

HARRISON TOWNSHIP



EMPLOYEE MANUAL

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The Township of Harrison is an Equal Opportunity Employer, M/F.

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CHAPTER ONE

Policies Relating to Employee Rights and Obligations

Anti-Discrimination Policy:

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

Americans with Disabilities Act Policy:

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the Township does not discriminate based on disability. The Township will endeavor to make every work environment handicap accessible and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the American with Disabilities Act Accessibility Guidelines.

It is the policy of the Township to comply with all relevant and applicable provisions of the Americans with Disabilities Act and the New Jersey Law Against Discrimination. We will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, 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 under hardship on the Township.

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

Contagious or Life Threatening Illnesses Policy:

The Township encourages employees with contagious diseases or life-threatening illnesses to

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

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

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

Drugs and Alcohol Policy:

The Township 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, department head, or the Township Administrator to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head will immediately report any reasonable suspicions to the Township Administrator.

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

The manufacturing, distribution, possession, and use of alcohol or unlawful drugs on Township 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.

Policy on the Misuse of Alcohol and Use of Controlled Substances Implementing 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing for all CDL Drivers

The purpose of this policy is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol and use of controlled substances by drivers of commercial motor vehicles in compliance with Title 49 Code of Federal Regulations Part 382 of the Federal Motor Carrier Safety Regulations.

All applicants for positions which require a commercial driver's license (CDL) will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. The Township will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry with the Township after a period of no less than six (6) months, but must present themselves drug-free.

Each CDL driver shall receive a copy of:

*the Federal Motor Carrier Safety Regulations containing the written text of 49 CFR 382,

*the "Policy on the Misuse of Alcohol and Use of Controlled Substances"

*the Drug-Free Workplace

*Facts about Alcohol in the Workplace

*Facts about Amphetamines & Sedatives in the Workplace

*Facts about Cocaine/Crack in the Workplace

*Facts about Marijuana in the Workplace

*Facts about Heroin in the Workplace

All CDL drivers and their supervisors should direct their questions about the alcohol and controlled substance educational materials to the person designated by the employer to be their information and education specialist:

Tom Pogue, C/TPA Trainer
Pogue Information & Education Services
164 Cumberland Avenue
Estell Manor, NJ 08319
Tel: 609-476-3526
Fax: 609-476-3366

Effective January 1, 1996 all CDL drivers are subject to the provisions of 49 CFR 382 and shall be in a random testing pool for alcohol and five controlled substances that are

- Amphetamines
- Cocaine
- Marijuana
- Opiates
- Phenycyclidine

All CDL drivers during any period of time for which the employee is compensated by the employer to perform any safety-sensitive functions that is any activity involving the use of a Commercial Motor Vehicle shall comply with 49 CFR 382. Any time spent by the driver with activities associated with the alcohol and controlled substances testing process shall be considered "on-duty time".

CDL drivers are prohibited from engaging in the following conduct:

certified Medical Review Officer using the US Department of Transportation Chain of Custody Form in order to ensure the integrity of the testing processes and safeguard the validity of the test results. The breath test will be conducted by a certified Breath Tester on the NHTSA "List of Approved Devices." Additionally, to ensure that those results are attributed to the correct driver a Commercial Driver License with the driver's photograph and its license number shall be used for purposes of identification.

All CDL drivers who operate a Commercial Motor Vehicle and hold a valid Commercial Driver's License in order to perform their safety-sensitive functions shall submit to alcohol and controlled substances tests administered in accordance with the requirements of 49 CFR 382 and CRF 40 of the Federal Motor Carrier Safety Regulations.

Any driver who refuses to take an alcohol or controlled substances test shall be deemed the same as a positive test result and the driver shall be terminated. Any driver whose urine test specimen is found by the Medical Review Officer to be adulterated shall be terminated.

The Township incorporates the prohibitions contained in Part 382, Subpart B of the Code of Federal Regulations, which are attached hereto as Attachment. Any driver found to have violated subpart B of Part 382 shall be removed immediately from safety-sensitive functions, and the procedures will be used as are required under "382.605 Referral, evaluation, and treatment.

