



Welcome to

MENDHAM TOWNSHIP

EMPLOYEE HANDBOOK

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

Updated September 25, 2018

TOWNSHIP OF MENDHAM

Mendham Township plays an important part of the lives of the citizens it serves. The public expects that its business will be conducted to the highest standards. Public service is an honorable and rewarding career that offers many benefits not often found in the private sector.

As a Mendham Township employee, you have certain rights and obligations. Federal and State law as well as Mendham Township policies cover such important areas as discrimination, safety, violence, harassment and conflicts of interest. Many common attitudes of the past have changed. For example, the old adage "to the victors belong the spoils" in governmental hiring is now against the law and the old fashion patrol room, garage or office "give and take" can no longer be condoned. Behaviors that were tolerated ten or twenty years ago are no longer acceptable.

Employees have a right to a safe workplace free of discrimination, violence, harassment and conflict of interests and have an obligation to conduct themselves consistent with these policies. The Township of Mendham has a "no tolerance" policy towards workplace wrongdoing.

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

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

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

TABLE OF CONTENTS

Communications of Employment Policies and Procedures

General Personnel Policy	8
CHAPTER 1 <u>General Information</u>	9
Disclaimer	9
Policy and Procedures	9
Communications	10
Personnel Policy Memorandum	10
Posting and Bulletin Boards Policy	10
CHAPTER 2 <u>Employment</u>	10
Employment Definitions	10
Employment Procedures	11
Recruitment and Hiring	12
Processing and Orientation of New Employees	13
Background Checks and Procedures for Candidates, Employees and Volunteers	13
Initial Employment Period Procedure	15
Work Schedule	15
Equal Employment Opportunity	16
Anti-Discrimination Policy	17
Affirmative Action	17
Americans with Disabilities Act Policy/ New Jersey Pregnant Workers Fairness Act	17
Contagious or Life-Threatening Illness Policy	18
Safety Policy	19
Workplace Violence Policy	19
General Anti-Harassment Policy	20
Anti-Sexual Harassment Policy	21
Employee Complaint Policy	22
Employee Complaint Investigation Procedure	23
Employee Discipline Policy	24
Disciplinary Action Procedure	26
Employee Termination Policy	28
Access to Personnel Files Policy	28
Personnel Files Procedures	29
Changing Vital Information	30
Work Force Reduction Policy:	30
Whistleblower Policy	31
Anti-Nepotism Policy	32

	Job Description Policy	32
	Employee Job Performance Evaluation Policy	32
	Performance Evaluation Procedure	33
	Seniority	34
	Unions/Bargaining Units	34
	Open Public Meetings Act Procedure Concerning	
	Personnel Matters	35
	Employee Handbook	35
	Request for Employment Verification & Reference Procedure	35
	Continuing Education Procedure	36
	Driver's License Policy	36
	Use of Vehicles Policy	37
CHAPTER 3	<u>Employee Benefits</u>	37
	Holidays	37
	Vacation	38
	Leave of Absence Policy	38
	Sick leave Policy	39
	Personal Leave Policy	40
	Bereavement Leave Policy	40
	Jury Duty	40
	Family Leave Policy	40
	Domestic Violence Leave	43
	Volunteer Fire and First Aid Duty	44
	Military Leave	44
	Pension Plan	45
	Health Benefits	45
	Workers' Compensation	46
	Transitional Duty Policy	46
CHAPTER 4	<u>Salary and Wages; Payroll Deductions</u>	47
	Salary and Wages	47
	Payroll Deductions	47
CHAPTER 5	<u>Work Rules and Standards</u>	48
	Appearance	48
	Attendance and Punctuality	49
	Lunch Hours and Breaks	49
	Use of Municipal Property	49
	Use of Township Owned Motor Vehicles	49
	Use of Employee's Personally Owned Motor Vehicle	50
	Use of Telephone and Telephone Techniques	50

Code of Ethics Policy	50
Preparation and Handling of Township Records	51
Responsibility for Handling Township Funds	51
Protection & Use of Twp. Property & Facilities	51
Conflict of Interest	52
Confidentiality	53
Compliance with Law	53
Personal Integrity	53
Improper Use of Official Position	54
Political Activity Policy	54
Snow/Inclement Weather	54
No Smoking Policy	54
Resignation Policy	54
Employee Dating Policy	55
Overtime Compensation Policy	56
Timesheets	56
Payment for Accumulated Absence	56
Health Insurance Policy	57
Retirement Policy	58
Conference, Course and Seminar Policy	58
CHAPTER 6 <u>Information Technology Policy</u>	58
Communication Media Policy/Social Media Policy	58
Use of Internet	63
Video Surveillance	64
CHAPTER 7 <u>Drug & Alcohol Policy & Testing</u>	65
Testing Procedures	66
Drug Testing	66
Alcohol Testing	66
Pre-Employment Testing	68
Random Testing	68
Reasonable Suspicion Testing	68
Disciplinary Action	69
Alcohol Testing Positive	69
Drug Testing Positive	70
Post-Accident Testing	71
Return to Duty Testing	71
Follow-Up Testing	71
Confidentiality of Test Results	72
Quality Assurance Testing	72
CDL Policy	72
Acknowledgement of Receipt	74

WELCOME

We welcome you as an employee of the Township of Mendham. This handbook has been prepared to help you become familiar with all aspects of the Township as well as personnel policies and procedures governing your employment with the township. As an employee of the Township you will, in many respects, represent the governing body. The elected officials are very proud of their municipality and you, as their representative, should strive to serve the public with courtesy and professionalism at all times. Be knowledgeable and take pride in your part of the Township Government.

ABOUT THE GOVERNMENT

Mendham Township was incorporated in 1749 and until 1906, included what is now Mendham Borough. The installation of a public water system for residents of Mendham Borough necessitated that municipality to incorporate separately and it has remained so since 1906.

Mendham Township has a Township Committee form of Government. Five Committee Members select one Member to serve as Mayor for a term of one year. The Township contains 17.6 square miles and is residential in nature.

The current population is approximately 5,869 and will probably not exceed much beyond 6,000 when built out. Mendham Township contains the headwaters of three rivers and has been designated as environmentally sensitive. The governing body has maintained a policy of preservation and conservation and continues to do so.

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

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

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

GENERAL PERSONNEL POLICY:

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

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

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

As a general principle, the Township of Mendham has a "no tolerance" policy towards workplace wrong doing. Mendham Township officials, employees and independent contractors are to report anything perceived to be improper. The Township of Mendham believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, Township Administrator, or the Township Committee for any problems.

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

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

CHAPTER ONE: GENERAL INFORMATION

This handbook is being provided to all current and new employees and the policies and procedures contained herein shall apply to all employees and volunteers of the Township. However, Township employees covered by a collective bargaining agreement should refer to both their agreement and this Handbook. In the event that provisions of this handbook conflict with any provisions of a collective bargaining agreement, the provisions of the collective bargaining agreement will prevail.

All employees, both current and new and volunteers of the will be required to sign an ACKNOWLEDGEMENT FORM upon receipt of the Handbook. By your signature, you are acknowledging that you have read the Disclaimer Statement and that you understand its meaning.

Disclaimer:

This Handbook is intended to inform employees and volunteers of the Township of Mendham's existing policies and procedures. ***It is not a contract of employment, nor is it a guarantee of any particular term of employment. Unless otherwise provided by statute, ordinance, individual contract, or collective bargaining agreement, employees of the Township of Mendham are "At Will Employees", which means they serve at the pleasure of the Township.*** Both the Township and the employees retain the right to terminate their employment relationship at any time, and for any reason, which change may include additions or deletions. As these changes are adopted, employees will be notified of them in writing and the new policies and /or procedures will be incorporated into this Employees Handbook. No agreements contrary to the provisions of the Handbook may be made with individual employees or volunteers, except with the express and written consent of the Township Committee.

Policy and Procedures:

The establishment of policies for the Township of Mendham and the consistent application of these policies by standardized procedures will result in uniformity of operations throughout all departments, increased efficiency and morale, and the continuation of the Township's commitment of service to the residents. The Policy and Procedures manual will guide both management and personnel. The Township Administrator will review and update the Manual annually. Revisions, additions, and deletions may be made at any time, and when approved by the Township Committee will be made available to all Township employees and volunteers.

The Township Administrator is responsible for the coordination and preparation of the policies and procedures. The Township Committee will approve and authorize the policies and procedures. Department Heads are responsible for implementing existing policies and procedures.

