

Employee Personnel Policies and Procedures Manual



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SECTION I: INTRODUCTION

Introduction

This Employee Personnel Policies and Procedures Manual has been prepared to provide guidelines for employee conduct. This Manual applies to all Township employees except: (1) elected officials, (2) members of Board and Commissions of the Township, (3) the Township Attorney, (4) consultants, advisors, independent contractors and counsel hired for temporary services. The Township's EEO, Harassment, and Ethics policies apply to all employees, elected officials, board and commission members, consultants, advisors, counsel, and the Township Administrator. These personnel policies and procedures are administrative guidelines and do not create a contract of employment.

To the extent this Manual conflicts with any collective bargaining agreements in effect for employees, the terms of the collective bargaining agreements shall prevail for those employees. To the extent that collective bargaining agreements are silent about matters addressed in this Manual, the Manual shall control to the extent permitted by law.

This Manual is intended to give you general guidelines in ordinary language. It is not a contract. Washington Township hopes each employment relationship will be a mutually satisfactory and enduring one. Nevertheless, employees remain free to resign their employment at any time, for any or no reason, with or without notice. Similarly, the Township retains the right to terminate the employment of any employee at any time, for any or no reason, with or without notice. No one but the Township Administrator has the authority to change this or any other provision of this Manual and the Township Administrator may do so only in writing. Any statements to the contrary by anyone else are unauthorized, expressly disavowed, and should not be relied upon by anyone. Should it be determined that any federal, state or Township law, regulation or collective bargaining agreement is in conflict with any portion of this Manual, only that portion shall be invalid, and the remainder shall remain in full force and effect.

Organization Description

Services Provided

Washington Township provides a wide range of services to its citizens. Some of the basic services provided are fire suppression; emergency medical services; police protection; recreational programs; code enforcement; economic development; street maintenance; fiscal management; storm and sewer maintenance; traffic sign & signal maintenance; and engineering services.

Facilities & Locations

The main offices of the Township are located in the Township Government Center, 8200 McEwen Road, Dayton, Ohio 45458. This facility houses the Township Trustees' office, the Township Administrator's

office and staff, the Finance Department, the Development Services Department, and the Public Works Department.

The Washington Township substation of the Montgomery County Sheriff's Office, which provides police protection to the Township under contractual services, is located at 8190 McEwen Road, Dayton, Ohio 45458, north of the Government Center.

The Township has several recreational facilities:

- The Recreation Center, located at 895 Miamisburg-Centerville Road, Dayton, Ohio 45459;
- Rec West and Enrichment Center, located at 965 Miamisburg-Centerville Road, Dayton, Ohio 45459; and Town Hall Theatre, located at 27 N. Main Street, Centerville, Ohio 45459.

The Township's Fire Department is headquartered at 8320 McEwen Road, Dayton, Ohio 45458. The Township's fire stations include:

- Station #41 163 Maple Avenue, Centerville, Ohio 45459
- Station #42 45 W. Whipp Road, Dayton, Ohio 45459
- Station #43 10499 Dayton-Lebanon Pike, Dayton, Ohio 45458
- Station #44 6690 Centerville Business Parkway, Centerville, Ohio 45459
- Station #45 8328 McEwen Road, Dayton, Ohio 45458

The Township's fire dispatch office is located in the Montgomery County Regional Dispatch Center at 460 Vantage Point, Miamisburg, Ohio 45342.

Organization History

Washington Township has a rich history, dating back to 1796 when the area was first surveyed by Revolutionary War veterans and brothers-in-law Aaron Nutt, Benjamin Robbins, and Benjamin Archer. At the time, the area was heavily forested with Oak, Hickory, Beech, Ash, Elm, Walnut, Dogwood, and Poplar trees. Black bear, deer, elk and wolves roamed freely. Occasional groups of Indians were seen. It was described by pioneers as an amazingly fertile land with fine springs and a system of creeks that provided an adequate supply of fresh water.

In the early 1800s, another Revolutionary War veteran, Dr. John Hole, moved to the area and opened the first two sawmills. Dr. Hole was the first doctor in Montgomery County, and his practice took him as far as Springfield, Xenia and Hamilton. He was present at the battles of Bunker Hill, Quebec, and Montmorency, and was in attendance when General Richard Montgomery died of wounds suffered in battle. It is believed Dr. Hole suggested the name Montgomery be used for the county.

Washington Township remained a quiet, rural community until the mid-20th century. Since then, the Township has grown substantially to over 32,610 people in the unincorporated area, and another 23,997 in the incorporated area (City of Centerville).

Organizational Structure

In Ohio, public services are divided between state, municipality, county, and township governments. Local township government deals with concerns regarding the upkeep of public roads, police protection, fire protection, maintenance of parks, cemeteries, and some recreational facilities, zoning restrictions, and waste disposal. These functions were originally defined by state legislature, and carried out by elected officials; today, demands for increased or different services have prompted the state legislature to grant Ohio's 1,308 townships the authority to fulfill these changing demands.

Township government has much strength. It is a simple, grass roots form of government that relies only on property tax and allows voters to exercise considerable control over expenditures through tax levies.

However, when township government was created in 1785, it was based on the needs of a primarily rural citizenry. Limited Self-Government is an updated form of township government that better serves modern, urban communities. Limited Self-Government, sometimes referred to as "home rule," is an improved form of township government, which gives trustees the ability to adopt legislation that addresses local problems.

Without Limited Self-Government, a township's authority is limited to those powers specifically granted by the state. A Limited Self-Government township may enact its own resolutions, similar to city ordinances, provided they do not conflict with state laws or a list of specified exceptions.

Limited Self-Government has been available as an option for Ohio townships since June 18, 1991 when Substitute House Bill 77 was signed into law. It combines some of the positive aspects of both township and city forms of government. Under Limited Self-Government, for instance, a township can continue to benefit from services such as county building inspection and road maintenance, as well as state highway maintenance. However, Limited Self-Governments also enjoy the greater independence and self-determination that previously was granted only to cities.

Three trustees and a fiscal officer, each elected for a four-year term, administer the Township today. Officially, they fill their offices on a part-time basis, but they are always ready to meet their responsibilities and put in many hours of work to serve the residents of Washington Township.

One of the major responsibilities of the Trustees is to appoint a Township Administrator. The Township Administrator oversees the day-to-day administration of Township services and staff, implementing the policies set forth by the Trustees.

The Township is organized into six separate departments: Administration, Development Services, Finance, Fire, Public Works and Recreation Center. In addition, Washington Township contracts with the Montgomery County Sheriff's Office to provide police protection to the unincorporated area of the

Township. Its local substation is just north of the Government Center at 8190 McEwen Road, Dayton, OH 45458.

Personnel Management

The Township Administrator is responsible for coordinating all the human resources functions of the Township. If you have any question about personnel matters, you should ask your immediate supervisor or the Department Head.

Mission Statement

It is the Mission of Washington Township government to provide for and promote the general health, safety and welfare of Township residents by:

- Delivering service in a professional, impartial, and cost-effective manner;
- Planning for the long-range development and improvement of the Township;
- Being responsive to the individual needs of Township residents, with an awareness of the community's collective needs.

Departmental Rules

Department Heads have the authority to promulgate written rules about work methods and procedures within their departments, provided that the rules are consistent with this Manual and other related rules passed by the Board of Trustees. Departmental rules must be approved by the Township Administrator.

SECTION II: EMPLOYMENT

Equal Employment Opportunity

The Township is an equal opportunity employer. The Township will abide by all applicable laws prohibiting discrimination on account of race, color, ancestry, religion, sex, national origin, age, disability, veteran status, military status, genetic information or any other unlawful factor.

The Township designates the Township Administrator, 8200 McEwen Road, Dayton, OH 45458, (937) 433-0152 as the Americans with Disabilities Act (ADA) coordinator. Consistent with applicable laws requiring accommodation of disabilities, the Township will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All requests for reasonable accommodation should be made in writing to the Township Administrator and your Department Head.

Ethics

It is the policy of Washington Township to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Washington Township employees, board and commission members and elected officials conduct themselves in a manner that fosters public confidence in the integrity of Washington Township, its processes, and its accomplishments.

General Standards of Ethical Conduct

Washington Township employees, volunteers and elected officials must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all employees, volunteers and elected officials includes, but is not limited to, those listed below. No employee, volunteer or elected official shall:

- Solicit or accept anything of value from anyone doing business with Washington Township;
- Solicit or accept employment from anyone doing business with Washington Township, unless the employee, volunteer or elected official completely withdraws from Washington Township activity regarding the party offering employment, and Washington Township approves the withdrawal;
- Use their public position to obtain benefits for the employee, volunteer or elected official, a family member, or anyone with whom the employee, volunteer or elected official has a business or employment relationship;

- Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of Washington Township, unless the employee, volunteer or elected official qualifies for the exception, and files the statement, described in R.C. 102.04(D);
- Hold or benefit from a contract with, authorized by, or approved by Washington Township;
- Vote, authorize, recommend, or in any other way use their position to secure approval of a Washington Township contract (including employment or personal services) in which the employee, volunteer or elected official, a family member, or anyone with whom the employee, volunteer or elected official has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));
- During public service, and for one year after leaving public service, represent any person, in any fashion, before *any* public agency, with respect to a matter in which the employee, volunteer or elected official personally participated while serving with Washington Township;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, the name “Washington Township,” or the Washington Township logo in a manner that suggests impropriety, favoritism, or bias by Washington Township or the employee, volunteer or elected official;

For purposes of this policy:

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation or employment. “Value” means worth greater than de minimis or nominal.
- Anyone doing business with “Washington Township” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before Washington Township.

Penalties

Failure of any Washington Township employee, volunteer or elected official to abide by this Ethics Policy, or to comply with the Ohio Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

Acknowledgement of Receipt of Auditor of State’s Fraud Reporting System Information

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By receiving this Personnel Policies and Procedures Manual, you are acknowledging Washington Township provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The systems allow all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone 1-866-FRAUD OH (1-866-372-8364)

U.S. Mail Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Website www.ohioauditor.gov

Outside Employment

Township employees may engage in outside employment with another organization as long as they can satisfactorily perform their job responsibilities with the Township. Employees are expected to respond to emergencies that may arise during off-hours. Outside employment cannot be allowed to interfere with such emergency response. Township employees are required to notify their Department Head before accepting outside employment.

SECTION III: EMPLOYMENT STATUS & RECORDS

Employment Classifications

The following employment categories are described so that employees understand their employment status and eligibility for certain benefits.

Non-Exempt Employees: Employees who are not exempt from the minimum wage, overtime, and time recording provisions of federal and state wage laws. Employees in this classification will receive overtime pay of time and one-half for over forty (40) hours in a workweek. Procedural information for determining calculation of overtime can be found in the Wage & Salary Policies “Overtime” section of this Manual.

Washington Township has established a 28-day recurring work period for its Part-Time and Part-Paid Volunteer Firefighters. This policy acknowledges the payment of overtime under the Fair Labor Standards Act (FLSA) is governed by this 28-day work period.

Under FLSA, eligibility for overtime pay will be determined at the end of each work period. Employees are entitled to overtime at 1 ½ times their regular rate only for the hours worked over 212 hours in the 28-day work period.