1. Each driver who has engaged in conduct prohibited by subpart B of this part shall be advised by the employer of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including, the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

2. Each driver who engages in conduct prohibited by subpart B of this part shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

3. Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited in subpart B of this part, the driver shall undergo a return to duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance. In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed under paragraph (b) of this section and shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, and consist of at least six tests in the first 12 months following the driver's return to duty. The employer may direct the driver to undergo return-to-duty and follow-up testing for both alcohol and controlled substances, if the substance abuse professional determines that return-to-duty and follow-up testing for both alcohol and controlled substances is necessary for the particular driver. Follow-up testing shall not exceed 60 months from the date of the driver's return to duty. The substance abuse professional may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the substance abuse professional determines that such testing is no longer necessary.

4. Evaluation and rehabilitation may be provided by the employer, by a substance abuse professional under contract with the employer, or by a substance abuse professional not affiliated with the employer. The choice of substance abuse professional and assignment

Workplace Violence Policy:

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

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Township property or while on Township business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

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

General Anti-Harassment Policy:

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

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

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

necessary steps are taken to correct them.

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

“Whistle Blower” Policy:

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

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

- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Township 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 emergent in nature. Employees are encouraged to complain in writing using the Employee Complaint Policy. Under the law, the employee must give the township a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

the time it is first presented to him/her or failing that, must within that time advise the employee of his/her inability to do so.

When an employee is informed by his/her Department Head that he/she is unable, within the discretion permitted him/her, to arrange a mutually satisfactory solution to the grievance or the employee is unhappy with the decision of the Department Head, the employee must within ten (10) working days, if he/she wishes to, present the grievance to the Township Administrator. The Township Administrator must, within ten (10) working days of the time it was first presented to him/her, attempt to conclude a solution that is satisfactory to both the Department Head and the employee.

If no mutually satisfactory solution has been concluded after Steps A and B above, the employee must within ten (10) working days, if he/she wishes to, present the grievance in writing to the Township Administrator who shall then present same to the Township Committee. An informal hearing will be held in executive session by either the full Township Committee or a subcommittee of their membership. The employee has the right to have an attorney or other individual present.

The Township Committee will then take action on the grievance within 60 calendar days of the time the written copy of the grievance is filed with the Township Clerk. The decision of the Township Committee shall be final. Since it is intended that most, if not all, grievances can and should be settled without the necessity of reference to the Township Committee, no grievance will be heard or considered by the Township Committee which has not first passed through the above described steps except in the event an employee receives a notice of suspension for a period in excess of five working days. In such case the employee may, if he/she chooses, file a grievance with the Township Administrator to be heard by Township committee.

Access to Personnel Files Policy:

The official personnel file for each employee shall be maintained by the Township Administrator. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. Any employee may review their file in the presence of the Township Administrator upon reasonable request. Employees shall neither be permitted to take their personnel records outside the Township Administrator's Office nor remove any document from their files.

If a citizen wishes to examine information in personnel records that are considered public, he/she shall contact the Township Administrator to arrange a mutually convenient time to do so. A formal request must be made to the Township Administrator using Access to Public Records forms provided by the Township Clerk.

The disclosure of information contained in an employee's personnel records for a civil or criminal law-enforcement activity shall be permitted only with the knowledge and approval of the Township Administrator and Township Solicitor. This information shall be accessible to citizens of the State, except when the right to examine such information can be denied in accordance with the provisions of all pertinent statutes or common law.

Only the following information contained in personnel records is considered public information:

Township is a party.

In the event that any elected or appointed official, or the Township Administrator, Township Clerk, Township Treasurer, Township Chief Finance Officer, Township Attorney, Township Engineer or Mayor and Township Committee have a direct or indirect financial interest in any proposed legislation, he/she shall publicly disclose on the official records of the Township the nature and extent of such interest.

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

Local Government Ethics Law requires the filing of an annual Financial Disclosure Statement by Local Government Officers which are defined as follows: Any person whether compensated or not whether part-time or full-time (1) elected to any office of a local government agency; (2) serving on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances; (3) who is a member of any independent municipal, county or regional authority; or (4) who is a managerial executive or confidential employee of a local government agency as defined in section 3 of the New Jersey Employer-Employee Relations Act, P.L. 1941, c. 100.

