



EMPLOYEE MANUAL FOR THE BOROUGH OF PARAMUS

Effective June 1, 2019

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WELCOME

On behalf of your colleagues and the Mayor and Borough Council, I extend my appreciation to all current employees of the Borough of Paramus for your efforts as employees. To all new employees, I welcome you to employment with the Borough of Paramus and wish you every success here.

I believe that each employee of The Borough of Paramus contributes to the Borough's ability to service the municipality, and I hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. All of the policies contained herein should be read in conjunction with any applicable collective negotiations agreement or employment contract. In the event an employee is subject to a collective negotiations agreement or employment contract and a conflict arises between the policy contained therein and a policy contained in this employee manual, the collective negotiation agreement or employment contract will govern. Likewise, if any policy contained herein conflicts with a local, state or federal law or regulation, the applicable law or regulation will govern.

To answer some of the questions you may have concerning the Borough of Paramus and its policies, we have written this handbook. Please read it thoroughly and retain it for future reference. As you read our policies, please note that we refer to ourselves as the “Borough” and the “Borough of Paramus” interchangeably. We also use terms such as Department Head, supervisor and superior interchangeably. To be clear, these terms mean whoever you are assigned to report to. If you are confused about a particular reporting designation, you can always bring a question, concern or comment to the Borough Administrator. The policies stated in this handbook are subject to change at the sole discretion of the Borough Administrator, as are all other policies, procedures, benefits, or programs of the Borough. From time to time, you may receive updated information concerning changes in our policy and practice. If you have any questions regarding any policies, please ask your supervisor or the Borough Administrator for assistance.

We wish you the best of luck and success in your position and hope that your employment relationship with us will be a rewarding experience.

Sincerely,

Joseph O. D’Arco, M.P.A.
Borough Administrator

I. EMPLOYEE RIGHTS AND OBLIGATIONS

EQUAL EMPLOYMENT OPPORTUNITY

The Borough of Paramus is an equal opportunity employer. This means we affirmatively prohibit discrimination and harassment of any type and we ensure that equal employment opportunities are afforded to all applicants and employees alike without regard to race, color, religion, sex (including pregnancy), gender, national origin, sexual orientation, domestic partnership status, civil union status, marital status, age, disability, genetic information, veteran status or any other protected class. We are committed to conforming to not just the letter but also the spirit of all applicable laws and regulations regarding equal employment for all.

Our policy of equal employment opportunity and anti-discrimination applies to all aspects of the application, on-boarding, hiring and employment relationship between the Borough of Paramus and its applicants and employees. This includes, but is not limited to:

- Recruitment/screening of candidates
- Employment
- Promotion
- Performance evaluations
- Transfer
- Training
- All working conditions including, but not limited to, scheduling of work assignments and work shifts
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Borough of Paramus.

In furtherance of our commitment to provide equal employment to all applicants and employees, we have adopted a firm policy forbidding retaliation of any kind against any applicant or employee who reports a violation of this policy. Any employee who retaliates or attempts to retaliate against any individual lodging a complaint of a violation of this policy will be subject to disciplinary action up to and including termination. Any violations of this policy should be reported to the Borough Administrator.

ANTI-HARASSMENT

As stated above in our EEO policy, the Borough of Paramus is committed to a work environment in which all individuals (whether applying for employment or individuals who are employed by us) are treated equally. We are also committed to a work environment in which all individuals are treated with respect and dignity. We believe every individual has the right to work in a professional atmosphere that promotes respect and equal employment opportunities. In furtherance of this belief, we forbid discriminatory practices, including harassment of any kind.

Defining Harassment

Under this policy, we define harassment to include any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, sex, pregnancy, national origin, age, disability, citizenship status, sexual orientation, gender identity and/or expression, domestic partnership status, marital status, military status, genetic information and any other characteristic protected by law (or an affiliation with someone in a protected class) and which: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunity.

Harassing conduct can include, but is not limited to: offensive words or pictures which denigrates or shows hostility toward an individual or group (this may include text messaging or e-mail); unjustified criticism, performance reviews and/or unfavorable work assignments which are based on an individual's status as a member of a protected class rather than based on legitimate performance or business needs. Harassment may be in the form of jokes, epithets, slurs or negative stereotyping or threatening, intimidating or hostile acts.

Defining Sexual Harassment

In addition to harassment, *sexual* harassment is also a form of discrimination and is illegal under federal, state and local laws. For the purposes of this policy, we define sexual harassment as any unwelcome *sexual* advance or conduct on the job that creates an intimidating, hostile, or offensive working environment such as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may also be sex-based harassment which is also prohibited. Sex based harassment is a behavior or act which is not necessarily sexual in nature but rather is behavior which occurs *because* of a person's gender rather than for a legitimate business reason.

Sexual harassment may include, but is not limited to: sexual propositions, suggestive comments, sexually oriented jokes or language, practical jokes or "teasing," gestures, obscene printed or visual material (e-mails, computer based, text messages and all others), any unwelcome physical contact. This can include, pinching, "playful" patting, unwanted touching of another's body part (any body part including but not limited to placing a hand on another's back, arm, shoulder, etc.), deliberate "bumping" up against another's person, treating male or female employees differently from members of the opposite sex, leaving employees out of meetings because of their gender, and others.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings or events.

No Retaliation

Because we take this policy very seriously, we encourage employees who have witnessed or been the victim of harassment or retaliation to bring all complaints to the attention of management. We affirmatively prohibit retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of such act is a serious violation of this policy and, like harassment and discrimination itself, will be subject to disciplinary action up to and including termination.

Complaint of Harassment, Discrimination or Retaliation

We are committed to providing a workplace free from harassment and discrimination. However, we need your help to ensure our workplace remains as such. If we don't know harassment or discrimination has occurred, we cannot rid our workplace of it. Employees should not "assume" management is aware of the situation. We strongly urge all employees to promptly report any complaint or concern so that immediate and effective corrective action can be taken. We understand how sensitive this issue is and your anticipated desire for confidentiality. While we cannot guarantee that a complaint or concern will remain completely confidential, to the extent possible and practicable confidentiality will be maintained.

Individuals who have experienced or witnessed conduct that they believe is contrary to this policy are encouraged to immediately notify one of the following before the conduct becomes severe or pervasive:

- Department Head
- Borough Administrator

We understand that sometimes it is simply awkward or impractical to notify one of these above named individuals. The point here is to notify a member of management who can take action. Therefore, if none of the above mentioned individuals is a practical option, please report your concern to another member of management. Any supervisor who receives a complaint of harassment or discrimination is required to report the complaint immediately to the Borough Administrator.

Once a complaint of harassment, discrimination or retaliation has been received, a prompt and thorough investigation will occur. The investigation process varies from case to case but may include individual interviews with the parties, potential witnesses, or others who may have information that the investigator believes is relevant to the matter. Confidentiality will be maintained throughout the investigatory process to the extent possible and to the extent consistent with ensuring an adequate investigation and appropriate corrective action is taken. Each investigation is different and for this reason, we cannot provide an exact time frame for how long the investigation process takes.

Depending on the number of parties/witnesses to be interviewed, availability of relevant parties/witnesses, documents to be reviewed, an investigation may be concluded in a matter of days or may occur over several weeks. Every effort will be made to conclude the investigation as soon as possible. Upon completing an investigation, the complaining party will be notified of the outcome.

EMPLOYEES WITH DISABILITIES

The Borough of Paramus will reasonably accommodate any qualified individual with a disability so that they can perform the essential functions of the job, unless doing so would cause a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the municipality.

Employees with disabilities requiring an accommodation should make the request known in writing to the Borough Administrator. The individual should specify what accommodation he/she requires in order to perform their job. Every effort will be made to grant reasonable accommodations which do not create an undue hardship or cause a direct threat to workplace safety. Unfortunately, employees who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation may not be permitted to remain at work. These employees may be placed on any available leave if appropriate or may be separated from employment.

Regardless of disability, all employees are required to comply with the company safety and work performance standards. Please note that individuals who are currently using illegal drugs are excluded from coverage under this policy.

SERIOUS/ LIFE THREATENING ILLNESSES POLICY

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

The Borough 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.

