



Ocean County
Board of Chosen Freeholders
Toms River, New Jersey



PERSONNEL HANDBOOK



MESSAGE

In selecting Ocean County Government as your place of employment, you have become part of a progressive organization serving the residents and communities of Ocean County.

The Board of Chosen Freeholders has an obligation to provide the most efficient and economically sound government possible. Accomplishing these goals depends upon the expertise, ability and cooperation and dedication of all of us.

Working together we can provide the people of Ocean County with the quality of service they are entitled to receive.

We welcome you and extend our best wishes for your personal and professional success.

**OCEAN COUNTY
BOARD OF CHOSEN FREEHOLDERS**

THIS IS NOT A CONTRACT

DISCLAIMER OF EMPLOYMENT CONTRACT

The County of Ocean has prepared this Employee Handbook to summarize many of the County's policies, procedures and benefit programs. No Handbook can anticipate every circumstance or question about policy. The County reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion with or without prior notice to employees.

Notwithstanding any contrary verbal comments, or statements which may appear in this Handbook, the County of Ocean remains free to change all wages, benefits, working conditions and conditions of employment or agreement of anyone. Any employee who is not permanent civil service in the title in which they are serving are employed by the County of Ocean on what is known as an "at-will" basis. In other words, notwithstanding any contrary verbal comments or statements that may appear in this Handbook, the County of Ocean has absolute power and authority to terminate or suspend any employee for any reason, with or without good cause, and with or without notice.

Under no circumstances are the contents of this Handbook intended to create a guarantee or promise of continued employment between the County of Ocean and any of its employees, and shall not be interpreted in such a manner.

This Personnel Handbook does not guarantee anything to any employee. None of the counties' policies, procedures or practices, whether expressed here or elsewhere, orally or in writing, are to be viewed as creating any promises or any contractual rights of employment. Rather, they are guidelines, which are subject to change by the County in its sole discretion without prior notice. This manual supersedes and replaces any and all previous manuals, handbooks and/or other statements of the County's practices, policies, rules and procedures, written or verbal, expressed or implied.

This disclaimer is not intended to affect terms and conditions of employment that are governed by an applicable collective bargaining agreement. If there is a conflict between this Handbook and any collective bargaining agreement, the provision of the collective bargaining agreement will prevail for represented employees.

THIS IS NOT A CONTRACT

TABLE OF CONTENTS

I. ANTI-DISCRIMINATION POLICIES	1
Equal Opportunity	1
Americans With Disability Act	1
“Whistle Blower” Policy	1
II. CITIZENSHIP	2
III. RESIDENCY	2
IV. NEW JERSEY CIVIL SERVICE COMMISSION	2
Classification	2
Employee Definitions	3
Provisional Employee	3
Intermittent Employee	3
Permanent Employee	3
Temporary Employee (T-120s)	3
Temporary Interim Employee	3
Seasonal Employee	3
Probationary Employee	3
Employment/Promotional Examinations	4
Probationary Period	4
V. CONDITIONS OF EMPLOYMENT	4
Hours of Work	4
Overtime	5
Attendance and Tardiness	5
Storm Days	5
Appearance	5
Performance Evaluations	6
Complaints	6
No Strike	6
Identification Cards	6
Orientation and Training	6
County Policies	7
Anti-Harassment Policy Including Sexual Harassment	7
Use of County Vehicles	7
Safety & Accident Investigation	8
Drug & Alcohol Free Workplace Policy	8
Resignations	9

Reemployment	9
Personnel Records	9
Local Government Ethics Law	10
Confidentiality/Standards of Conduct	10
VI. BENEFITS	11
Compensation Schedule	12
Direct Deposit	12
Deferred Compensation	12
Longevity	12
Hospital, Surgical, Major Medical, Prescription and Retirement Benefits	13
Family Dental Plan	14
Changes in Health Benefits Coverage	14
Vision Plan	14
C.O.B.R.A.	14
Employee Assistance Program (E.A.P.)	14
Tuition Reimbursement	14
Pension Plan	15
Contributory Life Insurance	15
Death Benefit of Active Employees	15
Pension Loans	15
Social Security	16
Sick Leave	16
Workers Compensation	16
Accumulated Sick Leave at Retirement	17
Leaves Without Pay	17
Vacation Leave	17
Holidays	18
Personal Days	18
Bereavement Leave	19
Credit Union	19
Jury Duty	19
VII. DISCIPLINE	20
Step 1 – Personal Interview	20
Step 2 – Written Reprimand	20
Step 3 – Suspension Without Pay	20
Step 4 – Termination	21
Grounds for Disciplinary Action	21
Maps	23-24

I. ANTI-DISCRIMINATION POLICIES

Equal Opportunity

The County of Ocean is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The County will continue to make all personnel decisions without regard to race, color, ancestry, creed, national origin, sex, sexual orientation, age, marital status, religion, liability for service in the armed forces of the United States, atypical hereditary cellular or blood trait, or handicap in employment or the provision of County services.

Americans With Disabilities Act

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, the County of Ocean does not discriminate based on disability. The County will endeavor to make every work environment handicap accessible and consider reasonable accommodations when appropriate. Future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

“Whistle Blower” Policy

Under the New Jersey Conscientious Employee Protection Act (N.J.S.A. 34:19-1), it is unlawful for an employer to discharge, suspend, demote or take other action against an employee because they disclose a policy or practice they believe is a violation of law, rule or regulation pursuant to law. This act also includes employees who provide information to a public body conducting an investigation into a violation of a law or rule, or if an employee refuses to participate in any activity that the employee believes is in violation of a law, is fraudulent or criminal, or is against public policy concerning public health, safety or welfare.