Exempt Employees: Employees who are not subject to the minimum wage, overtime, and time recording provisions of federal and state wage laws. These executive, administrative, and professional employees are paid a salary and are not paid overtime for hours worked in excess of forty (40) hours in a workweek.

Regular Full-Time Employees: Those who have completed their probationary period, are not in a temporary or contractual status, and are regularly scheduled to work at least thirty-five (35) hours per week.

Regular Part-Time Employees: Those who have completed their probationary period, are not in a temporary or contractual status, and are regularly scheduled to work less than thirty-five (35) hours per week.

Seasonal/Temporary Employees: Those who are hired to supplement the work force temporarily. Temporary employees retain that status until notified by the Township Administrator in writing of a change in status. Temporary employees are not eligible for benefits.

Probationary Employees: Employees who are in their probationary period of employment.

Contractual Employees: Those who are hired by the Trustees or the Administrator on a contract basis. If there is a conflict between a contractual employee's employment contract and this manual, the contract supersedes.

Probationary Period

All newly hired Township employees have a twelve (12) month probationary period. All probationary employees shall receive a performance appraisal at the conclusion of the first ninety (90) days of employment. Current non-probationary employees, who are being re-assigned as the result of a demotion, promotion or position change, shall only be on probation following the reassignment when stipulated in the reappointment approval. If you obtain a new, alternate or an additional position, you will then be placed on a twelve-month probationary period for that position.

When a probationary employee is absent for any excused reason for more than five (5) consecutive working days, the probationary period may be extended.

During the probationary period, full-time employees are eligible to accumulate sick and vacation leave. After successful completion of the first six (6) months of the probationary period, employees may use earned sick and vacation leave. No payment will be made for accrued sick or vacation time if an employee terminates before the end of the probationary period.

At the conclusion of the twelve (12) month probationary period, the Department Head shall evaluate the employee's performance and provide a written recommendation to the Township Administrator as to whether to extend the probationary period, retain, transfer, or discharge the employee.

An employee who successfully has completed the probationary period and who is rehired after a separation of less than one (1) year from Township service will be on probation for six (6) months.

Pay Plan

The Township's pay plan includes a pay schedule adopted and approved each year by the Township Trustees. Each job description is assigned to a specific grade. Within each grade, employees are placed at a step according to their experience, performance and time in service.

Personnel Data Changes

Employees shall promptly notify their Supervisor by completing in the Employee Portal or appropriate department forms if they change their name, address, telephone number, and marital status, number of dependents, beneficiary information, emergency contacts, or educational accomplishments.

Records Review

An employee may request to review their own personnel file at any time mutually agreeable to the employee and the Township Administrator or designee. Neither the file nor any of its contents may be removed from the Township Administrator's office. An employee may request that copies of documents be made. These copies shall be furnished to them at a reasonable cost for copying and within a reasonable time from the request.

SECTION IV: EMPLOYEE BENEFIT PROGRAMS

Township employees are provided a wide range of benefits. A complete list of benefits for Township employees is maintained in the Township Administrator's office. Questions about benefits or eligibility should be directed to the Township Administrator.

Holidays

Washington Township provides eligible employees with up to ten (10) paid eight-hour holidays per calendar year. Employees are not eligible for holiday pay during the first ninety (90) days of their probationary period. After the completion of the first ninety (90) days of the probationary period, full-time employees may be eligible for holiday pay for up to eight (8) hours per recognized holiday.

Holidays currently recognized by the Township for this benefit are:

<u>Holiday</u>	<u>Observed On</u>
New Year's Day	
Martin Luther King Day	
Lincoln/Washington's Birthday	Third Monday in February
Memorial Day	
Fourth of July Day	
Labor Day	
Columbus Day	Second Monday in October
Veterans' Day	Day after Thanksgiving
Thanksgiving Day	
Christmas Day	

All regular full-time employees, working the traditional 40-hour scheduled workweek, shall receive eight (8) hours of compensation for each holiday. If a regular full-time non-exempt employee working the traditional 40-hour scheduled workweek is required to work unscheduled on a holiday, they shall receive additional compensation at one and one-half (1½) times the employee's standard hourly wage. If the actual holiday falls on a Saturday or Sunday and an employee who works the traditional 40-hour work schedule works on the actual holiday, then that employee shall be compensated at two and one-half (2½) times the employee's standard hourly wage. All overtime shall be calculated to the closest quarter hour. In order to receive holiday pay, you must work in the pay period in which the holiday is paid and not be in an inactive pay status.

Vacation Benefits

A regular full-time employee begins to accrue vacation credit in their first month of employment, provided the employee begins work on or before the 15th. If an employee begins employment on or after the 16th, the credit begins to accrue the following month. Employees shall be credited with vacation leave on a per month basis on the last pay of each month.

Vacation accrual will be at the following rates:

- a. 0.83 days per month – in each of the first four years of continuous service (10 days per year)
- b. 1.00 days per month – after having completed four full years of continuous service (12 days per year)
- c. 1.25 days per month – after having completed six full years of continuous service (15 days per year)
- d. 1.50 days per month – after having completed nine full years of continuous service (18 days per year)
- e. 1.83 days per month – after having completed 15 full years of continuous service (22 days per year)

Employees may not use vacation leave during the first six (6) months of their probationary period.

Employees may not use more than the accrued amount nor may they borrow vacation time yet to be accrued.

An employee who is in a pay status for at least eighty (80) hours in any month receives credit for that month.

Employees should submit vacation requests of more than twenty-four (24) hours in writing to their Department Head at least thirty (30) days before the first day of anticipated leave. Department Heads should submit vacation requests in writing to the Township Administrator. Requests will be considered in the order in which they are received and will be evaluated against the need to maintain efficient Township operations. The final scheduling of an employee's vacation shall be the responsibility of the Department Head.

When a scheduled holiday falls within an employee's scheduled vacation leave, that day will not be charged to the employee's vacation leave.

An employee may carry accumulated vacation leave into the following year, up to a maximum of fifteen (15) days carried over or the employee's vacation accrual rate in December multiplied by twelve (12), whichever is greater. Accumulated vacation leave in excess of the above amounts will be dropped or lost on December 31 of that year. The only exception shall be that Employee Award of Excellence winners shall be able to carry an additional three (3) days of vacation (in addition to the above) forward in the year they win the award.

The Township Administrator at his or her discretion may allow an employee to carryover 24 hours of vacation into the next calendar year if the carryover of the hours is beneficial to Washington Township. Under this specific direction, an employee may only carryover 24 vacation hours once every three years.

Absence because of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee and with the written approval of the Township Administrator, be charged to vacation leave.

Compensation for vacation leave in lieu of time off on unpaid suspension shall not be granted.

An employee shall provide a doctor's statement for use of sick leave on the day before or after a scheduled vacation period.

Sick Leave Benefit

Each regular full-time employee shall be granted eight (8) hours of sick leave credit for each completed month of service. For this purpose, a completed month of service shall mean any calendar month in which the employee is on active duty, approved vacation leave or approved sick leave for at least ten (10) days during that month.

Definition – Sick leave may be used as provided in this section when a full-time employee is absent for any of these reasons:

- a. The employee's own illness or injury.
- b. Illness or injury of a member of an employee's immediate family requiring the employee's presence. Immediate family is the employee's spouse, child, parent, or parent-in-law, stepchild or stepparent;
- c. Doctor and dental appointments that cannot be scheduled during non-working hours.

Abuse of sick leave or dishonesty in connection with sick leave is just cause for discipline or discharge. An employee who calls in sick due to their own illness is considered to be incapacitated and unavailable for activity of any type outside their home during the 24-hour period immediately following the start of their scheduled shift. If the employee acts inconsistently with this incapacity (e.g., performing work for another employer, shopping, engaging in recreational activities, etc.), the employee shall be subject to disciplinary action, up to and including termination.

Pertinent paid leave will be provided subject the provisions of this Sick Leave Policy. The Township requires an employee to use any available paid leave, including sick leave credit and vacation, while on FMLA leave. Details regarding use of FMLA Leave can be found in the Section VII (2) of this Manual.

Unused credit shall accumulate to a maximum of two-hundred and thirty (230) days (1,840 hours).

Sick leave shall be charged to the nearest fifteen (15) minute increment when calculating uneven hours of leave.

To be paid sick leave, an employee shall meet the following conditions:

1. The employee shall be absent for one (1) of the above reasons. The Township may require a doctor's certificate to establish the employee's eligibility for the sick leave.

2. When an employee calls off work for a qualifying reason, the employee shall provide the following information as part of that call:
 - a. Name
 - b. A statement whether the requested leave is for personal or family use;
 - c. The expected duration of the leave; and
 - d. A phone number where they can be contacted during the subject leave.

3. The request for sick leave shall be approved by the employee's Department Head.

If an employee has been absent on sick leave on four (4) occurrences within a calendar year, the following shall apply to all subsequent absences in that year:

- The employee will be put on notice following the fourth occurrence.
- Each subsequent absence will require a physician's certificate.
- The employee will be paid at the rate of eighty percent (80%) of their regular hourly rate or salary for the first two days of any absence after the fourth absence; provided, that if the employee is hospitalized during any such absence, payment at one-hundred percent (100%) of their regular hourly rate or full salary shall be made.
- The Township may require the employee to be examined by a physician designated by the Township as a condition for payment.

For the purposes of this policy, a sick leave occurrence shall be any continuous sick leave use in excess of one (1) hour.

If an employee returns to work from sick leave and finds that they are unable to work because of the original illness or injury, they should notify their supervisor or department head of this reoccurrence. After notification by the employee of the reoccurrence, the department head may recommend and the Township Administrator may approve the non-continuous sick leave as one (1) occurrence.

Injuries or illness suffered as a result of Township job related activities and certified by the Ohio Bureau of Worker's Compensation for benefits will not be charged as sick leave.

Each employee is required to notify their Supervisor or Department Head as soon as they know they will be absent; in no case shall this notice be at least 30 minutes prior to the start of their scheduled shift. Failure to provide timely notice is cause for denying sick leave pay.

If the absence is due to hospitalization, outpatient surgery or similar cause, which can be scheduled, notification shall be immediately following the scheduling of that event. An employee may be required to provide their Department Head with a physician's certificate if the employee is absent on the workday before or the work day after a holiday or vacation. If the employee is absent more than five

(5) consecutive workdays, they may be required to provide the Township with an attending physician's release before returning to work. A physician's certificate may be required before any employee is allowed to return to duty following the absence. The Township may require an employee on sick leave to be examined by a medical examiner selected and paid for by the Township.

Employees are responsible for notifying their Supervisor and the Payroll Office of any discrepancy in their sick leave credit and use records as depicted in payroll records. Any employee fraudulently taking sick leave, or any employee falsely certifying an employee's sick leave allowance, will be disciplined, up to and including termination.

A new employee who previously was employed by a public employer within the State of Ohio may transfer to Washington Township sick leave credit earned but not used or converted to cash in the prior agency, up to a limit of ten (10) work days (80 hours) of credit. It is the employee's responsibility to secure from the former agency's personnel officer attestation of the employee's prior service and sick leave balance for proper crediting of previously earned sick leave credit.

