



**FULL TIME
PERSONNEL
POLICY MANUAL**

Springfield Township

Policies and Procedures

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INTRODUCTORY STATEMENT

Effective Date: January 1, 2000
Section: 010
Part I

The purpose of this Personnel Policy Manual is to acquaint the employee with general policies and provisions of employment and is for information only. The contents are intended to be used as guidelines only and do not serve as, nor are they intended to imply, a contract between the employee and Springfield Township.

This Manual provides a statement of policies in effect at the present time and is not intended to be the complete rules and regulations of employment by Springfield Township. Each department will supplement this Manual with a detailed statement of departmental policies and operating procedures. Individual contracts between the Board of Trustees and certain employees or classifications of employees or resolutions adopted by the Board of Trustees that apply to certain employees or classifications of employees may contain policies and benefits not mentioned herein. When union contracts conflict with these rules and regulations, the union contracts prevail.

Future policies enacted by the Board of Trustees or dictated by state or federal law may alter specific sections of this Manual. Springfield Township reserves the right to unilaterally change its policies at any time with or without notice or negotiation.

Except as noted above, the policies contained in this Manual supercede and replace all prior policies and procedures adopted by Springfield Township.

DISCLAIMER STATEMENT

Effective Date: January 1, 2000
Section: 010
Part II

Revised: September 2013

This Personnel Policy Manual applies to full-time employees only. All references to "employee" or "employees" in this manual, unless specifically stated otherwise, refer to a full-time employee or full-time employees. Further, this policy manual is presented for informational purposes only and it can be changed at any time by Springfield Township with or without notification or negotiation. Springfield Township is the sole arbiter of the provisions of the Manual. This Manual is not an employment contract. Your employment with the Township is at-will. Just as you reserve the right to leave your employment at any time with or without notice, Springfield Township retains the right to end the employment relationship at any time, with or without notice. No representative of Springfield Township other than the Board of Trustees, acting as a board in compliance with the requirements of the Ohio Revised Code, has the authority to enter into an agreement that is contrary to the foregoing and such an agreement is only valid if it is committed to writing and adopted in a public meeting of the Board.

I understand and agree to the above-described nature of my employment with Springfield Township and state that no representative of Springfield Township has made any agreements or promises that are contrary to the at-will employment relationship.

EMPLOYEES NAME (printed): _____

EMPLOYEES SIGNATURE: _____

DATE: _____

ORGANIZATION DESCRIPTION

Effective Date: January 1, 2000
Section: 020

I. General Policy Statement from the Board of Trustees

II. Facilities and Location(s)

III. Organizational Structure

IV. Goal Statement

**GENERAL POLICY STATEMENT
FROM THE BOARD OF TRUSTEES**

Effective Date: January 1, 2000
Section: 020
Part I

Township employees are expected to maintain high standards of personal conduct at all times. Since the quality of service provided by Springfield Township, as judged by the public, depends upon the appearance, conduct and courtesy of its employees, it is essential that every employee conduct him/herself in a manner which will reflect the highest standards of behavior.

FACILITIES AND LOCATIONS

Effective Date:
Section:

January 1, 2002
020
Part II

Revised: May, 2005

ADMINISTRATION BUILDING

9150 Winton Road

COMMUNITY/SENIOR CENTER

9158 Winton Road

THE GROVE OF SPRINGFIELD TOWNSHIP

9158 Winton Road

FIRE DEPARTMENT

Station 75

10335 Burlington Road

Station 79

9150 Winton Road

Station 80

9684 Winton Road

Station 81

777 North Bend Road

POLICE DEPARTMENT

1130 Compton Road

SERVICE DEPARTMENT

952 Compton Road

GOAL STATEMENT

Effective Date: January 1, 2000
Section: 020
Part IV

To deliver services (police, fire, road, zoning, recreation and senior) in an effective and efficient manner so as to create a sense of community, enhance property values, and an improved quality of life for all residents and businesses in Springfield Township.

MANAGEMENT RIGHTS

Effective Date: January 1, 2000
Section: 101

POLICY:

The Township reserves the exclusive right to manage its affairs and the Township retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitutions of the State of Ohio and of the United States.

GUIDELINES:

Further, all rights which ordinarily vest in and are exercised by Springfield Township are reserved to and remain vested in the Township, including but without limiting the generality of the foregoing:

The right to manage its affairs efficiently and economically, including the determination of quantity, quality, frequency and type of services to be rendered; the determination, purchase and control of the types and numbers of materials, machines, tools and equipment to be used; the selection of the location, number and type of its facilities and installations; and the addition or discontinuance of any services, facilities, equipment, materials or methods of operation.

The right to hire and set the starting rate of pay for new employees, to determine the starting and quitting time and the number of hours to be worked, including overtime, lunch, coffee breaks, rest periods and clean up times, and to determine the amount of supervision necessary, work schedules and the method or process by which work is performed.

The right to contract, subcontract and purchase any or all work, processes or services or the construction of new facilities or the improvement of existing facilities; to adopt, revise and enforce working rules and carry out cost control and general improvement programs; and to establish, change, combine or discontinue job classifications and prescribe and assign jobs duties, content and classification and to establish wage rates for any new or changed classifications.

Management Rights
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The right to determine the existence or nonexistence of facts which are the basis of the Management decisions; to establish or continue policies, practices or procedures for the conduct of the Township and its services to the citizens of Springfield Township and, from time to time, to change or abolish such practices or procedures; the right to determine and, from time to time, redetermine the number, locations and relocations and types of its employees or to discontinue any performance of service by employees of the Township; to determine the number of hours per day or week any operation of the Township may be carried on; to select and determine the number and types of employees required; to assign such work to such employees in accordance with the requirements determined by management authorities; to establish training programs and upgrading requirements for employees within the departments; to establish and change work schedules and assignments; to transfer, promote or demote employees, or to lay off, terminate, or otherwise relieve employees from duty for lack of work or other reasons; to terminate if our insurance carrier refuses to cover employees under the Township automobile liability policy because of driving infractions and the ability to drive is part of the employee's job description; to continue, alter, make and enforce rules for the maintenance of discipline; to suspend, discharge, or otherwise discipline employees and otherwise to take such measures as Springfield Township may determine to be necessary for the orderly and efficient operation of the Township.

EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: January 1, 2000
Section: 102

Revised: May 10, 2016

The purpose of this policy is to assure equitable treatment of all employees and all candidates for employment without regard to race, color, religion, sex, national origin, citizenship, immigration status, genetic information, ancestry, handicap or disability, status as a Vietnam era veteran or disabled veteran of the United States Armed Forces, or age over 40 years.

Springfield Township is an equal opportunity employer. As such, Springfield Township hires applicants and trains and promotes employees on the basis of their qualifications and without regard to race, color, religion, sex, national origin, citizenship, immigration status, genetic information, ancestry, handicap or disability, status as a Vietnam era veteran or disabled veteran of the United States Armed Forces, or age over 40 years.

Springfield Township's policy of equal employment opportunity extends to all aspects of employment, promotion, transfer, rates of pay, employee benefits, and selection for training, lay-offs, and terminations.

This policy covers all employees of Springfield Township and all applicants for such employment.

GUIDELINES:

The Human Resources Director is designated as the Equal Employment Opportunity Officer and is responsible for ensuring equal employment opportunity in the recruitment and application process, the hiring, advancement or discharge of employees, and in employee compensation, job training, and other terms, conditions and privileges of employment.

Employees and/or applicants who have questions concerning equal employment opportunities with Springfield Township should bring those questions to the attention of the Human Resources Director.

Employees and/or applicants who feel they have experienced discrimination in violation of this policy should immediately inform the Human Resources Director of their experience. It shall be the responsibility of the Human Resources Director and Township Administrator to investigate such complaints and determine, with the advice and consent of the Board of Trustees, the appropriate action to be taken.

Equal Employment Opportunity
Page 2

In the event that an employee and/or applicant alleges that the Human Resources Director is involved in a violation of this policy, the employee should immediately inform the Township Administrator of his/her experience. In such cases, it shall be the responsibility of the Township Administrator to investigate the complaint and determine the appropriate action to be taken.

Employees and applicants for employment are protected from coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Human Resources Director and will, if validated, be grounds for disciplinary action, up to and including termination.

The Human Resources Director and Township Administrator are authorized to make interpretations of this policy. There shall be no exception to this policy.

AMERICANS WITH DISABILITIES ACT
(including the Americans With Disabilities Act Amendments Act of 2008)

Effective Date: **January 1, 2000**

Revised: **March 1, 2010**

Section: **103**

The purpose of this Policy is to set forth guidelines regarding the implementation of the Employment Provisions of Title I of the Americans with Disabilities Act ("ADA") and the provisions of the American with Disabilities Act Amendments Act of 2009 ("ADAAA"). All references to the ADA in Township Policies shall be construed to include the mandatory, relevant provisions of the ADAAA.

Springfield Township is committed to making efforts to reasonably accommodate qualified employees with disabilities to enable those employees to most efficiently and safely perform the essential functions required by their jobs, to enable employees with disabilities to enjoy equal benefits and privileges of employment, and to ensure equal access to workplace facilities.

The policy covers all employees of Springfield Township and all applicants for such employment.

GUIDELINES:

The Human Resources Director is designated as the ADA Coordinator and is responsible for ensuring ADA compliance.

Employees and/or applicants who have questions or comments concerning the ADA and/or the Township's adherence to the ADA should bring those questions or comments to the attention of the Human Resources Director.

Employees with disabilities have a responsibility to inform their supervisor and the Human Resources Director regarding their requests and recommendations to improve access or make reasonable accommodations pertaining to their employment. Any supervisor so notified of a request for accommodation or the need for such accommodation should promptly convey that request or need for accommodation to the Human Resources Director.

In appropriate circumstances, the Human Resources Director, with the approval of the Township Administrator and the Board of Trustees, will authorize reasonable accommodations for qualified employees or applicants for employment with disabilities. Such accommodations may include:

- Job restructuring, including modifying the work schedule or duties of the position held;
- Acquiring or modifying materials or policies;

Americans With Disabilities Act
Page 2

- Adjusting or modifying equipment or devices;
- Providing qualified readers or interpreters, or other adaptive equipment;
- Job reassignment to a vacant position in which the employee with a disability is able to perform the essential functions of the job;
- Taking actions to permit access to non-work areas used by employees such as break rooms, meeting rooms, restrooms, etc; and
- Considering similar accommodations that may have been made for other individuals with disabilities, within or outside the workplace, as long as the accommodations do not impose an undue hardship on the Township.

Employees and/or applicants who feel they have experienced discrimination in violation of this policy should immediately inform the Human Resources Director of their experience. It shall be the responsibility of the Human Resources Director to investigate such complaints and determine, with the advice and consent of the Township Administrator and the Board of Trustees, the appropriate action to be taken.

In the event that an employee and/or applicant alleges that the Human Resources Director is involved in a violation of this policy, the employee should immediately inform Township Administrator of his/her experience. In such cases, it shall be the responsibility of the Township Administrator to investigate the complaint and determine the appropriate action to be taken. In the event that an employee and/or applicant alleges that the Township Administrator is involved in a violation of this policy, the employee should immediately inform the Law Director of his/her experience. In such cases, it shall be the responsibility of the Law Director to investigate the complaint and determine, with the advice and consent of the Board of Trustee, the appropriate action to be taken.

Employees and applicants for employment are protected from coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Human Resources Director and will, if validated, be grounds for disciplinary action, up to and including termination.

The Human Resources Director and the Township Administrator are authorized to make interpretations of this policy. There shall be no exception to this policy.

BUSINESS ETHICS AND CONDUCT

Effective Date: January 1, 2000
Section: 104

Revised: May, 2005
July, 2010

The proper operation of democratic government requires that actions of public employees whether elected or appointed be impartial, that government decisions and policies be made in the proper channels of government structure, that public employment not be used for personal gain and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics as follows for all employees of Springfield Township. A manual of the Ohio Ethics Law is distributed to all employees when they are hired and should be kept for reference.

No employee shall use his/her official position for personal gain, or shall engage in any business or transaction, or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties without approval of the Township Administrator and the Board of Trustees.

No employee shall, without proper legal authorization, disclose confidential information concerning the property or governmental affairs of Springfield Township. Nor shall he/she use such information to advance the financial or other private interest of himself/herself or others. All requests for information are to be referred to the appropriate department head or the Township Administrator.

No employee shall accept any valuable gifts, whether in the form of services, loan, item or promise from any person, firm or corporation which is interested, directly or indirectly, in any manner whatsoever in business dealings with Springfield Township, nor shall any employee accept any such gifts, favors or item in the discharge of his/her official duties. Nor shall any employee grant, in the discharge of his/her duties, any improper favor, service, or item of value.

Employees shall report, in writing to their Department Head any criminal legal action in which they are a defendant, or any civil legal action in which they are a defendant in which the civil action involves civil protection or mental competency. Employees shall report this information immediately upon the filing of such action.

EMPLOYEE MEDICAL EXAMINATIONS

Effective Date: January 1, 2000
Section: 105

Employee medical examinations shall be required for Police Officers, Firefighters and Service Department Personnel.

After a conditional offer of employment has been made to an applicant entering a designated job category, a medical examination will be performed at Springfield Township's expense by a health professional chosen by Springfield Township. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information regarding an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know and/or those who are authorized by the Ohio Revised Code to review such records.

IMMIGRATION LAW COMPLIANCE

Effective Date: January 1, 2000
Section: 106

Revised: May 10, 2016

Springfield Township is committed to employing work authorized individuals and does not unlawfully discriminate on the basis of citizenship, immigration status, or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Springfield Township within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Administrator.

Employees and applicants for employment are protected from coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Township Administrator and will, if validated, be grounds for disciplinary action, up to and including termination.

EMPLOYMENT CATEGORIES

Effective Date: January 1, 2000
Section: 201

Each full-time employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon approval by the Board of Trustees of Springfield Township.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those who are regularly scheduled to work Springfield Township's full-time schedule. Generally, they are eligible for Springfield Township's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week (not to exceed 1500 hours per year). While they do receive all legally-mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Springfield Township's other benefit programs.

ACCESS TO PERSONNEL FILES

Effective Date: January 1, 2000
Section: 202

Springfield Township maintains a personnel file on each employee. Personnel files are the property of Springfield Township.

Springfield Township complies completely with the Ohio Public Records Act and will provide public access to personnel files as required by that Act.

Employees who wish to review their own file should contact the Human Resources Office. With reasonable advance notice, employees may review their own personnel files in Springfield Township's offices and in the presence of an individual appointed by Springfield Township to maintain the files.

PERSONNEL DATA CHANGES

Effective Date: January 1, 2000
Section: 203

It is the responsibility of each employee to promptly notify Springfield Township of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify Human Resources.

PROBATIONARY PERIOD

Effective Date: January 1, 2000
Section: 204

Revised: March 12, 2002
May, 2005

The probation period for all employees shall be twelve (12) months.

Employees who are promoted or transferred within Springfield Township may be required to complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend an probationary period by the length of the absence. If Springfield Township determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period with the approval of the Board of Trustees.

In cases of promotions or transfers within Springfield Township, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Springfield Township's needs, or terminated from employment.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification. Successful completion of a probationary period does not create an express or implied contract of employment or otherwise alter the employment-at-will relationship between Springfield Township and its employees.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Springfield Township-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

If, in the opinion of the Department Head and Township Administrator, any employee under their direction has not demonstrated the qualifications, judgment and/or progressed to the point where they feel the employee should be after twelve (12) months, the Department Head and Township Administrator may recommend to the Board of Trustees that the employee's probation be extended for up to another six (6) months. The Board of Trustees must approve such extensions. Employees whose probation is extended shall not be eligible to receive any scheduled or "step" salary increase until they have successfully completed the extended probation.

If, in the opinion of the Department Head and Township Administrator, any employee under their direction has demonstrated the qualifications and judgment necessary to fulfill their duties prior to the expiration of their initial, secondary, or extended probationary period, the Department Head or Township Administrator may recommend to the Board of Trustees that the employee be released from probation earlier than scheduled. The Board of Trustees must approve such early releases. Employees who are released from probation early are not entitled to receive any scheduled or "step" salary increase until the time established for such increase.

EMPLOYMENT APPLICATIONS

Effective Date: January 1, 2000
Section: 205

Springfield Township relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERFORMANCE EVALUATIONS

Effective Date: January 1, 2000
Section: 206

A formal written performance evaluation shall be conducted at the end of an employee's initial period of hire, known as the probationary period. Annual performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end. In addition, individual departments may supplement the 12-month cycle with evaluations at three/six month intervals.

Performance evaluations, regardless of their language and comments, do not create an express or implied contract of employment or otherwise alter the employment-at-will relationship between Springfield Township and its employees.

PREGNANCY POLICY

Effective Date: **March 12, 2002**
Section: **207**

In the case of pregnancy, it shall be the policy of the Township to allow the pregnant employee to continue working so long as she is physically capable to do so with the approval of her physician and Department Head. "Physically capable" means the ability to satisfactorily perform the normal job duties of the position to which the employee is assigned, as determined by the employer. If deemed necessary by the Department Head or Township Administrator, the employee must provide certification from a doctor of her choice that continued employment will not be detrimental to the employee's health.

FURLOUGH POLICY

Effective Date: November 17, 2011
Section: 208

Springfield Township may place nonexempt employees into a temporary, non-duty, non-pay status due to budget issues, lack of work, or other non-disciplinary reasons. Furloughs may be instituted on a daily or weekly basis. Furloughs will be scheduled by the Township and employees will not be paid or permitted to utilize accumulated vacation, holiday, personal, compensatory, or sick leave during furlough periods. Employees are not permitted to perform any work whatsoever during assigned furlough leave, including, but not limited to, taking or receiving telephone calls, checking or responding to voicemail or email messages. The Township may recall furloughed employees to full duty if it deems such recall to be necessary. Employees so recalled will be restored to full duty status with pay.

LAYOFF POLICY

Effective Date: November 17, 2011
Section: 209

When the Township determines that a layoff or job abolishment is necessary, the Township shall notify the affected employees no less than fourteen (14) days in advance of the effective date of the layoff or job abolishment. The determination regarding whether or not the layoffs or job abolishment are necessary shall be at the sole discretion of the Township.

The Township shall determine in which classification(s), work section(s), and employment status (full or part time) layoffs or job abolishment will occur. The Township reserves the right to lay off full or part time employees in whatever order and in whatever combination it deems appropriate. Within each classification in which more than one employee is assigned, affected employees will be laid off based on seniority and merit. In determining the order of layoffs, the Township shall rank each employee on the basis of seniority and shall separately rank each employee on the basis of merit.

In determining seniority, the Township shall consider the years of service of each employee. Employees will be assigned one point for each full year of service with the Township. Partial years of service will not be considered for point assignments (for example, an employee with 2 years and 11 months of service to the Township will receive 2 seniority points). In order to ensure that seniority is a significant factor in determining the order of layoffs, the final seniority points assigned to each employee will be multiplied by 3 to determine the final seniority points.

In determining merit, the Township shall consider each employee's experience, leadership roles or abilities, promotability, skills, abilities, knowledge, versatility, quantity and quality of work, attendance history, disciplinary record, test scores (where applicable), and education (where relevant). Each employee's supervisor will provide current information as to the employee's status with respect to each of these criteria. The attendance history and disciplinary record of employees within any given classification or work section will be considered for the past 5 years or for the number of years the least senior employee in that classification or work section has worked for the Township, whichever is less. The weight assigned to (multipliers created for) each of the listed criterion shall be determined on the basis of the importance of each criterion to the affected work section or classification.

The Township will list each employee according to their combined seniority and merit points. The employee with the lowest combined points will be laid off first; the employee with the second lowest combined points will be laid off second and so on. In the event that two or more employees receive the same combined point total, the employees in that grouping will be laid off in order of their merit points, with the employee having the most merit points being laid off last.

Full-time employees who have completed their assigned probationary period, who are laid off, shall be placed on a recall list for a period of six (6) months. Part-time employees are not entitled to be recalled and no recall list will be established for part-time personnel.

If a position from which the full-time employee was laid off becomes available within six (6) months of the recall, full-time employees who are still on the recall list shall be

recalled in the reverse order of their layoff, provided they remain qualified and eligible to perform their previously-assigned job duties. In order to be qualified and eligible to perform their previously-assigned duties, employees on the recall list shall retain all certifications and complete all training necessary to meet the minimum State of Ohio requirements for their jobs, if any. Employees who do not retain the required certifications and/or training shall be required to obtain the required certifications and/or training within ten (10) days of their recall notice, at their own expense and on their own time. Employees who do not or cannot obtain the required certifications and/or training by the end of the ten-day period will not be recalled and the next employee on the recall list will be offered the recall opportunity.

Notice of recall shall be sent to the employee by certified mail, return receipt requested, to the last mailing address provided by the employee. It is the responsibility of the employee to provide the Township with a written notice of any change of address and/or telephone number during his/her period of layoff.

The recalled employee shall have five (5) calendar days following the date of his/her receipt or the attempted delivery of the recall notice to notify the Township of his/her intention to return to work and shall have ten (10) calendar days following his/her receipt of or the attempted delivery of the recall notice in which to report for duty, unless a different date for returning to work is otherwise specified in the recall notice or agreed to in writing by the employee and the Township.

Any employee who fails to notify the Township of his/her intent to return to duty or who fails to return to duty within the time limits set forth herein shall be immediately terminated from employment and his/her name shall be removed from the recall list.

Employees who are laid off shall retain the seniority which they had prior to their layoff. No seniority will accrue during the period between an employee's layoff date and the date of recall, if any.

RESIGNATION POLICY

Effective Date: May 14, 2013

Section: 210

Although we hope employment with Springfield Township will be a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are required to follow the guidelines below regarding notice and exit procedures.

Springfield Township employees may resign their employment at any time by providing written notification with a minimum of two week's notice to include their last day of work. After written notification is received, the Township Administrator will respond with a written acceptance of the resignation.

A two-week written notice is standard. Longer notice periods may be appropriate for key positions and alternative notice arrangements may be negotiated with the employee. Employees are expected to work through their notice period and may not use leave time to extend the notice period. Springfield Township reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. Such a decision should not be perceived as reflecting negatively on the employee since it may be due to a variety of reasons not known to the individual or other employees.

Employees who do not provide the required two-week notice prior to leaving employment with Springfield Township may be ineligible for rehire, and the fact that the employee failed to provide the required notice will be stated in any references provided by the Township for that employee.

Exit interviews will be conducted to the extent possible for all employees terminating their employment. Human Resources will contact the employee to schedule the confidential exit interview and every effort will be made to encourage the employee to discuss all aspects of employment with the Township. Benefits, COBRA, pension details, leave time accruals, and related matters will be discussed. Information derived from the exit interview is used by Human Resources in recommending improvements to Township policies and programs.

Employees must return all Township property – such as laptops, cell phones, credit cards, keys, door cards, equipment, etc on or before their last work day.

Employee benefits cease on the last day the employee is scheduled to work and actually provides services to the Township. However, consistent with COBRA, employees may continue their medical and dental benefits at their expense for up to eighteen (18) months.

