

Employee Benefits

Effective Date: 1/1/2005
Revision Date: 12/1/2006

LibertyTownship provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as PERS, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Employee eligibility for each benefit program depends on a variety of factors, including employee classification. Employees should talk to the Human Resources Director to better understand which benefit programs they are eligible for. The supervisor may refer employees to other sources, such as the Summary Plan Document for that benefit.

While some of the benefit programs we offer may require employees to contribute to the cost, many programs are fully paid by LibertyTownship.

Holidays

Effective Date: 1/1/2005
Revision Date: 12/1/2006
Revision Date: 1/17/2012

The LibertyTownship holiday schedule is set by the Liberty Township Board of Trustees during their first January meeting of each year and may change from year to year. Typically, LibertyTownship gives holiday time off to employees on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day (40-hour employees will observe Columbus Day on the day after Thanksgiving)
- Veterans' Day
- Thanksgiving
- Afternoon of day preceding Christmas Day holiday
- Christmas
- Afternoon of day preceding New Year's Day holiday

LibertyTownship provides holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If employees are eligible for paid holidays, holiday pay will be calculated on straight-time pay rate as of the holiday multiplied by the number of hours the employees would normally have worked on that day.

For those full-time employees required to work on any of the observed holiday will receive one and one half (1½) times your base pay plus the holiday pay.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. The Board of Trustees may also choose to observe a holiday on an alternate day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Part-time fire department employees often are scheduled during holidays. If a part-time fire department employee works during the abridged holiday schedule listed below, you are entitled to one and one half (1½) times his or her base pay.

Abridged Schedule

- New Year's Day (6:00 a.m. to 6:00 a.m.)
- Independence Day (6:00 a.m. to 6:00 a.m.)
- Thanksgiving Day (6:00 a.m. to 6:00 a.m.)
- Afternoon of day preceding Christmas Day holiday (6:00 p.m. to 6:00 a.m.)
- Christmas (6:00 a.m. to 6:00 a.m.)
- Afternoon of day preceding New Year's Day holiday (6:00 p.m. to 6:00 a.m.)

In the event there is a conflict between the matters expressed in this manual and any other applicable contract, law, regulation, or policy statement or directive, the applicable contract, law, regulation, or other policy statement or directive shall prevail.

Vacation Benefits

- Effective Date:* 1/1/2005
- Revision Date:* 12/1/2006
- Revision Date:* 1/7/2008
- Revision Date:* 1/1/2009
- Revision Date:* 1/17/2012
- Revision Date:* 4/1/2013

Liberty Township offers vacation time off with pay to, **REGULAR** and **MODIFIED FULL-TIME** employees for rest, relaxation, and personal pursuits.

The amount of paid vacation time employees receive each year increases with the length of employment as shown in the following schedule:

Years of Service	REGULAR FULL-TIME EMPLOYEE	MODIFIED FULL-TIME EMPLOYEE On a pro-rated basis based on the average hours per week from the year before
0 < 1	40 hours	1 week
1 - 5	80 hours	2 weeks
5 - 10	100 hours	2.5 weeks

10 - 15	120 hours	3 weeks
15 +	160 hours	4 weeks

For purposes of computing vacation leave for all full-time employees, an employee's prior full-time service in another state or political subdivision of the state will be counted as service with Liberty Township. The amount of time will be determined based on the time in the appropriate public retirement system. Therefore the anniversary date for determining the amount of vacation will be calculated using the prior service.

Vacation time of no more than forty (40) hours for the **REGULAR** and **MODIFIED FULL-TIME** employees can be carried forward to the next year.

To schedule vacation time, employees should request advance approval from your supervisor in writing at least two weeks prior to the scheduled time off; this time requirement may be relaxed by the supervisor, department manager, the HR Director, or the Township Administrator if a hardship exists or it will not affect staffing levels. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. If a conflict exists with more than one employee requesting vacation on the same day, the date of the request, staffing issues, and the seniority of the parties involved will be considered by the supervisor, department manager, the HR Director, or the Township Administrator. Vacation time off is paid at the employee's base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If an employee's employment terminates, you will be paid for any unused vacation time that has been accrued through your last day of work.

