



Deerfield Township Employee Handbook

Adopted by Deerfield Township
Board of Township Trustees

REVISED: May 3, 2011

REVISED: December 4, 2012

REVISED: May 7, 2013

REVISED: July 2, 2013

REVISED: February 4, 2014

MESSAGE FROM THE TOWNSHIP TRUSTEES

Welcome to Deerfield Township! This personal message is for the people who help make Deerfield Township one of the finest communities in which to live and work in the United States.

The pride we have in Deerfield Township and in the services we provide to our residents is the reason we have grown in the past and expect to grow in the future. We know you will feel the same pride as you meet the challenges of your job with Deerfield Township.

Mutual respect for one another is a basic ingredient as we work together to reach our common goals. The ease and freedom with which we communicate is also important. We hope this Handbook will help with this communication.

Only with your contributions and efforts can we expect to meet our common goals.

The Board of Township Trustees

A WORD ABOUT YOUR HANDBOOK

This Employee Handbook has been developed to:

- a) Convey the Township's business purpose, philosophy, and beliefs;
- b) Communicate the Township's expectations for employees;
- c) Provide a basic orientation to new employees;
- d) Ensure efficiency and common standards throughout the organization; and
- e) Answer routine questions to save time for both employees and supervisors.

We hope that you find this Handbook helpful in getting to know our Township and its policies. Of course, you should always feel free to bring your suggestions, questions, and comments to our attention. Please read it thoroughly and retain it for future reference.

Keep in mind that this Handbook is meant to serve as a guide only. Information has been summarized for ease of use and simplicity. In case of conflict, the information in this Handbook is subordinate to lawful contracts, state or federal law, and Board-established policies. Exceptions to policies established in this Handbook may only be made by the Board of Township Trustees. Additionally, the Board reserves the right to interpret and apply the provisions stated in this Handbook at its sole discretion and may change, delete, discontinue, depart from, or suspend any part of this Handbook at any time.

This Handbook replaces all previous Handbooks as of the date of adoption listed on the front cover. The Township Administrator is assigned responsibility to implement the policies and practices contained in this Handbook.

Please note that this Handbook is not an employment contract. Nothing in this Handbook should be interpreted to be a guaranteed right of employment or benefits. All Deerfield Township employees are "at will" employees. This means either the employee or the Township may terminate the employment relationship at any time for any reason not prohibited by law or by contract.

If you have any questions about information contained in this Handbook, please contact your supervisor, the Director of Administrative Services, or Township Administrator.

TABLE OF CONTENTS

MESSAGE FROM THE TOWNSHIP TRUSTEES	I
A WORD ABOUT YOUR HANDBOOK.....	II
I. GENERAL EMPLOYMENT PRACTICES	1
A. Equal Employment Opportunity	1
B. Disabilities and Reasonable Accommodation	1
C. Nepotism	1
D. Classifications of Employment	2
E. Recruiting and Selection Practices	3
F. Proof of Right to Work.....	4
G. Probationary Periods	5
H. Orientation	5
I. Performance Evaluations.....	5
J. Pay Adjustments Based Upon Performance.....	6
K. Pay Ranges	6
L. Separation from Employment	7
M. Personnel Records.....	8
II. WORK HOURS AND PAY	10
A. Work Schedules	10
B. Overtime.....	11
C. Call-In Pay	13
D. Regular Pay Procedures	13
E. Garnishments.....	13
F. Payroll Advances and Loans	13
G. Recording Time Worked.....	13
III. STANDARDS FOR WORKPLACE EXCELLENCE	14
A. Harassment-Free Work Environment.....	14
B. Drug and Alcohol Policy.....	15
C. Workplace Violence	18
D. Ethics.....	18
E. Nondisclosure of Confidential Information.....	19
F. Guidelines for Employee Conduct	20
G. Disciplinary Procedures	21
H. Complaint Procedure.....	23
I. Attendance and Punctuality.....	24
J. Personal Appearance and Conduct.....	25
K. Uniforms	25
L. Smoking	26
M. Outside Employment	26
N. Personal Use of Township Property	26
O. Use of Computers & Electronic Communications	26
P. Permissible Use of Township Issued Cellular Phones	27
Q. Care and Use of Township Property	29

R.	Use of Township Vehicles	30
S.	Personal Property	31
T.	Solicitation and Distribution	31
U.	Severe Weather Conditions and Emergency Closings	31
V.	Employee Identification	32
IV.	SAFETY AND SECURITY	33
A.	Workplace Safety	33
B.	Workplace Injuries and Accidents	33
C.	Visitors in the Workplace.....	33
D.	Security	33
E.	Safety Equipment	34
F.	General Safety Rules	34
G.	Hazardous Materials and Wastes	35
H.	Blood borne Pathogens and Exposure Control.....	35
V.	EMPLOYEE BENEFITS.....	36
A.	Vacations.....	36
B.	Holidays	37
C.	Sick Leave.....	38
D.	Family & Medical Leave.....	40
E.	Personal Leave of Absence	42
F.	Bereavement Leave	43
G.	Military Leave.....	43
H.	Court Leave	43
I.	Group Health & Life Insurance.....	44
J.	Retirement Plan	44
K.	Employee Development	44
L.	Unemployment Compensation.....	44
M.	Worker’s Compensation Insurance	44
N.	COBRA	45
O.	Health Insurance Portability & Accountability Act (HIPAA).....	45
VII.	EMPLOYEE HANDBOOK & AT-WILL STATUS ACKNOWLEDGEMENT	46

I. GENERAL EMPLOYMENT PRACTICES

A. Equal Employment Opportunity

It is Deerfield Township's policy to provide equal opportunity in employment to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state, and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment.

If you feel that you have been discriminated against or if you witness discrimination, immediately discuss the matter with your supervisor, Director of Administrative Services, or Township Administrator.

All reports of discrimination will be taken seriously and promptly investigated. Any employee found to have engaged in discriminatory acts will be subject to disciplinary action up to and including termination.

B. Disabilities and Reasonable Accommodation

The Americans with Disabilities Act (ADA) was enacted to remove barriers preventing individuals with disabilities from enjoying the same opportunities that are available to people without disabilities. Accordingly, the Township will not discriminate against a qualified individual with a disability with regard to recruitment, the application process, hiring, promotion, layoff, recall, transfer, compensation, termination, and all other terms and conditions of employment. The Township will provide reasonable accommodations to an otherwise qualified individual who can perform the essential functions of a position as long as the reasonable accommodation does not impose undue hardship on the Township and the individual's disability does not pose a direct threat to the health and/or safety of others in the workplace.

All aspects of the Township's policy on disabilities and reasonable accommodations will be handled in accordance with the ADA and other applicable laws and/or regulations.

Employees who have a disability requiring reasonable accommodation must notify their supervisor or the Director of Administrative Services. In order to determine the appropriate accommodation, you may be asked to provide the Township with necessary medical information.

C. Nepotism

In general, to avoid any actual or perceived conflict of interest the Township does not hire relatives or domestic partners of current employees. In special circumstances, however, relatives or domestic partners of current employees may be hired by the Township, at the sole discretion of the Board of Trustees, if: 1) they meet the

requirements for the position; 2) do not work in the same department during the same shift; and 3) one does not supervise or otherwise have personnel authority over the other.

Relatives or domestic partners of the Township Trustees, Fiscal Officer, and the Township Administrator will not be hired in any capacity.

D. Classifications of Employment

For purposes of salary administration and eligibility for overtime and benefits, the Township classifies employees as follows:

1. ***Regular, Full-Time Employees***

“Regular, full-time employees” are employees who have completed their probationary period, who meet the full-time requirements under the Ohio Revised Code and any other applicable law, and who are hired for an indefinite period of time. Regular, full-time employees are eligible to receive Township benefits as outlined in this Handbook and may be classified as exempt or non-exempt as described later in this section.

2. ***Regular, Part-Time Employees***

“Regular, part-time employees” are employees who have completed their probationary period, are hired for an indefinite period of time, and whose work schedule is normally less than 1,500 hours per year. Part-time, regular employees are not entitled to receive Township benefits (other than those mandated by law).

3. ***Probationary Employees***

“Probationary employees” are newly-hired employees who have not yet completed their initial probationary period (usually 6 months). This classification does not apply to regular, full-time employees who transfer or are promoted to a another Township position, even though such employees may serve in that other position for a period of time on a trial basis. New employees who successfully complete their initial probationary period will be considered for regular employment status.

4. ***Temporary employees***

Temporary employees are employees who perform jobs of limited duration arising out of special projects, unusual workloads, or emergencies. Temporary employees are not entitled to receive Township benefits (other than those mandated by law).

In addition to the above, the Fair Labor Standards Act (FLSA) requires employees be classified into one of the following categories to determine overtime eligibility:

- Exempt Employees — “Exempt employees” are not covered by the overtime requirements of the FLSA because they are a salaried employee working in a professional, executive, or administrative capacity as defined in the FLSA.
- Non-exempt Employees — “Non-exempt employees” are covered by the overtime requirements of the FLSA and must receive compensation at a rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 in a single workweek.

Your supervisor will let you know your initial employment classification and your status as an exempt or non-exempt employee during your training period. If you change positions during your employment (due to promotion, for example), the Director of Administrative Services will notify you if your exemption status or classification has changed.

E. Recruiting and Selection Practices

The Township seeks to fill job openings with the most highly qualified job applicants available. The Township follows a defined procedure to obtain information and evaluate each job applicant’s skill, training, and ability as related to the requirements of the open position. The general process for filling job openings is outlined below.

1. Applications

To ensure accuracy and consistency in the hiring process, the Township requires all applicants – internal and external – who wish to be considered for an open position to complete a Deerfield Township Employment Application. Applications will only be accepted for current job vacancies.

Applicants must fill out the employment application completely and sign the application form, verifying that the information provided is true. Refusal to supply requested information or falsification of information provided may result in elimination of the applicant from consideration. Applications of the individual selected to fill the open position will become part of his/her personnel file.

All applications submitted will remain active for a period of six months. Individuals who wish to apply for an open position after six months have passed must submit a new application form.

2. Posting Vacancies

Upon Board approval to fill a vacant position, vacancy announcements for open positions will be posted within all Township departments prior to recruiting from the outside. Current employees who wish to be considered for an open position should submit an application form to the Director of Administrative Services. Where

reasonable and appropriate, candidates may also be recruited from outside the Township to create a pool of applicants from which a selection may be made.