Employees who terminate their employment after providing the notice required by this policy will receive payment for all of their unused compensatory time, holiday leave time, and accrued vacation time at the same time as they receive their final pay. Due to fund accounting and other related administrative issues, employees who fail to give the required notice may receive this payment at a later date, up to thirty (30) days from the date on which their employment with the Township was terminated.

IDENTIFICATION CARDS

Effective Date: April 1, 2015 **Revised:**
Section: 211

The purpose of this policy is to establish the guidelines for issuing and possessing township issued identification cards. Any image or likeness of the identification card and the township name are the property of the township and their use shall be restricted as specified in this policy. It is the policy of the township that identification cards shall be issued to all employees.

Identification Card Content

Township issued identification cards shall include the following information:

- The department name
- Township logo
- The full name of the employee
- Position of the employee
- Picture of the employee
- A statement indicating that the identification card is property of the township and if found, the card should be returned to the township.
- A statement indicating that misuse of the identification card will result in criminal prosecution.
- A statement authorizing the identification card by the township administrator.

Retiree Identification Card

Upon honorable retirement, employees may be issued a retiree identification card. The card shall clearly indicate the holder is a Retired employee of the department.

Unauthorized Use

Township identification cards may not be displayed for any purpose other than official use. Employees may not use an image or likeness of the department identification card in any material without prior written approval from the township administrator. Employees shall not loan identification badges to others and shall not permit the identification card to be reproduced or duplicated.

Loss of Department Identification Card

The loss of the identification card must be immediately reported to the supervisor. An identification card should be considered lost whenever it is not in the direct control of the employee.

Replacing Identification Cards

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever an employee changes position or when the employee's photograph becomes outdated or no longer presents an accurate depiction of the employee.

OUTSIDE EMPLOYMENT

Effective Date: **January 1, 2016**
Section: **212**

Revised:

The purpose of this policy is to establish guidelines to be followed by any employee considering employment outside of the Township. This policy does not include off-duty details sanctioned by the Township. It is the policy of the Township to allow employees to engage in employment other than with the Township if such outside employment is not in conflict, and does not interfere, with the employee's duties. Employees may not represent the Township while performing outside employment.

No employee shall be employed or self-employed in any manner outside of the Township without prior written authorization from the Township Administrator. Any employee requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable the Township Administrator to determine whether the proposed outside employment is permitted pursuant to this Policy. At a minimum, the request must include the number of hours, types of duties and the physical demands of the proposed employment.

Prohibited Outside Employment

The Township Administrator will deny any request submitted for outside employment which the Township Administrator determines, in his/her discretion, will:

- (a) Involve the employee's use of Township time, facilities, equipment or supplies, or the use of the Township's badge, uniform, prestige or influence for private gain or advantage.
- (b) Involve the employee's receipt or acceptance of any money or other consideration from anyone other than the Township for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the employee's duties as an employee of the Township.
- (c) Involve the performance of an act in other than the employee's capacity as an employee of the Township that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of the Township.
- (d) Involve employment with an individual or organization that does business with the Township.
- (e) Otherwise compromise the ability of the Township to conduct its business in an efficient manner.
- (f) Give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the Township.

The Township Administrator may deny any request submitted for outside employment which the Township Administrator determines, in his/her discretion, will involve:

- (a) Time demands that would render performance of the employee's duties for the Township less efficient.
- (b) Time demands that would affect the employee's regular work hours or ability to respond to emergencies or mandated overtime.

Changes In Outside Employment

Employees must promptly notify the Township Administrator in writing of any changes in his/her authorized outside employment, including, but not limited to, termination (voluntary or involuntary) from such employment, and any significant modification in the number of hours, types of duties or demands of the approved outside employment.

Prohibited Use of Township Resources

Employees are prohibited from using any Township equipment or resources in the course, or for the benefit, of any outside employment. This prohibition includes access to official records or databases of the Township or other agencies through the employee's position with the Township.

Disciplinary Action for Failure to Comply with Policy

Failure to comply with the requirements of this policy may result in discipline, up to and including termination.

POSITION DESCRIPTIONS

Effective Date: January 1, 2016
Section: 213

Revised:

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each position within the Township. It is the policy of the Township to develop unique position descriptions for each position.

The Human Resources Director will generally develop and maintain the position descriptions. Within each position, there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to assure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position. Employees should review their position description to ensure that they adequately described their job duties and should report any discrepancies to their supervisors.

Supervisors should review job descriptions regularly and utilize such description in conducting evaluations and reviews.

VACATION BENEFITS

Effective Date: February 12, 2008

Revised: February 12, 2008
January 1, 2011

Section: 301

Vacation shall be accrued on a pay period basis for all full-time employees with less than one year of service as follows:

3.1 hours per pay period (80 hours per year)

Employees with less than one year of service may use accrued vacation time at any time with the prior approval of Springfield Township. Upon the completion of one year of service, the employee will receive vacation hours prorated (based on 80 hours) to the end of the calendar year.

Example: Employee completes first year of service on April 23, 1998.
Employee receives fifty-six (56) additional hours of vacation time to accrued balance until the end of the year. Employee will receive eighty (80) hours of accrued vacation balance on January 1, 1999.

Vacation shall be accrued on a yearly basis for all full time employees with more than one year of service as follows:

After completion of one (1) year of service	80 hours
After completion of (8) years of service	120 hours
After completion of fifteen (15) years of service	160 hours
After completion of twenty (20) years of service	200 hours

Employees with more than one year of service shall receive their accrued vacation time on January 1, of each year. Employees shall earn the additional accrued vacation time as shown above on their anniversary.

Example: Employee with fourteen years of service receives one hundred and twenty (120) hours of accrued vacation on January 1, 1999. On Employee's anniversary date (May 1, 1999) the employee will receive an additional forty (40) hours of accrued vacation.

Employees with less than one year of service and Employees who have exhausted all of their accrued vacation, sick, personal, or other leaves and who are within ninety (90) days of receiving their accrued vacation on either their anniversary date or January 1st may request that the Township advance them their accrued vacation leave early. The request must be made in writing to the Township Administrator and must specify the hardship which necessitates the request. Such requests will be considered by the Township Administrator and granted in his sole discretion.

Vacation Leave
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Employees shall be permitted to carry a maximum vacation time balance of eighty (80) hours into each new year. Employees shall be permitted to "cash in" up to forty (40) hours of the maximum vacation time balance of eighty (80) hours during November of each year, provided said employee has utilized not less than one-half (1/2) of his/her accrued vacation time during that year.

Any employee whose anniversary date falls within ninety (90) days of December 31 shall receive an additional ninety (90) days to comply with the above section regarding the maximum amount of time that can be carried into the next year during the year in which said anniversary date results in additional accrual of vacation time.

All vacation leave requires the prior approval of Springfield Township. Springfield Township reserves the right to revise previously approved vacation requests should an emergency situation occur or should the previously approved vacation adversely affect the efficiency of the Department.

Employees requesting vacation time for periods exceeding three (3) weeks must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the applicable forms outlined in that section.

As is more fully explained in other sections of this Manual, Springfield Township requires employees to use earned and accrued leave as part of the twelve (12) work week FMLA leave entitlement. Such leaves shall run concurrently. Accordingly, when an eligible employee takes leave relating to birth, placement of a child for adoption or foster care, or care for a spouse, child, or parent who has a serious health condition (to the extent permitted by Township Policies), he/she is required to utilize his/her vacation leave as all or part of the twelve (12) weeks granted under FMLA. If the eligible employee's vacation leave (and, where applicable, sick leave and personal leave) is exhausted prior to the expiration of his/her FMLA leave, the remainder of the FMLA leave shall be granted as an unpaid leave of absence.

Employees who utilize their full year's accrual of vacation time (or all or any portion of vacation time that is advanced to them prior to its accrual) who resign or are terminated prior to the completion of the year (and/or the actual accrual of the vacation time advanced to them) shall, to the extent permitted by law, have the amount of owed vacation time deducted from their final paycheck. In the event that the final paycheck is insufficient (either in fact or by law) to pay the unpaid balance, the affected employee must pay the balance directly to the Township within thirty (30) days of his/her resignation or termination from employment.

Employees leaving employment with Springfield Township who have returned all issued equipment shall receive vacation pay for earned but unused vacation. This shall be calculated using a pro-rated formula based on the yearly amount earned and the date of termination.

Example: An employee with twelve years of service resigns on June 30, 1999. The employee received one hundred and twenty (120) hours of vacation time on January 1, 1999 and has not utilized any time during the 1999 calendar year. Said employee shall be paid sixty hours of unused vacation pay.

Vacation Leave
Page 3

Vacation time shall not be accrued or paid during a granted leave of absence.

When an employee retires, he/she is entitled to payment for all earned but unused vacation time. In the event of the Employee's death, payment for such unused vacation time is to be paid to employee's beneficiary as previously designated by the employee in writing. If there is no official designation of beneficiary, the payment shall be made to employee's estate upon application of the executor of the estate.

HOLIDAYS

Effective Date: January 1, 2000
Section: 302

Revised: January, 2004

All full-time Township employees are entitled to eight (8) hours of holiday time or the normal number of hours scheduled for a workday, if less, each year, for:

- 1 day for New Years Day
- 1 day for Martin Luther King Jr. Day
- 1 day for Presidents Day
- 1 day for Memorial Day
- 1 day for Independence Day
- 1 day for Labor Day
- 1 day for Veterans Day
- 1 day for Thanksgiving Day
- 1 day after Thanksgiving Day
- 1 day for Christmas Eve
- 1 day for Christmas Day

A holiday, which occurs during the vacation period of a regular Township employee will not be charged as a day of vacation. No employee shall be paid for a holiday unless he/she has worked his/her regularly scheduled number of hours on the scheduled workday immediately preceding and following such paid holiday or has authorized leave.

Holidays will not be granted while an employee is on an unpaid leave of absence. Holidays will be granted while an employee is on vacation or sick leave. The granting of holidays during periods of FMLA leave will be consistent with the above.

When any holiday falls on a Sunday, the Monday immediately following shall be observed. When any holiday falls on a Saturday, the Friday immediately preceding shall be observed. This provision shall apply only to employees whose regular scheduled off-days are Saturday and Sunday.

WORKERS' COMPENSATION

Effective Date: January 1, 2000
Section: 303

Revised: May 8, 2012

Springfield Township provides a comprehensive workers' compensation program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Workers' compensation benefits are provided by the Ohio Bureau of Workers' Compensation according to its regulations and procedures.

Reporting of Work Related Injuries or Illnesses:

Reporting to Supervisors: Employees who sustain work-related injuries or illnesses must inform their supervisors immediately, unless they are physically unable to do so. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Reporting to the Human Resources Director: Employees who sustain work-related injuries or illnesses MUST complete a First Report of Injury form and hand-deliver, fax, or email the completed form to the Human Resources Director within 24 hours of the injury or illness. The affected-employee's supervisor is also responsible for ensuring the timely completion and delivery of the First Report of Injury form.

Pay Status or Types of Leave Utilized While Off-Duty for Work Related Injuries or Illnesses:

Full-time employees who sustain documented work-related injuries or illnesses and who are unable to perform the essential functions of their positions shall be placed on the following pay status or types of leave:

Pre-Determination Salary Continuation: Upon receipt of a First Report of Injury indicating that an employee has sustained a work-related injury or illness and notification by a licensed medical practitioner that the injury or illness prevents the employee from performing the essential functions of his/her job, the Human Resources Director shall place the employee on a Pre-Determination Salary Continuation Pay Status. While the employee is on this Pay Status, he/she will continue to be paid his/her regular rate of pay. Pre-Determination Salary Continuation continues until the Township receives the order/determination by the Ohio Bureau of Workers' Compensation as to the claim for worker's compensation benefits.

If the claim is allowed, the employee will be placed in a post-determination status as listed below. If the claim is disallowed, the employee's sick leave balance will be reduced and/or his/her future salary will be adjusted to account for the employee's absence prior to the Bureau of Workers' Compensation Order/Determination.

Post-Determination Status: If the Ohio Bureau of Workers' Compensation allows the workers' compensation claim, the employee will be placed in one of the following Pay Status or Leave Types:

Temporary, Light Duty Assignment: Employees who are unable to return to full duty, but who are certified to return to duty with restrictions by a licensed medical professional may return to duty in a temporary, light duty assignment if such an assignment is available. Light duty assignments are temporary tasks identified by the Township from time to time as being necessary to the Township. Light duty assignments may or may not be located in an employee's normal work place or department. Light duty assignments are not simply scaled-down versions of employees' normal positions. Employees who are offered light duty assignments commensurate with the job restrictions provided by a licensed medical professional may refuse to accept the assignment. However, pursuant to Bureau of Workers' Compensation regulations and guidelines, such refusals may result in the cessation of Workers' Compensation benefits. Employees who accept temporary, light duty assignments will be paid at their normal rate of pay for all work performed.

Salary Continuation: Employees who are unable to return to full duty may be offered Salary Continuation as outlined in Section 316.

Workers' Compensation Leave: Employees who are not working a temporary, light duty assignment and who are not on salary continuation shall be placed on Workers' Compensation Leave. Employees on Workers' Compensation Leave will not be required to utilize accumulated sick leave, vacation leave, compensatory time, or personal leave. However, where applicable, Workers' Compensation Leave may run concurrent with FMLA Leave.

Reporting of Change In Status or Medical Treatment:

Employees who are off work or in temporary, light-duty assignments as a result of work-related injuries or illnesses must immediately inform the Human Resources Director when any significant change in their on-going medical treatment or work status occur. Changes in work status include, but are not limited to, determination that an employee is able to return to work with restrictions, modification of an employee's work restrictions, or determination that an employee is able to return to full duty.

SICK LEAVE BENEFITS

Section:

305

July, 2009

January, 2011

September 2013

Employees shall accrue for each completed 80 hours of service sick leave in the amount of four and six-tenths hours. Employees may use sick leave, upon approval of the Department Head and/or the Township Administrator, for absence due to personal illness, exposure to a contagious disease which could be communicated to other employees or for illness, injury or death in the employee's immediate family. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work. Unused sick leave shall accumulate to a maximum of 320 days (2560 hours).

Effective September 1, 2013 an employee who is hired directly from the State of Ohio, or any city, village, county, or township in Ohio may transfer all sick leave accumulated at the previous, listed governmental entity to Springfield Township. A certified letter from the previous governmental entity with the balance listed is required.

The transferred sick leave will be maintained in a separate leave bank and will be available for sick leave use only. Transferred sick leave may only be used after sick leave accrued due to service with Springfield Township is exhausted. Transferred sick leave is not available for the buy-back at year end and/or pay-out upon retirement or death options outlined in this section and will not be counted in any way toward the minimum hour or service year requirements for buy-back or pay-outs. Transferred sick leave is counted towards an employee's maximum accumulated sick leave of 320 days (2560 hours).

If requested to do so, Springfield Township will provide a letter which details the amount of sick leave accrued at Springfield Township to other jurisdictions when an employee leaves employment with Springfield Township.

An employee with ten (10) years of service with the Township, or ten (10) or more years of public service with political subdivisions of the State of Ohio, who retires from active service with Springfield Township, shall be paid fifty percent (50%) of the value of his/her accrued but unused sick leave, up to a maximum payment of eight hundred (800) hours. Payment shall be based upon the employee's rate of pay at the time of retirement.

Employees with an accrued sick leave balance of 1,000 hours or more may sell up to one hundred twenty (120) hours of sick leave each year, at fifty percent (50%) of the Employee's current hourly rate, payable in November of each year. All requests for such payment must be made by October 1 to receive the November payout.

To be eligible for the buy-back of unused accrued sick leave an employee shall not use more than thirty (30) days of sick leave within twelve (12) months preceding his/her date of retirement, unless otherwise approved by the Township Administrator and the Board of Trustees.

In the event of the death of an active employee, the employee's accrued but unused sick leave will be converted to a lump sum payment in the same manner and up to the same maximum payment as set forth above for retirement pay-outs. If the death of an

employee occurs during the proper execution of his/her assigned duties as an employee, all of the employee's accrued but unused sick leave will be converted to a lump sum payment. All payments made pursuant to this paragraph shall be paid to the employee's beneficiary as previously designated by the employee in writing. If there is no official designation of a beneficiary, the payment shall be made to the employee's estate, upon application by the executor of the estate.

USE OF SICK LEAVE

Sick leave, with pay, may be used for the following purposes, and must have the approval of the Department Head and/or the Township Administrator. In this Section, a day shall be defined as a period of time constituting eight (8) hours and a week shall be defined as a period of time constituting forty (40) hours.

- a. For absence of the employee due to illness, injury, or exposure to contagious diseases which could be communicated to other employees. Where an employee plans to use or uses sick leave for a period in excess of three (3) days, he/she must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the leave of absence, initial medical certificate, and return to work certificate forms outlined in that section.
- b. For absence of the employee due to illness of someone in the employee's immediate family. For purposes of this paragraph, the immediate family is defined as the employee's husband, wife, son, daughter, stepson, stepdaughter, mother, father, mother-in-law, or father-in-law who resides in the employee's home at the time of the illness. With the exception of FMLA-qualifying leaves of absence to care for persons specifically outlined in the FMLA, absence due to illness of immediate family shall not exceed five (5) total days during any twelve-month period, unless the employee requests and receives advance approval from the Department Head and/or the Township Administrator for additional time. Where an employee plans to use or uses sick leave under this paragraph for a period in excess of three (3) days (or five (5) days in the case of absences taken to care for persons other than those specifically outlined in the FMLA), he/she must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the applicable forms outlined in that section. In the event that all vacation, personal, holiday, and compensatory time, and five (5) days (40 hours) of sick leave have been exhausted, the Township Administrator may approve additional sick leave to care for a family member at the employee's advanced written request.
- c. For absence due to the death of any of the following members of the employee's family: father, mother, brother, sister, son, daughter, stepson, stepdaughter, husband, wife, or grandparent or any aunt, uncle, niece, nephew, grandchild, or in-law of the employee who was, at the time of their death, a permanent resident of the employee's household. Absence due to such situation shall not exceed three (3) days unless the employee requests and receives advance approval from the Department Head and/or the Township Administrator for additional time.
- d. For absence due to death of an aunt, uncle, nephew, niece, grandparent, grandchild, sibling, or parent of the employee's spouse. Any sick leave usage hereunder is limited to one (1) day of the actual attendance of the funeral unless the employee requests and receives advance approval from the Department Head and/or the Township Administrator for additional time.

- e. Sick leave may be used as personal leave by full-time employees to attend to extraordinary personal matters which cannot be cared for outside the employee's normal working hours, provided that the orderly and efficient operation of the department is not impaired. Such requests shall only be made in extreme situations and shall require the prior approval of the Department Head and the Township Administrator.

A written request for the use of personal leave must be approved at least seventy-two (72) hours in advance of the requested time off and may not be granted for the purpose of extending a vacation or holiday or similar activity. Advance notice may be waived in cases of extreme emergency.

As is more fully explained in other sections of this Manual, Springfield Township requires employees to use transferred and accrued leave as part of the twelve (12) OR twenty-six (26) work week FMLA leave entitlement. Such leaves shall run concurrently. Accordingly, when an eligible employee takes leave for his/her own "serious health condition," he/she is required to utilize his/her accrued sick leave as all or part of the twelve (12) or twenty-six (26) weeks granted under the FMLA. If the eligible employee's sick leave is exhausted prior to the expiration of his/her FMLA leave, the remainder of the FMLA leave shall be granted as an unpaid leave of absence.

PERSONAL LEAVE TIME

Effective Date: January 1, 2000 **Revised:** March 12, 2002
Section: 306

Employees shall receive personal leave time in the amount of sixteen (16) hours per calendar year. Newly hired employees shall receive prorated personal leave time as follows:

- (1) Employees hired between January 1st and June 30th will receive sixteen (16) hours of personal leave time;
- (2) Employees hired between July 1st and September 30th will receive eight (8) hours of personal leave time; and
- (3) Employees hired between October 1st and December 31st will not receive any personal leave time until the following calendar year.

Personal leave time may only be utilized by employees in eight (8) hour increments and such leave time may not be carried over from one year to the next. Personal leave time shall not be deducted from the Employee's sick time, vacation, holiday, or compensatory time, and usage of personal leave time shall not affect the Employee's attendance record in any way. Personal leave time shall not be granted to Employees who are on an unpaid leave of absence or who are on disciplinary suspension. The use of personal leave time must be approved by the Department Head and/or the Township Administrator and such leave shall not interfere with the efficient and effective operation of the Township.

As is more fully explained in other sections of this Manual, Springfield Township requires employees to use earned and accrued leave as part of the twelve (12) work week FMLA leave entitlement. Such leaves shall run concurrently. Accordingly, when an eligible employee takes leave relating to birth, placement of a child for adoption or foster care, or care for a spouse, child, or parent who has a serious health condition (to the extent permitted by Township Policies), he/she is required to utilize his/her personal leave as all or part of the twelve (12) weeks granted under the FMLA. If the eligible employee's personal leave (and, where applicable, vacation and sick leave) is exhausted prior to the expiration of his/her FMLA leave, the remainder of the FMLA leave shall be granted as an unpaid leave of absence.

JURY DUTY

Effective Date: **January 1, 2000**
Section: **307**

Revised: March 12, 2002

The Township will give full pay to an employee who is subpoenaed for jury duty by the United States, State of Ohio, or a political subdivision thereof.

Part-time employees will be paid by the Township for the hours they are scheduled to work but are required to report to jury duty.

During the period of jury duty, employees are required to be at work as scheduled whenever their presence is not required by the court.

BENEFITS CONTINUATION - COBRA

Effective Date: May 21, 2009
Section: 308

Revised: July 1, 2009

Continuation of Coverage Initial Notice

A Federal law (Public Law 99-272, Title X commonly known as COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "Continuation Coverage"). This continuation coverage must be available to you at group rates when a "Qualifying Event" occurs and your coverage under the group health plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. **(Both you and your spouse should take the time to read this notice carefully.)**

Qualifying Events

If you are an **EMPLOYEE** of Springfield Township covered by the Springfield Township group health plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the **SPOUSE** of an employee covered by the Springfield Township group health plan, you are a "Qualified Beneficiary" and have the right to choose continuation coverage for yourself if you lose coverage under this group health plan for any of the five following reasons:

- the death of your spouse;
- termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
- divorce or legal separation from your spouse;
- your spouse becomes entitled to Medicare; or
- a proceeding in a bankruptcy reorganization case by Springfield Township, if your spouse is retired.

The **DEPENDENT CHILD** of an employee covered by the Springfield Township group health plan is also a "Qualified Beneficiary" and has the right to continuation coverage if coverage under this group health plan is lost for any of the six following reasons:

- the death of the parent;
- the termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Springfield Township;
- parents' divorce or legal separation;
- a parent becomes entitled to Medicare;
- the dependent ceases to be a "dependent child" under the group health plan or a proceeding in a bankruptcy reorganization case by Springfield Township, if the parent is retired.

