employee is injured, procedures should be followed as outlined in Administrative Policy regarding ON-THE-JOB INJURY OR ILLNESS.

H. EMPLOYEE ACTIONS AT ACCIDENT SCENES

PURPOSE: To establish policy guidelines for employees traveling in Township-owned vehicles for rendering assistance at accident scenes.

STATEMENT OF POLICY:

It is the responsibility of Township employees, while traveling in Township vehicles to stop at accident scenes and render whatever assistance that is within their capability if it is safe to do so. It is not the intention of this policy to impose strict procedures in governing the actions of employees at accident scenes. It is realized that each employee must use their own judgment in determining if assistance is needed and what assistance they are capable of providing.

As a minimum, the employee should ensure that police, rescue and fire personnel have been notified (if necessary). If injuries have occurred, and the employee is capable and qualified, first aid may be rendered to the victim.

The employee should remain at the accident scene until emergency vehicles arrive and offer assistance to police, rescue and fire personnel as needed.

The employee should remain polite and helpful in all circumstances and never speculate on cause, effect or blame involved in the accident.

An incident report will be completed by the employee within 24 hours describing the details of the accident and filed with the Claims Coordinator.

I. EMERGENCY CONDITIONS

PURPOSE: To establish a policy for reporting to work in the event of emergency conditions.

STATEMENT OF POLICY: Township offices and activities shall remain open and in operation during established working hours. All employees should make every attempt to report for work on a timely basis. If employees are unable to report to work, the following criteria shall apply:

1. The employee is responsible for contacting their supervisor or department head by telephone to indicate anticipated absence from work or late arrival to work and the reason.
2. If an employee is unable to report to work, the absence may be charged as vacation or personal leave, or the employee may elect to take this time off without pay. Sick time will only be charged for a legitimate illness.

The Mayor, or in cases of emergency, the Emergency Management Director, shall be authorized to close Township offices to protect the safety and welfare of Township employees. In this event employees will receive full pay, and no vacation or personal leave allowances shall be affected.

J. INSURANCE CLAIMS

PURPOSE: To establish procedures for the handling of insurance claims against the Township.

STATEMENT OF POLICY:

1. No employee will discuss matters involving claims against the Township.
2. All questions pertaining to claims shall be referred to the Claims Coordinator or the Risk Management Consultant.
3. Claims for damages presented to the Township shall be referred to the Township Clerk and Claims Coordinator for filing.

RESPONSIBILITIES:

1. All Township employees must notify their supervisor of incidents involving potential claims within one (1) day. The supervisor must report, in writing, to the Claims Coordinator within 3 days. Items reported should include any property damage occurring during work for the Township, no matter how small.
2. The Township Clerk is responsible for receiving all damage claims against the Township and referring them to the Claims Coordinator.
3. The Claims Coordinator shall:
 - a. Ensure that any applicable provisions of State law are met, and see that all claims for damages accurately locate and describe the defect or act that caused the injury, reasonably describe the injury and state the time when it occurred, contain the item of damages claimed and be verified by the claimant or a relative of the claimant, attorney or agent of the claimant.
 - b. Refer claim to carrier immediately.

K. COMMUNICABLE DISEASES

PURPOSE: To establish guidelines for the proper investigation that involve individuals who have, or are suspected of having, a communicable disease. This policy shall:

1. Establish safety procedures to reduce the risk of an Emergency Services Officer or Police Officer contracting a communicable disease during the performance of their duties.
2. Establish procedures to be followed when an officer has a line of duty exposure to a communicable disease.
3. Acknowledge the legal rights of victims of communicable diseases in regard to:
 - a. Discrimination
 - b. Confidentiality

STATEMENT OF POLICY: It is the responsibility of the municipality to ensure that its employees, especially emergency service officers or police officers, are able to perform their duties in a safe and effective manner and to make certain that its employees provide every person the same quality of service, regardless of a person's state of health. The safe performance of daily operations has become threatened more than ever before by life endangering communicable diseases, the most notable being Human Immunodeficiency Virus (HIV), the causative agent of Acquired Immunodeficiency Syndrome (AIDS). Therefore, it shall be the policy of this municipality to continuously provide employees with communicable disease information and up-to-date safety procedures which will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

DEFINITIONS:

BODY FLUIDS: Liquid secretions including, but not limited to: blood, semen and vaginal or other secretions that might contain these fluids, such as saliva, vomit, urine or feces.

