

BOROUGH OF RED BANK

PERSONNEL

POLICIES AND PROCEDURES

MANUAL

NOVEMBER 2018

IMPORTANT NOTICE

THIS MANUAL IS NOT AN EMPLOYMENT CONTRACT BETWEEN THE BOROUGH OF RED BANK (THE "BOROUGH") AND OUR EMPLOYEES.

THERE ARE NO PROMISES OF ANY KIND BY THE BOROUGH CONTAINED IN THIS MANUAL. REGARDLESS OF WHAT THIS MANUAL SAYS OR PROVIDES, EXCEPT TO THE EXTENT COVERED BY A COLLECTIVE BARGAINING UNIT AGREEMENT OR OTHER EMPLOYMENT CONTRACT, THE BOROUGH PROMISES NOTHING AND RESERVES ITS RIGHT TO CHANGE WAGES AND ANY AND ALL OTHER WORKING CONDITIONS, AND ANY OTHER POLICY OR PROVISION SET OUT IN THIS MANUAL AT ANY TIME, AND WITHOUT HAVING TO CONSULT ANYONE AND WITHOUT ANYONE'S AGREEMENT. EMPLOYEES WITH QUESTIONS REGARDING THE APPLICABILITY OF A PARTICULAR POLICY OR PRACTICE OF THE BOROUGH, OR ANY PROVISION OF THIS MANUAL SHOULD ASK THEIR SUPERVISOR, THE BUSINESS ADMINISTRATOR OR HIS/HER DESIGNEE.

THE POLICIES, PRACTICES AND PROCEDURES PUBLISHED BY THE BOROUGH AS CONTAINED IN THIS MANUAL ARE NOT IN ANY WAY TO BE INTERPRETED AS AN EMPLOYMENT CONTRACT BETWEEN THE BOROUGH AND ANY OF OUR EMPLOYEES. BOTH THE BOROUGH AND OUR EMPLOYEES HAVE THE RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE, EXCEPT TO THE EXTENT COVERED BY A COLLECTIVE BARGAINING UNIT AGREEMENT OR OTHER EMPLOYMENT CONTRACT. NOTHING IN THIS MANUAL SHOULD BE INTERPRETED AS IN ANY WAY CHANGING OR MODIFYING YOUR AT WILL EMPLOYMENT OR AS CONSTITUTING A GUARANTEE OF EMPLOYMENT WITH THE BOROUGH FOR ANY SPECIFIC PERIOD OF TIME.

THIS MANUAL SUPERSEDES AND REPLACES ALL PRIOR OR EXISTING HANDBOOKS, MANUALS, WRITTEN POLICIES, MEMOS, E-MAILS, ORAL POLICIES OR PRACTICES IN EFFECT, OR ORAL, WRITTEN OR ELECTRONIC STATEMENTS MADE, PRIOR TO THE MOST RECENT EFFECTIVE DATE PRINTED ON THE COVER OF THIS MANUAL. TO THE EXTENT ANY PROVISION OF THIS MANUAL CONTRADICTS THE TERMS OF ANY COLLECTIVE BARGAINING UNIT AGREEMENT OR OTHER EMPLOYMENT CONTRACT, THE TERMS OF THAT AGREEMENT OR CONTRACT WILL PREVAIL OVER THE TERMS SET OUT IN THIS MANUAL OR ANY POLICY OR PROCEDURE CONTAINED IN THIS MANUAL.

ACKNOWLEDGMENT OF RECEIPT

I, _____, ACKNOWLEDGE RECEIPT OF THE BOROUGH OF RED BANK'S PERSONNEL POLICIES AND PROCEDURES MANUAL WHICH CONTAINS, AMONG OTHER THINGS, THE BOROUGH'S ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICIES. I HAVE READ THE MANUAL AND UNDERSTAND ITS POLICIES AND PROVISIONS. IF THERE ARE ANY PROVISIONS OF THIS MANUAL I DO NOT UNDERSTAND OR ABOUT WHICH I HAVE QUESTIONS, I WILL CONSULT WITH MY SUPERVISOR

I UNDERSTAND THAT THE BOROUGH OF RED BANK HAS THE RIGHT, AT ITS SOLE DISCRETION, TO REVIEW, CHANGE, OR ELIMINATE ANY OR ALL OF THE POLICIES AND/OR PROVISIONS OF THE MANUAL.

I UNDERSTAND THAT MY EMPLOYMENT WITH THE BOROUGH OF RED BANK IS AT WILL AND THAT THE BOROUGH MAY TERMINATE MY EMPLOYMENT AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE. I ALSO UNDERSTAND THAT I CAN RESIGN WITH OR WITHOUT A REASON AT ANY TIME. NO PROCEDURES NEED BE COMPLIED WITH IN ORDER TO END THE EMPLOYMENT RELATIONSHIP UNLESS THAT AT-WILL RELATIONSHIP IS SUBJECT TO EXTERNAL LAW, A COLLECTIVE BARGAINING AGREEMENT, OR THE NEW JERSEY DEPARTMENT OF PERSONNEL REGULATIONS. I UNDERSTAND THAT NOTHING CONTAINED IN THIS EMPLOYEE MANUAL, OR ANY OTHER STATEMENT OF THE BOROUGH OF RED BANK POLICY, CREATES A CONTRACT FOR CONTINUED EMPLOYMENT UNDER ANY PARTICULAR TERMS OR CONDITIONS, OR FOR ANY SPECIFIC TIME PERIOD.