NOTE: If there is a choice among types of coverage under the plan, each of you who are eligible for continuation coverage is entitled to make a separate election among the types of coverage. For example, if you are covered by a medical and dental plan, you may elect to continue both dental and medical or just one of these two coverages. Further, a spouse or dependent child is entitled to elect continuation of coverage, even if the covered employee does not make that election. Similarly, a spouse or dependent child may elect a different coverage from the coverage that the employee elects.

Military Service

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees called to active duty lasting more than 30 days may elect COBRA continuation coverage for themselves and their family for up to 24 months.

Newborn Children Or Children Placed For Adoption

A newborn infant of, or child placed for adoption with the covered employee also will be entitled to receive COBRA continuation coverage as a qualified beneficiary having independent COBRA rights.

Your Responsibilities Under Cobra Coverage

You must notify the Human Resources Director at Springfield Township in writing if there is a divorce, legal separation, or a child losing their dependent status under the group health plan within 60 days of the date of the event. You, the employee and/or the family member must also elect Cobra coverage within 60 days after the Plan coverage ends or you are notified by Springfield Township of your COBRA continuation, whichever is later. If you do not elect COBRA coverage within this 60-day deadline, your group health insurance coverage will end and you will lose your right to COBRA continuation coverage.

Springfield Township's Responsibilities Under Cobra

If you choose continuation coverage Springfield Township is required to give you coverage, which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. This means that if the coverage for similarly situated employees or family members is modified, your coverage will be modified.

Premium Payments For Cobra Coverage

In the event you elect COBRA coverage, the first premium payment is due within 45 days of your electing COBRA coverage. Please note this premium will be for the entire period beginning on the date you lost coverage under the group plan and continuing to the date of your initial premium payment. After this initial premium payment, you will be paying your premium on a monthly basis.

How Long Your Cobra Coverage May Continue

COBRA allows the **spouse or dependent child** the opportunity to maintain COBRA continuation coverage for **thirty-six (36) months** if group health coverage is lost due to the covered employee's death, a divorce or legal separation, loss of eligibility as a dependent child or the covered employee became entitled to Medicare.

If you, **the spouse or dependent child** lost group health coverage because of the covered employee's termination of employment or reduction in hours, the required continuation coverage period is **eighteen (18) months**. If a second qualifying event (such as death, divorce, legal separation or Medicare entitlement) occurs during the original 18 months of continuation coverage, it may extend the 18 months of continuation coverage to 36 months. You should promptly notify Springfield Township if such an event occurs.

There is a special continuation rule for a person with a **disability**. If the covered employee or family member is disabled at any time during the first sixty (60) days of continuation coverage, the continuation coverage period may be twenty-nine (29) months for all family members. To qualify for the extension, the following requirements must be met:

- a disability determination from the Social Security Administration that you or the family member became disabled within the first 60 days of COBRA continuation coverage; and,

COBRA

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- you or your family member must provide the notice of the SSA disability determination to Springfield Township within 60 days of receipt but prior to expiration of the first eighteen (18) months of continuation coverage

NOTE: If your spouse or the dependent child qualified for the 29 month extension period due to disability, but the Social Security Administration later determines that the qualified beneficiary is no longer disabled, your COBRA coverage ends at the end of the month following your disability determination.

There is also a special continuation rule for **retirees** or the covered surviving spouse of a retiree, in the event Springfield Township files bankruptcy. If Springfield Township files for Title 11 bankruptcy, coverage may continue until the death and, in the case of the spouse or dependent child of a retiree, 36 months after the date of death of a retiree.

When Your Cobra Coverage Terminates

Your COBRA continuation coverage may be terminated for any of the following five reasons:

- Springfield Township no longer provides group health coverage to any of its employees;
- you do not timely pay the premium for your continuation coverage;
- you, your spouse or dependent children become covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition (other than an exclusion or limitation that does not apply to or is satisfied by the individual under the requirements of HIPAA);
- the individual becomes entitled to Medicare; or
- you or your family member was determined disabled by the Social Security, which later determines the individual is no longer disabled.

If You Require Additional Information

If you or your family member has any questions about this notice, please contact Springfield Township. If you have changed marital status, or you or your spouse have changed addresses, you must immediately notify Springfield Township.

All notices and any communication should be sent to the attention of: Springfield Township, Human Resources, 9150 Winton Rd., Cincinnati, OH 45231, 513-522-1410.

EDUCATIONAL ASSISTANCE

Effective Date: January 1, 2000
Section: 309

Revised: May, 2005

Registration fees for conferences, seminars, college credit classes and/or membership in organizations deemed by the Township Administrator and the Board of Trustees to be in the best interest of the Township may be paid by the Township, when successfully completed by the employee. Employees desiring to receive payment under this provision must obtain the approval of the Township Administrator and the Board of Trustees prior to registration. Upon approving the employee's request, the Board of Trustees will determine, in its sole discretion, what shall constitute successful completion by the employee and whether payment for the requested conference, seminar, college credit classes and/or membership in an organization will be paid by direct payment, advance, or reimbursement.

INSURANCE

Effective Date: August 1, 2007
Section: 310

Revised: March, 2010
May 2013
November 27, 2013

Insurance Available to Employees:

Types of Coverage: To the extent permitted by the Township's insurance carrier, group life insurance, major medical/hospitalization insurance, and dental insurance are available to all full-time Township employees on their date of hire. All insurance coverage ends on the employee's last day of work or as required by law. The Township reserves the right to modify from time to time the insurance provided to all employees and to apportion a portion of the total costs for such insurance to employees. Except as outlined below, nothing in this section shall be interpreted to require the Township to reimburse employees for any expenses, such as co-pay or deductible payments, incurred by the employee as a result of policies established by an insurance and/or health care provider.

HSA, FSA, or HRA: The Township may offer HSAs, FSAs, and/or HRAs to employees to assist with health care related expenses.

Opt-Out Program: The Township may offer an Opt-Out Program which allows employees who are eligible for major medical/hospitalization insurance coverage through a spouse or source other than the Township-provided plan to receive payments in lieu of receiving medical/hospitalization insurance coverage through the Township. Except as otherwise stated in this Section or as prohibited by law, employees who enroll in major medical/hospitalization insurance coverage other than that offered by the Township will receive a payment in the amount of \$750 (single plan) and \$1,500 (family plan) for each plan year during which the employee enrolls in an alternate major medical/hospitalization plan. In addition, the Township may offer premium reimbursement (payments reimbursing the employee the difference in the premium costs between the Employer's insurance coverage and the alternative insurance coverage); HSA equivalent funding (to reimburse the employee for HSA contributions that would have been paid to the employee had he/she not participated in the Opt-Out Program); and/or other payments in lieu of major medical/hospitalization insurance coverage. HSA and HRA payments will not be provided to employees who accept payments in lieu of receiving major medical/hospitalization insurance.

Unless otherwise determined by the Township Administrator, payments in lieu of receiving major medical/hospitalization insurance will be pro-rated for any employee who chooses to terminate his/her major medical/hospitalization insurance benefit at any time other than during the annual open enrollment period for such insurance. Payments in lieu of receiving major medical/hospitalization insurance may be denied or reduced in circumstances where the employee requesting the payment in lieu has already received a Township-funded HSA, FSA, or HRA contribution for the plan year in which the employee requests payment in lieu. No payment in lieu of major medical/hospitalization insurance shall be made pursuant to this Section unless employee signs a statement affirming that he/she is covered under another major medical/hospitalization insurance plan, and setting forth the name of the employer, if any, that sponsors the coverage, the

name of the carrier that provides the coverage, and an identifying number of the applicable policy, contract, or plan.

The decision to offer any employee a payment in lieu of major medical/hospitalization insurance coverage and the amount and type of reimbursement offered shall be in the sole discretion of the Township. The decision to accept or reject any payment in lieu of major medical/hospitalization insurance coverage shall be in the sole discretion of the employee.

Insurance Available to Spouses and Dependents of Employees:

Major medical/hospitalization and dental insurance is available to an employee's spouse and dependents. However, if an employee's spouse and/or other dependent is eligible for major medical/hospitalization insurance coverage through his/her employer or source other than the Township-provided plan, the employee's spouse and/or dependent must enroll in that other insurance plan so long as that insurance plan and its net costs are equal to or better than the Township's major medical/hospitalization insurance coverage. The Township may, at its sole discretion, offer payments in lieu of benefits to reduce the net costs of other insurance plans. If the employee's spouse or other dependent chooses to stay enrolled in the Township's major medical/hospitalization insurance coverage despite being eligible for other coverage which is equal to or better than the Township's insurance and which can be obtained at no net costs (considering Township payments, if any), then the employee will be subject to a surcharge of \$200 per pay period to enable the spouse and/or dependent to remain on the Township's major medical/hospitalization insurance coverage.

Reporting Requirements:

Employees are responsible for reporting any change in the employee's status (beneficiary change, marriage, divorce, death, birth, etc.) in writing to the Human Resources Coordinator in the Administrative Offices, within five (5) working days of the change. Failure to report a change within this time limit may result in a lapse of insurance coverage. Any additional cost to the Township that is incurred as a result of delayed notice by the employee, shall be reimbursed by the employee. Intentional violations of this reporting requirement may result in disciplinary action, up to and including termination of employment.

PENSION PLANS

Effective Date: **January 1, 2000**
Section: **311**

The Township (with the exception of the Fire Department) is enrolled, by state law, in the Public Employees Retirement System of Ohio.

Full-time Fire Personnel are enrolled in the Police and Fire Disability and Pension Fund.

Part-time Fire Personnel participate in Social Security (FICA).

DEFERRED COMPENSATION

Effective Date: January 1, 2000
Section: 312

Revised: March 12, 2002

Springfield Township has established Deferred Compensation savings plans. For those employees electing to participate in a Deferred Compensation plan or plans, contributions are automatically deducted from your paycheck before federal and state tax withholdings are calculated.

You may contact the Human Resources Office for more information about the Deferred Compensation plans.

LONGEVITY

Effective Date: January 1, 2000
Section: 313

Revised: September 2013

An employee who has been employed full-time continuously with Springfield Township for five (5) years shall receive forty dollars (\$40.00) for each of the past five (5) years of full service and an additional forty dollars (\$40.00) for each year thereafter to be paid within 30 days of the employee's anniversary date.

INJURY LEAVE BENEFITS

Effective Date: August 7, 2001
Section: 314

Injury leave may be granted to employees who have been injured or rendered ill while on the job with the Township if the injury or illness is compensable under Ohio Workers' Compensation. In order to be eligible for Injury Leave benefits, an employee must:

- (1) report the injury or illness to his/her department head within 3 workdays of the incident giving rise to the injury or illness;
- (2) submit a statement from a licensed physician justifying that the employee is unable to return to full work status due to the injury or illness sustained at work with the Township;
- (3) have previously applied for, and been denied, Occupational Injury Leave; and
- (4) have exhausted all of his/her accrued sick leave.

Injury leave may be granted at the discretion of the Township Administrator for a period not to exceed 180 calendar days.

Employees granted injury leave will not be required to utilize any of their accumulated leaves and therefore will not receive their regular wages or salary from the Township during the period of injury leave. Instead, such employees will receive their compensation, if any, from the Ohio Bureau of Workers' Compensation. The Township reserves the right to contest the granting of Workers' Compensation to all employees, including those employees granted injury leave.

Employees granted injury leave will continue to receive all benefits of employment to which they were previously entitled including, but not limited to, life insurance, health insurance, and accrual of sick time.

Depending on the circumstances of the injury or illness for which injury leave is granted, injury leaves may be included as part of an employee's twelve (12) workweek FMLA leave entitlement.

Fitness/Wellness Program

Effective Date: **February 12, 2008**

Section: **315**

As part of its continuing efforts to ensure quality health insurance and workplace safety for all of its employees, Springfield Township has purchased fitness equipment located in the Township Administration/Fire Headquarters Building and the Police Department for use by Township employees and has partnered with a health club to offer Springfield Township employees and their spouses reduced-cost memberships. Employees may, but are not required to, participate in either one or both of these components of the Springfield Township Fitness/Wellness Program under the following conditions.

Township-Owned Fitness Equipment:

Employees who wish to utilize the Township's fitness equipment located in the Township Administration/Fire Headquarters Building and the Police Department may do so under the following terms and conditions:

1. Prior to utilizing the Township-owned fitness equipment, employees must receive training from the person designated by the Township as to the proper and safe utilization of the equipment. Only employees who have successfully completed this training will be permitted to utilize the equipment.
2. Utilization of the Township-owned fitness equipment is completely voluntary and does not entitle employees to any employment benefit to employees who utilize the equipment or result in any employment detriment for employees who do not wish to utilize the equipment.
3. Employees who wish to utilize the Township-owned fitness equipment do so at their own direction. With the exception of employees who are specifically authorized to utilize the equipment while on-duty, use of the Township-owned fitness equipment shall be on an employee's own off-duty time.
4. Employees who wish to utilize the Township-owned fitness equipment must comply with the rules and regulations established by the Township for utilization of those facilities. Springfield Township reserves the right to suspend and/or terminate an employee's privilege to utilize the fitness equipment for failure to comply with those rules and regulations.
5. Employees who wish to utilize the Township-owned fitness equipment do so at their own risk. Springfield Township does not and cannot supervise or direct employees' utilization of this equipment. Employees are required to immediately notify their Department Head or the Township Administrator if they observe any irregularity or malfunction in the fitness equipment or abuse or misuse of such equipment by other employees. Springfield Township reserves the right to suspend and/or terminate an employee's privilege to utilize the fitness equipment for failure to provide such

notifications.

6. Employees are not entitled to Workers Compensation benefits for any injury or disability which may result from utilization of Township-owned fitness equipment. Employees must sign and return to the Township a waiver of Workers Compensation Benefits form prior to utilizing the fitness equipment.

Reduced Health Club Membership Fees:

Springfield Township has entered into an agreement with a local health club to enable employees and their spouses to join the health club for a reduced membership fee. This agreement is an annual agreement which runs from March 1st of each year until February 28th of the next year (the "contract period"). Pursuant to this agreement, Springfield Township is allotted a specific number of memberships, and the actual amount of the membership fee is determined by the number of employees who request membership at the beginning of each contract period. The more employees who request memberships by March 1st, the lower the membership fee will be for each employee.

Although employees are permitted to request inclusion in the reduced-fee membership program at any time during the contract period, memberships will be assigned on a first-come, first-served basis, with employees who request memberships prior to, or at the beginning of, a contract period receiving preferential membership assignments. Employees who request membership in the middle of a contract period (and newly-hired employees) will only be granted memberships if the number of memberships allotted to Springfield Township for that contract period have not been previously assigned to other employees (and their spouses).

Employees and their spouses who wish to participate in this component of Springfield Township's Wellness/Fitness Program by joining the health club chosen by the Township may do so under the following terms and conditions:

1. Employees (and their spouses) must agree to become a member of the Health Club from the date of their enrollment until the conclusion of the contract period on February 28th of the following year.
2. Employees (and their spouses) who become members are obligated to pay for the membership fee established for the entire contract period or, in the case of interim memberships, for that portion of the contract period from the date of their enrollment until the conclusion of the contract period on February 28th of the following year (for each person enrolled). This obligation remains no matter what circumstance may arise to prevent the employees (or their spouses) from utilizing the health club (including but not limited to their termination of employment with Springfield Township).
3. Part-time employees (and their spouses) must pay the membership fees in a lump sum payment to the Township. Full-time employees (and their spouses) must pay the membership fees to the Township either in a lump sum payment or via wage deduction for each pay period.
4. Employees (and their spouses) who utilize the wage deduction method of payment and who cease to be employed by the Township prior to the expiration of their (or their spouses') memberships, will have the unpaid balance of the membership fees deducted from the employee's final paycheck. In the event that the final paycheck is insufficient (either in fact or by law) to pay the unpaid balance, the affected employee

(and/or his/her spouse) must pay the balance directly to the Township within thirty (30) days of employee's last day of employment with the Township.

5. Participation in the health club component of Springfield Township's Wellness/Fitness Program is completely voluntary and does not entitle employees (or their spouses) to any employment benefit for participation in the program or result in any employment detriment for employees (or their spouses) who do not wish to participate.
6. Employees (and their spouses) who utilize the health club facilities do so at their own direction and on their own time. Springfield Township does not authorize, and will not permit, the utilization of the health club facilities while employees are on duty. No employee will be paid for utilization of the health club facilities.
7. Employees (and their spouses) who utilize the health club facilities must comply with the rules and regulations established by the health club for its facilities and the health club reserves the right to terminate their membership for failure to comply with those rules and regulations. Employees (and their spouses) will still be required to pay the full contract period membership fee to the Township and will not be eligible for reimbursement for any amounts paid for their memberships even if their memberships are terminated by the health club for any reason.
8. Employees (and their spouses) who utilize the health club facilities do so at their own risk. Springfield Township has no control whatsoever over the facilities, equipment, or personnel of the health club and does not and cannot supervise employees (or their spouses) utilization of these facilities.
9. Employees (and their spouses) are not entitled to Workers Compensation Benefits for any injuries or disabilities which may result from utilization of the health club facilities. Employees must sign and return to the Township a waiver of Workers Compensation Benefits form prior to joining the health club.

Springfield Township expressly reserves the right to terminate all or any portion of the Fitness/Wellness Program at any time by removing all or any portion of its fitness equipment, by ceasing to offer reduced health club memberships to any certain health club, and/or by ceasing to offer reduced health club memberships at all.

SALARY CONTINUATION

Effective Date: June 13, 2008
Section: 316

Revised: July 1, 2009

In the event of an occupational injury incurred as a direct result of performing an assigned or sworn function within the scope of the employee's authority, which injury is not a result of negligence, recklessness, self-infliction or actions not consistent with assigned or accepted performance of duty, Springfield Township may offer the employee, the option of receiving salary continuation in lieu of receiving temporary total compensation from the Bureau of Workers' Compensation in the following circumstances:

1. Where the Employee has apparently been injured while on duty for Springfield Township;
2. Where the Employee consents to the option of Salary Continuation; and
3. Where it is determined by the Township that the Employee's injuries are not of a long term or permanent nature.

Any Employee consenting to salary continuation will receive his/her salary payments as normal from Springfield Township for up to twelve (12) weeks after the date of filing his/her claim with the Bureau of Workers' Compensation. At the end of the initial twelve-week period, Springfield Township will either offer the Employee salary continuation for an additional period of time or notify the Bureau of Workers' Compensation of the cessation of salary continuation benefits so that the Bureau can, at its discretion, begin sending temporary total compensation payments to the Employee.

Employees accepting Salary Continuation are automatically in an approved leave status during the period for which they receive salary continuation. Employees accepting Salary Continuation will not be required to utilize accumulated Sick Leave while receiving salary payments under this option. However, should the Bureau of Workers' Compensation ultimately deny the Employee's claim, the Employee's Sick Leave (commensurate with the amount of time the Employee was off-duty) and/or future salary will be adjusted to account for the Employee's absence.

NECESSITY FOR APPROVED LEAVE/JOB ABANDONMENT

Effective Date: July 1, 2009
Section: 317

One of the leaves described in this Manual (vacation leave, compensatory time, personal leave, sick leave, workers compensation leave, salary continuation leave, occupational injury leave, injury leave, family leave, FMLA leave, leave under the ADA, military leave, and/or leave of absence without pay) must be requested and utilized for any period of time during which an employee is not at work.

Barring extenuating circumstances where an employee cannot physically notify the Township of his/her need for leave, any employee who fails to report for work, without first requesting and being approved for one of the available types of leave, for three (3) consecutive work days will be considered to have voluntarily resigned due to job abandonment. Upon acceptance of this resignation, the employee's employment with Springfield Township shall cease.

FAMILY LEAVE

Effective Date: **July 1, 2009**
Section: **318**

Employees shall be entitled to designate up to six (6) weeks of accrued sick, vacation, or personal leave as Family Leave to be used for absences due to childbirth. Family Leave must be taken immediately following childbirth and shall not exceed six (6) weeks for the employee giving birth or five (5) days for an employee whose spouse has given birth. Where an employee plans to use or uses Family Leave, he/she must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the applicable forms outlined in that section. Leave taken for childbirth beyond the maximum leave amounts established herein, or beyond the employee's accumulated sick, vacation, or personal leave shall be taken as unpaid FMLA leave pursuant to Section 602 of this Manual.

EMPLOYEE ASSISTANCE PROGRAM

Effective Date: March 1, 2010
Section: 319

Springfield Township offers an Employee Assistance Program (EAP). This service is provided by an independent vendor which employs professionally trained counselors and registered psychologists with many years of experience. The counselors and psychologists provide support and advice on a wide range of personal and work-related issues.

Areas of Assistance

The EAP may be used for assistance in resolving problems related to the following issues:

- Relationship and family problems
- Stress and anxiety
- Financial and legal issues
- Interpersonal conflicts
- Alcohol and drug-related problems
- Grief or loss
- Concerns over work-related issues

Confidentiality

The EAP has a high level of confidentiality and respect for employee privacy. Except as otherwise outlined in this Policy, all personal information remains with the external counselors and psychologists.

Referral to EAP

Referrals to the EAP can occur in one of the following ways:

1. Self Referral

Any employee or immediate family member may refer themselves to the EAP and an appointment may be made directly with the EAP vendor.

Springfield Township is not involved in this type of referral and no confidential information is exchanged between Springfield Township and the EAP vendor.

2. Voluntary Management Referral

In cases where a Department Head has reason to believe that issues outside of work are significantly affecting an employee's performance of his/her duties, the Department Head may refer and strongly encourage an employee to participate in the EAP. Such referrals are made in circumstances where an employee exhibits performance problems as a

result of sudden behavioral changes, difficulty managing anger/emotions, continuing attendance/tardiness problems, and/or other unacceptable behavior. If the employee's performance problems have not responded to normal management intervention, the Department Head, with the advice and consent of the Human Resources Director, may refer the employee to the EAP.

In this type of referral, the employee's participation is voluntary. However, with the employee's consent, information may be shared between Springfield Township and the EAP vendor in order to assist the employee with his/her EAP treatment plan.

3. Mandatory Management Referral

In cases where the employee's conduct and/or performance has reached levels which warrant termination, the Township Administrator, with the advice of the Human Resources Director and the Department Head, may make a mandatory referral to the EAP for assessment.

In this type of referral, the employee **MUST** participate in the EAP assessment, attend counseling sessions, comply with the EAP recommended treatment plan and the recommended after-care program, if any. **Failure to comply with the initial EAP assessment and each and every requirement or recommendation of the EAP treatment and after-care plan may result in the employee's termination from employment.**

Employees who are off work as a result of a Mandatory Management Referral shall be placed on sick leave status (and FMLA leave status for qualifying conditions) until such time as they are medically cleared for duty. If the employee's sick leave is exhausted prior to his/her receiving medical clearance to return to duty, the employee may utilize other accrued leaves and/or may request an unpaid leave of absence.

In this type of referral, the employee **MUST** authorize the EAP vendor to release the following information to Springfield Township:

- The employee's record of attendance at his/her assessment and counseling sessions; and
- The employee's record of compliance with any treatment plan or after-care agreement that was established for the employee by the EAP vendor.