COMPLAINT POLICY

A harmonious workplace is just one of the keys to our success as an organization. One of the ways we ensure the workplace remains harmonious is to encourage employees to bring any questions, problems and/or concerns to the attention of management. As such, the Borough has adopted an "Open Door Policy" for all employees. This means every supervisor's door is open to every employee.

It is your responsibility to address your concern with your supervisor. Whether you have a problem, a complaint, a suggestion, or an observation, the Borough of Paramus wants to hear from you. By listening to you, we are able to improve, to address complaints, and to foster employee understanding of the rationale behind our practices, processes, and decisions.

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. However, our open-door policy means that you may also discuss your issues and concerns with the next level of management and/or the Borough Administrator. If you have already addressed your concern with your immediate supervisor and the problem persists, or if you feel discussing the matter with your immediate supervisor is inappropriate, you have an affirmative responsibility to avail yourself of our open-door policy and speak with the next level of management or the Borough Administrator.

Protection for Whistleblowers

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

The Borough 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 Borough 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 Borough Administrator or other person designated by the Borough Administrator. 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 emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. Under the law, the employee must give the Borough 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.

Reporting of an incident or problem is encouraged both when an employee feels that he or she is subject to such incidents or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form but may make a verbal complaint at their discretion. As stated in our Anti-Harassment Policy, all reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

The Borough of Paramus does not tolerate any form of retaliation against an employee who avails him/herself of this policy.

DRUG AND ALCOHOL FREE

The Borough of Paramus 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 Borough 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 Borough premises or during work hours by employees are strictly prohibited.

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

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

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

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

VIOLENCE PREVENTION

We are committed to preventing workplace violence and to maintaining a safe work environment for all employees and visitors. Given the increasing violence in society in general, and in conjunction with our Anti-Harassment policy, Paramus has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during Borough work hours, Borough events and/or while on Borough premises.

All employees, including supervisors and temporary employees, shall be treated with courtesy and respect at all times. Employees are required to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a resident, visitor, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening. Rather, contact the police department immediately.

Paramus will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Paramus encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Department Head before the situation escalates into potential violence. We are eager to assist in the resolution of employee disputes.

We need your help in ensuring our workplace remains violence free. Therefore, employees should not hesitate to report any suspicious, offensive or questionable behavior to a Department Head. Remember, if we don't know an event has occurred, we can't address it. Your cooperation and participation are imperative to the success of this policy to ensure the safety and well-being of all employees and visitors.

POLITICAL ACTIVITY POLICY

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

WORK FORCE REDUCTION POLICY

The Borough 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 Borough Administrator.

90 DAY INTRODUCTORY PERIOD

Every employment relationship at the Borough begins with a 90-day introductory period. This introductory period is intended to provide you, as well as the Borough, with the opportunity to further evaluate your interest and capability in the position to which you've been hired. Furthermore, during this 90-day introductory period, you may not yet be eligible for certain benefits. The benefits section of this handbook, as well as the Borough Administrator, can provide you with further details on benefit eligibility.

Please feel free to discuss any employment questions or concerns with your supervisor at any time, but especially during your 90-day introductory period. Any absences during this 90-day period may extend the introductory period. The Borough also retains the right to extend this introductory period for other reasons. Additionally, although we have defined your initial 90 days of employment as introductory, nothing contained herein shall limit or otherwise affect your status of employment as "employment at will".

CODE OF CONDUCT/DISCIPLINE POLICY

As an employee of the Borough of Paramus, we require a minimum standard of conduct of all employees. The purpose of this policy is to affirm, in a comprehensive statement, our required standards of conduct for all employees, regardless of employment status, length of service and position.

- All employees are required to be honest, respectful, and professional at all times. So there is no misunderstanding, honesty encompasses many things: being truthful, being forthright with information and refraining from misrepresenting a fact or situation to a co-worker, supervisor, subordinate, resident, vendor or others (either by affirmative words or actions or even by omission). Respectful conduct includes speaking politely (both in tone and words), adopting a mature demeanor and being considerate of others. Professional conduct requires all of us to be reliable employees, to get along with one's co-workers, perform work in a timely manner, to speak in a respectful tone and to use respectful language. Using curse words, slang and yelling or raising one's voice is not professional. Any form of dishonesty, disrespectful behavior and unprofessional conduct will not be tolerated and may result in disciplinary action up to and including termination.
- We also prohibit our employees from directly or indirectly engaging in any outside business, financial interest or activity that in any way creates a real or perceived conflict of interest with the Borough of Paramus business. Should you find yourself in a situation where a conflict arises, you must immediately notify your immediate supervisor.
- All work performed by and on behalf of the Borough is the property of the Borough. All equipment, tools, resources and property of the Borough (including but not limited to our records, office supplies, e-mail, phone, computer systems, etc.) are for use solely by and for the Borough of Paramus. This means you may not use our work product, equipment, supplies, etc., for your own personal use or gain and you may not provide same to another.
- All employees must maintain our organization's confidentiality at all times.
- All employees must work amicably with all co-workers, residents, vendors of the Borough, and our business partners. This is an absolute requirement of your job.
- Employees of the Borough of Paramus must be dependable. You must maintain a good attendance record (excessive tardiness, absenteeism, failure to report an absence, or leaving work early will not be tolerated) and you must complete your work in the time and manner expected of your position.
- Employees must follow the directives of any superior. Insubordination will not be tolerated.
- Employees shall not falsify or otherwise alter any Borough record (public records, personnel records, contracts, time records, invoices, etc.).
- Employee shall not solicit or otherwise accept any gifts or gratuities from residents, vendors or our business partners.

- Theft of any kind is prohibited including, but not limited to, theft of time and/or property belonging to the Borough of Paramus.
- Employees must not engage in any conduct unbecoming a public employee.
- Employees must uphold the Borough of Paramus' Equal Employment Opportunity and Anti-Discrimination and Harassment Policies.
- All employees are required to support and follow all policies, procedures and practices of the Borough of the Paramus.

In addition to the above, employees may also be disciplined for any of the following:

- Harassment of co-workers and/or volunteers and/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.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Borough property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on [local unit type] property and at any time during work hours.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Borough 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 Borough or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Borough premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other [local unit type] or supplier property.
- Failure to perform duties, inefficiency or substandard performance.

- Gambling on Borough premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Borough 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 persons offense.
- Violating any Borough rule, policy or procedure.
- Conduct unbecoming a public employee.
- Violation of Federal, State or Borough 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.

Any violation of our Code of Conduct will subject the employee to disciplinary action which can include written reprimand, suspension, demotion, or even termination of employment. 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. For employees not covered by a collective bargaining agreement, please contact the Borough Administrator for information regarding your right to a hearing/appeal. 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 Borough 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; Borough Administrator review; written reprimand; suspension; fines, and, dismissal. At the discretion of Borough, 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 Borough guidelines, policies or practices create an employment contract. Employment with Borough may be terminated at any time with or without cause or reason by the employee or Borough.

CONFLICT OF INTEREST

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

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

A potential or actual conflict of interest occurs whenever an employee including a Borough official is in a position to influence a Borough decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Borough may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Borough Administrator to obtain clarification.

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

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Borough duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Borough or any person or firm seeking to influence Borough decisions. Meals and other entertainment valued in excess of \$25.00 are also prohibited. Employees are required to report to the Borough Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

NON-SOLICITATION

The Borough of Paramus strictly prohibits solicitation (through verbal or non-verbal means) by employees on Borough property during work time that in any way interferes with work. For purposes of our Non-Solicitation policy, "Solicitation" includes canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions,

and posting or distributing handbills, pamphlets, petitions, and the like of any kind on Borough property or using Borough resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). For purposes of this policy, work time does not include meal periods, work breaks or any other periods during which the employee is not on duty. Employees may never solicit residents for personal interests. Any failure to comply with this policy is grounds for disciplinary action, up to and including termination.

II. BENEFITS

HOLIDAYS

Subject to the terms and conditions of any bargaining units and existing employment contracts, the Borough of Paramus currently offers employees the following thirteen paid Holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday in January)
- Lincoln's Birthday (February 12th)
- Presidents Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Day (December 25th)

Regular full-time employees are eligible to receive pay for these designated holidays in accordance with the applicable collective negotiation agreement or employment contract. Part-time employees are not eligible for this benefit.