Date

Employee's Name

Department

Employee's Signature

**THIS WILL CERTIFY THAT I, _____ HAVE
BEEN GIVEN A COPY OF THE BOROUGH OF RED BANK'S POLICY ADDRESSING
ALCOHOL AND DRUGS IN THE WORKPLACE AND THAT I FULLY UNDERSTAND
SAID POLICY AND AGREE TO COMPLY WITH ALL TERMS AND
REQUIREMENTS SET FORTH HEREIN.**

EMPLOYEE: _____

DATE: _____

WITNESS: _____

DATE: _____

TABLE OF CONTENTS

	Page
GENERAL PERSONNEL POLICY	1
SECTION 1 Policies Relating to Employee Rights and Obligations:	2
A. Anti-Discrimination Policy/New Jersey Pregnant Worker’s Fairness Act:	2
B. Reasonable Accommodation For Individuals with Disabilities and Pregnancy or Related Medical Conditions	2
C. Transitional Duty Policy.....	4
D. Contagious or Life Threatening Illnesses Policy	4
E. Safety Policy	5
F. Driver’s License Policy	5
G. Workplace Violence Policy.....	6
H. Anti-Harassment Policy	7
I. Anti-Sexual Harassment	8
J. Whistle Blower Policy	9
K. Employee Complaint Policy and Procedure.....	10
L. Grievance Policy and Procedure.....	12
M. Access to Personnel Files Policy	13
N. Conflict of Interest Policy	13
O. Political Activity Policy	14
P. Employee Evaluation Policy and Procedure.....	15
Q. Employee Discipline and Termination Policy and Procedure	15
R. Resignation Policy.....	17
SECTION 2 Drugs and Alcohol Policy	18
A. Pre-Employment Testing.....	19
B. Random Testing	19

C. Reasonable Suspicion Testing.....	19
D. Post-Accident Testing	20
E. Disciplinary Action.....	21
F. Confidentiality of Test Results	24
G. Quality Assurance of Testing Program	24
H. Substance Abuse Related Behavior	24
I. Refusal to Test	25
J. Controlled Substances on Site	25
K. Prescription Drugs and Over the Counter (OTC) Drugs.....	25
L. Applicability	25
M. Reasonable Accommodation	25
N. Employees Testing Positive for Alcohol/Drug Abuse	26
O. Training.....	26
P. Employee Acknowledgement	26
SECTION 3 Workplace Policies	27
A. Job Description Policy	27
B. Attendance Policy.....	27
C. Early Closing and Delayed Opening Policy.....	27
D. Breaks.....	27
E. Dress Code Policy	27
F. No Smoking Policy	28
G. Use of Vehicles Policy	28
H. Telephone Usage Policy.....	29
I. Use of Computers and Related Equipment Policy	29
J. Bring Your Own Device Policy	30

K. Communication Media Policy.....	33
L. Social Media Policy	36
K. Bulletin Board Policy	42
L. Employee Dating Policy	43
SECTION 4 Paid and Unpaid Time-Off Policies:.....	44
A. Paid Holiday Policy.....	44
B. Vacation Policy	44
C. Personal Days Policy	46
D. Sick Days Policy	46
E. Workers’ Compensation Policy	47
F. Family and Medical Leave Act Policy.....	48
G. Leave of Absence Policy.....	50
H. Bereavement Leave Policy	50
I. Jury Duty Policy	51
J. Domestic Violence Leave.....	51
K. Military Leave Policy	52
SECTION 5 Compensation & Employee Benefits Policies	52
A. Payroll Policy	53
B. Overtime Compensation Policy.....	53
C. Reimbursements for Out-of-Pocket Expenses	54
D. Educational Benefits, Conference and Seminar Policy.....	54
E. Years of Service Policy	54
F. Seniority Policy	54
G. Health Insurance Policy	55
H. Retirement Policy	56

I. Retirement Policy	57
J. Workplace Democracy Enhancement Act.....	58
SECTION 6 Managerial/Supervisory Procedures	58
A. Employment Procedure	58
B. Open Public Meetings Act Procedure Concerning Personnel Matters.....	61
C. Processing and Orientation of New Employees Procedure.....	62
D. Initial Employment Period Procedure	62
E. Personnel Policies and Procedure Manual.....	63
F. Personnel File Procedure	63
G. Requests for Employment Verification and Reference Procedure.....	64
H. Continuing Education Procedure	64
APPENDIX: Model Forms	65

L. Employee Dating Policy:

The Borough of Red Bank 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 Borough of Red Bank 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 Business Administrator or his/her designee.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title, 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 Borough.

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 Borough 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.