

VILLAGE OF RIDGEWOOD

HUMAN RESOURCES MANUAL

OCTOBER 2018

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THE CONTENTS OF THIS HANDBOOK ARE GUIDELINES ONLY AND SUPERCEDE ANY PRIOR MANUAL AND/OR HANDBOOK. NEITHER THIS MANUAL NOR ANY OTHER GUIDELINES, POLICIES OR PRACTICES CREATE AN EMPLOYMENT CONTRACT. THE VILLAGE OF RIDGEWOOD HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS.

NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND IS SIGNED BY THE VILLAGE MANAGER. EMPLOYMENT WITH THE VILLAGE OF RIDGEWOOD IS SUBJECT TO NEW JERSEY CIVIL SERVICE RULES AND REGULATIONS AND UNION CONTRACTS.

THIS NOTICE APPLIES TO ALL EMPLOYEES, REGARDLESS OF DATE OF HIRE.

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GENERAL HUMAN RESOURCES POLICY:

It is the policy of the Village of Ridgewood to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The Human Resources Manual of the Village shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, or Federal or State law, including the Attorney General's guidelines with respect to Village Police Department personnel matters and/or the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, this Manual shall prevail.

All employees, supervisors and Department Directors shall be appointed and promoted by the Village Manager, with the exception of the Village Clerk, Village Attorney and Municipal Court Judge, who shall be appointed by the Village Council. The Village Manager shall also be appointed by the Village Council.

The Village Manager, Village Clerk, and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Village Manager and Village Clerk shall have access to the Village Labor Attorney, appointed by the Village Council of the Village of Ridgewood, for guidance in personnel matters. With permission, the Department Directors shall also have access to the appointed Village Labor Attorney for guidance in personnel matters.

The Village has a "no tolerance" policy towards workplace wrongdoing. Village officials, including the Village Council, Village employees (including seasonal and temporary employees), and independent contractors are to report anything perceived to be improper, to the Department Director, Village Clerk or the Village Manager. The Village believes strongly in an Open Door Policy and encourages employees to talk with their Department Director, Village Manager, or the Village Clerk concerning any problem. (This shall not be deemed to violate any provisions of any collective bargaining agreement between the Village and any of its collective bargaining units).

The Human Resources Manual adopted by the Village Council of the Village of Ridgewood is not a contract of employment and is not binding on the Village. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Village personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Village.

To the maximum extent permitted by law, the employment practices of the Village shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, including the New Jersey Civil Service Act and any applicable union bargaining agreements, the Village shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Village shall comply with all Federal and State legal requirements, as well as New Jersey Civil Service and union bargaining agreements, requiring notice and an opportunity to be heard in the event of discipline or dismissal.

Relationship with the Governing Body Faulkner Act

The Village of Ridgewood operates under Council-Manager Plan B of the Faulkner Act. Employee interaction with the governing body, the Village Council, is prescribed in the Faulkner Act. The pertinent sections of N.J.S.A. 40:69A-91 (Faulkner Act) are as follows:

40:69A-91 Municipal Council to act as a body; administrative service to be performed through manager; committees or commissions

It is the intention of this article that the Municipal Council shall act in all the matters as a body, and it is contrary to the spirit of this article for any of its members to seek individually to influence the official acts of the Municipal Manager, or any other officer, or for the Council or any of its members to direct or request the appointment of any person to, or removal from, office; or to interfere in any way with the performance by such officers of their duties. The Council and its members shall deal with the administrative service solely through the Manager and shall not give orders to any subordinates of the Manager, either publicly or privately. Nothing herein contained shall prevent the Municipal Council from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any officer or department, or any matter relating to the welfare of the municipality, and delegating to such committees or commissions such powers of inquiry, as the Municipal Council may deem necessary. Any Council Member violating the provisions of this section shall, upon conviction thereof in a court of competent jurisdiction, be disqualified as a Council Member.

N.J.S.A. 40:69A-81 to 40:69A-98

Any violations of the Faulkner Act should be reported in writing to the Village Manager.

SECTION ONE

Policies Relating to Employee Rights and Obligations:

Anti-Discrimination Policy:

The Village 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 as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Village discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, disability or handicap (including AIDS or HIV infection), affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information (including refusal to submit to genetic testing), disability, pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the 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 Director, Village Manager, the Village Clerk or the Assistant Personnel Technician.

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

The Village is committed to complying with all applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). It is the Village's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment based on disability, pregnancy, pregnancy related medical condition or childbirth, so long as the individual can perform the essential functions of his/her job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the Village will provide reasonable accommodations to a qualified individual with a disability to allow him/her to perform the job. Accommodations will be made to employees and applicants who have made the Village aware of his/her disabilities, provided that such accommodation is reasonable and does not constitute an undue hardship.

It is the policy of the Village to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and (LAD). The Village shall not discriminate against any employee or job applicant with respect to any terms, conditions or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding or pregnancy related medical condition. The Village shall also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, 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 undue hardship on the Village.

The Village 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 Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

The Village Manager shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Village Manager. 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 Village of Ridgewood to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Village of Ridgewood facilities. Any questions concerning proper assistance should be directed to the Village Manager.

Contagious or Life Threatening Illnesses Policy:

The Village has a legal obligation and is committed to providing a safe and healthy work environment for all employees and to the public. Accordingly, employees who have been diagnosed with any illness that poses a health hazard to other employees or to the public must immediately disclose this information to their Department Director. The Department Director shall then consult with the Village Manager and a physician, if necessary, to assist in making a determination as to the appropriate course of action, including what, if any, reasonable accommodations exist to allow the employee to continue to perform the essential functions of his/her job. Employees who fail to disclose illnesses which pose a direct threat to the health and safety of other employees or the public shall be subject to discipline up to and including termination of employment.

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

The Village will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Department Directors, supervisors, and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Safety Policy:

The Village will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Village is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Director. Any on-the-job accident or accident involving Village facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Director. Village forms with the details of the injury or accident must be completed and filed in the Village Clerk's Office. If treatment is necessary for an on-the-job injury it must be from a Village approved treatment center.

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

Transitional (Modified Light) Duty Policy:

The Village will endeavor to assign transitional duty to employees who are on workers compensation and have been out of work due to an on-the-job injury. Transitional duty, however, cannot be guaranteed. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty. The decision to assign more than one employee in a department to transitional duty is within the sole discretion of the Village, taking into consideration the needs of the department. Transitional duty assignments are productive assignments. If no productive transitional assignments are

available in the department, transitional work will not be offered. Such determinations are made at the sole discretion of the Village.

An employee requesting transitional duty, or the employee's Workers Compensation Physician, shall notify the Village Clerk, who will notify the Village Manager, as soon as the employee is able to return to work with restrictions. Transitional duty will only be assigned to employees who, based on medical information, may be able to return to full duty (with or without additional accommodations) after a 45 day transitional duty period has expired.

Prior to assigning any employee to transitional work, the Village Manager will consult with the Department Director to determine if there is any meaningful work that can be performed consistent with the employee's restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Village Manager will decide if it is in the best interest of the Village to approve a transitional duty request and will notify the employee of the decision. The Village reserves the right to terminate the transitional duty assignment at any time without cause. Transitional duty assignments shall not be deemed to alter the essential functions of any position. All employees are expected to perform the essential functions of their jobs with or without reasonable accommodation.

Failure to accept transitional duty assignments recommended by a Workers' Compensation physician and offered by the Village may jeopardize an employee's entitlement to continued Workers' Compensation Benefits. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Village Manager who will render a written response.

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 Village Manager. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Village Manager 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 transitional duty period the employee is not able to return to work without restrictions, the Village reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability, to offer another reasonable accommodation, or to place the employee on a leave of absence. Where the employee is not able to perform the essential functions of his/her job, no accommodations exist, and the employee is not entitled to additional leave or rights under other laws, regulations or provisions of any collective bargaining agreement, his/her employment may be terminated.

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. This policy should be read in conjunction with all applicable collective bargaining agreements, and is not meant to alter any term or condition of employment set forth therein.

Procedures regarding this policy are as follows:

1. Employees who are able to return to limited duties after a work related injury or illness are expected to contract their supervisor to discuss the availability of a temporary alternate duty assignment.
2. If temporary alternate duty is an option, the employee must obtain a detailed note from his or her treating physician that identifies specifically the employee's work abilities and restrictions, and the expected duration of the restrictions, based on a review of the employee's current job description. The treating physician must be provided a copy of the employee's current job description prior to the medical evaluation.
3. Once received, the employee must provide the doctor's note to his or her supervisor and the Village Manager. If the Department Director or Village Manager has any questions regarding the employee's abilities or work restrictions, the employee must give them permission to contact the treating physician (i.e., the Workers' Compensation physician) for clarification. In addition, if deemed necessary by the Village Manager, the employee may be required to submit to a medical examination by a doctor chosen by the Village.
4. Once the necessary medical information is received, the Village Manager, in conjunction with the Department Director, will determine whether a temporary alternate duty assignment is available. The Village Manager, in consultation with the Department Director, will also determine whether alternate duty will take the form of a temporary reduction in hours, temporary limitations and/or temporary alterations in the employee's regular position, or temporary reassignment to an alternate duty assignment.

If one Village employee is already on alternate duty in the Department, an alternate duty assignment may only be available at the discretion of the Village Manager, in consultation with the Department Director. If no alternate duty assignment is available, another reasonable accommodation may be provided as required by law.

No specific position within the Village shall be deemed a temporary alternate duty assignment. Rather, temporary alternate duty assignments may be drawn from a range of duties performed within the Village. The temporary alteration of assignments or the creation of additional assignments as a result of temporary alternate duty shall not be used as a basis for determining the essential job functions of any position within the Village, and shall not be used as a basis for determining whether a reasonable accommodation exists.

5. If an employee who returns to work must continue to see a treating physician or other caregiver, the employee must schedule such appointments outside his or her normal working hours whenever possible. If appointments must be scheduled while on duty, appropriate paid time off may be used, or, if the employee is out of time, the time may be deemed unpaid.

6. Prior to returning to full duty, the employee must provide a return to work note from his or her physician. The Village may seek a second medical opinion if there is reason to question the legitimacy of the return to work note.
7. All medical information shall be kept strictly confidential to the extent reasonably possible.
8. Employees will be limited to one alternate duty assignment every twenty-four (24) month period. Exceptions may be made at the sole discretion of the Village Manager for good cause shown and where necessitated by law.

Non-Work Related Injuries:

The Village Manager, at his or her sole discretion, after consultation with the Department Director, may authorize temporary limited duty assignments on a week by week basis, not to exceed thirty (30) days, to employees with non-work related injuries. Such assignments shall be subject to the same limitations and procedures outlined above. In instances where more than one individual requests alternate duty assignments, the employee returning to work from a work-related injury or illness will be given preference over the employee returning to work from a non-work related injury or illness.

Drug and Alcohol Use Prevention Policy:

The Village recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or Department Director 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 Director will immediately report any reasonable suspicions to the Village Manager.

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 the 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 Directors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Village premises or during work hours by employees are strictly prohibited.

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

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

Employees using prescription drugs that may affect job performance or safety must notify their Department Director or the Village Manager, the Village Clerk or Assistant Personnel Technician who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Village personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. A program to assist employees who may have a drug/alcohol problem is provided through the Village's Employee Assistance Program.

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

Scope

This policy applies to all employees (including all contracted employees) and all job applicants.

Definitions

Alcohol:	Any beverage that contains ethyl alcohol (ethanol), including, but not limited to, beer, wine, and distilled spirits.
Village premises/facilities	All property of the Village, including, but not limited to, the offices, facilities and surrounding areas of Village-owned or leased property, parking lots, and storage areas. The term also includes all Village-owned or leased vehicles and equipment wherever located, and includes all other premises or facilities visited by employees in the course of their employment.
Illegal drug	Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained, not being used for the prescribed purpose or by the prescribed person, or not being used in the prescribed dosage or manner; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples include, but are not limited to, marijuana, hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), barbiturates, and so-called designed or look-alike drugs.

Reasonable suspicion

A belief based on objective facts sufficient to lead a reasonable person to conclude that an employee is under the influence of alcohol or drugs. Reasonable suspicion must be directed at a specific person and must be based upon specific and articulable facts and the logical inferences and deductions that can be drawn from those facts. Reasonable suspicion may be based upon things such as: observable phenomena – such as the direct observation of the possession or use of a drug or alcohol or the direct observation of physical symptoms of being under the influence of a drug or alcohol such as slurred speech; unsteady gait; a pattern of unusual or abnormal conduct or erratic behavior; information provided by a reliable and credible source; work-related accidents which cannot be readily explained; deviations from safe working practices; unusual absenteeism; sudden forgetfulness.

Employee Responsibilities

Each employee has the responsibility to:

1. Report to work at all times free of alcohol or illegal drugs on their person or in their system;
2. Be aware of the Village's Alcohol-Free and Drug-Free Workplace Policy;
3. Seek assistance for alcohol and other drug abuse or related problems through an approved program before job performance is impacted;
4. Support the Village's efforts to eliminate alcohol and other drug abuse among employees.

Supervisors and other management personnel will be trained in detecting the signs and behavior of employees who may be using illegal drugs or alcohol at work.

Authorized Use of Prescribed Medication

An employee undergoing prescribed medical treatment with any drug that may impair his/her ability to perform his/her job without posing a safety risk to himself/herself or others must report this treatment to his/her Department Director. An employee may continue to work under the influence of a prescribed drug only if, after consultation with a Village medical professional, it is determined that such use does not pose a safety risk and the employee's job performance is not negatively impacted and/or cannot be reasonably accommodated.

If justified by medical information and the employee's work performance, the Village may restrict an employee's work activity, place the employee on a leave of absence, or take other appropriate action in compliance with law.