Outside Employment

Employees shall not accept outside employment or engage in outside business activities without notifying their department head and the Township Administrator. Outside employment must be approved by the Township Committee or its designee.

Employees shall not accept outside employment if there is any reasonable probability that such outside employment will: 1) interfere with an employee's performance, 2) compromise an employee's position with the Township through a conflict of interest, 3) in the case of a full-time employee of the Township, exceed twenty hours a week, 4) the need to be at another place of employment will not be accepted as an excuse to be released from work during an emergency situation, or conflict with the employee's normal working hours in the Township.

Notification of intention to accept outside employment shall be made in writing to the employee's department head who shall forward the notification with a recommendation to the Township Administrator.

The notification shall set forth pertinent information concerning the type of employment to be engaged in, the name and address of the prospective employer, and the hours or such employment.

The Township Committee or its designee will notify the employee as to whether the outside employment has been approved.

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 Township time, supplies

An evaluation shall be performed on each employee recommended for promotion and the department head shall submit in writing a letter of recommendation of promotion to the Township Administrator.

Demotion Policy:

A demotion may occur as a result of a reduction in the work force for economic reasons, abolishment of a position, or unsatisfactory performance.

Demotion for cause or reduction means a lowering in rank, rate or range.

When the Township Committee denotes an employee, they may adjust his/her salary appropriately.

Transfer Policy:

Transfer is the assignment of an employee to a different position in the same grade level at the same pay and may either be voluntary or involuntary. Employees may be transferred by approval of Township Committee based on the recommendation of the Department Head and Township Administrator..

The services of an employee who is transferred or reassigned to another department within the Township will be considered continuous for the purpose of seniority and fringe benefits.

Employee Discipline Policy:

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

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Township, fellow employees, volunteers or visitors.
- Any unauthorized day of absence.
- Fighting on Township property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Township property and at any time during work hours.

- Misuse of public property, including motor vehicles; and
- Failure to possess necessary licenses and certifications.

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

Resignation Policy:

An employee who intends to resign must notify the Department Head in writing at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may not use paid time off except paid holidays. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Township Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Work Force Reduction Policy:

Pursuant to N.J.A.C. 4A: 8-1.1 the Township of Harrison may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees will be determined by the Township Administrator.

Driver's License Policy:

Any employee whose work requires that the operation of Township vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Township vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

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

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

suspension to their supervisor and continues to operate a Township vehicle shall be subject to possible termination.

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

CHAPTER TWO

WORKPLACE POLICIES:

Job Description Policy:

A job description including qualifications shall be maintained for each position. All job descriptions must be approved by the Township Administrator. The Township Administrator will make copies available upon request.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor prior to the start of the normal workday. The normal working hours shall be established by the Township Committee and/or the Township Administrator except those established by a bargaining unit agreement.

Interdepartmental Training Policy:

All employees are expected to participate in Interdepartmental Training to the greatest extent possible to facilitate office coverage during absences in order to provide necessary services to the public. Although such training may be somewhat limited in nature, it should provide the ability to respond to basic questions, distribute forms, answer telephones, and other general duties.

Tardiness Policy:

Occasional tardiness may not be avoidable. Repeated tardiness is inexcusable and sufficient reason for disciplinary action up to and including discharge. In any event, and in addition, an employee's pay will be docked when late in accordance with the following:

1. Late up to 15 minutes - docked 15 minutes
2. Late over 15 minutes and up to 30 minutes - docked 30 minutes
3. Late over 30 minutes - an employee's supervisor may determine that the employee will not be permitted to work that day and a day's pay will be docked. If the employee is permitted to work, his pay will be docked for his/her period of

Personnel Identification Badges Policy:

All Township officials and employees shall be provided an Identification Badge with photograph and his/her official title, supplied by the Township and shall be in plain sight at all times while in the performance of respective duties.

It shall be the responsibility of the card holder to maintain the Identification Badge in such condition that all written or typed information and the photograph are clearly legible at all times. In the event of a lost or damaged Identification Badge, the employee shall contact the Township Administrator or designee as soon as possible to arrange for its replacement.

Identification Badges must be surrendered to the Township Administrator upon termination of employment with the Township of Harrison.

Any unauthorized use of an Identification Badge may result in disciplinary action up to and including termination.