With the employee's consent, additional information may be shared between Springfield Township and the EAP vendor in order to assist the employee with his/her EAP treatment plan.

4. Fit for Duty Referral

In cases where the employee's conduct and/or performance causes the Department Head to believe that the employee may not be able to safely and/or efficiently perform his/her work responsibilities due to possible behavioral and /or medical issues, the Township Administrator, with the advice of the Human Resources Director and the Department Head, may make a Fit for Duty Referral to the EAP for assessment. The Fit for Duty Referral does not preclude, and may be in addition to, other required fitness for duty evaluations required by Springfield Township prior to the employee's return to duty.

In this type of referral, the employee **MUST** participate in the EAP assessment and **CANNOT** return to work until the EAP assessment is completed. If the EAP vendor determines that the employee has a problem that should be addressed, the EAP vendor will develop a treatment plan. The employee is not permitted to return to work until he/she is medically cleared for duty by the EAP vendor.

Employees who are off work as a result of a Fit for Duty Referral shall be placed on sick leave status (and FMLA leave status for qualifying conditions) until such time as they are medically cleared for duty. If the employee's sick leave is exhausted prior to his/her receiving medical clearance to return to duty, the employee may utilize other accrued leaves and/or may request an unpaid leave of absence.

Employees referred to the EAP pursuant to a Fit for Duty Referral **MUST** attend counseling sessions, comply with the EAP recommended treatment plan and the recommended after-care agreement, if any. **Failure to comply with the initial EAP assessment and each and every requirement or recommendation of the EAP treatment and after-care plan may result in the employee's termination from employment.**

In this type of referral, the employee **MUST** authorize the EAP vendor to release the following information to Springfield Township:

- The employee's record of attendance at his/her assessment and counseling sessions;
- The employee's record of compliance with any treatment program or after-care agreement that was established for the employee by the EAP vendor;
- The results of the Fitness for Duty assessment;
- The treatment recommendations; and
- Any return to work recommendations.

With the employee's consent, additional information may be shared between Springfield Township and the EAP vendor in order to assist the employee with his/her EAP treatment plan.

LACTATION BREAKS

Effective Date: January 1, 2016
Section: 320

Revised:

The purpose of this policy is to provide reasonable accommodations to any employee desiring to express breast milk for her infant child. It is the policy of the Township to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break times and appropriate facilities to accommodate any employees desiring to express breast milk for her nursing child for up to one year after the child's birth.

It is anticipated that nursing employees will typically need to express milk two to three times, for 20-30 minutes each time, during an eight hour shift. However, as these times will vary from mother to mother, nursing employees are encouraged to discuss with their immediate supervisor or Department Head what they expect they will need in terms of frequency and timing of breaks to express milk. The supervisor or Department Head, in conjunction with the Director of Human Resources, will discuss with nursing employees the timing of, and location and availability of space for, expressing milk to develop shared expectations and an understanding of what will constitute a reasonable break time and how to incorporate the breaks into the work period. Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

A lactation break should be permitted each time the employee has the need to express milk; however, such breaks may be reasonably delayed if they would seriously disrupt Township operations or endanger the safety of others. Employees desiring to take a lactation break shall notify their supervisor prior to taking such a break. Once a lactation break has been approved, the break should not be interrupted except for emergency circumstances.

While the size and demographics of the Township's workforce and the limits of its facility space do not justify the establishment of a permanent lactation room for each of its departments, the Human Resources Director will work with nursing employees to designate an appropriate location in which to privately express milk. Under no circumstances will a nursing employee be required to express milk in a bathroom. The designated location must be shielded from view and free from intrusion from coworkers and the public. A refrigerator will be placed in the designated location for the sole purpose of storing expressed milk.

Nursing employees shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy while they are using the designated lactation area. All other employees should avoid interrupting an employee during authorized breaks, except to announce an emergency or other urgent circumstance. Nursing employees storing expressed milk in the designated refrigerator shall clearly label it as such and shall remove it when the employee ends her shift.

TIMEKEEPING

Effective Date: January 1, 2000 **Revised:** September, 2004
Section: 401 **January, 2011**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Springfield Township to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work. Springfield Township pays employees in increments of fifteen (15) minutes. Minutes fewer than the fifteen (15) minute increment shall be rounded up or rounded down to the nearest fifteen minute increment as follows: six (6) minutes of work or fewer shall be rounded down to the nearest fifteen (15) minute increment and seven (7) minutes of work or longer shall be rounded up to the nearest fifteen minute increment. Employees must also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Exempt employees should accurately record their per pay period absences in accordance with the procedure outlined and approved by the Township Administrator.

Altering, falsifying, tampering with time records, recording time on another employee's time record, or deleting time actually worked from another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, the supervisor must verify the accuracy of the changes. If the employee objects, he must bring the matter to the H.R. coordinator by the next pay period.

PAY DAYS

Effective Date: January 1, 2000

Revised Date: September 2011
July, 2010

Section: 402

Employees are paid biweekly on every other Friday for all work performed through the previous Friday (end of the payroll period).

In the event that a regularly scheduled payday falls on a holiday, employees will usually receive pay on the last day of work before the regularly scheduled payday, except under extenuating circumstances in which employees will be paid on the following work day.

As of October 1, 2011, Springfield Township will pay all of its employees via direct deposit into their bank accounts. Employees must provide a written authorization on the current approved township form designating a financial institution and an account number to which payment of the employee's compensation shall be credited. In the event an employee does not have a financial institution or account to which direct deposit payments may be made, the employee will be provided an account at the financial institution providing banking services to the Township. Employees will receive an itemized statement of their compensation when Springfield Township makes each direct deposit. Notwithstanding the above, Springfield Township reserves the right to provide compensation and/or other payments to employees via checks in lieu of direct deposit in the event of business necessity, mistake, or convenience.

LOST OR DESTROYED PAYROLL CHECKS

Effective Date: January 1, 2000
Section: 403

When a payroll check is lost, misplaced, stolen or destroyed, the Payroll Office must be notified immediately and a new check will be issued. At any time the employee recovers the check or any portion of the check, he/she is to return it to the Payroll Office.

OVERTIME & COMPENSATION

Effective Date: January 1, 2000
Section: 404

Revised: December, 2011

From time to time due to press of business, the Township may schedule employees to work overtime hours. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions.

Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provision that exempt employees are not entitled to overtime compensation.

When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive a supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

Overtime shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay (including, where applicable, other remuneration required by law) for all overtime hours actually worked. **Except for sick leave, compensatory leave, and personal leave, all other employee paid leaves provided shall count toward the calculation of overtime..** Nonexempt employees may request that any or all of his/her overtime hours be paid as compensatory time at the rate of one and one-half (1 ½) hours of compensatory time for each hour worked in overtime status. The use of compensatory hours must be approved by the Department Head and such leave shall not interfere with the efficient and effective operation of the Township. Nonexempt employees may accumulate up to sixty (60) hours of compensatory time. Unused compensatory time up to forty (40) hours may be paid out at the employee's request at the employee's regular rate of pay prior to the first pay period in November.

Any nonexempt employee who is required to report to duty during a time that does not abut either before or after his/her normally scheduled hours that results in an overtime situation according to state and federal wage restrictions, shall be paid a minimum of two (2) hours at his/her overtime rate of pay.

ADMINISTRATIVE PAY CORRECTIONS

Effective Date: **January 1, 2000**
Section: **405**

Springfield Township takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Office so that corrections can be made as quickly as possible.

PAY DEDUCTIONS

Effective Date: **January 1, 2000**
Section: **406**

The law requires that Springfield Township make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Springfield Township also must deduct PERS OR PFDPF or Social Security contributions on each employee's earnings. Springfield Township pays the Springfield Township portion of these pension funds and Social Security for each employee. Springfield Township must also deduct from an employee's compensation those amounts dictated by a court-ordered garnishment. Employees whose wages are subject to such orders should notify the Human Resources Assistant immediately upon learning that such an order has been entered against them.

Springfield Township offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs, e.g., deferred compensation, supplemental insurance, Police Credit Union.

If you have questions concerning why deductions were made from your pay check or how they were calculated, contact the Payroll Office.

PAY INCREASES

Effective Date: **March 12, 2002**
Section: **407**

For the administrative convenience of the Township, increases in pay which are granted on a date in the middle of a pay period will be applied to all hours worked in that pay period. However, the Township specifically reserves the right to revise this policy at any time should it determine that it is no longer necessary.

SAFETY

Effective Date: **January 1, 2000**
Section: **501**

Springfield Township provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Administrator. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee shall obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their department head or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

USE OF PHONE AND MAIL SYSTEMS

Effective Date: January 1, 2000
Section: 502

Employees should practice discretion when making personal calls and may be required to reimburse Springfield Township for any charges resulting from their personal use of the telephone. Personal use of the telephone for long-distance and toll calls may not be charged to the Township.

The use of Springfield Township's-paid postage for personal correspondence is strictly prohibited.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Employees should confirm that all requested information is received by and/or from the caller and that the caller has ended the conversation prior to hanging up the telephone.

USE OF EQUIPMENT AND COMPUTERS

Effective Date: January 1, 2007
Section: 503

Computers and software furnished to Employees are intended for Township business purposes only. Employees may not use or access any Township property, passwords, files, software, or stored communications without authorization from their supervisor.

Springfield Township strives to maintain a workplace free from harassment and sensitive to the diversity of its Employees. Therefore, Springfield Township prohibits the use of phones, pagers, radios, computers, the e-mail system, and other electronic devices to be used in ways that are disruptive, offensive to others, or harmful to morale. To ensure compliance with this policy, usage may be monitored and Employees should be aware that there is no right to privacy in any communication conveyed via Township equipment.

The display or transmission of sexually explicit images, messages, and cartoons is strictly prohibited. Other prohibited displays or transmissions include, but are not limited to, ethnic slurs, racial comments, off color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes.

Springfield Township purchases and licenses the use of various computer software for business purposes only and does not own the copyright to this software or its related documentation. Unless authorized or licensed by the software developer, Springfield Township does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to software license agreement. Springfield Township prohibits the duplication of software and its related documentation. Employees are prohibited from loading any software, files, or other matter onto any Township computer without the prior approval of their Department Head or the Township Administrator.

Employees must notify their immediate supervisor, the Township Administrator, or any member of management upon learning of violations of this Policy. Employees who violate or who fail to report a violation of this Policy known to them will be subject to disciplinary action, up to and including termination of employment.

BUSINESS TRAVEL EXPENSES

Effective Date: January 1, 2000
Section: 504

Revised: March 16, 2009

Springfield Township will pay for, or reimburse employees for, reasonable travel expenses, including air, rail or bus fares, parking, mileage and lodging expenses resulting from travel: (1) on official Township business; or (2) for training or professional development purposes approved by the Department Head and Township Administrator for proper public purpose and in the best interests of the Township.

In addition to direct payment of or reimbursement for the above-listed expenses, the Township will pay the registration fees and/or costs of approved seminars and conventions.

A per diem will be provided according to the Federal Per Diem Rate established for the city to which the employee is traveling when the employee is in travel status for more than 12 hours. A partial per diem will be issued in the case that some but not all meals are provided by the conference, training or seminar. Prior to travel, the Department Head and the Township Administrator will establish the appropriate method of reimbursement.

For travel less than 12 hours, the traveler may submit parking receipts & a mileage log for reimbursements. Mileage will be reimbursed at the current rate established by the Internal Revenue Service.

USE OF CELLULAR PHONES/PAGERS/ELECTRONIC DEVICES

Effective Date: May, 2005
Section: 505

Revised: January, 2012

Exempt employees who are issued Township cellular phones are required to carry and answer the cellular phone at all times. Exempt employees may also access email and other features of Township-issued cellular phones at any time. Exempt employees may utilize the phones issued to them for personal calls so long as their personal phone usage is not excessive and does not cause the Township to exceed its airtime limitation.

Non-exempt employees who are issued Township cellular phones are required to carry and answer the cellular phones while on duty only. Use of email and other features of Township-issued cellular phones by non-exempt employees shall also be limited to on-duty hours. After hours or personal use of Township-issued cellular phones by non-exempt employees must be approved in advance by the appropriate supervisor, Department Head, and the Township Administrator.

Use of a Township issued cellular phone while operating a motor vehicle or piece of equipment in the performance of an emergency life safety essential function of their position or during the performance of other essential functions of the position requiring the full attention of the operator shall be prohibited. Employees should practice discretion and limit the use of a Township-issued cellular phone or communication device while operating a motor vehicle unless a hands-free method is used. Equipment to allow for hands-free use will be provided by the Township for all Township-issued cellular phones.

The use of a personal cellular phone while operating a Township-owned motor vehicle shall be prohibited unless utilized with a hands-free method. Equipment to allow for hands-free use will not be provided by the Township for personal cellular phones.

Personal cellular phones and other personal electronic devices, e.g., pagers, PDAs, etc. are exempt from Policy #801, Personal Damages. There will be no reimbursement by the Township for damage to personal electronic devices.

(Refer to department sections of the Personnel Policy Manual or specific department Standard Operating Guidelines for additional requirements or restrictions specific to particular departments.)

SERVICE DEPARTMENT ONLY USE OF TOWNSHIP PAGERS

Township issued pagers must be carried at all times (24/7) from October 15 through April 15 with the exception of an employee who has requested and been granted off call time for a designated period.

USE OF VEHICLES

Effective Date: January 1, 2007
Section: 506

Use of township vehicles by nonexempt employees shall be for township purposes only. In order to ensure the general welfare and safety of Township residents by, among other things, reducing response time to emergencies, the Board of Trustees may require the Administrator, Department Heads and other designated "on-call" employees to use Township vehicles for commuting purposes.

Employees who are required by the Township to commute in Township-provided vehicles are prohibited from using the vehicles for personal use other than commuting or de minimis personal use, such as infrequent stops for personal errands on the way between business and home. Employees who are required to commute in Township-provided vehicles are subject to taxation for such usage, and the Internal Revenue Service's Commuting Valuation Rule shall be applied to calculate the appropriate taxation for this fringe benefit.

Applicants for employment who will be required to drive Township vehicles must consent to a review of their driving records for insurance purposes. Thereafter, applicants who become employees and all other employees required to drive Township vehicles may have their driving records reviewed annually. Employees with unsatisfactory driving records shall not be permitted to drive Township vehicles and may be subject to reassignment or dismissal.

USE OF TOWNSHIP ISSUED CREDIT CARDS

Effective Date: January, 2007
Section: 507

In order to ensure the efficient operation of the Township and to permit limited purchasing and reservation confirmation utilizing credit cards, the Board of Trustees may issue major credit cards to the Township Administrator, Department Heads, and other personnel designated by the Township Administrator. Such credit cards shall be issued by a major bank chosen by the Township, with such purchase limitations as determined by the Township, and shall be issued in the name of the Township and the person designated to receive the credit card.

Credit cards shall be used only when an item cannot be purchased on a vendor account for such expenditures as Internet orders, registrations, and meeting meals. Employees utilizing credit cards must retain detailed credit card receipts and provide those receipts with signed approval and expenditure fund number (or reason for expenditure) as expenses are incurred. If a detailed receipt is not available, the Employee must provide a list of the purchased items with the date and reason why the receipt is not presented.

Employees utilizing credit cards should be mindful of the Township's tax exempt status and should make purchases on a tax-exempt basis in all practicable circumstances. Tax-exempt forms are available from the finance office.

Sam's Club card holders have authorization to make tax exempt credit purchases for the Township at Sam's Club & at Wal-Mart. Township expenditures are exempt from sales tax and are charged to the Sam's Club account. Employees may make personal purchases at Sam's Club, but may only do so using their own funds. Employees making personal purchases are responsible for ensuring that such purchases are subject to sales tax.

Any unauthorized charges will be deducted from the employee's pay. Lost or stolen cards shall be reported to the finance office immediately. Improper use of credit cards or violation of this policy may result in revocation of the card and disciplinary action up to and including termination.

All credit cards are to be surrendered to the finance office upon termination of employment.

Social Media Policy

Effective Date: August 10, 2011
Section: 508

I. Purpose:

Springfield Township endorses the secure use of social media to enhance communication, collaboration, and information exchange, streamline processes, and foster productivity. This policy establishes the Township's position on the utility and management of social media and provides guidance on its administration, and oversight. It is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

II. Policy:

Social media provides a new and potentially valuable means of assisting in meeting community outreach, problem-solving, investigation, and related objectives. It identifies potential uses that may be explored or expanded as deemed reasonable by the Township Administrator and provides information of a precautionary nature as well as prohibitions on the use of social media by personnel.

III. Definitions:

The following definitions shall apply to interpret this policy:

Blog:	A self published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "web log."
Page:	The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
Post:	Content an individual shares on a social media site or the act of publishing content on a site.
Profile:	Information that a user provides about himself or herself on a social networking site.

Social Media:	A category of Internet based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), micro blogging sites (Twitter, Nixle), photo and video sharing sites (Flickr, YouTube, BluTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
Social Networks:	Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
Speech:	Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms or communication.
Web 2.0:	The second generation of the World Wide Web focused on sharable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
Wiki:	Web page(s) that can be edited collaboratively.

IV. Procedures:

A. Township Sponsored Use

1. All township social media sites or pages shall be approved and administrated by the Administrator or his delegate/vendor.
2. Where possible, social media pages shall clearly indicate they are maintained by Springfield Township and have contact information prominently displayed.
 - a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the Township's presence on the site.
 - b. Where possible, the page(s) should link to Springfield Township's official website.
 - c. Social media page(s) shall be designed for targeted audiences (i.e. education, recruiting).
3. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

- a. Content is subject to public records laws. Relevant records retention schedules apply to social media content.
 - b. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
4. Where possible, social media pages should state the opinions expressed by visitors to the page(s) do not reflect the opinions of the Township.
 - a. Pages shall clearly indicate that posted comments will be monitored and the township reserves the right to remove obscenities, off-topic comments, and personal attacks.
 - b. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
5. Personnel representing the Township via social media outlets shall do the following:
 - a. Conduct themselves at all times as representatives of the Township and shall adhere to all standards of conduct, policy, and proper decorum.
 - b. Identify themselves as employees of the Township.
 - c. Employees may not make statements about, post, transmit, or otherwise, disseminate confidential information, including photographs or videos related to Township training, activities, or work-related assignments without expressed written permission from the Administrator.
 - d. Employees shall not conduct political activities or private business using social media while on duty.
6. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

B. Potential Uses:

1. Social media can be used for community outreach and engagement.
2. Social media can be used to make time sensitive notifications related to:
 - a. Road closures;
 - b. Special events;
 - c. Weather emergencies;
 - d. Hazardous material incident (shelter in place)
3. Persons seeking employment and volunteer positions use the Internet to search for opportunities and social media can be a valuable recruitment mechanism.

4. The Township has an obligation to include Internet-based content when conducting background investigations of job candidates.
 - a. Searches will be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.
 - b. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
 - c. Search methods shall not involve techniques that are a violation of existing law.
 - d. Vetting techniques shall be applied uniformly to all candidates.
 - e. Every effort must be made to validate Internet-based information considered during the hiring process.

C. Personal Use

1. Precautions and Prohibitions – Barring state law or binding employment contracts to the contrary, personnel shall abide by the following when using social media:
 - a. Personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the Township for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the Township.
 - b. As public employees, personnel are cautioned that speech on or off-duty, made pursuant to their official duties – that is, that owes its existence to the employee's professional duties and responsibilities – is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Township. Personnel should assume that their speech and related activity on social media sites will reflect upon their office and the Township.
 - c. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Administrator or designee.
 - d. For safety and security reasons, employees are cautioned not to disclose their employment with the Township nor shall they post information pertaining to any other member of the Township without their permission. As such, employees are cautioned not to do the following:

- 1) Display Township logos, uniforms, or similar identifying items on personal web pages.
 - 2) Post personal photographs or provide similar means of personal recognition that may cause them to be identified as an employee of the Township.
- e. When using social media, employees should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Township's code of conduct is required in the personal use of social media. In particular, employees are *prohibited* from the following:
- 1) Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - 2) Speech involving themselves or other employees reflecting behavior that would reasonably be considered reckless or irresponsible.
 - 3) Employees are reminded that courts may scrutinize the credibility of a witness from unintentional sources like the Internet.
- f. Employees may not divulge information gained by reason of their authority, make any statements, speeches, appearances, and endorsements, or publish materials that could reasonably be considered to represent the views or positions of the Township without expressed written permission.
- g. Employees should be aware that they may be subject to civil litigation for:
- 1) Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - 2) Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - 3) Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - 4) Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

- h. Employees should be aware that privacy settings and social media sites are constantly in flux and they should never assume that personal information posted is protected.
- i. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Township at any time without prior notice.
- j. Reporting Violations: Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

INFORMATION TECHNOLOGY USE

Effective Date: February 14, 2017
Section: 509

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems. Township employees shall use information technology resources, including computers, software and systems, that are issued or maintained by the Township in a professional manner and in accordance with this policy. Access to all Township information technology resources (as defined below) is for Township related activities only. The use of Township information resources for limited personal use may be authorized by the Township Administrator and Department Head pursuant to specific department policy or as a result of the unique nature of the employee's position.

DEFINITIONS

Computer system – All computers (on-site and portable), electronic devices, hardware, software, printers and resources owned, leased, rented or licensed by the Township that are provided for official use by its employees. This includes all access to, and use of, Internet Service Providers (ISP), the Springfield Township Employee Intranet, or other service providers.

Hardware – Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software – Includes, but is not limited to, all computer programs, systems and applications. This does not include files created by the individual user.

Temporary file, permanent file or file – Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

Township Intranet – The computer network, wired and wireless, which resides in all or most Township Offices and buildings that allows the sharing of computer resources.

PRIVACY EXPECTATIONS

Employees forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software, the Township Intranet, or any Internet site that is accessed, transmitted, received or reviewed on any Township technology system.

The Township reserves the right to access, monitor, audit and disclose, for whatever

reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Township, including the Township email system, Intranet, computer network or any information placed into storage on any Township system or device. This includes records of all keystrokes or web-browsing history made at any Township computer or over any Township network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through Township computers, electronic devices or networks.

RESTRICTED USE

Employees shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software or systems by another employee to their supervisor. Employees should not use another person's access passwords, logon information or other individual security data, protocols and procedures unless directed to do so by a supervisor.

SOFTWARE

Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, employees shall not install **any** software on any Township computer without the prior approval of their Department Head. Introduction of software shall only occur by designated and authorized employees and as part of the automated maintenance or update process of Township approved or installed programs by the original manufacturer, producer or developer of the software.

No employee shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Township while on Township premises, computer system or electronic device. Such unauthorized use of software exposes the Township and involved employees to severe civil and criminal penalties.

HARDWARE

Data stored on or available through Township computer systems shall only be accessed by authorized employees who are engaged in an approved Township related project or program or who otherwise have a legitimate Township related purpose to access such data. Any exceptions to this policy must be approved by a Department Head.