Communications:

The Township Administrator or his/her designee shall keep Township employees advised and informed on a regular and timely basis on all matters relating to their employment with the Township. To do so, the following methods will be used.

Personnel Policy Memorandum:

In order to advise and inform employees and volunteers on a regular and timely basis on matters related to changes in personnel policies and procedures, clarifications, regulatory compliance, and deletions or additions to this manual, the Township Administrator or the designee will issue personnel policy memoranda. Personnel memoranda will also be utilized to relay information relating to the availability of positions and training opportunities and other related personnel matters.

Postings and Bulletin Boards:

All required legal notices and announcements will be prominently displayed in all Township workplace facilities. The bulletin boards located in the Township Municipal Building and other Township facilities are intended for official notices regarding policies, procedures, meetings, & special events. Only personnel authorized by the Township Administrator may post, remove, or alter any notice.

CHAPTER TWO: EMPLOYMENT

Employment definitions:

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

Full-Time Employee: an employee who is retained as the position dictates to work a thirty-five (35) or forty (40) hour work week, and satisfactorily completes a three-month probationary period.

Part-Time Employee: an employee who appears on a regular payroll of a Township Department, receives compensation for less than thirty-five (35) hours per week and does not receive any fringe benefits such as vacation, sick and health/dental benefits.

Temporary: an employee hired to work during a specific period of time or during a particular season. Such employees do not receive any fringe benefits.

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

Hourly: an employee who is compensated at a fixed hourly rate.

Probationary: a new employee serving in a trial period during the first three (3) months of service.

Employment Procedures:

- **Recruitment:** The Township Administrator, or his/her designee, in conjunction with the CFO, will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity recruitments. When a vacancy occurs, it is the responsibility of the Department Head to notify the Township Administrator who will distribute notification of the vacancy to all departments. The Township Administrator with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide a circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Township is an equal opportunity employer.
- **Application:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process.
- **Interview:** The Township Administrator or Department head will coordinate the interview process including the scheduling of applicants, development of interview questions and standard to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. Reasonable accommodations must be made for disabled applicants.
- **Physical Examinations:** The Township Administrator may require applicants, prior to employment, to successfully pass a physical examination consistent with the Americans with Disabilities Act to assure that the work required by the position will not cause injury to the employee or co-employees and that the person is fit to meet the requirements of the position. The Township Administrator may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Township at the expense of the Township. All medical records of employees and prospective employees are confidential and are to be maintained separately from the employee's official personnel file.

- **Job Offers:** The final decision will be made by the Township Committee and the Township Administrator after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations pursuant to the American with Disabilities Act. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptance and Rejections:** If the first offer is rejected the Township Committee and Township Administrator will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing they were not accepted for the position.
- **Record Retention:** All applications, notes made during interviews and references checked, job offers and other documents created during the hiring process must be returned to the Clerk. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records, including physical examinations must be maintained in a separate file. All records and documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process must be retained in a locked cabinet.

Recruitment and Hiring:

The Township Committee shall approve, by Resolution the creation of any new position. The Committee shall also approve, by Resolution the filling of any vacancy and the salary to be provided. All positions to be filled, unless filled from within, shall be advertised in at least one local newspaper of general circulation. The advertisement shall contain a statement to the effect that the Township of Mendham is an "Equal Employment Opportunity Employer M/F." Notice of vacancies shall be posted in appropriate locations so that Township employees may apply for positions for which they feel qualified.

An application, available from the office of the Township Administrator, shall be completed by each person applying for the position with the Township. The application will be reviewed by the appropriate Department Head and the Township Administrator.

Each new employee shall complete the necessary forms and applications for pensions and benefits. Seasonal employees shall not be eligible for fringe benefits.

Each new employee shall serve a probationary period of three months. At the completion of the probationary period, the employee's performance shall be evaluated by the Department Head and a recommendation for the retention or dismissal of the probationary employee shall be forwarded to the Township Administrator. All Police Officers shall serve a probationary period of one year from the date of the initial appointment.

Following the probationary period, all employees will receive a formal evaluation once each year. The evaluation will be used to determine salary adjustments for other contract employees and whether the appointment should be continued or terminated. In the event a termination action is decided upon, the employee will be given the reasons in writing, the right to reply and the right to appeal to someone other than the rating official.

A personnel history file for all Township employees is maintained in the office of the Township Administrator. All changes in the terms of employment, such as transfers, promotions, salary adjustment and terminations shall be entered on the record. Records are confidential and should be maintained and adequately safeguarded.

Processing and Orientation of New Employee Procedures:

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

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Background Checks and Procedures for Candidates, Employees and Volunteers:

- Background checks required: Criminal background checks are required of all candidates over the age of 18, whether for paid or volunteer positions, who will be working directly or indirectly with children/youth/minors. Criminal background checks will also be performed every three years for each employee or volunteer that works directly or indirectly with children/youth/minors. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- Background check procedure: The Township Administrator will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited, to court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by

the FBI. The Township Administrator will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information for A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the employer's "targeted screening process" described below, the Township Administrator will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the Township contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer's targeted screening process should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the employer shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Township Administrator.

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

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses as a result of the employer's targeted screening process, by which the employer has taken into account the following factors:

(a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) The nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the employer may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

Initial Employment Period Procedures:

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

(Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period).

WORK SCHEDULE

The normal standard work period for full-time officials and employees is as follows:

Township Offices:

8:30am -- 4:30 pm

Employees work a flex schedule of either, 8:00am – 4:00 pm **or** 9:00 am – 5:00 pm Monday through Friday, one hour for Lunch, a 10-minute break is permitted twice daily

Department of Public Works: 7:00 a.m. - 3:30 p.m.
Monday through Friday
One half hour for Lunch

Police Department Clerical Staff: 7:00 a.m. - 5:00 p.m.
Monday through Friday
One hour for Lunch

Part-time employees shall work such hours as may be specified for their Services by the Township Committee

An employee who is required to work in excess of 40 hours in any work week shall receive overtime pay for each hour of such work at the rate on one and one-half times the employee's regular hourly rate.

EQUAL EMPLOYMENT OPPORTUNITY:

The Township of Mendham maintains a strong policy of equal employment opportunity for all employees and applicants for employment. We hire, train, promote and compensate employees on the basis of personal competence and potential for advancement without regard for race, religion, sex, sexual orientation, national origin, age, marital status, disability or citizenship, as well as other classifications protected by applicable federal, state or local laws. Our equal employment opportunity applies to all aspects of employment with the Township, including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, educational assistance, and social and recreational activities. The Township of Mendham complies with all State and Federal regulations governing the Americans with Disability Act, State and Federal Wage Laws, the Public Employee Occupational Safety and Health Act, New Jersey Workers' Compensation Act, State Unemployment Laws, State and Federal Family Leave Acts, State and Federal Anti-discrimination Laws, State and Federal Environmental Laws, and all other applicable State and Federal Laws.

The Township supports compliance with all Federal and State laws and regulations governing Affirmative Action and which prohibits discrimination in the delivery of government services, programs or activities, including employment practices and access and accommodation to municipal facilities. The Township Administrator is designated as the Public Agency Compliance Officer as it relates to the monitoring and compliance of all public contracts pertaining to State and Federal Affirmative Action regulations. In addition, the Administrator has been designated as the appropriate official in implementing, coordinating, and monitoring compliance with Title I as it pertains to equal employment opportunity, and subtitle A of Title II in the administration of the Americans With Disabilities Act of 1990.

Anti-Discrimination Policy:

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

Affirmative Action:

The Township advocates and supports compliance with all Federal and State laws and regulations governing Affirmative Action and which prohibits discrimination in the delivery of government services, programs or activities, including employment practices and access and accommodation to municipal facilities. The Township Administrator is designated as the Public Agency Compliance Officer as it relates to the monitoring and compliance of all public contracts pertaining to State and Federal Affirmative Action regulations.

Americans with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act:

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Township does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Township will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Township to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions,

or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Township.

The Township Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Township Administrator and/or the Township Committee. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Township to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

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

Contagious or Life-Threatening Illnesses Policy:

The Township of Mendham encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Township shall make reasonable accommodations to known physical and mental limitations of all employees in accordance with legal requirements, provided that the individual is otherwise qualified to safely perform the essential functions of the job, as long as they are able to meet acceptable performance standards, and provided that the accommodation does not impose an unreasonable hardship on the Township of Mendham.

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

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the

person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

- Information may be disclosed to the Department of Health as required by State or Federal law.

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

Safety Policy:

The Township of Mendham will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Township of Mendham 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 grounds 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 Mendham Township facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Head.