No Smoking Policy:

In keeping with the Township's intent to provide a safe and healthful work environment, smoking is prohibited throughout all Municipal Facilities as per Ordinance No. 8-1999 adopted May 3, 1999.

This policy applies equally to all employees, the general public and other visitors.

Use of Vehicles Policy:

Township owned vehicles shall be used only on official business and all passengers must be on Township business. An employee who is also employed by another governmental entity may use a Township vehicle for that employment only if the employment is pursuant to an inter-local agreement between the Township and the other jurisdiction.

Vehicles may be taken home only with the advance approval of the Township Administrator except a Department Head may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Township vehicle, it is to be used only for official Township business; any other use is not permitted. Any violation of this policy constitutes cause for disciplinary action, up to and including termination.

Telephone Usage Policy:

Personal use of telephones for long distance and toll calls is not permitted. Employees should practice discretion in using Township telephones when making local personal calls, keeping such calls to an absolute minimum. Employees will be required to reimburse the Township for any charges resulting from their personal use of the telephones. Unauthorized use of the telephones may result in disciplinary action up to and including termination.

To assure effective telephone communications, employees should always speak in a courteous

CHAPTER THREE

Policies Relating to Paid and Unpaid Time Off:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Paid Holiday Policy:

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

In the event that an official holiday is observed during an employee's vacation, he/she shall not be required to use a vacation day, but will instead be paid for the holiday. Should an official holiday occur while an employee is on sick leave, he/she shall not have that holiday charged against his/her sick leave.

In order to qualify for holiday pay, employees must work their scheduled workday immediately preceding and scheduled workday immediately following the holiday, unless an excused absence is granted.

Full-time employees are eligible to receive the above-mentioned paid holidays. Part-time employees [working 20 hours or more per week] are eligible to receive the above-mentioned paid holidays on a pro-rata basis.

Vacation Leave Policy:

Vacation leave shall be granted only to eligible employees, and granted on the following basis:

After completion of one (1) year of service: One (1) week vacation.
After completion of two (2) years of service: Two (2) weeks vacation.

6) If a holiday falls within an employee's vacation time leave, the employee will not be charged for that day as vacation time.

7) Seasonal and temporary employees are not entitled to vacation pay.

8) Should an employee terminate his or her employment after using vacation not yet earned, the vacation pay not yet earned will be deducted from the employee's final paycheck.

9) For full time employees who have worked longer than one year, vacation pay for all vacation time accrued will be paid upon termination. An employee will be paid for time earned through the date of termination and not used in the year.

10) Vacation time may not be taken in less than half day increments.

11) The maximum number of consecutive vacation days that may be taken is 10 days or two calendar work weeks in the case of part time employees.

12) Requests for time off, i.e. vacation, personal days and excused time (education purposes) shall be made on the appropriate form.

Personal Leave Policy:

Full-time employees [35 hours or more per week] and part time employees 20 hours or more [up to 34 ½ hours per week] will be eligible for three (3) personal days each year. Personal days for part-time employees will be prorated. Unused personal days shall not be carried over to the following year nor sold back to the Township. The three (3) personal leave days may be taken at any time during the year with pay subject to the following procedure.

Procedure:

1) Requests shall be made using the Request for Time Off form and submitted to the department head who shall file the same with the Township Administrator. The Township Administrator will make a determination on a day to day basis whether to grant or reject approval.

2) Except in emergency situations, requests for personal days must be made to the Department Head no later than 48 hours prior to the day requested as a personal leave day.

Sick Leave Policy:

"Sick Leave" means the absence of an employee in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. All full time employees shall be allowed ten (10) days sick leave at their regular rate per year. Said employees shall also be entitled to accumulate unused sick leave at their regular rate of pay to a maximum of 50 days.

All part time employees, working a minimum of 20 hours or more per week 12 months per year shall be entitled to paid sick time on a prorated basis and said sick time shall be accumulative to

At retirement, after fifteen (15) years or more of total service to the Township, full-time and part-time employees, as defined in this Manual, will be compensated for unused accumulated sick leave not to exceed, however, 50 days based upon the individual's regular rate of pay at the time of retirement; provided that sick leave shall be paid on the basis of the following schedule and provided that in no event shall such compensation exceed the maximums allowed. Payment to part-time employees shall be paid on a pro-rata basis.