Reasonable Suspicion Testing

Whenever the Village has reasonable individualized suspicion that an employee is under the influence of alcohol or illegal drugs, the following procedures shall be followed:

1. An employee reasonably believed to be under the influence of alcohol or illegal drugs shall be immediately prevented from engaging in further work by his/her supervisor and Department Director, and shall be prohibited from returning to work until negative test results are received. Any employee removed from a job for suspected drug or alcohol use will suffer no loss in pay provided the test result is negative.
2. The decision to test an employee shall be made by the Department Director after consultation with the Village Manager or Village Clerk or Assistant Personnel Technician, and legal counsel, if necessary.
3. If the Village decides to test an employee, the employee will be given a direct order to submit to the test. Unionized employees shall be given the opportunity to have a union representative present if requested. The test will not be unreasonably delayed waiting for the attendance of a union representative. Refusal on the part of the employee to submit to a test shall be considered misconduct and shall subject the individual to discharge.
4. The employee shall be transported in a reasonable amount of time to a qualified testing facility where a drug and/or alcohol screening test will be administered. The employee will be required to sign a consent form prior to the test. Refusal to sign the consent form or an employee's intentional interference with the effective operation of the test shall be considered misconduct and shall be grounds for discharge.
5. The Village will afford the employee subject to testing the opportunity to list all prescription and non-prescription drugs they have used or recently used (including alcohol) and the circumstances surrounding the use of such prescription and non-prescription drugs.
6. The Village will allow a split sample to be taken so the employee may independently test the specimen at his/her own expense.
7. All alcohol and drug testing reports shall be treated in a confidential fashion and will only be revealed to those with a business need to know.

Disciplinary Action

Any person violating any provisions of this policy, including testing positive for illegal drugs and/or alcohol, will be subject to discipline up to and including termination of employment. Alcohol use shall cause the employee discipline if the employee is on-duty, on-call, is driving a Village vehicle, or is otherwise in a situation where danger to the employee or others is in jeopardy.

At its discretion, based on the individualized circumstances of each case, the Village may provide a one-time opportunity to the employee to enter and successfully complete a rehabilitation program that has been approved by the Village, at the employee's own expense, for alcohol and/or drug use. Costs not covered under the employee's health insurance plan shall be paid for

by the employee. During rehabilitation, the employee will be prohibited from working and will be required to submit periodic updates to the Village. Time on such rehabilitation leave may be deemed leave under the Family and Medical Leave Act where appropriate. Upon successful completion of rehabilitation, the employee will be subject to unannounced random drug and/or testing for the period of time indicated by the rehabilitation program's professionals. In the event the employee fails to successfully complete the rehabilitation program or tests positive in a test conducted after rehabilitation, the employee may be terminated.

Voluntary Self-Identification

Employees who come forward and identify themselves as having a drug and/or alcohol abuse problem prior to being requested to take a test by the Village based on reasonable suspicion will be provided the opportunity to successfully complete a one-time only rehabilitation program at his/her own expense.

Applicant Testing

All applicants for employment are subject to drug testing. If an applicant refuses to take a drug test, or if evidence of the use of illegal drugs by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

Notification

Each employee and applicant will receive a printed copy of this Drug and Alcohol Prevention Policy and will be required to sign acknowledging receipt of same.

Workplace Violence Policy:

The Village 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 Village property, at Village events or under other circumstances that may negatively affect the Village's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;

- Possession of a weapon while on Village property or while on Village business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, any type of harassment or domestic violence.

Any potentially dangerous situations must be immediately reported to the employee's Department Director, Village Clerk or Assistant Personnel Technician, or the Village Manager. All reported incidents will be investigated and appropriate action taken in an expeditious manner. The Village will actively intervene in any potentially hostile or violent situation occurring at work. If such violence is occurring off work premises between two or more employees, the Village will do everything possible to remedy the situation. Situations involving a Village employee and a non-Village employee may require police involvement. The Village will do what is within its reasonable power to do in each situation, with its primary goal to be the health and safety of its employees and residents.

Any employee found to have committed violent acts as defined above shall be subject to discipline up to including immediate termination of employment. Any non-employee engaged in violent acts on Village premises will be reported to the proper authorities and fully prosecuted.

Workplace Animal Policy:

Only Certified Service Dogs are allowed in Village office buildings. Employees are not permitted to bring animals into work or into buildings owned by the Village of Ridgewood or in Village vehicles at any time – including during and after standard work hours.

Anti-Harassment Policy:

It is the Village'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, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by Village employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed 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 Procedure.

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.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Village generally. The Village cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring these kinds of problems to the attention of the appropriate officials, so that steps are taken to correct them.

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

Sexual Harassment

It is the Village's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Village prohibits sexual harassment from occurring in the workplace or at any other location at which a Village sponsored activity takes place. Sexual harassment of non-employees by Village employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Procedure.

Harassment of Village 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 their supervisor. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Village generally. The Village cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring these kinds of problems to the attention of management so that the 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 notice outlining the specific employee complaint procedure, which notice shall be posted. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee's official personnel file upon initial appointment. 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. All complaints will be taken seriously and promptly investigated.

The Village 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 Director, the Village Manager, 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, or 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 Village Manager, the Village Clerk or the Assistant Personnel Technician. 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 an emergency. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Procedure. Under the law, the employee must give the Village 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.

Employee Complaint Policy:

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Department Director, the Village Manager, the Village Clerk or Assistant Personnel Technician. Reporting of such incidents is encouraged either when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the

charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Village. All grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within ten working dates after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the supervisor or Department Director who will discuss the matter with the Village Manager and/or the Personnel Technician. The supervisor or Department Director will communicate the decision to the employee within ten (10) working days.
- **Step Two:** If the employee is not satisfied with the decision, the employee may submit a written grievance to the Village Manager detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five days working days of the step one decision. After consulting with the Assistant Personnel Technician and/or the Department Director as appropriate, the Village will render a written decision to the employee within twenty (20) working days after receipt of the written grievance.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.

Access to Personnel Files Policy:

The official personnel file for each employee shall be maintained by the Village Clerk. Each individual Department Director may also maintain personnel files in his/her department. 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.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Village premises in the presence of the Village Clerk or a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed items.

Personnel files do not contain confidential employee medical information. Any such information that the Village may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Village endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Village will release information contained in personnel or medical records to persons outside the Village. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Village's compliance with applicable law;
- To the Village's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Village are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting a verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

Outside Employment Policy:

Village employees are expected to conduct business according to the highest standards of public service, including devoting their best efforts to the interests of the Village.

Village employees are allowed to hold outside employment as long as it does not interfere with their Village responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Village time, supplies or equipment in the outside employment activities, unless the outside employment is a Shared Services Agreement. The Village Manager may request employees to restrict outside employment if the quality of Village

work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Village must submit a written notice of these outside interests to the Village Manager.

1. **Employees working shift schedules** within the Village may work outside employment when they are not on duty with the Village. Employees who are on-call must not be working in outside employment that would interfere with working on-call with the Village. Such employees must, on an annual basis, provide the Village Manager with a list of all outside employment worked the previous year and an accounting of all hours worked. If outside employment is deemed to interfere with an employee's employment with the Village, the employee may face discipline up to and including termination of employment.
2. **Full-time exempt employees** who do not work assigned shifts are not permitted to work outside employment unless they receive approval in advance in writing by the Village Manager, or unless permitted by law. Where permitted by law, such employee must provide legal citations for such allowance, subject to review by the Village. Exempt employees are expected to work all hours necessary to complete their jobs with the Village and are always "on duty." Approval for all outside employment must be renewed annually by the Village Manager. Employees may be asked to justify their working hours with the Village and with any other entity, and may be required to disclose all compensation received from all outside employment. Full-time exempt employees who currently work outside employment and do not have authorization in writing must immediately advise the Village Manager and get approval in writing to continue working such outside employment. Employees who fail to follow this procedure may be subject to discipline, up to and including termination of employment. Where, in the Village Manager's opinion, working outside employment interferes with an employee's job with the Village, the employee may be required to give up the outside employment or work out other arrangements with the Village Manager. Employees who refuse, except where prohibited by law, may be subject to discharge.
3. **Part-time or paid appointed employees** who do not work assigned shifts are not permitted to work outside employment unless they receive approval in advance in writing by the Village Manager or unless otherwise permitted by law. Where permitted by law, such employee must provide legal citations for such allowance, subject to review by the Village. Approval for all outside employment must be renewed annually by the Village Manager. Employees may be asked to justify their working hours with the Village and with any other entity, and may be required to disclose all compensation received from all outside employment. Part-time or paid appointed employees who currently work outside employment and do not have authorization in writing must immediately advise the Village Manager and get approval in writing to continue working such outside employment. Employees who fail to follow this procedure may be subject to discipline up to and including termination of employment. Where, in the Village Manager's opinion, working outside employment interferes with an employee's job with the Village, the employee may be required to give up the outside employment or limit their work with

the other entity to the satisfaction of the Village Manager. Employees who refuse, except where prohibited by law, may be subject to discharge.

Unless a Shared Services agreement exists, no employee is permitted to engage in outside employment activities during working time or while using Village supplies, equipment, or personnel.

The Village Manager may request any employee to restrict outside employment if the quality of Village work diminishes

The Village Manager shall be responsible for maintaining a list of all employees working outside employment. Police personnel working outside jobs that are assigned through the Village are not required to maintain such outside employment on this listing as such employment is already known to the Village.

Conflict of Interest Policy:

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

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

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

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Village duties. Under no circumstances shall Village employees accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Village or any person or firm seeking to influence Village decisions. Meals and other entertainment valued in excess of \$50.00 are also prohibited. Employees are required to report

to their Department Director, who will inform the Village Manager, of any offer of a donation, gratuity, contribution or gift including meals and entertainment, that is in violation of this policy.

Violations of this policy may result in discipline, up to and including termination of employment.

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 Village time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Director, Village Manager, or Village Clerk.

Employee Evaluation Policy:

The Department Director or designee will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least periodically. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form. After completing the evaluation, the supervisor or Department Director will review the results with the employee and return the form(s) with the signed acknowledgement to the Village Manager. After review by the Village Manager the form(s) are to be forwarded to the Village Clerk for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Village Manager.

Employee Discipline Policy:

All employees are expected to meet the Village's work performance standards. The intent of this policy is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Village's Human Resources Policies and Procedures, and other disciplinary problems. All disciplinary procedures will comply with the Department of Personnel rules and regulations and, where applicable, collective bargaining agreements. All conversations with unionized employees regarding discipline, whether resulting in formal discipline or not, will take place in front of a union representative unless the employee declines same in writing. The Village shall offer all employees the right to have a union representative present at all such meetings.

Should a supervisor believe that an employee is not conforming to the Village's policies and rules, or to specific instructions, or has acted improperly; the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall discuss the matter with the Department Director and/or the Village Manager. Depending upon the gravity of the situation and the employee's past record, one of the following actions will be taken:

- **Verbal Reprimand:** The supervisor will verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will place in the employee's official personnel file a record of the verbal reprimand including the date, time, and what was discussed with the employee. (Minor Disciplinary Action)
- **Written Reprimand:** A written reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with a signed acknowledgement of receipt should be placed in the employee's official personnel file, along with a record of the discussion and the employee's comments. (Minor Disciplinary Action)
- **Suspension:** Whenever an employee is recommended for suspension, the Village Manager will make the decision in consultation with the Department Director. (Minor Disciplinary Action where suspension is five working days or less; Major Disciplinary Action where suspension is more than five working days)
- **Dismissal:** Whenever an employee is recommended for dismissal, the Village Manager will make the decision after consultation with the Department Director. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. (Major Disciplinary Action)

Civil Service Employees subject to major discipline will be provided with a Preliminary Notice of Disciplinary Action and a Final Notice of Disciplinary Action after a hearing before the Village Manager (the appointing authority). Unionized employees shall have the right to have a union representative present at all hearings before the appointing authority. Union employees who are served with Minor Disciplinary Action may grieve the discipline pursuant to their grievance procedure.

An employee may be disciplined up to and including termination, depending upon the circumstances for any of the following reasons as provided in New Jersey Civil Service rules and regulations, as well as other reasons, as follows:

- Incompetence, inefficiency or failure to perform duties;
- Insubordination;
- Inability to perform duties;
- Conviction of a crime or disorderly persons offense;
- Conduct unbecoming a public employee;

- Neglect of duty;
- Discrimination that affects equal opportunity (as defined in N.J.A.C. 4A: 7-1:1, including sexual harassment);
- Violation of Village policies, procedures and regulations;
- Falsification of public records, including attendance and other personnel records.
- Violation of Federal, State or municipal regulations concerning drug and alcohol use and possession;
- Chronic or excessive absenteeism or lateness;
- Misuse of public property, including motor vehicles;
- Violation of New Jersey residency requirements as set forth in P.L. 2011, c. 70
- Failure to report absence;
- Theft or attempted theft of property belonging to the Village, fellow employees, volunteers or visitors;
- Failure to report to work for a day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence;
- Fighting on Village property at any time;
- Harassment of co-workers and/or volunteers and/or visitors;
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Village property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Village property and at any time during work hours.
- Entering Village-owned buildings without permission during non-scheduled work hours;
- Soliciting on Village premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.;
- Careless waste of materials or abuse of tools, equipment or supplies;

- Deliberate destruction or damage to Village or suppliers' property;
- Sleeping on the job;
- Carrying weapons of any kind on Village premises and/or during work hours, unless carrying a weapon is a function of your job duties;
- Violation of established safety and fire regulations;
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours;
- Defacing walls, bulletin boards or any other Village or supplier property;
- Unauthorized disclosure of confidential Village information;
- Gambling on Village premises;
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Village premises;
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Unauthorized use of computers, Internet, and email;
- Conviction of a crime or disorderly persons offense;
- Violating any of the Village's rules or policies;
- Misuse of public property, including motor vehicles;
- Other sufficient cause.