Employees will be paid for unused sick leave credit upon separation as follows:

1. A Township employee who resigns in good standing after at least ten (10) years of service shall be paid one (1) hour of pay for each four hours of unused sick leave credit accumulated up to a maximum of four-hundred and sixty (460) hours.
2. A Township employee who officially retires from service and is eligible to receive retirement benefits from a public retirement system shall be paid one (1) hour of pay for each three (3) hours of unused sick leave credit accumulated up to a maximum of six-hundred and thirteen (613) hours.
3. If a Township employee dies in service (while on the job), their beneficiary shall receive one (1) hour of pay for each hour of unused sick leave credit accumulated.

In all cases, payment shall be withheld until the employee or their agent has returned all Township property in the custody of the employee.

An eligible employee who uses no sick leave during an entire calendar year shall receive an additional twenty-four (24) hours extra paid personal time during the following calendar year.

Prior Service Credit

Washington Township full-time employees previously employed by a public employer within the State of Ohio may have their prior full-time service, as recognized by the pertinent retirement system, with that jurisdiction count as service for the purpose of calculating vacation leave with Washington Township.

A letter from the previous employer(s) may be submitted by the full-time employee certifying dates of service as proof of qualifying prior service credit toward calculation of vacation benefits.

An employee who previously was employed by a public employer within the State of Ohio may transfer to Washington Township sick leave credit earned, but not used or converted to cash in the prior agency, up to a limit of ten (10) work days (80 hours) of credit. It is the employee's responsibility to secure from the former agency's personnel officer attestation of the employee's prior service and sick leave balance for proper crediting of previously earned sick leave credit.

An employee retired from a qualifying prior employer may not transfer any sick leave balance resulting from a sick leave conversion severance calculation.

If extenuating circumstances arise, the Township Administrator has the discretion to determine the computation of applicable vacation and sick leave credit.

Personal Day

Each regular full-time employee is eligible for one (1) eight-hour paid personal day per calendar year. Such leave must be scheduled in advance, and must be used in a two-hour minimum. All personal time leave shall be subject to the prior approval of the employee's Department Head. Employees may not carry an accumulated personal day forward to the next year.

Any regular full-time employee who completes an entire calendar year without the use of any sick leave is eligible for an additional twenty-four (24) hours paid personal time in the following calendar year.

Group Insurance Coverage

The Township offers group health and dental insurance plans to eligible employees. Eligible employees will be covered by the provisions of this policy on the first day of employment. Details regarding insurance coverage can be obtained from the Township's Human Resources Division.

Employee Assistance Program

Washington Township recognizes the potential adverse impact of unresolved personal issues on employee well-being as well as on employee performance in the workplace. Therefore, an Employee Assistance Program (EAP) is made available to all full and part-time employees and their immediate family members.

The EAP provides professional, confidential assistance for most personal issues. Typical issues, which can be addressed through the EAP, include stress, marital or family concerns, emotional distress, alcoholism, drug abuse, or financial problems.

Voluntary use of the EAP will remain totally confidential. As such, employee participation in the EAP will not jeopardize an employee's job security or promotional opportunities. Participation in the EAP

does not relieve an employee of their responsibility to meet expected job performance and attendance standards.

Employee counseling sessions with an EAP counselor would normally be scheduled to take place on the employee's own time or subject to existing leave policies.

Deferred Compensation Program

The Township offers several deferred compensation programs for all regular full-time and part-time employees through various program administrators. Employees can obtain additional information regarding the program administrators from the Township Administrator, Payroll or the Township intranet.

Retirement System

With the exception of part-time Firefighter employees who participate in the federal Social Security System, all full-time and part-time Township employees are required by the State of Ohio to participate either in the Ohio Public Employees Retirement System (OPERS), or for full-time Firefighters, the Ohio Police and Firemen's Pension Fund (OP&F). Employees covered under OPERS and OP&F contribute a percentage of their total gross salary, including overtime, into the fund. Washington Township likewise contributes a percentage of gross salary into these funds on behalf of the employee. All contribution rates and the administration of retirement benefits are administered by the OPERS and OP&F Boards. These retirement system contributions are exempt from Federal and Ohio Income Tax. The payment of taxes on these contributions is deferred until the monies are paid out (e.g., in the form of pensions, separation refunds, or death benefits).

Tuition Reimbursement Program

It is the policy of the Board of Trustees to encourage Township employees to further their education in fields related to their job requirements. Regular full-time employees who have been employed by Washington Township for at least eighteen (18) months are eligible to participate in the Township's Tuition Reimbursement Program, provided that:

- Education or training must be obtained at an approved or accredited college, university, secondary school, technical institute, business institute, related education institute or school. In order to be eligible for participation, employees must also submit proof that the school meets the requirements of the Ohio State Board of School and College Registration or the North Central Association of Colleges.
- Any program must be directly related to the employee's current position or a promotional position for which the employee is eligible, or must be part of a degree program related to the employee's current or promotional position.

- Employees shall be limited to a maximum of eight (8) credit hours per quarter or semester for reimbursement under this program.

Employees should request approval for participation in writing to their Department Head. Upon review and approval by the Department Head, the request will be forwarded to the Administrator.

Upon approval by the Administrator, employees shall submit reimbursement requests at completion of the course of study. All requests for reimbursement shall be submitted to the employee's Department Head within thirty (30) days of completion of the course of study. The submittal should include a receipt from the approved University or College, etc., as well as a grade report showing that the course or program was completed, as well as the grade received.

The Township will reimburse employees for tuition cost based on the following schedule:

For Final Grade Level Courses:

A	80% Reimbursement of Course Costs (not including fees or books)
B	70% Reimbursement of Course Costs (not including fees or books)
C	50% Reimbursement of Course Costs (not including fees or books)
D and below	0% Reimbursement of Course Costs (not including fees or books)

For Pass/Fail Grading Systems:

Pass	50% Reimbursement of Course Costs (not including fees or books)
Fail	0% Reimbursement of Course Costs (not including fees or books)

The Township Administrator reserves the right to approve full reimbursement for certain Township required courses (e.g., Paramedic or EMT training, Commercial Driver's License).

Any employee who terminates their position(s) of employment for which the tuition reimbursement was approved with the Township within one (1) year after completing a course(s) under the Tuition Reimbursement Program shall be required to refund to the Township all tuition reimbursements received for the one-year period previous to their termination date. Any employee who terminates employment with the Township within two (2) years after completing a course under the Tuition Reimbursement Program shall be required to refund seventy-five percent (75%) of all tuition reimbursements received for courses taken within two (2) calendar years of the employee's termination date.

The Township will not reimburse fees for a program of study for which the employee has received a scholarship, grant or subsidy to the extent of such aid. In the event that an employee has a partial scholarship or grant, reimbursement will be based on the difference between the grant and the actual tuition expenses to the employee.

Expense Repayment

Any fire employee who does not complete a firefighter certification within one year of Washington Township appointment, quits Washington Township employment before completing any required certification, or fails to successfully complete his probationary period is responsible to pay back the following to Township:

1. Any associated costs of the fire certification class.
2. Any expenses associated with the hiring process (e.g., fingerprints, driver's license, physical).
3. Any uniforms, equipment or gear issued by the Township that has not been returned in the same issued condition.

Any Fire Department employee who fails to successfully complete the probationary period will be responsible for any expense incurred during the hiring and orientation process. Any amount owed to the Township under the above terms will be withheld from his termination pay or will be collected.

SECTION V: WAGE AND SALARY POLICIES

Working Hours

Starting times, quitting times, meal periods and relief times shall be determined by the Department Head with the approval of the Township Administrator. Supervisors will notify employees of their individual work schedules. It is recognized that staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled. However, in no case shall an employee begin working more than seven (7) minutes before scheduled work start time, or cease working before the scheduled end of the shift, without the prior approval of their Supervisor and Department Head.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Supervisor and Department Head's prior authorization. The selection of employees for overtime is based on job requirements and is within the sole discretion of the Township.

Overtime compensation is paid to all nonexempt employees at a rate of one and one-half (1½) times their regular hourly rate. Hours used in calculating overtime compensation are regular, holiday, sick leave, vacation, personal time, and bereavement leave. No other time off such as jury duty, etc. shall count towards the overtime calculations.

Those employees designated as "exempt" (as defined in the Employment Status & Records "Employment Status" section of this Manual) shall work a schedule to meet the needs of their department and position as approved by their Department Head. The Department Heads shall work a schedule to meet the needs of their position with the Township as approved by the Township Administrator.

Timekeeping

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

All employees should accurately record the time they begin and end their work, as well as the beginning and end time of each meal period (if required). They should also record the beginning and end time of any split shift or departure from work for personal reasons.

Tampering, altering, or falsifying time records, or intentionally recording time on any employee's time record may result in disciplinary actions, up to and including termination.

Paydays, Pay Advances & Administrative Pay Corrections

Paychecks are normally issued on alternate Fridays. The Administrator is authorized to modify the schedule governing issuance of paychecks, if necessary.

Neither pay advances nor extensions of credit on unearned wages shall be provided to employees.

The Township takes all reasonable steps to assure 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 or accrual of leave (vacation, sick, personal day, etc.) time, the employee should promptly bring the discrepancy to the attention of their Supervisor so that corrections can be made as quickly as possible.

Direct Deposit

Washington Township requires employees to direct deposit payroll funds into any banking institution of their choice.

Notice to Salaried Employees

The following notice is provided to exempt employees in accordance with the Fair Labor Standards Act. The Township pays exempt employees on a salary basis. That means that exempt employees regularly receive a pre-determined amount of compensation each pay period on a weekly basis, subject to the exceptions listed below.

The law allows certain reduction in the pay of a salaried employee. The Township may choose not to reduce your salary, but the following reductions are the ones permitted by law: when the employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, an employer is not required to pay the full salary for the first or last week of employment if the employee does not work the full week, or for weeks when an employee's salary is reduced as the result of penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made. Exempt employees do not need to be paid a salary in any workweek in which they perform no work. Also, an employer may require

employees to use accrued paid time off to cover absences, as long as it does not result in a prohibited reduction.

The Township's policy is to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary, you should immediately report this information in writing to your Department Head or to the Township Administrator. The Township will promptly investigate any report of an improper deduction. If the Township determines that an improper deduction has occurred, you will be promptly reimbursed.

SECTION VI: PERSONNEL POLICIES

Appointments

The Township Administrator shall appoint all employees.

Attendance Policy

Regular and predictable attendance is an essential function of each employee's job. Every employee is required to work the hours assigned. Every employee is responsible for being present and ready to work at the correct time. Every employee is responsible for working their entire workday, and not leaving work early unless authorized or directed by the supervisor.

Absenteeism creates numerous problems, especially unscheduled absences. Problems include costs associated with replacements, morale problems for those who must compensate for the absent employee, and delayed response in the delivery of service.

Excessive absences or tardiness (excluding approved FMLA leave, approved military leave, approved bereavement leave, and approved absence due to workplace injury) will result in disciplinary action, up to and including discharge.