Workplace Violence Policy

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

Prohibited conduct includes:

- Causing physical injury to another person
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;

- Possession of a weapon while on Township property or while on Township business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

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

General Anti-Harassment Policy:

It is the Township's policy to prohibit harassment of an employee or volunteer by another employee, management representative, supplier, volunteer or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment is, it includes by way of example and not limitation, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.

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

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

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

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

Anti-Sexual Harassment Policy:

Sexual Harassment is defined as: unwelcomed sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct based on gender when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment including, but not limited to:
 - *Gender Harassment:* Generalized gender-based remarks and behavior;
 - *Seductive Behavior:* Inappropriate, unwanted, offensive physical or verbal sexual advances;
 - *Sexual Bribery:* Solicitation of sexual activity or other sex-linked behavior by promise of reward;
 - *Sexual Coercion:* Coercion of sexual activity by threat of punishment; and
 - *Sexual Assault:* Gross sexual imposition such as touching, fondling, grabbing or assault.

All employees, female or male, shall be permitted to work in an environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. Sexual harassment debilitates morale and interferes with work productivity and will not be tolerated.

Employees and volunteers are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question is offensive and unwelcome. However, failure to do so does not preclude filing a complaint.

In order to ensure the integrity of the work environment, managerial and/or supervisory personnel are required to ensure adherence to and compliance with this policy; and, upon being informed of possible sexual harassment, are required to take appropriate immediate action in response, including informing employees of their right to file a discrimination complaint with the Township Administrator.

The complaining employee shall submit a written report setting forth the alleged acts of harassment to which the employee was subjected and naming the alleged harasser and any and all witnesses to such alleged harassment. The employee, the alleged harasser and any witnesses may be interviewed regarding the alleged harassment.

Following the filing of a written complaint, the Township Administrator shall immediately begin a thorough investigation. To the extent possible, the sexual harassment investigative proceedings will be conducted in a manner to protect the confidentiality of the complainant, the alleged harasser and all witnesses. All parties involved in the proceedings will be advised to maintain strict confidentiality, from the initial meeting to the final decision, to safeguard the privacy and reputation of all involved.

After a thorough investigation, the Township Administrator shall inform the complainant of the results of the investigation. If, as a result of the investigation, any one is found to have engaged in any type of harassment, the individual shall be subject to discipline. Disciplinary action for employees found in violation of this policy may be progressive in nature, but not required to be, and include: oral reprimand; written reprimand; reassignment; suspension (with or without pay); demotion; termination; referral to the criminal justice system.

It shall be a violation of this policy for any employee to take reprisals against any person because she/he has filed a complaint, testified or assisted in any proceeding under this policy. Threats, other forms of intimidation and/or retaliation against the complainant or any other party based on involvement in the complaint process may be cause for disciplinary action.

If either the complainant or the alleged harasser is displeased with the outcome of the investigation, they may appeal to the Mayor and Township Committee for a final administrative determination before resorting to contractual and/or other legal remedies.

Employee Complaint Policy:

Employees who wish to complain of harassment or any other workplace wrongdoing are requested to immediately report the matter to their supervisor, or, if they prefer, to their Department Head, the CFO, or the Township Administrator. Employees are encouraged to complain in writing using the Employee Complaint Form, but may make a verbal complaint at their discretion. No retaliatory measures shall be taken against any employee who complains of workplace wrongdoing. The Township will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

Employee Complaint Investigation Procedure:

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

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint Form, but are not compelled to do so;
- **Identification/Screening:** The supervisor, Department Head, the CFO, or Township Attorney must report all written or verbal complaints to the Township Administrator unless the complaint is against the Township Administrator. Upon receipt, the Township Administrator will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible, but no later than ten days after receiving the complaint, the Township Administrator will interview the employee. If the employee is reluctant to sign a written complaint, the Township Administrator, or investigator, will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing, the accuracy of the information.
- **Investigation:** The Township Administrator will seek the advice of the Township Attorney when planning the investigation. The investigation should be conducted by the Township Attorney or County Prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Township Administrator will discuss the conclusions with the Township Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complains will be investigated and that the Township is committed to

eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Township Administrator will formulate with the advice of the Township Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing, that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

Employee Discipline Policy:

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

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Township, employees, volunteers or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on Township property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on township property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Township property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.

- Soliciting on Township premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.
- Careless waste of materials or abuse of tools, equipment or supplies.
- Deliberate destruction or damage to Township or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Mendham Township premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Township or supplier property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Township information.
- Gambling on Mendham Township premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on township premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly person's offense.
- Violating any Township rules or policies.
- Conduct unbecoming a public employee.
- Violation of Mendham Township policies, procedures and regulations.

- Violation of Federal, State or Township laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, and email.
- Other sufficient cause.

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

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

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

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

Disciplinary Action Procedure:

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

Should a supervisor believe that an employee is not conforming to the Township's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the

supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record:

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against future occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Personnel Administrator for the employee's official personnel file.
- **Administrator Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Township Administrator the employee will be so advised and a meeting arranged with the Township Administrator at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Township Administrator. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e. termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be included in the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Township Administrator will make the decision and may seek the advice of the Township Attorney if appropriate. Suspended employees may request a hearing under the applicable grievance procedure.
- **Dismissal:** Whenever an employee is recommended for dismissal, the Township Administrator or Township Committee will make the decision only after seeking the advice of the Township Attorney. There must be a complete review of the employer's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

Employee Termination Policy:

An employee may be terminated depending upon the circumstances for any of the following:

- Incompetence, inefficiency or failure to perform duties;
- Conviction of a crime;
- Conduct unbecoming a public employee;
- Violation of Township policies, procedures and regulations;
- Falsification of public records including personnel records;
- Violation of Federal, State or Township regulations concerning drug and alcohol use and possession;
- Chronic or excessive absenteeism or lateness;
- Misuse of public property including motor vehicles;
- Other sufficient cause.

All discharges will be in accordance with Federal and State laws as well as applicable collective bargaining agreements.

Access to Personnel Files Policy:

Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Township of Mendham premises in the presence of the Township Clerk or a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Township of Mendham may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Township of Mendham endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Township of Mendham will release information contained in personnel or medical records to persons outside the township. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Township of Mendham's compliance with applicable law;
- To the Township of Mendham's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Township of Mendham are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting a verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

Personnel Files Procedure:

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

The official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;

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

Changing Vital Information:

It is the employee's responsibility to notify the Township Administrator and the Chief Financial Officer, in writing, concerning changes in the status of any of the following items:

Name	Dependent Children
Address	Withholding Tax
Telephone Number	Health Benefits
Family Status	Pension
Marital Status	Insurance

Forms for changing status for purposes of health and dental benefits or PERS/PFRS beneficiary changes are available in the office of the Township CFO.

Work Force Reduction Policy:

For local units under Civil Service, Pursuant to N.J.A.C. 4A: 8-1.1 the Township may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other re-employment rights for

employees in Career Service titles will be determined by the New Jersey Department of Personnel.

For local units not under Civil Service the Township may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other re-employment rights for employees will be determined by the Township Administrator.

Whistle Blower Policy:

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

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

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

In accordance with the statute, the employee must bring the violation to the attention of the Township. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials;

(2) where the employee reasonably fears physical harm; or (3) the situation is emergent in nature. Employees are encouraged to make a report in writing using the Employee Complaint form, but may make a verbal report. See Employee Complaint Policy. Under the law, the employee must give the Township a reasonable opportunity to correct the activity, policy or practice. The administration of whistleblower complaints is not subject to the limitations in the Grievance Policy.

Anti-Nepotism Policy:

It is the policy of the Township that it will not employ any person who has a member of his/her immediate family currently employed by the Township. For purposes of this policy, "immediate family" includes mother, father, mother-in-law, father-in-law, brother, sister, son or daughter. For purposes of this policy, grandparents, grandchildren, aunts, uncles, nephews or nieces by marriage or otherwise and cousins shall not be regarded as members of the immediate family. At the time a person applies for a position with the Township he/she will be asked whether a member of their immediate family is currently employed by the Township. If the question is answered in the affirmative, the applicant will not be considered for employment.

However, the Township Committee reserves the right to waive the requirements of this policy for good cause upon receipt of information setting forth all of the pertinent facts.

Job Description Policy:

A job description including qualifications shall be maintained for each position. All job descriptions must be approved by the Township Administrator. Copies are available upon request.