II. CITIZENSHIP

The Department of Homeland Security, U.S. Citizenship and Immigration Services requires all potential employees to submit proof of citizenship and file a Form I-9 Employment Eligibility Verification.

III. RESIDENCY

All applicants for employment by the County of Ocean and all employees currently, or in the future, in the employment of the County shall be bonafide residents of the County of Ocean.

IV. NEW JERSEY CIVIL SERVICE COMMISSION

Ocean County employees fall within the jurisdiction of the New Jersey Civil Service Commission (hereinafter "NJCSC") which regulates employment within State and County government through a merit system. As an employee of Ocean County, you are subject to the rules and regulations of the NJCSC.

CLASSIFICATION

Ocean County employees fall within either classified or unclassified service.

Classified employees may be either full or part-time, temporary, provisional or permanent. The classified service is divided into competitive and non-competitive.

The competitive division includes all positions which require special skills. Those in the competitive division are subject to examinations given under the auspices of the NJCSC.

Unclassified employees are those elected by popular vote, appointees of the Board of Chosen Freeholders, Department Heads and/or employees for whom the statutes of the State of New Jersey prescribe fixed terms. These employees are not technically subject to the provisions of the NJCSC. However, County policy is to grant unclassified employees essentially the same fringe benefits and procedural rights as their counterparts in the classified service. For any questions as to which fringe benefits apply to unclassified employees, the Employee Relations Department should be contacted.

EMPLOYEE DEFINITIONS

Provisional Employee – Pending the establishment of a list of eligibles, a vacancy may be filled by a provisional employee. Such appointment shall continue only until the NJCSC promulgates an appropriate list. **A PROVISIONAL EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Intermittent Employee – Intermittent employees are those who are hired, in titles and departments specified by NJCSC, in the career service where work responsibilities are characterized by unpredictable work schedules and which do not meet the normal criteria for regular, year-round, full-time, part-time assignments. Intermittent employees are not eligible for health benefits.

Permanent Employee – Permanent Employees are those who have passed an open competitive examination or promotional examination, have received certification, have been appointed and have satisfactorily completed the required working test period.

Temporary Employee (T-120) – Temporary employees are those who are hired for a limited period not to exceed an aggregate of six (6) months within a twelve (12) month period. Temporary employees are not eligible for benefits. **A TEMPORARY EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Temporary Interim Employee – Temporary interim employees are those who replace permanent employees on an approved leave of absence. Temporary Interim Employees are not eligible for benefits. **A TEMPORARY INTERIM EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Seasonal Employee – Seasonal employees are those appointed to a temporary position which may be of a seasonal nature for a period not to exceed three (3) months in any twelve (12) month period. Seasonal employees are not eligible for benefits. **A SEASONAL EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Probationary Employee – A probationary employee is one who is serving a working test period.

Employment/Promotional Examinations

NJCSC examinations may be either open competitive or promotional depending upon the circumstances involved. To be eligible for an open competitive examination, you must meet the qualifications established by the NJCSC at the time of filing, be a citizen of the United States and reside in Ocean County.

Preference in open competitive certification and appointment is given to those who successfully pass examinations in the following order: disable veteran, veteran, non-veteran.

Promotional examinations are competitive and only open to qualified employees within the department where the promotional opportunity exists. To compete in a promotional examination and to be eligible for promotion, you must have permanent employment status and meet the specific qualifications established by the NJCSC, as described in the individual Promotional Announcement.

Probationary Period – Employees in all divisions of the classified service must serve a working test period after regular appointment as delineated by the NJCSC. This probationary period enables the Department Head to evaluate the new employee's conduct and work performance before permanent status is achieved.

V. CONDITIONS OF EMPLOYMENT

Hours of Work – The working hours of Ocean County employees are determined by the Board of Chosen Freeholders according to the requirements of each County unit.

Overtime – Overtime is scheduled and authorized by an employee's Department Head and/or designated representative for hours worked in excess of forty (40) within a pay period. If an employee is required to work overtime, the employee may be compensated by pay or by compensatory time, in accordance with the applicable collective bargaining unit contract and applicable statutes. All scheduled overtime must be approved in advance by the employee's Department Head or designee. Employees are expected to use compensatory time within the four (4) month period following the month in which the compensatory time was earned. Managerial employees are not eligible for compensatory time or overtime pay. Professional employees may qualify for compensatory time.

Attendance and Tardiness – Regular and timely attendance of all Ocean County employees is essential to insure that each department operates at maximum efficiency.

When an employee becomes aware that he/she will not be able to report to work or will be late, the employee's immediate supervisor must be advised in accordance with their department's policy and shall in no circumstance be less than fifteen (15) minutes prior to the scheduled starting time.

Repeated or chronic absenteeism, lateness, and/or falsification of time (including misuse and/or fraudulent use of time capturing devices) shall be grounds for disciplinary action up to and including removal from employment.

Storm Days – Ocean County employees are expected to report to work every day as scheduled regardless of weather conditions. Relaxed leave policy may be in effect during storm days as declared by the County of Ocean. Employees may choose to use accumulated compensatory time, vacation days, personal days or, alternatively, request time off without compensation.

Appearance – Ocean County employees are expected to present themselves in a neat business-like manner and dress appropriately for the work they perform.

Performance Evaluations – Employees will be formally evaluated during the working test period and once each year thereafter. Upon completion of the evaluation, each employee will be notified and will be given the opportunity to review the evaluation and the development of performance objectives with the supervisor who prepared it.