Neither this manual nor any other Village guidelines, policies or practices create an employment contract. Employment with the Village may be terminated at any time with or without cause or reason by the employee or the Village.

Resignation Policy:

An employee who intends to resign must notify the Department Director 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 of employment, the employee may not use paid time off, except paid holidays, unless approved by the Department Director.

The Department Director will prepare an Employee Action Form showing any pay or other money owed the employee. A COBRA notification letter will be sent to the employee's home address. 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.

If an employee does not call in to his/her supervisor for 5 consecutive days, the employee is considered to have tendered their resignation.

An employee failing to provide 2 weeks' notice may not be paid for accrued, but unused time off. Unionized employees should see their collective bargaining agreements for payment for accrued, but unused time off. Employees who fail to provide 2 weeks' notice of resignation will not be eligible for rehire (unless otherwise required by Civil Service rules) and may be deemed a resignation not in good standing.

Work Force Reduction Policy:

Pursuant to N.J.A.C. 4A: 8-1.1 the Village may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives as provided by Civil Service law. Seniority, lateral or other re-employment rights for employees in Career Service titles will be determined by the New Jersey Civil Service Commission.

Employer Obligation to Maintain and Report Records:

The Village maintains records of each employee's wage and benefits as required by P.L. 2009, c.194.

All appropriate postings and employee notifications are maintained by the Village in accordance with applicable laws and regulations. Questions regarding this requirement should be directed to the Village Manager.

Driver's License Policy:

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

All new employees who will be assigned work entailing the operating of a Village 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 the Assistant to the Village Manager. Any employee who does not hold a valid driver's license will not be allowed to operate a Village vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Village 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 Village vehicle shall be subject to possible termination.

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

SECTION TWO

Workplace Policies:

Job Description Policy:

A job description including minimum qualifications shall be maintained for each position pursuant to New Jersey Civil Service Commission guidelines if the position is subject to Civil Service rules and regulations. All job descriptions are based on Civil Service descriptions and must be approved by the Village Manager. The Village Clerk will make copies available upon request. Job descriptions for unclassified titles should be reviewed at least once every two years or upon a job vacancy, and updated as the job changes, as approved by the Village Manager. Job descriptions contain examples of required duties. Employees may be required to perform additional duties as appropriately required by the Village. Not all jobs listed on job duties are deemed essential and the Village has the right to modify, where appropriate, job requirements in order to provide reasonable accommodations.

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. Unless emergent circumstances exist, all absences must be reported to the supervisor prior to the start of the normal workday. Employees should contact their supervisor or leave a message on their supervisor's voicemail as early as possible so that coverage can be obtained. Employees should NOT leave notice of their absence with a non-supervisor or via text message. The normal working hours for administrative departments are 8:30 a.m. to 4:30 p.m., Monday through Friday. The working hours for other departments are established by departmental procedures and collective bargaining agreements.

Early Closing and Delayed Opening Policy:

Employees should assume that Village offices will be open for work on all scheduled business days. In the event of unsafe conditions, the Village Manager may authorize Department Directors to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Village Manager shall notify Department Directors of a delayed opening and a new opening time. Each Department will have a system in place to notify employees of late openings and early closings. If the employee chooses not to report to work, a full vacation day or compensatory time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. If the employees was scheduled for a vacation day and work is called off for the day due to unsafe conditions, the employee will still be charged with having taken a full vacation day.

This provision does not apply to the Department of Public Works, Police, Fire, Water, Sanitation, Recycling, Emergency Services, or any personnel who may be required to assist in an emergency and who are deemed to be emergency employees and expected to be at work even when the

Village offices are closed. These emergency personnel shall not be given extra time off or additional compensation except where otherwise required by their collective bargaining agreement.

Breaks:

Employee breaks (including lunch/dinner and breaks) are covered by collective bargaining agreements for unionized employees. Non-unionized non-exempt employees are entitled to one-hour unpaid lunch that is to be arranged by their supervisor so that offices continue to function. Non-unionized non-exempt employees are also entitled to a fifteen-minute break in the morning and in the afternoon, to be arranged so that offices continue to function. Breaks and lunch for non-unionized exempt employees shall be determined based on the needs of the work.

Non-Exempt employees may not work through their lunch without prior approval of their supervisor. Such working through lunch should not put an employee into an overtime situation, i.e., overtime 40 hours per week or 8 hours per day for some covered unionized employees.

Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms with Village logo are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees working in Village offices are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, blue jeans, athletic clothing, shorts, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Attire on Fridays for Administrative Staff may be “business casual”, consisting of casual, professional attire. With the advance approval of the Village Manager, the Village will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay. Exempt employees may be disciplined for coming into work inappropriately dressed but will not lose pay for the day. Regardless of being sent home, exempt employees are expected to get their jobs done or face discipline.

No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Village has adopted a smoke-free policy for all Village-owned buildings. Village facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Village-owned buildings, Village-owned vehicles, or while on duty with the Village, except for specific breaks or scheduled lunch/dinner breaks. Employees are permitted to smoke outside Village buildings in areas specifically designated by the Village Manager for smoking. Such locations cannot cause a safety hazard and employees shall not congregate in such smoking areas. Residents shall never be required to pass through a smoking area to get to a Village building or event. Employees

should contact the Village Manager's office for designated smoking areas in each of the Village's office locations. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Use of Vehicles Policy:

Employees entrusted with Village vehicles are responsible for taking care of the vehicle assigned to them. Employees permitted to use Village vehicles must ensure that the vehicle is kept clean and in good operating condition. When the vehicle is in need of service or needs an updated registration, the employee must alert his/her supervisor and must advise his/her supervisor of all preventative maintenance schedules. Employees should check all Village vehicles for an up-to-date registration and insurance documentation prior to driving the vehicle. All employees driving Village vehicles must have a valid driver's license. No one other than the employee or other Village employees on business may drive or be passengers in the Village vehicle.

An employee who is employed by another governmental entity pursuant to an Inter Local Service Agreement or other agreement between the Village and the other government entity may use a Village vehicle for that employment, as long as such use is approved in advance by the Village Manager. Employees may not use Village vehicles for outside employment. Police vehicles may be exempt from this rule by Village policy or law. Approvals for such use must be authorized in advance.

Hands free phones/devices are allowed to be used in Village vehicles only for business purposes. Employees are prohibited from checking emails or texting while driving a Village vehicle. Personal calls may not be taken while driving a Village vehicle even if a hands-free device is used. All employees and passengers must wear seat belts in compliance with law.

Vehicles may be taken home only with the advance approval of the Village Manager in order to facilitate responses to after-hours emergency calls or for efficiency purposes. When an employee takes a Village vehicle home, it is to be used only for Village business. Employees who are allowed to take a Village vehicle home are prohibited from using the vehicle for personal activities, and only the employee or another Village employee may be a passenger in the vehicle for work purposes. Employees must park Village vehicles in a safe location and secure all vehicle keys.

Village vehicles are provided with fuel from Village pumps. Any other source of fuel must be approved in advance by the Village Manager. No vehicle shall be left unattended while being refueled at Village gas pumps. Only Village vehicles may be fueled by Village pumps.

All Village employees are required to report all Village vehicle traffic moving violations, including DWI, occurring both on and off the job, and vehicle damage, at the time of the incident to their supervisor.

Smoking is prohibited in all Village vehicles, including E Cigarettes and vaping.

Any violation of the policy constitutes cause for disciplinary action.

Village Property Policy:

Employees are given access to Village property and are expected to treat all such property with care. Careless use of Village property which leads to damage may result in discipline up to and including termination of employment. Employees who are aware that Village property is in need of servicing must alert their supervisor as soon as possible. Preventative maintenance can prevent the Village from having to spend unnecessary Village resources on problems that could have been fixed in advance.

Removal of Village Property from the Recycling Center:

All materials deposited at the Recycling Center are the property of the Village. Removal of any such materials without prior written permission, including but not limited to metal goods, electronic hardware and computers will not be permitted. Any violation may result in disciplinary action up to and including termination. Permission to remove such material will only be given if removal shall benefit the Village.

Communication Media Policy/Social Media Policy:

Scope:

This policy applies to all employees of the Village of Ridgewood, both permanent and temporary, and to any non-employee authorized to use Village of Ridgewood telephones, computers, printers, software, network connections, or data. Each employee shall be expected to sign an acknowledgement form indicating that they have read and understand the Internet Access Policy before any access to information systems is granted. Use of the Village of Ridgewood's information and communication equipment constitutes consent to all of the terms set forth herein.

The Village's Communication Media are the property of the Village and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Village, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the Village's Communication Media for personal purposes during work hours on Village equipment, without prior authorization from the Department Director or Village Manager to do so.

All data stored on and/or transmitted through Communication Media is the property of the Village of Ridgewood. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Village business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Village's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Village's local or wide-area networks."

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Village of Ridgewood are required to use the assigned municipal email account for ALL Village business and correspondence. The use of private email accounts for ANY Village business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cellphones, or other personal Communication Media, it is also subject to the provisions of the Open public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the employer; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolved workplace grievances internally by discussing issues with their supervisor and/or Department Director, and are asked to refrain from posting comments or materials on Communication Media that can be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

Employees must not reveal or publicize confidential Village information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

All users are personally accountable for messages that they originate or forward using the Village's Communication Media. Misrepresenting, obscuring, suppressing or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Village Manager) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of Village, and other third-party rights. Any use of the Village's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Village of Ridgewood, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

Confidentiality, Privacy, Security and Monitoring

The Village respects the individual privacy of its employees. However, employee communications transmitted by the Village's Communication Media are not private to the individual. **All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the**

Village. The Village of Ridgewood reserves the absolute right to access, review, audit, and disclose all matters entered into, sent over, and/or placed in storage in the Village's Communication Media. By using the Village's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Village personnel. The existence of passwords does not restrict or eliminate the Village's ability or right to access electronic communications. However, pursuant to New Jersey law, the Village cannot require the employee to provide the password(s) to his/her personal account(s).

All Village computer and phone systems, including email, voice mail, text messages and internet connections (herein referred to as "equipment"), are the property of the Village and, as such, are to be used for legitimate business purposes only. All documents, information and data created, stored and/or copied to the Village's computer and/or phone systems are the property of the Village and may not be copied or in any form transmitted to any third party other than in the ordinary course of business on behalf of the Village. The Village has the right to access, monitor and disclose the contents of any file, email or voice mail message composed, sent, received or viewed on any Village equipment system for any business purpose, including but not limited to breaches of security, violations of Village policy or other computer system, email or voice mail misuse. All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver, if a violation of this policy is suspected. Any information considered sensitive such as human resource, finance, and utility account information shall be secured against unauthorized access through the use of appropriate hardware and software systems. Access shall be restricted to persons designated by the Village Manager.

Harassment

Employees can only use the Village's Communication Media for legitimate business purposes. The Village of Ridgewood's policies against harassment and discrimination apply fully to the use of the equipment. Employees are expressly prohibited from using Village of Ridgewood equipment or customer information to distribute electronic communications containing obscene, offensive, harassing or defamatory language, or any communication in violation of any Village rules or policy or communication containing ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their gender or gender identity or expression, race, creed, color, national origin, ancestry, age, marital or political status, sex, pregnancy or pregnancy-related conditions, affectional or sexual orientation, age, disability or handicap, domestic or civil union status, genetic information (including refusal to submit to genetic test), atypical cellular or blood trait, religion or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether same is performed on the Village's equipment or on the employee's own personal Communication Media.

Employees are further prohibited from using the Village of Ridgewood's Communication Media and/or equipment to display, download, or transmit sexually explicit images, messages or cartoons, unwelcome propositions, or any electronic communication that is potentially offensive

communication. Use of the Village of Ridgewood's equipment or information for any purpose not spelled out in this Manual is strictly prohibited.

Acceptable Use

Access to phone and computer systems including but not limited to email, voice mail and the Internet has been provided to Village employees for the benefit of the Village of Ridgewood and its residents. Every employee has a responsibility to maintain and enhance the Village's public image and to use the Village's equipment in a productive manner for business purposes. To ensure that all employees are responsible, productive users and are protecting the Village's public image, the following guidelines have been established for using these systems.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by the Village. Certain data, or applications that process data, may require additional security measures as determined by the Village. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the Village's information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the Village.

All employees may access only data for which the Village has given permission. All employees must take appropriate actions to ensure that Village data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All Village data must be stored centrally, as required by the Village. This provides greater security, and ensures backup of all Village data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Village's computing environment.

Employees may not install, modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Village's Director of Information Technology (I.T.). Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Village, or licensed to the Village. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees. Internet security settings (where applicable) must not be changed. The foregoing includes, but is not limited to, the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses, etc.

Telephone Usage Policy:

Village-provided telephones and cell phones are for official business purposes only. Personal calls must be kept to a minimum and cannot result in increased telephone costs to the Village. Any charges incurred by employees for personnel use of Village telephones or cell phones shall be charged to the employee and must be repaid in time for the Village to pay the bill associated with such use. Employees are prohibited from using Village-provided cell phones to take pictures during working time or on work premises unless required for work purposes. Employees may not access internet sites, including Facebook and other social media, and other sites from Village-provided cell phones or other personal devices while on working time.

Personal cell phones should be put on silent or “vibrate” during working hours and not accessed during working time. Employees should not answer or make calls, texts or otherwise use personal cell phones during working time, except in emergency situations. Employees are prohibited from using personal cell phones or other devices to take pictures during working time or on work premises unless required for work purposes. Employees may not access internet sites, including Facebook and other social media, and other sites from their personal phones or other personal devices while on working time.

Violations of this policy shall subject the employee to discipline.