Sick Time

Effective Date: 1/1/2005
Revision Date: 12/19/2006
Revision Date: 1/7/2008
Revision Date: 1/1/2009
Revision Date: 9/21/2010
Revision Date: 1/17/2012
Revision Date: 4/1/2013

Sick leave is a benefit provided to the **REGULAR** and **MODIFIED FULL-TIME** employees of Liberty Township to help offset the financial burden of illness. Employees are expected to be present for your assigned shifts with the exception of personal incapacitating illness or illness suffered by a close family member that requires you to provide care for that family member. A close relative is defined as a parent, child, spouse, spousal equivalent, sibling, "in-law" equivalent of the previous mentioned categories, "step" equivalent of the previous mentioned categories, or "grand" equivalent of the previous mentioned categories.

Sick Leave shall not be considered as a privilege that may be used at the employees' discretion.

1. Sick Leave Accrual
 - a. **MODIFIED FULL-TIME NONEXEMPT** employees shall accrue sick leave at a rate of six (6) hours per month.

- b. **REGULAR FULL-TIME NONEXEMPT** employees shall accrue sick leave at a rate of eight (8) hours per calendar month.
- c. **REGULAR FULL-TIME EXEMPT** employees shall accrue sick leave at a rate of ten (10) hours per calendar month.
- d. Sick leave shall not accrue if an employee is on an unpaid leave of absence for any reason.
- e. Sick leave may accrue to a maximum of one thousand six hundred (1,600) hours. When an employee reaches the maximum number of accrued hours, you will receive payment for twenty-five percent (25%) (1 hour of pay for every 4 hours) of the hours over the one thousand six hundred (1,600) hour maximum. This amount will be issued with the last paycheck in November of each year.

2. Sick Leave Use

- a. An employee may use your accrued sick leave in the event of personal illness or injury that renders you incapable of performing your normal duties.
- b. An employee may use your accrued sick leave for preventative care or other scheduled doctor visits.
- c. An employee may use your accrued sick leave in the case of an illness or injury to a close family member that requires the presence of the employee. A close relative is defined as a parent, child, spouse, spousal equivalent, sibling, "in-law" equivalent of the previous mentioned categories, "step" equivalent of the previous mentioned categories, or "grand" equivalent of the previous mentioned categories.

3. Confirmation of Illness / Occurrence / Excessive Absenteeism / Abuse

- a. **REGULAR FULL-TIME** employees that are absent from work in excess of three (3) consecutive eight (8) hour shifts or **MODIFIED FULL-TIME** employees that are absent from work in excess of three (3) consecutive normally scheduled shifts shall provide the supervisor, department manager, the HR Director, or the Township Administrator with a written doctor's certificate when requesting pay for sick leave.
- b. The written doctor's excuse must be signed by the doctor and state that you were unable to perform your normal duties, not just that you were "under a doctor's care."
- c. The supervisor, department manager, the HR Director, or the Township Administrator shall have the right to require a doctor's certificate for sick leave used immediately prior to or immediately after a paid holiday, vacation leave, or scheduled day off.
- d. Any employee that fraudulently obtains sick leave, falsifies a sick leave request, misrepresents the grounds for a sick leave request, or uses sick leave for improper purposes shall be subject to disciplinary action up to and including dismissal from employment.
- e. Employees that accumulate six (6) occurrences of sick leave use in a twelve (12) month period will be counseled by the supervisor, department manager, or the Township Administrator or his or her designee regarding excessive absenteeism.
- f. After the sixth (6th) occurrence in a twelve (12) month period, the employee will be required to provide a written doctor's excuse that must be signed by the doctor and state the employee was unable to perform his or her normal duties, not just that the employee was "under the doctor's care."
- g. On the seventh (7th) occurrence in a twelve (12) month period, the matter will be forwarded to the Board of Trustees for consideration of disciplinary action, up to and including dismissal from employment.

4. Notification

- a. Employees calling off sick must do so to their supervisor, department manager, the HR Director, or the Township Administrator. If the supervisor, department manager, the HR Director, or the Township Administrator is unavailable, the employee must speak with the most senior on-duty employee in their department.
- b. Calls from family members, friends, etcetera will not be acceptable. Voicemail messages or messages left with less senior employees also will not be accepted.
- c. An employee who is calling off sick must do so as early as possible so other arrangements can be made to cover the open shift if applicable. Notification made after the start of your scheduled shift may be grounds for denial of sick leave pay.
- d. Improper notification may be grounds for denial of sick leave pay.