COMMUNICABLE DISEASE: Those infectious illnesses that are transmitted through direct or indirect (including airborne) contact with an infected individual, including but not limited to the body fluids of the infected individual.

EMERGENCY VEHICLES: Those vehicles utilized by emergency personnel that may reasonably be anticipated to come into contact with the body fluids of individuals.

PROCEDURES:

1. Communicable disease prevention.
 - a. In order to minimize potential exposure to communicable diseases, officers and emergency services personnel must assume that all persons are potential carriers of a communicable disease.
 - b. Employees must cover all open cuts and abrasions with waterproof bandages prior

to reporting for duty.

- c. Approved protective gloves shall be worn when handling any person, clothing or equipment with body fluids on them, or when employees anticipate becoming exposed to blood or body fluids containing blood.
 - (1) Gloves should not be reused, and a new pair should be put on before handling a different person or touching uncontaminated items.
 - (2) When leather or cotton gloves are worn for crime scene work, latex gloves can be worn underneath for added protection.
 - (3) In appropriate circumstances, more than one pair of latex gloves shall be worn to protect against exposure, where a single pair might be damaged and unable to provide adequate protection.
- d. Masks, protective eye goggles and protective disposable coveralls shall be worn where body fluids may be splashed on the employee, or where airborne contamination of a communicable disease is anticipated.
- e. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
- f. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care and should be considered to be contaminated items.
 - (1) Leather gloves shall be worn when searching for or handling sharp instruments.
 - (2) Employees shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight and/or portable metal mirror where necessary.
 - (a) When searching a suspect's pockets officers should exercise careful hand movements and should try to pull the pockets inside-out from the top edge of the pocket, instead of inserting a hand into the pocket.
 - (b) When circumstances allow, the suspect should empty their own pockets by pulling the pocket inside-out.
 - (3) A search of a purse can be accomplished by carefully dumping the contents onto a flat surface.
 - (4) Needles shall not be recapped, bent, removed from a disposable syringe, or otherwise manipulated.
 - (5) Needles or similar sharp edged instruments shall be placed in a puncture-resistant, non-porous container when being collected for evidence or disposal purposes. The container shall be marked accordingly, to show contents.
- g. Officers shall not smoke, eat, drink, or apply makeup around body fluid spills or when wearing protective gloves.
- h. Any evidence contaminated with body fluids shall first be air dried, then double bagged in plastic bags and marked to identify suspected

or known communicable disease contamination.

- (1) Department issued sealable evidence bags shall be utilized. Stapling of evidence bags should be avoided.
- (2) Department issued prongs shall be utilized to assist in gathering contaminated evidence.

2. Transport and custody.

- a. Where appropriate protective equipment is available, no officer shall refuse to interview, assist, arrest or otherwise physically handle any person who may have a communicable disease. Should an officer encounter a circumstance where appropriate equipment is not available, the officer shall immediately contact their supervisor and request assistance.
- b. Officers shall not put their fingers in or near the mouth of any conscious person. Officers utilizing protective gloves can, if need be, insert their finger into the mouth of an unconscious person in an attempt to clear a blocked airway. This action should be performed in accordance with prescribed foreign body airway obstruction procedures.
- c. Individuals with body fluids on their person shall be transported in separate vehicles from other individuals.
- d. During a transfer of custody, officers have an obligation to notify, in a discrete manner, to relevant support personnel that the suspect/victim has body fluids present on their person or has stated that they have a communicable disease. Reasonable care should be taken that the information is not transmitted to the general public or to those who have no need for that information.
- e. Suspects taken into custody with body fluids on their persons, and not in need of medical attention, shall be directly placed in the designated holding area for processing. The holding area shall be posted with an "Isolated Area - Do Not Enter" sign.
 - (1) The shift commander shall be immediately advised of the suspect's status.
 - (2) All officers entering the isolated area shall be equipped with the protective gear that is dictated by the circumstances.
 - (3) The suspect, their contaminated clothing, and the holding area shall be controlled and/or disinfected in accordance with the established Prisoner-Detention Facility Guidelines.