Any employee absent from duty without authorization for three (3) consecutive work days or more will be deemed to have automatically terminated their employment as of the last day of active service, unless the employee can provide documentation to the satisfaction of the Administrator that circumstances beyond the employee's control prevented them from reporting to work.

Job Postings

All current Township employees will be notified of a position vacancy by posting of a job notice throughout the Township. All job postings will be placed on the Munis Online Service System and can be accessed through the employee portal.

Reduction in Force

Should it become necessary to reduce the size of the workforce, the Township will select employees for layoff, based on the Township's evaluation of ability, performance, and the Township's needs. The means for notification of employees of a reduction in force shall be at the discretion of the Administrator, consistent with applicable laws.

Safety Policy

Washington Township is committed to providing a safe and secure workplace for the benefit of its employees and the general public. Safety is the responsibility of all employees.

The following is a list of general safety rules, which shall be observed at all times. This is not a complete list. Each employee is expected to think and act carefully, sensibly, and reasonably at all times to maintain a safe workplace for all employees.

1. Employees shall conduct themselves in a safe and professional manner while on Township time and shall not create unsafe or unsanitary working conditions.
2. Wear and use all proper and required safety equipment and clothing. Do not wear any clothing or use any device that could cause a safety risk.
3. Follow all departmental standard operating procedures and guidelines.
4. Do not bypass, disregard, modify or remove safety guards or other safety devices in place for employee protection and safety. The only exception is a supervisor-directed repair of any safety equipment or device.
5. Do not willfully falsify readings, documentation, or printouts from equipment. Do not deliberately abuse, destroy, damage, steal or deface equipment or property.
6. Employees will report relevant safety issues to their supervisor's/crew leaders.
7. Be familiar with the location and operation of all safety equipment, including fire extinguishers, located in the work area. Note the location of exits and emergency evacuation routes in the work area.
8. Ensure that all flammable liquids and other hazardous chemicals are in approved containers and are stored according to applicable regulations.
9. Report every injury, accident, or damage, regardless of severity, to the supervisor as soon as practical. Complete an incident report in accordance with the workplace injury reporting procedures.
10. Report all defective, broken, or unsafe equipment, machines, or tools to the supervisor immediately. Report all unsafe acts or conditions, including any violations of department safety standards, to the supervisor.
11. Ensure, before use, that all equipment, including vehicles, is in a safe working condition. Immediately report any problems or malfunctions of such equipment to the supervisor. Complete equipment checklists and associated procedures as required by the department.
12. Do not use any equipment or tool without authorization and training.
13. Properly dispose of all refuse. Keep work areas clean and orderly.

The Township Administrator is charged with ensuring compliance with the Township's safety program. Questions about the policy should be directed to your Supervisor, Department Head or the Township Administrator.

Employee Appearance and Dress Code

Appearance plays an important role in portraying the professionalism of our Township government. All employees shall have a neat and professional appearance that reflects well upon Washington Township. All employees of the Township are expected and encouraged to exercise discretion and good taste in their matter of dress. Each employee's attire, grooming and personal hygiene should be appropriate to the work situation.

- a. Township Uniforms: All employees who are provided a Township uniform shall report to work each day in a clean uniform. Uniforms, including Township supplied shirts or sweatshirts, shall not be altered in any manner. Any questions regarding Township provided uniforms should be directed to your Department Head.

Township uniforms shall not be worn when the employee is off duty unless authorized by the Department Head or Township Administrator.

- b. Personal Appearance: Employees who are not provided with a uniform by the Township are also expected to be properly dressed for the type of work they are performing. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The following items shall not be permitted, unless authorized by the Department Head or Township Administrator based on the employee's work situation:

- Blue Jeans
- Extremely baggy pants
- Jogging suits, sweat suits or shorts
- Revealing, distracting or provocative attire
(e.g., crop tops, tank tops, clothing of a see-through material, skirt or dress of a length that is too revealing)
- T-shirts
- Torn clothing
- Tattoos and body piercing should not be visible

At its discretion, the Township may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are expected to present a neat appearance and are not permitted to wear any of the above prohibited items unless authorized.

Each department is authorized to develop and implement additional policies that relate to the provisions of “personal appearance” which are not inconsistent with the policy and guidelines established herein, upon approval of the Township Administrator.

Any employee who does not meet these standards or departmental policies will be required to take immediate corrective action, which may include leaving the premises and/or requirement to wear a Township supplied uniform. Any work time necessary to correct appearance shall be recorded as “leave without pay.”

Smoking Policy

The Township is a smoke-free workplace. The use of tobacco is prohibited by all personnel on any Township property. Smoking is prohibited inside all Township buildings, equipment, vehicles, and near all building entrances, windows, and ventilation systems. In addition, the Township prohibits the use of smokeless tobacco products and vaporizers for anyone on Township property.

Motor Vehicle Policy

An employee operating a Township vehicle, or a personal vehicle on Township business, must be at least eighteen (18) years of age and have a valid driver’s license in their possession. Drivers shall observe all traffic laws and regulations and rules of safe driving. Before any vehicle is operated, the driver and all passengers shall have their seat belts fastened. All Township employees are subject to have a Bureau of Motor Vehicles (BMV) report generated without notice.

Employees shall immediately report to their Supervisor or Department Head any accident, traffic violation, or parking violation involving a vehicle being used on Township business, regardless of who owns the vehicle. Accidents shall be reported no matter how slight the damage. Employees are required to complete an Accident/Incident report within twenty-four (24) hours of the incident.

In the event that an employee has an accident while operating a Township owned vehicle or piece of equipment, the following procedures shall be strictly followed:

1. Immediately notify your immediate Supervisor or Department Head, as well as the local police department.
2. Do not leave the scene of the accident (unless an injury has occurred) or move the involved equipment or vehicles until the Township Supervisor and/or police have completed their investigation or request that the equipment/vehicles be moved to prevent blocking traffic.
3. Within twenty-four (24) hours of the accident, the employee should complete their portion of the accident report form and submit it to their Supervisor.

4. The Supervisor or Department Head should report the vehicle accident as soon as possible (and not longer than twenty-four (24) hours after the accident) to the Township Administrator. Within seventy-two (72) hours of the accident, the complete Accident Investigation report should be completed and forwarded to the Township Administrator.
5. Accidents involving the injury or death of a Township employee should be immediately reported to the Township Administrator.

Possessing a valid driver's or commercial driver's license is a job requirement for some Township employees. These employees shall report all motor vehicle violations that result in the suspension of their Driver's or Commercial Driver's License, including violations received while off duty in their personal vehicles, to their Supervisor or Department Head immediately upon returning to their next scheduled work day.

In lieu of a Township assigned vehicle for use in their daily commute, certain positions may receive a vehicle use allowance. Said allowance amounts are set by the Township Trustees.

The following Fire Department personnel are authorized to take their Township assigned vehicles home, with personal use permitted as long as the employee is on call and available to immediately respond to an emergency need:

- a. Fire Chief
- b. Deputy Chief

Drug & Alcohol Policy

Purpose

To provide for the protection of our employees and citizens, the Township must have an environment free of alcohol and drug use. Employees shall be held accountable for violations of this Policy, to the extent that disciplinary action may be taken against the employee, up to and including dismissal. Ultimately, the responsibility for complying with the provisions of this Policy, fitness for duty, and where applicable, seeking out and participating in rehabilitation programs, rests with the employee.

Rules

1. No employee shall use, sell, buy or possess any alcohol or drugs while on the job, or during a meal or break period. The penalty for this is discharge.
2. No employee shall report to work or be at work under the influence of alcohol or drugs. The penalty for this is discharge. Being under the influence will not excuse any other violation of Township rules or standards, under this Policy or otherwise. Any positive drug test result, or alcohol test result of .02 or above, will be deemed being under the influence. Positive levels for drugs are those determined by Department of Transportation regulations (currently 49 CFR §

40.87). Positive levels for drugs not set forth in the DOT regulations will be determined by the testing laboratory.

3. The only exception to paragraphs 1 and 2 is for prescribed (for the employee) or over-the-counter medication, and even then, the employee must notify the Township before starting work if the medication may impair his ability to do his job. Impairment is just as serious when caused by medication; failure to report will be treated under paragraph 2. This exception does not include medical marijuana. Employees who use, sell, buy or possess marijuana while on the job or during a meal or break period will be discharged under Rule 1 above. Employees who report to work or are at work under the influence of marijuana will be discharged under Rule 2 above.
4. Anyone involved in the illegal trafficking of drugs, or illegal conduct consistent with trafficking of drugs, on or off the job, will be discharged.
5. All employees shall report to the Township any drug or alcohol arrest within 24 hours. Violation of this will subject the employee to discharge.
6. If an employee is unexpectedly called to work when he could reasonably have expected that he was free to consume alcoholic beverages, and has done so, the employee shall inform his supervisor at once so the supervisor can decide whether the employee should report to work. This fact, in itself, will not be grounds for discipline or discharge.
7. Any refusal under this policy to take a drug or alcohol test, to cooperate fully, or to sign the necessary papers, when ordered to do so, will result in discharge.

Treatment

8. A drug and alcohol problem will not excuse any violation of Township rules or standards, under this policy or otherwise, whether the employee seeks treatment or not.

Employees are urged to seek professional help for a drug/alcohol related problem. If an employee seeks treatment before violating any Township rule or standard, and the treatment requires that the employee not work for a period of time, the Township may, at its discretion, grant the employee a leave of absence, without pay. The leave will be subject to the terms of applicable health insurance and sickness and accident insurance policies, if the employee has coverage. Any costs associated with treatment that are not covered by Township provided insurance will be the responsibility of the employee. This leave will be conditioned upon receipt of reports from the treatment providers that the employee is cooperating and making reasonable progress in the treatment program. The employee will be permitted to return to work only if he passes a drug/alcohol test and has satisfactory medical evidence that he is fit for work.

The Township will grant sick leave for treatment of alcoholism and chemical dependence on the same basis as other illnesses. If an employee has used all available leave, the Township will consider granting an unpaid leave of absence for professional treatment. The leave of absence may be conditioned upon the receipt of reports that the employee is cooperating and making reasonable progress in a certified treatment program.

Testing

Consistent with applicable laws, the Township may require drug or alcohol testing under any of the following circumstances:

9. The Township may test whenever it in good faith reasonably suspects there is a drug or alcohol related problem with the employee. Reasonable suspicion may be based upon, but is not limited to, unexplained and excessive absence, a reliable report, reporting to work with the odor of alcohol or marijuana on an employee, unusual behavior such as slurred speech or lack of coordination, the unauthorized possession of drug paraphernalia, or involvement in an on-duty accident or other on-duty incident which results in or reasonably could have resulted in, physical harm to either the employee or other individuals in the accident/incident; or which results or reasonably could have resulted in damage to Township or other property, vehicles or equipment.
10. Employees who have previously violated this policy or return to work after a suspension or leave related to a positive test or otherwise related to drugs or alcohol may, as a condition of continued employment, be tested at any time for the remainder of their employment.
11. Employees in safety-sensitive jobs may also be tested randomly.
12. As required by law, including for those required to have a Commercial Driver's License (CDL).
13. An employee who tests positive may, at their own expense, request a second test on the initial sample.