3. *Interviews*

Only candidates who possess the knowledge, skills, and/or abilities necessary to perform the duties of the vacant position will be interviewed. Interviews are typically conducted by the Department Head and Director of Administrative Services. Candidates for higher-level positions may be interviewed by the Township Administrator or others as the Administrator deems appropriate.

4. *Selection*

The most qualified applicant(s) will be recommended to the Board of Trustees for final approval. Formal appointment to the position will be contingent upon approval by the Board of Trustees.

5. *Reference and Background Checks*

Reference and background information provided by candidates on application forms or resumes and in interviews will be verified for all candidates under final consideration for Township employment. For all positions the Township may also conduct Department of Motor Vehicles, credit, or criminal background checks. Applicants must sign a release in order for the Township to obtain such information. Failure to sign the release will be sufficient reason to eliminate applicants from further consideration for employment.

Discrepancies in information provided or discovery of prior criminal history, if serious enough in nature, may be reason for termination of employment.

6. *Pre-employment Drug Tests & Physical Exams*

In accordance with the Township's Drug-Free Workplace policy, all applicants who have been selected for employment with the Township will be required to submit to a pre-employment drug test. Applicants who refuse to take the pre-employment drug test or fail it will not be hired and will not be reconsidered for employment with the Township for at least one year.

Depending on your position with the Township, you may be required to undergo a physical examination within 10 days of hire. The physical exam will be conducted by a physician designated by the Township.

If you must take your physical during regularly scheduled working hours, you will be permitted leave time necessary to complete the physical (including travel time) with prior permission of your supervisor.

F. *Proof of Right to Work*

Upon hire, all new employees are required to complete and sign an Employment Eligibility Verification Form (INS Form I-9) and provide proof of eligibility to work in

the United States in accordance with federal regulations. Inability to provide acceptable documentation within the required time limit is grounds for immediate dismissal.

G. Probationary Periods

All employees of the Township will serve probationary periods after hire or following a promotion or lateral transfer. Probationary periods may last up to 180 days. Any probationary period may be extended for an additional 90 days upon request of the employee's supervisor, concurrence of the Township Administrator, and Board approval.

Employees in a probationary period may be terminated or placed back into their former position at any time during the probationary period for any reason.

Successfully completing a probationary period does not guarantee future employment.

H. Orientation

On the first day of employment, new employees will report to the Director of Administrative Services to complete required paperwork, supply information needed for personnel and payroll records, and enroll in applicable employee benefit programs. Your immediate supervisor will orient you to your work area and to your work duties. You are strongly encouraged to ask questions during your orientation so that you will better understand your job and the guidelines that govern your employment relationship with Deerfield Township.

I. Performance Evaluations

The Township strongly believes that appraising the performance and productivity of each employee on a regular basis is an essential part of employee development. Therefore, all employees will receive a performance evaluation conducted by their supervisor at the end of each probationary period and at least once each year thereafter.

1. *Performance Evaluation Standards:*

The standards for performance evaluations generally focus around the following components:

- a) Job knowledge and skills;
- b) Work product;
- c) Interpersonal relations;
- d) Work Habits

2. *Supervisory/Management Ability:*

In addition to the criteria noted above, supervisors and department heads will be evaluated based upon the following standards:

- a) Supervisory skills;

- b) Evaluating performance;
- c) Organizational leadership

3. ***The purposes of the performance evaluation are:***

- a) To encourage open and honest communication between you and your supervisor;
- b) To provide you with feedback about the quality of your work and areas that may need improvement
- c) To provide you with clear and explicit performance expectations; and
- d) To help you identify training needs, career goals, and/or objectives for future work performance.

A positive performance evaluation does not guarantee a salary increase or promotion. All employees, regardless of status or length of employment, are required to meet and maintain Township standards for job performance and behavior.

J. Pay Adjustments Based Upon Performance

Pay adjustment recommendations will be primarily based upon documented performance evaluation/s, any disciplinary action/s, and other performance criteria as deemed appropriate.

1. ***Administration of Salary Adjustments***

- a) Any salary adjustments are *always* subject to Board of Trustee approval by Administration's recommendation.
- b) Any justification for salary adjustment must be documented by the department head and affirmed by the Township Administrator, then approved by the Board of Trustees.
- c) No salary adjustment to base will be made in excess of the established pay range.
- d) A "one-time pay bonus incentive" may be authorized for exceptional work or accomplishments made in an evaluation cycle, as documented by the department head and affirmed by the Township Administrator, then approved by the Board of Trustees.
- e) In instances where an employee meets or exceeds an established goal set by their evaluator, they may be authorized an additional adjustment to their base as documented by the department head and affirmed by the Township Administrator, then approved by the Board of Trustees.

K. Pay Ranges

Pay ranges for all regular, full-time, non bargaining positions, except the administrator, are established by surveying the following jurisdictions: Anderson Township, Colerain

Township, Green Township, Lebanon, Liberty Township, Loveland, Mason, Miami Township, Sharonville, Springboro, Springfield Township, Sycamore Township, Symmes Township, & West Chester Township, as may be adjusted, amended, added to, subtracted from, or substituted from time-to-time, as deemed prudent by the administrator.

1. ***Full-Time, Non-bargaining, non-contractual pay ranges***

- a) Pay ranges and rate are set for every non-bargaining, non-contractual, regular, full-time employee as journalized on every job description upon full time hire.
- b) Pay ranges will be resurveyed every three years and adjusted accordingly, with the initial effective date of January 1, 2013.
 - Salary adjustments will be based on established performance criteria as determined by management, as may be adjusted, amended, added to, subtracted from, or substituted from time-to-time as deemed prudent by the administrator and approved by the Board of Trustees.
 - If funds are available for salary adjustments, adjustments will be made based on the established performance criteria at the discretion of the administrator with Board of Trustees' approval.

L. Separation from Employment

As in most workplaces, some employees periodically will leave Township employment. The steps listed below outline the process for both voluntary and involuntary separation from employment.

1. ***Separation Procedures***

When you leave the employment of Deerfield Township, it is important that you understand and follow the separation procedures outlined below. For additional information, please contact the Director of Administrative Services.

- a) If you plan to resign or retire from the Township, you should provide your supervisor with a written letter of resignation at least two weeks prior to your last day of work. Your resignation letter should include your reason for leaving, the last day you intend to work, and a forwarding address. Accrued vacation, sick leave, or comp time cannot be used to satisfy the two-week notice requirement.
- b) Failure to provide a two-week notice will be noted in your personnel file and may jeopardize your opportunity for future employment with the Township, as well as result in your forfeiting any accrued vacation, sick leave, or comp time you otherwise would have been eligible to receive.

- c) Employees leaving Township employment, for any reason, must contact the Township Director of Administrative Services on or shortly before their last day of employment to ensure the Township has your correct forwarding address so that you will receive your final paycheck, W-2 forms, and similar paperwork.
- d) All Township property such as keys, uniforms, tools, pagers, cell phones, etc. must be turned in to your immediate supervisor.
- e) If you are retiring, you must advise the Township Director of Administrative Services what action you desire regarding your retirement plan.
- f) Within one business day after you have given notice, you must contact the Director of Administrative Services to schedule an exit interview.

2. ***Layoffs***

Employee layoffs may occur due to lack of work, lack of funds, or elimination of positions. If layoffs occur, affected employees will be notified in writing as early as possible and in accordance with applicable law. After 90 consecutive calendar days of layoff, employees who have not been recalled will be paid all accrued vacation, sick leave, or comp time (subject to the limits described in this handbook), and their employment with the Township will terminate.

3. ***Involuntary Terminations***

Involuntary terminations are separations initiated by the Township for what it considers to be justifiable reasons. An involuntary termination can occur at any time during the course of employment including, but not limited to, the initial probationary period. Employees terminated for gross misconduct may forfeit payment for accrued paid time off and may lose their eligibility for continuation of health care and/or unemployment benefits. All involuntarily terminated employees have the right to request a hearing by the Board of Trustees.

M. Personnel Records

The Township maintains an official personnel file on each employee. Personnel files typically include items such as your employment application, performance evaluations, training records, disciplinary actions, and documents related to your pay, job history, employment status, and fringe benefits.

In compliance with federal HIPAA law, employee medical records are maintained in a file separate from the general personnel file. Medical records are confidential and will only be released in certain circumstances to those with a strict need to know.

Employees who wish to view the contents of their personnel file must contact the Director of Administrative Services to schedule a mutually convenient time. You may

view your personnel file during normal business hours in the presence of the Director of Administrative Services or other authorized personnel. You may not remove items from your file, but you may request a copy of any item within the file.

By law, personnel files for public employees (except medical records and certain other information) are public documents open to public inspection. If a member of the public asks to review your personnel file you will be notified of the request. Employee information provided in response to telephone requests will be limited to Township dates of employment and job title.

For payroll, benefit, tax, and other purposes, it is critical that the information we have on file for you is current and correct at all times. Please notify the Director of Administrative Services in writing of any change in your personal information (such as name, address, phone number, emergency contact, dependents, beneficiaries, withholding status, education, training, etc.) within one week of the change.

II. WORK HOURS AND PAY

A. Work Schedules

Work hours and schedules may vary from employee to employee. The standard work schedule for most full-time employees is 40 hours per work week, consisting of 8 hours per day for 5 days per work week. The standard work week begins at 12:01 a.m. on Sunday and continues for seven (7) consecutive calendar days ending at 12:00 midnight the following Saturday. The standard schedule for full-time employees in the Fire Rescue Department currently is a 48-hour work week.

1. *Seasonal Scheduling – Full time, regular, non-bargaining employees*

Seasonal, alternate scheduling may also be permitted, at department heads' and the administrator's discretion, for *most* full time employees, and is also 40 hours per work week. It may be implemented as follows:

- a) The work week would begin at 12:01 p.m. on Friday and continue for seven (7) consecutive calendar days, ending at 12:00 p.m. (noon) the following Friday.
- b) Some employees would be permitted to work four consecutive, 10-hour days (6 a.m. thru 4:30 p.m., Monday thru Thursday), and then be unscheduled for the next three consecutive days (Friday, Saturday, & Sunday) during the work week.
- c) Some employees would be permitted to work four consecutive nine (9) hour days (8 a.m. thru 5:30 p.m., Monday thru Thursday), then an eight (8) hour day, 8 a.m. thru 4:30 p.m., *every other* Friday. This would allow for being unscheduled *every other* Friday, Saturday, & Sunday during the work week.
 - This effectively allows for these employees to have a three (3) day weekend every other Friday during the work week.
 - To the extent practicable, identical and/or similarly-staffed positions will alternate Friday's off to mitigate service delivery impact as determined by the department head and the administrator.
- d) Sick, vacation, and compensatory time will be scheduled according to the hours worked on the given day for which the PTO is utilized.
- e) Alternate start/end times may be permitted at department heads' discretion.