3. Disinfection.

- a. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing dry.
 - (1) Alcohol or antiseptic towelettes may be used where soap and water are not available.

- (2) Disposable gloves should be removed inside out, with the contaminated side not exposed. The hands and forearms should then be washed.
 - (3) Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
 - b. Officers should remove clothing that has been contaminated with body fluids as soon as practicable.
 - (1) Officers should cleanse any contacted skin area in the prescribed fashion (showering if necessary) prior to putting on clean clothing.
 - (2) Contaminated clothing should be handled carefully and machine laundered with detergent and hot water in the normal fashion.
 - c. Disinfection procedures shall be initiated whenever body fluids are spilled in or when an individual with body fluids on their person is transported in a municipal vehicle.
 - (1) The supervisor shall be notified and the vehicle shall be taken out of service.
 - (2) A “Do Not Use - Possible Communicable Disease Contamination” sign shall be posted on the steering wheel of the vehicle.
 - (3) The affected vehicle shall remain out of service until it has been disinfected by washing the contaminated areas with a commercial disinfectant.
 - d. Non-disposable items such as handcuffs, impact weapons, etc., should be disinfected with either a bleach solution (1 part bleach to 9 parts water), rubbing alcohol or commercial disinfectant. Contaminated shoes and boots, including soles, should also be disinfected with an approved disinfectant.
 - e. All disposable contaminated materials shall be placed in approved biohazard disposal bags and disposed of in accordance with current, State approved, Township policy.
- 4. Supplies.
 - a. Each shift commander is responsible for maintaining and storing in a convenient location an adequate amount of communicable disease control supplies for the squad.
 - b. All emergency service and police vehicles shall be continuously stocked with the following communicable disease control supplies:
 - (1) Disposable coveralls, aprons and shoe coverings in appropriate sizes.
 - (2) Disposable latex gloves and leather gloves.
 - (3) Puncture-resistant containers and sealable plastic bags.
 - (4) Barrier resuscitation equipment, protective eye goggles and surgical face masks.
 - (5) Disposable towelettes (70 percent isopropyl alcohol).

- (6) Waterproof bandages.
 - (7) Absorbent cleaning materials.
 - (8) "Isolation Area - Do Not Enter" signs.
 - (9) "Do Not Use - Possible Communicable Disease Contamination" signs.
 - (10) Biohazard disposal bags.
 - (11) Portable metal mirrors.
 - (12) Non-porous tongs.
 - c. Officers using supplies stored in emergency service and police vehicles are responsible for their immediate replacement.
 - d. Officers are required to keep disposable gloves in their possession at all times.
5. Line of duty exposures to communicable diseases.
- a. Any officer who has been exposed to bodily fluids, while in the line of duty shall be initially considered to have been exposed to a communicable disease.
 - (1) Reports of direct air contact to communicable diseases shall be evaluated on the merits of the particular incident.
 - b. The officer's immediate supervisor shall be contacted and all appropriate injury forms shall be completed.
 - c. Immediately after exposure, the officer shall be transported to the appropriate health care facility for clinical and serological testing for evidence of infection. The health care officials shall evaluate the test results, along with the circumstances surrounding the incident, and make a final determination as to the extent, if any, of the exposure to a communicable disease.
 - d. Any person responsible for potentially exposing the officer to a communicable disease shall be encouraged to undergo testing to determine whether the person has a communicable disease.
 - e. Officers who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and/or health threat to themselves, the public or the department.
 - (1) The department shall make all decisions concerning the officer's work status solely on the medical opinions and advice of the department's appointed health care official.
 - (2) The department may require an employee to be examined by the department appointed health care official to determine if they are able to perform their duties without hazard to themselves or others.
 - f. All personnel shall treat employees who have contracted a communicable disease fairly, courteously, and with dignity.
6. Legal rights of victims of communicable diseases. Victims of communicable diseases

have the legal right to expect, and municipal employees, including emergency service officers are duty bound to provide, the same level of service and enforcement as any other individual would receive.