5. Retirement / Separation of Service / Death

- a. All employees retiring may convert twenty-five percent (25%) (1 hour of pay for every 4 hours) of their accumulated unused sick leave hours up to the one thousand six hundred (1,600) maximum hours.
- b. This provision will only apply to employees that have served ten (10) consecutive years with LibertyTownship immediately prior to retirement.
- c. Employees that leave LibertyTownship prior to retirement will not be eligible for cash pay outs.
- d. Employees who die will fall under the retirement guidelines. Payment will be made to the beneficiary listed on the employee's life insurance policy.
- e. All retirement payouts will be made at the employee's current rate of pay.

6. Transfer of Sick Leave

- a. Employees transferring from other Liberty Township departments or leaving the employment of another public entity in the State of Ohio may transfer unused sick time to LibertyTownship. This transfer will be limited by the one thousand six hundred (1,600) maximum hours and there must not be more than thirty (30) days separation of service between the former public employer and Liberty Township.
- b. The employee must provide the Human Resources Director with a satisfactory written and signed statement from the previous employer stating the number of accumulated sick hours eligible for transfer.

Personal Time

Effective Date: 1/1/2005
Revision Date: 12/19/2006
Revision Date: 1/7/2008
Revision Date: 9/21/2010
Revision Date: 1/17/2012
Revision Date: 4/1/2013

Liberty Township provides Personal Time for **REGULAR** and **MODIFIED FULL-TIME** employees to use for personal business.

REGULAR FULL-TIME employees assigned to a 40-hour workweek shall be entitled to twenty-four (24) hours (3 work days) of personal time per calendar year as approved by the supervisor, department manager, the HR Director, or the Township Administrator.

MODIFIED FULL-TIME employees shall be entitled to sixty percent (60%) of their average weekly work hours from the previous calendar year of personal time per calendar year as approved by the supervisor, department manager, the HR Director, or the Township Administrator.

Exempt employees assigned to the Fire Department prior to March 1, 2013 shall be entitled to forty (40) hours (5 work days) of personal time per calendar year as approved by the supervisor, department manager, the HR Director, or the Township Administrator.

Personal days may be scheduled at the employee's discretion with the approval of the supervisor, department manager, the HR Director, or the Township Administrator but may not be carried from year to year.

Leave Donation Policy

Effective Date: 1/1/2005
Revision Date: 12/1/2006
Revision Date: 1/17/2012

The supervisor, department manager, the Township Administrator, and the Board of Trustees will determine the leave donation on a case-by-case basis. The leave donation will be paid at the receiving employee's base rate.

1. Donation of Sick Leave

- a. Sick leave hours may be donated to fellow employees that are suffering from an extended illness or injury, including the birth or adoption of a child. The employee receiving the donated hours must have exhausted all paid leave available to him or her and have been off in excess of thirty (30) calendar days.
- b. The decision of an employee to donate sick leave must be voluntary.
- c. All sick leave donations must be submitted in writing to the Board of Trustees for approval.
- d. The 40-hour employee can donate up to forty (40) hours of sick time to another employee per calendar year.
- e. The 24/48 employee can donate up to forty-eight (48) hours of sick time to another employee per calendar year.
- f. Donation of Sick Leave will not be considered a sick time occurrence for the donating employee.

2. Donation of Vacation Leave

- a. Vacation leave hours may be donated to fellow employees who have exhausted all paid leave available to him or her.
- b. The decision of an employee to donate vacation leave must be voluntary.
- c. All vacation leave donations must be submitted in writing to the Board of Trustees for approval.
- d. The 40-hour employee can donate up to forty (40) hours of vacation time to

- another employee per calendar year.
- e. The 24/48 employee can donate up to forty-eight (48) hours of vacation time to another employee per calendar year.

In the event there is a conflict between the matters expressed in this manual and any other applicable contract, law, regulation, or policy statement or directive, the applicable contract, law, regulation, or other policy statement or directive shall prevail.