Searches

14. The Township reserves the right to carry out searches based on reasonable suspicion of employees, including personal effects brought onto Township property (lockers, purses, vehicles). Such searches may be carried out without prior notice. Refusal to submit to such searches is grounds for discharge.

Medical Exams

In the interest of health, safety, and job performance, and consistent with applicable law, employees may be required to have a medical exam by an examiner chosen by the Township at any time at the Township's expense. This may include a blood, urine, or other tests for alcohol, controlled substances, or illegal drugs. The Township may require an employee to provide authorization for release of records

and information as part of an examination or in connection with any claim against the Township, consistent with applicable law.

Policies Against Sexual and Other Forms of Harassment

General

The Township is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry, national origin, genetic information, or veteran or military status, consistent with applicable laws.

All employees should respect the rights, opinions, and beliefs of others. Harassment of any person because of sex, race, color, age, religion, disability, ancestry, national origin, genetic information, or veteran or military status is strictly prohibited, whether directed at an employee, officer, vendor, or customer. Any such harassment is prohibited by this policy whether or not it also violates the equal employment opportunity laws. This policy applies to all employees, elected officials, board and commission members, consultants, advisors, counsel and the Township Administrator. This policy also applies when traveling on business, just as it applies on Township premises.

Sexual Harassment

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee to any unwelcome conduct of a sexual nature. This includes both unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this policy when the employee knows or should know it is unwelcome to the person subjected to it.

Other Harassment

The Township's policy regarding sexual harassment is applicable to harassment on other bases protected by law, such as age, race, color, religion, ancestry, national origin, disability, genetic information, or veteran or military status. As with sexually related conduct, inappropriate or offensive actions, words, jokes, or comments based on an individual's race, color, national origin, ancestry, religion, age, disability, genetic information, veteran or military status, or any other legally protected basis will not be tolerated.

Making Complaints and Reporting Violations

It is everyone's responsibility to maintain a discrimination and harassment-free work atmosphere. This includes freedom from prohibited conduct not only by fellow employees, but also by other person's employees encounter in the course of their employment, provided that the Township is made aware of such conduct. Employees who have a complaint or concern about possible sexual or other harassment or other prohibited conduct should report such complain or concern immediately. The Township is prepared to receive complaints about behavior that is perceived as unprofessional or inappropriate regardless of whether the behavior constitutes unlawful harassment.

If you are the victim of harassment, you are requested and encouraged to make a complaint to the Township. You are not required to complain first to the person who is harassing you. If you prefer, you may complain directly to your supervisor, Department Head or the Township Administrator. (If an employee makes a report to a supervisor or Department Head, the supervisor or Department Head must promptly inform the Township Administrator.) Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee for making in good faith a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Please remember that we are unable to correct situations that are unknown to us or that are not brought to our attention.

Investigation of Complaints and Reports

The Township will promptly investigate any complaint or report of violation of this policy. An investigation can take several weeks in some cases. You may be asked to provide a written statement of your knowledge of the claimed violation, or to verify that a written statement is accurate and complete, with your additions and corrections, if necessary. You may at any time ask the person you complained or reported to about the status of the investigation.

Penalties for Violations

The Township will take prompt disciplinary and remedial action if its investigation shows a violation of this policy. Any employee, supervisor, Department Head, or other individual who is found after appropriate investigation to have engaged in the harassment or another employee will be subject to appropriate disciplinary action, up to and including termination.

A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and the Township will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

Prohibition against Retaliation

Retaliation against an employee because of a report under this policy or because an employee has participated in an investigation under this policy is prohibited and will not be tolerated. Any suspected

retaliation must also be immediately reported. Complaints of retaliation will be investigated and, where appropriate, may lead to disciplinary action up to and including dismissal.

If you have any questions about this policy, please contact the Township Administrator.

Workplace Violence

Conduct that threatens, intimidates, or coerces another employee, an elected official, a volunteer or a member of the public at any time, including off-duty periods, will not be tolerated. If you observe or experience such behavior, report it immediately to a supervisor, Department Head, or the Township Administrator.

The Township will investigate all reports of threatened or actual violence, violations of these guidelines and reports of suspicious individuals or activities. Supervisors, managers and Department Heads are required to promptly communicate any reported or observed violations of this Policy to the Township Administrator.

In order to maintain workplace safety and the integrity of its investigation, the Township may immediately suspend employees, either with or without pay, pending an investigation. Anyone determined to be responsible for threatened or actual violence or other conduct that is a violation of this Policy, will be subject to prompt disciplinary action, up to and including discharge from employment.

Weapons

Employees may not possess or store explosives, firearms, or other weapons in a building or portion of a building owned, leased or controlled by the Township or in a motor vehicle owned or leased by the Township, or during work hours or while on Township business. The only exception is that employees with valid concealed handgun licenses may carry firearms or ammunition in their personally owned vehicles and may store firearms or ammunition in a glove box, trunk or other enclosed container or compartment in their personally owned, locked vehicles.

Inclement Weather Policy

Due to the nature of the Township's service to its citizens, Township offices will continue to operate during inclement or emergency weather periods. Any cancellation of services or programs due to inclement or emergency weather shall be approved in advance by the Township Administrator. The Township Administrator or their designee shall determine any modification in the approved work schedule in response to extreme weather conditions.

When the Township Administrator has declared the weather situation extreme and has modified the approved work schedule, employees shall be paid their regular straight-time pay for the duration of that declaration.

Information Technology Policy

General

The Township provides employees with access to its computer and communications systems (which may include, but are not limited to, computers, internet, email, voice mail, telephones, cell phones, iPhones, iPads and PDAs) for the performance and fulfillment of job responsibilities. All employees are obligated to make effective, safe and responsible use of this technology. This policy applies to all employees, including regular full-time, permanent part-time, temporary, and seasonal employees who are provided access to the technology systems.

The Township's computer and communication systems, and all information stored on them, are Township property. Employees shall have no expectation of privacy in anything they create, send, install, store, delete, or receive using any of these systems. Limited personal use is permitted provided it does not interfere with any employee's work and does not violate this or any other Township policy (e.g., harassment or EEO policies), but employees need to remember that the Township, its manager, or Information Technology personnel may monitor, review intercept, or access all information on the Township systems, including any personal communications accessed or sent through the Township's systems.

Employee Responsibilities

Employees using the Township systems must:

- Ensure the security of their accounts and related passwords. Passwords should never be shared between users or be in plain sight. If the integrity of a password has been compromised, the employee should change the password and notify Information Technology personnel or employee's supervisor of the compromise.
- Abide by existing federal, state and local telecommunications and networking laws and regulations.
- Minimize unnecessary network traffic that may interfere with the ability of others to make effective use of the Township network resources, and to conduct normal business activities.
- Avoid the overload of networks with excessive data, or wasting other Township technical resources.
- Exercise good judgment and follow generally accepted rules of network etiquette when using the Internet or other electronic communications services.

Protect Confidential Township Information (e.g., personal and protected information about the Township, its employees, or its citizens not subject to disclosure under the Public Records Act). Employees who are authorized to electronically transmit Confidential Township Information must take all steps necessary to protect the confidentiality of such information, including the following:

- Current Township procedures with respect to the transmission of such information. Such employees should disclose Confidential Township Information only to authorized individuals with a need to know.
- All dissemination of public records must follow the rules in this handbook and all public records policies and laws.

Remember that emails may be public records under State Law. Emails must be maintained and may be deleted only according to the public records policy.

Prohibited Uses

Employees may not use the Township's systems for any of the following reasons:

- Conducting personal business activities or seeking personal financial gain.
- Playing games during working time.
- Any social media use that is unrelated to an employee's duties and responsibilities.
- Bringing actual or potential embarrassment or harm to the Township.
- Conducting illegal activities or otherwise violating federal, state, or local laws.
- Receiving, transmitting, downloading, viewing, or printing materials of a derogatory, inflammatory, discriminatory, harassing, sexually explicit, obscene, offensive, defamatory, violent or threatening in nature.
- Downloading or installing software, games or any files or programs, which could potentially change system configuration or damage the systems without the prior consent of authorized Information Technology personnel.
- Removing or copying software, shared files or programs, without the consent of authorized Information Technology personnel.
- Use of any streaming or websites that impair system operations.
- Downloading, distributing or printing copyrighted materials, which include articles, software or intellectual property, in violation of the copyright laws.
- Copying programs from Township owned systems for personnel use or non-Township use.
- Spamming email accounts or forwarding chain letters.

- Disclosing Confidential Township Information, unless expressly authorized.
- Vandalizing data of another user, including uploading or creating of computer viruses.

Social Media

There are many tools available today that enable people to publish and share content on the public Internet. These include social media networking sites such as Facebook, Twitter, Yelp, YouTube and foursquare subscription services such as Angie's List, as well as blogs, blog comments, forum posts, wikis, and other similar sites.

The Township respects the right of its employees to use social media sites and other parts of the public Internet as a medium of self-expression, communication, and public conversation using their own equipment and on their own time.

However, employees should keep in mind that their postings can affect how the general public perceives the Township. The Township has the right to monitor all postings and employees should have no expectation of privacy while using the public Internet, even on their own personal time, and even when using their own personal equipment. Employees' public postings on social media and other Internet sites can be viewed by anyone, including the Township's management.

The following guidelines apply to all use of social media or the public Internet by Township employees, even when on their own personal time and on their own personal equipment:

- Use good judgment. Remember that what you post may be seen by far more people than you might have intended.
- Do not disclose Confidential Township Information.
- Employees are free to identify themselves as Township employee if they wish. However, they should state that their views are their own, and do not reflect those of the Township administration. Do not speak, or appear to speak, on behalf of the Township unless expressly authorized.
- If an employee is contacted by anyone about one of his or her posts, including a commenter or a member of the press, and is asked to discuss Confidential Township Information, the employee must speak with his or her supervisor before responding.
- Only employees who are specifically authorized by the Township are permitted to prepare and modify content for the Township's website, any official Township blog, and any of the Township's official social media sites. If an employee is uncertain about whether or not he or she is permitted to post certain content, he or she must discuss the proposed content with his or her supervisor prior to posting.

- Employees may not access social media sites or otherwise use social media during work time, except as part of the employee's official assigned job duties.
- Employees may not post material that is obscene, defamatory, threatening, or harassing concerning the Township or its employees.
- Any employee found to be violating this Policy is subject to immediate disciplinary action, including discharge.

Cellular Phone, Electronic Device

This policy outlines the use of personal cell phones/electronic devices at work, the personal use of Township cell phones/electronic devices and the safe use of cell phones/electronic devices by employees while driving.

Personal Cellular Phones/Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cellular phone/electronic device as is expected for the use of Township phones. Excessive personal calls/electronic device use during the workday, regardless of the phone/device used, interfere with employee productivity and distract others. Employees must limit personal calls and electronic device use to non-working time (e.g., authorized breaks and lunch periods) and ensure that friends and family members are aware of the Township's policy. Flexibility will be provided in circumstances demanding immediate attention or for emergencies.