- f) The seasonal scheduling election by the employee is binding throughout the duration of the work week period as determined at the discretion of the administrator, however generally runs during and concurrent with the calendar year's Daylight Savings Time.
 - Special accommodations—i.e. an employee breaking from the chosen scheduling election before the expiration or commencement of Daylight Savings Time—may be permitted to revert to, or elect to, the different scheduling pattern as the need arises, at the department head's *and* administrator's discretion.
 - This will be considered on a case-by-case basis.
- g) As considered necessary, the administrator has final say in revocation of seasonal scheduling rights organizationally, departmentally, or on an individual basis, in the event it becomes problematic.

Flex-time scheduling may be allowed for certain positions with approval of your Department Head or the Township Administrator. Requests for a flex-time schedule will be considered on a case-by-case basis.

Your supervisor will let you know your specific work schedule during orientation. The Township may change your schedule from time to time to meet the needs of the Township and our residents.

B. Overtime

All non-exempt employees must obtain authorization from their supervisor or the Township Administrator prior to working overtime.

Employees classified as a non-exempt employee (as defined by the FLSA) and who work in excess of 40 hours during the seven (7) day work week and meet the requirements for overtime eligibility described below are eligible to receive overtime pay at a rate of 1½ times their regular rate of pay.

For purposes of determining an employee's eligibility for overtime, all hours in active status and scheduled holiday, scheduled vacation, jury duty, scheduled compensatory time and time on sick leave less than 40 hours per calendar year will be included.

Any hours worked in excess of twelve (12) in a day, and any hours worked on Sunday, shall be paid at two (2) times their regular rate of pay. These hours worked at two (2) times the regular rate are not used in the calculation of the 40 hours worked in the seven day work week.

Exceptions to the preceding general rule may apply to certain fire-fighting personnel, as outlined below.

1. ***Overtime for Fire-Fighting Personnel***

Fire-fighting personnel will receive overtime as follows:

- a) Battalion Chiefs will receive overtime at the rate of 1½ times his/her equivalent hourly rate for all hours worked in excess of 212 in any four -week scheduling period.
- b) Part-time fire-fighting personnel will receive overtime pay at the rate of 1½ times their equivalent hourly rate for all hours worked in excess of 106 straight hours in any two-week pay period.
- c) Full time F/F personnel covered by the collective bargaining agreement shall be governed by the overtime provisions of the collective bargaining agreement.

Please see the Director of Administrative Services if you have questions about your job classification and whether your position is classified as exempt or non-exempt.

2. ***Compensatory Time***

Subject to approval from your Department Head and/or the Township Administrator, eligible employees may request compensatory time (“comp time”) in lieu of overtime pay. Eligibility for compensatory time shall be determined using the same criteria as overtime eligibility. Comp time is subject to the following guidelines:

- a) Comp time will be calculated at the rate of 1½ hours for each hour worked over 40 hours in any work week.
- b) You must request overtime compensation in the form of comp time at the time overtime is worked. Failure to do so will result in overtime compensation given in the form of wages.
- c) Comp time may be accumulated up to a maximum of 240 hours.
- d) Use of accrued comp time requires prior approval by your supervisor and must be scheduled at a time mutually convenient to you and the Township. Comp time must be used in intervals of no less than one hour.
- e) Upon termination, employees will be paid for accrued comp time at the employee’s regular rate of pay in effect at the time of termination.
- f) Use of comp time must be requested via the electronic timekeeping system.

C. Call-In Pay

Employees called in for work outside their normal schedule will be paid a minimum of two hours pay at their regular rate.

D. Regular Pay Procedures

Employees are paid every two weeks for work performed during an 80 hour pay period (most non-fire employees) or, for most full time Fire employees, a 96 hour pay period. Every work week begins on Sunday and ends the following Saturday; or following the alternate, seasonal schedule, begins at 12:01 p.m. on Friday and ends the following Friday at noon. You are responsible for reviewing your direct deposit receipt for errors. If a mistake is identified you must immediately report it to the Fiscal Officer's Office.

E. Garnishments

The Township honors only garnishments that are required by law and properly served by an authorized entity. Garnishments can be a source of embarrassment to the employee and require considerable time and effort from the Township. To the extent allowed by law, the Township retains the right to discipline or terminate any employee whose salary or wages are garnished to an excessive degree as determined by the Township.

F. Payroll Advances and Loans

The Township's policy is that no individual employee's direct deposit will be made before the regularly-scheduled payday for all other employees, regardless of need.

G. Recording Time Worked

Because federal law requires us to keep accurate records of time worked by all employees, you must follow correct procedures when recording your work hours. This includes:

- e) Entering and adding your time into the electronic payroll system correctly for each day / week; and
- f) Submitting your electronic timesheet to your supervisor by established deadlines.

Under no circumstances are you allowed to fill in or sign an electronic timesheet for another employee. You also must never alter or deliberately misstate the hours worked on your electronic timesheet or on another employee's electronic timesheet. Doing so is a violation of Township policy and will be grounds for disciplinary action, up to and including termination.

III. STANDARDS FOR WORKPLACE EXCELLENCE

A. Harassment-Free Work Environment

The Township is committed to maintaining a professional and cooperative environment in which all individuals are treated with respect and dignity. We believe that each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory or harassing practices, including sexual, racial, color, national origin, religious, disability, age, and/or veteran status harassment (hereafter referred to as “harassment” inclusively).

Harassment – whether verbal, physical, or arising out of work assignments out of the office or at Township-sponsored social functions, or elsewhere – is strictly prohibited and will not be tolerated.

1. *Sexual Harassment*

More specifically, with regard to sexual harassment:

- a) Deerfield Township strictly prohibits verbal or physical conduct by any employee that harasses, disrupts or interferes with another employee’s work performance or that creates an intimidating, offensive, or hostile work environment. This includes, but is not limited to, the use of words or phrases that are inappropriate, offensive, or degrading; slurs, jokes, and intimidation; and verbal or physical attacks.
- b) Deerfield Township strictly prohibits any supervisor or manager from explicitly or implicitly making submission to sexual advances a condition of employment, continued employment, evaluation, compensation, benefits, promotion or any privilege, term or condition of employment.
- c) Sexual harassment includes, but is not limited to:
 - Unwelcome touching of another person;
 - Making advances or requests for sexual favors;
 - Use of sexually explicit or abusive language;
 - Making sexually suggestive or graphic remarks about a person or a person’s body or clothing; and
 - The display of sexually explicit or suggestive literature, pictures, photographs, or other objects.

2. *Reporting Procedures*

An employee who believes that another person’s actions or words constitute sexual or any other form of harassment or discrimination has a responsibility and obligation to deal with the situation immediately. As a first step, the Township

encourages employees who believe they are being discriminated against, harassed, or have suffered retaliation to tell the offender immediately that their behavior is unwelcome and ask that it stop. This step also is appropriate if you witness any of the above actions perpetrated by one or more Township employees.

If the offensive conduct does not end, or if you don't feel comfortable addressing the offender directly, you are obligated to immediately notify your immediate supervisor, the Director of Administrative Services, or the Township Administrator. No adverse action will be taken against employees who report violations of this policy in good faith or participate in investigations of such violations.

All charges of harassment must be reduced to writing and must include, at a minimum:

- the name of the individual(s) involved,
- specific conduct on the part of the individual(s) that you feel constitutes harassment,
- the date and place the harassment occurred, and
- the names of any witnesses.

The written complaint must be filed with the Township Administrator or the Director of Administrative Services.

Once a complaint has been received, the Director of Administrative Services (or designee) will begin an immediate investigation into the complaint and will notify the parties involved of the outcome. Investigations will be conducted as confidentially as possible. However, in order to conduct a complete and thorough investigation, confidentiality is not a guarantee.

After a thorough investigation, we will follow our disciplinary procedure to take appropriate disciplinary action. Any employee who engages in harassment or discrimination against any other person while on Township property or while performing Township work will be subject to prompt disciplinary action, up to and including termination.

Furthermore, any employee who files a malicious or knowingly false complaint, refuses to cooperate in an investigation, or provides false information may be subject to disciplinary action, up to and including termination.

B. Drug and Alcohol Policy

As part of our commitment to safeguarding the health of our employees, providing a safe workplace, and supplying our residents with the highest quality services possible, the Township has adopted the following Drug and Alcohol Policy. Further, it is the Township's intent to comply with the rules and regulations of the Drug-Free Workplace

Act of 1988. This policy applies to all Township employees. Violations of this policy will result in disciplinary action, up to and including immediate termination.

1. ***Workplace Expectations***

In general, all employees are expected to report for work and remain at work in a condition to perform assigned duties free from the effects of alcohol and drugs. Additionally, employees who may be “on call” as part of their regular duties are expected to be sober and unimpaired upon reporting for work after a call-in.

2. ***Rules***

- a) The unauthorized and/or unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance or alcohol is strictly prohibited in all Township facilities, on all Township property, in any Township vehicle, and at any Township-sponsored activity. All employees must abide by this prohibition as a condition of employment.
- b) Further, the use of any physician-prescribed and legally-obtained controlled substances or drugs by employees while performing Township business or on Township premises is prohibited if such use may affect the performance/safety of an employee, co-workers, or members of the public. Employees who feel impaired after the use of physician-prescribed and legally-obtained drugs (or have been informed by their physician or pharmacist that the use of a drug may present a safety risk) should report such drug use to their supervisors. In all cases, legally-obtained drugs must be kept in their original containers with original labels showing both the employee’s name and prescribing physician’s name.
- c) All employees must notify the Township in writing of any criminal drug or alcohol arrests or convictions for any violation occurring outside the workplace. Such notification must be made within 24 hours or the next business day after the arrest or conviction.
- d) Refusal under this policy to take a drug test or participate in a mandated drug or alcohol treatment program may result in immediate termination.
- e) If there is suspicion that an employee has violated this policy, the Township reserves the right to search the employee, the employee’s locker and/or desk, and other Township property under the employee’s control. The employee’s personal effects and vehicle on Township property may also be searched after the employee gives their consent. Refusal to cooperate in such a search may result in immediate termination.