After 15 years continuous service 30% of unused accumulated sick time up to a maximum of \$2,500.00

After 20 years continuous service 40% of unused accumulated sick time up to a maximum of \$3,000.00

After 25 years continuous service 50% of unused accumulated sick time up to a maximum of \$3,500.00

Prior to retirement, and no later than November of the year prior to the planned year of retirement, employee shall give notice for the appropriation to be included in the municipal budget to provide for the foregoing benefit. If notice is delayed, payment may not be made until the year following retirement.

In the event the employee dies after notice of retirement, but prior to retirement or dies prior to receipt of payment, payment shall be made to the surviving spouse only.

Bereavement Leave Policy:

Employees are entitled to three (3) consecutive work days leave of absence for the death of an employee's immediate relative and one (1) day for certain other persons. "Immediate relative" includes spouse or significant other, civil union partner, 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 paid for all working days during the Bereavement Leave.

Part-time employees working 20 hours or more per week and employees working less than 20 hours per week shall be granted funeral leave with pay for all the foregoing on a pro-rata basis.

Exceptions may be made at the discretion of the Township Committee where the deceased is buried in another city, or other extenuating circumstances exist, and the employee would be unable to return to work on time with the allowed time of leave granted. Additional time off may be charged first to sick/personal days and then vacation, if available.

Jury Duty Policy:

All full-time, part-time, regular or probationary employees who are not covered under a collective bargaining agreement will be granted a leave of absence with pay at his/her regular rate of pay, if called for jury duty as required by law. The employee may keep the payment received from the office of the court.

Employees who are covered under a collective bargaining agreement should refer to their

expiration of the leave. The Township reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the Township Administrator.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U. S. Government, Department of Labor or the N. J. Division of Civil Rights.

Military Leave Policy:

When a full-time employee, either permanent or temporary) who is a member of the reserve component of any United States armed 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. A full-time temporary employee who has served less than one year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

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

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

- c) Employees who work at the request of the Township on a holiday, shall be paid for the holiday at their regular rate and receive pay at the rate of time and one half for the hours worked.
- f) Unexcused absence on the day before or the day after the holiday will result in loss of pay for that day and the holiday.

2. Procedure:

- a) Checks are prepared and distributed by the Treasurer/Chief Finance Officer to each Department Head. They are issued by the Department Head to each employee.
- b) If an employee is absent for sickness or vacation, he/she may obtain his/her check at the normal time.
- c) All employees shall be paid in accordance with the salary ordinance as adopted.

Paycheck and Deductions:

The following payroll deductions are mandatory:

F.I.C.A. (Social Security) - Except for Police
Federal Income Tax
New Jersey State Income Tax
Unemployment Tax
State Disability

The following deductions are withheld where applicable:

Pension Contributions
Pension Back Debt
Pension Loan
Pension Supplemental Annuity
Contributory Insurance
New Jersey Transportation Tax - (Philadelphia Residents)
Union Dues
HMO-Employee Contribution
Contributory Insurance
Voluntary Insurance

Overtime Compensation Policy:

The Township is required to provide various services to the public and there may be times when employees may be required to work beyond the normal operating hours.

Overtime work for hourly employees will not be permitted except in cases of emergency, or hours worked by those employees on call and on weekend duty, and must be authorized by the department head. The reason for overtime will be noted on the time card and certified by the

Health Insurance Policy:

The Township shall offer a Health Benefits Program for all full-time (at least 35 hours per week, see Exhibit C attached) employees and eligible dependents including civil union partner. Brochures are available in the Treasurer's office describing the program.

THE TOWNSHIP RESERVES THE ABSOLUTE RIGHT WITH OR WITHOUT PRIOR NOTICE TO ALTER, CHANGE OR DELETE ANY ASPECT OF ITS HEALTH BENEFITS PROGRAM, AS ALLOWED BY LAW.

Employees become eligible for health benefits after sixty days of employment.

Employees who are on leave of absence without pay will be covered up to thirty days (except under the Family Medical Leave Act in which case coverage is provided up to twelve weeks); thereafter it is the employee's responsibilities to pay for their own coverage. An employee during leave of absence may pay the Township directly for health benefits beyond the thirty days.