Complaints – Most employees have incorporated grievance procedures within their collective bargaining agreements. These procedures are used to resolve concerns that periodically arise. However, complaints can often be resolved without the need for a formal procedure. The Director of Employee Relations and all immediate supervisors are available to discuss complaints or problems on an informal basis. If a problem arises, the employee should first discuss the problem with his/her immediate supervisor.

It is the policy of the Board, the Director of Employee Relations and all supervisors to maintain open lines of communication with all employees.

No Strike – As public service representatives, Ocean County employees do not have the right to participate in any slowdown, work-stoppage, strike or similar type of disruptive activity.

Identification Cards – An identification card is issued to employees of Ocean County. Employees shall carry their ID Card during working hours and may be required to present this card in order to participate in certain County functions or to obtain entrance to certain County facilities.

Identification cards must be surrendered to the Department of Employee Relations upon separation of employment. Lost cards should be reported, in writing, immediately to the Department of Employee Relations.

Orientation and Training – Orientation and on-the-job training of new employees are the responsibilities of immediate supervisors. The training provided will depend upon the requirements of the specific job and will be carried out within the department. Orientation of newly hired employees shall be conducted at the work site by supervisory personnel unless otherwise directed by the Director of Employee Relations. Employees shall be notified of mandatory training in accordance with their assigned duties.

County Policies – The Board and individual departments or committees regularly adopt policies that set forth the employer's expectations of appropriate conduct. Policies include, but are not limited to, Insurance Committee Policies and Procedures, Drug & Alcohol Free Workplace, Safety & Health, Sexual Harassment, Safe Driving and Smoking Policies, Electronic Communications Devices Guidelines, Local Government Ethics Law Standards of Ocean County Officers and Employees, Family Leave Policy, Policy Against Discrimination and Harassment, Tuition Reimbursement and Donated Leave Policy. Employees are encouraged to contact their Department Head to obtain information on these and other policies.

Anti-Harassment Policy Including Sexual Harassment – The Board has committed to a work place free from harassment that is based on race, creed, color, religion, gender, national origin, ancestry, age, marital status, affectional or sexual orientation, handicap or disability. Any such harassment is a violation of federal and state discrimination laws and will not be tolerated by the Board. This policy applies to all employees as well as to any individuals who may come in contact with County employees. Reprisals against anyone who makes a complaint under this policy will not be tolerated and violators of the policy will be subject to discipline, up to and including termination, and may be subject to any other liability authorized under applicable law. Please refer to the Ocean County Policy Against Discrimination and Harassment for further information.

Use of County Vehicles – County vehicles are assigned to employees for use during the performance of official County business only. Any employee who uses a County vehicle for personal business is subject to disciplinary action.

The employee to whom a vehicle is assigned is responsible for its security and maintaining it in a safe operating condition.

Drivers License Policy – Any employee whose work requires the operation of a County vehicle or the operation of their own vehicle for County business must hold a valid New Jersey State Drivers License. Such employees will be required to submit to a driving records check by the New Jersey Motor Vehicle Commission as a condition of employment. Periodic checks of employees' drivers' licenses will be made.

Employees who drive their own vehicle for County business must provide Risk Management with a copy of their current Certificate of Insurance. Drivers are required to notify their immediate supervisor in those cases where a license is expired, suspended or revoked. Failure to report such an instance subjects the employee to disciplinary action, up to and including termination. Any employee who does not hold a valid New Jersey drivers license will not be allowed to operate a County vehicle until such time as a valid license is obtained.

Additional information may be found in the County Travel Policy Manual.

Safety & Accident Investigations – All safety matters and accident investigations will be handled through the Division of Risk Management. In the event of a work related injury, the employee is to immediately report the injury to his/her supervisor. If immediate medical attention is required, telephone 911 or proceed to the nearest medical facility. Non-emergency medical treatment should be obtained through the direction of the Division of Risk Management. Upon injury to an employee, damage to County property and/or vehicle accident, employees and supervisors are required to complete the proper investigation forms and forward them directly to the Division of Risk Management.

Drug & Alcohol Free Workplace Policy - The possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. To that end, the Board has adopted a *Drug and Alcohol Free Workplace Policy* and all employees are subject to the rules and regulations set forth in that policy. The manufacturing, distribution, dispensing, and/or use of alcohol or unlawful drugs on County premises or during work hours by employees is strictly prohibited. Any employee who is observed by a supervisor or Department Head to be intoxicated or under the influence of alcohol and 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. Employees who are required to maintain a Commercial Drivers License (CDL) are subject to random drug testing as required by the federal government. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination.

Resignations – Ocean County employees may resign in good standing by giving their immediate supervisor at least fourteen (14) days written notice. The Director of Employee Relations may waive this requirement and consent to a shorter notice. If an employee resigns without giving the required notice, he/she will be considered to have resigned not in good standing.

Employees will be notified by the Department of Employee Relations as to the status of various employee benefits. At times, an exit interview may be held.

Reemployment – Permanent employees who resign in good standing may, within three (3) years of such action, request consideration for reemployment by indicating availability to the Appointing Authority. If reemployed within one year of their resignation, they shall be entitled to all benefits enjoyed prior to the resignation, commencing on the date of rehire, except all health related benefits. Provisional employees who resign in good standing and are reemployed within six (6) months shall be entitled to all benefits enjoyed prior to the resignation, commencing on the date of rehire, except all health related benefits.