- f) Employees whose jobs require them to have a commercial driver's license (CDL) and who drive vehicles for which testing is required under federal and state regulations also are subject to alcohol and drug requirements of the Federal Omnibus Transportation Employee Testing Act of 1997, as well as the Ohio Department of Transportation.

The Township may take appropriate action – up to and including termination of employment – against employees who violate these rules. The Township also may require such employees to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. Finally, the Township reserves the right to contact law enforcement authorities at any time regarding violations of this policy.

3. ***Treatment***

Employees who abuse drugs and/or alcohol are encouraged to voluntarily seek professional assistance. However, drug and/or alcohol abuse will not excuse any violation of Township rules or standards, under this policy or otherwise, regardless of whether the employee seeks treatment or not.

4. ***Testing***

Consistent with applicable laws and regulations, the Township may require drug and/or alcohol testing under any of the circumstances shown below. Any employee who undergoes testing that confirms the presence of alcohol and/or drugs in the employee's system may be subject to disciplinary action, up to and including termination. A positive drug test following a workplace injury may also jeopardize the employee's workers compensation benefits.

The following tests may be administered, with or without prior notice:

Pre-employment testing – All applicants offered employment with the Township will be required to undergo a pre-employment drug test. Taking and passing of this test will be a condition of hiring. Any applicant who tests positive for illegal drugs or alcohol will not be hired and will not be reconsidered for employment with the Township for at least one year.

Post-accident testing – The Township will require a test after an accident or incident which results in property damage that is reasonably expected to cost more than \$500 to repair. All participants in incidents where injuries (severe enough to require immediate medical attention) occur also will be tested. Employees who obtain minor injuries (those not requiring immediate medical attention) during the course of their work shift still must report the injury by the end of their shift in order to be eligible for Worker's Compensation benefits. If the injured employee and operator are not the same person, both may be tested. Also, any other employee who contributed to the accident by their actions may be tested.

Reasonable suspicion testing – Reasonable suspicion testing may be done when a supervisor or manager either suspects or becomes aware of facts that

lead them to conclude that an employee is under the influence of drugs or alcohol. These facts may be obtained by direct observation of the employee or physical evidence, such as drugs in an employee's locker.

Return to work testing – Upon completion of voluntary or mandated participation in a drug and/or alcohol treatment program, employees will be required to pass a drug and alcohol test before being allowed to return to work. Such employees may also be subject to periodic random testing in the future.

Random testing – Random drug testing will be required for employees in safety sensitive positions (as designated by the Township) or for compliance with Department of Transportation and other applicable regulations.

C. Workplace Violence

The Township maintains an environment of zero tolerance for violence and will make every effort to prevent violent incidents from occurring. This policy applies to all employees.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Possessing, brandishing, or using a weapon while on Township property or engaged in Township business;
- Damaging property intentionally;
- Threatening to injure an individual or damage property; and
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Employees must report any violent incident to their supervisors immediately. Concerns about potential violence should also be reported.

All reports will be promptly investigated, and any employee violating this policy will be subject to disciplinary action, up to and including termination. The Township may also seek prosecution of anyone who engages in violence on its premises or against its employees while they are engaging in Township business.

D. Ethics

As an employee of the Township you hold a position of public trust and are expected to maintain the highest of ethical standards. The state of Ohio also has specific rules governing conduct of public employees, including fines and imprisonment for violating ethics laws. At their orientation, new Township employees will be given a booklet that explains Ohio's ethics laws.

Township employees are expected to maintain the highest ethical standards, to serve the public skillfully and effectively, and to ensure that actions as public employees are

governed by applicable laws and regulations and the public interests, and are never influenced by private interests or gain.

Accordingly, Township employees must:

- Avoid any conflict of interest, or situations where their personal interest could conflict with, or appear to conflict with, the interest of the Township;
- Accept no private compensation or reward in the performance of their duties, as provided under state ethics laws;
- Avoid using the Township assets for any unlawful or improper purpose;
- Avoid making false entries into the books for any reason, and no employee shall engage in any arrangement that results in such prohibited act;
- Avoid approving payments with the intention that any part is to be used for any purpose other than that described in the supporting documents;
- Report any unrecorded assets or any prohibited act promptly to the Department Director;
- Maintain the confidentiality of information learned in the course of work that is not properly part of the public realm;
- Serve all members of the public with honesty, diligence, respect, equity, courtesy, and fairness;
- Avoid using their position, authority or influence to obtain approval for public contracts, Township zoning issues, or any other benefit from the Township in which they, their relatives, domestic partners or any business associate would benefit financially from the transaction.

The conduct of personal business on Township work time or the use of Township facilities, equipment or supplies for personal gain is strictly prohibited.

E. Nondisclosure of Confidential Information

During employment with the Township you may become aware of highly sensitive or confidential information concerning the Township, our residents, employees, etc. You are expected to remember that such information is confidential and should not be discussed with any unauthorized person at any time during or after your employment. You are also prohibited from using confidential information either for your own benefit or to benefit others.

Nothing in the preceding paragraph, however, should be interpreted in conflict with Ohio's Public Records law. Contact your supervisor, Township Administrator, or the Law Director if you have questions about whether certain information may be released to the media or public upon their request pursuant to Ohio's Public Records law.

Finally, you are prohibited from removing from Township premises any files, records, reports, manuals, documents, drawings, specifications, equipment or similar items owned

by or relating to the business of the Township, except when required to perform your duties for the Township. All materials must be returned to the Township in a timely fashion and, in any event, upon the end of your employment with the Township.

F. Guidelines for Employee Conduct

The Township has certain expectations for your conduct in the workplace. In general, employees are expected to maintain high standards of professionalism in their work and behavior and treat others with respect and dignity at all times. Employees must follow all Township rules, regulations or standards and local, state, or federal laws or ordinances.

In addition to the rules and regulations contained elsewhere in this Handbook, the following list is a guideline for the conduct expected of Township employees. The list is not intended to include all conduct which may be considered inappropriate or for which discipline may be imposed. Rather, it is meant to show examples of the types of unacceptable conduct that will result in disciplinary action, up to and including termination.

- a) Possession, use, manufacturing, distribution, or sale of any alcoholic beverage or an illegal drug on Township premises, in any Township vehicle, or while on duty.
- b) Reporting for work while under the influence of alcohol or an illegal drug or in an unsafe or impaired condition.
- c) Failure to perform Township work in an efficient, competent, and productive manner.
- d) Possession of weapons on Township premises or while on duty.
- e) Disorderly conduct, fighting, horseplay, or attempting to injure another person on Township premises or while on duty.
- f) Engaging in any form of illegal harassment or discrimination in violation of the Township's EEO or Anti-Harassment policies.
- g) Insubordination (e.g., refusal to promptly obey a work instruction or job assignment from a supervisor).
- h) Dishonesty, including falsification or tampering with Township records (timecards, applications, payroll, insurance, personnel records, reports, or other written or electronic documents).
- i) Any action during work hours or on personal time which discredits Deerfield Township, its elected officials, and/or employees.
- j) Excessive absenteeism, repeatedly reporting late for work, leaving work early without permission, and abusing break privileges.
- k) Destruction, theft, or unauthorized personal use of property, tools, or equipment belonging to the Township or another person.

- l) Disrespectful conduct or use of insulting, abusive, or obscene language to or about Deerfield Township officials, other employees, and members of the public.
- m) Illegal gambling on Township premises or while on duty.
- n) Unauthorized posting or removal of notices, signs, or writing in any form on Township bulletin boards or property.
- o) Unauthorized distribution of literature in the work area.
- p) Threatening, intimidating, or coercing any person on Township premises or disrupting the workplace with such actions.
- q) Willful abuse, misuse, or deliberate destruction of Township property, tools, or equipment.
- r) Unauthorized outside employment or activity that interferes with or conflicts with your work at Deerfield Township.
- s) Creating or contributing to unsanitary conditions or poor housekeeping.
- t) Any act that endangers or has the potential to endanger the health, safety, or welfare of any Township employee or member of the public, including yourself.
- u) Willful, deliberate, or continued violation or disregard of work rules and common safety practices.
- v) Failure to immediately report to management any work-related injury, accident, or damage to Township property.
- w) Discussing confidential matters with any unauthorized person.
- x) Violation of any employment policy or rule.
- y) Any act which is a violation of state or federal law.

G. Disciplinary Procedures

We believe Township employees should be good citizens, both in the community and on their jobs. We also believe employees should avoid acts that are not in the best interest of themselves, other employees, the residents they serve, or the Township. Employees who engage in inappropriate conduct may be disciplined for such misconduct.

In determining the appropriate discipline to be imposed, management will consider all the known facts of an employee's misconduct. Disciplinary actions may include one or more of the following, in any sequence:

- Verbal warning and counseling of employee;
- Written warning and counseling;
- Suspension without pay;
- Demotion with a reduction in pay; and

- Termination of employment.
 - a) For disciplinary measures that are more severe than a verbal warning, the disciplined employee will be informed in writing of the right to appeal the disciplinary action to the Township Administrator.
 - b) Appeal Procedures – Disciplinary actions need not be deferred pending the possible submission of an appeal.
 - c) Employee’s Responsibility
 1. Employees, with the exception of Department Heads, feeling aggrieved by either a suspension of more than three (3) days or a change of status (e.g. dismissal or demotion) may, in writing, appeal the disciplinary action to the Township Administrator.
 - The appeal must be filed in writing with the Township Administrator within ten (10) days of the employee’s receipt of the written notification of the disciplinary action. If the ten (10) day appeal filing time is exceeded, the Township Administrator will take no action in the matter. This appeal:
 - Must be signed by the individual who is appealing and include the employee’s department and title therein; and
 - Must have attached thereto a copy of the disciplinary order.
 2. The employee will present the written request for an appeal hearing in dispassionate language and shall not vilify the character or motivation of the Department Head or Township Administrator. The written request should specify either or both of the following grounds for appeal:
 - There was a failure on the part of a Township official to observe or correctly apply the provisions of the Handbook or the terms of the subject’s appointment; and/or
 - There was not a complete consideration of the facts regarding the disciplinary action taken against the appellant.
 3. The appeal hearing request should contain all written material truly relevant to the case.
 4. The Township Administrator will be provided a copy of all material presented in the request for an appeal hearing when it is filed.
 5. Hearings will be closed to the public.
 - d) Township Administrator’s Responsibility and Authority

1. The Township Administrator shall set a time for an appeal hearing promptly and should strive to have the hearing date no later than ten days after receiving the request for an appeals hearing.
 2. The Township Administrator will review all written material submitted. If present, the Township Administrator shall hear the appellant or their counsel. If present, the Township Administrator shall hear the Department Head or their counsel. The Township Administrator will examine evidence upon the matter that may be pertinent and relevant.
 3. The Township Administrator may affirm, disaffirm or modify the disciplinary measure taken against the employee.
- e) If the appellant disagrees with the decision of the Township Administrator, the appellant may appeal to the Board of Trustees in the same manner as presented above.