INTERNET/INTRANET USE

The preferred and default browser on all Township workstations is set to Google Chrome. Google Chrome must be used to browse the Internet unless a different browser is required by the web site or software vendor.

Internet sites containing information that is not appropriate or applicable to Township use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of an employee's assignment.

OFF-DUTY USE

Unless otherwise approved in advance by their supervisor, employees shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments. This includes email, and remote access to Township software and the Township Employee Intranet. Employees who are assigned Township-provided mobile phones are expected to carry such phones and to answer them while off-duty. Such usage is intended to be for emergency notification and call-ins only and should be a de minimus interruption to the employees' non-working hours.

PROTECTION OF SYSTEMS AND FILES

All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Employees shall ensure Township computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and shutdown overnight and on the weekend; and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor but at least a minimum of every three months.

It is prohibited for an employee to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor. When a problem or alert occurs on an employee's system they must contact their supervisor immediately so the appropriate person to handle the alert is notified.

ENCRPTION OF CONFIDENTIAL INFORMATION

The transmission of data which contains personal information about employees or Township residents that could be used for identity theft must be encrypted before it is sent out to any computer system outside the Township Intranet. This includes but is not limited to sending out email to Internet recipients, taking removable media off Township premises and uploading information to Internet web sites.

INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system evaluation, efficiency review, malfunctions, problems or general computer system failure, a lawsuit against the Township involving one of its employees, an alleged or suspected

violation of any department policy, request for disclosure of data, or a need to perform or provide a service.

VIRUS OR MALWARE INFECTIONS

All Township employees and staff must report to supervisors or IT personnel when they realize that their computer system has been hacked or is infected with a virus or malware. The computer should be turned off and disconnected from the Township network immediately until it can be cleaned or checked by IT personnel.

Because it is not always apparent when a computer gets infected by a virus, users should report any "unusual" or "out of the ordinary" behavior of their computer system immediately to be sure the computer system has not been compromised or infected.

EXPECTED USE OF COMPUTER RESOURCES

Township computer systems and resources are meant to be used by employees and staff of the Township to help them perform their daily work duties and fulfill their job description requirements, as defined by their supervisor.

LEAVES OF ABSENCE WITHOUT PAY

Effective Date: January 1, 2000

Revised: July, 2009
March 1, 2010
January, 2011

Section: 601

The Township Administrator shall approve all leaves of absence without pay. The Township Administrator shall approve the length and other conditions of such leaves. No leaves of absence shall be granted to any employee in order that they may accept temporary or other remunerative employment elsewhere.

Introduction

Springfield Township offers the following categories of leave of absence without pay:

1. Personal leave of absence without pay;
2. Medical leave of absence without pay;
3. Disability leave of absence without pay; and
4. Educational leave of absence without pay.

Except in extenuating circumstances granted in writing by the Township Administrator, leaves of absence without pay in different categories (except medical leave of absence without pay and disability leave of absence without pay) may not run consecutively.

1. Personal Leave of Absence Without Pay

Employees may be granted a personal leave of absence without pay for a maximum duration of six (6) months for any personal reasons of the employee (not including employment with any employer other than Springfield Township). Such personal leave of absence without pay may not be renewed and extended beyond the initial six (6) month period, except as provided in this Section. Employees must exhaust all vacation, holiday, and compensatory time pursuant to their respective policies and/or contracts prior to taking a personal leave of absence without pay.

2. Medical Leave of Absence Without Pay

Employees may be granted a medical leave of absence without pay. A physically or mentally incapacitated employee who has completed his/her probationary period may request a medical leave of absence without pay. A medical leave of absence without pay for a period not to exceed six (6) months may be granted when such medical condition continues beyond the use of all accumulated sick, vacation, holiday, and compensatory time leave, provided that the employee furnishes Springfield Township with satisfactory proof of such medical condition (utilizing the procedures listed in Section 602 of this Manual relating to FMLA leave and by completing the applicable forms outlined in that

section), along with his/her written request for medical leave of absence without pay, and the employee is:

- (1) Hospitalized or institutionalized;
- (2) On a period of convalescence following hospitalization or institutionalization authorized by a physician at such hospital or institution; or
- (3) Declared incapacitated for the performance of his/her duties by a licensed medical practitioner designated by Springfield Township.

It is the employee's responsibility to request a medical leave of absence without pay as such leave is not granted automatically when an employee's accrued leave balances are exhausted.

When an employee is ready to return to work from a medical leave of absence without pay, he/she shall furnish a statement by the attending licensed medical practitioner to certify that the employee is able to return to work. Springfield Township may request that the employee submit to examination by a licensed medical practitioner selected by and paid for by Springfield Township before an employee is permitted to return to work from such leave. Employees who are released by the physician(s) provided for in this section shall be assigned to a work schedule as soon as practical following such release(s).

3. Disability Leave of Absence Without Pay

Employees may be granted a disability leave of absence without pay. A physically or mentally incapacitated employee who has completed his/her probationary period may request a disability leave of absence without pay. A disability leave of absence without pay for a period not to exceed six (6) months may be granted when such disability continues beyond the use of all accumulated sick, vacation, holiday, and compensatory time leave, or beyond the period of medical leave of absence without pay, provided that the employee furnishes Springfield Township with satisfactory proof of such disability (utilizing the procedures listed in Section 602 of this Manual relating to FMLA leave and by completing the applicable forms outlined in that section), along with his/her written request for disability leave of absence without pay, and the employee is:

- (1) Hospitalized or institutionalized;
- (2) On a period of convalescence following hospitalization or institutionalization authorized by a physician at such hospital or institution; or
- (3) Declared incapacitated for the performance of his/her duties by a licensed medical practitioner designated by Springfield Township.

It is the employee's responsibility to request a disability leave of absence without pay as such leave is not granted automatically when an employee's accrued leave balances and/or medical leave of absence without pay is exhausted.

When an employee is ready to return to work from a disability leave of absence without pay, he/she shall furnish a statement by the attending licensed medical practitioner to certify that the employee is able to return to work. Springfield Township may request that the employee submit to examination by a licensed medical practitioner selected by and paid for by Springfield Township before an employee is permitted to return to work from such leave. Employees who are released by the physician(s) provided for in this section shall be assigned to a work schedule as soon as practical following such release(s).

4. Educational Leave of Absence Without Pay

Employees may be granted an educational leave of absence without pay for the purpose of education, training, or specialized experience that would be of benefit to Springfield Township. Such educational leave of absence without pay shall not exceed twenty-four (24) months. Employees must exhaust all vacation, holiday, and compensatory time pursuant to their respective policies and/or contracts prior to taking an educational leave of absence without pay.

Standard For Granting Requests For Unpaid Leaves of Absence

The authorization of any leave of absence without pay as provided for in this Section is a matter of the administrative discretion of Springfield Township. Springfield Township will decide in each individual case if a leave of absence without pay is to be granted.

Notification Requirements

The employee shall notify Springfield Township as far in advance as possible of his/her intention to request any leave of absence without pay. Springfield Township may deny or delay the granting of any leave of absence without pay in order to maintain the effective and efficient operation of the Township.

FMLA Leave Runs Concurrently With Leaves of Absence Without Pay

As explained more fully in other sections of this Manual, FMLA leave requested beyond an employee's earned and accrued paid leave shall run concurrently with any leave of absence without pay granted to the employee. However, the denial of a request for any category of leave of absence without pay in no way reduces or limits an eligible employee's entitlement to up to twelve (12) weeks of Basic FMLA leave and/or up to twenty-six (26) weeks of Military FMLA leave.

Return to Duty Requirements

An employee may return to work before the scheduled expiration of any leave of absence without pay if he/she so requests in writing, and if approved by Springfield Township.

Any employee who fails to return to work at the expiration of any leave of absence without pay shall be terminated from employment.

Continuation of Health Care Benefits During Leaves of Absence Without Pay

Employees on leave of absence without pay are entitled to a continuation of health care benefits as follows:

- (1) Employees on medical leaves of absence without pay are entitled to a continuation of health care, dental, and life insurance benefits for the first three (3) months of leave at the same costs and to the same extent as they would have been entitled had they not been absent on leave;
- (2) Employees on disability leaves of absence without pay may receive a continuation of health care, dental, and life insurance benefits if they received a continuation of their health care, dental, and life insurance benefits for the *entire* period of their medical leave of absence without pay and have submitted a written request for an extension of health care, dental, and life insurance benefits for the period of their disability leave of absence. Such requests to extend employees' health care, dental, and life insurance benefits shall be submitted and approved as outlined below. Any such benefits granted shall be at the same costs and to the same extent as they would have been had the employee not been absent on leave;
- (3) Employees on personal leaves of absence without pay are entitled to a continuation of health care, dental, and life insurance benefits for the first month of leave at the same costs and to the same extent as they would have been entitled had they not been absent on leave; and
- (4) Employees on educational leaves of absence without pay are entitled to a continuation of health care, dental, and life insurance benefits for the first month of leave at the same costs and to the same extent as they would have been entitled had they not been absent on leave.

Upon the written request of the employee at least five (5) business days prior to the cessation of health care, dental, and life insurance benefits as outlined above, the Township Administrator may grant an extension of health care, dental, and life insurance benefits if he determines that granting such an extension is necessary to avoid an undue hardship to the employee and is in the best interests of Springfield Township. Such extensions of health care, dental, and life insurance benefits may be permitted for any period of time up to the conclusion of the approved period of leave of absence without pay and must be approved in writing.

The Township Trustees may request that employees (on medical or disability leaves of absence without pay) submit to examination by a licensed medical practitioner selected by and paid for by Springfield Township at any time during this three (3) month period as a condition of continuation of health care, dental, and life insurance coverage.

Non-Continuance of Earned Benefits During Leave of Absence Without Pay

Earned benefits (e.g. seniority, vacation time, sick time, holiday pay) will not continue to be accrued during periods of leaves of absence without pay.

FAMILY MEDICAL LEAVE ACT

Effective Date: January 1, 2001
Section: 602

Revised: July 1, 2009
January, 2011
September 2013

The purpose of this Policy is to set forth guidelines regarding the implementation of the Family Medical Leave Act ("FMLA") and to educate employees as to their eligibility for leave under the FMLA.

Springfield Township complies completely with the FMLA and provides "eligible" employees both a Basic Leave Entitlement of up to twelve (12) weeks of leave in any twelve (12) month period for certain family and medical reasons and a Military Family Leave Entitlement of up to twenty-six (26) weeks of leave in any twelve (12) month period to attend to certain "qualifying exigencies" caused by a relative's active duty in the military or to care for a servicemember injured while on active duty.

This policy covers all "eligible," full-time employees of Springfield Township.

Introduction:

The information listed below highlights Springfield Township's policy regarding the rights and obligations of employees and the Township, which rights and obligations encompass over forty pages of federal regulations. Accordingly, this information is intended to be a short summary of these lengthy regulations and the specifics of Springfield Township's policies under the FMLA. In any particular case, except where the Township has chosen a permitted option under the FMLA, the precise rights and obligations of employees and the Township, will be governed by the FMLA itself.

Eligible Employee Defined:

Only "eligible" employees may take leave under the FMLA. An employee is eligible for FMLA leave if:

- (1) he/she has worked for Springfield Township for at least one year;
- (2) he/she has worked at least 1,250 hours during the twelve (12) month period preceding the leave; and
- (3) he/she works at a worksite with more than 50 employees within a 75 mile radius.

Types of FMLA Leave:

There are two general types of FMLA leave, the Basic Leave Entitlement, which allows employees to take leave for certain family and medical reasons, and the Military Leave Entitlement, which allows employees whose spouse, child, parent, or next of kin (in certain cases) are on or called to active duty to take leave to attend to qualifying exigencies arising from the active duty status or to care for their family member who is seriously injured while on active duty. These two types are more fully explained below.

1. Basic Leave Entitlement:

Pursuant to the Basic Leave Entitlement, eligible employees are entitled to up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- (1) To care for the employee's child after birth, or placement for adoption or foster care;
- (2) To care for the employee's spouse, child, or parent with a serious health condition; or
- (3) To take medical leave when the employee is unable to work because of a serious health condition.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- (1) Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care;
- (2) Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 - (a) A health condition (including treatment therefor, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that includes:
 - * Treatment two or more times by, or under the supervision of, a health care provider; or
 - * One treatment by a health care provider with continuing regimen of treatment; or
 - (b) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence.
 - (c) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma or diabetes). A visit to a health care provider is not necessary for each absence.
 - (d) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment.
 - (e) Any absences to receive multiple treatments for restorative surgery for a condition which would likely result in a period of

incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Note: A bad cold or the flu, even if it requires absence from work or from school, will usually not rise to the level of a serious health condition under the FMLA.

Amount of Basic Leave Entitlement:

Eligible employees are entitled to take up to twelve (12) weeks of FMLA leave in any twelve (12) month period for any of the FMLA-qualifying reasons outlined in this Policy. The actual amount of leave for which each eligible employee is entitled will depend upon the employee's normal work week. For example, eligible employees working five (5) days per week are entitled to sixty (60) days of leave in a 12-month period while employees who work only four (4) days per week are limited to forty-eight (48) days of FMLA leave.

Limitations as to Period in Which Leave May Be Taken:

Leave taken in conjunction with the birth or placement of a son or daughter in adoption or foster care must conclude no later than twelve (12) months after the birth or placement.

Aggregation of Leave:

Where both husband and wife are employed by Springfield Township, FMLA leave taken in conjunction with the birth or placement of a son or daughter in adoption or foster care or to care for a parent with a serious health condition will be limited to a combined total of up to 12 weeks.

Employees may not take more than a combined 26 weeks of FMLA leave in a single 12-month period.

2. Military Leave Entitlements:

Pursuant to the Military Leave Entitlement, eligible employees are entitled to take leave for one or both of the following reasons:

- (1) To attend to qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty or called to active duty status as a member of the Armed Forces in support of a contingency operation; or
- (2) To care for the employee's spouse, child, parent or next of kin who is a current member of the Armed Forces with a serious injury or illness resulting from active duty.

"Qualifying Exigency" includes leave taken to address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment; leave taken to attend military events, ceremonies or programs, leave taken to arrange childcare; leave taken to attend family support or assistance programs and informational briefings sponsored or promoted by the military; leave taken to attend meetings with staff at a school or a daycare facility, such as meetings with school officials regarding disciplinary

measures; leave taken to attend to financial and legal arrangements; leave taken to attend counseling; leave taken (up to 5 days) to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment; and leave taken to address issues that arise from the death of a covered military member while on active duty status, such as meeting and recovering the body of the covered military member and making funeral arrangements,

“Next of Kin” means the nearest blood relative to the servicemember – other than his/her spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Amount of Military Leave Entitlement:

Eligible employees are entitled to take up to twelve (12) weeks of FMLA leave in any twelve (12) month period to attend to qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty or called to active duty status.

Eligible employees are entitled to take up to twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to care for the employee's spouse, child, parent or next of kin who is a current member of the Armed Forces with a serious injury or illness resulting from active duty.

The actual amount of leave for which each eligible employee is entitled will depend upon the employee's normal work week. For example, eligible employees working five (5) days per week are entitled to sixty (60) or one hundred thirty (130) days of leave in a 12-month period while employees who work only four (4) days per week are limited to forty-eight (48) or one hundred four (104) days of FMLA leave (depending on which type of leave is used).

Aggregation of Leave:

Where both husband and wife are employed by Springfield Township, FMLA leave taken to care for the employee's spouse, child, parent or next of kin who is a current member of the Armed Forces with a serious injury or illness resulting from active duty will be limited to a combined total of up to 26 weeks.

Employees may not take more than a combined 26 weeks of FMLA leave in a single 12-month period.

Intermittent Leave:

FMLA Leave may be taken on a continuous basis (that is, a certain number of days or weeks in a row). Additionally, for leaves involving a serious health condition, when medically necessary, leaves may also be taken on an intermittent basis (that is, leave taken in separate blocks of time due to a single qualifying reason), or on a reduced schedule basis (that is, a leave schedule that reduces the usual number of hours per workweek or hours per day).

An employee requesting intermittent leave or leave on a reduced schedule must fulfill all of the obligations that are described in this document (e.g., the advance notice requirements, request for leave of absence forms, medical certification, etc.). The employee must also advise Springfield Township of the reasons why the intermittent/reduced schedule is necessary and of the schedule for treatment, if applicable. The employee and his/her supervisor must then attempt to work out a schedule, which meets the employee's needs without unduly disrupting Springfield Township's operations, subject to the approval of the health care provider.

Likewise, whenever the employee requests leave for planned medical treatment (whether on an intermittent reduced schedule, or continuous basis), the employee must consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt Springfield Township's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with their supervisors prior to the scheduling of treatment in order to work out a treatment schedule which best meets the needs of both Springfield Township and the employee.

Intermittent/reduced schedules are not available to employees taking leave due to the birth or care, or placement of a child for adoption or foster care.

Designation of Leave:

Employees specifically applying for FMLA leave will be notified as soon as possible whether the leave has been approved. If the leave qualifies as FMLA leave, the employee requesting the leave will receive written confirmation of the leave approval.

At times, an employee may be absent under circumstances that would qualify as FMLA leave, even though the employee has not specifically applied for FMLA leave. Springfield Township has the right to designate such absences as FMLA leave. If an absence is designated as FMLA leave, the effected employee will receive written notice of the designation. Any employee not receiving notice that an absence has been designated as FMLA leave may assume that the absence will not be treated as FMLA leave.

Substitution of Paid Leave:

In general, FMLA leave taken either under the Basic Leave Entitlement or the Military Leave Entitlement is unpaid.

However, Springfield Township requires that FMLA leave and qualifying paid and unpaid leaves of absence run concurrently, thereby allowing employees to be paid (to the maximum amounts reflected by their accrued, transferred, and applicable leaves) for some or all of their FMLA leave. Employees are required to substitute paid leave for unpaid FMLA leave as follows:

- (1) accrued vacation and personal leave shall be substituted for unpaid FMLA leave relating to birth, placement of a child for adoption or foster care; or to care for a spouse, child, or parent who has a serious health condition when such absence no longer qualifies for paid leave under the Township's Sick Leave Policy;
- (2) up to six (6) weeks (240 hours) of accrued and designated family leave shall be substituted for unpaid FMLA leave relating to birth taken by the employee giving birth;

- (3) up to five days (40 hours) of accrued and designated family leave shall be substituted for any unpaid FMLA leave relating to birth taken by an employee whose spouse has given birth;
- (4) accrued vacation, personal leave, and accrued and transferred sick leave shall be substituted for any unpaid FMLA leave taken due to an employee's own "serious health condition;"
- (5) accrued vacation, personal leave, and up to five days (40 hours) of accrued and/or transferred sick leave shall be substituted for any unpaid FMLA leave taken or for absences required to care for a family member if such absence is permitted by the Township's Sick Leave Policy. In the event that a period of sick leave longer than five days (40 hours) is approved for an absence to care for a family member, that period of sick leave shall be substituted for unpaid FMLA leave. In the event that all vacation, personal, holiday, and compensatory time, and five (5) days (40 hours) of sick leave have been exhausted, the Township Administrator may approve additional sick leave to care for a family member at the employee's advanced written request;
- (6) accrued vacation and personal leave shall be substituted for unpaid FMLA leave relating to a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty in support of a contingency operation; or
- (7) accrued vacation, personal leave, and accrued and/or transferred sick leave shall be substituted for any unpaid FMLA leave taken to care for the employee's spouse, child, parent or next of kin who was seriously injured or became ill in the line of duty on active duty in the Armed Forces.

Once the employee has exhausted all of his/her accrued, transferred, and applicable leaves, the remainder of the FMLA leave, if any, shall be granted as an unpaid leave of absence.

Concurrent Leaves:

Springfield Township requires that both paid and unpaid leaves run concurrent with FMLA leave. For instance, FMLA leave shall run concurrently with any disability leave, accrued and transferred paid leaves as outlined above, and all unpaid leave of absence without pay (regardless of type).

Springfield Township further requires that absences due to the serious health condition of the employee that may have resulted from an injury on the job, and for which Workers' Compensation leave has been granted, run concurrent with FMLA leave.

The denial of a request for leave of absence without pay in no way reduces or limits an eligible employee's entitlement to up to twelve (12) weeks of Basic FMLA leave or up to twenty-six (26) weeks of Military FMLA leave.

12-Month Period Determination:

Effective May 13, 2002, the twelve (12) month period in which the twelve weeks of FMLA leave will be measured by shall be the twelve (12) month period measured forward from the date the employee's first FMLA leave began.

Notice Requirements:

An employee needing leave is required to provide Springfield Township with notice of the need for leave. The employee must explain the reasons for needing leave so as to allow Springfield Township to determine that the reason for leave is for an FMLA-qualifying reason. If the employee fails to explain the reason, leave may be denied. Notice should include enough information to make Springfield Township aware that the employee needs FMLA-qualifying leave, and anticipated timing and duration of leave. Failure to provide timely notice may result in a delay in, or the denial of, the leave and/or cause the absence to be considered as unexcused, which will subject the employee to disciplinary action up to and including termination.

The employee should provide as much advance notice as possible so that Springfield Township can make appropriate arrangements to cover any work that needs to be performed in the employee's absence. The employee is also responsible for complying with any departmental rules regarding the reporting absences. The minimum amount of required notice under the FMLA is as follows:

Foreseeable Leave -- At Least 30-Day Notice Required

When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment of the employee or the employee's spouse, child, or parent, the employee must provide Springfield Township at least thirty (30) days advance notice.

Unforeseeable/Emergency Leave -- Notice Required As Soon As Practicable

If thirty (30) days is not practicable (e.g., where the employee does not know when an expected leave will begin, or where there is a change in circumstances or a medical emergency), notice must be given as soon as practicable, ordinarily within one or two business days of when the need for leave becomes known to the employee. If the dates of leave are originally unknown, or if the dates of scheduled leave change or are extended, the employee is likewise responsible for giving notice as soon as practicable.

Consequences for Failure to Provide Timely Notice

Special rules apply when the employee fails to give advance notice of the need for leave and Springfield Township does not learn of the reason for the absence until the employee's return (e.g., where the employee was absent for only a brief period). In such circumstances, if Springfield Township does not designate the leave as FMLA leave and the employee desires it to be counted as FMLA leave, the employee must, within two business days after returning to work, notify Springfield Township that the leave was for an FMLA reason. In the absence of such timely notification by the employee, the employee may not subsequently assert FMLA protections for the absence.

IMPORTANT!

Employees who fail to give advance notice of the need for FMLA leave and who desire to have their absence covered by FMLA must give Springfield Township sufficient information to justify FMLA leave by no later than two (2) days after they return to work following the absence.

Employees failing to provide such information within two (2) days will not have their absences covered as FMLA leave.

Reporting While on Leave:

An employee taking FMLA leave is required to report periodically on his/her intent to return to work. The employee is also responsible for complying with any departmental rules regarding the reporting of absences.

Extensions of FMLA Leave Beyond Anticipated Period:

If an employee needs leave beyond the anticipated date originally provided for the ending of such leave, the employee must provide reasonable notice to Springfield Township as soon as possible and no later than within two business days after learning of the need for an extension of the leave.