Employee Job Performance Evaluation Policy:

The Department Head will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling Form. After completing the evaluation, the supervisor or Department Head will review the results with the employee and return the form with the signed acknowledgement to the Township Administrator. After review by the Township Administrator, the form is to be kept for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Township Administrator.

Performance Evaluation Procedure:

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

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors or Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

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

performance goals must be established for the next review period along with plans for achieving those goals.

- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of the ratings in an overall rating for the review period.
- **Outstanding** means exceptional performance in all areas of responsibility. Planned objectives were achieved well above the established standards and accomplishments were made in unexpected areas.
- **Exceeds Expectations** means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.
- **Meets Job Requirements** means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.
- **Needs Improvement** means performance in one or more critical areas do not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
- **Does Not Meet Minimum Standards** means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the employee will return the form with the signed acknowledgement to the Township Administrator. After review by the Township Administrator, the form is for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Township Administrator or Township Clerk.

Seniority:

Seniority is defined as the length of time an employee has been continuously employed by the Township. Seniority shall apply in the computation and determination of eligibility for all benefits where length of service is a factor.

Unions/Bargaining Units:

Members of the Police Department should refer to the current Collective Bargaining Agreement between the Mendham Township Police Bargaining Unit P.B.A. Local #402 and the Township of Mendham.

Applicable Members of the Department of Public Works should refer to the current Collective Bargaining Agreement between the International Brotherhood of Teamsters Local #469 and the Township of Mendham.

Open Public Meetings Act Procedure concerning Personnel Matters:

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

Additionally, whenever the governing body or any public body of the Township intends to act on a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employees employed or appointed by the governing body or any public body of the Township, then that governing body or that public body of the Township must provide notice of said intended action to said prospective public officer or employee or current public officer or employees. Prior to the matter being acted on, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed.

Employee Handbook:

The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two years. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file.

Request for Employment Verification and Reference Procedure:

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

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

Continuing Education:

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

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

Driver's License Policy:

Any employee whose work requires that the operation of Mendham 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 Mendham Township vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

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

Any employee performing work which requires the operation of a Mendham Township vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance, is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Township vehicle shall be subject to possible termination.

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

Use of Vehicles Policy:

Unless an employee receives permission from the Township Administrator, township owned vehicles shall be used only on official business and all passengers must be on town business. Vehicles may be taken home only with the advance approval of the Township Administrator except the Mayor may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a township vehicle, it is to be used only for official township business; any other use is not permitted. At no time shall children be in the town vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

CHAPTER 3: EMPLOYEE BENEFITS

Holidays, Paid and Unpaid Time Off Policies:

Paid Holiday Policy:

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- One Floating Holiday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving (except Sanitation personnel who receive one extra day)
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday. In the event that an official holiday is observed during an employee's vacation, the Holiday will not be charged as a vacation day, and should an official holiday occur when an employee is on sick leave, the employee shall not have that day charged against sick leave.

Vacation Leave Policy:

Each full-time employee shall be granted vacation periods in accordance with the following schedule:

- **FIRST YEAR: No days for the first 6 months, 1 day for each month thereafter**
- **1-3 YEARS: 14 working days**
- **AFTER 3 YEARS TO THE COMPLETION OF 5 YEARS: 16 working days**
- **AFTER 5 YEARS TO COMPLETION OF 10 YEARS: 19 working days**
- **AFTER 10 YEARS AND TO THE COMPLETION OF 15: 22 working days**
- **AFTER 15 YEARS AND TO THE COMPLETION OF 20: 25 working days**
- **AFTER 20 YEARS: 27 working days**

Completion of the specified years of service at any time during a calendar year shall entitle an employee to the full amount of vacation for that calendar year. All vacations shall be taken during the current calendar year, and vacation time shall not be accumulated beyond the year of entitlement.

****Employees in the Department of Public Works hired subsequent to November 1, 1997 will receive a MAXIMUM of 22 working days.**

If an employee shall retire, resign, or otherwise be separated from employment before the end of the calendar year, and after the specified number of days has been taken, the employee shall reimburse the Township for any portion of the vacation already taken to which the employee was not entitled because he did not complete the full calendar year of service.

If an employee shall retire, resign, or otherwise be separated from employment before the end of the calendar year, and after the specified number of days, then the vacation allowance shall be prorated on the basis of the length of service during the calendar year.

Leave of Absence Policy:

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Township Administrator if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond

the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Township Administrator may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Township.

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

Sick Leave Policy:

Each full-time employee after one full year of employment is entitled to 15 working days of sick leave per calendar year. During an employee's first year of employment, sick leave shall accumulate at the rate of one (1) day per month of employment. Unused sick leave will accumulate to the credit of the employee from year to year to be used when needed. There shall be no compensation nor compensatory time off for unused sick leave. Additional sick leave may be granted for any serious or prolonged illness or injury at the discretion of the Township Committee. Employees absent on sick leave for three or more consecutive working days may be required to submit a doctor's verification of illness or injury. In addition, in the case of protracted recovery (i.e.: 30 days or longer) the Township may at reasonable intervals thereafter require additional physician's statements certifying that the employee is still unable to return to work because of the same sickness or injury.

The Township may require a medical certificate from the attending physician stating the employee is able to return to his/her regular duties without jeopardizing the health and safety of the employee or other employees. The Township may further require an employee to obtain a medical release from a physician.

Each employee shall receive a statement of entitlement for vacation and accumulated sick leave in January of each year. If an employee shall retire, resign, or otherwise be separated from employment before the end of the calendar year, sick leave shall be prorated at the rate of 1.25 days per month and an employee shall reimburse the Township for any sick leave already taken for which the employee was not entitled.

If a full-time employee suffers an injury or disability in the line of duty, the Township shall continue such employee at full pay and benefits during the continuation of such employee's inability to work up to a maximum of 6 months. During this period of time all temporary benefits which the employee receives under the under the provisions of the

Worker's Compensation Act shall be paid over to the Township. The Township Committee may at its discretion extend the 6-month period.

The employee shall be required to present evidence by a certificate of a responsible physician establishing the inability to work. The Township may require the employee to present such certificates from time to time at reasonable intervals.

Personal Leave Policy:

Employees are entitled to 3 personal days with pay per calendar year. The specific days to be subject to prior approval of the Department Head. During an employee's first year of employment, the employee shall be entitled to one personal day for the completion of each four months of employment. Additional personal days may be granted by a Department Head in an Emergency Situation. Personal days cannot be accumulated year to year.

Bereavement Leave Policy:

Employees are entitled to 5 consecutive calendar days leave of absence for each death of an employee's spouse or child. Employees are entitled to 3 days immediately following the death of a parent, brother, sister, or the parent of a spouse. Employees are entitled to one (1) day immediately following the death of a brother-in-law, sister-in law, grandmother, grandfather, or relative residing under the same roof provided the employee is attending the funeral. In addition to the above, and upon written application setting forth pertinent factual data, additional funeral leave may be allowed by the department head. Employees are paid for all working days during the Bereavement Leave.

Jury Duty Policy:

Employees shall be given time off when summoned for service as Grand or Petit jurors, and shall receive pay equal to normal wages for that period. Jury fees received must be relinquished to the Township.

Family and Medical Leave Act Policy:

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act ("FMLA"). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act ("FLA"). In order to be eligible for such leave, employees must have: one (1) year of service with the Township; and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months and is employed at a worksite

where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

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

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

Commencing July 1, 2009, Family Temporary Disability ("FTD") payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period. Employees may also be required to use accrued sick, vacation or personal leave for up to two weeks.

Employees taking paid family leave in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent paid family leave is required to provide the Township with 15 days' notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to

schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the township with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) work weeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; *or*
2. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; *or*
3. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; *or*
4. an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any *one* of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- approximate date on which the qualifying exigency commenced or will commence;
- beginning and end dates for leave to be taken for a single continuous period of time;
- an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- if the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

Domestic Violence Leave:

The New Jersey Security and Financial Empowerment Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave act. If so, the Township will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Township shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence."

The Township shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

Volunteer and First Aid Duty:

Time off from work to respond to an emergency call with pay will be granted for all municipal employees who are members of the following:

1. Volunteer fire company serving the municipality
2. Volunteer first aid squad serving the municipality

Military Leave Policy:

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

utilize accrued vacation or personal leave to continue his or her salary after paid leave is exhausted. A full-time temporary employee who has served less than one (1) year shall not be entitled to paid leave, but shall be granted non-paid military leave without loss of time.