Personnel Records – The contents of individual employee personnel records are strictly confidential and will be disclosed by the Director of Employee Relations only when the information is requested as a matter of inquiry by a law enforcement agency, a representative of the Armed Forces or as required by court order or any other law. Any medical documentation is confidential and shall be maintained in a separate file.

An employee may review the contents of his/her personnel file after first making an appointment with the Department of Employee Relations. Employees or personnel authorized by employees requesting a copy of their personnel file will be charged the current established fee for photocopies.

Inquiries and written requests for references or employment verification from current or former employees, prospective employers of current or former employees, governmental agencies, or other organizations such as a financial or lending institution, should be directed to the Director of the Department of Employee Relations. In a response to a request for information, the Employee Relations Department will only verify an employee's name, dates of employment, job title, department, status

and salary. No other data or information will be furnished unless (1) the County is required to release the information by law, or (2) the employee or former employee authorizes the County in writing to furnish this information and releases the County from liability.

Local Government Ethics Law – The Local Government Ethics Law established standards of ethical conduct for officers and employees of Ocean County among which provisions include, but are not limited to, the following:

No local government officer or employee or members of his/her immediate family shall have an interest in a business organization or engage in any business, transaction or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

Local government officers and employees as defined in Section 3 of the “New Jersey Employer-Employee Relations Act” PL1941.c.100(C.34:13A-3), shall annually file a financial disclosure statement provided by the Office of the County Clerk. All financial disclosure statements shall be public record.

More information can be found in the policy regarding Local Government Ethics Standards for Ocean County Officers and Employees, a copy of which can be obtained from the Employee Relations Department. All newly hired employees will be provided with a copy.

Confidentiality/Standards of Conduct – All outside employment with firms which provide services or have a relationship within the County of Ocean that may create a conflict of interest must be reported to the Director of Employee Relations.

No County official or employee shall use County facilities or supplies other than in the proper discharge of his/her official duties. See the Ocean County Electronic Communication Device Guidelines for further information.

All County vehicles, equipment, computers, machinery or products manifested thereof by any employee is the sole property of the Board and may only be used for business purposes.

The County retains the right to monitor the content of all activities on County systems and networks and electronic mail messages

(including personal/private/instant messaging systems) and to access any computer file or device storage system without prior knowledge or consent of users, senders or recipients. **USERS HAVE NO EXPLICIT OR IMPLICIT EXPECTATION OF PRIVACY.** The County may retain copies of any network traffic, computer files or messages indefinitely without user's prior knowledge or consent. All computer and network users are bound by federal, state and local laws relating to harassment, copyright, security and privacy relating to digital media. Further information may be found in the County's *Electronic Communication Device Guidelines*.

No local government officer or employee shall solicit or accept any gift, favor, service or any other thing of value while in the performance of his or her duties. No County employee may engage in selling any goods or services or soliciting funds for any organization or cause while on County property.

County employees shall not disclose confidential information or use such information to further personal interests. Details of specific confidential cases should not be discussed except with persons who have a justified business need to be supplied with that information.

County employees are expected to conduct themselves in a manner consistent with public service. Verbal and/or non verbal threatening or harassing behavior and/or acts of violence of any nature will not be tolerated in any form.

As a public employee, you are required to notify your Department Head and the Director of Employee Relations of any changes of a criminal nature which may be brought against you as well as loss of motor vehicle privileges if you are required to possess a valid driver's license for the performance of your duties.

Any violations of the County's Confidentiality/Standards of Conduct may result in disciplinary action up to and including termination.

VI. BENEFITS

All Ocean County employees who belong to collective bargaining units are entitled to the benefits described within their collective bargaining agreements.

Other full-time Ocean County employees may be eligible for the benefits and services set forth in this section, subject to the rules

and regulations governing the same, with the understanding that these benefits can be changed at any time by the County. In connection with health benefits, the employer may require employees to re-enroll on an annual basis in order to verify proper coverage for employee and their eligible dependents.

Compensation Schedule – Employees will be paid on a bi-weekly basis. When a normal payday falls on a holiday, payday will be the last workday preceding that holiday. New employees are subject to a two-week delay.

Direct Deposit – Employees are expected to participate in the County Direct Deposit Program which automatically deposits your paycheck into your personal checking and/or savings account. Employees may contact the Department of Finance/Payroll Division for further information.

Deferred Compensation – Deferred compensation is a method which allows you to defer income during your peak earning years and set it aside for your retirement years when you may be in a lower tax bracket. The amount you desire to defer is in pre-tax dollars and will reduce your current taxable income. You pay no Federal income taxes on either your deferred income or its earnings until these amounts are returned to you, either upon retirement, termination of service, death or an approved unforeseeable emergency. Interested employees may contact the Department of Finance/Payroll Division for further information.

Longevity – Longevity is an additional compensation to recognize employees with seven (7) or more years of continuous service to Ocean County. Eligibility for this benefit is contained in employees' CBA. All full-time permanent employees whose employment status is either management, professional or otherwise non-union, hired prior to April 1, 2013 shall be granted longevity in accordance with the following schedule:

7 years	3.0% of base salary
12 years	4.6% of base salary
17 years	5.7% of base salary
22 years	6.5% of base salary
27 years	7.3% of base salary
32 years	8.0% of base salary

Employees hired on or after April 1, 2013 shall not be eligible for longevity.