H. Complaint Procedure

Employees are encouraged to try to resolve work-related issues on their own through discussions with their supervisor or the individuals involved. When an informal resolution cannot be achieved, however, the Township has developed the following formal complaint procedure for resolving employee complaints. This complaint procedure applies to all regular employees who are not covered by a union contract.

All formal complaints will be given timely attention. At no time will you face retaliation for filing a complaint in good faith.

1. Use of Complaint Procedure

The complaint procedure may be used to resolve a dispute between two or more Township employees. The procedure also may be used to resolve a disagreement between the Township and an employee regarding the application, meaning, or interpretation of employment rules.

The complaint procedure should not be used for filing discrimination complaints or for filing appeals to disciplinary actions. Those should be filed in accordance with the procedures outlined in the handbook sections titled *Harassment-Free Work Environment* and *Disciplinary Procedures*, respectively.

Nothing in this procedure is intended to deny an employee any rights available by law, including the right to appeal to the Ohio Civil Rights Commission, Equal Employment Opportunity Commission, or any court of competent jurisdiction.

2. ***Complaint Processing***

- a) **Step 1** – A formal complaint initially should be presented to your immediate supervisor. This must be done within five business days of the date on which you first become aware of the incident or circumstances giving rise to your complaint. Your supervisor will make a decision on your complaint within five business days unless further time is needed for investigation. If your supervisor needs more time, you will be told when the decision will be made.
- b) **Step 2** – If you disagree with your supervisor’s decision you should then put your complaint in writing. Your written complaint then should be delivered to your Department Head within five business days of the supervisor’s decision made in *Step 1*. The Department Head will make a decision within five business days after receiving your written complaint, unless more time is needed for investigation. Again, if that is the case, you will be notified and told when to expect a decision.
- c) **Step 3** – If you disagree with the Department Head’s decision in *Step 2*, you may submit your written complaint and other evidence or documents you consider relevant to the Township Administrator. The Administrator will respond to your complaint within five business days after receiving it, unless more time is needed for investigation. You will be notified if more time is needed.
- d) **Step 4** – If you disagree with the Administrator’s decision in *Step 3*, you may submit your written complaint and other evidence or documents you consider relevant to the Board of Trustees. If the matter is one which may be discussed in executive session, the Board will do so unless you request the matter be considered in a public meeting. You must make yourself available at reasonable times in case you need to answer questions from the Board. The Board will make a decision on your complaint within three business days after its next regularly-scheduled Board meeting. No response from the Board will be considered a denial of your complaint. The decision of the Board of Trustees shall be final and conclusive.

You may be represented by someone of your choosing or by legal counsel during the complaint procedure. Any cost associated with your representative during the complaint procedure is your sole responsibility.

I. Attendance and Punctuality

Prompt and regular attendance is an important part of any job. This is especially true in the Township, where your absenteeism or tardiness places an unfair burden on your co-workers and negatively affects our operations. Therefore, you are expected to report to work on time, properly dressed to perform your job, and with all necessary equipment.

Each day you realize you will be absent or late, you must notify your immediate supervisor as soon as possible before the start of your regularly-scheduled work shift. If you know in advance that you are going to be absent, late, or need to leave early, you must request the absence via the electronic timekeeping process with as much prior notice as possible (one week's advance notice is preferred).

Poor attendance and punctuality will be grounds for disciplinary action, up to and including termination, and are considered factors in the evaluation of your work performance.

Employees with poor attendance records, who have a specific pattern of absences, or who do not work for three or more days due to illness may be asked to provide a doctor's certificate to verify the medical necessity of the time off.

Except in extreme emergencies, an employee who does not report to work for two consecutive days and does not contact the Township will be considered to have resigned voluntarily and terminated.

J. Personal Appearance and Conduct

As an employee you represent the Township, and it is important that you look and behave professionally at all times while on duty or on Township premises. This means treating each other and members of the public with respect and courtesy at all times and attending to personal grooming and dress so as to present a neat appearance to the public.

Clothing, shoes, and hair should be clean, neat, well-maintained, and appropriate to your work. Jewelry should be tasteful and, for safety reasons, should not be loose fitting or excessive. Employees with facial hair are required to keep it well maintained and neatly trimmed at all times.

Specific dress standards will vary from department to department due to the nature of the work performed, safety requirements, and public contact. Some employees may be required to wear uniforms or certain safety equipment, for example. Your supervisor will discuss the dress code required for your job during your orientation. Failure to meet established dress standards will be reason for disciplinary action.

K. Uniforms

Uniforms will be required for employees as designated by the Township Administrator. These uniforms and all other items issued by the Township are the property of the Township and must be returned upon termination of employment. Old equipment and uniforms which are replaced by new ones must be returned to the Township for disposal.

Employees are expected to keep uniforms neat and clean at all times and wear them in accordance with Township regulations

L. Smoking

Smoking is not permitted inside any Township building or vehicle.

M. Outside Employment

The Township generally discourages full-time employees from outside employment due to the possibility that such employment will interfere with your position at the Township. You must file a letter with the Director of Administrative Services with details of any outside employment, including company name, company address and telephone number, job location and description, and projected work schedule. You may not hold any outside employment that would interfere with your ability to efficiently and effectively perform your work at the Township or that would create a conflict of interest. If this occurs, you will be asked to make a choice between your outside employment and your employment with the Township.

N. Personal Use of Township Property

The use of Township property for personal business or private use is strictly prohibited. This includes, but is not limited to, Township equipment, uniforms, tools, vehicles, computer system, office equipment, postage meters, and supplies.

With regard to Township telephones, employees should refrain from making or accepting personal phone calls in the office or while on duty. If you do need to make a personal phone call, you should make the call during your lunch period or other non-work time. You may not use Township telephones for personal long distance calls. Calling a telephone with a “900” area code also is not allowed.

Please talk to your supervisor if you have a question about what is acceptable.

O. Use of Computers & Electronic Communications

All employees with computer access are required to use the Township’s computer system carefully and responsibly and in accordance with the guidelines below. Remember that access to the Township computer network and equipment is not a right – it is a privilege of your employment. Careless or improper use may subject you to disciplinary action, including loss of computer privileges.

Township computer and electronic communications equipment, including the Internet and e-mail, are the property of the Township and are for business use only.

Employees should not expect privacy with any computer-related activities. Messages and files sent, received, or stored on the Township’s e-mail system may be accessed and read by authorized employees or authorized individuals outside the Township at any time.

Employees with computer access are expected to follow appropriate computer security measures and should never share their computer password with an unauthorized individual.

Employees who are assigned log on privileges for specific computers must use their computer equipment carefully and responsibly, and should not eat or drink near their computer to avoid damaging computer equipment. Only approved and properly licensed software may be used on the Township's computer equipment.

Employees are strictly prohibited from using the e-mail system or Internet in connection with any of the following activities:

- g) Engaging in illegal, fraudulent, or malicious activities;
- h) Viewing, sending or storing offensive, obscene, or defamatory material;
- i) Annoying or harassing other individuals;
- j) Using another person's account or identity without explicit authorization;
- k) Permitting a non-Township employee to access the Township's e-mail system; or
- l) Distributing or storing chain letters, jokes, solicitations, or other non-business material of a trivial or frivolous nature.

P. Permissible Use of Township Issued Cellular Phones

Employees are assigned a cell phone when the needs of the position clearly indicate such a tool will improve job performance, productivity and service to Township residents.

- In order to manage appropriate cell phone use, the following rules apply:
 - a. Appropriate monthly packages for cell phone air minutes and data usage for employees will be determined by the Department Director, unless it is misused; then the Township Administrator will establish guidelines for a position's granted air time minutes.
 - Whenever practicable, employees shall avoid text messaging to conduct bona fide business given the transient nature of text messaging with respect to the Township Public Records Policy.
 - If it is unavoidable, the text message should be immediately converted to an email and sent to the employee's Township email address in order to create a more permanent, producible message/s pursuant to the Township Public Records Policy.
 - In the event employees take photographs or videos with their device for bona fide business purposes, the photograph/s and/or video/s shall be immediately emailed to the employee's Township email address in order to create a more permanent, producible message/s pursuant to the Township Public Records Policy.

- b. In the event an employee desires a voice and/or data plan that exceeds what the Department Director has deemed appropriate for their position, the employee may elect to upgrade their service to their desired voice and/or data plan, where the difference in cost per month (billing cycle) between the basic service for the phone that the Director deemed appropriate, and the cost of the enhanced voice and/or data service desired will be paid by that employee through regular payroll deduction or reimbursement to the Township.
- c. Township issued cell phones shall be primarily for Township business purposes. On a limited basis, and subject to the approval of the Township Administrator, employees may request reimbursement for use of a personal cell phone, which is also used for township business, in lieu of a Township-issued cell phone. In such instance, the reimbursement will be at a rate of 75% of the charge otherwise associated with that position, not to exceed \$30/month. The employee must submit an invoice/proof of service on a monthly basis.
- d. The Township Administrator may assign other advanced technology communication devices to employees and, in some cases, will determine the amount of any additional charges the employee must pay to the Township for using such a device.
- e. At the time a phone upgrade is available, if an employee chooses a device for which the cost exceeds \$100.00, the employee is responsible for the additional amount which must be reimbursed to the Township. Also, should the new device require an upgrade to the monthly service fee, that upgrade must be approved by the respective Department Head.
 - The phone being surplussed at upgrade will be surrendered to the Director of Administrative Services unless any of the following apply:
 - When a phone is replaced, it will be depreciated in value according to the trade-in value as set by the Township's current wireless carrier.
 - If an employee had paid any portion of the purchase price of the surplussed device along with the Township (subsection "e"), the amount they paid at purchase will be credited toward the trade-in value of the phone as follows:
 - If the depreciated trade-in value of the phone is *less than* what the employee contributed at purchase, the surplussed device will be deemed the employee's property to keep if they so choose.