Township Cellular Phones/Electronic Devices

Where an employee's duties require immediate access to an employee, the Township may issue a pager, cellular phone or a hand-held radio (e.g., "walkie talkie") to an employee for work-related communications. Employees may only use these devices for Township business (or to make an emergency 911 call).

Employees in possession of Township equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (e.g., 24 hours) may be expected to bear of the cost of the replacement.

Safety Issues for Cellular Phone/Electronic Device Use

Employees whose job responsibilities include regular or occasional driving, and who are issued a cell phone/electronic device for business use, are expected to refrain from using their phone/device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop

the vehicle before placing or accepting a call or using an electronic device. If acceptance of a call or use of the device is unavoidable and pulling over is not an option, employees are expected to keep the call/use short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road.

Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone/electronic device for uses related to their employment with the Township, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill work needs. Employees who are charged with traffic violations resulting from the use of their phone/electronic device while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline up to and including termination.

To effectively administer the Township Emergency Operations Center (EOC), the Township requires the following employees to be accessible by their cellular communication devices:

Group 1

Township Administrator (EOC)
Fire Chief (EOC)

Group 2

Public Works Director (EOC)	Information Systems Specialist
Recreation Facility Director (EOC)	Fire Captains
Information Systems Coordinator (EOC)	Zoning Manager (EOC)
Deputy Fire Chief (EOC)	

Group 3

Finance Director (EOC)	Public Information Manager (EOC)
Public Works Manager	Recreation Supervisors
Senior Supervisor Maintenance	

The Township will provide employees in Groups 1, 2, and 3, at no cost to the employees, Township-owned or leased cellular communication devices. These employees may choose to purchase, at their expense, cellular communication devices and receive a monthly payment from the Township according to the following schedule:

<u>Group 1</u>	\$ 60 per month	<u>Group 2</u>	\$ 45 per month	<u>Group 3</u>	\$25 per month
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Employees who choose to purchase their own device will not receive any payments in excess of the above schedule without the advance written permission of the Township Administrator. They are

required to provide their cell phone number to their Department Heads for distribution on the department roster.

While the Township recognizes that some plans may have small areas that lack coverage, employees who purchase their own device are required to obtain a plan that includes coverage for at least the State of Ohio. These employees are encouraged to obtain service from the Township's preferred provider.

Employees who use Township devices will not receive any monthly payment from the Township. The cellular communication devices for all EOC-designated positions must have numeric and text functionality. The Township will provide technical specification information and assistance to give employees PDA access.

All employees in Groups 1, 2, and 3 must promptly notify their supervisor if their device is not working properly.

The Township requires the following employees to have access to cell phones while at work:

Group 4

Fire Inspector

Park Maintenance Technician II

Plans Examiner Inspector

Zoning Inspector

Engineer I

Departmental "pool" employees

The Township will provide employees in Group 4, at no cost to the employees, a Township cell phone that may only be used for Township business while at work. No employee may take a Township phone home without the advance permission of their Department Head, and if such permission is granted, the phone may only be used for necessary Township business.

Group 4 employees are required to make sure that their Township cell phones are turned on, working properly, and accessible while at work. Employees must promptly notify their supervisor if their phone is not working properly. Employees must promptly return all calls, unless the call indicates that a response is unnecessary.

Based on the Township or Department's needs, Department Heads may request that the Township Administrator include other employees in their departments in Groups 1, 2, 3 and 4. Employees may only use Township cellular communication devices for Township business. No employee may use a Township device for any personal reason (other than an emergency call to 911). Department Heads will conduct reviews of Township cellular communication device invoices to ensure compliance with this paragraph.

Copiers and Mail Systems Use Policy

Use of Township photocopiers for personal reasons should be kept to an absolute minimum. Employees are expected to reimburse the Township at a reasonable cost for any personal photocopies made using Township equipment.

Use of Township paid postage or Township stationary for personal reasons is not permitted. Employees however, may place their personal mail (already stamped) in the Township mail collection areas.

Media Policy

“Media” as referred to in this policy shall include, but not be limited to, local, regional, national, and international print publications; radio and television broadcasts, wire services; and web-based media services.

No employee may speak, or appear to speak, to the media on behalf of the Township without prior approval of their Department Head.

Political Activity of Employees

No employee shall participate in political activities while on Township time or while in or on Township property. The following are examples of activities that are prohibited:

- Directly or indirectly soliciting or receiving any assessment, subscription, or contribution for any political party, candidate or purpose whatsoever.
- Circulating nominating petitions for a political issue or candidates of a political office.
- Managing, coordinating, planning or participating in the campaign of a political issue or person campaigning for political office.
- Wearing political signs, stickers, etc., on Township property or equipment.
- Placing political signs, stickers, etc., on Township property or equipment.

Employees, or those persons seeking employment, shall not be appointed, promoted, or removed, or in any way favored or discriminated against because of political opinion or affiliations.

Employees shall not use their position as a Township official or employee to support, endorse or campaign for any candidate.

Nothing in these rules shall be construed to interfere with the right of any employee in the Township’s service to become a member of a political club, to attend political meetings, to express privately their opinions on any political subject, and to enjoy freedom from all interference in casting their vote.

Policy Prohibiting Tape Recording of Conversations by Township Employees

Employees may not record other employees or Township officials about Township business so as to encourage open communication with and among Township employees, the recording of conversations by a Township employee with any person while on Township property or while conducting Township business is prohibited, unless approved by their supervisor or the Township Administrator.

Public Records Policy

Washington Township maintains many records pertaining to the administration and operation of ~~the~~ Washington Township. So as to ensure that all members of the public have access to those records as required by Ohio law, the Board of Trustees of Washington Township has adopted a Public Records Policy. This policy explains the process by which a person may inspect and obtain copies of those records maintained by Washington Township, which are not exempt from disclosure by Ohio law.

Records Custodian

The Township Fiscal Officer is the official Public Records Custodian of all records which are centrally maintained by the Township. Department Heads are the official custodians of all records maintained within their departments. However, all public records requests must be directed to the appropriate Department Head or Township Fiscal Officer.

Inspection

A. Availability of Records for Inspection

All public records, unless exempted by law, which are maintained by the Township and are responsive to a request for inspection, shall be promptly prepared and made available for inspection to any person during regular business hours, which are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. The time for compliance with a request for the inspection of public records will depend upon the availability of requested records, the manner in which they are kept, the volume of records requested and, if necessary, time for legal review.

B. Methods of Request

A request to inspect public records may be made verbally or in writing. Unless specifically required or authorized by state or federal law, the Public Records Custodian may not limit or condition the availability of public records by requiring disclosure of the requester's identity or the intended use of the requested public records. However, the Public Records Custodian may ask a requester to make the request in writing, may ask for the requester's identity and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and the requester may decline to reveal the requester's identity or intended use when a written request or disclosure of the

identity or intended use would benefit the requester by enhancing the ability of the Public Records Custodian to identifying, locating or delivering the records sought by the requester.

If the requester makes an ambiguous or overly broad request or has difficulty making a request for copies or inspection such that the Public Records Custodian cannot reasonably identify what records are being requested, the Public Records Custodian will inform the requester that the public records request is denied, but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by Township employees.

C. Copying of Public Records

1. Availability of Copies of Public Records

The requester may request the Public Records Custodian to make copies of public records. Requested copies will be produced within a reasonable period of time.

Public records will only be copied by the Public Records Custodian or other authorized persons. The Township limits the number of records requested by a person that it will transmit by United States mail to ten per month, unless the person certifies to the Township in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. The Public Records Custodian may use an outside copying service to make the copies, at the Public Records Custodian's discretion. Under no circumstances will the requester be permitted to make the copies of any public records. Requests to copy a certain number of public records on a given page, by "reducing" copy size or otherwise, may be met at the discretion of the Public Records Custodian.

2. Transmitting Copies of Public Records

A requester may request that copies of public records be transmitted by U.S. Mail or by any other means of delivery or transmission within a reasonable period of time.

The requester may choose to have the public records duplicated upon paper, upon the same medium upon which the Public Records Custodian keeps the records or upon any other medium upon which the Public Records Custodian determines that the records can be reasonably duplicated as an integral part of the normal operations of the Township. When the requester makes a choice of how the records are to be duplicated, the Public Records Custodian shall attempt to provide a copy of the records in accordance with the choice made by the person seeking the copies.

3. Cost of Copies and Delivery

Copies made on letter or legal size paper will be made at a cost of \$0.05 per page. If the Public Records Custodian uses an outside copying service to make the copies, the requester will be required to pay the cost of the entire copying job, as billed by the copying service. Copies that are requested in some format other than normal letter or legal paper will be "at cost," without taking into account employee time spent preparing the copies. (For example, public records in electronic format placed on a CD will be assessed the cost of the CD, plus the cost, if any, of creating the electronic copies.)

The requester shall also pay, in advance, the cost of postage or delivery if the copies are transmitted by other than United States mail and to pay, in advance, the cost incurred for other supplies used in mailing, delivery or transmitting the copies. Payment for public records requests must be made prior to the actual copying of the records.

4. Redaction of Information

If the public record contains information that is exempt from disclosure under Ohio law, the Public Records Custodian shall make available all of the information within the public records, which is not exempt. If redaction of any information is not plainly visible, the Public Records Custodian shall notify the requester of any redaction. Any redaction shall be deemed a denial of a request to inspect or copy the redacted information except if federal or state law authorizes or requires the redaction.

When any redaction is required, the Public Records Custodian shall make a copy of the record, perform the redaction and then make a copy of the redacted material which will then be given to the requester. The requester will not be charged for the initial copy of the public record.

Denial of a Public Records Request

Under certain circumstances, records may not be within the definition of a "public record" or may be exempt from production and copying under Ohio law. In these situations, the public record request will be denied. The Ohio Revised Code requires that if any request is denied, an explanation shall be given including legal authority as to why the request was denied. A denial of a written request shall be given in writing. Written reasons for denial will not be given for verbal public records requests.

Failure to Respond to a Public Records Request

The Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request. The Township's failure to comply with a request may result in a court ordering the Township to comply with the law and to pay the requester's attorney's fees, court costs and damages.

Records Retention Schedule

A copy of the Township's current Records Retention Schedule is available for inspection at the Township Government Center, 8200 McEwen Road, Dayton, Ohio.

Applicable Law

The provisions of this Public Records Request Policy are governed by Section 149.43 of the Ohio Revised Code, the provisions of which shall govern the inspection and copying of public records maintained by Washington Township. If there is any conflict between this policy and the provisions of the Ohio Revised Code, the provisions of the Ohio Revised Code shall control.

Grievance

If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of a public record, the person will be advised that: (a) they may contact the Public Records Custodian; or (b) Ohio Rev. Code Section 149.43(c)(1) provides a legal means for addressing a complaint in these disputes.

American With Disabilities Act (ADA) Compliance

The Township and its employees will facilitate requests made by all persons, regardless of handicap or disability. Employees authorized to release public records will make all reasonable accommodations to ensure that public access is not denied based on handicap or disability.

Posting

This policy will be posted in the Township's administration building. If applicable, the Township will incorporate this policy into all handbooks or policy manuals furnished by the Township to its employees.