If a holiday falls during an approved vacation or sick day, the day will count as a holiday, not a vacation or sick day. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

Pay for Holiday benefits for hourly employees is made at the employee's regular rate of pay based upon an employee's regular work schedule. Salaried employees continue to receive their full salary.

If an employee observes a particular religious holiday other than a holiday listed above and would like time off to observe the holiday, you may request time off at least one month in advance. Whenever possible, if it does not create an undue hardship, we will grant time off without pay or you may elect to use this day as a vacation day.

VACATION

Vacation is offered to full-time Borough employees in accordance with the applicable collective negotiation's agreement or employment contract. Generally, vacation time is based on length of service and employment status. Full-time regular employees are eligible for vacation time.

All vacation requests must be submitted to your Department Head who in turn, must obtain the Borough Administrator's approval before approving any employees requested time off. While we try to accommodate all requests for vacation at the times requested, Borough business demands must come first. Therefore, do not assume your vacation request has or

will be approved. Your Department Head will notify you whether your request has been approved. Department Heads are required to provide the Borough Administrator with a copy of all approved and denied vacation requests.

As stated in our Holiday policy, if a holiday falls during your vacation time, the day will count as a holiday and will not be charged against your available vacation time. If you have been approved for a leave of absence, paid or unpaid, (other than a military leave) any available vacation will be used as part of your leave. Please refer to our leaves of absence policies for more information.

Vacation time for full-time regular, hourly non-exempt employees is paid at the current hourly rate multiplied by the amount of vacation days used based on an employees' regular work schedule. Salaried employees continue to receive their current base salary for vacation time taken.

After you have been approved for vacation time, non-exempt employees must document your vacation on your time record. Depending on your classification, absences not covered by vacation may be unpaid. Exceeding your allotted vacation time may subject you to disciplinary action up to and including termination. Additionally, in the event an employee takes an unauthorized vacation and then attempts to return to work, we cannot guarantee you continued employment or employment in the same position, schedule and/or rate of pay.

SICK LEAVE

Employees subject to any collective bargaining agreement will follow the sick leave benefits provided therein. The following policy is subject to any bargaining unit or employment contracts and applies also to employees who are not covered by a collective bargaining agreement. Generally, the Borough of Paramus provides paid sick leave benefits to all employees for periods of temporary absence due to illnesses or injuries. "Sick leave" may be used for:

- Time needed for diagnosis, care, or treatment of an employee's mental or physical illness, injury, or other adverse health condition, or for preventative medical care for the employee.
- Time needed for the employee to aid or care for a family member of the employee during diagnosis, care or treatment of, or recovery from, the family member's mental or physical illness, injury, or other adverse health condition, or during preventative medical care for the family member.
- Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being the victim of domestic or sexual violence.
- Time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, due to a public health emergency;

Time needed by the employee in connection with a child of the employee to attend a school related conference, meeting, function, or other event requested or required by the school, or to attend a meeting regarding care provided to the child in connection with the child's condition or disability. We define an employee's family member to include a:

- Child of the employee (biological, adopted, or foster child, step child or legal ward of an employee, or child of a domestic partner or civil union partner of the employee)
- Grandchild of the employee
- Sibling of the employee
- Spouse of the employee

- Domestic partner of the employee
- Civil union partner of the employee
- Parent of the employee (biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee's spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee's spouse, domestic partner, or civil union partner when the employee, spouse, or partner was a minor child);
- Grandparent of the employee;
- Spouse, domestic partner, or civil union partner of a parent or grandparent of the employee;
- Sibling of a spouse, domestic partner, or civil union partner of the employee;
- Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

We only permit employees to use sick time in half or full day increments. Therefore, employees calling in for two hours of sick time in the morning will be charged for a half day and will not be permitted to report for work until the afternoon.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor not later than 15 minutes prior to the beginning of the workday. The direct supervisor must also be contacted on each additional day of absence when possible.

If an employee is absent for more than two consecutive work-days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

In the event an employee uses up all sick time, including accumulated sick time, that employee will be required to provide a physician's statement verifying the nature of the illness for each subsequent illness or such absence will be considered an absence without good cause.

The Borough of Paramus reserves the right to have an employee examined by a physician of the Borough's choice to verify the fact of any employee's illness. The failure of an employee to report for such an examination will result in the institution of disciplinary procedures against that employee, up to, and including termination.

A pattern of abuse in the use of sick time will result in disciplinary action being taken against such employee. Patterns of abusive use of sick time would include, but not be limited to the following examples:

- a: Repeat calling in sick on Mondays and/or Fridays
- b: Repeat calling in sick on the day before or after a holiday
- c: Repeat calling in sick on Fridays after being paid or on Fridays before beginning a vacation
- d: Repeat calling in sick the day before or after a scheduled vacation or scheduled personal day
- e: absences that occur when an employee might otherwise lose paid sick leave because of the maximum accrual policy
- f: Any other repeated use of sick time in an abusive manner.

The Police Department, because of the nature of the organization, may specify additional requirements as part of their policies and procedures.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation such as shift differentials.

The Borough of Paramus reserves the right to call by telephone or to send a representative to the home of an employee who has called for a sick day to verify the illness or injury.

An employee who is absent from work on sick leave for three (3) consecutive days or more should contact the Borough Administrator to determine if a leave under our Family Medical Leave policy is appropriate. Before returning to work from a sick leave absence of three (3) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work. The Borough of Paramus may require independent verification of an employee's fitness to return to work by a doctor of the Boroughs choice, at the Boroughs expense.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

HEALTH INSURANCE

Subject to certain collective negotiation agreements and employment contracts, all full-time employees are eligible to receive health insurance benefits. A comprehensive health insurance program is available to full time hourly and salaried employees and their families, subject to the qualification requirements of the plan. Please see your Department Head for more details.

During open enrollment, eligible employees may make any changes to medical elections (drop, add or change certain coverage/dependents, etc.) for the upcoming enrollment year. If you do not make changes to your election during open enrollment, you cannot make these changes at other times unless you experience a COBRA-qualifying event. COBRA qualifying events include, but are not limited to a marriage, a divorce, a birth, death, or adoption. Changes based on COBRA qualifying events are time sensitive so please speak with your supervisor as soon as you become aware of the need to make a change.

More detailed information concerning the plan costs, benefit levels, qualification requirements, and participating providers is available from your supervisor or Borough Administrator.

DISABILITY INSURANCE

Disability insurance may be available to certain employees payable when an employee cannot work because of sickness or injury not caused by your employment with the Borough. If eligible, the exact amount of coverage available is based on a percentage of your monthly income. Please speak with your Department Head to determine your eligibility for this benefit.

WORKERS' COMPENSATION

The Borough of Paramus maintains a workers' compensation insurance policy for all employees. In the event you are injured while on the job, in any manner, you are required to report the injury to your Department Head. All injuries, regardless of the severity of the injury,

must be reported, even if you elect not to pursue a workers' compensation claim. We also reserve the right to drug test any employee who is injured while on the job.

A failure to report an injury may not only affect your eligibility for benefits but may lead to disciplinary action. We take safety, and the safety of our employees very seriously and for this reason, must be notified of any injury occurring at work. This is not only for the injured employee's benefit, but to protect your co-workers as well. Any potential unsafe practice and/or condition must be reported so we can correct it and ensure other employee's safety.

If you are unable to report the injury on the day of the incident, you must report it the very next day. If your Department Head is not available to receive your report, notify the Borough Administrator.

If your injury is such that you are unable to work for a period of 3 or more days, you may be eligible for a leave of absence under our Family/Medical Leave of Absence policy or Personal leave of absence policy. Please speak with your Department Head or Borough Administrator about your options.

SOCIAL SECURITY AND UNEMPLOYMENT INSURANCE BENEFITS

The Borough of Paramus contributes to all required social security and unemployment insurance benefit plans. Should you find yourself in need of collecting benefits under either of these plans, please speak with your Department Head.