- a. Officers assume that a certain degree of risk exists in law enforcement and emergency services work and accept those risks with their individual appointments. This holds true with any potential risks of contacting a communicable disease as surely as it does with the risks of confronting an armed criminal.
- b. Any officer who refuses to take proper action in regard to a victim of a communicable disease, when appropriate protective equipment is available, shall be subject to disciplinary measures along with civil and/or criminal prosecution.
- c. The officer's supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initialed by the supervisor.
- d. The supervisor disseminating newspaper releases shall make certain the confidential information is not given out to the news media.
- e. All requests (including subpoenas) for copies of reports marked "contains confidential information" shall be referred to the county prosecutor when the incident involves an indictable or juvenile offense. All requests for similarly marked reports involving lesser adult offenses, shall be referred to the municipal attorney.
- f. Prior approval shall be obtained from the county prosecutor before advising a victim of a sexual assault that the suspect has, or is suspected of having, a communicable disease.
- g. All circumstances, not covered in this policy, that may arise concerning releasing confidential information regarding a victim, or suspected victim, of a communicable disease shall be referred directly to the appropriate authority.
- h. Victims of communicable disease and their families have a right to conduct their lives without fear of discrimination. An employee shall not make public, directly or indirectly, the identity of a victim or suspected victim of a communicable disease.
- i. Whenever an employee finds it necessary to notify another employee, emergency service officer, police officer, or health care provider that a victim has or is suspected of having a communicable disease, that information shall be conveyed in a dignified, discrete and confidential manner. The person to whom the information is being conveyed should be reminded that the information is confidential and that it should not be treated as public information.
- j. Any employee who disseminates confidential information in regard to a victim, or suspected victim, of a communicable disease in violation of this policy shall be subject to serious disciplinary action along with civil and criminal prosecution.

L. TOWNSHIP EMERGENCY PLAN

PURPOSE: To establish guidelines for the proper implementation of a specified plan in the unfortunate circumstance that an emergency occurs during work hours and all employees must be accounted for.

POLICY: In the case of an emergency during work hours, employees will report to designated locations. All employees shall be accounted for as set forth in detail herein.

- What is an emergency?
 - A HAZMAT alert
 - A weapon of mass destruction
 - Terrorist attack

- Police Department will notify Administrator and all department heads in Town Hall when an emergency arises
 - Chris Wood is backup notification
 - Gerry Mead is Chris' backup

- All employees will go immediately to designated areas
 - In Town Hall to dispatch center
 - In Atlantic Ave offices to 1st floor cafeteria (NOTE: This is for temporary location only.)

- All employees are to be accounted for
 - Daily roster identifying all employees reporting to work
 - This will be the basis for accounting for all of our employees
 - Sign out sheets for all departments identifying any employee leaving the building and the time they left
 - Every attempt is to be made to contact all employees who are away from the buildings
 - Employees who are caught away from the buildings are to seek shelter at the nearest designated municipal shelter or any other available shelter

- Designated employees are to close ventilation to the shelter areas and seal the areas when all employees are accounted for
 - The Police Department will be responsible for Town Hall
 - Chris Wood, Tom Forkan and Glenn Franzoi will be responsible for Atlantic Ave. offices
 - Both shelter areas will be equipped with water, first aid materials, radio, fax and cell phones.

M. BOMB SCARE PROCEDURES

PURPOSE: To establish guidelines for the proper handling of “bomb threats”.

POLICY: It shall be the policy of Hamilton Township to handle all “bomb threats” in a calm and uniform manner. The specified procedure is set forth below.