- If the trade-in value of the phone is *more than* what the employee contributed at purchase, the surplussed device will then be offered to the employee at a cost of the difference between the depreciated value less the employee's purchase contribution for the surplussed device when it was purchased.
 - If the employee declines to purchase the phone at that cost, the phone shall be deemed Township property and either traded in, auctioned as is other surplussed hardware, or disposed of in an appropriate manner as determined by the Director of Administrative Services in accordance with law. Any proceeds from disposal then belong to the Township. No monies or credit is due to any employee who declines purchase of the depreciated, surplussed device, nor will any credit be extended to any employee in the purchase of a new device. All new devices purchased will be purchased pursuant to subsection "e" above.

- f. The employee assigned to a Township cell phone is responsible for the safekeeping, care and custody of the cell phone assigned to them. The cell phone must be surrendered to the employee's Department Director and the monthly service package immediately discontinued if the employee's term of employment ends.

- g. Township employees should not use cell phones or other such devices while driving if at all avoidable. Employees shall make every effort to pull over and stop in a safe place in order to complete the conversation without jeopardizing themselves and others to unsafe driving practices. At no time will any employee text message, check email, use the internet, or otherwise divert attention from driving because of any wireless device while operating Township vehicles or equipment.

Q. Care and Use of Township Property

- During your employment with the Township you will have access to tools, machines, vehicles, office equipment, computers, and other Township assets. It is your responsibility to help keep these assets in good working order. It is vital that these assets are kept in top operating condition and are available for use when needed. Therefore, we require your help in the following ways:
 - a. Immediately report maintenance issues to your supervisor.
 - b. Perform preventative maintenance as instructed.
 - c. Immediately report theft, abuse, or misuse of equipment to your supervisor or the Township- Administrator.

- d. Use supplies and equipment in a safe and efficient manner.
- e. If you are away from your work area, make sure tools and other valuables are secured in locked storage whenever possible.

R. Use of Township Vehicles

Only employees with a valid State of Ohio Driver's License or Commercial Driver's License (CDL) and a favorable driving record will be authorized to drive a Township vehicle. For purposes of this policy, a favorable driving record is one that is acceptable to the Township's insurance carrier. Department Heads are responsible for ensuring that each employee is validly licensed before being assigned to operate a Township vehicle and/or a private vehicle for Township business.

Employees whose work requires operation of a motor vehicle, regardless of whether it's a Township or private vehicle utilized for Township business, must present and maintain a valid driver's license and a driving record acceptable to the Township's insurance carrier annually. The Township will conduct an annual check of driving records (MVR) for those employees who operate Township vehicles, so it is very important that employees maintain an acceptable driving record. Failure to do so may result in disciplinary action, up to and including termination of employment with the Township as follows:

- A MVR indicating an employee has received three or less points in the last year shall require no further action;
- A MVR with four to six points should be cause for a counseling session and/or a formal, written reprimand indicating the driver needs to be more careful in his/her driving habits;
- A MVR with six or more points within a two year period is cause for concern and definitive steps may be taken in order to strongly encourage the employee to improve his/her driving record, and to emphasize the adverse consequences his/her failure to do so may have with respect to continued employment with the Township. The employee shall be informed that further negative activity on his/her driving record during the next review period may result in suspension of the employee's privilege to drive Township vehicles, or even dismissal from their employment position, if the violation was serious enough.

Because the Township's insurance policies cover only Township employees and their liability, only passengers with Township-related business should ride in Township vehicles. Allowing unauthorized passengers or drivers in a Township vehicle may result in damages being paid by the Township employee who is responsible for the vehicle.

While operating a Township vehicle, you are expected to drive safely and courteously and observe all traffic rules and regulations, including proper use of your seat belt. You will be personally responsible for payment of parking tickets and/or traffic violations received while driving a Township vehicle and will not be reimbursed for such by the Township. You must report all moving violations to your supervisor within one business day of receiving the violation. Failure to report any moving violation within one business

day may be cause for immediate disciplinary action, up to and including termination. A poor driving record may cause you to lose the privilege of driving a Township vehicle.

If you are involved in an accident while driving a Township vehicle, you should immediately notify your supervisor and cooperate fully in any investigation of the accident. Failure to report an accident could be cause for immediate disciplinary action, up to and including termination.

Some Township employees may be authorized to take a Township vehicle home if they are on emergency call back status during non-business hours. If your job requires emergency call backs and you regularly take a vehicle home, you are expected to exercise the same or greater care with Township vehicles as you do with your own personal car. This includes performing routine maintenance such as maintaining proper fluid levels and inflating tires as needed.

Other employees may also be authorized to drive a Township vehicle home when an emergency situation or other circumstances warrant that such action is in the best interest of the Township. In the event such authorization is given, the Department Head or Supervisor must report that authorization to the Township Administrator within 24 hours.

The use of a Township vehicle while under the influence of drugs, alcohol or any other intoxicant is absolutely prohibited. Any violation of this provision will result in immediate termination.

S. Personal Property

For your own protection, please don't bring valuable personal property or large sums of money to work. You should also use common sense to protect your purse, wallet, or similar personal effects by storing them in a secure location and not leaving them out in the open. The Township is not responsible for loss or damage to personal property brought to the workplace.

T. Solicitation and Distribution

In order to minimize disruption of Township operations, interference with work, and inconvenience to other employees, distribution of any kind of literature for any cause during paid working hours is not permitted. Employees who are not working also may not solicit any employee who is working.

U. Severe Weather Conditions and Emergency Closings

Occasionally, severe weather or an emergency situation can disrupt Township operations and cause an early closing or late opening of offices or cancellation of work. If this happens, your supervisor will attempt to contact you to advise you of the late opening or work cancellation.

You are expected to be at work as scheduled unless Township offices have been declared officially closed by the Township Administrator, Board of Trustees, or a superior governing entity (for example, the state or federal government).

V. Employee Identification

You may be issued a Deerfield Township identification card to use during your employment. This identification card is to be used for Township business purposes only and must be returned upon termination. Identification cards should never be duplicated or loaned. If your identification card is lost or stolen you must immediately notify the Director of Administrative Services.

IV. SAFETY AND SECURITY

A. Workplace Safety

The Township desires to provide a safe and healthy workplace for all employees. The Township complies with all applicable requirements issued by the federal Occupational Health and Safety Administration (OSHA) and the State of Ohio, and has also adopted internal workplace health and safety rules and guidelines. These rules and guidelines have been developed for your protection and the protection of others, and every employee is expected to abide by those rules and guidelines at all times.

Any employee who disregards Township safety rules and/or guidelines or who acts in an unsafe or irresponsible manner will be subject to disciplinary action, up to and including termination.

B. Workplace Injuries and Accidents

You must immediately notify your supervisor of any work-related accident, injury, or illness, regardless of type or severity. Failure to report a work-related illness or injury may jeopardize your eligibility for Worker's Compensation benefits.

The Township may accommodate employees who are recovering from occupational injuries or illnesses and who their physician releases for "restricted" duty by offering an alternative duty assignment, unless the accommodation imposes an undue hardship on the Township. Alternative duty assignments will be decided on a case-by-case basis.

C. Visitors in the Workplace

Visitors are welcome to visit Township offices. All visitors must be accompanied by Township personnel at all times. Visitors to the Township Fire Stations must leave before 10:00 p.m.

You must immediately report any unauthorized or suspicious persons to your supervisor.

D. Security

To promote personal safety and ensure security of the Township's facilities and property, employees must observe the following security guidelines:

- All valuables such as purses, jewelry, and money should be locked up at all times, whether offices are occupied or unoccupied.
- Employees should be alert to and report unescorted visitors wandering around the office or work areas. You should also request proper identification and authorization of all repairmen.
- Keys must not be loaned out or duplicated without prior approval from the Township Administrator.

- Keep doors, vehicles, files, desks, gates, and other equipment with locks securely locked when not in use and at the end of each day. Locks should be checked regularly and any damage reported immediately.
- When working alone before or after regular working hours, lock doors and notify someone of your whereabouts and approximate time you will be working.

You must immediately report all thefts, property losses, and suspicious persons to your Supervisor. Any other concerns about security should be directed to the Director of Administrative Services or Township Administrator.

E. Safety Equipment

The Township will provide safety equipment (such as safety goggles, glasses, gloves, fire gear, or hearing protection) to employees if such equipment is required. You must at all times use any safety equipment assigned to you according to instructions. You also must be careful that the equipment is not lost, stolen, or damaged due to abuse. You may be asked to replace, at your own expense, any safety equipment damaged or lost due to your carelessness or negligence.

Immediately notify your supervisor if your safety equipment appears to be damaged, defective, or needs repair. Do not operate any tools or equipment until it has been checked for proper and safe functioning.

F. General Safety Rules

In addition to the areas outlined above, the following general safety rules have been developed for your safety and protection. This list is not all-inclusive and is not intended to substitute for common sense and good judgment. Ask your supervisor if you have any questions about the following safety rules:

- Wear clothing suited to your job.
- Practice good housekeeping at all times. Floors, aisles, and storage and work areas should be kept clean and free of clutter.
- Learn to lift correctly – bend knees, keep back straight, and get help for heavy loads.
- Do not participate in scuffling or horseplay on the job.
- Immediately report any unsafe conditions to your supervisor.
- Immediately report any workplace injury to your supervisor. Even minor cuts and scratches can become infected unless proper care is given.
- Learn the correct way to do your job and do it that way.
- Keep guards and protective devices in place at all times. When guards are removed for repairs, replace properly before starting equipment.
- Use the correct tools and equipment for your work, making sure those tools are well-maintained and in good condition.
- Do not attempt to operate special machinery or equipment without permission and/or instructions.
- Do not repair or adjust machinery while it is operating.