DONATED LEAVE PROGRAM

The Borough of Paramus is proud to offer departmental employees a donated leave program which permits employees to donate leave to co-workers.

The program will permit Borough employees to voluntarily donate a portion of their earned sick and/or vacation time to other Borough employees who have exhausted their own earned leave time and who are suffering from a catastrophic health condition or injury which necessitates the employee's prolonged absence from work.

A Borough employee shall be eligible to receive donated sick and/or vacation leave from other Borough employees if the employee meets all of the following criteria:

- (a) Employee must be suffering from a catastrophic health condition or injury which necessitates the employee's prolonged absence from work and for which the employee has no availability of paid leave.
- (b) The employee must produce acceptable medical verification from a physician or other licensed health care provider to the Borough. The medical verification must indicate the nature, severity, and anticipated duration of the disability resulting from the serious health condition or injury involved.
- (c) The receiving employee must have completed at least one year of continuous Borough service.
- (d) The receiving employee must have exhausted all accrued paid leave time, including compensatory time off, sick leave, and vacation leave.

(e) Must receive at least five donated days from one or more leave donors to participate in the program.

Employees donating leave time to another employee must meet the following:

(a) May donate up to 10 days to any one recipient. Only whole days may be donated.

(b) Must have remaining to his/her credit following any donations at least 20 days of accrued sick leave, if donating sick leave or 12 days of accrued vacation, if donating vacation leave.

(c) Must not have solicited nor accepted anything of value for the donation.

Any employee may request to participate in this program. He/she should contact the Borough Administrator at 201-265-2100, ext. 2211. A supervisor may also initiate this process on behalf of the employee. Decisions regarding eligibility will be made on a case-by-case basis.

Once a recipient is approved for this program, the Department will post on employee bulletin boards or other appropriate means, the name(s) of eligible employee(s) who will have exhausted all earned paid leave time by a designated date. The posting will be done only with the recipient's consent. If the employee is unable to consent, the employee's family may consent on behalf of the employee. The Borough Administrator will require medical documentation concerning the nature, severity, and anticipated duration of the medical emergency involved will not be discussed.

A recipient may not participate in the program unless at least five days have been donated to the recipient.

Eligible employees may donate within the prescribed limitation only whole days of either sick leave or vacation leave but may not donate more than 10 days to any one recipient.

The donor and the recipient will fill out the required forms. No one shall directly or indirectly intimidate, threaten or coerce, or attempt to intimidate or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to contributing, receiving, or using paid leave under this program. The above shall include promising to confer or conferring any benefit (such as appointment, promotion, or compensation) or effecting or threatening to affect any reprisal (such as deprivation of appointment, promotion, or compensation). The donor shall sign an affidavit to this effect. Any employee who engages in the above prohibited conduct shall be subject to disciplinary action.

The donor's leave time will be reduced by the number of days which are to be donated.

The eligible recipient's leave time will be credited with the donated time indicating the donor. The recipient may receive days from more than one donor but may not use a total of more than 180 donated days. Records will be maintained showing donor's name, number and type of days donated.

Donated leave shall be credited to the recipient when approved and shall not be returned to the donor under any circumstances.

The recipient employee while using donated leave will continue to earn sick and/or vacation leave. If the sick leave is unused when the employee returns to work, all such earned time shall be retained by the recipient employee and credited to the employee's accrued sick leave time.

Upon retirement, the leave recipient shall not be granted supplemental compensation on retirement for any unused sick days, which he/she received through the donated sick leave program.

Once the sick and/or vacation leave has been donated, it may not be revoked by the donor.

If a leave donor is not in the same department or autonomous agency as the leave recipient, appropriate arrangements shall be made between the affected appointing authorities to verify donor eligibility and adjust leave records. However, the posting requirement set forth in above is limited to the recipient's appointing authority.

Donations may not be used on a retroactive basis.

Employees may not use donated leave time to extend a leave beyond a period of one year, inclusive of the employee's own leave time.

If you have any questions concerning this program, please contact the Borough Administrator directly.

FAMILY/MEDICAL LEAVE OF ABSENCE

The Borough of Paramus fully complies with the Federal Family and Medical Leave Act as well as the New Jersey Family Leave Act. In the event there is a conflict, the greater benefit offering will be granted. This policy is intended to summarize your benefits under these available leaves of absence. However, individual circumstances vary and as such the type of leave available may be altered. For your specific eligibility benefits, please speak with the Borough Administrator.

Generally, the Borough will grant up to 12 weeks of FMLA leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees or up to 12 weeks during a 24-month period for New Jersey Family Leave. In situations where a leave is provided by both the New Jersey Family Leave Act and the Federal Family and Medical Leave Act (i.e., to care for a family member), the employee is entitled to only up to 12 weeks of leave in a 12-month period. This leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for the Borough for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles.

To qualify for NJFLA leave, you must have: (1) worked for the Borough for at least 12 months; and (2) worked at least 1,000 hours during the preceding 12 months.

FMLA Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is measured forward from the date an employee's first FMLA leave begins leave for any of the following reasons:

- the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

NJFLA Leave Entitlement

You may take up to 12 weeks of unpaid NJFLA leave in a 24-month period, which is defined as a fixed 24-month period starting on the first day of your first NJFLA leave for any of the following reasons:

- the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, civil union partner, son, daughter, or parent (including step-parent, foster parent, adoptive parent, parent-in-law) with a serious health condition.

Should you be eligible for leave under both the FMLA and the NJFLA, your leaves under both of these laws will run concurrently.

If a husband and wife both work for the Borough and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Borough and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Intermittent Leave or a Reduced Work Schedule

An employee may take a leave under this policy in consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all FMLA cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). In all New Jersey Family Leave cases, you may take leave to care for a seriously ill family member by reducing your normal weekly (but not daily) work schedule for no more than 24 consecutive weeks in a 24-month period or in increments lasting at least one week, but less than 12 weeks in a consecutive 12-month period, when medically necessary.

We reserve the right to temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care. If leave is unpaid, the Borough will reduce your salary based on the amount of time actually worked.

For the birth, adoption or foster care of a child, the Borough and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with management before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Required Documentation

As soon as you become aware of the need for a leave of absence under this policy, you must contact the Borough Administrator immediately as there is required paperwork to be completed. For example, we require certification for the employee's own serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of your leave. In the event of any deficiency with the paperwork received, the Borough may directly contact the employee's health care provider for verification or clarification purposes. However, before we make this direct contact with your health care provider, you will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Borough will obtain the employee's permission for clarification of individually identifiable health information. Additionally, we require certification for the Family Member's Serious Health

Condition, certification of Qualifying Exigency for Military Family Leave, and certification for Serious Injury or Illness of Covered Service member for Military Family Leave. We also require certification before you will be permitted to return to work. Accordingly, all employees taking a leave of absence under this policy are required to stay in touch with your supervisor and cooperate in providing the required documentation to substantiate the leave of absence. A failure to do so may result in a denial of your leave of absence.

Employee Status and Benefits during Leave

While an employee is on leave, the Borough will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. This means if you pay a portion of your health benefits, you are responsible for continuing to pay this portion during your leave time. If your leave is an unpaid leave, you must make arrangements with the Borough Administrator for the payment of your portion. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. We will provide 15 days' notification prior to the employee's loss of coverage.

Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider if you took a leave because of your own serious health condition (except if your leave was intermittent). This requirement will be included in our initial response to your request for a leave of absence under this policy. Generally, an employee who takes a Family/Medical leave of absence will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. Notwithstanding, the Borough does reserve the right to exempt certain key employees from this requirement and not return them to the same or similar position. Please direct all questions regarding "key employees" to human resources.

Use of Paid and Unpaid Leave

An employee who is taking a leave of absence under this policy because of the employee's own serious health condition or the serious health condition of a family member must use all accrued vacation time as part of the leave. You will simply receive pay for a portion of your Family/Medical leave time which may have otherwise been unpaid. Depending on the reasons for your leave, your leave of absence, or a portion of your leave of absence, may also be paid under the provisions of our disability coverage. Please speak to your supervisor for more information.