Notification: Staff members who receive a “bomb threat” telephone call should make every effort to remain calm and report the incident to their Department Head at once. The Department Head will notify the Administrator (or their designate), who will immediately notify the Chief of Police. From this time until normal activities resume, the Chief of Police/Emergency Management Coordinator will coordinate the entire effort. All official directions and/or statements of the Township of Hamilton policy will emanate from his office. Such procedures will involve the use of bullhorns by the Police Officers, as well as telephone calls to all Department heads and/or loudspeaker announcements throughout Town Hall. Department Heads will notify staff members immediately and proceed as outlined below. The Police Department will also telephone the Public Works Department, who will proceed with their portion of assisting the Police Department.

Evacuation and Search: Based upon all of the immediate available data at the time the threatening call is received, the Chief of Police will make a decision as to whether or not the building will be immediately evacuated. Should the Chief determine that evacuation is appropriate, all personnel should be instructed to take any and all personal belongings with them, and, in an orderly and quiet fashion, leave the building at the nearest exit as detailed in fire drill procedures. There should be no running and/or pushing, and all personnel should walk in an orderly fashion to the parking lot of the VFW Hall on Route 50, where Department Heads (or designates) can conduct a “Head Count” and await further instructions from the Chief of Police.

Once the evacuation is accomplished, an orderly search may begin if time permits. Likewise, when time permits, a search of the area may be deemed appropriate prior to evacuation. In these instances:

Police will search all common areas such as hallways, lobbies, stairwells, restrooms, etc.

Public Works Personnel, with Police Officers accompanying them, will search all janitorial storage areas, the basement, boiler rooms, and other areas with which they are familiar. Staff will search their offices with Police Officers, as staff members are more familiar with their work surroundings and may be able to spot an unusual package or object. Do not touch or move that package or object!

IN SEARCHING AN AREA, IT IS MOST IMPORTANT TO BE AWARE OF THE FACT THAT SHOULD AN UNUSUAL OR UNACCEPTABLE OBJECT BE OBSERVED, IT SHOULD NOT BE TOUCHED OR MOVED UNDER ANY CIRCUMSTANCES. THE INDIVIDUAL WHO LOCATES SUCH AN OBJECT SHOULD IMMEDIATELY INFORM A POLICE OFFICER.

WHEN SEARCHING, PERSONNEL ARE REMINDED THAT LIGHTS AND OTHER

ELECTRICAL FIXTURES SHOULD NOT BE TAMPERED WITH OR USED; THAT IS LIGHT SWITCHES OR FIXTURES SHOULD NEITHER BE TURNED ON OR OFF. IF AN AREA IS TOO DARK TO BE SEARCHED, NOTIFY A POLICE OFFICER WHO WILL HAVE FLASHLIGHTS AT HIS DISPOSAL. USE OF PORTABLE RADIOS SHOULD BE LIMITED AS THEY COULD SET OFF AN ELECTRONIC DETONATING DEVICE.

As all areas are searched, the results will be relayed to the chief. The Chief will determine if a Bomb Squad should be summoned to the scene, and the Chief will determine when the building is “all clear” for employees to return.

RE-ENTRY INTO BUILDING: As a practical matter, the search will be conducted by and confirmed to a very limited number of individuals. This search will be as efficient and thorough as possible considering personnel limitations. The Chief will make a determination as to when the building is “all clear” for employees and customers to return.

IMPORTANT NOTICE ABOUT THIS HANDBOOK

I have received a copy of the Hamilton Township Employee Handbook and have read it carefully. I understand all of the rules, policies, terms and conditions contained in the Hamilton Township Employee Handbook and I agree to abide by them. I understand and agree that any provision of this Handbook may be amended or revised at any time by the Township. For those not subject to a Collective Bargaining Agreement, I also understand and agree that my employment is terminable at will so that both the Hamilton Township and I remain free to choose to end our work relationship, and I further expressly understand and agree that nothing in this Handbook in any way creates an express or implied contract of employment between the Hamilton Township and me. For those subject to a Collective Bargaining Agreement, this Handbook shall not provide any additional rights than those set forth in the Collective Bargaining Agreement.

I understand that no employee of the Hamilton Township, and only the Township Committee, has the authority to enter into any agreement for employment for any specified period of time or to modify or make any agreement contrary to the above.

Name (PRINT): _____

Position: _____

Signature: _____ Date _____