

TOWNSHIP OF CRANFORD



PERSONNEL POLICIES AND PROCEDURES MANUAL

**AUTHORIZED FOR ADOPTION BY RESOLUTION NO. 2022-411
BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CRANFORD
EFFECTIVE NOVEMBER 22, 2022**

4. All employees are required to display the appropriate level of courtesy to the public at all times, especially while interacting with the public on-duty. If a citizen becomes difficult, the employee shall obtain the assistance of a supervisor to intervene and address the matter.
5. All employees shall display the appropriate level of CPR/Courtesy, professionalism and respect to their coworkers and strive to maintain team, unit and department cohesion so the Township's work can be performed efficiently, effectively and economically at all times.

SECTION ONE

Policies Relating to Employee Rights and Obligations

Equal Employment Opportunity and Anti-Discrimination Policy

The Township is committed to the principle of equal employment opportunity and anti-discrimination as mandated by state and federal law, including, but not limited to Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended by the Older Workers' Benefit Protection Act, the Genetic Information Nondiscrimination Act of 2008, the Equal Pay Act, the Americans with Disabilities Act, as amended by the Americans with Disabilities Act Amendments Act, and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act and the Diane B. Allen Equal Pay Act ("LAD"). It is the policy of the Township to prohibit discrimination and to promote and afford equal treatment and service to all citizens and to ensure equal employment opportunity for all persons, regardless of actual or perceived sex/gender, race (inclusive of traits historically associated with race, including, but not limited to, hair texture, hair type, and protective hairstyles), creed, color, religion, national origin, ancestry, age, marital or familial status, political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information (including refusal to submit to a genetic test or make genetic test results available), disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding/lactation, veteran status, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. This policy shall be applied to all employment practices, including recruitment, selection, appointment, placement, hiring, promotion, transfer, demotion, training, salaries and wages, benefits, working conditions, reductions in force, recalls, disciplinary and dismissal actions, job performance evaluations and/or any other employment actions.

Any employee who is a witness to or believes that they have been a victim of discrimination or other violation of this policy should immediately report their concern to their supervisor, or if they prefer, their Department Head, and/or the Township Administrator. Additional information about reporting concerns is available in the Complaint Policy contained in this

Manual. All complaints and reports of discrimination will be promptly and thoroughly investigated and, as appropriate, corrective action will be taken. Retaliation for making such report and/or participating in any investigation of alleged violations of this policy is also expressly prohibited.

The Township recognizes the importance of ensuring its policies prohibiting discrimination and retaliation and procedures for reporting and investigating such concerns are actually working as intended to prevent sexual and other types of harassment and discrimination and retaliation from occurring in the workplace. All managers and supervisors **shall** report any concerns about, reports of, and/or observed discrimination and/or retaliation immediately to the Township Administrator and shall at all times ensure that their subordinates understand the importance of these policies and the Township's commitment to them through their example and leadership.

Corrective action will be taken against an employee accused of discrimination if, following the completion of an investigation, the allegation(s) is/are found to be substantiated factually. The Township's approach to such acts of founded discrimination is zero-tolerance. Thus, any violation of this policy will subject employees to disciplinary action, up to and including immediate discharge. Supervisors will be held to a higher standard of behavior because of their supervisory role and, therefore, are expected to set a proper example for others. There is a mandatory obligation on supervisors to report such complaints to the Township Administrator.

This policy is applicable to all Township employees, officials, volunteers, and independent contractors.

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

In compliance with the Americans with Disabilities Act, as amended by the ADA Amendments Act ("ADA") and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act ("LAD"), the Township does not discriminate or permit discrimination based on disability, pregnancy, pregnancy related medical condition, childbirth, or breastfeeding/lactation. 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 ADA and LAD. The Township 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, pregnancy related medical condition, childbirth, or breastfeeding/lactation. The Township will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, including pregnancy related disabilities, provided that the individual is

otherwise qualified to safely perform the essential functions of the job and the reasonable accommodation does not impose an undue hardship on the Township. The Township will also make accommodations to enable employees to maintain a healthy pregnancy consistent with the requirements of the Pregnant Workers' Fairness Act.

An employee, official, vendor, supplier, volunteer, or business invitee requiring a reasonable accommodation should contact the Township Administrator. If for any reason the individual is uncomfortable presenting the request to the Township Administrator, they may make the request to the Township Attorney. Any supervisor or Department Head who receives a request for accommodation or is otherwise on notice of an employee or other individual's need for accommodation under this policy must immediately notify the Township Administrator.

Upon receipt of a request for accommodation or other notice of the need for an accommodation, the Township Administrator shall engage in an interactive dialogue to identify reasonable accommodations that will enable the disabled or pregnant individual to compete for the position, perform the essential functions of the position, and/or enjoy the privileges of employment or municipal services, which do not create an undue hardship for the Township. Such accommodations might include the following:

- Making existing facilities accessible
- Modifying physical workspace
- Job restructuring
- Modifying policies or procedures
- Part time or modified work schedules
- Reassignment to a vacant position
- Acquisition or modification of equipment or devices
- Appropriate adjustment or modification of examinations, training materials, or policies
- Provision of qualified readers or interpreters
- Permitting use of accrued paid leave or unpaid leave (including beyond FMLA leave) for treatment, etc.
- Other similar accommodations

As appropriate and necessary to evaluate the accommodation request, the person requesting accommodation may be required to provide a healthcare provider certification specifying the medical necessity for the accommodation and the scope and anticipated duration of the accommodation required.

The Township shall, consistent with applicable law, provide break time each day to breastfeeding/lactating employees and a suitable room or other location with privacy, other than a bathroom, in close proximity to work area for the employee to express breast milk.

All decisions with regard to reasonable accommodation shall be made by the Township Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Township is not legally required to offer temporary or permanent "light duty," remove essential job functions, or