Hospital, Surgical, Major Medical, Prescription and Retirement Benefits – Full-time County employees are entitled to the benefits set forth herein:

A. The County of Ocean currently provides medical coverage to eligible County employees through the New Jersey State Health Benefits Program as supplemented by the N.J. Local Prescription Drug Program and Chapter 88 P.L. 1974, as amended by Chapter 436 P.L. 1981 and Chapter 48, P.L. 1999. Health and prescription insurance coverage becomes effective after completing sixty (60) consecutive calendar days of service. Eligible employees may elect to waive their health benefit coverage.

B. Employees recognize that the State Health Benefits Program is subject to changes enacted by the State of New Jersey that may either increase or decrease benefits. Additionally, components of health plans are changed periodically by the plan providers and the County has no control over or any obligations regarding such changes.

C. Eligible employees may change their coverage plan only during the announced open enrollment period of each year after having been enrolled in the former plan for a minimum of one (1) full year. Regardless of this election, employees are specifically ineligible for any deductible reimbursement.

D. When an employee is granted the privilege of a leave of absence without pay for illness, health coverage will continue at County expense for the balance of the calendar month in which the leave commences plus up to three (3) additional calendar months. After that time has elapsed, if necessary, coverage for an additional period of up to eighteen (18) months may be purchased by the employee under the C.O.B.R.A. Plan.

E. In the case of consecutive leaves of absences without pay, the responsibilities of the County to pay for benefits remains limited to the original period of up to four calendar months.

Family Dental Plan – After the first of the month following three (3) full months of employment, full-time employees shall be eligible for a Family Dental Plan.

The Family Dental Plan will be made available to eligible employees, spouses and children to the end for the calendar year in which they turned 19. Details on this benefit may be obtained through the Department of Employee Relations.

Changes in Health Benefit Coverage – The Department of Employee Relations must be notified within sixty (60) days of any status change that will affect the level of coverage of health benefits, i.e. death of spouse, divorce, marriage, birth/adoption of a child, adding/deleting dependents. Failure to make the appropriate changes within the required time period may result in forfeiture of benefits and/or reimbursement of premium costs that were paid by the county for the higher level of coverage.

Vision Plan – All full-time employees in active service who have completed three (3) full months of service with the County are eligible for participation in the Vision Plan. This benefit is for employees only.

C.O.B.R.A. – (Consolidated Omnibus Budget Reconciliation Act) – This Legislation permits direct payment health care coverage for eligible employees and/or dependents under certain conditions. Details on this coverage may be obtained through the Department of Employee Relations.

Employee Assistance Program (E.A.P.) – The Employee Assistant Program is a free referral service available to Ocean County employees and families who may be experiencing personal difficulties. A 24-hour telephone number is available from the Department of Employee Relations. All services of the Employee Assistance Program are strictly confidential.

Tuition Reimbursement – This policy has been established to assist eligible employees in furthering their education, thereby increasing their effectiveness as employees of the County. The policy may be obtained through the Department of Employee Relations.

Pension Plan – Unless specifically prohibited or exempted, all permanent employees are required to become members of the New Jersey Public Employee's Retirement System (P.E.R.S.), the New Jersey Police and Firemen's Retirement System (P.F.R.S.) or the New Jersey Defined Contribution Plan (D.C.R.P.).

Ocean County withholds a percentage of each employee's salary according to a rate schedule provided by the New Jersey Department of Treasury – Division of Pensions and Benefits. All contributions are forwarded to the State.

Members of these Retirement Systems may also choose to pay an additional amount towards a variable annuity for increased benefits upon retirement.

More detailed information on these plans is available at the N.J. Division of Pension and Benefits website.

Contributory Life Insurance – A contributory life insurance plan is available to Ocean County employees upon their enrollment in the State Pension System. During the first year, participation in this plan is mandatory for those employees hired under the age of sixty (60). After one year, it may be continued or canceled at the discretion of the employee, except for those employees enrolled in the Police and Firemen's Retirement System. Should an employee cancel his/her Contributory Life Insurance, re-enrollment is prohibited by State Law.

Death Benefit of Active Employees – In the event of the death of an active County employee, the estate of the employee shall receive payment in full for the pay period during which the death occurred and one additional pay period. Additionally, payment will be made for all earned and unused vacation and personal time.

Pension Loans – Employees are eligible to obtain loans from their accumulated pension contributions. To borrow from the pension system, you must have at least three (3) years of contributing membership credited and posted to your account, repay the loan at the prevailing rate of interest, not obtain more than two (2) loans in any calendar year and be actively employed when the application for a loan is submitted. More information may be obtained from the Department of Employee Relations.

Social Security – All employees are covered by, and must contribute to, the Federal Social Security Program (FICA) and the Federal Medical Program (MEDI). This contribution is automatically deducted from covered wages at the applicable rate prevailing under Federal Law.

Sick Leave – Sick Leave is earned by full-time employees at the rate of one and one-quarter (1¼) days per month, credited in hours. Sick Leave may accumulate from year to year. Permanent part-time employees earn Sick Leave on a pro-rated basis. An employee who is absent on Sick Leave for five (5) or more consecutive days shall be required to submit acceptable medical evidence substantiating the illness to their Department Head. This certificate should be in writing and should indicate the date of illness and the approximate date that the employee will be capable of returning to his/her regular duties.

The certificate should be submitted or mailed on the sixth working day even though the employee is unable to return to work on that day. Upon returning, the employee must submit, at his/her own expense, a doctor's certificate advising that the employee is able to resume his/her full duties.

If any employee has officially notified their department he/she is leaving their employment with the County (i.e. resignation or retirement), the employee will be required to provide medical documentation for any sick time, earned or unearned, used during the last two (2) months of employment. If documentation is not provided, the employee will not be paid for any sick time taken during this period.