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

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

Pension Plan:

Eligible employees are required to participate in the Public Employees Retirement System (PERS), the Police and Firemen's Retirement System (PFRS) or the Defined Contribution Retirement Program (DCRP). Both the employee's contribution to the plan, which is deducted from the salary paid to such employee, and the Township's contribution to the plan are remitted to the State as prescribed by law. Eligibility criteria are pursuant to Chapter 89, P.L. 2008.

Health Benefits:

The Township of Mendham provides benefits through the New Jersey State Health Benefits Plan. The SHBP offers two basic types of health plans: NJ Direct and HMOs. Details of the plans are available in the Finance Department. The SHBP offers an "open enrollment" period once each year at which time you may change from one type of plan to another.

Health Benefits coverage begins following two months of full-time employment. Your eligible dependents are your spouse and your unmarried children under the age of 26 (coverage normally ends on December 31 of the year the child turns 26) who live with you in a regular parent-child relationship.

Dental Benefits for the employee and eligible dependents are provided through Delta Dental Plan of New Jersey. Dental coverage begins following three (3) months of full-time employment.

Worker's Compensation:

Employees of the Township of Mendham are eligible for Workers' Compensation benefits for job-related injuries. The administration of Workers' Compensation benefits is in accordance with State Law and the policies and procedures of the Morris County Municipal Joint Insurance Fund (JIF) of which the Township of Mendham is a participating member.

Morris County JIF and the Municipal Excess Liability Joint Insurance Fund (MEL), the excess insurer, sponsors training sessions, seminars, safety awareness programs and safety expos. The Township also maintains loss control and safety awareness programs as a first defense in minimizing accidents and injuries. Employees in certain departments routinely receive up-to-date training and other services in order to enhance safety on the job.

Accidental Injuries are those injuries arising out of, and in the course of a Township employee's employment resulting solely from an accident incurred during and in direct relation with the performance of duties that the employee is directed to perform by an appropriate supervisor and/or Department Head.

Workers' Compensation services are provided by First Managed Care Option. If you are injured on the job, inform your supervisor as soon as possible. Your supervisor will report the incident to First Managed Care Option who will direct you to a physician or facility for priority care. If the injury requires urgent or emergency treatment, the supervisor may immediately direct you to a network hospital or urgent care facility and then report the injury to First Managed Care Option.

Unless explicitly provided for in a bargaining agreement, the Township will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA 11A:6-8.

Transitional Duty Policy:

The Township of Mendham will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed 45 (forty-five) workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

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

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Township Administrator who will render a written response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Township Administrator. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Township Administrator informed of the medical progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Township of Mendham reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability. This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life-Threatening Illnesses Policy or other Federal or State law.

CHAPTER 4: WAGES & PAYROLL DEDUCTIONS

Salary and Wages

Paychecks are distributed twenty-four (24) times a year to salaried and hourly employees.

Payroll Deductions

Your pay is subject to mandatory payroll deductions as follows:

- a. Federal and State Income Tax – Federal Tax is withheld based on the employee's withholding instructions (W-4 form)
- b. Social Security (FICA) – A percentage rate of the employee's gross salary up to a maximum amount regulated by the Federal Government is withheld and submitted to the Internal Revenue Service for credit into the employee's account.
- c. Unemployment Insurance – A deduction is made for payment into the State Unemployment Insurance Fund.
- d. State Family Leave Insurance
- e. New Jersey State Disability
- f. Public Employees Retirement System (PERS) or Police and Firemen's Retirement System (PFRS) – A deduction is determined and is certified by the State at the time of enrollment.
- g. PERS/PFRS – Contributory Insurance

Other deductions may include:

- a. Deferred Compensation Plan
- b. Pension Loan Payments
- c. Wage Garnishment
- d. Optional Life Insurance Plan
- e. Union Dues
- f. Savings Plan
- g. Optional Vision Plan

CHAPTER 5: WORK RULES AND STANDARDS

Appearance and Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Tattoos and body piercings, other than earrings, may not be visible. With the advance approval of the Township Administrator, the township will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

All Mendham Township employees are considered professionals in their fields of endeavor and are expected, as public servants, to conduct themselves in a courteous and businesslike fashion when dealing with Township residents, members of the public body or other employees. Employees are expected to dress appropriately for the work they perform.

Attendance & Punctuality:

Reporting to work on time is an important factor for the proper operation of all Departments. Employees are expected to be at their respective work stations on time. Any tardiness over five (5) minutes in reporting and/or returning from lunch will be noted by the Department Head. Chronic or recurring tardiness may result in the issuance of a warning notice or other disciplinary action up to and including dismissal.

Lunch Hours & Breaks:

Lunch periods vary depending on Department. Managerial and office staff at Township Hall are entitled to a one (1) hour lunch period and a ten (10) minute break: once in the morning and once in the afternoon.

Use of Municipal Property

Employees are responsible for taking care of any equipment assigned to them and for seeing that supplies are properly utilized.

Employees of the Township shall not remove, or in any way assist in the removal of Township owned supplies, materials, goods or equipment from any municipal facility unless such removal has been authorized for public service by a Department Head or Supervisor.

Employees are prohibited from using equipment, supplies, postage or other materials of the Township for personal use. Unauthorized use or removal of Township equipment and supplies shall be cause for removal and possible criminal prosecution.

Use of Township Owned Motor Vehicles:

Unless an employee receives permission from the Township Committee and/or Township Administrator, Mendham Township owned vehicles shall be used only on official business and all passengers must be on Township business. (An employee who is also employed by another governmental entity may use a Township vehicle for that employment only if the employment is pursuant to an inter-local agreement between Mendham Township and the other jurisdiction.)

Vehicles may be taken home only with the advance approval of the Township Administrator except a Department Head (with consent of the Administrator) may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Mendham Township vehicle, it is to be used only for official Township business; any other use is not permitted. At no time shall children be in the Township vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

Employees using Township vehicles must possess a current and valid New Jersey Driver's License and not be on the suspended or revoked list. Department Heads are responsible for ensuring these regulations are met.

Use of Personally Owned Motor Vehicles:

For insurance and liability reasons, the use of personally owned motor vehicles for the performance of Township business is prohibited except where no Township vehicle is available for use. The Morris County Joint Insurance Fund does not provide collision, third party or excess limits coverage.

Use of Telephones & Telephone Techniques:

Employees are expected to be kind and courteous at all times when answering the telephone. In particular, telephones should be answered on the first or second ring. When answering the telephone, employees should announce the name of the Department or office, the employee's name and a courtesy such as "may I help you" or "may I be of assistance". Talking with a smile in your voice can convey the sincerity and understanding that means so much to a caller.

When taking a message, the appropriate form should be completed in full with the correct spelling of the caller's name, the date, time of call, return telephone number and any other pertinent information.

Telephones are not to be left unattended at any time, especially during the lunch hours. The use of the telephone for personal business, in terms of either incoming or outgoing telephone calls should be limited to those situations of an emergent nature.

Code of Ethics:

9-8.1 Revised General Ordinances of the Township of Mendham

"No elected or appointed official, officer or employee of the Township shall engage in any business transaction, professional activity, or have a financial or other private interest,

either direct or indirect, which is in substantial conflict with the proper discharge of his/her official duties, unless full disclosure is made as to such interest in writing to the Township Committee”

Township employees are hired to serve the public. The Public has the right to expect efficient, effective and courteous service. It is imperative when dealing with the public that all employees exhibit a helpful and pleasant attitude.

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

Preparation & Handling of Township Records:

Accurate, reliable records of many kinds are essential to meet the legal and financial obligations, and to manage the affairs of the Township. Reports, vouchers, bills, payroll and service records and all other necessary data must be factual and accurate.

Any person who intentionally makes a false accounting entry on a Township record or report, or intentionally destroys or alters any records will be subject to disciplinary action including possible dismissal or criminal prosecution where warranted.

Responsibility for Handling Township Funds:

Employees who have access to Township funds should know and follow procedures for handling and protecting money and checks.

If your job requires spending Township funds or incurring personal expenses that will be reimbursed by the Township, it is your personal responsibility to see that the Township gets value received for money expended. Certification as to the correctness of vouchers and bills should be made with reasonable knowledge that the expenditures and amounts are proper.

Protection and use of Township Property & Facilities:

Each employee has a personal responsibility for municipal property as follows:

- a) municipal property may be used only for the conduct of Township business and shall not be used by anyone for other purposes without specific supervisory authorization.
- b) each employee must take all necessary steps to prevent the theft, loss, damage to, or misuse of Township property. For example; seeing that buildings and storage areas are locked before leaving, that parked

vehicles are locked, that tools, supplies and equipment are properly used, stored and safeguarded.