G. Hazardous Materials and Wastes

From time to time in some jobs you might handle materials that OSHA classifies as hazardous. If your job requires you to handle such materials, you will be trained on how to safely work with these materials and what to do if you are exposed to them.

Hazardous materials received from suppliers should be accompanied by Material Safety Data Sheets (MSDS) or labels that identify chemical ingredients, safety precautions, and what to do if exposure occurs. It is your responsibility to read the MSDS information supplied with hazardous materials and follow the instructions. Ask your supervisor any questions you have about the MSDS information. A master copy of all MSDS information will be kept in a binder located in the Administration building.

You must immediately notify your supervisor if you suspect that the materials or wastes that you encounter in your job are hazardous (whether or not they are being created or used by the Township).

H. Blood borne Pathogens and Exposure Control

Blood borne pathogens are microorganisms in human blood that can cause disease in humans. They include, but are not limited to, hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Occupational transmission of HIV is rare, but the lethal nature of HIV requires that we take every possible measure to prevent exposure.

OSHA mandates controls, work practices, and personal protective equipment that – along with training – will reduce risks for any employee exposed to blood.

Employees who may be exposed to airborne pathogens, blood, and/or bodily fluids in their job must take precautions, including but not limited to hand-washing before and after contact; and wearing gloves, masks, and gowns.

For additional instructions and procedures that apply to your job, consult with your supervisor. Fire personnel who will administer medical care should refer to the standard procedural guidelines (SPGs) for detailed instructions on caring for patients.

V. EMPLOYEE BENEFITS

PLEASE NOTE: *Some of the Township benefits and programs discussed below are presented as summary descriptions only. Some of these benefits are governed by formal benefit policy documents. If any conflict exists between the summary descriptions in this Handbook and the benefit policy documents, the benefit policy documents will rule. Management retains the right to change, suspend, interpret, or cancel in whole or in part any of the benefits described below at any time and for any reason it deems appropriate.*

A. Vacations

All regular, full-time employees, except department heads, are eligible for paid vacation as follows:

- After 6 months or completion of probationary period – 40 hours vacation (equivalent of one week)
- After 1 year – 40 hours vacation (equivalent of one additional week)
- 2 - 8 years employed – 80 hours vacation (equivalent of two weeks)
- 9 - 14 years employed – 120 hours vacation (equivalent of three weeks)
- 15 - 20 years employed – 160 hours vacation (equivalent of four weeks)
- After 20 years employed – 200 hours vacation (equivalent of five weeks)

All regular, full time department heads are eligible for paid vacation as follows:

- After 1 year – 120 hours vacation (equivalent of three weeks)
 - Fire Chief = 144 hours vacation (equivalent of six 24-hour shifts)
- 9 - 14 years employed – 160 hours vacation (equivalent of four weeks)
 - Fire Chief = 192 hours vacation (equivalent of eight 24-hour shifts)
- After 15 years employed – 200 hours vacation (equivalent of five weeks)
 - Fire Chief = 240 hours vacation (equivalent of ten 24-hour shifts)

Full-time fire personnel with work schedules of 48-hour weeks will earn vacation credit as follows:

- After 6 months or completion of probationary period – 48 hours vacation (equivalent of two 24-hour shifts)
- After 1 year – 48 hours vacation (equivalent of two additional 24-hour shifts)
- 2 - 8 years employed – 96 hours vacation (equivalent of four 24-hour shifts)
- 9 - 14 years employed – 144 hours vacation (equivalent of six 24-hour shifts)
- 15 - 20 years employed – 192 hours vacation (equivalent of eight 24-hour shifts)
- After 20 years employed – 240 hours vacation (equivalent of ten 24-hour shifts)

After completing their initial probationary period, all employees will be credited vacation time on January 1 of each calendar year following their first full year of employment.

Vacation must be taken within the year in which it is earned unless this requirement is waived by the Township Administrator, in which case the vacation must be taken in the

following year. Employees may elect to carry not more than two (2) weeks vacation into a following year.

Employees may elect payment for up to two (2) weeks vacation, at straight time rates, in lieu of actual time off for vacation.

If at the end of the year an employee has more vacation time in their accrual bank than is permitted to carry *and* pay out, then that excess vacation time will be forfeited.

Vacation must be scheduled in advance and with approval of the Department Head.

Any accrued or carried-over vacation will be paid to the employee upon termination or death within the limits previously stated.

Vacation pay is calculated on a 40-hour week for regular, full-time employees (and some administrative fire employees) or on a 48-hour week for most fire employees.

An employee who becomes ill while on vacation can neither change the date of the vacation nor charge the time off against sick leave to extend his vacation. Employees may postpone a scheduled vacation to a later time that same year.

For purposes of calculating vacation credit, prior years of service with the State of Ohio, an Ohio city, an Ohio village, or an Ohio county will be credited at the rate of ½ the number of years worked. However, years of service with another Township or with the former Mason-Deerfield Joint Fire District previously serving Deerfield Township will be credited at the rate of one year of service for each year worked.

B. Holidays

Legal holidays for all regular, full-time employees of Deerfield Township (**not covered by a bargaining agreement**) are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day**
- Thanksgiving Day
- Veterans Day
- Christmas Day

Normally, a holiday that falls on Saturday will be observed the preceding Friday. When a holiday falls on Sunday it will be observed the following Monday. To qualify for holiday pay, non-fire employees must be present for a full shift on the working day before and the working day after the holiday or have an acceptable excuse for absence, as approved by the Department Head. Fire employees covered under this policy must work on the actual holiday to qualify for holiday pay.

Holidays that occur during an employee's scheduled vacation will count as a holiday and not a vacation day. **Holidays occurring during a disability leave or other leave of absence (whether paid or unpaid) are without pay.**

Holiday pay will be paid at the regular hourly rate for all full-time employees, unless a contract agreement specifies otherwise. Employees required to work on the following paid holidays: Martin Luther King, Jr. Day, President's Day, Good Friday, Independence Day, Labor Day, Columbus Day, and Veterans Day shall receive one and one-half (1-1/2) times their regular rate of pay for all hours worked in addition to the holiday pay. Employees required to work on New Year's Day, Memorial Day, Thanksgiving Day, or Christmas Day shall receive two (2) times their regular rate of pay for all hours worked in addition to the holiday pay.

Reasonable efforts will be made to accommodate employees who wish to take time off to observe special religious holidays. Such requests for time off will be approved at the discretion of the Supervisor and Township Administrator upon advance request. Time off granted to observe special religious holidays will be without pay unless the employee chooses to use their accrued vacation, comp, or sick time.

Holiday pay for employees covered by a collective bargaining agreement, and all Fire Battalion Chiefs who work a 48-hour schedule, (or employees who have individual contracts which incorporate, by reference, holiday and overtime pay terms of a collective bargaining agreement) are paid in accordance with the terms of the applicable labor contract, unless the contract is silent on the issue, in which case this policy controls.

** Part-time fire personnel substitute Easter Sunday for the Columbus Day holiday. Full-time township personnel not covered by a collective bargaining agreement may observe the Columbus Day holiday on either Columbus Day or on the day after Thanksgiving.

C. Sick Leave

1. General Provisions

All regular, full-time employees are allowed paid sick leave in accordance with the following provisions:

- a) Employees not covered by a collective bargaining agreement will accrue 8 hours sick leave for each month of service in the Township. In each

calendar year you may use up to 24 hours of your accrued sick leave for personal time off.

- b) Sick leave accumulates indefinitely.
- c) Any sick leave or personal time off must be approved by your Department Head and Township Administrator.
- d) Sick leave does not accumulate while you are on suspension or during any unpaid leave of absence exceeding one month.
- e) For employees in good standing who voluntarily resign their employment position, retire from the Township, or die while still employed and who have been employed by the Township for at least 12 consecutive months prior to resignation, retirement, or death, the Township will make a lump-sum payment to the employee or the employee's estate for all accrued sick leave up to a maximum of 480 hours for 40-hour, non-bargaining employees. Forty-eight-hour, non-bargaining employees will be paid out for all accrued sick leave up to a maximum of 576 hours under these same parameters.
- g) A newly-hired employee who has worked full-time with the State of Ohio, an Ohio city, an Ohio village, an Ohio county, or an Ohio township may be permitted to transfer unused (and unpaid) sick leave from their previous government employer. The maximum credited amount will not exceed 240 hours. Any sick leave hours transferred from a previous government employer may not be used until you successfully complete your initial probationary period.

2. *Employee Responsibility*

- a) Employees who want to use sick leave must contact their Department Head or the Director of Administrative Services as early in the work day as possible to inform them of the absence and, if possible, the estimated length of absence.
- b) Employees absent for more than three consecutive work days may be asked to provide a written statement of medical treatment and a release for work from the employee's doctor.
- c) Employees who do not have any sick leave available must fill out a request for leave of absence, which is subject to approval by their Department Head and the Township Administrator.

3. *Donated Sick Time*

- a) All full time employees of Deerfield Township shall be eligible for donated time benefits, subject to the terms of this Section, to relieve hardship resulting from extended illness/injury which is not covered by injury leave.
- b) The approval of donated time shall be solely at the discretion of the Township Administrator. Factors which may be considered are the nature of the employee's ailment, the prognosis for recovery, and the employee's history of sick leave usage.
- c) If the Township Administrator approves the donation of sick leave to an employee, employees will be notified by memo. Employees may voluntarily donate sick leave to the approved recipient. Time donated must be in one (1) hour increments. Employees donating sick leave must have an accrued balance of at least 240 hours of sick leave.
- d) Donated time shall be converted to its cash equivalent and paid to the recipient at his regular hourly rate.
- e) Donated time shall be drawn from the donated time bank in as equitable a fashion as feasible.

D. Family & Medical Leave

In accordance with the Family and Medical Leave Act (FMLA), eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. To be eligible for FMLA benefits an employee must have worked for Deerfield Township for a total of 12 months and been in active pay status for 1,250 hours during the previous 12 months. Cumulative total of all FMLA leave in any 12-month period will be calculated on a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

1. Leave Entitlement

An eligible employee is entitled to unpaid leave under the FMLA for the following reasons:

- a) To care for your newborn child;
- b) Placement of a child with you for adoption or foster care;
- c) To care for your spouse, son, daughter, or parent who has a serious health condition (as defined by the FMLA); and
- d) Your own serious health condition that makes you unable to perform your job.