The use of hand-held cell phones while driving Village vehicles or while driving on Village business is prohibited unless a hands-free device is used and such calls are for work-related purposes.

Internet and Email Policy:

The Village of Ridgewood provides Internet access to its employees in order to make available a vast array of information resources and to allow participation in and access to increasing county and state resources.

Employees must comply with all policies adopted by the Village, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Employees who are using the Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Township's tax-exempt status or its proper operation; and/or
- Download unauthorized software, fonts, templates or scripts.

As stated in the Communications Policy above the Village reserves the right to monitor the employee's Internet usage. In addition the Village has the right to restrict access to specific types of prohibited content through the use of a content filtering system.

Village of Ridgewood email accounts and internet access, where provided, are to be used for Village business only. This rule shall be strictly enforced. No personal use of the Village provided Internet systems shall be tolerated. This prohibition includes using the Internet to access personal password protected sites, such as (but not limited to) AOL, YAHOO Mail, Gmail, Hotmail, Facebook, MySpace, and Twitter. Even though such sites have passwords, no Village employee should assume such communications shall be confidential and, if required for business reasons, the Village may access information from these sites and will do so to ensure compliance with this policy. Village employees are prohibited from using the Village's internet system for personal use either while on or off duty.

The Director of I.T. shall monitor the email and internet usage of all Village employees to ensure compliance with this policy and shall block personal sites from use. This restriction is deemed necessary to protect the Village of Ridgewood and its computer network from any physical risks of infection by malicious software and to ensure all content is business related and appropriate. Any employee found to have used the Village's internet system for personal, non-work-related use, shall face severe consequences, including restriction of internet usage and discipline up to and including termination of employment. To ensure compliance with this policy, the Village of Ridgewood may maintain files detailing sites accessed by employees, including personal email accounts used in violation of this policy.

Under no circumstances are users allowed to create, configure, or access personal email or internet accounts on Village of Ridgewood computers. The internet shall not be used for personal use, gain or advancement of individual views. Solicitation of non-Village business or any use of Village email accounts or internet access for personal gain is strictly prohibited. Users are not permitted to download any data, software, or entertainment media unrelated to legitimate Village business. The downloading of business related media shall only be permitted with the approval of the Director of I.T. and, where appropriate, the Village Manager. Individual users are responsible for the content of emails and attachments sent or forwarded by them and shall

always include the name of the sender, title, and contact telephone numbers. The use of abusive profane or offensive language is not permitted.

In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Village's Communication Media to any person, entity, business or media or Internet outlet, whether on or off duty, without the express written permission of the Village Manager. Except in "emergency situations", employees are prohibited from taking digital images or photographs with media equipment not owned by the Village of Ridgewood.

For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes, and flights from accidents or crimes, and the employee does not have access to the Village's Communication Media. If such situation occurs, employee agrees that any images belong to the Village and agree to release the image to the Village of Ridgewood and ensure its permanent deletion from media device upon direction from the Village of Ridgewood.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Village of Ridgewood or on behalf of the Village of Ridgewood, through the use of the Village's Communication Media may be issued unless it has first been approved by the Village Manager. Specifically, employees are forbidden from using the Village's Communication Media to impersonate the employer; to make statements on behalf of the employer without authorization; and/or to make statements that can be construed as establishing what the employer's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the employer's Communication Media or the employees' own personal media, either during working or non-working hours, any employer-related confidential, sensitive or other employer information of a proprietary nature, including but not limited to employer records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the employer, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences. Such unauthorized communications may result in disciplinary action.

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

All users are personally accountable for messages that they originate or forward using the Village's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) without a legitimate authorized purpose and authorized by the Village Manager is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of the public, Village, and other third-party rights. Any use of the Village's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Village Manager is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

Notwithstanding the Village's right to read and retrieve any email messages sent to or transmitted from Village computers, such messages shall be treated as confidential by other employees and accessed only by the intended recipient. Any exception to this policy must receive prior approval from the appropriate departmental director or the Village Manager.

The Director of I.T. is charged with ensuring this policy is upheld and may access internet and computer activity when necessary for business purposes. The Village Manager shall be advised when the Director of I.T. is accessing any employee's computer usage. Random checks of employee usage may also be conducted to ensure compliance with this policy.

Village Council Members are provided access to the Village's internet systems. Whenever a Council member's usage is being monitored, the Village Manager shall be notified in advance by the Director of I.T.. The Village Attorney or Labor/Employment Counsel will also be notified in advance.

Network Policy

Village of Ridgewood computers may only be used by employees specifically granted permission by their Department Director. Non-employees performing work for the Village of Ridgewood must do so under the supervision of a Department Director or designee. Each computer user so authorized will be issued a user logon name and password by the Director of I.T.. The user shall change the password on the first use and continue to change the password periodically. Each user shall log on to the computer he or she is using with the permanent user logon name and current valid password and shall be responsible for all operations on that computer until he or she logs off. Users shall use password protection of files only upon the approval of the appropriate Department Director. Passwords for such files must be given to the Department Directors and Department Directors shall keep secure records of these passwords. Department Directors should provide access to the Director of I.T. upon request. Users shall not install or cause to be installed, delete or cause to be deleted any software, unless approved by the Director of I.T.. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users or the Village unless given express permission to do so by the Director of I.T.. Modems shall only be used in applications where they are necessary and their installation and use must be approved by the appropriate Department Director and the Director of I.T. in advance.

Social Media Policy

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to

the following guidelines for their participation in social media. Only those Employees directly authorized by the Village Manager may engage in social media activity during work time through the use of the Village of Ridgewood's Communication Media, as it directly relates to their work and it is in compliance with this policy.

No Village employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Village Manager.

Employees shall not access social media pages during working time or using Village internet services except as required by their job. In addition, employees who maintain personal web pages and web sites, including but not limited to Facebook, YouTube, MySpace, Twitter, etc., shall not post information on such sites that would constitute a violation of Village personnel policies. The posting of words, phrases, photographs, images or any kind of information on a personal web site may be grounds for the imposition of disciplinary action against the employee if the words, phrases, photographs, images or information adversely reflect on the employee's fitness for duty or constitutes a violation of the personnel policies of the Village. Anything posted on a social media website that would result in discipline or violation of policy if said or done while on working time shall result in discipline. Although employee social media sites are not monitored by the Village, if the Village becomes aware of any posting that violates this policy, the employee may be disciplined. Guidelines for use of social media sites include:

1. Do not post anything that is confidential.
2. Do not post anything that would result in discipline if said directly to your supervisor or other employee of the Village.
3. Do not post anything that could result in a complaint of harassment or discrimination under Village policy.
4. Do not speak on behalf of the Village unless you are authorized to do so.
5. Do not make comments as a Village of Ridgewood employee that may be deemed to come from the Village. Employees must ensure that comments are deemed to be personal opinions and not opinions of the Village of Ridgewood.
6. Do not conduct Village business through social media unless your job requires such use.
7. Do not discuss another employee's, vendor's or other Village personnel's performance using social media.

If employees choose to identify themselves as Village of Ridgewood employees on their personal social media accounts and even those that do not, should be aware that he or she may be viewed as acting on behalf of the Village. Therefore, no employee shall knowingly represent themselves as a spokesperson of the Village; post any comment, text, photo, audio, video or other multimedia file that negatively reflects upon the Village; express views that are detrimental to the Village's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Village employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Village employees.

To the extent that Village employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or

retaliation for expressing views, opinions, and/or facts surrounding the Village's employment policies. For all other communications by employees on personal social media sites in which matters related to the Village of Ridgewood are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the Village of Ridgewood, and that the employees are expressing their own personal views. For example: **"The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer."** The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the Village of Ridgewood or the Village's business, with the exception of postings and social media communications by employees engaging in protected concerted activities. Employees are advised that if they post information on social media that is in violation of either the terms and conditions of the within social media policy, or in violation of federal, state, or local laws, the disclaimer will not shield them from disciplinary action. However, no retaliation or discipline will result if and when employees are engaging in protected concerted activity, and/or choose to report inappropriate social media activities to the Village Manager.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All Village employees have the right to engage in or refrain from such activities.

Access and Auditing

Access to the Village of Ridgewood's equipment and data shall be authorized by Department Directors and controlled by the Director of I.T..

The Director of I.T. is authorized to audit computer, internet, and intranet use as needed to ensure adherence to all policies on the handbook, this document, and any and all attachments. If auditing uncovers a violation of established policies, the Director of I.T. shall report the problem to the appropriate Department Director or, in serious cases, refer it to the Village Manager for further action.

Compliance with the Law

Use of the Village of Ridgewood's equipment must be in accordance with the law. This equipment shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or any similar materials without prior authorization. No software licensed to the Village of Ridgewood shall be copied, loaned or otherwise duplicated without the express written permission of the Village of Ridgewood. Violations of applicable laws may result in civil or criminal prosecution, and will result in disciplinary action up to and including termination of employment.

Reporting Incidents and Violations

Any employee who observes or becomes aware of a violation of any guidelines or policies listed in this document shall report the violation to the appropriate Department Director, Director of

I.T., Village Clerk, and/or the Village Manager. In all cases of reported misuse, the Village shall be notified of such alleged violation. If an employee feels no timely action is being taken to address a violation reported to his/her Department Director, he/she should advise the Director of I.T., Village Clerk, and/or the Village Manager immediately. Any violation may result in disciplinary action up to and including termination. If necessary, the Village will advise appropriate legal officials of any violation.

Video Surveillance

The Village may install video surveillance camera systems within public buildings and throughout public areas within the Village, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Village will ensure compliance with federal, state and local laws governing such usage.

The Village's video surveillance camera systems are a significant tool to which the employees of the Village will avail themselves in order to complete the goals and objectives of the Village. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Village's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Village's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission from the designee of the Village.

The Village shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the Village Manager or designee is immediately informed of such breach.

Bulletin Board Policy:

The bulletin boards located in the Village administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Village Manager may post, remove, or alter any notice. Employees shall not post personal notices or otherwise alter, deface or remove any approved posting. All postings must be approved by the Village Manager in advance.

Customer Service Policy:

All employees are to be helpful and provide information to the public in a pleasant and professional manner. This behavior is expected when interacting with the public in person, on the phone or via email. Employees are expected to respond to questions with helpful, factual information. All dialogue with the public is to be respectful. Employees should not respond to inappropriate comments made by any member of the public. When a member of the public acts in an inappropriate manner, the employee should refer the individual to his/her supervisor, Department Director or the Village Manager.

Office space is often shared by co-workers and accessible to members of the public. To present a professional workplace, employees must maintain a neat and professional working environment. Employees should refrain from eating at their desk. Employees are to show respect to the public they service and their co-workers. When customers from the public do not return the respect, employees must refrain from a negative response and continue to be as helpful as possible. In deteriorating circumstances, the employee is to immediately notify their supervisor, Department Director or the Village Manager. The Department Director or Village Manager may get the Village Police involved in situations deemed dangerous to the safety of employees or the public. In emergency situations, the employee may contact the Village Police directly and notify their Department Director and/or the Village Manager. Whenever the Village Police become involved, the Village Manager shall be immediately notified. Village staff members shall not be required to tolerate abusive behavior from members of the public or other Village staff.

SECTION THREE

Paid and Unpaid Time Off Policies:

Scope:

These policies cover regular full-time non-union employees and union employees to the extent that the relevant collective bargaining agreements do not cover these issues. Regular part time employees (i.e., those regularly working 29 hours or less per week) shall receive paid time off benefits on a pro-rata basis. Part-time employees who work less than 20 hours per week are not entitled to paid time off benefits unless specifically noted herein.

Paid Holiday Policy:

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving (except Sanitation personnel who receive one extra day)
- Christmas Day

Unless otherwise designated, 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.

If paid holidays are to be changed in any year, the Village will notify employees in advance. Employees who are regularly scheduled to work on the holiday are given the holiday off with pay. Employees required to work on holidays will either be given an alternate day off or shall be paid for the holiday plus his/her regular pay for the day. Employees who are regularly required to work on holidays – those in 24/7 operations, may have holiday pay rolled into their base pay pursuant to the terms of a collective bargaining agreement, and shall not receive extra pay for working on the holiday.

Part-time employees who are not regularly scheduled to work on the holiday shall not receive holiday pay. No part-time employee working less than 20 hours per week will be given holiday pay.

In order to qualify for holiday pay, employees generally must report for work on their regular shift prior to the holiday and after the holiday, unless an absence is approved in advance. The Village Manager shall be notified whenever an employee is not going to be paid holiday pay.

Vacation Leave Policy:

Regular full-time employees earn vacation on the basis set forth below. Regular part-time employees working 20 hours or more per week shall be given a pro-rata share of vacation time. Part-time employees regularly working less than 20 hours per week are not provided vacation pay. All vacation days are earned on a pro-rata basis throughout the course of the year.

Vacation is an accrued benefit based on the following schedule:

- One day for each full month of service during the first calendar year;
- Twelve days for the second through fifth year;
- Thirteen days after the completion of five years through ten years; and
- Sixteen days after the completion of ten years through fifteen years.

An additional vacation day will be added for each year of service at the completion of sixteen years, up to a maximum of thirty days. Employees must receive their supervisor's approval at least two weeks in advance of the first vacation day. Employees who do not use all of their vacation allowance may add their unused days to their allowance for the following year. However, if these days are not used in the second year, they will be forfeited. The Village Manager may allow continued carryover of unused vacation time from the second year on a case by case basis, with written approval in advance. Employees who resign, retire, or are terminated from Village employment without cause will receive pay for accrued but unused vacation time, which has been pro-rated on the date they terminate employment with the Village. Employees terminated with cause will not receive payment for accrued but unused vacation time.