Disability leave for the birth of the child and for an employee's serious health condition, including a leave of absence resulting from a work-related injury (to the extent that it qualifies), will be designated as a leave under this policy to run concurrently with this leave of absence. An employee who is using military leave for a qualifying exigency under this policy must use all vacation prior to being eligible for unpaid leave. An employee using military caregiver leave under this policy must also use all vacation prior to being eligible for unpaid leave.

Approval

Both your Department Head and the Borough Administrator will review all requests for a leave of absence under this policy. You will be notified if your leave has been approved.

Lastly, an employee taking a leave of absence under this policy is not permitted to accept employment or otherwise work elsewhere during the leave. If we discover an employee has or is working during an approved leave of absence, your separation of employment will be processed.

PERSONAL LEAVE OF ABSENCE

In addition to our Family/Medical Leave of Absence, we are proud to offer a personal leave of absence to eligible employees under certain circumstances. A personal leave of absence may be granted for up to six months at the sole discretion of the Borough 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 requested and taken. Any portion of the leave which runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit.

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

If you are covered under a health insurance benefit plan offered by the Borough, the Borough will continue to pay its portion (if any) toward the cost of your coverage until the end of the month in which your leave began. Thereafter, you are responsible for making arrangements to pay for the cost of this benefit.

To request a personal leave of absence for foreseen circumstances, you are required to submit a written request at least 3 weeks in advance to your supervisor with a copy to the Borough Administrator. You will be notified as soon as possible whether your request has been granted. In the event of an emergency where 3 weeks advance notice is not possible, please provide your written request as soon as practicably possible.

Personal leaves may be granted and extended at the sole discretion of the Borough. The granting of a personal leave of absence in no way guarantees you employment upon your ability to return to work. The needs of the Borough will dictate whether your position can be held open.

FUNERAL/BEREAVEMENT LEAVE

Subject to the terms of any collective bargaining agreement or employment contract, full-time regular employees are eligible for five (5) consecutive days of paid funeral/bereavement leave. Generally, funeral/bereavement leave with pay is available to full time regular employees to attend the funeral and make any other necessary arrangements for an immediate family member. We define immediate family as a spouse, domestic partner or significant other residing in the same household, child (including step children), mother (in-law) or father (in-law), sibling (including in-laws) or any other member of the employee's immediate household.

For hourly employees, you will be compensated at your regular hourly rate based on the employees' regular work schedule. For salaried employees, you will continue to receive your regular salary (pro-rated on a per day basis).

A request for Funeral/Bereavement Leave must be submitted to your Department Head in writing as soon as practicable. If additional time is needed or if time off is requested to attend the funeral of someone not covered by this policy, you may be eligible to receive one day of time off without pay or you may elect to use any available vacation time.

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

MILITARY LEAVE POLICY

It is the policy of the Borough of Paramus not to discriminate against potential and current employees because of an individual's affiliation with the Federal Reserves of the United States Armed Forces, the National Guard of the United States, or any other organizations protected under the Uniformed Services Employment and Re-employment Rights Act and the Soldiers' and Sailors' Civil Relief Act of New Jersey. A leave of absence under this policy is in addition to all accrued leave permitted by any other policy or collective bargaining agreement.

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time.

Since drill weekends are defined as Inactive Duty Training periods, time off for drill weekends will be in addition to the 30 (or 90) working days leave of absence. All employees are entitled to time off for drill weekend. Employees assigned to in-active duty may take leave without pay or elect to use available vacation, personnel or compensatory time. Sick time cannot be used for inactive duty.

Employees availing themselves of this leave of absence shall be returned to the same schedule upon a return to work.

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

Requesting Leave

Any Employee in need of a leave of absence under this policy should present their orders for service to their direct supervisor as soon as orders are received. In the event written orders are not provided, but an Employee knows of an upcoming need to take a leave, a request for leave should be made (preferably in writing) to your direct supervisor as soon as possible. Once written orders become available, the written order should be presented to your manager.

Returning to Work

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:

- (a) 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;

- (b) for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must apply for reinstatement within fourteen (14) calendar days after completing military duty;
- (c) for service greater than one hundred and eighty (180) calendar days, the employee must apply for reinstatement within ninety (90) calendar days after completing military duty.

JURY DUTY/COURT ATTENDANCE

All employees are eligible for Jury Duty/Court Attendance leave when served with a summons to appear. Upon your receipt of the summons, please provide a copy of same to your Department Head so arrangement can be made to cover your absence and approve your leave. Subject to the terms of any collective bargaining agreement or employment contract, Employees will be paid a sum equal to the difference between their regular salary/hourly rate and the sum received for such court attendance as a witness or juror, provided that the total amount received shall not exceed their regular rate of pay. Employees are required to return to work on any day or half-day that you are not required to be present at court.

VOTING

Under certain circumstances, employees may be eligible for time off to vote in any local, state or federal election. If the voting polls are open before or after your scheduled work time, you are encouraged to vote during this time. However, if your work schedule is such that you do not have time at least 2 hours of time to vote outside of your work time, time off to vote may be granted with advance approval from your Department Head.

III. PAY AND PERFORMANCE

CLASSIFICATION OF POSITIONS AND WORK SCHEDULE

All positions are classified as “exempt” or “non-exempt”. All employees are designated as full-time regular, part-time regular or temporary.

“Exempt” positions are exempt from the overtime provision of the Fair Labor Standards Act and as such, are not eligible to receive overtime pay. These positions are paid a straight salary for all work performed or an hourly rate, regardless of the number of hours worked in our official workweek.

“Non-exempt” positions are those positions which are eligible to receive overtime pay. A non-exempt position is eligible for time and a half for any work performed beyond 40 hours in our official workweek.

“Full-time regular” employees are required to work a minimum of 30 hours a week or 1560 hours per annum. Full-time employees do not change to part-time status by working fewer hours.

“Part-time regular” employees work less than 30 hours a week. Part-time employees do not change to full-time status by working more hours in a given week.

“Temporary” employees are employed on an interim basis. They may be hired to work a seasonal basis, to fill in on a particular day or week for another employee, or some other temporary basis. They may be hired to work full or part-time hours. Temporary employees remain temporary unless notified that they have been hired as “full” or “part-time” regular employees.

Regardless of your classification, work schedules may vary by department, position or location. Generally, most Borough employees work Monday through Friday, 8:30-4:30. All employees will be notified in advance by their Department Head of their precise work schedule which may be different from these days/hours or be altered at any time.

Staffing needs, as well as operational demands may necessitate a change in your starting and ending work time and even your days of work. Employees are required, as a condition of employment, to cooperate with schedule changes.

PAY DAY

The Borough of Paramus’ official workweek runs from Saturday at 12:01 a.m. to midnight on Friday. You are paid bi-weekly, usually on Friday. We do not permit advance pay, nor do we loan employees money against future work. Employees will receive pay for all work performed in the prior pay-period. Any questions regarding your pay should be directed to the payroll clerk in your department or to the Borough Administrator.

DEDUCTIONS AND SETOFFS

We are required by law to make certain deductions from every employee's pay. Among these are applicable state, federal and local income taxes, social security taxes, and others. Garnishments and levies may also occur. Additionally, employees have the option of electing certain benefits by way of payroll deductions. If you have any questions about any deduction or setoff from your pay, please contact your Department Head or Borough Administrator.

TIME RECORDS AND OVERTIME PAY

State and federal law requires that every non-exempt employee accurately records his/her work time (start and stop times). This is imperative in order to calculate employees' pay and eligibility for benefits. "Time worked" is all time actually spent on the job performing assigned duties. Start and stop times for any meal breaks must also be recorded on your time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record is strictly prohibited and will result in disciplinary action, up to and including termination of employment. As stated above, State and Federal law requires the recording of time worked for all non-exempt employees. Therefore, any employee who refuses to maintain a record of time worked will be subject to disciplinary action, up to and including termination.

Non-exempt employees who work more than 40 hours in our official workweek will receive overtime pay at a rate of one and a half times the normal hourly rate. Any hours paid but not actually worked (e.g. holiday, vacation, sick time) do not count towards the 40 hour threshold. Express authorization from your Department Head must be given before any employee is authorized to work overtime.