Longevity Pay

Effective Date: 12/1/2006
Revision Date: 1/1/2009
Revision Date: 9/21/2010
Revision Date: 1/17/2012
Revision Date: 4/1/2013

All **REGULAR** and **MODIFIED FULL-TIME** employees, in addition to their regular compensation, shall receive longevity pay based on their years of service. The amount of sick day occurrences will factor into determining the amount of longevity pay. Employees will be eligible for longevity pay after the completion of three continuous years of full-time service with LibertyTownship. Longevity pay will be issued with the last paycheck in November of each year. Each full-time employee is eligible to receive an initial \$350.00 for longevity pay after three years of continuous full-time service. This sum shall be increased by \$70.00 per year, up to a maximum of \$1,400.00

Years of Continuous Service	Longevity Pay
3	\$ 350.00
4	\$ 420.00
5	\$ 490.00
6	\$ 560.00
7	\$ 630.00
8	\$ 700.00
9	\$ 770.00
10	\$ 840.00
11	\$ 910.00
12	\$ 980.00
13	\$ 1,050.00
14	\$ 1,120.00
15	\$ 1,190.00
16	\$ 1,260.00
17	\$ 1,330.00
18 or more	\$ 1,400.00

The percentage of longevity pay received by an employee will be based on the following chart using a calendar year of the first of December through the thirtieth of the following November and will be paid in the first paycheck of December:

Sick Hours	Percentage of Longevity Pay
0 to 16 hours	100 %
Over 16 to 32 hours	75 %
Over 32 to 64 hours	50 %
Over 64 to 128 hours	25 %
Over 128 hours	10 %

If an employee retires or dies before the issuance of longevity pay for that year, his or her longevity pay will be prorated for the calendar year in which he or she retires or dies.

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Bereavement Leave

Effective Date: 1/1/2005
Revision Date: 12/1/2006
Revision Date: 1/17/2012
Revision Date: 4/1/2013

In the event that an employee needs to take time off due to the death of an immediate family member, Liberty Township provides bereavement leave for **REGULAR** and **MODIFIED FULL-TIME** employees. "Immediate family" is defined as parent, child, spouse, spousal equivalent, sibling, "in-law" equivalent of the previous mentioned categories, "step" equivalent of the previous mentioned categories, or "grand" equivalent of the previous mentioned categories. Employees should see your supervisor to request bereavement leave.

Liberty Township grants up to three (3) work days for the **REGULAR** and **MODIFIED FULL-TIME** employee and two (2) work days) for the 24/48 employee of paid bereavement leave per occurrence. If an employee requires additional time off, paid or unpaid leave can be used at the discretion of the supervisor, department manager, the HR Director, or the Township Administrator.

In the event of the death of a relative other than those described above as immediate family, the Township Administrator may grant, at his or her discretion, (1) day for the **REGULAR** and **MODIFIED FULL-TIME** employee and twenty-four (24) hours for the 24/48 employee of bereavement leave so that the employee can attend the funeral.

Bereavement days must be used at the time of the funeral and cannot be carried forward or used at any other time.

During paid bereavement leave, your pay will be calculated based on your pay at the time of absence.

Health Care Insurance Program Employee Contribution

Effective Date: 1/4/06
Revision Date: 12/1/2006
Revision Date: 6/4/2007
Revision Date: 1/7/2008
Revision Date: 11/1/2008
Revision Date: 1/17/2012
Revision Date: 4/1/2013

The Township currently provides health insurance for all **REGULAR** and **MODIFIED FULL-TIME** employees. Employees who wish to participate in the Township health insurance program are required to pay for such coverage via a pre-tax reduction plan through contributions equal to the percentage established by the Liberty Township Board of Trustees of the premiums owed by the Employer to participate in the program rounded to nearest tenth of a dollar;

All employee contributions payments will be directly deducted from the employees' paychecks on a pre-tax basis.

If an employee does not receive a paycheck for any reason (including, but not limited to, leave associated with FMLA or Workers' Compensation) but is still considered an active full-time

employee, the employee will have to submit his or her portion of the health insurance to Liberty Township on the date that paychecks are issued.

Any Employee may decline health care coverage and, upon proof of coverage elsewhere, receive up to one thousand two hundred dollars (\$1,200.00) for reimbursement of health care insurance premiums with a pro-rated amount on a monthly basis if the time should vary from one year. To be reimbursed the full-time employees must present a letter from the agent providing health care insurance showing the amount that the individual has paid in health care insurance premiums, a copy of an end-of-year paycheck showing the total amount paid per year, or another form that is acceptable to show both proof of coverage and the amount paid. The Township will reimburse the actual out-of-pocket expense or one hundred dollars (\$100), whichever is less, on the second paycheck each month. The reimbursement will follow the standards set out by resolution.