The County may require proof of illness or injury when there is a reason to believe an employee is abusing sick leave.

Worker's Compensation – Employees who suffer job-related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The County is self-insured for workers compensation benefits. Any occupational injury or illness must be immediately reported to the immediate supervisor or Department Head. All required non-emergent medical treatment must be performed by a Workers Compensation Physician appointed by the County and payment for unauthorized medical treatment may

Accumulated Sick Leave at Retirement – Employees of Ocean County who have a bonafide retirement plan under the Public Employees Retirement System, Police and Firemen's Retirement System, or N.J. Defined Contribution Plan may also be eligible to receive payment for one-half (1/2) of the number of earned but unused sick leave hours to a maximum payment of \$15,000. This payment may be taken in a lump sum or in two (2) or three (3) equal annual installments. The payment shall be computed at the employee's annual base rate of pay at the time of retirement times one-half (1/2) the employee's earned and unused sick hours at the date of retirement. Overtime pay, longevity and all other supplemental compensation is not included within the computation.

Leaves Without Pay – Family leave, military leave, illness, intermittent and other such leaves of absence are granted in accordance with NJCSC rules and regulations, Federal and State regulations and any other guidelines as may be established by the Board of Chosen Freeholders. Employees are referred to the Department of Employee Relations for further information.

Health Insurance coverage may be interrupted for employees granted a Leave of Absence Without Pay. Employees are referred to the Department of Employee Relations for further information.

Vacation Leave – Vacation Leave is granted in hours to each full-time employee. Employees who are covered by union contracts will abide by the vacation schedule set forth within those contracts. All vacations must be approved in accordance with established departmental guidelines with the employee's immediate supervisor, except in the case of any emergency, i.e. storm day. Regular Vacation Leave may be granted to those employees wishing to observe special religious holidays.

Vacation days may not be accumulated for more than two (2) calendar years. Any unused vacation days carried forward from one calendar year into the next must be used during the second year or automatically forfeited.

Permanent part-time employees earn Vacation Leave on a pro-rated basis.

For full-time employees, vacation time, computed in hours, is earned in accordance with the following schedule:

<u>Years of Employment</u>	<u>Annual Vacation Days</u>
1 – 4 years	12
4 years + 1 day – 11 years	15
11 years + 1 day – 19 years	20
19 years + 1 day – over	25

Holidays – All eligible employees shall enjoy holidays with pay, to be observed on the dates specified annually by the Board of Chosen Freeholders. Employees must have accountable time before and after the designated holiday to be eligible for this benefit.

Personal Days – Each employee may be eligible for up to three (3) days Personal Leave, computed in hours, which may be used for personal business which cannot be conducted after the work day. Use of Personal Days shall require forty-eight (48) hours notice, except in the case of any emergency, i.e. storm day. The employee must have the permission of his/her immediate supervisor before Personal Leave can be taken and Personal Leave time shall not be accumulative.

For new employees in their first calendar year of service, Personal Leave shall be earned in hours as follows:

<u>Date of Initial Hire</u>	<u>Amount of Personal Leave</u>
January 1 thru April 30	3 Days
May 1 thru August 31	2 Days
September 1 thru October 31	1 Day
November 1 thru December 31	0 Days

Employees hired on or after October 1 through October 31 of their first calendar year in service may use the one (1) Personal Day to be awarded to them after two (2) months of service, but must use that day prior to the end of the calendar year. Except for employees hired on or after October 1 through October 31 of their initial calendar year of service, no employee shall be entitled to use Personal Leave until he/she has worked three (3) months for the County.

Personal days shall not be carried over from one calendar year to the next and must be used in increments of one full day.

Bereavement Leave – All full-time employees shall have up to three (3) days leave in the event of the death of a spouse, child, parent, grandparent, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandchild, uncle or aunt of the employee or any other member of the immediate household. One (1) day leave will be given to attend the funeral services of a spouse's aunt, uncle or grandparent.

Permanent part-time employees may be entitled to bereavement leave on a pro-rated basis.

Such leave will not be taken until the immediate supervisor is notified of the instance of bereavement. The employer may require proof of loss of a decedent whenever such requirement appears reasonable. Bereavement Leave is specifically provided to allow employees time to make necessary arrangements and attend funeral services.

Therefore, Bereavement Leave must include one of the following days:

- Date of death
- Any day of viewing
- Date of interment
- Day of religious or memorial service

In no event shall any part of Bereavement Leave occur more than fifteen (15) days from the date of death.

Credit Union – The Ocean County Employees Federal Credit Union has been established for the benefit of all full-time permanent County employees. Employees may obtain further information by writing to the Ocean County Employees Federal Credit Union, P.O. Box 2191, Room 16, Toms River NJ 08754, or by calling (732) 341-4004.

Jury Duty – All full-time employees required to perform Jury Duty shall receive full pay from the County for all time spent on Jury Duty. In turn, any jury fees received by the employee must be endorsed over to the County. Employees put on "Stand By" are required to report to work.

VII. DISCIPLINE

It is the responsibility of the immediate supervisor to enforce and maintain proper discipline. To insure that employees are informed when infractions or shortcomings are noted, a progressive disciplinary procedure will ordinarily be utilized. In certain severe instances, it may be necessary to bypass one or more of the preliminary steps in order to impose suspension or dismissal of an employee as specified by the NJCSC. However, in no case will the option of immediate dismissal be executed without consultation with the Director of Employee Relations by the Department Head.