MEAL/REST BREAKS

Subject to the terms of any collective bargaining agreement, all full-time employees are provided with one meal period of sixty (60) minutes each workday. Supervisors will schedule meal periods to accommodate business needs and ensure proper coverage exists of business demands are met. Employees should not perform any work during a meal break.

Although not required by state law, we also permit employees with one break of fifteen (15) minutes in duration during the workday. This time is intended to allow employees to refresh themselves, make any personal calls, etc. No additional breaks are provided for smokers. All employees receive the same break time. Before leaving your work station for a break, consult with your Department Head to ensure work demands are covered in your brief absence.

PERSONNEL FILES

We maintain a personnel file on every employee. This file contains pertinent information including, but not limited to, an employee's application for employment, references, resume, attendance record, disciplinary measures, performance evaluations, pay information and others. Personnel records may contain sensitive matters. In order to ensure privacy is maintained, certain records are maintained in a separate file from your general personnel records (e.g.: medical documents, etc.) Although not required by law, we do allow employees to review (but not change) any document maintained in their own personnel file in the presence of the Borough Administrator. If you would like to review your own personnel record, please contact your Department Head who will make the arrangements, with adequate advance notice, on your behalf.

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 Borough 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 Borough endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Borough will release information contained in personnel or medical records to persons outside the Borough. 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 Borough compliance with applicable law;
- To the Borough's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Borough 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."

It is the employee's responsibility to notify the Payroll and Borough Administrator of any changes in home address, telephone number, marital status, number of dependents, emergency-contact names and telephone numbers, group life beneficiary designation, education or any other pertinent data.

PERFORMANCE EVALUATIONS

We believe the best way for each of us to grow in our respective positions is to have our work evaluated. When administered, our performance evaluations are intended to identify areas you are succeeding at (so you can continue to excel in those areas), and to identify areas in need of improvement (so you know what areas you need to focus more on). We encourage a frank and open discussion when reviewing an employee's performance. We also foster an environment of "constructive criticism". This means any critique of your work performance is done with the goal of bringing about positive change so that each of us individually and collectively as a team can grow and excel. If an area of improvement is noted, please make sure you thoroughly discuss this with your Department Head so that you have a clear understanding of how to improve in this area.

Performance evaluations are usually conducted annually. However, there may come a time when performance evaluations are conducted more or less frequently.

Pay increases do not necessarily coincide with a performance evaluation. When they do occur, they are based on several factors, including, but not limited to, length of service, job performance, internal salary guidelines, market rates, budgets, and the terms of any applicable collective negotiation agreement or employment contract.

JOB POSTINGS

Paramus provides employees an opportunity to indicate their interest in open positions within the organization according to their skills and experience. In general, notices of all regular, full-time and part-time job openings are posted, although Paramus reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 365 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Attendance records will be evaluated as part of the applicant selection process. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Personnel Office listing job-related skills and accomplishments. It should also describe how their current experience with Paramus and prior work experience and/or education qualifies them for the position.

Paramus recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

BULLETIN BOARD POLICY

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

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the company are well qualified for the position applied for, we may require and check all references of applicants. If we are asked for an employment reference for an employee (or former employee) the request will be answered by our Borough Administrator. The Borough Administrator is the only person authorized to respond to a reference request. In this regard, we will only provide information confirming dates of employment and salary/pay history.

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 CFO will prepare an Employee Action form showing any pay or other money owed the employee. The Borough 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.

ATTENDANCE

Absenteeism and tardiness place a burden on other employees and on the ability of municipal departments to provide necessary services to taxpayers and the general public. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Head as soon as possible in advance of the anticipated tardiness or absence. If you are unable to reach your Department Head, please contact the Borough Administrator.

Any employee who needs to leave work early must first obtain the consent of their Department Head. Employees who leave work without notifying and receiving the consent of their Department Head may be subject to disciplinary action.

A pattern of absences, excessive absences over a specific period of time, absences beyond those that qualify for sick pay, absences that occur when an employee might otherwise lose paid sick leave because of the maximum accrual policy and an absenteeism or tardiness

record significantly different from that of other employees are all considerations in deciding whether disciplinary action is merited.

Excessive tardiness and/or absenteeism are disruptive to the smooth operation of Borough business and cannot be tolerated. Employees who display a pattern of either will be subject to disciplinary action up to and including termination.

TREATMENT OF ABSENCES

When an employee is prevented from reporting to work or remaining at work because of the closure of the Borough offices or designated departments or divisions by action of the Mayor, such absence is considered to be with pay and not charged to any accrued leave or compensatory time.

When a closure by the Mayor has not been announced and an employee elects to be absent, the absence shall be charged to available vacation, personal leave and compensatory time. If none is available, the day shall be unpaid.

Essential Employees

Essential employees are individuals whose duties become even more important during inclement weather or other emergency situations, and who must report to work despite state, county or Borough office closures. Employees are designated essential or deemed essential due to unusual circumstances within the discretion of the Borough Administrator.

All Department Heads are considered essential employees. Department Heads will notify any employees within their department of any additional essential employees.

Employee Notification

There are a variety of methods for notifying employees of office closures, delayed openings, and early closings, Borough email, website, and voicemail messages. Department heads will be notified, and they can establish a department phone chain. Employees are responsible for checking these designated venues to be kept apprised of any office closure, delayed opening or early closing.

When a closure has been announced by the Borough, only essential employees should report to work. Any other employees reporting to work will be sent home.

NO CALL/ NO SHOW

In today's modern world of technology, there simply is no reason for an employee to be unable to contact us should they be unable to report to work. Therefore, any employee who is absent from work for two consecutive days without prior notice and/or permission (as required by our attendance and vacation policy) will be presumed to have resigned and a separation of employment will be processed.

DRESS CODE

All employees must present for work wearing neat, clean and business casual appropriate clothing. Any questions regarding appropriate dress attire should be directed to your Department Head or Borough Administrator. Employees holding positions which require the wearing of a uniform may be eligible for clothing allowances or supplied the uniform directly. Your Department Head or Borough Administrator will notify you of any uniform requirements.

All employees are also expected to maintain personal hygiene. If your appearance or hygiene affects your performance, your co-workers' performance, or the image of the Borough, we'll discuss it with you and advise you of the necessary changes to be made. If you are unwilling to make these changes, you will be subject to disciplinary action up to and including termination.

SEPARATION OF EMPLOYMENT

Although we certainly hope your tenure with us will be long and productive, there may come a time when your separation of employment is processed. Generally, there are three circumstances under which an employee may leave our employ: resignation, termination, or lay-off.

Resignations: A resignation occurs when an employee elects to leave our employ. This may be for retirement, to pursue another opportunity, or other reason. Should you decide to resign, we request that you provide at least two weeks written notice to your Department Head (4 weeks for supervisory level employees). Pay for any unused vacation or sick time will only be made be in accordance with any applicable collective negotiation agreement or employment contract.

Terminations: A termination occurs when the company *terminates* an employee; usually for violating a company rule or policy, poor performance, engaging in activity contrary to the best interest of the company or some other act conducted by the employee. Employees who are terminated will only be eligible for pay for any unused vacation or sick time if required under a collective negotiation agreement or employment contract.

Layoffs: A layoff occurs when the Borough determines the need to reduce its workforce. This may occur for financial reasons, staffing adjustment or other Borough business related reasons. Employees who are laid off may be eligible for pay for unused vacation or sick time in accordance with any applicable collective negotiation agreement or employment contract.

Regardless of the reason for your separation of employment, separated employees are required to return any Borough property such as Borough-issued name tags, ID badges, Borough issued cell phones, keys, computers, and all other property belonging to the Borough of Paramus. If you fail to return Borough property, we reserve the right to take any additional action to recover or protect our property.

Final pay to any separated employee will normally be issued on the next regularly scheduled pay date, unless a specific state requirement exists which requires pay be issued sooner.

IV. GENERAL EMPLOYMENT PRACTICES

EMPLOYEE SELF-REPORTING OF LICENSE SUSPENSIONS

Any employee who has their license suspended for any reason from any state must self-report the suspension to the Borough of Paramus within one (1) week from the loss of driving privileges. Failure to self-report shall be a major disciplinary infraction and subject the employee to automatic termination.