Flexible Spending Accounts

Effective Date: 12/19/2006

Revision Date: 6/4/2007

Revision Date: 1/17/2012

LibertyTownship provides access to Flexible Spending Accounts for full-time employees and elected officials. Coverage will run with the calendar year (January 1st through December 31st). Enrollment will be during the Health Insurance Enrollment Period preceding the New Year.

Flexible Spending Accounts (FSA) provide tax-free reimbursement to employees for health care and dependent care expenses that are not reimbursed by any other insurance or reimbursement program. ***IRS regulations require any money not used for eligible expenses in a plan (calendar) year, be forfeited.***

1. Health Care Reimbursement Account (General FSA) – A general FSA provides employees the opportunity to pay for medically related expenses, on a pre-tax basis, that are not reimbursed by an insurance plan. The amount an employee contributes and the amount reimbursed from the employee's general FSA are income tax-free. The annual maximum reimbursement for the FSA is \$2,000 per eligible employee.

Eligible expenses may include the following examples:

- Office and prescription co-pays
- Deductibles
- Eyeglasses, contact lenses
- Orthodontics

Reimbursements can be made only for services that are incurred during the plan (calendar) year. Services must occur after the first of the month following the month of enrollment.

An employee can determine how much money to set aside from your paycheck for your general FSA by estimating your annual medically related expenses and divide this amount by the number of pay periods for the plan (calendar) year (26 pay periods for full-time employees and 12 for elected officials). This amount deposited into an employee's general FSA accumulates tax free in your account.

2. Dependent Child or Adult Day Care Reimbursement Account (Dependent Care) – A Dependent Care Account provides employees the opportunity to pay for dependent care expenses for a child, disabled spouse, or dependent parent, on a pre-tax basis. The amount contributed and the amount reimbursed from Dependent Care are income tax-free. The annual maximum reimbursement for Dependent Care is \$5,000 per household. Married employees who file separate income tax return may only contribute up to \$2,500 per year.

Eligible expenses must be work related and include the following example:

- The cost of care provided in or out of home for a qualified dependent

According to IRS regulations, the following are examples of expenses that are non-reimbursable:

- Payments made to anyone an employee claims as a tax dependent.
- Payments made to employee's children under age 19 who provide care to another dependent
- Overnight summer camp expenses
- Schooling for children in kindergarten or higher

Reimbursements can be made only for dependent care services that are provided during the plan (calendar) year.

A qualifying dependent is defined as a child under age 13 who is an IRS tax dependent; a spouse who is physically or mentally disabled and unable to care for himself or herself; or an IRS tax dependent, such as an elderly parent or child over the age of 13, who is physically or mentally disabled and unable to care for himself or herself. According to IRS definition, a disabled person is one who is not physically or mentally able to dress, clean, or feed himself or herself or requires constant attention to prevent self-injury.

3. Changes in FSA Elections – IRS regulations require any money not used for eligible expenses in a plan (calendar) year, be forfeited. Once enrolled in an FSA, participation must continue unchanged until the end of the plan (calendar) year unless a qualifying life event (marriage, divorce, death, birth / adoption, or change in employment occurs). An adjustment in election must be consistent with the change in status, i.e. if employment status goes down, then election would too. Any adjustment to election must occur within 31 days of the occurrence.
4. Reimbursement – An employee must follow the applicable plan's reimbursement policies as set forth by the provider.
5. Termination – In the event that an employee terminates employment from the Township, you will be responsible for repaying the Township any monies that have been reimbursed to you above the amount that you have contributed.
6. Unpaid Leave – If an employee does not receive a paycheck for any reason (including, but not limited to, leave associated with FMLA or Workers' Compensation) but is still considered an active full-time employee, you will have to submit your portion of the health insurance to Liberty Township on the date that paychecks are issued.

Short Term Disability (STD) & Life Insurance

Effective Date: 1/1/2009
Revision Date: 1/17/2012
Revision Date: 4/1/2013

Short Term Disability

Liberty Township will no longer provide Short Term Disability (STD). STD is defined as coverage for the first ninety (90) days following an illness or accident.

Life Insurance

Liberty Township will provide fifty thousand dollars (\$50,000.00) in term life insurance to all **REGULAR and MODIFIED FULL-TIME** employees per the Schedule of Insurance of the insurance carrier. For example, once an employee reaches social security eligibility the industry standard requires a reduction in payout.