- c) No employee may use, take, sell or give away Township property, regardless of its condition, without specific authorization by the Township Committee.

Lost, stolen or damaged property, equipment or supplies are to be reported to your supervisor immediately.

Failure to fulfill these responsibilities provides grounds for disciplinary action, including dismissal.

Some employees may be assigned a Township vehicle, while others use their personal vehicle and are reimbursed on a mileage use basis at a rate established in accordance with the IRS.

Employees driving a Township vehicle are not entitled to any special privileges, and each employee will be held responsible for any traffic citations received while driving a Township vehicle.

Conflict of Interest:

No Township employee may use or attempt to use their official position to secure unwarranted privileges not available to the public generally. No Township employee may ask or direct another employee to provide personal service during working hours, nor may an employee provide such services. No Township employee may accept or permit anyone of the employee's immediate family to accept any valuable gift or favor from any person, firm or organization that is directly or indirectly interested in any business dealings with the Township. Any employee who believes that any provision of this section has been violated should report the alleged violation to their Department Head or directly to the Township Administrator.

No employee of the Township of Mendham shall engage in any business transaction, professional activity, or have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of official duties.

In the purchase of goods, services and materials, the Township of Mendham complies with the requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. This policy requires that employees of the Township of Mendham and their families must have no personal financial interest in suppliers of property, goods or services that could affect the employee's decisions or actions on the Township's behalf.

No employee shall represent any private interests to the detriment of the Township for the purpose of unwarranted personal gain before any Township agency, department, the Municipal Court or in any litigation to which the Township is a party.

In the event that any employee has a direct or indirect financial interest in any proposed legislation, the employee shall publicly disclose in the official records of the Township the nature and extent of such interest.

Confidentiality:

Some of the business conducted by the Township, such as litigation and specific personnel issues are of a proprietary, sensitive and/or confidential nature. It is essential that Township of Mendham employees not discuss in public what happens during their work day. While most of the Township's actions are public actions which, by law are subject to public disclosure, the decision to disclose such actions rests with the Mayor and Township Committee and not with any individual employee. Accordingly, it is strongly recommended that employees not discuss Township business or anything which happens during the employee's work day with non-employees.

Compliance with the Law:

The Township of Mendham complies with all State and Federal Wage and Hour Laws, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Public Employee Occupational Safety and Health Act, the New Jersey Workers' Compensation Act, State Unemployment laws, the New Jersey Family Leave Act, the Federal Family Medical Leave Act, the New Jersey Local Public Contracts Law, State and Federal anti-discrimination laws, State and Federal environmental laws and all other applicable State and Federal laws.

If an employee of the Township believes that an action of the Township violates State or Federal law, the employee has an obligation to bring the alleged violation to the attention of their Department Head or the Township Administrator.

Personal Integrity:

Personal integrity means keeping absence to a minimum, coming to work on time, and giving the job your very best effort. If any employee reports absence due to sickness, he/she must be too ill to work. Accruing sick leave is a benefit to be used only for an employee's illness or disability. It is not to be considered an earned right for optional days off with pay for personal convenience. Township citizen's rights and property must be respected at all times. All employees are expected to abide by, and where appropriate, enforce all municipal ordinances.

Improper Use of Official Position:

No employee, elected official or appointed official of the Township shall improperly use his/her official position in order to obtain a personal favor or other benefit from any person or persons whatsoever.

Political Activity in the Workplace Policy:

Township employees shall not engage in any political activities during working hours; Township employees shall not participate in political activities at any other time so as to impair their usefulness in the position in which they are employed. Township employees shall not directly or indirectly use or seek to use the authority or influence of their position to control or modify the political action of another person.

Nothing in this section shall be construed to prevent Township employees from becoming or continuing to be members of any political party, club, or organization; attending political meetings off Township property during non-working hours; expressing views on political matters outside of working hours and off Township property; circulating petitions on public questions; and/or voting with complete freedom in any election.

Snow/Inclement Weather:

It is necessary that the Township Hall remain open during regular business hours and municipal employees be on duty to help provide necessary services generated by crisis weather conditions or other weather-related situations. In the event of a snow or ice storm, all personnel should make every effort to report to work. An employee who does not report to work will be considered absent and will be charged with a vacation day.

Should a state of emergency be declared, the Township Administrator will notify the Township Committee of the declaration and the need to close Township Hall. The Township Administrator will notify all Department Heads to contact all non-essential personnel to remain at home.

No Smoking Policy:

In accordance with N.J.S.A. 26:3D-56 smoking in the Municipal Building and all other Township owned facilities is prohibited.

Resignation Policy:

An employee who intends to resign must notify the Department Head in writing at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the

employee may not use paid time off except paid holidays. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Township Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Employee Dating Policy:

The Township recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Township has adopted the following policy on the subject of supervisor/subordinate dating. If such a relationship exists or develops, both parties involved shall report the fact to A) their immediate supervisor or B) the Township Administrator.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title or civil-service classification, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the municipality.

If the employees involved in the relationship are also in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the parties so that there is no longer a supervisor/subordinate relationship between them.

In addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with municipal operations. Nothing in this policy alters an employee's at will status.

Overtime Compensation Policy:

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Township Administrator shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Township Administrator's prior approval and at the sole discretion of the Township Committee.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Township Administrator. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation according to their respective collective bargaining agreements. Employees not covered by such agreements are to be compensated according to policy herein.

Non-Exempt employees will receive overtime compensation for hours worked in excess of forty in a weekly period at the rate of one and one-half times the regular rate of pay. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

If a Non-Exempt employee works on Sunday or a paid holiday, the employee will receive overtime compensation of 2 (two) hours for each hour worked.

Employees must make a request to their supervisor at least two days in advance when they want to take compensating time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

Timesheets:

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return into his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn the time record into his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative.

Payment for Accumulated Absence:

To the extent that a local ordinance, collective bargaining agreement, or an employment agreement provides for the payment of compensation for pay while absent from work, the Township shall only make such payment if the Chief Financial Officer or Township Administrator certifies that such amount is due and that proper documentation establishing that the amount of the accumulated absence has been provided and funds are available to pay. Proper Documentation includes:

- A copy of the agreement, ordinance and/or resolution;
- Documentation of the amount of accumulated absence time; and
- The total value of the compensation due.

Nothing in this section grants employees compensation for absences from work.

Health Insurance Policy:

The following is an example of a typical policy. Members should review closely with their actual plan.

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

Health insurance coverage for employees on a Leave of Absence or who cease Township employment will terminate at the end of the month in which the leave begins or employment is terminated except coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the Public Health Services Act provision for a period of up to eighteen months to thirty-six months. All newly hired employees and their spouses shall receive a notice of Cobra rights upon being hired. For more information, consult the Chief Financial Officer.

Retirement Policy

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Department Head in writing. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The CFO will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment, as applicable. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Conference, Course and Seminar Policy

Requests to attend a conference or seminar must be approved by the Department Head and the Township Administrator. Requests, including Travel Requests when applicable, shall be made sufficiently in advance to take advantage of discounts for early registration, and must be submitted to the Department Head at least thirty days before the event. Requests must be in writing including the conference schedule, registration information and estimated costs. The Department Head is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

CHAPTER 6: INFORMATION TECHNOLOGY POLICY

Communication Media Policy/Social Media Policy:

The Township's Communication Media are the property of the Township and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Township, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the company's Communication Media for personal

purposes during company time on company equipment without prior authorization from the Administration to do so.

All data stored on and/or transmitted through Communication Media is the property of Township of Mendham. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Township business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Township's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Township's local or wide-area networks."

The Township respects the individual privacy of its employees. However, employee communications transmitted by the Township's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Township. The Township reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Township's Communication Media. By using the Township's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Township Administration. The existence of passwords does not restrict or eliminate the Township's ability or right to access electronic communications. However, pursuant to New Jersey law the Township cannot require the employee to provide the password(s) to his/her personal account(s).

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Township are required to use the assigned municipal email account for ALL Township business and correspondence. The use of private email accounts for ANY Township business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cell phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the employer; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolve workplace grievances internally by discussing issues with their supervisor and/or the Administration, and are asked to refrain from posting comments or materials on Communication Media that can be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

Employees can only use the Township's Communication Media for legitimate business purposes. Employees may not use Township's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Township rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether same is performed on the Township's equipment or on the employee's own personal Communication Media.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by the Township. Certain data, or applications that process data, may require additional security measures as determined by the Township. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the Township's information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the Township.