Early Return from Leave:

If the employee is able to return to work earlier than expected, the employee must notify Springfield Township of this fact and the expected date of return to work no later than two days after the employee learns that he/she will be able to return to work earlier than expected.

Leave of Absence Forms:

Employees wishing to request leave under the FMLA must complete a Leave of Absence Form which is available at the Township Administrative Office.

Initial Medical Certification:

When the leave is foreseeable and at least thirty (30) days notice has been provided, the employee should submit the medical certification before leave begins. When this is not possible, or when the leave is not foreseeable or the employee has not provided thirty (30) days notice, the employee must submit the certification within fifteen (15) days after the employee is notified of the requirement to submit the certification, unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts, in which case, the notice must be provided as soon as is reasonably possible under the particular facts and circumstances.

IMPORTANT!

In the case of foreseeable leave, failure to submit a required medical certification within the 15-day period may result in a delay or in a denial of leave until the certification is provided, and may cause the employee's absence to be considered as unexcused, which will subject the employee to disciplinary action, up to and including termination.

In the case of leave that is not foreseeable, failure to provide a required medical certification within fifteen (15) days after the employee is notified of the requirement to submit the certification or within reasonable time under the pertinent circumstances, may result in a delay in or denial of the

employee's continuation of FMLA leave and may cause the absence to be considered as unexcused which will subject the employee to disciplinary action, up to and including termination. If the employee does not produce the certification, the leave may not be FMLA leave.

Recertification for Long-term Leave:

Springfield Township may require recertifications of employees taking long periods of FMLA leave. However, Springfield Township will not request such recertifications more often than every thirty (30) days unless circumstances change significantly or there is reason to doubt the continuing validity of the initial certification.

Return to Work Certification/Fitness for Duty Report:

At the end of FMLA Leave, the employee may be required to complete, with his/her health care provider, a Return to Work Certification indicating that the employee is able to return to work and fit for duty. Prior to the end of the requested leave, employees should contact the Township Administrative Office to determine if such a certification is required to return to work from their FMLA Leave.

Job Restoration Rights:

An employee taking FMLA Leave must generally either be restored to his/her prior position or to an equivalent position in terms of pay, benefits, responsibilities, and authority. Job restoration may be denied where a job elimination has occurred that would have terminated the employee's job or placed him/her in a different job. Job restoration may also be denied to certain highly compensated employees if necessary to avoid substantial and grievous economic injury to the Township.

Pay During Leave:

Except for the utilization of earned and accrued paid leave required above, leave granted under the FMLA is unpaid.

Benefits Protection:

No employee will ever lose any employment benefit that the employee possessed prior to the start of his/her FMLA Leave as a result of utilizing that leave.

Earned benefits (e.g. seniority, vacation time, sick time) will not continue to be accrued during periods of unpaid FMLA leave.

For the duration of the FMLA Leave, Springfield Township must maintain the employee's medical insurance coverage in any "group health plan" as if the employee had continued working. In some cases, Springfield Township may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work at the expiration of his/her FMLA Leave.

Other Employment Prohibited During FMLA Leave:

Employees are prohibited from engaging in employment with other entities during any period of time for which FMLA leave has been granted except where the employee engaged in that employment prior to the time when his/her FMLA leave began and

where the employee would not otherwise violate Springfield Township's policies pertaining to employment during periods of sick leave.

Employees are prohibited from engaging in employment with other entities during any period of time for which unpaid FMLA leave has been granted

Questions:

Employees with questions concerning the FMLA are encouraged to contact the Human Resources Director.

INTERPRETATION OF OR EXCEPTIONS TO THIS POLICY:

The Human Resources Director and the Township Administrator are authorized to make interpretations of this policy. There shall be no exception to this policy.

MILITARY LEAVE

Effective Date: January 1, 2000
Section: 603

Revised: July 1, 2009

Introduction

Springfield Township complies completely with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Ohio statutes pertaining to military leave.

The information listed below highlights Springfield Township's policy regarding the rights and obligations of employees and the Township pertaining to Military Leaves of Absence. This information is intended to be a short summary of lengthy Ohio and Federal regulations and the specifics of Springfield Township's policies pertaining to Military Leave. In any particular case, except where the Township has chosen a permitted option under the State and Federal regulations, the precise rights and obligations of employees and the Township, will be governed by the State and Federal regulations themselves.

Amount of Leave Permitted

Qualifying employees who request a leave of absence to serve in the uniformed service are entitled to a military leave of absence for such time as they are in the military service on field training or active duty to the extent required by law (generally up to a cumulative total of 5 years). Unless precluded by military necessity, employees requesting such leave must provide advance, written notice of the need for such leave.

Qualifying Employees

Full-time and part-time employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, and members of the armed forces of the United States are employees qualified to take a military leave of absence.

Pay During Military Leave of Absence

Employees on military leave shall be paid as follows:

- a. For military leave of one month or less during any calendar year:
 - i. All employees shall be paid their normal daily wages for the days they are out for military service, up to a maximum of one hundred seventy-six (176) hours.

Full-time Employees: For full-time employees, their normal daily wages will be their hourly wage rate multiplied by eight (8).

Part-Time Employees: For part-time employees, their normal daily wage shall be calculated by determining the average monthly hours worked by the employee during the six (6) months prior to his/her first request for military leave and then dividing by twenty-

two (22). If a part-time employee has less than six (6) months of current work history, then the determination of the employee's normal daily wage wages shall be made using the average monthly hours of all other part-time employees in the same department as the employee during the six (6) months prior to the employee's first request for military leave. If there are no other such employees, then the determination of the employee's normal daily wage shall be made by the Township Administrator, using such methodology as he deems fair and appropriate.

- b. For military leave of longer than one month during any calendar year:

For their first month of military service, employees shall be paid as described above. After the first month of military service is paid as described above, no payment shall be made for any subsequent military services of less than one full (1) month. For each full month of military service, employees shall be paid the lesser of five hundred dollars (\$500) or the difference between the employee's one month's wages as an employee of Springfield Township and the amount of pay and allowances received that month as a member of the uniformed services.

Full-Time Employees: A full-time employee's one month's wages shall be calculated by multiplying the employee's hourly wage rate by one hundred seventy-six (176).

Part-Time Employees: For part-time employees, their one month's wages shall be calculated by multiplying the employee's hourly wage rate by the average monthly hours worked by the employee during the six (6) months prior to his/her first request for military leave. If a part-time employee has less than six (6) months of current work history, then the determination of the employee's normal daily wage wages shall be made using the average monthly hours of all other part-time or flexible schedule employees in the same department as the employee during the six (6) months prior to the employee's first request for military leave. If there are no other such employees, then the determination of the employee's normal daily wage shall be made by the Township Administrator, using such methodology as he deems fair and appropriate.

Nothing in this section shall require Springfield Township to pay any amount of wages (other than the one-month wage per calendar year outlined above) to any employee whose gross uniformed pay and allowances received in the relevant pay period exceeds the employee's gross wages as a Springfield Township employee.

Benefits Retained/Received While On Military Leave

Employees on military leave who become reemployed after a period of military leave are entitled to the seniority benefits that the employee had on the date of the commencement of service in the uniformed services plus the additional seniority benefits that such employee would have attained if he/she had remained continuously employed.

Employees on military leave are entitled to such non-seniority rights and benefits while they are away on military service as they would be entitled if they were on a Leave of Absence without Pay pursuant to Section 601 of this Manual.

Continuation of Health Care Benefits

Employees on military leave are entitled to a continuation of health care benefits as follows:

- a. For military leave of three (3) months or less during any calendar year:
 - i. All employees shall be entitled to a continuation of their health insurance benefits at the same costs and to the same extent as they would have been entitled had they not been absent on military leave.
- b. For military leave of greater than three (3) months:
 - i. All employees shall be entitled to a continuation of their health insurance benefits, at their election, for up to twenty-four (24) months. However, employees electing to maintain their health insurance benefits during this time are required to pay up to one hundred and two percent (102%) of the full premium for such insurance (even if Springfield Township would have paid the entire premium had the employee remained employed).

Return To Work After Completion Of Military Service

So long as the employee remains qualified for the job to which he/she is assigned, employees returning from military leave shall be returned to the job the employee would have held had the employee remained continuously employed (including seniority benefits).

Employees returning from military leave after service of one (1) to thirty (30) days shall be expected to return to work no earlier than the beginning of the first regularly scheduled work period on the first full day following completion of their military service and expiration of an eight (8) hour rest period following safe transportation home.

Employees returning from military leave after service of thirty-one (31) to one hundred eighty (180) days must submit an application for reinstatement to the Township Administrator no later than fourteen (14) days after completion of their military service. (This deadline may be extended as required by law if the employee is convalescing due to an injury incurred during military service.) Employees who are reinstated shall be expected to return to work at the date and time established by the Township Administrator, which should be no later than two (2) weeks after receipt of the application for reinstatement.

Employees returning from military leave after service of one hundred eighty (180) days or longer must submit an application for reinstatement to the Township Administrator no later than ninety (90) days after completion of their military service. (This deadline may be extended as required by law if the employee is convalescing due to an injury incurred during military service.) Employees who are reinstated shall be expected to return to work at the date and time established by the Township Administrator, which should be no later than two (2) weeks after receipt of the application for reinstatement.

**HOME DUTY POLICY
CONDITIONS OF ADMINISTRATIVE LEAVE WITH PAY**

Effective Date: April 15, 2002
Section: 604

Revised: December 2010
January 2011

Any employee of Springfield Township who is placed on Administrative Leave With Pay during the pendency of an internal investigation or disciplinary process shall be available to the Township for questions regarding the investigation and/or regarding his/her work assignments during his/her regularly-scheduled hours of employment. In order to facilitate this availability, all employees placed on Administrative Leave With Pay shall be reassigned to home duty and are required to remain at their homes during the hours they would normally be scheduled to work at the Township. Employees scheduled for evening and early morning hours may be reassigned to normal business hours to facilitate communications with them. Employees placed on home duty are permitted to leave their homes during their scheduled or reassigned hours to attend doctors' appointments as well as other appointments for which they receive prior approval from their Department Head or the Township Administrator. Employees must use sick, vacation, compensatory, holiday, or personal leave for any approved doctors or other appointments while they are on home duty in the same manner as they would utilize leave while on regular duty. Failure to comply with the terms of this Policy shall be cause for a denial of pay for the period of time the employee is away from his/her home and/or other disciplinary action, up to and including termination.

Communicable Disease Policy

Effective Date: October 1, 2009
Section: 605

Revised: January 1, 2016

Springfield Township provides employees with paid sick time and other benefits to compensate employees who are unable to work due to a communicable disease, such as, **but not limited to**, seasonal influenza, H1N1 virus, **or Ebola**.

In order to reduce the likelihood of spreading communicable diseases, employees should not report to work while they are ill with a serious communicable disease and are experiencing a significant and prolonged fever – especially where such fever is accompanied by chills, body aches, extreme headache, severe sore throat (coughing), and diarrhea or vomiting . Employees with such symptoms should not return to duty until twenty-four (24) hours after their temperature has returned to normal.

In order to ensure a healthy working environment and to maintain a sufficient workforce to provide important safety services to the residents of Springfield Township, department heads may require employees exhibiting communicable disease symptoms to return home until such symptoms have subsided or until a physician clears the employee to return to duty. Employees sent home pursuant to this Policy will be required to use paid leave (sick time, vacation time, or personal time (in that order)) or an unpaid leave of absence if all of their paid leave has been exhausted.

Employees who are unable to report to work due to illness under this Policy for a period in excess of three (3) days must follow the procedures listed in Section 602 of this Manual relating to FMLA leave and must complete the applicable forms outlined in that section.

DISCIPLINE PROCEDURE

Effective Date: January 1, 2000
Section: 701

Revised: May, 2005

Every employee in the service of Springfield Township shall be expected to exhibit good behavior, and perform efficient and effective service. Any employee of the Township may be disciplined for any of the following offenses:

- A. Conviction of any criminal offense.
- B. Fighting, threatening or attempting bodily injury to another; stealing, malicious mischief resulting in the injury or destruction of property of other employees or of Springfield Township.
- C. Consumption of alcohol while on the job or during work hours.
- D. Use, or possession, of illegal drugs or hallucinogens.
- E. Unethical conduct on Township time.
- F. Misuse of Township equipment, including but not limited to, computers, facsimile, telephones, and radios.
- G. Insubordination, including but not limited to, refusal or failure to perform work assignments and the use of profane or abusive language to supervisors, employees or officers of Springfield Township, and absence from duty without notice or permission of the supervisor.
- H. Willful neglect in the care or use of Township property and equipment.
- I. Failure to satisfactorily perform the duties assigned.
- J. Gross or habitual carelessness or recklessness, playing of tricks, jokes or other dangerous pranks upon others. Disregard for safety and comfort of fellow employees.
- K. Engaging in outside employment without notification and approval of the Township Administrator and the Board of Trustees.
- L. Repeated failure to report to work on time and ready for work.
- M. Incurring costs or obligations in the name of Springfield Township without the authority or prior approval.
- N. Discourteous and/or unprofessional treatment of the public.
- O. Failure to comply with the provisions of this document.
- P. Any violation of Sections 124.10 or 505.491 of the Ohio Revised Code.
- Q. Any violation of Township Work Rules, Regulations, or Standard Operation Procedures documents.

Note: This list is provided only as an example and is not exhaustive.

Disciplinary action shall consist of one or more of the following, which will not necessarily be applied in the order each is listed:

- A. Verbal warning.
- B. Written warning.
- C. Suspension from duty with or without pay.
- D. Demotion in rank and/or salary.
- E. Dismissal.

Discipline
Page 2

Springfield Township has not adopted a "step" or "progressive" discipline policy, and discipline for violations shall be determined on the basis of a combination of factors, including but not limited to, the severity of the offense, past work history of the employee and the employee's past response to disciplinary action, if any, rather than upon a determination of the type of disciplinary action taken against the employee in the past.

Department heads shall be initially responsible for the discipline of employees within their departments and shall be authorized to issue verbal warnings and written reprimands. The Township Administrator, in consultation with the Department Heads, shall have the authority to suspend employees with or without pay and to demote employees. Termination decisions shall be made by the Board of Trustees after consulting with the Department Head and the Township Administrator.

Nothing in this Discipline Policy shall be construed to alter the employment-at-will relationship between Springfield Township and its employees or to otherwise create a contract of employment during good behavior.

GRIEVANCE PROCEDURE

Effective Date: January 1, 2000
Section: 702

The Township Administrator is authorized by the Board of Township Trustees to make interpretations of this policy. In the absence of the Township Administrator, or in cases involving the Township Administrator, the Board of Trustees shall make interpretations of this policy.

If a grievance matter arises between an employee and his or her supervisor regarding the interpretation of a policy of the Township, the aggrieved party shall have the right to present the grievance to the Township Administrator for final disposition. Said grievance must be filed in writing to the Township Administrator, no more than five (5) working days from the date the allegedly adverse policy was implemented against the employee. The Township Administrator shall gather all relevant facts and information and conduct interviews of those persons with knowledge of the grievance within ten (10) working days. The Township Administrator shall render a decision within five (5) working days of completing the investigation.

DRUG AND ALCOHOL USE

Effective Date: January 1, 2000
Section: 703

Revised: May 14, 2013

Drug/alcohol testing will be conducted post offer on all applicants seeking employment with Springfield Township and will be conducted at other times such as upon reasonable suspicion, after an accident, prior to return to duty (where applicable), and randomly as outlined in this policy. Refusal to submit to drug/alcohol testing may result in disciplinary action up to and including termination from employment. Drug/alcohol testing shall be conducted solely for administrative purposes and the results obtained shall not be used in criminal proceedings. Unless a court order or Ohio law mandates otherwise, Springfield Township will not release the results of drug/alcohol screening or testing to third parties.

Reasonable Suspicion Testing:

Reasonable suspicion is an articulable belief that an employee used or is using a controlled substance or alcohol in an unlawful or abusive manner drawn from specific and particularized facts and reasonable inferences from those facts.

Reasonable suspicion that an employee used or is using a controlled substance or alcohol in an unlawful or abusive manner may be based upon, but not limited to:

- A. Observable phenomena, such as direct observation of drug or alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;
- B. A pattern of abnormal conduct or erratic behavior, including abnormal leave patterns;
- C. Arrest or conviction for a drug or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug or alcohol possession, use, or trafficking;
- D. Information provided either by reliable and credible sources or independently corroborated;
- E. Evidence that an employee has tampered with a previous drug test; and/or
- F. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

Post Accident Testing:

Employees who are involved in an accident while on duty must undergo post-accident alcohol and/or drug testing under the following circumstances:

Post-accident testing is required when:

- A workplace injury requires/results in medical treatment;
- Vehicular accident results in a loss of human life; or
- Vehicular accident where the employee received a citation for a moving violation.

(Reasonable suspicion testing required by this Policy may be required post-accident regardless of the results of the accident or whether post-accident testing is warranted if there is a reasonable suspicion that the employee violated the requirements of this Policy).

Employees involved in an accident for which testing is required must remain available for testing after the accident unless the employee(s) is (are) seeking medical assistance for himself/herself or others during a reasonable period of time after the accident. An employee who fails to remain available or refuses to submit to an alcohol and/or drug test shall be considered positive for that test and disciplined as such.

Employees involved in an accident are subject to alcohol and/or drug testing and may not use alcohol within eight (8) hours following the accident or until after such time as the required alcohol and/or drug testing has been completed.

Alcohol and drug testing conducted pursuant to this section should normally be completed within two (2) hours of the accident. In unusual cases, alcohol testing may be conducted up to eight (8) hours after the time of the accident, and drug testing may be conducted up to thirty-two (32) hours following the accident.

A post-accident drug or alcohol test administered by law enforcement officers may be used in place of a test administered by the Township's designated testing facility.

Random Testing:

All employees may be subject to random testing on a quarterly basis through a computer generated process of selecting individuals. Employees who are selected for random testing will be notified orally by the Human Resources Director and/or their immediate supervisor. Employees shall report to the designated testing facility immediately following their notification unless otherwise specified by the Human Resources Director.

Return to Duty & Follow-Up Testing:

When an employee has engaged in conduct which violates this Policy including having received a verified positive drug test or an alcohol test indicating an alcohol concentration greater than 0.08, the employee will be immediately removed from duty. Springfield Township reserves the right to terminate the employee's employment at that point. If the employee is permitted to return to duty, as a condition of continued employment, the employee must submit to return-to-duty testing.

Return-to-duty testing must be conducted before the employee is permitted to return to work. In order to be qualified to return to duty, the employee's alcohol test must indicate an alcohol concentration of less than 0.02 and the employee's drug test must be negative.

After an employee has passed the required return-to-duty testing, he/she must, as a condition of employment, agree to follow-up testing.

Follow-up testing is initiated by a substance abuse professional (SAP) when an employee

is determined, as the result of the original test, to have ongoing problems with drug use or alcohol misuse.

Follow-up testing involves a minimum of four (4) unannounced alcohol and/or drug tests administered in the first twelve (12) months after the employee returns to duty. Follow-up testing may be performed in addition to any random testing conducted pursuant to this Policy.

Follow-up tests may only be performed during the employee's normal work day.

Testing Procedures:

All drug/alcohol screening tests shall be conducted by medical laboratories licensed by the State of Ohio or accredited by the College of American Pathologists. The procedure utilized by Springfield Township and the testing laboratory shall include a chain of custody procedure and mass spectroscopy confirmation of any positive initial screening. The samples collected shall be contained in three (3) separate containers for use in the testing procedures.

Drug/Alcohol screening tests shall be given to employees to detect the unlawful or abusive use of alcohol or controlled substances as defined in Ohio Revised Code §3719.01 and §3719.41. The results of the testing shall be delivered to the Human Resources Director, or alternatively the Township Administrator, who will see that a copy is provided to the employee tested.

If the initial screening is positive, a confirmatory test shall be conducted by a laboratory licensed by the State of Ohio or accredited by the College of American Pathologists. Such tests shall be conducted utilizing fluid from no more than two (2) of the three (3) containers collected in the manner prescribed above.

In the event the second test confirms the results of the first test, Springfield Township may discipline the employee up to and including termination. However, the employee is permitted to challenge the results of the second confirmatory test by having the fluid in the third container tested, at the employee's expense, at a laboratory included on a list of approved laboratories maintained by Springfield Township. Employees wishing to utilize this option shall notify the Human Resources Director of their decision to challenge the test results within forty-eight (48) hours of being notified of the positive test results and shall notify the Human Resources Director of the laboratory to which the employee wants the third sample sent. If the results of this third test are positive, the employee may be subject to discipline up to and including termination from employment. If the results are negative, the employee shall be given the benefit of the doubt and no disciplinary action shall be taken.

After two (2) positive test results are received as set forth above, Springfield Township may require the employee to participate in any rehabilitation or detoxification program that is covered by the employee's health insurance. Discipline resulting from the positive findings of confirmatory sample testing shall be deferred pending rehabilitation of the individual within ninety (90) days. An employee who participates in a rehabilitation or detoxification program shall be allowed to use sick leave, vacation leave, and personal days for the period of the rehabilitation or detoxification program. If no such leave credits are available, such employee shall be placed on a medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon completion of such program, and upon receiving results from the return to duty test demonstrating that the test are negative, the employee may be returned to his/her former position. Such

employee shall be subject to periodic follow-up testing upon his/her return to his/her position for a period of one (1) year from the date of his/her return to work. Employees in the above-mentioned rehabilitation or detoxification programs will not lose any seniority or benefits, should it be necessary for such employee to be placed on medical leave of absence without pay, for a period not to exceed ninety (90) days.

If the employee refuses to undergo rehabilitation or detoxification, or if he/she fails to complete a program of rehabilitation or detoxification, or if he/she tests positive during a retesting within one (1) year after his/her return to work from such a program, the employee shall be subject to disciplinary action, up to and including termination from employment.

For the purpose of implementing this Section, each employee who undergoes drug testing shall execute a medical release in order for Springfield Township to obtain the results of the drug screening testing. Except as otherwise provided by state or federal law with regard to communicable diseases, or without further authorization of the employee, the releases referred to herein shall authorize only the release of examination results and progress reports pertaining to the drug screening test results. No other medical finding may be released without the express written permission of the employee.

The provisions of this Section shall not require Springfield Township to offer a rehabilitation/detoxification program to any employee except as required by law; nor do they create an express or implied contract of employment or otherwise alter the employment-at-will relationship between Springfield Township and its employees.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Effective Date: January 1, 2000
Section: 704

Harassment of a sexual, racial, religious, or ethnic nature directed at employees of the Township shall not be tolerated. This means that the following behaviors are grounds for disciplinary action:

1. Abusing the dignity of an employee through insulting or degrading sexual, racial, religious or ethnic remarks or conduct; or
2. Threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of, or acquiescence to, sexual advances or verbal abuse of a racial, religious, or ethnic nature; or
3. Retaliation against employees for complaining about the behaviors described above.