Compensatory Time

Effective Date: 1/1/2009
Revision Date: 4/1/2103

Compensatory time off is a component of the federal Fair Labor Standards Act and is available to public employers as a means of compensating employees for overtime. Only **REGULAR and MODIFIED FULL-TIME NONEXEMPT** employees can earn comp time.

REGLUAR PART-TIME NONEXEMPT employees are not eligible to receive compensatory time for hours worked in excess of forty hours each work week, but must be compensated in a cash payment of one and one-half times their regular hourly rate.

Maximum Hours of Compensatory Time: Unless authorized by their department manager, employees should not exceed a maximum of forty (40) hours of accumulated compensatory time. After an employee has accrued forty (40) hours of compensatory time, all subsequent overtime hours worked should be compensated for in cash. The Fiscal Office shall provide a warning notice when a compensatory balance exceeds thirty (30) hours.

Accurate record keeping of overtime hours worked and compensatory time credited on the Time Card is mandatory. Departmental administrators shall be responsible for assuring that compensatory time balances do not become excessive.

Using Compensatory Time: Accrued compensatory time should be used within a reasonable time frame; within the same month it is accrued, whenever possible. When using compensatory time, employees must obtain prior approval from their supervisor. This should also be recorded on the employee time sheet.

Compensatory Time at Termination: Any compensatory time balance should be paid at the employee's most recent non-exempt rate of pay to the employee upon termination, retirement, or change of status from non-exempt to exempt.

Alternate Duty Assignment Program

Effective Date: 8/18/2009

Revision Date: 1/17/2012

Revision Date: 4/1/2013

The Alternate Duty Assignment Program is designed to provide guidelines for the uniform treatment of any **REGULAR** and **MODIFIED FULL-TIME** employee who, because of a temporary physical or mental disability resulting from a personal injury / illness, temporarily cannot perform the duties normally assigned to the job.

Upon return to work after a serious injury or illness, an employee must provide a written release by a licensed physician and / or psychiatrist (***Physician's Report of Work Ability*** – Forms). The release shall indicate the employee's ability to return to regular assignment or specify the work restrictions and the duration (dates) restriction(s) apply. If you cannot perform your regular duties as outlined in your job description, you can apply for an Alternate Duty Assignment.

If you are requesting an Alternate Duty Assignment, the **Physician's Report of Work Ability** must be given to the Human Resources Director. The HR Director will contact your department manager to try to arrange alternate duty responsibilities in the same position or elsewhere within your department. Departments will provide alternate duty assignments as appropriate work is available. These assignments need not be identified in advance, but will be determined by the need of the department.

Length of time for alternate duty assignment shall be for a maximum of up to one hundred twenty (120) calendar days.

The length of time a probationary employee is on alternate duty assignment will not be counted toward the completion of the probationary period.

If alternate duty work is available, the employer will submit an offer to the employee in writing. The employee must sign the offer before beginning the assignment.

If alternate duty work is not available, the employee will be placed in the appropriate leave status.

While temporarily assigned to the alternate duty assignment, you will be paid at your hourly wage rate for actual hours worked. Employees may supplement their wages earned during the alternate duty assignment with sick leave for any portion of hours greater than those available in the alternate assignment but not more than the maximum number of hours in your regular non-restricted work week.

If the condition is permanent and the employee cannot perform all of the duties specified in the job description, the employee is not eligible for an alternate duty assignment.

Unpaid Personal Leave

Effective Date: 1/1/2005
Revision Date: 12/1/2006
Revision Date: 6/4/2007
Revision Date: 1/1/2009
Revision Date: 9/21/2010
Revision Date: 1/17/2012
Revision Date: 4/1/2013

Liberty Township will consider a request from an eligible **REGULAR** and **MODIFIED FULL-TIME** employee to take an unpaid personal leave of absence to fulfill personal obligations. Requests must be made at least three (3) working days before the leave is to begin.

Employees must exhaust all paid personal, sick, comp, and vacation time before they are eligible for unpaid personal leave. Please see the Family Medical Leave Act Policy for more information regarding FMLA.

LibertyTownship will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence. The Township has the right to deny any request.

If an employee does not receive a paycheck for any reason (including, but not limited to, leave associated with FMLA or Workers' Compensation) but is still considered an active full-time employee, the employee will have to submit his or her portion of the health insurance, flexible spending account, and any other personal contributions deducted from his or her paycheck to Liberty Township on the date that paychecks are issued.