All employees may access only data for which the Township has given permission. All employees must take appropriate actions to ensure that Township data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All Township data must be stored centrally as required by the Township. This provides greater security, and ensures backup of all Township data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Township's computing environment.

Employees may not install, modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Township. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Township, or licensed to the Township. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees.

Internet security settings (where applicable) must not be changed. The foregoing includes but is not limited to the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses etc.

Social Media and its uses in government and daily life are expanding each year; however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the Administration may engage in social media activity during work time through the use of the Township's Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Township information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No Mendham Township employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Township Administrator. In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incident or occurrence taken with the Township's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Township Administrator. Except in "emergency situations," Employees are prohibited from taking digital images or photographs with media equipment not owned by the Township. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Township's Communication Media. If such situation occurs, employee agrees that any images belong to the Township and agree to release the image to the Township and ensure its permanent deletion from media device upon direction from the Township.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Township or on behalf of the Township, whether through the use of the Township's Communication Media may be issued unless it has first been approved by the Township Administrator. Specifically, employees are forbidden from using the Township's Communication Media to impersonate the employer; to make statements on behalf of the employer without authorization; and/or to make statements that can be construed as establishing what the employer's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the employer's Communication Media or the employee's own personal

media, either during working or non-working hours, any employer-related confidential, sensitive or other employer information of a proprietary nature, including but not limited to employer records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the employer, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Township. Such unauthorized communications may result in disciplinary action.

Because (authorized) postings placed on the Internet through use of the Township's Communication Media will display on the Township's return address, any information posted on the Internet must reflect and adhere to all of the Township's standards and policies.

All users are personally accountable for messages that they originate or forward using the Township's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Township Administrator is prohibited

Employees must respect the laws regarding copyrights, trademarks, rights of public Township and other third-party rights. Any use of the Township's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Township, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

If employees choose to identify themselves as a Township employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the Township, as such no employee shall knowingly represent themselves as a spokesperson of the Township, post any comment , text, photo, audio, video or other multimedia file that negatively reflects upon the Township expresses views that are detrimental to the Township's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Mendham Township employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Township employees.

Employees must keep in mind that, if they post information on a social media site that is in violation of Township policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

To the extent that employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or retaliation for expressing views, opinions, and/or facts surrounding the Township's employment policies. For all other communications by employees on personal social media sites in which matters related to the Township are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the Township, and that the employees are expressing their own personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the Township or the Township's business, with the exception of postings and social media communications by employees engaging in protected concerted activities. Employees are advised that if they post information on social media that is in violation of either the terms and conditions of the within social media policy, or in violation of federal, state, or local laws, the disclaimer will not shield them from disciplinary action. However, no retaliation or discipline will result if and when employees are engaging in protected concerted activity, and/or choose to report inappropriate social media activities to the Township Administrator.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All Township employees have the right to engage in or refrain from such activities.

Use of Internet:

The Township provides Internet access to its employees in order to make available a vast array of information resources and to allow participation in and access to increasing county and state resources.

Employees must comply with all policies adopted by the Township, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Employees who are using Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory;

- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Township's tax-exempt status or its proper operation; and/or
- Download unauthorized software, fonts, templates or scripts.

As stated in the Communications Policy above the Township reserves the right to monitor the employee's Internet usage. In addition, the Township has the right to restrict access to specific types of prohibited content through the use of a content filtering system.

Video Surveillance Policy

The Township may install video surveillance camera systems within public buildings and throughout public areas within the Township, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the township will ensure compliance with federal, state and local laws governing such usage.

The Township's video surveillance camera systems are a significant tool to which the employees of the Township of Mendham will avail themselves in order to complete the goals and objectives of the township. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Township's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the township's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Township.

The Township shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the Police Department are immediately informed of such breach.

CHAPTER 7: Drug and Alcohol Policy

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

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

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

Employees must notify their supervisor within five (3) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

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

Employees using prescription drugs that may affect job performance or safety must notify the Township Administrator, who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Mendham Township personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the Mendham Township's Employee Assistance Program.)

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

Testing Procedures:

Drug Testing:

All testing required by the Township of Mendham will be performed in accordance with the Department of Transportation guidelines. This testing process will look for the presence of the following substances: Amphetamines, Cocaine, Opiates, Marijuana, and Phencyclidine.

Drug testing shall be by urinalysis using split samples. Split sample testing requires the specimen be divided into two separate bottles during the collection process. These two bottles are designated as (1) the primary specimen which shall contain no less than 30 ml of urine, and (2) the "split" specimen, which shall contain no less than 15 ml. of urine. Upon arrival at the laboratory the primary specimen shall be opened and tested. In the first screening test, immunoassay techniques are used to screen urine specimens for classes of drugs. In the second or confirmation test, any positive results found in the first screening will be confirmed using the tandem technique of gas chromatography/mass spectrometry ("GC/MS"), which positively identifies and quantifies the presence of specific drugs. No test result will be reported by the laboratory to the Medical Review Officer (MRO) as a positive drug test unless both the initial screening test and the confirmation test are positive.

The laboratory shall report the test results to the Medical Review Officer ("MRO") who shall evaluate the chain of custody, urine custody form, and test results. If a test is reported by the laboratory the MRO will interview the employee to make an independent evaluation of whether the test should be reported as negative or positive. The MRO will report the results of a drug test to the Township's designee. Should an interview with the employee be necessary the MRO will make two attempts on consecutive business days to contact the employee. Should the MRO fail to make contact, he/she shall contact the Township's designated representative to request that the employee contact the MRO.

The Township's designated representative shall inform the employee of the MRO's request in a confidential manner. Failure to respond within (5) days will be noted by the MRO when positive test results are reported. If the MRO and the Township's designated representative are unable to contact the employee, the employee may be placed on unpaid medical leave pending disciplinary action. It is the employees' responsibility to provide a phone number at which he/she can be contacted on the chain of custody form.

Alcohol Testing:

The Department of Transportation Rules require breath testing for alcohol. This testing must be done by using an evidential breath testing device ("EBT") approved by the National Highway Traffic Safety Administration ("NHTSA"). This testing can only be performed by a Breath Alcohol Technician ("BAT") that is certified in the equipment being used.

Two (2) breath test are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 percent alcohol is considered a "negative" test and no further testing is required. If the initial screening shows a concentration of 0.02 or greater, a second confirmation test is required. The confirmation test must be performed 15-20 minutes after the initial screening. During that time period the employee being tested is to remain with the Breath Alcohol Technician and must refrain from eating, drinking, smoking, or belching. After the waiting period a second breath test will be performed. The results of the second test stand and become the official test result.

If the confirmation test result shows an alcohol concentration of 0.02 or less, the official test result is negative and no further action is required. If the result of the confirmation test is 0.02 or greater, action by the employer is required.

Employer response to breath testing result shows an alcohol concentration of 0.02 or greater are as follows:

- (1) If the tested employee's alcohol concentration is between 0.02 and 0.039 the regulations call for the removal of the driver from driving for at least 24 hours and pass a return-to-duty test before returning to work. In the first instance of an employee's test showing a 0.02 and .039 level, the Township agrees to pay for the follow up return-to-duty testing. On a first-time removal from duty in this instance, the employer shall be allowed to utilize accrued time, i.e.: sick, vacation, or personal day for the balance of the work day.
- (2) If the tested employee's alcohol concentration is 0.04 or higher he/she must immediately be removed from any safety-sensitive duties and be subject to disciplinary action up to and including termination. At a minimum, the employee must remain suspended without pay for five (5) days until he/she:
 - a) has been evaluated by a Substance Abuse Professional (DOT regulations have specific guidelines for who qualifies as a Substance Abuse Professional);
 - b) has complied with any recommended treatment; and
 - c) has taken and passed a return-to-duty alcohol test (result must be less than 0.02). (First return-to-duty testing is done at the employer's expense.) The employee is then subject to unannounced follow-up testing. (See follow-up Testing in this policy)

Applicants and employees are expected to report for alcohol and drug testing as required by this policy and in accordance with Township testing procedures. Employees are to report for work with no alcohol or illegal drugs in their bodies. Any refusal to submit to alcohol breath testing or urinalysis drug testing as directed by supervisory personnel in accordance with the regulations, will be considered a refusal-to-test and will require the same disciplinary action as a positive test result.

Pre-Employment Testing:

All prospective employees applying for positions that require a Commercial Driver's License will be required to undergo a pre-employment test for the presence of illicit drugs. Receipt by the Township of negative test result is required prior to engaging in any safety sensitive function or an offer of employment. A positive test result will disqualify an applicant from further consideration at that time.