The following disciplinary procedures will apply except in such cases where other actions are warranted:

Step 1 – Personal Interview – The immediate supervisor will have a personal interview with the employee. The supervisor will bring to the employee's attention specific acts of unsatisfactory conduct or performance of duty and prepare a report for inclusion in the employee's personnel file.

Step 2 – Written Reprimand – If an employee fails to improve following Step 1, a Written Reprimand will be prepared by the immediate supervisor outlining in detail the unsatisfactory conduct or performance of duty. If the supervisor deems it appropriate, he/she may also outline possible recommendations for correcting the unsatisfactory conduct or performance of duty. The original copy of the reprimand will be furnished to the employee and the copy signed by him/her. Acknowledged receipt of the reprimand will be sent to the Department of Employee Relations for inclusion in the employee's personnel file.

Step 3 – Suspension Without Pay – In the event that the employee fails to improve after both Step 1 and Step 2, the immediate supervisor will bring the details to the attention of the Director of Employee Relations. If it appears that a suspension is warranted, and upon consultation with the Department Head, the Director will issue a suspension notice to the employee. The notice will specify the reason for suspension and the length of time the employee will be suspended. Fines may be imposed as a means of restitution, when appropriate.

Step 4 – Termination – In the event that unsatisfactory conduct or performance persists, termination may be warranted. Under those circumstances, a notice will be issued in accordance with the rules and regulations of the NJCSC.

Grounds for Disciplinary Action – Many types of conduct may be grounds for disciplinary action, up to and including termination. They include, but are not limited to, the following:

1. Incompetency, inefficiency or failure to perform duties;
2. Insubordination;
3. Inability to perform duties;
4. Chronic or excessive absenteeism or lateness;
5. Conviction of a crime;
6. Conduct unbecoming a public employee;
7. Neglect of duty;
8. Misuse of public property, including motor vehicles;
9. Discrimination that affects equal employment opportunity (as defined in N.J.A.C. 4A:7-1), including sexual harassment;
10. Violation of Federal Regulations concerning drug and alcohol use by employees who perform functions related to the operation of commercial motor vehicles and state and local policies issues thereunder;
11. Violation of residence requirement; and
12. Other sufficient cause.

This booklet has been prepared and distributed pursuant to a resolution adopted by the Ocean County Board of Chosen Freeholders on July 2, 2013. The provisions of this Personnel Handbook are not a contract between the County and any employee. This Handbook and all other policies, procedures and/or manuals referenced herein, shall become effective immediately, and shall remain in full force and effect unless modified by a subsequent resolution adopted by the Ocean County Board of Chosen Freeholders. Again, nothing contained or referenced in this Handbook establishes a contract for employment between the County of Ocean and any employee, and everything set forth or referenced in this Handbook is subject to change at the County's discretion without prior notice.

THIS IS NOT A CONTRACT



Ocean County Government Complex

Downtown Toms River, New Jersey

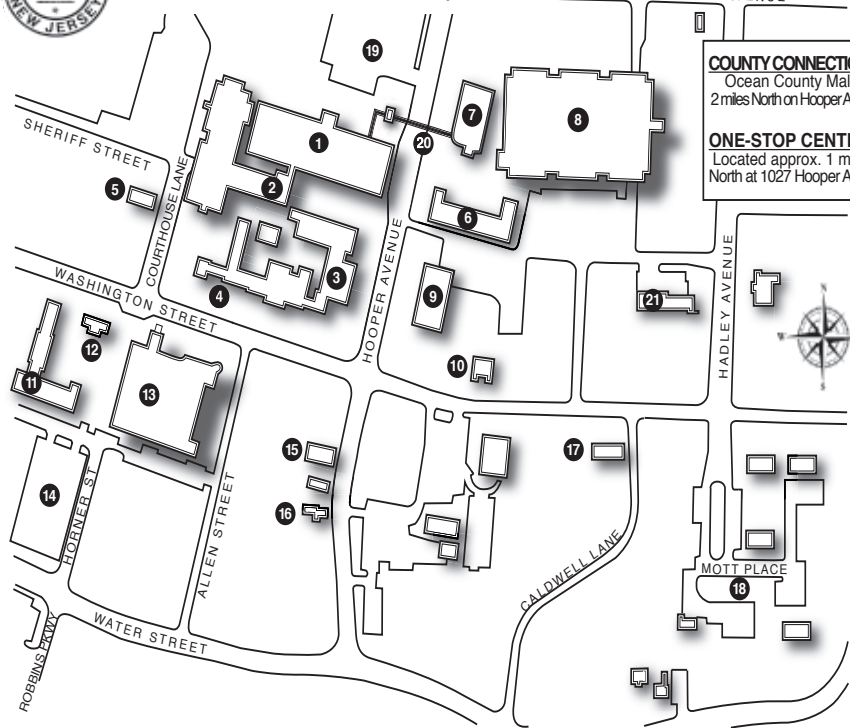
MADISON AVENUE

COUNTY CONNECTION

Ocean County Mall
2 miles North on Hooper Ave.

ONE-STOP CENTER

Located approx. 1 mile
North at 1027 Hooper Ave.