Springfield Township is committed to ensuring that all Township employees are able to perform their work in an environment free of any illegal harassment, either direct or indirect, regardless of their age, race, color, gender, religion, ancestry, or disability. Any type of harassment of one employee against another that interferes with good working conditions or job opportunities is a violation of this policy and employees responsible will be subject to severe disciplinary action. The use of any derogatory terminology by any employee to refer to any identifiable group or individual is prohibited.

This policy covers all employees of Springfield Township and all applicants for such employment.

Prohibited Conduct:

Sexual harassment is unlawful sex discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct affects an employment decision or when such conduct interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can be categorized as either "quid pro quo" or "hostile work environment." The "quid pro quo" category involves an unwelcome sexual advance or request for sexual favors by someone in a position of authority or influence which carries with it either (1) the threat of termination, demotion, loss of promotion, salary reduction, loss of training opportunities, or other tangible loss of benefits if the employee refuses such advances or requests; or (2) the promise of promotion, salary raises, training opportunities, or other tangible increase in benefits if the employee complies with the advance request. The "hostile work environment" category involves situations where the workplace is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the condition of an employee's employment and create an abusive work environment.

Sexual Harassment

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Actions which are evidence of this category of sexual harassment include, but are not limited to, leering, pinching, patting, oral or written comments of a sexual nature, subtle and overt pressure for sexual activity, repeated requests for dates, sexually suggestive objects or pictures in the workplace, sexual jokes, and unwanted body contact.

Springfield Township will not tolerate either category of sexual harassment. All supervisors and Department Heads are responsible for ensuring that the employees under their supervision are informed of this Policy and that harassing conduct does not occur at any level in their departments. In turn, all employees are responsible for ensuring that their conduct on the job is free from harassing intent or impact.

Any employee determined to have sexually harassed another employee will be subjected to disciplinary action, up to and including termination.

Responsibility to Report:

All employees of Springfield Township are responsible for ensuring that discriminatory or harassing conduct does not occur in any form in the workplace. Any employee who believes that he/she has been subjected to sexual harassment should, where appropriate, verbally communicate to the offending employee that his/her behavior must stop. ***Employees who believe that they have been subjected to sexual harassment are also required to immediately report the offending incident(s) to a supervisor.*** Further, employees who observe conduct, which reasonably amounts to sexual harassment, ***must likewise immediately report such conduct*** to a supervisor. (See below for full list of personnel to whom harassment complaints may be made). Upon receipt of such a complaint, the supervisor must report the complaint to the head of his/her department. The Department Head will then bring the complaint to the attention of the Township Administrator.

In the event that the complaint is lodged against a Department Head, the supervisor will bring the complaint directly to the attention of the Township Administrator. In the event that the complaint is lodged against the Township Administrator, the Department Head will bring the complaint directly to the attention of the Board of Trustees.

Complaint Procedure for Harassment and Sexual Harassment:

Employees who feel that they have been subjected to sexual harassment shall immediately file a complaint regarding the offensive conduct to **one** of the following persons:

- The offended employee's immediate supervisor;
- A supervisor other than the immediate supervisor;
- The head of the department in which the offended employee is employed; or
The Township Administrator.

Sexual Harassment

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The complaint should be made to the person listed above with whom the offended employee feels most comfortable. When making a complaint, the offended or reporting employee should provide facts concerning the offensive behavior. The facts should answer the following questions:

- Who committed the offensive behavior?
- What was the specific behavior?
- When and where did the incident(s) occur?
- Were there any witnesses? If yes, who are they?

If the complaint is originally made with a supervisor, that supervisor shall promptly contact his/her Department Head. The Department Head will then inform the Township Administrator of the facts of the complaint.

The Township Administrator will act positively to investigate the alleged acts of sexual harassment and will seek effective remedies when an allegation is determined to be valid. Every effort will be made to conduct the investigation in an efficient and impartial manner. The employee against whom the complaint has been made will be given a full opportunity to respond to the allegations against him/her.

No employee shall be subjected to coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Township Administrator and will, if validated, be grounds for disciplinary action, up to and including termination.

Likewise, no employee should be subjected to false accusations of sexual harassment. Any employee determined to have filed a false complaint of sexual harassment against another employee will be subjected to disciplinary action, up to and including termination.

INTERPRETATION OF, OR EXCEPTIONS TO, THIS POLICY:

The Township Administrator is authorized to make interpretations of this policy. There shall be no exception to this policy.

ATTENDANCE, ABSENTEEISM AND PUNCTUALITY

Effective Date: January 1, 2000
Section: 705

Revised: March 12, 2002

Employees of Springfield Township are engaged in the performance and delivery of vital services to our community. In order to ensure the efficient delivery of those services, good attendance on the part of the Township's employees is critical. Moreover, recurring and excessive absenteeism is disruptive to the Township's operations, costly to the Township and its residents, and detrimental to the morale and efforts of the employees who maintain a good work record. For these reasons, employees are expected to report to work when scheduled. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to do so may result in disciplinary action up to and including termination. In addition, no employee may be absent from work without using one or more of the types of leave permitted by this Manual.

Excessive tardiness, excessive absenteeism and/or being absent from work without utilizing an acceptable form of leave shall lead to disciplinary action up to and including termination from employment.

PERSONAL APPEARANCE

Effective Date: January 1, 2000
Section: 706

Revised: February 14, 2017

Apparel/Wardrobe

The following general parameters define appropriate attire for employees of Springfield Township:

Uniformed Personnel

Employees to whom uniforms are provided are expected to wear those uniforms in accordance with departmental guidelines. Only items issued by the department shall be permitted to be worn.

Non-Uniformed Personnel

Non-uniformed personnel are expected to wear appropriate business attire, e.g. sport coats, dresses, skirts, suits, pantsuits, slacks. Examples of inappropriate dress include, but are not limited to: shorts, sweat suits, t-shirts, tank tops, tube tops. Discretion must be used in regard to length of all dresses, skirts or skorts.

Personal Grooming

The grooming of employees must be consistent with the conditions under which the individual is employed. The following standards shall apply:

Uniformed Personnel

1. Hair
 - a. In all cases, the bulk or length of hair will not interfere with the wearing of the uniform hat, safety equipment or helmet.
 - b. Hair will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged or extreme appearance.
 - c. Hair cuts, hair styles or hair color of a faddish or unnatural appearance will not be permitted.
 - d. Sideburns and facial hair shall be neatly trimmed and not excessive as to interfere with safety equipment.
2. Jewelry
 - a. The wearing of jewelry is limited to a wristwatch and one band-type finger ring.
 - b. The wearing of necklaces, pendants, bracelets, chains, earrings and any visible piercing jewelry (including tongue piercings) is prohibited.
 - c. The wearing of religious medals or personal identification chains or necklaces is permitted around the neck, provided the item is concealed from view by the uniform shirt.
3. Tattoos
 - a. No tattoos, except a band ring on one finger and one hand only, may be visible while on duty.

Non-Uniformed Personnel

1. Hair
 - a. Hair will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged or extreme appearance.
 - b. Haircuts, hair styles, or hair color of a faddish or unnatural appearance will not be permitted.

2. Jewelry

- a. Jewelry is permissible but to be worn in moderation. With the exception of pierced earrings, any visible piercing jewelry is prohibited.

3. Tattoos

- a. No tattoos, except a band ring on one finger and one hand only, may be visible while on duty.

RETURN OF PROPERTY

Effective Date: January 1, 2000
Section: 707

Employees are responsible for all Springfield Township property, materials, or written information issued to them or in their possession or control. Employees must return all Springfield Township property immediately upon request or upon termination of employment. Where permitted by applicable laws, Springfield Township may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Springfield Township may also take all action deemed appropriate to recover or protect its property.

Supervisory Responsibility

Effective Date: **March 1, 2010**
Section: **708**

Each Springfield Township supervisor is responsible for maintaining proper conduct and discipline of Township employees under his/her supervision. Supervisors are responsible for:

1. Ensuring that employees who report to them are informed about, understand, and comply with laws, regulations, policies, and procedures; and
2. Immediately reporting any violation of laws, regulations, policies, or procedures to their supervisor and/or Department Head.

TOBACCO USE

Effective Date: May 14, 2013
Section: 709

In keeping with Springfield Township's intent to provide a safe and healthy work environment, tobacco use, in any form (smoked, chewed, etc) in Township buildings (excluding designated bay and garage areas) is prohibited. Tobacco use is permitted in outside ground areas beyond twenty-five (25) feet of all buildings unless it unavoidably exposes people entering or leaving the building to smoke or allows smoke to enter the building. The use of electronic cigarettes will follow the same guidelines as those outlined for using tobacco products

Employees should limit the use of all tobacco products to times when they will not be interacting with the public.

CONDUCT AND BEHAVIOR

Effective Date: January 1, 2016
Section: 710

Revised:

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal. It is the policy of the Township that its employees strive to attain the highest professional standard of conduct and discharge their duties in a competent, courteous and professional manner at all times.

All employees should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such a manner as to reflect favorably on the Township. Conduct unbecoming of an employee shall include that which discredits the Township or the person as an employee of the Township or which impairs the operation or efficiency of the Township or its employees.

All employees should conduct themselves in a manner that will not impair the good order and discipline of the Township. In the performance of their duties, employees should not use offensive, obscene, coarse, violent, profane, uncivil, or insolent language or gestures and should not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, natural origin, lifestyle or similar personal characteristics. Except where necessary to preserve their own safety, employees should not, while on duty, engage in verbal or physical altercations or threats thereof, or conduct which might cause injury to another person.

All employees of the Township should be familiar with the expected standards of behavior, both on and off duty.

Interaction with the Public

In the performance of their duties, employees should be courteous to the public and tactful in the performance of their duties. Employees should request supervisory assistance or law enforcement when confronted with a citizen who is verbally aggressive or is requesting actions that are not within the scope of the responding employee.

Courtesy to Employees

Employees should be courteous and respectful in their relations with all employees of the Township.

Political Activity

Employees may not engage in political activities of any kind while on duty except as expressly authorized by the Township policy or the collective bargaining agreement, if any.

Sexual Activity

Employees are prohibited from engaging in any sexual activity while on duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

Gambling

Employees may not engage or participate in any form of gambling at any time while on

duty. This includes accessing gaming websites from computers or any electronic device, whether Township issued or owned by the employee.

Gifts and Gratuities

Employees are prohibited by this policy and Ohio Ethics laws from soliciting or accepting any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, service or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with the Township.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of an employee or seeks to affect the performance of an employee while on duty, the incident must be immediately reported to the supervisor.

Offers of Monetary Donations

Employees who are approached with offers of monetary donations shall direct the person or entity to his/her Department Head for instruction on proper ways to donate. At no time should an employee accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all employees. At no time shall an employee consider financial or other contributions a personal present. Employees who are given monetary or no-monetary donations from a member of the public must immediately report the donation to his/her immediate supervisor and turn the donation over to that supervisor.

Abuse of Position

Employees are prohibited by this Policy and Ohio Ethics Laws from using their official positions, official identification cards or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Employees shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced. Employees should not authorize the use of their name, photograph or official title that identifies them as Township employees (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Township Administrator.

MEDICAL MARIJUANA

Effective Date: February 14, 2017
Section: 711

Springfield Township maintains a zero-tolerance policy for drug use in the workplace. Any employee who is suspected of, or tests positive for, the use of medical marijuana will be dealt with as specified in Policy 703 – Drug and Alcohol Use, up to and including termination.

Employees are permitted to use medical marijuana during an approved Medical Leave of Absence if the medical marijuana is legally prescribed and used in compliance with the prescription. Any employee using medical marijuana must notify the Township HR Director of his/or use of medical marijuana during the leave and must submit to a drug test prior to returning to duty. Only employees who test negative for marijuana prior to their return to work may return to duty.

PERSONAL DAMAGES

Effective Date: January 1, 2000
Section: 801

Revised: May, 2005

When an employee supplies evidence that he/she has sustained damage to personal property while performing his/her assigned duties, provided such damage was not the result of willful misuse or negligence on the part of the employee, Springfield Township may reimburse the employee for the cost of necessary repairs or replacement up to a maximum of one hundred dollars (\$100.00) per year, per employee, but no more than fifty dollars (\$50.00) for jewelry items. The employee shall present the damaged property for Springfield Township's inspection prior to the repair or replacement of said property. Repair and replacement of said property shall be at Springfield Township's option. Any court ordered restitution up to one hundred dollars (\$100.00) shall be remitted to Springfield Township.

In the event of damage to prescription eye glasses (including frames), contact lenses, dentures and oral prostheses, which damage occurs in the active discharge of an employee's assigned duties, Springfield Township shall pay the difference, if any, between the amount of reimbursement from Workers' Compensation or employee insurance coverage and the actual cost of repair or replacement, up to one hundred dollars (\$100.00).

Personal cellular phones and other personal electronic devices, e.g., pagers, PDAs, etc. are exempt from this policy. There will be no reimbursement by the Township for damage to personal electronic devices.

MOTOR VEHICLE RECORDS POLICY

Section: 802

**Revision Dates: August 12, 2008
March 1, 2010**

Motor Vehicle Abstract Reports (MVRs) shall be obtained at the time of hire and checked periodically thereafter. As a condition of employment, all current and prospective employees are required to sign a release permitting the Township to utilize their social security numbers to check their driving records with the Bureau of Motor Vehicles of the relevant states (Ohio, Kentucky, Indiana, etc.) Additionally, as a further condition of employment, all Employees are subject to random MVR review by the Township's insurance carrier, without advance notice or consent.

Duty to Report Certain Charges/Citations/Suspensions:

Employees who are cited for, or charged with, Vehicular Homicide, Vehicular Manslaughter, Vehicular Assault, Operating a Vehicle Under the Influence of Alcohol or Drugs or Both, Having Physical Control of a Vehicle While Under the Influence, Reckless Operation, Driving Under Suspension (DUS), and/or any similar moving violation must report the fact that they have been cited and/or charged for these offenses to the Township Administrator within three days of being charged or cited.

Employees who receive an order or notification that their driver's license has been suspended pursuant to an Administrative License Suspension (ALS), Bureau of Motor Vehicles Suspension, court-ordered suspension, or other suspension must notify the Township Administrator of the suspension within twenty-four hours of receipt of a verbal or written suspension order or notification. Under no circumstances may an employee operate a Township-owned vehicle or their own vehicle on Township-business while the employee is subject to a driver's license suspension, unless the employee has been granted driving privileges during work by a court of competent jurisdiction and authorization to drive from the Township Administrator in writing.

Employees who fail to report/notify the Township Administrator of a citation, charge, and/or driver's license suspension shall be subject to disciplinary action, up to and including, termination from employment.

Employees who drive Township-owned vehicles or personal vehicles on Township-business while subject to a driver's license suspension, without the above-listed authorizations and orders, shall be subject to disciplinary action, up to and including, termination.

Temporary Reassignment/Disciplinary Action:

Upon notification that an Employee's driver's license has been suspended, the Township shall immediately place the Employee on administrative leave with pay until such time as the Employer determines that: (a) the Employee may perform his duties without driving during the pendency of a short-term drivers' license suspension; (b) the Employee may perform his duties without driving during the pendency of criminal or other charges which resulted in the driver's license suspension; (c) the Employee cannot perform his duties without driving during the pendency of the Employee's driver's license suspension or

during the pendency of criminal or other charges which resulted in the Employee's driver's license suspension; or (d) the conditions surrounding the charges which resulted in the driver's license suspension are sufficiently severe to warrant disciplinary action up to and including termination.

The determination of whether to take disciplinary action up to and including termination against an Employee whose driver's license has been suspended or to assign him to non-driving duties during the pendency of his short-term driver's license suspension or during the pendency of the criminal or other charges against him shall be within the sole discretion of the Township.

In the event the Township determines that the Employee cannot perform his duties without driving during the pendency of a short-term drivers' license suspension or during the pendency of criminal or other charges which resulted in the employee's driver's license suspension, the Employee will be relieved of duty and must request to use accrued compensatory, vacation, personal, or holiday leaves or an unpaid leave of absence until such time as the Employee's driver's license is restored and the Township's insurance carrier agrees to insure the Employee to drive Township-owned vehicles.

In the event that the Township assigns non-driving duties during the pendency of a short-term driver's license suspension or during the pendency of the criminal or other charges, the Township shall reassign the Employee to his normal duties upon the conclusion of the suspension or upon his acquittal of the criminal or other charges against him so long as the Township's insurance carrier will insure the Employee to drive Township-owned vehicles. In the event the Employee is convicted of the charges against him, the Township shall determine whether the Employee shall be disciplined up to and including termination or returned to his regular duties.

Under no circumstances shall an Employee whose job classification includes driving Township-owned vehicles be retained if the Township's insurance carrier will not insure the Employee to drive Township-owned vehicles.

MOTOR VEHICLE RECORDS POLICY AUTHORIZATION FORM

I have read Springfield Township's Motor Vehicle Records Policy #802, and I understand that, as a condition of employment, I am required to sign this authorization permitting the Township and its insurance agency to utilize my social security number to check my driving record with the Bureau of Motor Vehicles at the time of my hire and during the course of my employment.

I also understand that I must report any drivers' license suspension I receive to the Township Administrator within 24 hours of the oral or written notification of such suspension. I further understand that I must report charges/citations listed in Policy #802 to the Township Administrator within 3 days of my being charged/cited with such violations of law.

In compliance with Springfield Township's Motor Vehicle Records Policy #802, I hereby authorize Springfield Township and its insurance agency to utilize my social security number to access my motor vehicle/driving record, through the Ohio Bureau of Motor Vehicles. I understand that the information obtained from the Ohio Bureau of Motor Vehicles may negatively impact my employment status with Springfield Township, up to and including termination.

Signature

Printed Name

Date

ANTI-NEPOTISM

Effective Date: May, 2004
Section: 803

Revised: September 2013

The work done by all Springfield Township employees directly affects the lives of Springfield Township residents, sometimes in life or death situations. For this reason, Springfield Township strives to hire and promote the best individuals possible to all position in all of its departments.

In evaluating candidates for Township employment, the Township believes that it is inappropriate to hire or promote individuals just because they have a family relationship with a Township employee or elected official. The Township likewise understands that sometimes the most meritorious candidate for Township employment can be a family member of an employee or elected official. Thus, while the Township recognizes that the employment or promotion of individuals who are family members of Township employees or elected officials can lead to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the Township and the employee, the Township believes that a complete prohibition on the hiring of family members would be contrary to its goal to hire the best individuals possible to serve its residents.

This policy attempts to balance the Townships interests in hiring and promoting the best individuals to all positions in all departments and its interests in eliminating favoritism, conflicts of interest, family discord and unavoidable scheduling conflicts.

Immediate family members of the Township Trustees, Fiscal Officer, Township Administrator, Assistant Township Administrator, or the Human Resources Director will not be hired in any capacity in any department of the Township.

Immediate family members of other Township employees will be considered for employment or promotion on the basis of their qualifications, but may not be hired, promoted, or transferred *in or into the same department* as their family member if that employment action would:

1. Create a routine, direct, and immediate supervisor/subordinate relationship with a family member at the time of hiring, transfer, or promotion. The Township will not transfer current employees to other shifts to permit the hiring, transfer, or promotion of family members, and this section does not prohibit family members from working on the same shift and/or supervising an immediate family member on a occasional basis due to emergency situations or for reasons of scheduling conflicts that cannot otherwise be managed; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy will also be considered when assigning, transferring, or promoting an employee.

In order to guarantee that individuals will be considered solely on the basis of their qualifications, the following regulations will be enforced:

1. All applications received from immediate family members of Township employees must be reviewed by Human Resources and the Township Administrator to determine if the individual is eligible for hire to the position to which he/she applied. If this policy prohibits the individual from being hired to the applicable position, regardless of his/her qualifications, he/she will not be permitted to participate in the hiring process; and
2. No Springfield Township employee shall participate in any final decision or recommendations relating to the hiring, transfer, promotion, retention, termination, or other condition of employment of an immediate family member.

For the purpose of this policy, Immediate family members shall be defined as the spouse, parent, child (including adopted, foster, and step), sibling, in-law, grandparent, grandchild, and/or members of the same household.

WORK CLOTHES AND UNIFORM ALLOWANCES

Effective Date: **January, 2007**
Section: **804**

In order to ensure the professional appearance and safety of Township Employees, certain Employees may be assigned work clothes, uniforms, or uniform allowances. Pursuant to the Internal Revenue Service Code, Township-provided work clothes, uniforms or uniform allowances are considered fringe benefits and as such are taxable to the employee.

Excluded are clothing or uniforms that are specifically required as a condition of employment and are not worn or adaptable to general usage as ordinary clothing. This exclusion is defined by the IRS as equipment or clothing that helps the employee to perform his/her job in a safer environment, e.g., steel toed shoes, hardhat, bright yellow safety shirts. Also excluded may be uniform shirts/jackets with permanent patches, medals, insignias of significant notice that they would prevent the article from being used as ordinary clothing. Tee shirts with the Township logo are considered taxable as are uniform shorts and pants. If the clothing qualifies as excludable, then the cleaning is also excludable.

A record will be kept for each employee of all clothing/equipment provided/purchased that qualifies as a taxable fringe benefit and will be reported on the employee's W-2.

Taxes will be deducted at the time of payment for those employees receiving a Uniform Allowance in cash.

PUBLIC RECORDS

Effective Date: September, 2007
Section: 805

Revised: October, 2008

I. General Policy Statement

Springfield Township is committed to providing interested persons with public records upon request. All public records responsive to a public records request shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours or, upon request, shall be copied and provided to the requester at cost in a reasonable period of time.

Springfield Township will not permit persons who are incarcerated pursuant to a criminal conviction or juvenile adjudication to inspect or to obtain a copy of any public record concerning a criminal investigation or prosecution or concerning what would be a criminal investigation or prosecution if the subject of the investigation or prosecution were an adult except as required by Section 149.43 B)(8) of the Ohio Revised Code.

II. Organization of Public Records and Current Records Retention Schedule

To facilitate broader access to public records, Springfield Township shall organize and maintain its public records so that they can be made available for inspection or copying. Springfield Township shall also have a copy of its current records retention schedule readily available to the public at its administrative offices.

III. Determination of Regular Business Hours

Although certain of Springfield Township's operations are continuous, the regular business hours of the Township for purposes of public records inspection shall be 8:00 a.m. to 5:00 p.m., Monday through Friday (with the exception of published holidays).

IV. Initiation of a Public Records Request

Public records requests should be presented to the Township Administrator, his assistant or designee, orally or in writing at the Township Administrative Offices located at 9150 Winton Road, Cincinnati, Ohio 45231, by telephone to (513) 522-1410, or by facsimile transmission to (513) 729-0818.

In order to enhance the Township's ability to identify, locate, or deliver the public records sought by the requester, Springfield Township will request that all persons making public records requests complete a Public Records Request form. The completion of this form is completely voluntary, and no public records request will be denied as a result of a requester's refusal to complete the form.