Travel Reimbursement Policy

All officials and employees of Washington Township who are required to travel on Township business shall be reimbursed according to the following requirements. Consistent with the annual budget, the Township Administrator must approve, in advance, all requests for reimbursements for travel expenses.

Requirements

Before traveling, employees must submit to their Supervisor a completed Travel Request and Expense Report form, for all expenses. Employees must include with the expense report a copy of the entire agenda (including meal functions) for a training session or conference they wish to attend. Training shall be handled through the regular Township requisition process.

The Township Administrator and the employee's Department Head must approve the pre-trip expense report in advance of the trip. Any travel or training expense (including registration fees, travel, lodging and meals) in excess of one thousand dollars (\$1,000) per employee must be approved in advance by the Board of Trustees.

Reimbursement Provisions

Transportation: Employees will be reimbursed for the costs of coach airline fares, transportation to and from the airport, and airport parking. Transportation to and from airports and airport parking should be by means most financially advantageous to the Township.

Other travel expenses, such as fuel for Township owned vehicles, bus fees, rental car expenses, parking fees or taxi fares, are reimbursable. Travel insurance and personal travel expenses (e.g., gas, taxi, bus used for personal reasons) are not reimbursable.

Personal Car: Use of an employee's personal vehicles for performance of Township business is discouraged. Employees should use Township vehicles, when available, for Township business. If Township vehicles are not available, and the use of a personal vehicle for Township business has been approved in advance by the employee's Department Head, the use of a personal vehicle can be reimbursed at the currently approved IRS-allowable rate for mileage. The total of both shall not exceed the cost of coach airline fare.

If two (2) or more individuals are traveling to the same destination for the same meeting, arrangements should be made, to the extent practical, to travel in the same automobile.

Lodging: Single occupancy accommodation rates in the medium price range for the locale will be approved for reimbursement. Every effort should be made to obtain accommodations as close to the out-of-town destination as possible. It is expected that an employee will use accommodations appropriate to the nature of the business trip.

Per Diem Rates: Washington Township employees who attend training sessions and conferences outside of the Township are reimbursed for meals while on business for the Township. Meals are often covered by the registration fees for seminars, conferences or training sessions. However, sometimes a registration fee will include some or none of the meals. If any of the meals for a day are not covered and become the responsibility of the employee, then the following per diem meal rates, excluding any alcohol purchases, apply for reimbursement:

- Fifteen dollars (\$15.00) for breakfast;
- Twenty dollars (\$20.00) for lunch;
- Thirty (\$30.00) for dinner.

Single Day Travel: For any single day's travel, only the cost of the meal or meals eaten while traveling (and not at home or in the office) will be reimbursed at the per diem rates noted above.

Registration Expenses: Registration fees and pre-approved training fees should be paid by the Township in advance of travel.

Tips and Gratuities: Only reasonable tips and gratuities are eligible for reimbursement, where applicable. This includes nominal fees (up to 10%) for other service workers normally included in tipping (taxi, valets, bellhops, etc.).

Fines Reimbursement: Under no circumstances will an employee be reimbursed for fines resulting from breaking any city, county, state or federal laws while on Township business/training travel.

Miscellaneous: All necessary and reasonable miscellaneous expenses are reimbursable, if accompanied by a receipt and approved by the Township Administrator. The Township does not reimburse entertainment expenses, liquor purchases, or expenses incurred by a spouse.

The Township Administrator may decrease or increase the mileage and per diem allowance consistent with IRS rules and regulations.

Employment of Family Members

Relatives of Township employees are welcome to apply for positions for which they are qualified with the assurance that they will be considered for employment on the basis of their qualifications. The Township has developed this policy to assure compliance with Ohio ethics law restrictions on the hiring of relatives. In order to assure compliance, monitoring of employment of family members will be made to assure that no person shall be hired, reappointed, promoted or transferred to a position or department where they would directly supervise or receive direct supervision from a family member. Employment of family members within the same department is discouraged, but will be allowed by permission of the Township Administrator.

For purposes of this policy, family member is defined as: (1) spouse or former spouse; (2) parent, including in-law and step; (3) children, including in-law and step; (4) grandchildren, including in-law and step; (5) grandparent, including in-law and step; (6) siblings, including in-law and step; (7) aunts or uncles; (8) nieces or nephews; (9) legal guardians; and (10) any other person residing in the same household as the employee during the employment period.

Relationships established due to marriage or divorce after employment will also be subject to the terms of this policy.

The Township reserves the right to take action to assure that employment of family members does not create any adverse effects on work performance, including conflicts of interest or the appearance of conflict of interest. In such cases, the Township may take any needed action including reassignment and/or termination to assure no adverse effect on work performance or conflict of interest within the Township.

No public official, regardless of job duties or level of authority, shall: 1) hire any family member(s), 2) vote to authorize the employment of any family member(s), or 3) recommend, nominate or use their position in any way to secure Township employment for a family member(s), including participation in any discussions about the family member's qualifications with the public official(s) involved in the hiring of any family member(s).

This policy shall not require the termination of any family member that is employed by Washington Township prior to January 1, 2011.

The Township Administrator has authority for decisions regarding employment of family members under this policy.

Reporting of Criminal Charges, Arrests and Convictions

If an employee is arrested or cited for any violation of the law during work hours or resulting from on-duty conduct, he must report the criminal charge, citation or arrest to the Township within 24 hours. An employee also must report any criminal charge, arrest or citation resulting from off-duty conduct if the criminal charge, arrest or citation could be detrimental to the Township's operation or reputation, or could affect the employee's ability to perform his job. Employees should report such criminal charges, arrests or citations as soon as possible, but no later than five (5) calendar days after the arrest or citation.

Reporting of Romantic Relationships

If a romantic or sexual relationship develops between a supervisor and subordinate, both employees must promptly inform the Township Administrator. The Township Administrator may take any action she deems appropriate.

SECTION VII: LEAVE OF ABSENCE POLICIES

Any employee not reporting for duty as the result of approved leave is responsible for making necessary arrangements, or notifying their immediate supervisor of the need to cancel, re-schedule or re-assign any time-sensitive duties that were to be completed by the employee during their absence.

Family and Medical Leave Act

Basic Leave Entitlement

Under the Family and Medical Leave Act ("FMLA"), an employee who has been employed by the Township for at least one year and worked at least 1,250 hours in the previous 12 months, may take up to 12 weeks of unpaid leave during a rolling 12-month period, for any of the following reasons:

1. Incapacity due to pregnancy, prenatal medical care or childbirth;
2. Care for the employee's childbirth or placement for adoption or foster care;
3. Care for employee's spouse, son, daughter, or parent who has a serious health condition; or
4. A serious health condition that makes the employee unable to perform the employee's job.

A "rolling 12-month period" means the 365 (or 366 when applicable) days immediately preceding any day the employee takes leave.

If an employee does not declare that the leave requested is for FMLA purposes, and if the reason for the leave requested would have otherwise qualified as FMLA leave, the leave request will be treated as one for FMLA leave and such leave will count against the employee's leave entitlement under FMLA.

Military Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty in a foreign country or call to active duty status for deployment in a foreign country in the Armed Forces, including the in the National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child or parent care, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, and spending time with a military member on Rest and Recuperation leave (maximum of 15 calendar days).

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member or veteran during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty. A covered veteran is an individual who was discharged or released under conditions other than dishonorable during the five-

year period (not including 10-28-09 through 3-8-13) before the first date the eligible employee takes FMLA leave to care for the veteran, and who has a serious injury or illness incurred or aggravated in the line of duty or related to military service, subject to certain conditions.

Notice and Application

An employee must provide at least thirty (30) days' advance notice before the family or medical leave is to begin if the need for leave is foreseeable, such as for expected birth or planned medical treatment. If 30 days' notice is not practicable, then the employee must provide as much notice as is practicable and generally must comply with the required call-in procedure. The initial notice must provide sufficient information for the Township to determine if the leave may qualify for FMLA protection. An employee shall complete a leave of absence application form, available from their supervisor, when requesting leave, or as soon after that as is practicable. The employee must list on this form the reasons for the requested leave, the expected start of the leave, and the expected length of the leave. If the employee is requesting intermittent leave or a reduced leave schedule, the employee shall state the reasons why the intermittent leave or a reduced leave schedule is medically necessary and the schedule of treatment. (Intermittent leave and reduced leave schedule are not available for birth or adoption leaves.) The employee shall also state if the requested leave is for a reason for which FMLA leave was previously taken or certified.

The Township will designate the leave as FMLA or not and so notify the employee. If the employee disagrees, they should inform the Township immediately. If the employee appears to be eligible, the Township will notify the employee of any additional information required, the amount of leave counted against the employee's leave entitlement and the employee's rights and responsibilities. If the employee is not eligible, the Township will provide the reason.

Medical Certification

An employee requesting leave to care for the employee's spouse, child or parent, or due to the employee's own serious health condition, must submit a medical certification completed by the health care provider of the employee or the employee's ill family member, demonstrating the need for the leave. The Township will provide a form for this. When the duration of the condition listed in the original certification is thirty (30) days or less, if the employee's leave (whether full-time, intermittent, or on a reduced schedule) is beyond thirty (30) days, then a new medical certification shall be required after thirty (30) days, and each thirty (30) days after that. When the duration of the condition listed in the original certification exceeds thirty (30) days, a new medical certification shall be required if the employee's leave is beyond the specified duration or every six (6) months, whichever occurs first. A second opinion may be required; a third opinion may also be required if needed to resolve a dispute between the first and second opinions.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. When requesting intermittent FMLA leave or altered work schedule based on FMLA leave request, the employee shall state the medical reasons for the intermittent leave and/or altered work schedule and provide any related schedule for medical treatment. The employee shall state if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If an employee needs intermittent or reduced schedule FMLA leave that is foreseeable based on planned medical treatment for the employee, a family member, or covered service member, the Township may require the employee to transfer temporarily, during the period that intermittent or reduced leave schedule is required, to an available alternative position with equivalent pay and benefits, if the alternate position would better accommodate the intermittent or altered work schedule for FMLA leave purposes.

Leave for birth, adoption or foster care of a child shall be taken within one year of the birth or placement of the child.

Pay and Benefits

All Family and Medical Leaves are without pay, except to the extent paid leave is available. FMLA leaves are without benefits, except that group health and hospitalization insurance will be continued during FMLA leave with the same terms, conditions and employee contributions applicable to employees who are actively at work. The Township will require an employee to use any available paid leave, including vacation, while on FMLA leave, and the paid leave counts against the 12-week entitlement.

Return from Family or Medical Leave

Employees must tell their supervisor of the date they will be able to return to work, in writing, no later than one week in advance whenever practicable. An employee on medical leave due to the employee's own serious health condition must, as a condition to returning to work, submit a medical certificate releasing the employee to return to his or her job upon return from FMLA leave. Upon return from FMLA leave, employees must be restored to their original or equivalent position with equivalent pay, benefit or other employment terms.

Limitations and Enforcement

All leaves, which may be available or taken under the Family and Medical Leave Act, are subject to the restrictions, limitations and conditions provided in that law and any valid regulations promulgated under it. An employee who believes his or her FMLA rights have been violated may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any processing under or relating to FMLA.