Benefit accruals, such as vacation, personal time, sick time, or holiday benefits, will be suspended during a personal leave and will resume when the employee returns to active full-time employment.

When unpaid personal leave ends, LibertyTownship will make every reasonable effort to return the employee to the same position if it is available or to an available similar position for which the employee is qualified. However, LibertyTownship cannot guarantee reinstatement in all cases.

If the employee does not report to work promptly at the end of unpaid personal leave, LibertyTownship will assume that the employee has resigned.

Family Medical Leave Act

Effective Date: 9/21/2010
Revision Date: 4/1/2013

LibertyTownship complies with The Family and Medical Leave Act of 1993 (FMLA). Eligible employees must be employed by LibertyTownship at least twelve (12) months (but this period need not be consecutive) and have worked at least 1,250 hours of service during the twelve month period prior to the request. Employees must obtain forms from the Human Resources

Director. Forms must be returned to the Human Resources Director in a sufficient manner to begin the FMLA process.

Under the Leave Policy a total of up to twelve (12) weeks unpaid leave of absence is available to eligible employees under the following circumstances:

- The birth of a child, but only within the first twelve (12) months of the birth.
- The placement of a child for adoption or other legal placement, within the first twelve (12) months of the adoption or placement.
- The need to care for a dependent, spouse or parent who has a serious medical condition.
- The serious health condition of the requesting employee, which renders the employee unable to perform the functions of his / her position.

During the unpaid leave, employees retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as he or she paid before the leave began. Upon return to Liberty Township at the end of the leave, the employee will be restored to his or her former position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave, or to an equivalent position with equivalent rights, benefits, pay and other terms and conditions of employment.

The Township reserves the right to deny leave reinstatement to key employees, where such denial is necessary to prevent substantial and grievous economic injury to the company's operations. Key employees will be notified of the Township's intention to deny reinstatement as soon as a determination is made that such injury would occur. In the event such employee decides not to return to work from unpaid leave, he or she will remain on leave for the balance of the leave period and then be terminated. Key employees are defined as a salaried FMLA-eligible employees who are among the highest paid ten percent (10%) of employees employed by the Township.

Employees will be required to use all accrued vacation, sick, personal, and compensatory time prior to being granted unpaid leave. The paid time off will be counted toward the twelve (12) week FMLA leave.

Employees requesting leave for their own or an eligible family member's serious health condition, will be required to provide medical certification. Medical certification must be provided thirty (30) days in advance of the request for leave when possible.

LibertyTownship may, at its discretion, require a second medical opinion on the health condition and periodic recertification at our expense.

Other exceptions / provisions:

- When both spouses work for Liberty, their aggregate leave in any twelve-(12-)month period may be limited to twelve (12) weeks total, if the leave is taken for the birth or adoption of a child.
- Intermittent or reduced leave may be taken in case of a serious health condition, either an employee's own or that of a child, spouse or parent, when medically necessary. The birth or placement of a child for adoption does not qualify for intermittent or reduced leave.
- Employees out on unpaid leave will be required to contact their supervisors, at least every four (4) weeks, to report on their status and intention to return to work at the end of their leave.
- Benefits based on an accrual basis (e.g. vacation, sick leave, and holidays) will not accrue during unpaid leave under this policy.

- While on unpaid leave, an employee will not accrue seniority or service time.
- Employment benefits which are accrued prior to the unpaid leave will not be lost.
- As previously stated, group health insurance will continue on the same basis as prior to the leave, as long as the employee continues to pay his or her contribution as required before the unpaid leave.
- An employee on leave for his or her own serious health condition will be required to provide certification from his or her health care provider that the employee is able to return to work and perform all of the functions of the job to which the employee is returning.

In the event there is a conflict between the matters expressed in this manual and any other applicable contract, law, regulation, or policy statement or directive, the applicable contract, law, regulation, or policy statement or directive shall prevail.

Military Leave

Effective Date: 1/1/2005

Revision Date: 12/1/2006

Liberty Township will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Act (USERRA). Employees are required to give their supervisor, department manager, or the Township Administrator advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

The military leave will be unpaid. However, employees may use any available accrued paid time off, such as vacation or sick leave, for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during a military leave and will resume when the employee returns to active employment.

Employees who are on military leave for up to thirty (30) days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond thirty (30) days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When an employee returns from military leave (depending on the length of military service in accordance with USERRA), he or she will be placed either in the position he or she would have attained if he or she had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he or she had been continuously employed.