Personal Leave Policy:

Regular full-time employees are entitled to three personal days per year. Part-time employees working 20 hours or more per week are given a pro-rata share of personal days. Permission to use personal days should be made 3 days (or shifts) in advance (whichever is greater), except in cases of emergency and will not be unreasonably denied. Any unused days are forfeited at the end of each calendar year. Sanitation Department employees receive four personal days per year in recognition of one less holiday.

Sick Leave Policy:

Regular full-time employees are entitled to fifteen working days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of an immediate family member. Employees absent on sick leave for three

or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required. After the fifth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences thereafter, regardless of duration. Prior to the return to work, the Village may require an employee to be examined by a physician designated by the (local unit type) to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received.

At the end of each calendar year, an employee's unused sick time is added to the allotment for the following year. The accumulation continues indefinitely. Currently, some Unions have a sick-leave buy back program (Blue Collar, White Collar), please refer to individual union contract for further information on these programs.

For part-time employees, under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. An employee accrues earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. An employee can begin using earned sick leave accrued under this law 120 days after beginning employment.

Employees begin to accrue earned sick leave on October 29, 2018, or on an employee's first day of employment, whichever is later.

Exception: If an employee is covered by a collective bargaining agreement that was in effect on October 29, 2018, the employee begins to accrue earned sick leave under this law beginning on the date that the agreement expires.

Acceptable reasons to use earned sick leave include:

To take time off from work when:

An employee needs diagnosis, care, treatment, or recovery for:

- a mental or physical illness, injury, or health condition; needs preventive medical care.
- An employee needs to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition;
- An employee's family member needs preventive medical care.
- An employee or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- An employee needs to attend school-related conferences, meetings, or events regarding his/her child's education; or to attend a school-related meeting regarding his/her child's health.
- The Village of Ridgewood closes due to a public health emergency or the employee needs to care for a child whose school or child care provider closed due to a public health emergency.

The law recognizes the following individuals as “family members”:

- Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- Grandchild
- Sibling
- Spouse
- Domestic partner or civil union partner
- Parent
- Grandparent
- Spouse, domestic partner, or civil union partner of an employee’s parent or grandparent
- Sibling of an employee’s spouse, domestic partner, or civil union partner
- Any other individual related by blood to the employee
- Any individual whose close association with the employee is the equivalent of family

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, the Village of Ridgewood is only required to let an employee use up to 40 hours of leave per benefit year. Alternatively, the Village of Ridgewood can offer to purchase the employee’s unused earned sick leave at the end of the benefit year.

Additional information on New Jersey’s Sick Leave Law can be found at: www.nj.gov/labor.

Terminal/Sick Leave Policy:

Employees hired prior to July 1, 2007 shall be entitled to terminal leave upon retirement, equivalent to either one-half of his or her accumulated sick leave or six (6) months, whichever is the lesser. Retirement eligibility is defined under the provisions of the Public Employees Retirement System or the Police and Fire Retirement System.

Employees hired after July 1, 2007 shall not be entitled to terminal leave payout upon retirement. Employees of the Village of Ridgewood as of July 1, 2007 who are subsequently promoted to a management position shall retrain credit for the accumulated sick leave that was earned in their prior position(s). No additional time will accumulate to these employees for the purpose of terminal leave payout at retirement.

In the event termination of active employment occurs by reason of death of an active employee who is eligible for terminal leave, his or her estate or personal representative shall be entitled to a lump sum cash payment in an amount equal to the dollar value of either one-half of his or her accumulated sick leave or six (6) months, whichever is lesser.

Bereavement Leave Policy:

Full-Time regular employees are entitled to four consecutive calendar days leave of absence for each death of an employee’s immediate relative. Regular part-time employees working 20 or more hours per week are provided with a pro-rata share of leave. Bereavement Leave shall not extend beyond four consecutive calendar days immediately following the death of a family

member. "Immediate relative" includes spouse or significant other, domestic partner or civil union partner, child, parent, stepchild, stepparent, sibling, grandparents, mother-in-law, father-in-law, 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. Employees needing additional time may be allowed to use other paid time off (not including sick time) with the written permission of the Village Manager. Time may also be provided without pay in the determination of the Department Director.

VILLAGE DONATED LEAVE POLICY:

The following program has been established to support an employee who has exhausted his or her sick leave due to an extended illness.

- A. An employee shall be eligible to receive donated sick or vacation leave if the employee:
 - 1. Has completed at least one year of continuous Village service;
 - 2. Has exhausted all other accrued paid time off, including sick, vacation and personal time, all workers compensation injury leave and, if any, all compensatory time off;
 - 3. Has not, in the two-year period immediately preceding the employee's need for donated leave, been disciplined for chronic or excessive absenteeism, chronic or excessive lateness or abuse of leave; and
 - 4. Either:
 - a. Suffers from a serious health condition or injury;
 - b. Is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury; or
 - c. Requires absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow). Such condition shall also be referred to as a serious health condition as defined herein.
- B. For purposes of this section, a "serious health condition or injury" shall be defined as consistent with the Family and Medical Leave Act and all other applicable law, and shall include donation of an organ.
- C. A Village employee may request, through the Department Director, that the Village Manager approve his or her participation in the program, as a leave recipient, once the Village has notified the employee that he/she is out of time and that Donated Leave would be available to him/her. The Village may deny any employee's participation in the leave program on the basis of operational hardship. When approved, leave under this program shall run concurrently with leave provided under state and federal leave laws, including but not limited to the Federal Family and Medical Leave Act, the New Jersey Family Leave Act, and the New Jersey Paid Family Leave Act.

1. The employee or supervisor requesting the employee's acceptance as a leave recipient shall submit to the Village Manager medical verification from a physician or other licensed health care provider concerning the nature and anticipated duration of the serious health condition.
 2. When the Village Manager has approved an employee as a leave recipient, the Village Manager, or his/her designee, shall post or circulate the employee's name, along with those of other eligible employees, in a conspicuous manner to encourage the donation of leave time, and shall provide notice to all union representatives for that employee.
- D. A leave recipient must receive at least five sick days or vacation days, or a combination thereof, from one or more leave donors to participate in the donated leave program. A leave donor shall donate only whole sick days, or whole vacation days, and may not donate more than ten (10) such days per year to any one recipient.
1. A leave recipient shall receive no more than 180 sick days or vacation days, and shall not receive any days on a retroactive basis to the first day out on leave.
 2. A leave donor shall have remaining at least 20 days of accrued sick leave if donating sick leave, and at least 12 days of accrued vacation leave if donating vacation leave.
 3. A leave donor shall not revoke the leave donation.
 4. If a leave donor is not in the same department as the leave recipient, appropriate arrangements shall be made between the affected departments to verify donor eligibility and adjust leave records.
- E. While using donated leave time, the leave recipient shall accrue sick leave and vacation leave and be entitled to retain such leave upon his or her return to work.
1. Any unused, donated leave shall be returned to the leave donors on a prorated basis upon the leave recipient's return to work. Such a pro-ration shall be accomplished by alphabetizing the list of donors and applying used days in reverse alphabetical order.
 2. Upon retirement, the leave recipient shall not be granted supplemental compensation for any unused sick days which he or she had received through the leave donation program.
- F. Employees shall be strictly prohibited from threatening or coercing, or attempting to threaten or coerce another employee for the purposes of interfering with rights involving donating, receiving or using donated leave time. Such prohibited acts shall include, but not be limited to, promising to confer or conferring a benefit such as an appointment or promotion, or making a threat to engage in, an act of retaliation against an employee. The Village Manager shall ensure that no employee feels threatened into donating leave time. Union representatives may not be involved in requesting that unit members donate leave to prevent any appearance of coercion. ALL LEAVE TIME DONATED SHALL BE KEPT CONFIDENTIAL AND EMPLOYEES SHALL NOT BE ALLOWED TO, NOR BE REQUIRED TO ASK, WHO DID OR DID NOT DONATE LEAVE TIME.

1. The appointing authority shall not implement a donated leave program unless the program has been approved by the Commissioner of the NJ Civil Service Commission.
2. The appointing authority shall retain all records concerning implementation of an approved donated leave program subject to NJ Civil Service Commission audit.
3. The appointing authority may suspend or terminate the donated leave program at any time upon 30 days written notice of such suspension or termination to the Commissioner of the NJ Civil Service Commission, all affected employees and labor negotiations representatives.

Jury Duty Policy:

An employee required to service jury duty shall be entitled to be absent from work during that service. Employees who are regularly scheduled to work on the date of jury service shall receive his/her regular pay for jury service. Employees are expected to return to work on any day where jury service ends prior to the end of the regular work day. If jury service ends within 2 hours of the end of the employee's regular shift, the employee must call his/her supervisor to determine whether he/she must return to work. Employee shall be expected to return to work unless they receive authorization to the contrary from their supervisor or Department Director. Any payment received by the employee from the court system for jury duty shall be given to the Village.

Leave of Absence Policy:

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Village Manager if the leave does not cause undue operational disruption. The leave must include the use of all accrued paid time off, vacation, personal, compensatory and sick time (if health related), regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of paid time off will be without pay or longevity credit. In exceptional circumstances, the Village Manager may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Village.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. If leave lasts longer than 12 weeks, Village-paid health benefits may also be impacted and an employee may be placed on COBRA. A personal leave is granted with the understanding that the employee intends to return to work for the Village. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned and shall not be deemed eligible for rehire unless otherwise prohibited by law or unless the Village Manager deems such rehire in the best interests of the Village.

To the extent leave is for a reason qualifying under the Federal Family Medical Leave Act, the New Jersey Family Leave Act or any other required leave, such leave shall run concurrently with leave under this section.

Family Medical Leave Act Policy:

The Village recognizes that from time to time employees may require a leave of absence to attend to certain family or medical situations. Therefore, the Village will provide leave under the Federal Family Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA) for the following reasons:

1. To care for their newborn, adopted or foster-placed child and for the adoption or foster placement of a child (referred to as “family leave” under the FMLA and NJFLA).
2. To provide necessary care for the serious health condition of their spouse, parent, or minor or disabled child (referred to as “family leave” under the NJFLA only).
3. To provide necessary care for the serious health condition of their parent-in-law or civil union partner (referred to as “family leave” under the NJFLA only).
4. To care for their own serious health condition, including pregnancy and on-the-job illnesses or injuries that makes the employee unable to perform at least one of the essential functions of his/her job (referred to as “medical leave” under the FMLA only).
5. Because of any qualifying exigency arising out of the fact that the spouse or a son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (referred to as Service Member Exigency Leave under the FMLA only)
6. To care for the spouse, son, daughter, parent or next of kin who is a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) who needs medical treatment, recuperation or therapy, is otherwise in out-patient status or is otherwise on the temporary disability retired list for a serious illness or injury incurred in the line of duty (referred to as Military Caregiver Medical Leave under the FMLA only). **Military Caregiver Medical Leave may be up to 26 weeks or up to 12 weeks for a qualifying exigency.**

Employees are eligible for up to twelve (12) weeks of leave in a twelve (12) month period (measured forward from the date an employee’s first family/medical leave begins) under the FMLA for reasons 1, 2, 4, and 5 if they have been employed by the Village for at least twelve (12) months (need not be consecutive), and have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave. Employees are

entitled to up to 26 weeks of Military Caregiver Medical Leave (Number 6 above) in every 12-month period.

Under the NJFLA, employees are entitled to up to 12 weeks of leave in every 24-month period (measured forward from the date the employee's first family leave begins) for reason 1, 2, and 3 above if they have been employed by the Village for at least 12 months and have worked at least 1,000 base hours in the previous 12-month period.

Leave under the FMLA and NJFLA will run concurrently where appropriate. Usage of sick, vacation or personal time will also run concurrently with FMLA and NJFLA. Additional leave beyond that required herein may be granted to employees for their own medical condition in the sole discretion of the Village as an accommodation or as otherwise required by state or federal law.

Leave may be taken:

- Consecutively
- Intermittently (in separate blocks of time), or on a reduced leave schedule (fewer hours in a day or days in a week), when medically necessary, in the event of the employee's own serious health condition, the serious health condition of a family member, or for service member exigency or medical leave (Numbers 2, 3, 4, 5, and 6 above). Intermittent leave is not available for care of a newborn or adopted child.

Employees may be temporarily transferred to an equivalent or part-time position, with no loss in pay or benefits, which better accommodates their intermittent or reduced leave schedule. Employees may not use intermittent or reduced leave for the birth, adoption or foster care placement of a newborn.

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

Notice Requirements

When planning a family or medical leave, employees should make all reasonable efforts to minimize the disruption to Village operations. Employees seeking leave, to the extent that such leave is foreseeable, must provide at least fifteen (15) days prior notice for leave to care for a family member, and at least thirty (30) days prior notice for leave for any other reason. In emergent circumstances, employees must provide such notice as soon as practicable. Written request forms are available from, and should be submitted to, the Village Clerk or Assistant Personnel Technician at the time of notice to the Village. The Village Clerk or Assistant

Personnel Technician will be solely responsible for granting or denying a request for family or medical leave. In addition, employees must complete a Leave Designation/Employee Acknowledgement of Obligations form prior to taking leave. This form will be provided to employees after a request for leave is received. Employees may also be required to fill out other forms, depending upon the leave request. All required forms will be provided to employees by the Village Clerk or Assistant Personnel Technician.

Employees shall be provided at the time leave is requested with an indication of the number of hours, days, or weeks of leave that will be counted as FMLA leave if known at the time leave is provided.

Use of Paid Time Off

Employees taking leave for the care of a newborn child or a seriously ill family member, or for the adoption or placement of a child, must exhaust all accrued paid vacation and personal time during the leave, unless the employee is also taking paid leave as provided under New Jersey's Paid Family Leave Law. If an employee is taking paid leave as part of FMLA/NJFLA, the employee shall be required to use 2 weeks of paid vacation until the employee has exhausted his/her 6 weeks entitlement to NJ Paid Leave (See section below on NJ's Paid Family Leave Law). Thereafter, the employee shall be required to use his/her accrued remaining vacation and personal time for the remainder of the FMLA/NJFLA period.