Terminated employees will be covered up to thirty days after their termination date. Employees who terminate their employment with the Township will be notified of their right to continue their coverage under the Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) or to convert to a private plan.

Dental & Vision Benefits Policy:

All Township Employees, working twenty (20) hours or more per week and having completed the ninety (90) working day orientation* period, with the exception of the Police Department, shall be reimbursed up to Three Hundred Dollars (\$300.00) each year, for treatment which shall include immediate family member(s), as an allowance for dental and/or vision care. Reimbursement will be paid upon presentation of paid receipts to the Township Treasurer. All paid receipts must be submitted within thirty (30) days of payment.

If, at any time, a plan is offered and accepted by the Township for dental and/or vision care, then the provision of monetary reimbursement shall become null and void in the calendar year in which the plan is accepted.

Drug Prescription Benefit Policy:

All eligible employees are entitled to participate in the Prescription Plan. See the Treasurer/Chief Finance Officer for a description of the program.

Pension Plan Policy:

Township employees may be covered under one of the following Pension Plans if they make over \$1,500 annually:

The Township will allow a maximum of \$200.00 for safety shoes per Public Works employee per year. Each employee is required to have at least two pairs of safety shoes. Worn out shoes are to be turned in to the Superintendent of Public Works. Each employee may use the balance of his/her allowance for other safety related clothing such as gloves, safety glasses, etc. Purchase of such optional clothing must be approved by the Superintendent of Public Works and the Township Administrator and must not be in conflict with the Township Uniform Policy.

Retirement Policy:

All full-time and permanent employees of the Township of Harrison (with the exception of the Police Department employees who are members of the Police and Fire Retirement System) are members of the New Jersey Public Employees' Retirement System (PERS). The system generally provides you with the following:

- 1) Retirement income for life based upon the total years of service credit established in the System and average salary for the three (3) highest income years while participating in the program;

- 2) Financial protection in case of disability or death;

- 3) Benefits in addition to Federal Social Security coverage.

WHEN AN EMPLOYEE DECIDES TO RETIRE, HE/SHE SHOULD:

- 1) Be aware that retirement is not automatic upon separation from employment.
- 2) Inquire about retirement with the PERS office in Trenton at least six (6) months before you plan to retire. This will give you time to review your benefits and options.
- 3) File a complete and proper retirement application with the Retirement System at least one (1) month before the day you wish to retire. Sixty (60) days advance filing is preferable to assure orderly processing. Application may be obtained through the Treasurer/Chief Finance Officer's office.
- 4) Understand that if you have not already established proof of your age with the system, such proof will be required before your retirement may be processed.

- 5) Know that retirement will be effective only on the first day of the month. Retirement allowances are paid after the end of a month, and no benefit is payable unless it is a payment for an entire month.
- 6) Know that if death occurs within thirty (30) days after Board, i.e. PERS, approval or the effective date of retirement, whichever is later, such retirement is not effective, and the benefits will be paid as if you had not retired.

- 7) Understand that if you are receiving periodic benefits under Worker's Compensation, the actuarial equivalent of such benefits remaining to be paid will reduce the pension portion of your allowance.

- 8) The same timetable should be followed when filing for Social Security benefits.

reimbursement for tuition and books, that have been paid to the employee or on their behalf shall be reimbursed by the employee to the Township.

The Township further reserves the right to discontinue or modify this program at any time with or without prior notice.

Conference and Seminar Policy:

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

Continuing Education for Management Personnel Policy:

Education is a key component in keeping all Township personnel up to date and abreast of current trends and events in the area of loss control and risk management. To that end, the Township in its discretion, will conduct separate seminars for supervisory and non supervisory employees since different aspects of the Risk Management/Loss Control Plan and Township policies concerning employment practices need to be stressed for the different groups.

Mileage Reimbursement Policy:

Township employees will receive a mileage reimbursement for use of personal vehicles on Township business. This may include attendance at workshops and meetings where the attendance of the employee is at the request of or for the primary benefit of the Township. The reimbursement rate will be set annually by the Township Committee.

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Receipt for Personnel Policies and Procedures Manual

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

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

Date: _____

Signature: _____

Print Name: _____

Department: _____