CONFIDENTIALITY

As an employee of the Borough of Paramus, you may come in contact with confidential information. Confidential information may include, but is not limited to certain resident records, financial records, medical/personnel files, computer files, investigations and legal disputes, software, and other types of information which is not specifically made known to the general public. If you come into contact with any confidential information (whether authorized or not), you are required to maintain the confidentiality of this information. Any unauthorized use, release or disclosure (whether deliberate or not) can lead to disciplinary action, up to and including termination and/or even possible legal action.

Your duty to maintain confidentiality exists not only during your employment with the Borough but extends even after separation of employment.

EMERGENCY CLOSINGS

There may be an event or situation which requires us to close operations suddenly. These conditions may be caused by a power outage, inclement weather (such as a hurricane, flood, blizzard, heavy snow, ice storm, or excessive heat) or other event which poses a major disruption to transportation or the operation of businesses and schools in Paramus.

Whenever it is determined by the Borough of Paramus that the health or safety of citizens, residents or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to Borough employees, closure of municipal offices may be deemed necessary. The Mayor and Business Administrator shall make decisions regarding the conditions affecting the closure of Borough offices, department or division operations. The heads of the Department, Office of Emergency Management, and Administration will confer, in situations regarding any emergency situation, and make recommendations to the Mayor regarding agency closures of specific Borough operations.

Announcements of a State of Emergency or possible closure by any other government agency should not be relied upon by Borough employees as notice of a closure of our operations. The Borough of Paramus will make these determinations for its employees.

OPEN PUBLIC MEETINGS ACT PROCEDURE CONCERNING PERSONNEL MATTERS

Discussions by the governing body or any employees of the Borough concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session.

Such request must be granted. Prior to the discussion by the governing body or any employees of the Borough 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 may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

PUBLIC RELATIONS

Residents are among our organization's most valuable assets. Every employee represents the Borough of Paramus to the public. The way we do our jobs presents an image of our entire organization. The public judges all of us by how they are treated with each employee contact. Therefore, one of our first Borough priorities is to assist the public. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to the public.

Any member of the public, who wishes to lodge specific comments or complaints, if not resolved at the department level, should be directed to the Office of the Borough Administrator for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to the public are a reflection not only of ourselves, but also of the professionalism of Paramus. Positive public relations not only enhance the public's perception or image of Paramus, but also pay off in greater public respect for the caliber of the organization.

COMMUNICATION MEDIA POLICY/SOCIAL MEDIA POLICY

The Borough's Communication Media are the property of the Borough 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 Borough, 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 the Borough. 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 Borough business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough's local or wide-area networks.

The Borough respects the individual privacy of its employees. However, employee communications transmitted by the Borough'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 Borough. The Borough reserves the absolute right to access, review, audit and**

disclose all matters entered into, sent over, placed in storage in the Borough's Communication Media. By using the Borough's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough personnel. The existence of passwords does not restrict or eliminate the Borough's ability or right to access electronic communications. However, pursuant to New Jersey law the Borough 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 Borough are required to use the assigned municipal email account for ALL Borough business and correspondence. The use of private email accounts for ANY Borough 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 Borough's Communication Media for legitimate business purposes. Employees may not use the Borough's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough 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 Borough'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 Borough. Certain data, or applications that process data, may require additional security measures as determined by the Borough. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Borough has given permission. All employees must take appropriate actions to ensure that Borough 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 Borough data must be stored centrally as required by the Borough. This provides greater security and ensures backup of all Borough 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 Borough 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 Borough. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough, or licensed to the Borough. 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.

Remote Access

It is the responsibility of all parties with remote access privileges to ensure a remote connection to the Borough of Paramus' network is not used by non-authorized persons to gain access to Borough information system resources. An employee who is granted remote access privileges must remain constantly aware that remote connections between their location and the Borough are literal extensions of the Borough's corporate network, and that they provide a potential path to the Borough's most sensitive information. Authorized persons utilizing remote access must take every reasonable measure to protect the Borough's assets.

If remote access is provided via VPN technology on personal equipment, users must understand that their devices are de facto extensions of the Borough's network and, as such, are subject to the same rules and regulations that apply to all Borough property while connected.

Social Media

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 Borough Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Borough 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 Borough 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 Borough 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 Borough'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 Borough Administrator. Except in "emergency situations, "Employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough. 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 Borough's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough and agree to release the image to the Borough and ensure its permanent deletion from media device upon direction from the Borough.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough or on behalf of the Borough through the use of the Borough's Communication Media may be issued unless it has first been approved by the Borough Administrator. Specifically, employees are forbidden from using the Borough 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.

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

All users are personally accountable for messages that they originate or forward using the Borough 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 Borough Administrator is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public and other third-party rights. Any use of the Borough's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough, 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 Borough 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 Borough, as such no employee shall knowingly represent themselves as a spokesperson of the Borough, post any comment , text, photo, audio, video or other multimedia file that negatively reflects upon the Borough expresses views that are detrimental to the Borough'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. Borough 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.

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 Borough's employment policies. For all other communications by employees on personal social media sites in which matters related to the Borough discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the Borough, 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 Borough or the Borough'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 Borough 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 Borough employees have the right to engage in or refrain from such activities.

TELEPHONE USAGE

Our telephone systems at the Borough of Paramus are company property. A significant part of our business is conducted through our telephone systems. For this reason, we require employees to maintain the highest level of professionalism during all telephone conversations. All communications through our telephone system must be conducted using approved greetings, verbiage, tone and spirit of cooperation with all callers.

Voicemail systems are provided to key employees as a tool to assist you when you are not available to accept a telephone call. Unavailability to accept a call is not synonymous with unwillingness to accept a call. If you are unavailable to accept a telephone call, you should return the call as soon as possible.

Personal local telephone calls on Borough telephones are permitted in very limited circumstances. Personal local calls should be limited in both frequency and duration and should not occur on a regular basis. Long distance calls are not permitted on Borough

telephones. A violation of this policy may result in disciplinary action, including requiring the offending employee to pay for the long-distance call and up to and including termination.

If you have been provided a Borough cell phone, use of this phone is limited to Borough business only. Furthermore, you are required to stay within the phone plan's terms and conditions.

PERSONAL CELL PHONE/SMART PHONE USAGE

Many employees today have their own personal cell phone/smart phone at work. Personal cell phones/smart phones are permitted at work; however, the use of these devices during work time is limited. While at work, you are expected to be working. Therefore, we only allow personal cell phone/smart phone usage of any kind (including texting, e-mailing, surfing the web, etc.) during authorized break periods (meal breaks, etc.). Under no circumstances should an employee's personal cell phone/smart phone be used in the presence of residents, visitors, vendors, and other business partners. If you bring your personal cell phone/smart phone to work, you are also required to turn the ringer to "silent" or "vibrate" mode. The ringing of cell phones is not only distracting to others, but it is also unprofessional.

DRIVING FOR BOROUGH BUSINESS

If at any time during your employment with the Borough of Paramus you are required to drive for Borough business (whether in a Borough vehicle or your own personal vehicle), you must abide by the following:

- Any use of a cell phone/smart phone while driving must be, at a minimum, used with a hands-free device. No exceptions. Whenever possible, you are encouraged not to use a cell phone while driving but rather, wait until the vehicle is pulled over and at a complete stop. Texting, E-mailing and surfing the web while driving is absolutely prohibited.
- You must observe all traffic laws, including the posted speed limits, stop signs, red lights, etc.
- You and any passengers in your vehicle must always wear a seat belt.
- You must have a valid driver's license and ensure the vehicle you are driving is both insured and registered.
- Alcohol and illegal drugs are not permitted in the vehicle at any time. Additionally, you may not be under the influence of any alcohol or any illegal drugs while driving for Borough business. If you are taking a prescription medication you must ensure that this medication does not affect your ability and judgment to operate a motor vehicle. If it does, you are not permitted to drive for Borough business. Failure to comply with this provision is grounds for disciplinary action up to and including immediate termination.
- If any accident occurs while driving for Borough business, no matter how minor, you must immediately notify the appropriate law enforcement agency as well as your Department Head and the Borough Administrator. Never leave the scene of an accident until after a complete report has been filed with the local law enforcement agency. We reserve the right to conduct a drug test after any accident.