Employees taking leave for their own serious health condition must exhaust all accrued paid vacation, personal and sick time as part of the leave period. If employees are also receiving other partial pay supplementation, the use of paid time off shall be used as a supplement. The remainder of the leave will be unpaid.

In no case shall use of accrued paid vacation and personal time extend the leave.

Health Care Provider Certification Form

Employees requesting medical leave to care for a seriously ill family member, or for the employee's own serious health condition, must provide the Village Clerk or Assistant Personnel Technician with a written certification from the health care provider certifying the need for leave. Failure to provide the certification required by the Village may result in denial or postponement of leave. Health Care Provider Certification Forms will be sent to the employee requesting medical leave by the Village Clerk or Assistant Personnel Technician.

The Village Clerk or Assistant Personnel Technician or designee may contact an employee's Healthcare Provider to authenticate or clarify information provided on the Health Care Provider Certification Form with prior employee approval. In the event that the Health Care Provider Certification Form is not deemed sufficient, the employee shall be provided written notice and shall be allowed 7 days to cure the deficiency.

Failure to provide the Health Care Provider Certification Form in a timely manner (no more than fifteen days from the initial request) and/or failure to cure deficiencies may result in the delay or

denial of leave, benefits continuation, denial of reinstatement, or termination of employment for unauthorized absence.

The Village reserves the right to require employees to obtain second or third medical opinions, at its expense, in order to determine the necessity of leave and/or eligibility for sick time.

Before returning to work, employees on medical leave must obtain medical certification indicating that they may perform the essential functions of their position, with or without reasonable accommodation. Job descriptions shall be provided to employees required to provide return to work certifications.

Certifications for Military Caregiver Leave and Service Member Exigency Leave must also be completed as provided by the school.

Continuation of Health Insurance

The Village will continue to maintain coverage under its group health plan for eligible employees during a covered leave for up to twelve (12) weeks (or 26 weeks for Military Caregiver Leave). Employees, at the sole discretion of the Village or as required by law, may be granted additional leave with or without continuation of health care coverage.

Return from Leave

An employee returning from a medical leave taken for his or her own serious health condition must provide a certification from his or her health care provider that he or she is able to return to work and to perform the essential functions of his or her job with or without accommodation. Employees shall be provided with a copy of their job description or essential job functions in order to allow the Health Care Provider to determine the employee's ability to return to work. The Village reserves the right to require employees to obtain a second medical opinion, at its expense, in order to determine that the employee is able to return to work and perform the essential functions of his or her job with or without accommodation.

Upon expiration of an employee's leave, the Village will reinstate the employee, except those who would have been affected by a reduction in force or layoff had they not taken leave, to the same position, or to an equivalent position, with no loss in salary, benefits, or other terms and conditions of employment which the employee enjoyed prior to his or her leave.

To the extent possible, employees should make every effort to notify the Village Clerk or the Assistant Personnel Technician at least two (2) business days in advance if the employee intends to return to work before the expiration of the leave or to take more leave than originally requested.

Although taking leave will not result in the loss of any employment benefit that accrued prior to the start of the leave, employees will not accrue additional benefits, such as vacation, during any leave period.

Employees should contact the Village Clerk or Assistant Personnel Technician for further information about entitlement to leave and the required procedures.

Leave in Excess of 12 Weeks and Personal Leave

Where employees are in need of leave in excess of that covered by the FMLA or NJFLA, the Village Manager may, in his/her sole discretion, grant additional leave time beyond 12 weeks, but medical verification must be submitted to the Village Manager, explaining the necessity for the extension of the leave, prior to the expiration of the leave. Determinations regarding how much additional leave will be granted and whether health benefits will be maintained during the leave will be determined by the Village Manager (See Leave of Absence Policy Above).

New Jersey Paid Family Leave Act (Family Temporary Disability)

Eligible employees may take up to six (6) weeks of paid family leave for the birth of a child or placement of a newly adopted child or to care for a child, parent, spouse or domestic/civil union partner suffering from a serious health condition. Beginning January 1, 2009, all employees will be required to contribute a percentage of their earnings toward the Paid Family Leave fund through payroll taxes. Commencing July 1 2009, Family Temporary Disability (“FTD”) payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period. Employees will be required to use accrued two weeks of available vacation, sick or personal time during this leave.

Military Caregiver Medical Leave

Employees may be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; *or*
2. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; *or*
3. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; *or*
4. an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any *one* of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- approximate date on which the qualifying exigency commenced or will commence;
- beginning and end dates for leave to be taken for a single continuous period of time;
- an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- if the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders,

or other documentation issued by the military setting forth the dates of the military member's leave.

Employees should contact the Village Clerk or Assistant Personnel Technician for additional information on any Family Medical Leave questions.

Upon receipt of a request for FMLA or NJFLA leave, the Village shall provide the following forms including (where appropriate):

1. Leave Designation/Employee Acknowledgment of Obligations Form
2. Certification of Health Care Provider for Employee's Serious Health Condition
3. Certification of Health Care Provider for Family Member's Serious Health Condition
4. Certification of Qualifying Exigency for Military Family Leave
5. Certification for Serious Injury or Illness of Covered Service Member for Military Medical Leave (Military Caregiver Leave)

Domestic Violence Leave Policy:

The New Jersey Security and Financial Empowerment Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof

may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave act. If so, the Village will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Village shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work in the strictest confidence.

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

Military Leave Policy:

Any full-time employee (either permanent or temporary) who is a member of the National Guard, Naval Militia, Air National Guard, or a reserve component of any United States armed force who is required to engage in field training will be granted a military leave of absence with pay for the training period as authorized by law. The paid leave will not be counted against any available paid 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.

When an employee with the Village is called to active duty or inducted into the United States military, the employee shall automatically be granted an indefinite unpaid leave of absence for the duration of military service. To be reinstated by the Village without loss of privileges or seniority, the employee must report for duty with the Village within the time prescribed by the Uniformed Services Employment and Reemployment Act following release from active duty under honorable circumstances. If the employee is injured or ill at the time of his discharge from military service and is incapacitated, the Uniformed Services Employment and Reemployment Act allows leave to be extended until three months from recovery but no more than two years from the date of discharge.

All full-time employees who are members of New Jersey's Organized Militia, including the National Guard, shall be entitled to a leave of absence with full pay not to exceed 90 work days in any one calendar year for Federal active duty and unlimited paid leave for State active duty. When an employee's work time and military leave conflict, the employee and the Village may mutually agree to reschedule the employee's work time to accommodate military leave.

All full-time employees who are military reservists other than New Jersey National Guard members (Army, Navy, Air Force, Marines, or Coast Guard of the United States, and National Guard units of other states) shall be entitled to a leave of absence with full pay not in excess of

30 work days in a calendar year for Federal active duty. When an employee's work time and military leave conflict, the employee and the Village may mutually agree to reschedule the employee's work time to accommodate military leave.

Once an employee has exhausted the period of paid leave as described above, the employee will then be paid the difference between military salary and the employee's regular salary for a period not to exceed 180 days. Employees on active service will also continue to receive paid health insurance coverage, less applicable contributions, during the 180 days, plus an additional 30 days. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit during the 180 day period. After this period has expired, employees may continue coverage for themselves or their dependents under the Village group plan by taking advantage of the COBRA provision. The Uniformed Services Employment and Reemployment Rights Act specifically provides that military members have the right to elect to continue their employer-based health coverage for up to 24 months while they are in the military.

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 (31) 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.

SECTION FOUR

Compensation & Employee Benefits Policies:

Scope:

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

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are paid every two weeks, with overtime being held back for two weeks in order to compute payment of the amount due. Checks will not be issued in advance for any reason.

The Village will not accept any responsibility for any employee's personal finances. The Village will acknowledge judgments, liens and garnishments against an employee's pay as required by law.

Overtime/Compensatory Time Policy:

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Village Clerk or Assistant Personnel Technician shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Exempt employees working an extraordinary amount of time in a pay period will be subject to the Extraordinary Time Accrued Policy.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Director. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-exempt or non-salaried employees shall be paid for all hours worked, or shall be granted compensatory time off (at the Village's discretion), earned at the rate of one and one-half times the regular rate of pay for time worked in excess of 40 hours in a workweek. All hours worked in excess of a non-exempt or non-salaried employee's regular work week shall be paid at straight time up to 40 hours per workweek. Only time actually worked shall count when determining whether overtime was worked. The Village, at its discretion, may require that employees use all compensatory time within the year it is earned or be paid out for such time. Employees shall not

be permitted to accrue compensatory time banks in excess of 25 hours. All additional hours will be compensated by overtime pay. In lieu of earning compensatory time, the Village may require that a non-exempt employee take time off in the same workweek to prevent compensatory time from accruing.

Employees must make a request to their supervisor at least two days in advance when they want to take compensatory time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

Extraordinary Time Accrual Policy:

As per Village Ordinance, exempt non-union employees are not eligible to accrue compensatory time for working in excess of the regularly scheduled work week. Their salary is meant to and does compensate them for working all time necessary to complete their duties in a satisfactory manner. Notwithstanding the above, there may be times when an exempt non-union employee performs in an extraordinary manner meriting recognition. As a result, all exempt non-union employees are entitled to receive Extraordinary Time Accrual (ETA) for working above and beyond the normal expectations of their positions pursuant to the guidelines below.

- An employee must work a minimum of 15 hours beyond those scheduled for in a regular work week (Sunday to Saturday) in order to be eligible for ETA time. Any employee working a 35-hour work week must work over 50 hours in a work week and those working a 40-hour work week must work over 55 hours in a work week in order to qualify for ETA time. Any employee who works in excess of these hours in a week and believes that he/she is entitled to ETA time must advise his/her immediate supervisor in writing as soon as possible after working these additional hours. (Email notification will be deemed sufficient notification. The Assistant Personnel Technician should be copied on any written communication.) Employees performing specific projects that they know in advance will result in the employee working beyond the 15 additional hours regularly scheduled in a workweek should advise his/her supervisor in advance in writing.
- The Village Manager, either directly or at the request of the immediate supervisor has the authority to deny ETA time to any employee, even after it has been worked, if they believe it is for unjustified reasons. Any employee believing that such time was denied arbitrarily may speak with the Village Manager to explain why the time should qualify. The decision of the Village Manager shall be binding.
- All ETA time is accrued on an hour-for-hour basis.
- Accumulated ETA hours are to be used during employment and are subject to the same scheduling and approval procedures as other days off. Employees who have carried over and have banked the maximum amount of vacation days (1 year of accruals from the prior year) will not be permitted to take ETA time until the carried over vacation time is first used.

- ETA time not used by the last day of employment with the Village, will be lost. Under no circumstances shall ETA time be converted to cash.

Longevity Policy:

Employees covered by union contracts shall be entitled to longevity according to their contract.

As of January 1, 2015 non-union employees will no longer be eligible for longevity.

Employees having the following titles shall not be entitled to longevity payments: Village Manager, Director of Operations, Chief Financial Officer, Director of the Water Utility, Police Chief, Fire Chief, Director of Public Works/Engineer, Police Captain, Director of Emergency Management Services, Deputy Director of Emergency Management Services, Chief of Emergency Management Services, Director of Buildings and Inspections, Director of Parks and Recreation, Deputy Director of Parks and Recreation, Village Clerk, Supervisor of Health/Registrar of Vital Statistics, Assessor, Treasurer, Tax Collector, Senior Engineer, Court Administrator, Deputy Court Administrator, Superintendent of Operations, Director of I.T., Business Manager, Superintendent of Water Pollution Control, and all other management employees, as stated in the Management Salary Ordinance.

Employee Assistance Program:

The Village offers employee assistance through West Bergen Mental Healthcare. Employees should contact their supervisor or the Village Clerk or Assistant Personnel Technician for further information on this program, or contact West Bergen Mental Healthcare directly. Employee information shall be kept strictly confidential.

Employee Benefit Plans:

The Village has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help employees plan for retirement. This portion of the manual contains a general description of the benefits to which employees are entitled.

Health Insurance Policy:

Employees regularly working at least 30 hours per week, except those “grandfathered” working 20 hours or more, and their dependents, are provided health insurance coverage administered by the New Jersey State Health Benefits Plan (SHBP). Employees contribute to the cost of the State Plan at least in the amount established by the State. The Village reserves the right to charge more than the State statutory minimum. The Village reserves the right to change provider networks, claims agents, and insurance mechanisms (fully insured versus health insurance fund, e.g.). The complete benefit plan is on file in the Finance/Treasurer’s office and a Summary Plan Description will be provided to all employees upon hire and upon request. Benefit levels for non-unionized employees are subject to change at the discretion of the Village.

Health insurance coverage for employees on a Leave of Absence (other than a leave under the Family and Medical Leave Act or for employees on military leave) or who cease Village employment will terminate at the end of the month in which the leave begins or employment is terminated except coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of COBRA. All newly hired employees and their spouses shall receive a notice of COBRA rights upon being hired. For more information, consult the Finance/Treasurer.

Employees who retire with 23 years of service to the Village may continue to receive paid health insurance coverage for both themselves and their dependents, provided they have a total of 25 years of service in the State Pension Plan. Employees receiving retiree health benefits must notify the NJ Division of Pension and Benefits (<http://state.nj.us>) and the Finance Department/Treasurer in writing, with proof of enrollment, when they become eligible for Medicare Parts B and D. For more information, employees should contact the Finance Department.

This policy is meant to comply with law and will be deemed in compliance with law in the event the law changes. The Village intends to give employees and their dependents only those benefits required by law.