Spouses employed by the Township may be entitled to a combined total of 12 work weeks of family leave for the birth and care of their newborn child, or for placement of a child for adoption or foster care. Leave for birth, care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

You may take FMLA leave intermittently under certain circumstances, subject to approval by the Township Administrator.

2. ***Pay during FMLA Leave***

You will be required to use accrued or unused vacation or sick leave during any FMLA leave. If you use all your accrued vacation or sick leave, the remainder of your FMLA leave will be unpaid.

In accordance with the Township's existing policies, an employee on an unpaid leave of absence will not accrue sick leave during that absence. Seniority will continue to accrue during any FMLA leave, provided proper procedures are followed by the employee in requesting such leave and the employee returns to work at the end of the approved leave period.

3. ***Maintenance of Health Benefits***

Deerfield Township will maintain group health coverage on the same terms for an employee on FMLA leave whenever such insurance was provided before leave was taken. If you normally pay a portion of any group health insurance premiums, you still must make those payments during your FMLA leave. If your leave is unpaid, you must make those payments on or before the first day of each month. Your coverage may be terminated if the payment is more than thirty calendar days late. At Deerfield Township's sole option, it may pay your share of the applicable premiums during your FMLA leave and recover those payments from you when you return to work.

4. ***Job Restoration***

Upon return from an FMLA leave you will return to the position you held at the beginning of the leave or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Your right to reinstatement may be affected if you are considered a "key employee" as defined by the FMLA. Generally, the Director of Administrative Services will notify you of your "key employee" status when you request leave or when the Township places you on leave, whichever comes first.

5. ***Notice and Certification***

Where foreseeable, notice of an FMLA request must be given 30 calendar days before the leave begins. Otherwise notice must be given within a reasonable period of time – generally not more than one or two work days – after you become aware of the need for a leave.

Employees requesting FMLA leave may be required to furnish medical certification supporting the need for leave due to a serious health condition of the employee or the employee's immediate family member. Failure to provide the

completed medical certification in a timely fashion may delay your leave or, if not provided at all, may disqualify your absence as FMLA leave.

The Township may request a second opinion or third medical opinion (at our expense) regarding any medical certification you provide. During FMLA leave, you also may be asked to provide periodic reports regarding your leave status and your expected date of return to work.

6. *Fitness-for-Duty Certification*

Employees returning from FMLA leave must present a fitness-for-duty certification from their physician or other recognized medical provider prior to resuming employment. The Township may also require Fitness-for –Duty certification from a physician designated by the Township. Reinstatement to employment will be delayed until you provide appropriate certification of your fitness for duty.

The sections above are only a summary of your rights under the Family and Medical Leave Act. For additional information, please contact the Director of Administrative Services.

E. Personal Leave of Absence

Full-time employees who have completed their probationary period with the Township may request a personal leave of absence (PLA) if they need time off from work and they have no remaining accrued vacation or sick leave. PLA requests must be made in writing and submitted to your immediate supervisor as far in advance as possible. Requests must be approved by the Township Administrator and the Township Trustees. Each PLA request will be considered on a case-by-case basis, taking into account such factors as your length of service, work history, staffing needs, and the reason for your request.

If the Township approves your PLA, the following applies:

- a. PLAs are unpaid.
- b. You are responsible for payment of all insurance premiums during a PLA. Failure to pay premiums may result in cancellation of coverage. You must arrange with the Director of Administrative Services how you will pay your insurance premiums prior to beginning your leave.
- c. Employees who fail to return from a PLA on the date indicated in their leave request will be considered to have voluntarily resigned employment.
- d. Vacation and sick days do not accrue on a PLA that exceeds one month.
- e. Employees will not receive holiday pay while on PLA.
- f. Short-term PLAs of two weeks or less will not interrupt or change your job status or benefit coverage.
- g. Employees who accept other employment while on PLA will be considered to have resigned voluntarily.
- h. The Township cannot guarantee that your job will be available upon your return from leave if the PLA lasts longer than 30 days.

F. Bereavement Leave

Regular, full-time employees will be allowed up to three days of paid bereavement leave to assist with arrangements and/or attend the funeral of an immediate family member. For purposes of this policy “immediate family member” is defined as spouse, child, brother, sister, mother, father, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandmother, grandfather, step-father, step-mother, step-brother, or step-sister.

One day of paid bereavement leave may be granted to grieve the death of a relative who is not an immediate family member (as defined above) or who is any other person with whom your relationship was similar to that of an immediate family member such as a close family friend, foster child, or significant other. The Township reserves the right to verify requests for bereavement leave.

G. Military Leave

Regular, full-time and regular, part-time employees of Deerfield Township who are called for training or active duty in the armed services of the United States are eligible for military leave provided they give notice of their military obligations. In handling military leave issues, the Township will comply with federal and state law governing military leave, including the Uniformed Service Employment and Re-employment Act. You should talk with the Director of Administrative Services if you have questions about military leave.

H. Court Leave

- a. If you are required to serve as a juror or are subpoenaed to appear before any court, commission, or other legal body authorized by law to compel the attendance of witnesses, the following applies: While serving as a juror or witness you will be paid at your regular rate of pay minus any jury pay you receive.
- b. You must turn in to your supervisor the summons to serve as soon as possible so that work assignments can be adjusted to accommodate your absence.
- c. Once you have completed jury or witness duty you must turn in to your supervisor a court document verifying the time you actually spent in court.
- d. If your jury/witness duty ends before the end of your regularly scheduled workday, you are expected to return to work that day.
- e. If you need to appear in court on your own behalf, you may use vacation, sick leave, or comp time or request an unpaid leave of absence.

I. Group Health & Life Insurance

Group health and life insurance is available to full-time employees and their eligible dependents after 30 days of employment. Specific premium and plan information will be provided to you upon eligibility for coverage.

J. Retirement Plan

Depending on your job duties and classification, you may be enrolled in either the Public Employees Retirement System (PERS) or Police and Fireman's Disability and Pension Fund (PFDPF).

During the first week of their employment, all employees must fill out a personal history record with the Director of Administrative Services and Fiscal Officer to become enrolled in a pension program. If you have any questions or need to change information on your personal history record (such as your beneficiary), please advise both the Fiscal Officer's Office and the Director of Administrative Services.

K. Employee Development

To encourage professional development of its employees, the Township may pay some expenses for employees to attend schools, conferences, seminars, workshops, and vocational or college courses. Currently, employees who receive tuition assistance are required to remain employed in good standing with the Township, generally staying one year for each year that the Township pays your tuition. If you leave before fulfilling the "year for year" commitment you must reimburse the Township for the entire amount of your tuition. All requests for training must be approved by your supervisor and the Board.

L. Unemployment Compensation

Deerfield Township contributes to an unemployment compensation fund administered by the State of Ohio. Unemployment compensation benefits are available to all Township employees who meet state eligibility requirements. Benefit levels and eligibility will be determined by the state unemployment bureau.

M. Worker's Compensation Insurance

Worker's compensation insurance is provided to all employees to cover medical expenses and loss of income resulting from a work-related injury or illness. The cost of this insurance is paid entirely by Deerfield Township to the Ohio Bureau of Worker's Compensation. Benefits typically include medical payments, death payments made to your beneficiaries, disability payments, and wage-replacement payments. The specific payment amounts may vary depending upon the circumstances of each case.

Full-time employees who are injured on the job may be offered a Wage Continuation Agreement to continue receiving wages instead of payments from Workers Compensation. Each agreement is reviewed on a case-by-case basis and must be approved by the Board. Contact the Director of Administrative Services for details.

N. COBRA

In accordance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be able to continue their group medical coverage if their coverage would otherwise end because:

- a. Your employment terminates for a reason other than gross misconduct;
- b. Your hours are reduced and your employment status subsequently changes from full time to part time;
- c. Your child no longer is a “dependent child” under the terms of the medical plan;
- d. You become divorced or legally separated;
- e. You become entitled to Medicare, or
- f. Your death (your dependents may elect to continue in the medical plan).

In the event of divorce, legal separation, or a child’s change in dependent status, you or a family member must notify the plan administrator within 60 days from the occurrence of the event.

The typical coverage period runs for 18 months, although this time period may differ for employees in different circumstances. For example, employees may be able to continue health insurance coverage for 29 months if the Social Security Administration deems the employee to have a disability within the first 60 days of coverage.

The plan administrator will notify employees who are eligible for continuation coverage of their right to elect COBRA continuation coverage.

O. Health Insurance Portability & Accountability Act (HIPAA)

HIPAA is designed to ensure portable health care coverage for individuals who change employers and who subsequently seek to enroll in a new health care plan. HIPAA limits the medical conditions and/or circumstances under which the new health care plan may deny you certain coverage. HIPAA requires the former plan and insurer to certify their coverage information by automatically providing you a notice when: 1) a COBRA notice is provided to you; 2) you or one of your dependents cease to be covered by COBRA; and 3) within a reasonable time following your request.

VII. Employee Handbook & At-Will Status Acknowledgement

By signing my name below, I acknowledge that I have received a copy of the Deerfield Township Employee Handbook dated February 4, 2014 and that I have read, understand, and will abide by the policies and procedures stated herein. Further, I understand and agree that:

- The Employee Handbook is not an employment contract or guarantee of employment. Employment with Deerfield Township is on an “at-will” basis, which means that I have the right to terminate my employment with Deerfield Township at any time, with or without advance notice, and with or without cause, and that Deerfield Township reserves the same right.
- My status as an at-will employee can only be changed through a written employment agreement signed by the Board of Trustees of Deerfield Township.
- All policies in this Handbook supersede all prior policies, written or verbal.
- Deerfield Township does not consider this Handbook to be comprehensive, complete, or a legal document. It serves only as a guide and, therefore, the information has been summarized to encourage ease of use and simplicity.
- In case of conflict, the information in this Handbook is subordinate to lawful contracts, state or federal law, and Board-established policies.
- The Deerfield Township Board of Trustees reserves the right to interpret and apply the provisions of this Handbook at its sole discretion and may change, delete, discontinue, depart from or suspend any part or parts of the Handbook, at any time.

Employee Signature

Date

Printed Name of Employee

This signed Acknowledgement Form will be placed in the employee’s personnel file.