Bereavement Leave

A regular full-time employee is eligible to take up to three (3) workdays (24 hours) with pay to attend the funeral and take care of personal matters related to the death of someone in the employee's immediate family. Immediate family is the employee's spouse, child, parent, grandparent, sibling, spouse's parent, and equivalent step relatives. A regular full-time employee may be absent up to one (1) regularly scheduled workday (8 hours) without loss of pay in case of death of an aunt or uncle, niece or nephew on the employee's side of the family, as well as grandparents, siblings and step-siblings on the spouse's side of the family.

The Township Administrator may extend the definition of "immediate family" to family members other than those specifically named or to persons who act in the role of those named in the "immediate family" in specific cases.

An employee requesting bereavement leave must obtain approval in advance from their Department Head. The Township reserves the right to request documentation of attendance.

Jury Duty Leave

Employees called for jury duty will be reimbursed for the difference between jury duty pay and the amount they normally earn in a regular 8-hour day, up to a maximum of fifteen (15) days in any twelve (12) month period. To receive jury duty pay, the employee must present the Township satisfactory evidence of the dates and times of jury service and the amounts of pay, which the employee is entitled to receive or has received. Employees who expect to be called for jury service shall notify their Township supervisor as promptly as possible. If an employee is excused from jury service for the day, early enough to return to his regular shift, he shall do so.

Maternity Leave

Disability due to pregnancy and childbirth will be treated the same as any other disability. The sick leave provisions in this Manual will apply in cases of pregnancy and childbirth.

Military Leave

A military leave of absence will be granted for duty in the Armed Forces of the United States in accordance with applicable laws governing such leave.

Workplace Injury Leave

Employees must immediately report every injury incurred at work, no matter how slight, to their supervisor or Department Head. Employees also must complete an incident report within twenty-four (24) hours of the injury.

If an employee suffers a compensable injury or illness in the course of and arising out of employment with the Township and is unable to work, the Township may in its sole discretion grant the employee a workplace injury leave and pay the employee his or her full weekly rate of pay from the Township for up to the first six months following the date of injury. Such payment shall be made only to the extent that the employee would otherwise be eligible for, and shall take the place of temporary total disability payments from the Bureau of Workers' Compensation. The Township may require the employee to perform any duties within the limitations of such injury or illness. The period of injury leave shall be determined by the Township in its sole discretion, and the Township's decision shall not be subject to the grievance procedure.

In determining an employee's eligibility for workplace injury leave or ability to perform or return to work, the Township, in its sole discretion, may rely upon medical evidence presented by the employee or may require the employee to subject to an examination by a physician or other examiner selected and paid for by the Township.

Restricted Duty

Employees wishing to return to work from injury or illness may not be able to perform their full duties. If the employee's injury or illness temporarily limits them from performing their regular job assignments, the Township may provide the employee with a restricted duty assignment for a maximum of two-hundred and forty (240) working hours.

An employee who has been off work due to an illness or injury may return to work in a restricted capacity under the following conditions:

- A. A statement is presented from the employee's attending physician concerning:
 - 1. The conditions and limitations placed on the duties that the employee can and cannot perform;
 - 2. An estimate of the length of time these restrictions should apply;
- B. The availability of work that is productive and of value to the Township, preferably with the employee's Department;
- C. Approval of the employee's Department Head;
 - 1. May involve the Bureau of Worker's Compensation Transitional Work Program in which an employee may return to work on a part-time "phase-in" basis under the auspices of the Bureau of Worker's Compensation;
- D. The Township is not required to find work meeting the employee's medical restrictions;
- E. Department Heads shall consult with the Township Administrator on restricted duty requests, including reasonable accommodations or other special assignments before approval.

If the Township determines that an employee is working outside the scope of their restrictions, the Township will immediately remove the employee from restricted duty.

A restricted duty assignment may include work schedules different from the employee's regular work schedule.

Before returning to full duty from restricted duty, the employee must obtain a written release to full duty from his or her attending physician. Such release must certify that the physician has read and understands the employee's essential job functions and physical demands. Final approval of fitness for duty rests with the Township Administrator.

SECTION VIII: EMPLOYEE CONDUCT & DISCIPLINARY ACTION

With or without accommodations, an employee shall:

1. Maintain regular and predictable attendance;
2. Promote, get along and work in a harmonious relationship with others;
3. Be able to perform standards independent of direct supervision;
4. Conduct themselves in such a manner that exhibits a desire to be faithful and loyal to the Township organization.

Township Rules

There are certain major offenses which would almost always result in discharge. Some examples of such offenses are:

Group I Offenses

1. Violation of the drug and alcohol policy.
2. Insubordination.
3. Refusal to perform assigned work.
4. Theft.
5. Work-related dishonesty.
6. Falsification of, or the material omission from, Township or employment-related records (examples include payroll, employment application, medical, insurance, time card, etc.).
7. Removing or attempting to remove property belonging to the Township, an officer, employee, consultant, or citizen from the premises without proper authorization.
8. Abusive horseplay.
9. Intentional abuse or destruction of property belonging to the Township, an officer, employee, consultant, or citizen.
10. Deliberate sleeping on duty.
11. Fighting during work hours or on Township property.
12. Violation of the weapons policy.
13. Violation of the workplace violence policy.
14. Deliberate interference with the work of another employee.

15. Deliberate clocking in or out with another employee's time card.
16. Offering to take, or taking, a bribe or kickback of any kind in connection with work.
17. Criminal, unethical or immoral conduct that adversely affects the confidence of the public in the integrity of the Township's government.

Group II Offenses

These offenses are of the kind which may be corrected by counseling or discipline, including but not limited to oral or written warning, suspension, or demotion. However, depending on the circumstances and the employee's prior record, a violation may result in more serious disciplinary action, up to and including discharge. Some examples of such offenses are:

1. Poor work performance.
2. Horseplay.
3. Use of rude, obscene or abusive language while on the job.
4. Failure to report accident, breakdown, defective equipment or safety hazards.
5. Failure to complete records promptly and accurately.
6. Misuse of Township property, including waste of materials.
7. Idling on the job; wasting time.
8. Late return from lunch or break periods.
9. Neglect of job duties.
10. Negligent abuse or destruction of property belonging to the Township, an officer, consultant, citizen, or employee.
11. Failure to clock in or out, if required to do so.
12. Excessive garnishments.
13. Excessive or unexcused absence or tardiness.
14. Conduct of personal business during work time.
15. Violation of sanitation rules.
16. Gambling on Township premises or during work hours.
17. Any violation(s) of any other policy contained in this Personnel Policy manual, including but not limited to:
 - a. Information Technology Policy
 - b. Copier & Mail System Use Policy

- c. Harassment Policy
- d. Safety Policy
- e. Smoking Policy
- f. Travel Reimbursement Policy
- g. Tuition Reimbursement Policy
- h. Motor Vehicle Policy

18. Violation of departmental rules.

19. Hindrance of the performance of Township functions or other employees.

Discharge/Demotion/Suspension

The Township Administrator may discharge any employee at any time, with or without cause, with or without notice. The Township Administrator may demote or suspend with or without pay any employee at any time, with or without cause, with or without notice.

Employment will terminate if one of the following occurs:

- Discharge
- Resignation
- Retirement
- For full-time employees, absence due to a layoff or leave of absence of more than twelve (12) weeks, or for the length of the employee's employment at the beginning of the absence, whichever is shorter (unless an extension is required by law. Before or after any leave, inform the Township Administrator if there is anything you want the Township to consider relating to the leave or your return to work, e.g., a request for accommodation.)
- For part-time employees, not working for 60 calendar days (the supervisor or department head must report this to the Township Administrator) unless an extension is required by law.
- Failure to return to work on the first regular work day following expiration of an approved leave of absence.
- Failure to report for work on three consecutive work days without calling in (no call/no show).

Resignation

An employee who decides to resign should notify their Department Head, in writing, as soon as possible and give the effective date of resignation. The Township requests at least two (2) weeks' written notice of resignation. Failure to provide the two (2) weeks' notice may affect future employment with the Township.

When employee's complete employment with the Township, they shall return to their Department Head all Township records and property. The Township may take all action deemed appropriate to recover or protect its property.

Grievances

Informal communication: The Township encourages open communication amongst the workforce at all levels. Employees are encouraged to discuss any and all concerns and suggestions with their immediate supervisors.

Formal grievances: In any organization, there will be differences of opinions and concerns. Washington Township is committed to providing an environment in which an individual can address these problems or conflicts.

In the interest of the prompt resolution of employee complaints, the action at each step of the grievance procedure should be taken as rapidly as possible, but not later than the prescribed time limit. In the event of extenuating circumstances, a time limit may be extended by mutual consent of the parties at that step.

There are three steps to this procedure. Step 1 is with the employee's immediate supervisor. Step 2 is with the Department Head. If the issue is too sensitive to raise initially with the immediate supervisor, you may proceed initially to Step 2, although the Department Head may refer the matter back to Step 1 if deemed appropriate. Step 3 is a final review by the Township Administrator.

How and when to submit a grievance: To submit a grievance, complaint, or other claim, employees must put their grievance in writing and present it to their immediate supervisor under Step 1, or if you choose to skip Step 1, to your Department Head under Step 2. Grievances must be submitted within ten (10) calendar days of the event under consideration.

Grievances under the ADA: Grievances related to alleged disability discrimination should be made in writing directly to the Township Administrator, who is also the ADA coordinator, under Step 3. To be given consideration, the grievance should be submitted to either the Township Administrator or your Department Head within five (5) calendar days.

In the event the Township fails to respond to a grievance in the time provided, the grievance shall automatically be considered at the next step. In the event that a grievance is not filed or appealed within the time period provided, it shall be considered to be withdrawn.

Step 1

Your immediate supervisor: The employee and the immediate supervisor will meet to discuss the employee's grievance within seven (7) calendar days after the grievance is filed. The supervisor will respond in writing to the employee's grievance within seven (7) calendar days after the meeting.

Step 2

Your Department Head: If the employee is not satisfied with the supervisor's answer in Step 1, the employee has the right to take the grievance to Step 2. To appeal to Step 2, the employee must put the grievance in writing and present it to the employee's Department Head within seven (7) calendar days of the supervisor's written answer in Step 1.

The Department Head will meet with the employee within seven (7) calendar days after receiving the employee's grievance. The Department Head will provide a written answer to the employee within seven (7) calendar days after the meeting.

Step 3

Final Review by the Township Administrator: If the matter has not been satisfactorily resolved at Step 2, the employee may appeal his grievance to the Township Administrator for resolution. The employee must submit this appeal, in writing, to the Township Administrator within three (3) calendar days of the Department Heads written answer in Step 2. With the grievance, the employee must submit all written information the employee would like the Township Administrator to consider. The Township Administrator may gather any additional information she believes necessary or appropriate to assist in deciding the appeal.

The Township Administrator will meet with the employee within fifteen (15) calendar days after receiving the employee's grievance. The Township Administrator will provide a written answer to the employee within fifteen (15) calendar days after the meeting. The decision of the Township Administrator shall be final.