Failure to keep an appointment with the Agent, which was previously agreed to both by the prospective employee and the Agent will be viewed as an attempt to elude the testing or alter its results. No further consideration for employment will be given the prospective employee at that time.

Random Testing:

All employees covered by service contracts, which require random testing and all employees who must have Commercial Driver's Licenses to perform their duties for the Township will be subject to random, unannounced alcohol and drug testing. Selection criteria, number of tests, and test frequency will be determined by the language of the FHWA regulations and will be communicated to employees by the Township's management or Agent.

Upon notification of selection the employee will report to the designated collection center immediately; provided, however, that if the driver is performing a safety sensitive function at the time of notification, the employer shall instead ensure that the driver ceases to perform the safety sensitive function and then proceed to the testing sight as soon as possible. Failure to report will be viewed as an attempt to elude the test or alter its results and will be viewed as a positive test.

Reasonable Suspicion Testing:

All covered employees are subject to a fitness for duty evaluation, to include urine and breath testing, when there is reason to believe that the driver is under the influence of a controlled dangerous substance. The employer's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific contemporaneous, articulable observations concerning appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized by this section only if the observations required by this section are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this part. A driver may be directed by the employer to only undergo reasonable suspicion testing while the driver is performing

safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver is to perform safety sensitive functions.

Reasonable cause testing determination will be made by a supervisor or Township official who is trained to detect the signs and symptoms of drug and alcohol use and who can reasonably conclude that an employee may be adversely affected or impaired in his/her work performance due to substance abuse. If another supervisor or Township official is immediately available, he/she will verify that there is reasonable cause before the employee is transported to the agent's facility. At no time will this determination be made on the basis of third party reports without verification.

NOTE: Employees who are deemed to require a fitness for duty evaluation based on reasonable cause will be sent to a health facility of the Township's choosing. The health care professional will make every attempt to determine the cause of the observed behavior, including authorizing, when his/her medical condition dictates, an additional alcohol or drug test which is more comprehensive than that requires by FHWA, state, or contractual requirements. Employees will be placed on an unpaid medical leave of absence until the results of the examination are received by the Township. Receipt of a negative drug test result and/or doctor's statement that the employee was and is fit for duty is required prior to continued employment. Employees who are returned to duty by this means will be reinstated without prejudice and made whole.

Employees who are medically determined to be temporarily unfit to perform their duties, but who test negatively for alcohol or drugs, will be returned to duty when they obtain a doctor's written statement that they are fit for duty.

Disciplinary Action:

(This section applies only to those who test POSITIVE for Random or Reasonable Cause)

Alcohol testing positive:

(0.02-.039 B.A.C)

Employees who test positive during alcohol breath testing (1st offense) in the range of >02-.039 will be suspended from work for a minimum of 24 hours and be required to pass a return-to-duty breath test before returning to work. In addition employees will be subject to disciplinary action. (First return-to-duty testing is done at the employer's expense.)

Employees who test positive during alcohol breath testing (1st offense) in the range of .04 or higher will be suspended from work and subject to disciplinary action up to and including termination. At a minimum the employee must remain suspended for five (5) days without pay and shall comply with the following:

- 1.) The employee is evaluated by a Substance Abuse Professional. The professional must meet the criteria outlined in the Department of Transportation's Alcohol and Drug Rules for Substance Abuse Professionals.

- 2.) The employee complies with and completes all recommendations made by the Substance Abuse Professional and be able to document the same.
- 3.) The employee submits to return to duty drug test and proof of a negative test result must be received by the Township. (First return-to-duty testing is done at the employer's expense.)

The employee will then be subject to follow-up testing for up to 60 (sixty) months. A minimum of six (6) follow up tests must be performed within the first twelve (12) months. (ALL follow up testing is done at the employee's expense.)

Employees who test positive during alcohol breath testing (2nd offense) in the range of .02 or higher will be terminated. This will be the case regardless of whether the initial positive alcohol result was in the .02-.039 range or .04 or above.

Drug Testing Positive:

Employees who test positive during drug testing (1st offense) will be suspended from work and subject to disciplinary action up to and including termination. At a minimum the employee must remain suspended without pay for five (5) days and:

- 1.) The employee is evaluated by a Substance Abuse Professional. This professional must meet the criteria outlined in the Department of Transportation's Alcohol and Drug Rules for Substance Abuse Professionals.
- 2.) The employee complies with and completes all recommendations made by the Substance Abuse Professional and be able to document same.
- 3.) The employee submits to a return-to-duty drug test and proof of a negative test result must be received by the Township. (All return-to-duty testing is done at the employee's expense.)

The employee will then be subject to follow-up testing for up to sixty (60) months. A minimum of six (6) follow-up tests must be performed within the first twelve (12) months. (All follow-up testing is done at the employee's expense.)

Employees who test positive during drug testing (2nd offense) will be terminated.

In any cases where an employee who tests positive during a random or reasonable suspicion test is requires to remain out of work for a period of more than two (2) weeks, the Township reserves the right to fill that position on a temporary basis.

Post-Accident Testing:

Any employee involved in an accident will be required to submit to a post-accident alcohol and drug test if instructed to do so by a police officer, a supervisor of the Township of Mendham, or if:

- 1.) The driver's performance either contributed to an accident or cannot be discounted as a contributing factor to the accident.
- 2.) The driver involved in an accident receives a citation for a moving violation.
- 3.) There is a fatality as a result of an accident.
- 4.) The accident meets the Department of Transportation criteria for an accident that requires such testing.

When post-accident test is indicated the Township will make every effort to have said test performed within two (2) hours of notification of the accident. At no time will a period of more than eight (8) hours transpire between notification and testing. Documentation of the entire post- accident procedure should be made by all personnel involved in the notification testing process.

Receipt by the Township of a negative alcohol and drug test result is required prior to return-to-duty. Refusal to comply with the testing process will be considered insubordination and will carry the same disciplinary action as a positive test result. A positive test shall result in the same penalties as outlined in Disciplinary Action.

Return-to-Duty Testing:

***All Return to Duty testing is done at the employee's expense**

When the employee is cleared to return to work after a positive random or reasonable suspicion test, he/she will be required to pass an alcohol and drug test. Upon receipt of a negative finding, the Township will review the employee's employment and will then determine if there are any other circumstances to warrant further discipline. If an employee is allowed to return to work, he/she will be subject to follow-up testing, as determined by the Township.

Follow -up Testing:

***All Follow-Up testing is done at the employee's expense**

Any employee who tests positive for drugs or alcohol during the follow-up testing process will be terminated.

Confidentiality of Test Results:

The results of any drug test will be reported and recorded in a confidential manner. Allowable communication of medical or test results will follow guidelines established in 49 CFR, Part 40. The results will follow guidelines established in 49 CFR, Part 40. A copy of the individual's test results will be available upon request.

Quality assurance of Testing Program:

The Township, through its Agent will take steps in its arrangements for testing to ensure that the laboratory is certified by SAMHSA and meets the requirements of the U.S. Department of Transportation (DOT).

The chain of custody for any urine sample shall be maintained at all times. If the chain of custody is broken, after the tamperproof seal is applied, the employee shall be re-tested at the Township's expense.

Any employee who receives a positive test will have the right to ask the Township's Medical Review Officer (MRO) to re-test the sample at a NIDA certified laboratory of the employee's choice, at the employee's expense.

The Township, through its Agent, will make every effort to ensure that the equipment being used for alcohol breath testing meets all the requirements of the U.S. Department of Transportation.

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

Employees using prescription drugs that may affect job performance or safety must notify their supervisor or Department Head who is required to maintain the confidentiality of any information regarding an employee's medical condition.

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

CDL POLICY:

In an effort to ensure that the Township complies with Department of Transportation Regulations, a drug and alcohol testing program will be in effect for all Commercial Driver's License holders, hereinafter referred to as employees.

This program will provide for pre-employment, random, post- accident, reasonable suspicion, return-to-duty, and follow-up testing. The Township has retained an independent contractor (hereinafter referred to as the Agent), to manage and administer the testing program.

Any employee possessing a Commercial Driver's License reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor will first seek another supervisor's opinion of the employee's status. The supervisor will subsequently consult privately with the employee about the observation. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be required to be tested for alcohol and illicit substances, depending on the supervisory determination of the observed impairment. Under no circumstances will an impaired employee be allowed to drive.

Receipt of Employee Handbook

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

Please sign and date this receipt and return it to the Township Administrator.

Date: _____

Signature: _____

Print Name: _____

Department: _____