Employees should contact their supervisor, department manager, or the Township Administrator for more information concerning military leave.

Jury Duty

Effective Date: 1/1/2005
Revision Date: 12/1/2006
Revision Date: 1/17/2012
Revision Date: 4/1/2013

REGULAR and **MODIFIED FULL-TIME** employees will be compensated at their base rate of pay for the number of hours they would normally have been scheduled to work in any day they are required to be in court for jury duty. Any checks received from the court should be signed over to LibertyTownship on receipt.

If you receive a jury duty summons, you should show it to your supervisor as soon as possible so that arrangements can be made to accommodate the possible absence from work. You are expected to report for work whenever the court schedule permits.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

COBRA

Effective Date: 1/1/2005
Revision Date: 12/1/2006

Liberty Township needs employee personal information in order to comply with the COBRA regulations. The employee personal information should include mailing address, telephone numbers, marital status, and changes to dependents' information. Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with Liberty Township, the employee is entitled to continue participating in Liberty Township's group health plan for a prescribed period of time, usually eighteen (18) months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.) COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee or dependent chooses to continue group benefits under COBRA, he or she must pay the total applicable premiums plus a two percent (2%) administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

Tuition Reimbursement Policy

Effective Date: 12/1/2006

Revision Date: 4/1/2013

The supervisor, department manager, the Township Administrator, and the Board of Trustees will determine tuition reimbursement. Tuition reimbursement is eligible by request to all active **REGULAR** and **MODIFIED FULL-TIME** employees. In order to budget appropriately, the Township recommends employees discussing potential future educational opportunities with their supervisors four (4) months prior to the beginning of enrollment.

1. Continuing Education – The Board of Trustees, with recommendations from the department manager and the Township Administrator, will authorize the reimbursement of tuition for degree programs. A well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the Township. Determination of reimbursement is based on:
 - Degree sought (generally, there is a greater likelihood of reimbursement for bachelor's or higher level degrees).
 - Potential of continued employment with the Township.
 - Length of service with the Township (minimum of one consecutive year of full-time employment with Liberty Township).
 - Applicability of the degree to the job and / or probable future promotion / positions in the Township.
 - Statement from the candidate regarding purpose, intentions, and personal commitment.
 - Budget restraints of the Township.

If tuition reimbursement is approved for a degree program, the following criteria apply:

- Classes can be taken at a public college. Employees taking classes at private colleges and universities will receive tuition equal to that of public college tuition.
- Classes must be part of a recognized degree program.
- Employees must meet the residency requirement for in-state tuition. Employees not meeting in-state residency requirements will receive tuition equal to that of in-state fees.
- Course work must meet requirements for an associate, bachelor's, or master's degree.
- Completion of course must be verified with a grade of "C" or better.
- Classes should be scheduled as is feasible to not interfere with normally scheduled working hours.

The Township will reimburse tuition based on grade received after completion of the course (reimbursement is for tuition only):

- A = 100%
- B = 90%
- C = 75%

Dropped courses and pass / fail courses will not be reimbursed.

The employee seeking tuition reimbursement will enter into a contract with the Township regarding the parameters of reimbursement. Once tuition reimbursement is received by an employee, he or she will remain with the Township for three (3) years or will be

required to reimburse the Township for the tuition.

2. Professional Training and Development – Periodically, it is necessary for individual employees or groups of employees to take job-related training courses that are not part of a degree program. This can enhance an employee's value to the Township; keep them up-to-date on the latest trends, technologies, and knowledge; and offer a great chance to interact with peers.

Training and development goals and specific courses are identified in conjunction with the employee's supervisor, department manager, and / or Township Administrator, as part of an employee's development plan, and can include a variety of courses from an array of sources. The Township reimburses for related expenses, listed below. If it is required by the Township, the Township will pay for the time that the employee spends attending classes.

- Employment with the Township.
- Training may occur any time, even during the probationary period.
- Prior written approval of supervisor, department manager, and / or Township Administrator.
- If the amount of the training exceeds one thousand dollars (\$1,000.00), legislative approval will be needed by the Board of Trustees prior to the training.
- Employees must attend classes and seminars paid for by the Township. Failure to attend will result in the individual signed up for the class and / or seminar to reimburse the Township.

Training reimbursement will be supplied for tuition and / or registration fees, books and supplies, parking, and lab fees.