- Employees driving for Borough business may be responsible for paying costs associated with any moving or parking violations incurred when driving your own vehicle for Borough business.

If you are required to drive for your position, and you lose the ability to drive (e.g.: loss or suspension of license, loss of proper insurance coverage, etc.) you may no longer be eligible for the position you currently hold and may be subject to immediate termination. 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 performing work which requires the operation of a Borough 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 Borough vehicle shall be subject to possible termination.

All new employees who will be assigned work entailing the operating of a Borough 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.

Any information obtained by the Borough in accordance with this section shall be used by the Borough 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.)

ARRESTS AND CONVICTIONS

Arrests and/or convictions of crimes are not automatic bars to employment or continued employment. However, in order to prevent a disruption of Borough business associated with your absence as a result of any arrest or conviction, or associated with you being in a position of trust with the Borough, we do require all employees to immediately notify your Department Head and the Borough Administrator of any arrest and/or conviction. You are also required to disclose the details of the arrest/conviction and cooperate with any request for documentation of same. We reserve the right to conduct our own investigation into the matter. Each situation will be evaluated based on the facts surrounding the arrest/conviction. No two situations may be identical and therefore, may not be treated the same. If an employment action is warranted, it will be taken with consideration of all applicable state and federal regulations.

SMOKING OF VAPING

All municipal buildings, Borough Hall campus and Borough vehicles are designated as smoke-free. As such, absolutely no smoking is permitted inside any these buildings and vehicles. All employees, residents and visitors are required to abide by our smoking policy. If you are a smoker and wish to smoke during the work day, you must do so in accordance with our meal/break policy and in designated smoking areas only.

SAFETY

We are committed to providing a safe environment for our employees and visitors.

The Borough of Paramus provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

All employees have an affirmative duty to report to a Department Head the known existence of any unsafe condition. All employees also have an affirmative duty to refrain from creating any unsafe condition. If you cause an unsafe condition to occur (e.g.: spilling of liquid on floors, leaving of exposed or loose wires, causing an object to be placed in a walkway or where they don't belong, etc.) it is your responsibility to either immediately correct the condition or if you are unable to, notify someone who can. All employees must work together in maintaining the safety of the workplace.

The Borough is committed to providing a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Borough 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 Borough facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Head who should report same to the Borough Administrator.

Employees also have an affirmative duty to report any suspicious or unauthorized persons on municipal property. Department Heads and the Borough Administrator are available to receive a report of an unauthorized person on company grounds.

In the event any employee is injured while on the job, no matter how slight, the injury must be reported to your Department Head and Borough Administrator. Failure to report a workplace injury may be grounds for disciplinary action up to and including termination.

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

Visitors

To provide for the safety and security of employees and the facilities at The Borough of Paramus, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Family and friends of employees may visit the workplace on occasion with the permission of the employee's direct supervisor. Such visits should be brief in nature so as not to interfere with productivity nor give members of the general public who are at municipal offices to conduct Borough an adverse impression.

All visitors should enter Borough Hall or other municipal buildings at the main entrance. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized or suspicious individual is observed on or in any municipal building or facility, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance of that particular facility.

SECURITY INSPECTIONS

The Borough of Paramus wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper and threatening materials. To this end, the Borough of Paramus prohibits the possession, transfer, sale, or use of such materials on its premises. The Borough of Paramus requires the cooperation of all employees in administering this policy.

To ensure the safety of all employees and visitors, desks, lockers, and other storage devices which may be provided for the convenience of employees but remain the sole property of the Borough of Paramus, can be inspected by any agent or representative of The Borough of Paramus at any time, either with or without prior notice. Employees have no expectation of privacy when provided one of these storage devices.

MUNICIPAL PROPERTY

All employees are responsible for ensuring the safe keeping of any municipal property, materials, and equipment issued to them. All materials and equipment issued to you and/or used in the fulfillment of your job are municipal property and shall not be used for personal

use. The unauthorized removal of municipal property or personal use may lead to disciplinary action up to and including termination.

If you discover a problem with any piece of equipment issued to you, you must report it immediately to your Department Head so that the problem may be resolved. Lastly, we reserve the right to pursue legal action to recover any lost or stolen municipal property.

RECYCLING

The Borough of Paramus supports environmental awareness by encouraging recycling and waste management in its Borough practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the certain recyclable materials at The Borough of Paramus. Below is a list of current recyclable materials however the Governing Body may amend this list from time to time.

Computer Paper
White High Grade or Bond Paper
Ledger Paper
Mixed or Colored Paper
Newspaper
Corrugated Cardboard
Brown Paper Bags
Aluminum
Brass
Copper
Iron
Steel
Tin
Glass
Plastics
Motor Oil
Tires
Printer Cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Borough of Paramus encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

Communication Through Computer Networks with E-mail
Posting Memos for All Employees
Two-Sided Photocopying

Computerized Borough Forms
Eliminating Fax Cover Sheets
Reusing Paper Clips, Folders, and Binders
Turning Off Lights When Not in Use

Whenever possible, employees of The Borough of Paramus are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, The Borough of Paramus is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program, contact the Recycling Coordinator.

DATING AT WORK

Consensual romantic and/or sexual relationships at work are permitted under certain circumstances. Generally, as long as a consensual romantic or sexual relationship does not interfere with your work, your co-workers' work, and/or business demands and expectations, it is permitted. Notwithstanding, we do not permit a supervisor level employee and a subordinate to engage in romantic/sexual relationships with one another. If such a relationship should develop, both parties are required to report the existence of the relationship to the Borough Administrator.

While we *generally* permit romantic/sexual relationships among co-workers (again, but not among supervisor and subordinates), it is essential to understand that consenting romantic and sexual relationships between co-workers may lead to unforeseen complications. Should the existence of such a relationship in any way affect the harmony of the workplace or productivity as determined by the municipality, one or both of the individuals may be reassigned (which may include a demotion), have their schedule adjusted or even asked to leave our employ. The operation of our municipal business must come first. We urge employees to consider this policy before entering into a personal relationship with any co-worker.

EMPLOYEE MEDICAL EXAMINATIONS

Certain positions within the Borough of Paramus may require employees holding those position be subjected to medical examinations. If you hold or are applying for one of these positions, a medical examination will be required.

SUGGESTION PROGRAM

As employees of The Borough of Paramus, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost savings ideas.

All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit The Borough of Paramus by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or making The Borough of Paramus a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions. Rather, these concerns should be brought to the attention of your Department Head under our Open-Door Policy.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the suggested solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Department Head and, after review, they will be forwarded to the Borough Administrator. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

CLOSING STATEMENT

The policies set forth in this manual are intended to be used as a guide and to answer basic questions employees may have concerning the Borough of Paramus' policies and practices. This manual is not and should not be considered a contract or guarantee of any term or condition of employment. This manual is subject to change at any time.

ACKNOWLEDGMENT

I understand that the Employee Manual contains important information about the Borough of Paramus and its policies and practices. I understand that any questions regarding the policies set forth in this manual should be brought to my Department Head or the Borough Administrator where appropriate.

I acknowledge that subject to the terms of any applicable collective negotiation agreement, my employment with the Borough of Paramus is “at-will”. I fully understand that I or the Borough of Paramus can terminate the employment relationship at any time, with or without cause.

I further acknowledge that the information, policies and benefits described herein are subject to change at any time. I understand that this manual is intended as a guide and is not a contract of employment.

I have read this manual before signing this Acknowledgment and have had the opportunity to ask my Department Head or the Borough Administrator any questions I have concerning the policies set forth herein before signing.

I agree to abide by all the policies set forth in this manual including, but not limited to, the Anti-Harassment Policy, EEO Policy, Workplace Violence Prevention Policy, Attendance Policy, Dating in the Workplace Policy. I further agree to abide by any revisions made to any policy.

I have been provided an opportunity to read the Employee Manual prior to signing this Acknowledgment. I agree to sign two copies of this Acknowledgment, one to be retained by the Borough of Paramus and the other for my own personal records.

By signing below, I acknowledge and agree to comply with all of the above statements.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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