Dental and Vision Benefits Policy:

Employees regularly working at least 30 hours per week, except those “grandfathered” working 20 hours or more, and their dependents are entitled to benefits under the Village’s dental and vision plans. Employees should review the dental and vision plans to determine coverage and contribution levels. Details about these plans are available from the Village Treasurer. Dental and Vision benefits are only provided to current full-time employees. Retired employees are not eligible for continued dental and vision benefits.

This policy is meant to comply with law and will be deemed in compliance with law in the event the law changes. The Village intends to give employees and their dependents only those benefits required by law.

Additional dental and vision benefits may be available pursuant to union contract.

Drug Prescription Benefit Policy:

Employees working at least 30 hours per week (except for those at 20 hours who are grandfathered) and their dependents are entitled to purchase prescribed drugs for generic and name brand prescriptions. A prescription card, issued by the NJ State Health Benefits Plan (SHBP or a substantially comparable plan), must be presented at the time the prescription is filled.

This policy is meant to comply with law and will be deemed in compliance with law in the event the law changes. The Village intends to give employees and their dependents only those benefits required by law.

Recreational Benefit Policy:

Employees and their families are eligible to participate in many of the activities sponsored by the Department of Parks and Recreation. Employees will be required to pay all fees to participate in programs at Village resident rates or, if job related, at the rate established by the Village Manager.

Deferred Compensation Policy:

The Village offers deferred compensation plans through VALIC and Nationwide. The plans are tax sheltered, similar to an IRA, where current Federal Income Tax is not paid on the money deferred. An employee may defer up to the statutory limit established by the IRS. More information is available from the Payroll Department.

Flexible Spending Account:

Flexible Spending Accounts to assist in the deferral of costs for out of pocket medical care, as well as dependent care, are available through AFLAC. More information is available from the Payroll Department.

Disability Policy:

Except where specifically covered by collective bargaining agreements, the Village does not provide disability coverage for employees who are injured or become ill when not attributed to work. Individual coverage may be purchased through AFLAC. More information is available from the Payroll Department.

Retirement Policy:

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. Detailed guidelines of the NJ State Plans can be found at www.state.nj.us/treasury/pensions. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Department Director in writing. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Department Director will prepare an Employee Action Form showing any pay or other money owed the employee. The Assistant Personnel Technician may conduct a confidential exit interview to discuss the employee's experience with the Village. The Assistant Personnel Technician, working with the Village

Treasurer/Payroll Department, will discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and Village equipment. The employee will be shown the Employee Action Form detailing what he/she is owed prior to retirement. The employee may be required to sign the form acknowledging the details contained therein. If there is any disagreement as to what is owed, the employee and the Village will attempt to reach agreement. Unionized employees shall be permitted to have a union representative present at such meeting.

Workers Compensation Policy:

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 Village covers workers' compensation benefits via a Third Party Administrator, Bergen Risk Managers, Inc. Any occupational injury or illness must be immediately reported to the supervisor or Department Director, who will notify the Village Clerk's office. All required medical treatment must be performed by an approved Workers Compensation Physician appointed by the Claims Administrator and payment for unauthorized medical treatment may not be covered pursuant to the Act. Claim payment decisions are determined by the Third Party Administrator in compliance with law. The Village does not make decisions regarding whether injuries are work-related and/or decisions as to medical treatment or payments for such treatment.

A. Reporting Injuries

An employee who incurs a job-related illness or injury is required to report the incident immediately to his/her direct supervisor or the Department Director.

B. Pay for Job-Related Injuries

Employees who suffer a job-related illness or injury, and who must report for medical treatment during work hours on the day of the injury, will be compensated for the time lost while receiving treatment.

The terms of a Collective Bargaining Agreement that are inconsistent with the above will take precedence over this policy for employees covered under such agreement.

C. Follow-Up Responsibilities/Paid Leave Periods

In order to receive leave for a work-related illness or injury, an employee must provide the Village Clerk's office with documents from the employee's workers' compensation physician, sufficient to justify the employee's continued absence from work and an anticipated return to work date. Failure to provide notice of the reason for leave and the anticipated return to work date may result in termination of employment. Leave for work-related illnesses and injuries will run concurrently with the Federal Family and Medical Leave Act, where appropriate. Leaves of absence for work-related injuries shall be paid for

no more than 12 weeks. Exceptions to this policy may be made at the discretion of the Village Manager. After 12 weeks, an employee may be permitted to use available sick, vacation or personal time. Thereafter, an employee will be put on unpaid leave of absence and be offered COBRA for benefits not covered by workers compensation.

D. Return to Work Following Job-Related Illness or Injury

An employee may return to work following a job-related illness or injury upon written approval of the treating physician. The Village may decide, based on the facts of the particular job-related injury/illness, to send a Village employee for a “Fit for Duty” exam, at the Village’s expense, prior to having the Village employee return to work. Such exam may then be used to determine whether or not the Village employee is able to return to his/her position with the Village, based on job specifications and requirements.

If the employee is approved to return to work without restrictions, he or she will return to the position held prior to the illness or injury unless reinstatement is not possible. In such cases, the employee will be returned to a comparable position. This return to work requirement will be required for leaves up to 6 months (or longer if the employee has accrued unused sick time). After 6 months of leave, reinstatement cannot be guaranteed. Accommodations as required by law will be provided to employees returning from a work-related illness or injury.

An employee who is released to return to work on light duty only may be assigned to work that corresponds to the restrictions at the discretion of the Village Manager, and in compliance with the law and Village policy (see Transitional Duty Policy). Where an employee’s restrictions prevent him or her from returning to work, the employee will remain on workers’ compensation if approved by the Village’s workers’ compensation carrier. Employees refusing transitional duty assignments may lose their rights to workers’ compensation benefits.

Employees must cooperate with the workers’ compensation administrator by making and keeping timely appointments, attending medical appointments, physical therapy appointments, etc. **Failure to follow medical guidance may result in a loss of benefits.** If work is not available within the employee’s restrictions, he or she may be kept on leave of absence until:

1. Work within the restrictions is available;
2. The employee’s restrictions have been removed or altered so as to permit return to the original job or another open job;
3. A decision is reached by the physician that the employee will not be able to return to work; or
4. The maximum period of paid and unpaid leave expires (maximum total of 6 months, unless the employee has additional accrued sick time) and no accommodations are available that would allow the employee to return to work.

If an employee refuses to return to work after being approved by the treating physician, either with or without restrictions, the employee is subject to discipline including termination of employment.

Employees refusing to return to work after released by their workers' compensation treating physician shall be subject to discharge at the discretion of the Village Manager.

Educational Assistance and Training Policy:

Subject to sufficient funds in the budget and upon approval of the Department Director and Village Manager, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's job functions. The Village Manager, in consultation with the Department Director, will judge whether a particular course or program is "directly related" to the employee's job functions. Employees must obtain this determination before enrolling in a course or program in order to be eligible to receive reimbursement.

Courses or programs attended by an employee must not interfere with the performance of the employee's regular job duties.

If an employee voluntarily leaves employment with the Village within twenty-four (24) months of reimbursement by the Village for educational assistance, the employee will be required to repay the Village for all tuition expenses paid by the Village.

Employees may be required, with the approval of the Village Manager, to attend training courses or seminars when deemed in the best interests of the Village. Such courses shall be deemed working time and shall be paid for by the Village. Travel time to and from educational courses shall not be deemed working time and shall not be paid time unless otherwise required by law.

Conference and Seminar Policy:

Requests by employees to attend a conference or seminar must be approved by the Department Director and the Village Manager. Staff attending conferences or seminars without advance approval of their Department Director or the Village Manager shall be deemed to be absent from work without notice and may be disciplined up to and including termination of employment. Requests to attend conferences or seminars should be made sufficiently in advance to take advantage of discounts for early registration, and must be submitted to the Department Director at least thirty days before the event. Requests must be in writing, on forms for overnight travel and include the conference schedule, registration information and estimated costs. The Department Director is responsible for detailing all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds and written approval of the Village Manager.

Non-exempt employees attending conferences or seminars shall receive pay for all time when attendance is required. Employees must document all time required to attend conferences so that pay may be accurately calculated. Time worked over 40 hours in a work week shall be paid at

time and one-half of regular hourly pay. Employees may also be required to take time off during the same work week in order to prevent overtime from occurring. Exempt salaried employees shall not receive additional pay for attendance at conferences and seminars.

Travel time to and from conferences shall not be deemed working time unless otherwise required by law.

SECTION FIVE:

Managerial/Supervisory Procedures:

Employment Procedure:

- **Recruitment:** The Village Manager, in conjunction with the Department Director and/or the Assistant Personnel Technician, will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, Civil Service and the Equal Employment Opportunity Commission requirements. When a vacancy occurs, it is the responsibility of the Department Director to notify the Village Manager and the Assistant Personnel Technician, who will distribute notification of the vacancy to all departments. All employment advertisements must have as wide a circulation as possible in order to encourage applications from candidates from diverse backgrounds, and must prominently state that the Village of Ridgewood is an equal opportunity employer. Advertisements should also indicate that the Village of Ridgewood is a Civil Service Commission Municipality. The Village Manager shall determine whether vacancies shall be filled.
- **Applications:** All candidates must fully complete an application form. A resume will be considered in addition to an application, but will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law. Testing may also be required by Civil Service rules and regulations
- **Interviews:** The Assistant Personnel Technician or Department Director will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Village will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Village.
- **Pre-Employment/Post-Offer Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Village may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Village may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Village at the expense of the Village. All medical records of employees and prospective employees are confidential and are to be maintained by the Village Clerk separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use. Drug

tests are not deemed physical examinations and may be given prior to an offer of employment.

- **Criminal Background Checks:** The Village of Ridgewood requires all applicants, prior to employment but after a conditional job offer has been made, to have their background checked by the Ridgewood Police Department. This check should be completed prior to the employee given a physical examination as referenced above.
- **Job Offers:** The final decision will be made by the Village Manager after all references and other information have been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all 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 an unreasonable hardship on the Village. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Village Manager will decide to hire another candidate or re-open the application process. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position. Only the Village Manager or designee shall communicate with applicants about the results of the application process. When the Village Clerk, Village Manager, or Municipal Court Judge positions need to be filled, the Village Council shall conduct the interview process with the assistance of staff as deemed appropriate and as allowable by law.
- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Village Clerk. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records, including physical examinations, which must be maintained in a separate file. All records and documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Hiring Policy/Hiring of Relatives:

The Village of Ridgewood seeks to ensure work opportunities that are in concert with New Jersey Civil Service Commission Guidelines. It is the intention of the Village of Ridgewood to avoid conflicts of interest, preferential hiring, or the appearance thereof, in order to ensure that the Village provides the most effective and efficient services for its residents without perceived conflicts.

The Village may choose to hire internally for an open position or may seek applicants from outside the current workforce. In addition to outside advertising, a job vacancy will be posted in all departments of the Village and all qualified applicants will be considered. When publicly posting a position, the Village will advertise the position in an officially designated newspaper in an attempt to reach a diverse population. The Village shall also post open positions on the Village website and in all departments of the Village, in a location where public notices are usually found in each department.

The Village Manager will review pre-hire paperwork and approve all persons to be hired, transferred or promoted. All recommendations of candidates to be hired must be submitted by the Department Director to the Village Manager, in advance of any decision. The Village Manager shall make the final determination regarding hiring – with the exception of the Village Clerk, Village Manager, and Municipal Court Judge which shall be within the determination of the Village Council. All hiring decisions will be in compliance with Civil Service Rules and Regulations.

A relative of an employee, governing body member or member of any appointed Board, Commission or Committee of the Village may not be hired for any vacant position without written approval of the Village Manager. This approval shall be filed with the Village Clerk. To ensure compliance with this policy, at the time of application for employment, all applicants will be required to disclose any relationship with any current or former employee of the Village, any member of the governing body, or any member of any appointed Board, Commission or Committee. Such applicants shall not be given any preference for hire, but shall also not be prohibited from employment unless a conflict of interest exists. Failure to disclose relationships which violate this policy may be grounds for discipline up to and including termination of employment.

No employee may work under the immediate supervision of a relative without notice and approval of the Village Manager. For purposes of this policy, a relative shall include the following relationships, whether established by blood, marriage or other legal basis: mother, father, spouse, domestic partner, child, stepchild, partner, step-parent, sibling, step-sibling, grandparent, step-grandparent, in-law, niece, nephew, cousin, uncle, aunt, or any person living with the employee in a family-type relationship.

Open Public Meetings Act Procedure Concerning Personnel Matters:

Discussions by the governing body or any public body concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee may be held in Closed Session. Ultimately, the guidance as to notification of employees and the right to have the discussion in Closed Session or in Open Session should be discussed with, and be based upon, the guidance and advice of the legal counsel for the Village or Ridgewood and recent court decisions.

Processing and Orientation of New Employees Procedure:

All new regular full-time and regular part-time employees will be scheduled to meet with the Village Manager and/or the Assistant Personnel Technician, and/or the Payroll Department personnel, and the Department Director on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Payroll Department for inclusion in the employee's official personnel file. The orientation may include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Human Resources Manual and acknowledgement of receipt;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.
- If the employee's position is a unionized position, the Village will advise the employee of same and shall alert the Union that a new employee has been hired. The circumstances under which the employee will become covered by the Collective Bargaining Agreement depend on the terms of the relevant agreement.

Initial Employment Period Procedure:

The Village of Ridgewood operates in accordance with the rules and regulations of the NJ Civil Service Commission. For employees covered by Civil Service, upon being hired or appointed to a new position, an employee is considered "provisional" until the necessary Civil Service requirements have been met. Upon taking an examination and/or being officially appointed from a NJ Civil Service Commission list, an employee becomes "probationary" for a three-month period. A "provisional" or "probationary" employee is subject to a working test period, where the employee is evaluated as to the merits of obtaining "permanent" status as an employee of the Village subject to the rules and regulations of the NJ Civil Service Commission, the Code of the Village of Ridgewood, and any applicable union contracts.