V. Review of Routine Requests

Routine requests include, but are not limited to, requests for documents such as meeting minutes, ordinances, resolutions, budgets, salary information, forms, and personnel database. Except in unusual circumstances, routine requests for records should be satisfied immediately if feasible to do so.

VI. Review of Requests by the Springfield Township Law Director

Requests for the production or inspection of documents which are not routine requests (including, but not limited to, requests seeking a voluminous number of copies or requiring extensive research) shall be immediately forwarded to the Springfield Township Law Director for review and determination. The Law Director shall evaluate all requests forwarded to her to determine the estimated length of time required to gather and review the records. In the event that the record request cannot be satisfied in three business days following the Township's receipt of the request, the Township Law Director shall acknowledge the request either orally or in writing. The acknowledgment shall provide the requestor with the following information:

1. An estimated number of business days it will take to satisfy the request;
2. An estimated cost if copies are requested; and
3. Any items within the request that may be exempt from disclosure (which is known to the Law Director at the time of the acknowledgment).

In reviewing the request, the Law Director shall determine if the records requested are public records and whether any records deemed public contain information that is exempt from the duty to permit public inspection or copying.

In the event that the Law Director determines that a public record contains information that is exempt from the duty to permit public inspection or copying, the Law Director shall make available all of the information within the public record that is not exempt. In addition, the Law Director shall notify the requester of any redaction or make the redaction plainly visible.

VII. Inspection of Public Records

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. The determination of what is "prompt" shall take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

In order to ensure the integrity of its public records, Springfield Township will assign an employee to be present at all times during the inspection of its records. The employee will be present to ensure that the records are not damaged or removed and will not otherwise interfere with the requester's access to and/or review of the records. Additionally, the employee present will not be permitted to interpret or explain any records or to gather any additional records requested beyond the original public records request.

VIII. Provision of Copies of Public Records

Upon request, Springfield Township will provide copies of public records. Copies of public records must be made available within a reasonable period of time. The determination of what is a "reasonable period of time" shall take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Requesters may choose to have the public record duplicated upon paper, upon the same medium upon which it was kept by Springfield Township, or upon any other medium upon which Springfield Township determines that it reasonably can be duplicated as an integral part of the normal operation of the Township's business.

IX. Cost of Copies of Public Records

Public records shall be provided at actual cost.

In an effort to ensure that all persons are able to obtain public records, Springfield Township permits the duplication of up to five (5) letter or legal-sized paper pages of such records at no cost. Any person requesting the duplication of more than five (5) such pages, or making multiple requests totaling more than five (5) pages in one calendar year, will be charged five cents (5¢) per page for all pages beyond the initial five (5) pages.

The actual cost of copies of public records produced on computer disc shall be one dollar (\$1.00). The actual cost of copies of public records produced on audiotape and/or videotapes reproduced by the Township shall be the cost of the audiotape or videotape and the reproduction costs, if any.

If the records requested cannot be copied or reproduced on letter or legal-sized paper, or are photographs, audiotapes or videotapes, Springfield Township may have the records reproduced by a third party. Persons requesting the duplication of such records will be charged the actual cost of duplication as determined by the third party chosen by Springfield Township.

X. Approval and Payment of Duplication Costs

All duplicating costs of public records other than letter or legal-sized paper documents must be approved, accepted, and paid by the requester *in advance* of the duplication of the records.

All duplicating costs of public records must be paid by requester *in advance* of those records being delivered, transmitted, or provided to the requester or any person on the requester's behalf.

XI. Forwarding and Transmitting Copies of Public Records

Upon request, Springfield Township will transmit copies of public records by United States Mail or by such other delivery service as arranged or requested by the requester. Springfield Township will not transmit or deliver copies until such time as it has received payment for the entire cost of the copies as well as the cost of transmitting the copies (postage and mailing supplies).

Except for public records requests which contain five (5) or less letter-sized paper documents, Springfield Township will not transmit copies of public records via facsimile transmission. Springfield Township will not transmit public records via e-mail.

XII. Denial of Public Records Request

Springfield Township will deny public records requests when it determines that the records requested are not public records. Springfield Township will also deny public records requests that are ambiguous or overly broad such that the Township cannot reasonably identify what public records are being requested. In such cases, Springfield Township will provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by Springfield Township and accessed in the ordinary course of the Township's duties.

XIII. Notification of Denial of Public Records Request

If a request is ultimately denied, in part or in whole, Springfield Township shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing.

XIV. Posting of Public Records Policy

A copy of this Policy shall be received and acknowledged by the Township Administrator, the Township Assistant Administrator, the Human Resources Coordinator, the Township Receptionist, and such other personnel as may be periodically designated to coordinate public records requests. A copy of this Policy shall be included in the general policy and procedure manual of the Township and shall be posted in poster size in a conspicuous place in the Township Administrative and other offices.

DRIVER LICENSE REQUIREMENTS

Effective Date: January 1, 2015
Section: 806

Revised:

The purpose of this policy is to establish procedures to ensure that all employees who are required to drive Township-owned vehicles or equipment, or drive a privately-owned vehicle while conducting Township business have and maintain a valid driver's license and are insurable by the Township's insurance carrier/pool.

The Human Resources Director will monitor the driving records of all employees who are assigned duties that require driving while conducting Township business, to confirm each driver has a valid driver license and to monitor records for potential problem behavior. Records will be reviewed as part of the hiring process, any time an incident occurs that affects an employee's eligibility to drive, and annually as part of a risk management review.

Any employee who drives a vehicle while conducting Township business must notify his/her supervisor within 24 hours of any moving violation, suspension, revocation or other change of his/her driver's license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any employee who does not possess a valid license shall not drive any vehicle while conducting Township business. If an employee's driver's license is suspended, revoked or becomes invalid, the Township, at its discretion, may take any one or any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days to allow the member an opportunity to seek the reinstatement of his/her driver's license, provided:
 - 1. Driving is not an essential function of the employee's position;
 - 2. The employee can still perform the majority of his/her job duties; and
 - 3. There is minimal impact on the work output.
- (b) Place the employee on leave without pay for up to a maximum of six months pending license reinstatement.

Any employee who is unable to obtain reinstatement of his/her driver's license may be subject to disciplinary action, up to and including termination, where disciplinary action is warranted or may be terminated from employment, without disciplinary action, if driving is an essential function of the employee's position.

LIABILITY CLAIMS

Effective Date:

January 1, 2016

Revised:

Section:

807

This policy provides guidelines for the management of all claims, including personal injury and property loss or damages, filed against the Township. It is the policy of the Township to evaluate and resolve claims in a timely manner, as appropriate.

The Township Administrator may act as the risk manager for the Township or may designate another employee to act as the risk manager. The risk manager will receive, investigate and evaluate any claim for loss or damage received by the Township. Any employee who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the Township should forward the information to the risk manager as soon as practicable.

The risk manager will investigate all claims for money or damages received and will resolve claims, or forward claims to the Township's insurance carrier or pool, as appropriate and within guidelines approved by the Township Administrator and the Township Board of Trustees. The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing within a reasonable amount of time.

OLEORESIN CAPSICUM (OC) POLICY

Effective Date: **July 1, 2009**

Introduction:

Oleoresin Capsicum (OC) Spray may be issued to employees to deter negative encounters with animals. Prior to being issued OC spray, employees will be trained and certified to use the OC spray by an OC Spray Certified Instructor chosen by Springfield Township. Employees certified to use OC Spray will be issued a canister of OC Spray and a carrier. Employees must use the carrier supplied by the Township on their belts and may not carry the OC Spray in their pockets or in their vehicles as such placement may result in accidental discharge and injury to employees. Employees issued OC Spray are responsible for ensuring that the canisters which they have been issued have not reached their expiration dates and for requesting the issuance of new canisters prior to the expiration dates.

Use of OC Spray:

Discharge of OC Spray on Animals As Necessary to Avoid Physical Injury:

As a general rule, employees may only discharge OC Spray on animals. OC Spray should only be utilized in situations where the employee feels physically threatened by an animal and cannot avoid a negative encounter with the animal by other means. OC Spray shall not be used merely to cause a non-threatening animal to remove itself from an employee's presence.

Discharge of the OC Spray on Humans is Generally Prohibited:

Employees are prohibited from discharging OC Spray against humans except in circumstances of extreme hazard where the employee reasonably believes that he/she is in immediate danger of serious physical injury or death and cannot avoid such danger by other means.

Regulations on the Use of OC Spray:

OC Spray shall only be discharged for the reasons set forth in this policy and according to the training provided by the OC Spray Certified Instructor.

OC Spray should not be discharged within a distance of less than four (4) feet or in a confined area because such discharge creates the risk of incapacitating the employee as well as the target. Employees should be mindful of the direction of the wind in determining how and when to discharge the OC Spray.

Mandatory Reporting After Discharge of OC Spray:

1. Reporting Required After Discharge of OC Spray on Animals:

Employees who discharge OC Spray on Animals must submit an OC Spray Discharge Report/Replacement Request Form by the conclusion of the shift during which the discharge occurred. The OC Spray canister which was discharged must be submitted with the request as deployed canisters must be replaced with new canisters.

2. Reporting Required After Discharge of OC Spray on Humans:

Employees who discharge OC Spray on humans must **immediately** contact their Supervisor to report the discharge. The Supervisor shall immediately report the incident to the Township Administrator and the Chief of Police. Police officers responding to the scene shall determine if medical attention is required and shall complete all reports necessary to determine whether the discharge was justified. Employees shall cooperate fully in preparing all necessary reports.

Additionally, employees who discharge OC Spray on humans must submit an OC Spray Discharge Report/Replacement Request Form by the conclusion of the shift during which the discharge occurred. The OC Spray canister which was discharged must be submitted with the request as deployed canisters must be replaced with new canisters.

Replacement of OC Spray Canisters:

In order to avoid the risk of insufficient spray in emergency situations, OC Spray canisters shall be replaced after every discharge. In addition, OC spray canisters which have expired will be replaced.

However, Springfield Township reserves the right to discontinue the issuance of OC Spray at any time for any reason and to refuse to issue or re-issue OC Spray to certain employees based on past misuse of OC Spray, failure to complete or adhere to training, or failure to comply with this policy.

FIRE DEPARTMENT

Effective Date: January 1, 2000

**Revised: March 1, 2010
March 1, 2011**

Introductory Statement

This Section of the Township Personnel Policy Manual enumerates personnel policies which are limited to fire department employees and is intended to supplement the Township Personnel Policy Manual, the Agreement between Springfield Township and the full-time fire department employee representatives, and the Fire Department policies, orders, directives, and procedures. In the event of a conflict between specific policies, the provisions of the Agreement will prevail as to its provisions. If the Agreement does not address an issue and a conflict exists between the policies on that issue, the Township Administrator shall determine which policy applies.

Employees entitled to bargaining unit status who opt out of the bargaining unit will receive the benefits and follow the guidelines outlined in the most current Agreement between Springfield Township Board of Trustees and Springfield Township Professional Fire Fighters, International Association of Firefighters Local 4268.

Employees in the position of Captain will receive the benefits and follow the guidelines as outlined in the most current Agreement between Springfield Township Board of Trustees and Springfield Township Professional Fire Fighters, International Association of Firefighters Local 4268.

Section: 0001 OVERTIME

Full-time personnel will be paid overtime after 212 hours in a 28-day work cycle.

Section: 0002 REMOVAL OR SUSPENSION OF FULL AND PART-TIME FIREFIGHTERS

Removal or suspension of full and part-time firefighters shall be in accordance with Section 505.38 and Section 733.35 to 733.39 of the Ohio Revised Code. All other disciplinary action shall be taken pursuant to Section 701 of the Manual.

POLICE DEPARTMENT

Effective Date: January 1, 2000

Revised: May, 2005
March, 2010
January, 2011
December 2011

Introductory Statement

This Section of the Township Personnel Policy Manual enumerates personnel policies which are limited to police department employees and is intended to supplement the Township Personnel Policy Manual, the Agreement between Springfield Township and the police employee representatives, and the Police Department Policies and Procedures Manual. In the event of a conflict between specific policies, the provisions of the Agreement will prevail as to its provisions. If the Agreement does not address an issue and a conflict exists between the policies on that issue, the Township Administrator shall determine which policy applies.

POLICE DISPATCHERS

Section: 1001

Training – Dispatchers assigned to train a newly hired police dispatcher will receive an additional one-half hour of compensatory time per day while training the new dispatcher, when approved by the Police Chief.

Section: 1002

Overtime – When overtime becomes available and is two (2) hours or less in duration, personnel working the shift prior to the overtime hours shall have the first option to accept the overtime. When two or more dispatchers want the overtime, it will be filled by seniority.

Overtime that becomes available in excess of two (2) hours will be filled by whomever is on a scheduled day off for that period. If that person declines, the overtime will then be filled using seniority list. The order on the seniority list will rotate for each overtime situation as each person accepts or declines the overtime.

The seniority list will only be used for overtime situations that arise with less than forty-eight (48) hours notice. When an overtime situation is known more than forty-eight (48) hours in advance, the Employer may use part-time personnel or reschedule full-time/part-time personnel to cover the need.

Section: 1003

Scheduling – At the beginning of each year, dispatchers, according to seniority, will be allowed to select which of the available work schedules they want to work for that year. Schedules, however, may change from time to time due to absence of personnel.

Section: 1004

Vacations – Dispatchers request for vacation will be granted by seniority prior to March 15. After March 15, vacation request will be granted by the date it was submitted.

Section: 1005

Court Pay – Dispatchers not on duty at the time of his/her court appearance, who testify as a representative of the Township, shall be paid at the rate of one and one-half (1 ½) his/her regular pay for either the total time spent in court for such testimony or for three (3) hours of service, whichever is greater.

Section: 1006

Uniforms – The Employer will issue each Dispatcher a uniform allowance of one hundred fifty dollars (\$150), payable on payroll in the month of January each year, which payment shall be taxed according to IRS regulations. The Employer shall determine what the uniform consists of and which vendor supplies the uniforms/equipment. Dispatchers shall maintain uniforms and equipment supplied by the Employer in a manner specified by the Police Department.

Dispatchers assigned to special events or programs by the Chief of Police may be supplied additional formal uniforms.

The Employer agrees to replace items that it determines are damaged as a result of job performance in excess of normal wear and tear.

Newly-hired Dispatchers will be furnished equipment/uniforms by the Employer. Such Dispatchers will not receive any uniform allowance until they have successfully completed the one-year probationary period. Upon completion of the probationary period, such Dispatchers will be issued a pro-rated uniform allowance, payable on payroll, for the remainder of the year in which their probationary period ends. Thereafter, such Dispatchers shall receive the same uniform allowance at the same time as all other full-time Dispatchers.

Unless otherwise determined by the Chief of Police, all uniforms must be returned to the Police Department when employment is terminated.

Section: 1007

Holidays – Due to the nature of this position, dispatchers may be required to work holidays. Dispatchers assigned to work on holidays will be eligible to use the holiday during the year. The dispatcher will receive regular pay in the month of December for any unused holiday time.

On Christmas Eve and New Year's Eve, the Dispatch Center will be open from 8 a.m. to 4 p.m. unless a different time is established by the Police Chief. Dispatchers who are scheduled to work on these holidays shall work four and a half (4.5) hours and use four (4) hours of holiday time. If the Police Chief requires a Dispatcher to work fewer than, or in excess of, four and a half (4.5) hours on these holidays, the Dispatcher will be paid for the number of hours worked and use the number of holiday hours required to compensate him/her for a total of eight and a half (8.5) hours. Additionally, such

Dispatchers will receive the number of hours in their holiday bank required to ensure that he/she receives or uses a total of four (4) hours of holiday time for that day. Dispatchers not scheduled to work on these holidays will receive four (4) hours of holiday time in their holiday bank.

The Dispatch Center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Dispatchers who are scheduled to work on these holidays will receive eight and a half (8.5) hours of holiday pay for the holiday. Dispatchers who were not scheduled to work on one of the designated holidays will receive eight and a half (8.5) hours of holiday time in their holiday bank.

Dispatchers shall not have the option of using vacation time, personal leave time, or compensatory time in lieu of holiday time when taking time off on an actual holiday.

Dispatchers shall not be paid for a holiday unless he/she has worked his/her regularly scheduled number of hours on the scheduled work day immediately proceeding and following each holiday, unless he/she has authorized leave. Holidays will not be granted while a dispatcher is on leave of absence.

POLICE CADETS

Section: 1008

Court Pay – Cadets not on duty at the time of his/her court appearance, who testify as a representative of the Township, shall be paid at the rate of one and one-half (1 ½) his/her regular pay for either the total time spent in court for such testimony or for three (3) hours of service, whichever is greater.

Section: 1009

Holidays – Due to the nature of this position, cadets may be required to work holidays. Cadets assigned to work on holidays will be eligible to use the holiday during the year. The cadet will receive regular pay in the month of December for any unused holiday time.

Cadets may be required to work on a designated Township holiday. If these employees are scheduled to work on a designated Township holiday they will earn regular pay and receive eight and a half (8.5) hours of holiday time in their holiday bank.

Cadets who do not work on a designated Township holiday shall use eight and a half (8.5) hours of holiday time for that holiday.

Cadets shall not have the option of using vacation time, personal leave time, or compensatory time in lieu of holiday time when taking time off on an actual holiday.

Cadets shall not be paid for a holiday unless he/she has worked his/her regularly scheduled number of hours on the scheduled work day immediately proceeding and following each holiday, unless he/she has authorized leave. Holidays will not be granted while a cadet is on leave of absence.

FULL-TIME CIVILIAN ADMINISTRATIVE STAFF

Section: 1010

Holidays – Full-time civilian administrative employees shall reference Springfield Township Personnel Policy Manual, Policy 302, Holidays, for which specific holidays are observed.

Full-time civilian administrative staff assigned to work on holidays will be eligible to use the holiday during the year. The full-time civilian administrative employee will receive regular pay in the month of December for any unused holiday time.

Full-time civilian administrative employees may be required to work per the Police Chief on a designated Township holiday. If these employees are scheduled to work on a designated Township holiday they will earn regular pay and receive eight (8) hours of holiday time in their holiday bank.

Full-time civilian administrative employees who do not work on a designated Township holiday shall use eight (8) hours of holiday time for that holiday.

Full-time civilian administrative employees shall not have the option of using vacation time or personal leave time in lieu of holiday time when taking time off on an actual holiday.

Full-time civilian administrative employees shall not be paid for a holiday unless he/she has worked his/her regularly scheduled number of hours on the scheduled work day immediately proceeding and following each holiday, unless he/she has authorized leave. Holidays will not be granted while a full-time civilian administrative employee is on leave of absence.

SERVICE DEPARTMENT

Effective Date: January 1, 2000

Revised: May, 2005
January, 2011
December 2011
January 2016

INTRODUCTION

This Section of the Township Personnel Policy Manual enumerates personnel policies which are limited to nonexempt Service Department employees and is intended to supplement the Springfield Township Personnel Policy Manual. In the event of a conflict between specific policies, the Township Administrator shall determine which policy applies.

Section: 5001

RESIDENCY

Due to the nature of the position, Service Department Employees must reside in locations which allow them to respond to the Service Department Building (952 Compton Road) within forty-five (45) minutes of being called to duty, while traveling at or below posted speed limits as warranted by various weather and traffic conditions.

Section: 5002

OVERTIME

Service Department employees shall receive double their hourly rate for hours worked on holidays recognized by the Employer.

From October 31 to March 31, nonexempt Service Department employees shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay for all such hours worked outside of 7:00 a.m. to 3:30 p.m. due to snow and ice call-outs.

From time to time due to press of business, the Township may schedule employees to work overtime hours. Overtime compensation is paid to all nonexempt Service Department employees in accordance with federal and state wage and hour restrictions with the exception that the Township will permit approved employee paid leaves, except for sick and compensatory, to be considered as "work time" for purposes of calculating overtime hours.

When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive a supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

Section: 5003

COMPENSATORY TIME

Overtime shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay for all such overtime hours actually worked. Nonexempt employees may request that any or all of his/her overtime hours be paid as compensatory time at the rate of one and one-half (1 ½) hours of compensatory time for each hour worked in overtime status. The use of compensatory hours must be approved by the Department Head and such leave shall not interfere with the efficient and effective operation of the Township. Nonexempt Service Department employees may accumulate up to eighty (80) hours of compensatory time. Unused compensatory time up to forty (40) hours may be paid out at the employee's request at the employee's regular rate of pay prior to the first pay period in November.

Any nonexempt employee who is required to report to duty during a time that does not abut either before or after his/her normally scheduled hours that results in an overtime situation according to state and federal wage restrictions, shall be paid a minimum of two (2) hours at his/her overtime rate of pay.

Section: 5004

SNOW, ICE, AND OTHER EMERGENCY CALL OUTS

Due to the nature of these positions, the Service Director, Township Administrator, and Board of Trustees retain the right to occasionally eliminate workdays, or otherwise change the schedule of, nonexempt Service Department employees based on snow, ice, and other emergency call outs.

All Service Department employees must be available for snow and ice call-outs as determined by the Service Director, Township Administrator, or Board of Township Trustees between October 31 and March 31 each year. In addition, all Service Department employees must be available throughout the year for any other type of emergency as it becomes necessary.

Employees are required to arrive at Service Department within forty-five (45) minutes of being called in for snow and ice removal duty. The Service Director shall prepare a rotating duty list to determine the specific personnel that are required to report for snow/ice removal duty. The list shall be developed to ensure snow and ice call-out is distributed as equitably as practical among all employees of the department.

Service Department personnel who fail to report for assigned snow and ice removal duty may face disciplinary action, up to and including termination of employment.

Service Department personnel may be allowed to take vacation, personal, compensatory, or holiday time between October 31 and March 31 at the discretion of the Service Director. At any time between October 31 and March 31 only one Service Department employee may be off work and off call and one additional Service Department employee may be off work but on call for snow and ice removal.

Section: 5005

ALCOHOL AND CONTROLLED SUBSTANCE ABUSE POLICY

All Service Department employees are subject to the Springfield Township Service Department Alcohol and Controlled Substance Abuse Policy that is contained separate of this Manual and is distributed to each employee during their orientation period.

Section: 5006

PROTECTIVE EQUIPMENT

Service Department employees shall receive one (1) pair steel-toed boots in the fall of each year. The Service Director, with the approval of the Township Administrator shall determine the cost limit. Employees choosing to do so may upgrade at his/her own expense, provided the boots purchased meet Township safety requirements and are available from the same vendor.

All protective equipment, including but not limited to, raincoats w/pants, work gloves, protective eyewear, hard hats, safety glasses, and rubber boots will be provided to each Service Department Employee by the Employer.

Section: 5007

UNIFORMS

The Employer shall issue all Service Department employees eleven (11) pair of pants, eleven (11) short sleeved shirts, and eleven (11) long sleeved shirts. The Employer shall provide for cleaning of uniforms. Employees are required to turn in uniforms for cleaning, repairs, or replacement as determined by the Service Director.

Section: 5008

USE OF TOWNSHIP FACILITIES AND EQUIPMENT

Service Department employees may not use Township facilities or equipment for any personal repairs, construction, or projects.