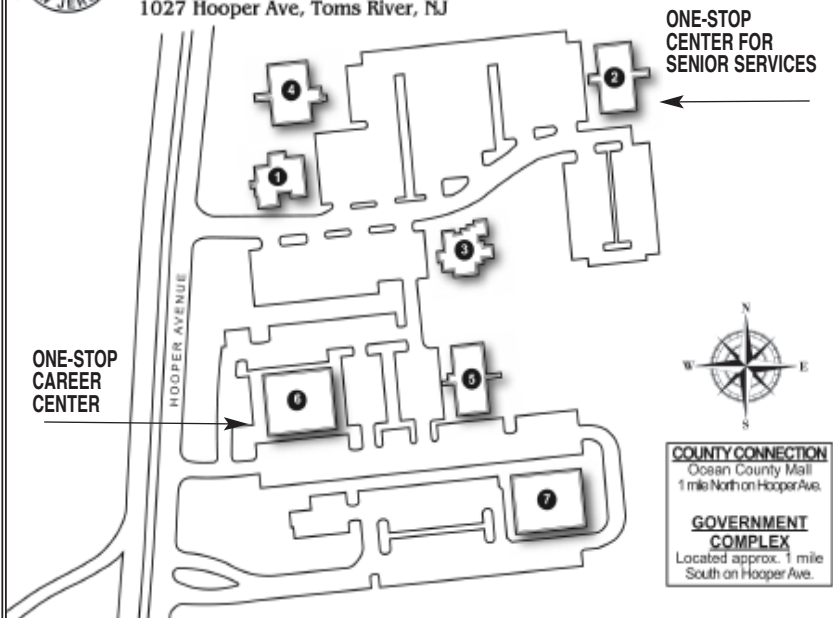


- | | | |
|---|---|--|
| 1 JUSTICE COMPLEX (120 HOOPER AVE.)
Bail Office
Courtrooms # 11 - 17
Criminal Records
Family Court/Juvenile/Domestic Violence
Sheriff's Office
Trial Court Administrator | 7 129 HOOPER AVENUE
Board Of Elections
Cafeteria
Engineering Department
Planning Department
Roads & Transportation
Solid Waste Management | 12 BISHOP MEMORIAL LIBRARY
(39 WASHINGTON ST) |
| 2 COUNTY JAIL (114 HOOPER AVE.)
Corrections Department | 8 COUNTY PARKING GARAGE - FREE PARKING | 13 OCEAN COUNTY LIBRARY
(101 WASHINGTON ST) |
| 3 COURTHOUSE (100 HOOPER AVE.)
Courtrooms # 1 - 10
Jury Services
Law Division
Superior Court | 9 ADMINISTRATION BUILDING
(101 HOOPER AVE.)
Administrator's Office
Clerk Of The Board Of Freeholders
Information Technology
Employee Relations Department
Finance Department
Freeholders Offices & Meeting Room
Risk Management Division
Management & Budget Office
Public Affairs Department
Purchasing Department | 14 TOWNSHIP PARKING GARAGE |
| 4 COURTHOUSE (118 WASHINGTON ST.)
County Clerk
Special Civil Office / Small Claims
Landlord / Tenant Court
Surrogate's Court
Tax Board
Law Library | 10 COUNTY SUPERINTENDENT OF SCHOOLS (212 WASHINGTON ST) | 15 125 WASHINGTON STREET
Courtrooms #19 - 21 |
| 5 206 COURTHOUSE LANE
Law Division/Chancery
Courtroom #18 | 11 TOMS RIVER MUNICIPAL BUILDING (33 WASHINGTON ST) | 16 CULTURE AND HERITAGE COMMISSION (14 HOOPER AVE.) |
| 6 PROSECUTOR'S OFFICE
(119 HOOPER AVE.) | | 17 213 WASHINGTON STREET
Child Support Office
Courtrooms #23 & 24/Probation Courtroom |
| | | 18 MOTT PLACE
Buildings & Grounds (BLDG 5)
Construction Permits/Appeals/Inspections |
| | | 19 JURY PARKING LOT |
| | | 20 OVERHEAD WALKWAY |
| | | 21 OCEAN COUNTY MUSEUM
(26 HADLEY AVE.) |



Ocean County One-Stop Center & Social Services Complex

1027 Hooper Ave, Toms River, NJ



2 BLDG #2: OCEAN COUNTY ONE-STOP CENTER FOR SENIOR SERVICES

Ocean County Department of Human Services
Mental Health Board
Advisory Commission for the Status of Women
Off. for Individuals with Disabilities
Work Force Investment Board
Ocean County Adjuster's Office
Ocean County Department of Consumer Affairs
Ocean County Veterans Service Bureau
Ocean County Office of Senior Services

3 BLDG #3: OCEAN COUNTY BOARD OF SOCIAL SERVICES

NJ Care/Medically Needy Pgrm
Food Stamps
Medical Transportation
NJ KidCare/NJ Family Care

4 BLDG #4: OCEAN COUNTY BOARD OF SOCIAL SERVICES

NJEASE Care Management
Emergency Services/Special Response
Work First New Jersey/Temporary Assistance
Social Services Section/Adult Protective Services/Safe Senior/RSVP
Persons with AIDS/Disabilities - Case Management
PASP (Personal Assistance Service Program)
Person Living with Disabilities
Boarding Home Investigations
Friendship Corner

5 BLDG #5: OCEAN COUNTY BOARD OF SOCIAL SERVICES

Adult Medicaid
NJEASE Case Management/Respite Programs

6 BLDG #6: ONE-STOP CAREER CENTER

NJ Department of Labor & Workforce Development

7 BLDG #7: Child Support Program

NOTE: BLDG #1 and BLDG #6 are NON-COUNTY.

Prepared by: Ocean County Department of Planning. July 2013.



***OCEAN COUNTY
BOARD OF CHOSEN FREEHOLDERS
TOMS RIVER, NEW JERSEY***