All personnel hired by the Village who are not subject to Civil Service testing must serve a three-month probationary period. The purpose of this probationary period is to permit the employee to demonstrate the ability to learn and handle the job for which he or she was hired, or to complete the necessary training and education required for the position. The employee's supervisor will monitor and evaluate the employee's job performance during this period. If the probationary employee fails to attain satisfactory job performance, the employee may be dismissed with the approval of the Village Manager.

Upon successful completion of the probationary period, employees not subject to Civil Service testing will be entitled to all Village benefits and privileges accorded all full-time and/or part-time employees and may be subject to Civil Service law.

Performance Evaluation Procedure:

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation may be conducted for all employees annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors or Department Directors should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions, in a comfortable environment.
- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.

- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

Exceeds Expectations means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

Meets Job Requirements means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

Needs Improvement means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

Does Not Meet Minimum Standards means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Village Manager. After review by the Village Manager, the form(s) are to be forwarded to the Village Clerk for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Village Manager.

Disciplinary Action Procedure:

All employees are expected to meet the Village's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Village's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Village's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and the Village Manager, action may begin at any step, and/or certain steps may be repeated or by-passed.

For employees covered under a separate Collective Bargaining Agreement, if there is any discrepancy between this procedure and that of the agreement, precedence will be given to the appropriate Collective Bargaining Agreement.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Village Clerk for the employee's official personnel file.
- **Village Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Village Manager, the employee will be so advised and a meeting arranged with the Village Manager at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Department Director, who in turn, will discuss it with the Village Manager. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Village Clerk for the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Village Manager will make the decision and may seek the advice of the Labor Attorney if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure and Civil Service procedure.
- **Dismissal:** Whenever an employee is recommended for dismissal, the Village Manager will make the decision only after seeking the advice of the Labor Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure and Civil Service procedure.

Personnel File Procedure:

The official personnel files shall be maintained by the Village Clerk and employee medical information will be maintained in a separate file. The Village Clerk may review files to make sure they are up-to-date and will follow-up with the Department Directors as necessary.

The official file shall include at least the following:

- The original application signed by the employee;

- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee has received the Human Resources Manual;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts; and
- Any other pertinent information.

Employee Complaint Investigation Procedure:

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper. If the procedure below conflicts with an existing Collective Bargaining Agreement, that agreement shall take precedence over this procedure.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The supervisor, Department Director, Assistant Personnel Technician or Village Clerk must report all written or verbal complaints to the Village Manager unless the complaint is against the Village Manager. Upon receipt, the Village Manager will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan.

As soon as possible, but no later than ten days after receiving the complaint, the Village Manager or investigator appointed by the Village Manager will interview the employee. If the employee is reluctant to sign a written complaint, the Village Manager or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- **Investigation:** The Village Manager or designee will seek the advice of the Labor Attorney, when appropriate, when planning the investigation. The investigation should be conducted by the Village Manager and/or Assistant Personnel Technician, and/or Department Director in conjunction with the Labor Attorney, or County Prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Village Manager will discuss the conclusions with the Assistant Personnel Technician and/or the Labor Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Village is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.
- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Village Manager will formulate with the advice of the Assistant Personnel Technician and/or the Labor Attorney a corrective action plan, as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

Requests for Employment Verification and Reference Procedure:

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Village Manager, Village Clerk or Assistant Personnel

Technician. No employee may issue a reference letter without the permission of the Village Manager. Under no circumstances should any information be released over the phone.

In response to a request for information, the Village Manager, Village Clerk or Assistant Personnel Technician or Payroll Division will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless the Village is required to release the information by law or the employee or former employee authorizes the Village in writing to furnish this information and releases the Village of Ridgewood from liability.

Continuing Education Procedure:

The Village, in conjunction with the JIF Employment Attorney, will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Village will also offer training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Village employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

Press/Media Communications Policy:

All requests for information from the press and media should be directed to the Village Manager's office. As appropriate, official response will be coordinated by the Village Manager's office. The Village Manager or authorized representative will be the spokesperson for the Village of Ridgewood.

SECTION SIX:

Model Forms

- Notice of Personnel Discussion
- Village of Ridgewood Employee Complaint Form
- Sample Notices Concerning Whistleblower Act
- Application for Employment and Voluntary Affirmative Action Information
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries
- Performance Appraisal
- Counseling Action Plan
- Employee Evaluation Checklist

Village of Ridgewood

NOTICE OF PERSONNEL DISCUSSION

To: _____

Address: _____

This is to notify you, pursuant to the Open Public Meeting Act, that the (body name) plans to discuss the subject matter(s) checked below relating to your employment.

- ☐ Application for Employment
- ☐ Promotion or Transfer
- ☐ Compensation
- ☐ Performance Evaluation
- ☐ Special Leave Request
- ☐ Grievance
- ☐ Discipline
- ☐ Possible Termination
- ☐ Other (Specify): _____

The discussion will take place at the following meeting(s):

Date of Meeting(s): _____

Time: _____

Location: _____

The discussion will be in closed session, not open to the public, unless before the meeting the Village Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Notice Date: _____ Signed: _____ (title) _____

Village of Ridgewood Employee Complaint Form
Attach additional sheets if necessary to fully complete all questions

Date_____

NAME: _____ DEPARTMENT: _____

TITLE: _____ SUPERVISOR: _____

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____ DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

Conscientious Employee Protection Act

“Whistleblower Act”

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: _____

Address: _____

Telephone Number: _____

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.



AD-270 (8/11)

La Ley de protección al empleado consciente

"Ley de protección del denunciante"

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
 - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Ofrece información concerniente al engaño o la tergiversación con accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - d. Ofrece información con respecto a toda actividad que se pueda percibir como delictiva o fraudulenta, toda directiva o práctica engañosa o de tergiversación que el empleado tenga motivos fundados para pensar que pudieran estafar a accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - e. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado en cuidado de la salud que tiene motivos fundados para pensar que constituya atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

Su empleador ha designado a la siguiente persona para recibir notificaciones de acuerdo al parágrafo 2, de la ley (N.J.S.A. 34:19-4):

Nombre: _____

Dirección: _____

Número de teléfono: _____

Este aviso se debe exponer a la vista de todos.

Anualmente, patronos con 10 o más empleados, deberán distribuir notificación de esta ley a todos sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832.

AD-276.1 (8/11)



Village of Ridgewood
131 North Maple Avenue
Ridgewood, NJ 07451

Date: _____

Employment Application:

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work): () _____ (Home): () _____

Position applied for: _____

Have you ever applied to the (local unit type) before: ____ Yes ____ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ____ Full time ____ Part time ____ Shift work ____ Temporary

Are you currently employed: ____ Yes ____ No May we contact you at work: ____ Yes ____ No

May we contact your current employer: ____ Yes ____ No

Are you currently on layoff status and subject to recall: ____ Yes ____ No

Do you possess a current driver's license: ____ Yes ____ No

Do you possess a current commercial driver's license: ____ Yes ____ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ____ Yes ____ No

Are you legally eligible to work in the United States of America: ____ Yes ____ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

The Village is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Village, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Village later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Village the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Village the right to secure additional job-related information about me. I release the Village and its representatives from all liability for seeking such information. I understand that the Village is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Village will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Village may terminate me at any time in accordance with its established policies and procedures. No representatives of the Village may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____

Address: _____

City/town: _____

Phone: () _____

Position Applied For: _____

How did you learn about this position? ☐ Advertisement ☐ Employment Agency
☐ Friend ☐ Relative ☐ Walk-in ☐ Other (Explain) _____

Information Regarding Status:

Gender:

☐ Male

☐ Female

Equal Employment Opportunity identification groups:

☐ White

☐ African-American (non-Hispanic)

☐ Hispanic

☐ American Indian/Alaskan native

☐ Asian/Pacific Islander

☐ Other _____

Other protected Groups:

☐ Individual with a disability

☐ Vietnam-era veteran (served between 1964 and 1975)

☐ Disabled veteran

For Village use only

Hired: ☐ Yes ☐ No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers

4. Sales workers

7. Operators (semi-skilled)

2. Professionals

5. Office and clerical workers

8. Laborers (unskilled)

3. Technicians

6. Craft workers (skilled)

9. Service workers

Village Official _____ Date _____

This page for Village use only!
Results of interview

Interviewer: _____

Date: _____ **Time:** _____

NJ DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents e) Citizenship	a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant	
Race or Color	a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number	
Photographs	a) Photographs with application b) Photographs after interview, but before a hiring	
Age	a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and type of discharge	a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background

VILLAGE OF RIDGEWOOD
PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ SUPERVISOR: _____

DEPARTMENT/JOB TITLE: _____ DATE OF HIRE: _____

PRESENT REVIEW DATE: _____ LAST REVIEW DATE: _____ TIME IN POSITION (YRS.): _____

Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 – Does not meet minimum standards 2 - Needs Improvement 3 – Meets Job Requirements 4 – Exceeds Expectations

TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

☐ Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job.

☐ New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge.

☐ Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job.

☐ Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations.

Comments:

PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

☐ Frequently damages government property and/or equipment. Work not up to expectations.

☐ Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected.

☐ Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors.

☐ Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible.

Comments:

WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

☐ Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers.

☐ Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner.

☐ Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code.

☐ Consistent positive methods and behaviors, which translates into quality work. Has pride in work. Influences others in a positive way.

Comments:

COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

☐ Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances.

☐ Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others.

☐ Fully cooperates with co-workers. Accepts new ideas. Helps others. Willing to work overtime as needed.

☐ Continually goes out of way to help co-workers. Learns other job responsibilities to aid in coverage. Fosters teamwork.

Comments:

SAFETY: *Consider the respect shown for self, co-workers and public.*

☐ Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions.

☐ Sometimes disregards safety procedures or misuses equipment.

☐ Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards.

☐ Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. Suggests safety improvements.

Comments:

CUSTOMER SERVICE: Consider responsiveness to public the needs and requests.

- | | | | |
|--|---|--|---|
| ☐ Responds inappropriately to questions, requests, or situations. | ☐ Occasionally does not respond tactfully or completely. | ☐ Exhibits courtesy and tact. Answers questions or refers to the appropriate party. | ☐ Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information. |
|--|---|--|---|

Comments:

JUDGMENT: Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

- | | | | |
|--|---|--|--|
| ☐ Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision. | ☐ Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems. | ☐ Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes. | ☐ Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information. |
|--|---|--|--|

Comments:

ATTENDANCE: Consider absenteeism and punctuality.

- | | | | |
|---|---|--|--|
| ☐ Frequently arrives to work late. Excessive absenteeism beyond allotted time. | ☐ Occasionally arrives late. Uses nearly all allotted sick time each year. | ☐ Always arrives on time. Takes an average amount of sick time. | ☐ Always prepared for work. Highly reliable attendance. |
|---|---|--|--|

Comments:

VOLUNTEER: Consider willingness to volunteer at work and in the community.

- | | | | |
|--|---|--|--|
| ☐ Never volunteers to help. Puts down others who do volunteer work. | ☐ Usually not interested in volunteering for projects, teams, etc. | ☐ Willing to volunteer if asked to volunteer. | ☐ Actively seeks opportunities to volunteer at both work or in the community. |
|--|---|--|--|

Comments:

DIRECTING WORK: Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

- ☐ All the time as part of job requirement.
☐ Supervises on an as needed basis.

- | | | | |
|--|---|---|---|
| ☐ Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly. | ☐ New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor. | ☐ Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example. | ☐ Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems. |
|--|---|---|---|

Comments:

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

VILLAGE OF RIDGEWOOD COUNSELING ACTION PLAN

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____ POSITION: _____

I met with the above employee to discuss performance regarding the following problem(s):

This is a ☐ *verbal*, ☐ *written*, ☐ *final* meeting with this employee concerning this matter.

State the reason for the counseling session:

Employee's performance is not acceptable for the following specific reasons:

Employee must achieve the following goals in order to reach acceptable standards:

Employee should reach these goals by:

- ☐ Immediately
- ☐ Employee is on a probationary status and will be re-evaluated on _____
- ☐ Employee is Suspended: Dates: _____

Consequences of failure to improve or achieve goals:

- ☐ May result in further disciplinary action, up to and including termination.
- ☐ Termination.

Employee's Comments:

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Department Director Signature: _____ **Date:** _____

VILLAGE OF RIDGEWOOD EMPLOYEE EVALUATION CHECKLIST

☐ **BE PREPARED**

- Know the objectives and goals of the meeting.

☐ **TIME AND PLACE**

- Choose a quiet, private spot with as few interruptions as possible.

☐ **CONDUCTING THE INTERVIEW**

- Create a positive environment and help the employee feel at ease.
- Give balanced feedback, both positive and negative, but start with the positive.
- Focus on the job, NOT the person.
- Ask questions and allow the employee to provide feedback.
- When discussing areas for improvement, discuss methods and objectives for improving.
- Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

☐ **CONCLUSION**

- Summarize and review the important points of the discussion.
- Restate the action steps that have been recommended and provide a time frame for completion.
- Make sure employee reviews the appraisal and provides comments.
- Have employee sign the acknowledgement that the employee has read the appraisal (does not signify agreement with the content).

☐ **FOLLOW-UP**

- Follow-up with the employee to see how plans are proceeding within the given time frames.
- Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles.

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Receipt for Human Resources Manual

I acknowledge that I have received a copy of the Village of Ridgewood's 2018 Human Resources 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, my Department Director, or the Village Manager. I understand that the Village of Ridgewood is an "at will" employer and consistent with applicable Federal and State law, including the New Jersey Civil Service Act, as well as applicable bargaining unit agreements, employment with the Village of Ridgewood 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 Village of Ridgewood 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 the Village of Ridgewood'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 the Village of Ridgewood 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 Village Manager.

Date: _____

Signature: _____

Print Name: _____

Department: _____