



Embraced by nature. ♦ Inspired by progress.

WELCOME TO LIBERTY TOWNSHIP!

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with Liberty Township, so we suggest that you familiarize yourself with the contents of the employee handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

The Liberty Township Mission Statement:

The mission of Liberty Township is to maintain its position as a family-oriented community that promotes a high quality of life for all ages and income levels.

It is committed to providing reliable services, promoting educational excellence, being environmentally conscious and encouraging a viable local economy with sustainable development and growth.

In pursuing this mission, the Township places a high value on protecting the residential character of the surrounding neighborhoods by ensuring that the commercial development is well planned and consistent with the character of the surrounding residential community.

The Liberty Township Motto:

Embraced by Nature. Inspired by Progress

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Section 1

Welcome and General Info

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Purpose of Handbook

This handbook is designed to acquaint you with Liberty Township and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

Throughout this handbook, Liberty Township shall be referred to as “Liberty Township,” the “Township,” the “Employer,” or “Management.” Employees covered by this handbook will be referred to as “employees.”

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at Liberty Township is to provide a work environment that is conducive to both personal and professional growth.

This Handbook does not constitute a contract of employment and does not cover all Liberty Township procedures. All employees are employees-at-will, unless the terms and conditions of your employment are otherwise specifically agreed to in a written contract. This Employee Handbook replaces and supersedes any, and all other Liberty Township Handbooks.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, Liberty Township reserves the right to add new policies, and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or Liberty Township to end the employment relationship at any time for any reason, except as provided by law. No one employed by or acting on behalf of the Township is authorized to make oral statements which change the relationship between the Township and its employees. Anyone making such statements has acted beyond the scope of his authority as an agent of the Township, and the Township is not bound by these actions.

We will make a reasonable attempt to notify you of any changes to the handbook as they occur. You should not regard this handbook as a contract of employment.

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

EMPLOYMENT INFORMATION

The handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at Liberty Township is based on mutual consent and is at-will, either the employee or Liberty Township has the right to end the employment relationship at any time, with or without cause or advance notice, except as provided by law.

In order to retain necessary flexibility in the administration of policies and procedures, Liberty Township reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. The only recognized deviations from the policies in this handbook must be authorized and signed by the Liberty Township Board of Trustees.

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

Liberty Township's continuing policy is to afford Equal Employment Opportunity to all qualified individuals regardless of race, color, religion, creed, national origin, citizenship, status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identify, veteran status, genetic information or any other factors that are considered "protected classifications" is strictly forbidden and will not be tolerated. This policy of equal opportunity encompasses all aspects of employment relationships, including applications, initial employment, promotion, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, termination of employment, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

Liberty Township, as part of its commitment to Equal Employee Opportunity, adheres to all township, state and federal laws with respect to Equal Employment Opportunity.

It is the responsibility of each, and every, employee of Liberty Township to give our policy of Equal Employment Opportunity real meaning through our full support.

All complains or discriminatory treatment in violation of this policy must be brought to the attention of Liberty Township. Employees are encouraged to report any discrimination immediately to his or her immediate supervisor, Township Administrator orally or by submitting a formal statement. That person will then take the necessary steps to initiate an investigation of the discrimination claim. Liberty Township will promptly conduct an investigation in as discreet a manner as possible.

Employees can raise concern and report without fear of reprisal.

Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of harassment and/or discrimination will be subjected to disciplinary action up to and including termination of employment.

At the conclusion of an investigation, and/or within a reasonable time thereafter, Management will contact the employee(s) and communicate their findings, if appropriate. Any employee including supervisors, involved in, or condoning, discriminatory practices will be disciplined up to and including termination.

Immigration Compliance

Liberty Township complies with all laws relating to employing legally eligible workers - including citizens, nationals, and aliens authorized to work in the United States. Specifically, the Township complies with the Immigration Reform and Control Act of 1986 ("IRCA"), and requires all employees to properly complete the Employment Eligibility Verification Form (I-9).

Additionally, the Township provides the supporting documentation as required by law. We do not knowingly employ anyone who is not authorized to work in the United States.

Harassment-Free Workplace

Liberty Township supports the right of all employees to work in an environment free of sexual and other harassment. Harassment, on the basis of race, color, religion, creed, national origin, citizenship, status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information or any other factors that are considered "protected classifications" is strictly forbidden and will not be tolerated.

The Township also prohibits, and will not tolerate, harassing conduct or other conduct in violation of this policy against any Township employee by all persons involved in the operation of Liberty Township. This policy applies to conduct by and/or directed towards all employees, including managers, supervisors, and co-workers, as well as individuals who are not employed by the Township, including contractors, vendors, or any other third-parties.

Conduct which constitutes harassment or sexual harassment, and other conduct in violation of this policy may result in disciplinary action up to and including immediate termination.

Explanation of Sexual Harassment. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances (verbal and/or physical), requests for sexual favors, and other verbal and/or physical conduct of a sexual nature that constitute sexual harassment when:

- Submission to such conduct is either an explicit or implicit term or condition of employment (such as a promotion, job assignment, overtime opportunity, wage increase, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment.

Harassment based on Other Protected Group Statuses. Any unwelcome verbal or physical conduct may be viewed as illegal "harassment" if such conduct is because of any of the statutorily protected group statuses referenced above and has the purpose or effect of unreasonably interfering with an individual's job performance or creating a hostile or offensive work environment.

Unacceptable Behavior. Using and insisting upon good manners, professional behavior, and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by the policy. Again, should there be any incident which runs afoul of this policy, it must be reported immediately. While this policy sets forth its goals of promoting a workplace that is free from the above-referenced harassment or discrimination, it does not limit Liberty Township's ability to take corrective action for workplace conduct which the Township determines is unacceptable, regardless whether that conduct violates this policy.

While it is not possible to list all examples of unacceptable and unprofessional conduct, the following non-exhaustive list sets forth some examples of the kind of behavior (oral, written, electronic, or physical) that is prohibited in our workplace.

- Offensive sexual language, gestures, photographs, or references;
- Verbal harassment based on any protected group characteristic;
- Subtle or direct pressure for sexual activity;
- Physical contact such as touching, patting, pinching, rubbing, or squeezing;
- Comments about a person's body in a sexually offensive manner;
- Comments about an individual's sexual activity, deficiencies, or prowess, or inquiries into one's sexual experiences or discussions of one's sexual activity;
- Seeking sexual attention with implied or explicit threats or rewards;
- Epithets, derogatory comments, or slurs;
- Posters, cartoons, photographs, or images that denigrate or show hostility or aversion toward an individual's or group's protected group characteristic;
- Threatening or offensive letters, notes or invitations;
- Electronic communication of verbally or visually offensive material; or
- Physical conduct or physical interference with someone.

Please note that the above-referenced conduct will be addressed whether or not it meets a legal definition of "discrimination" or "harassment."

Harassment of any kind is taken very seriously. If you feel you have experienced, witnessed or otherwise become aware of any form of harassment or retaliation, you are required to report it as soon as possible to a Supervisor.

All reports of harassment, sexual harassment, or retaliation will be investigated promptly and in an impartial and discreet manner (but confidentiality cannot be guaranteed). Employees are required to cooperate in all investigations conducted pursuant to this policy.

The Township will not tolerate retaliation against any employee for good faith reporting of harassment, sexual harassment or retaliation, or for cooperating with an investigation of such claims pursuant to this policy in good faith.

PUBLIC RELATIONS STATEMENT

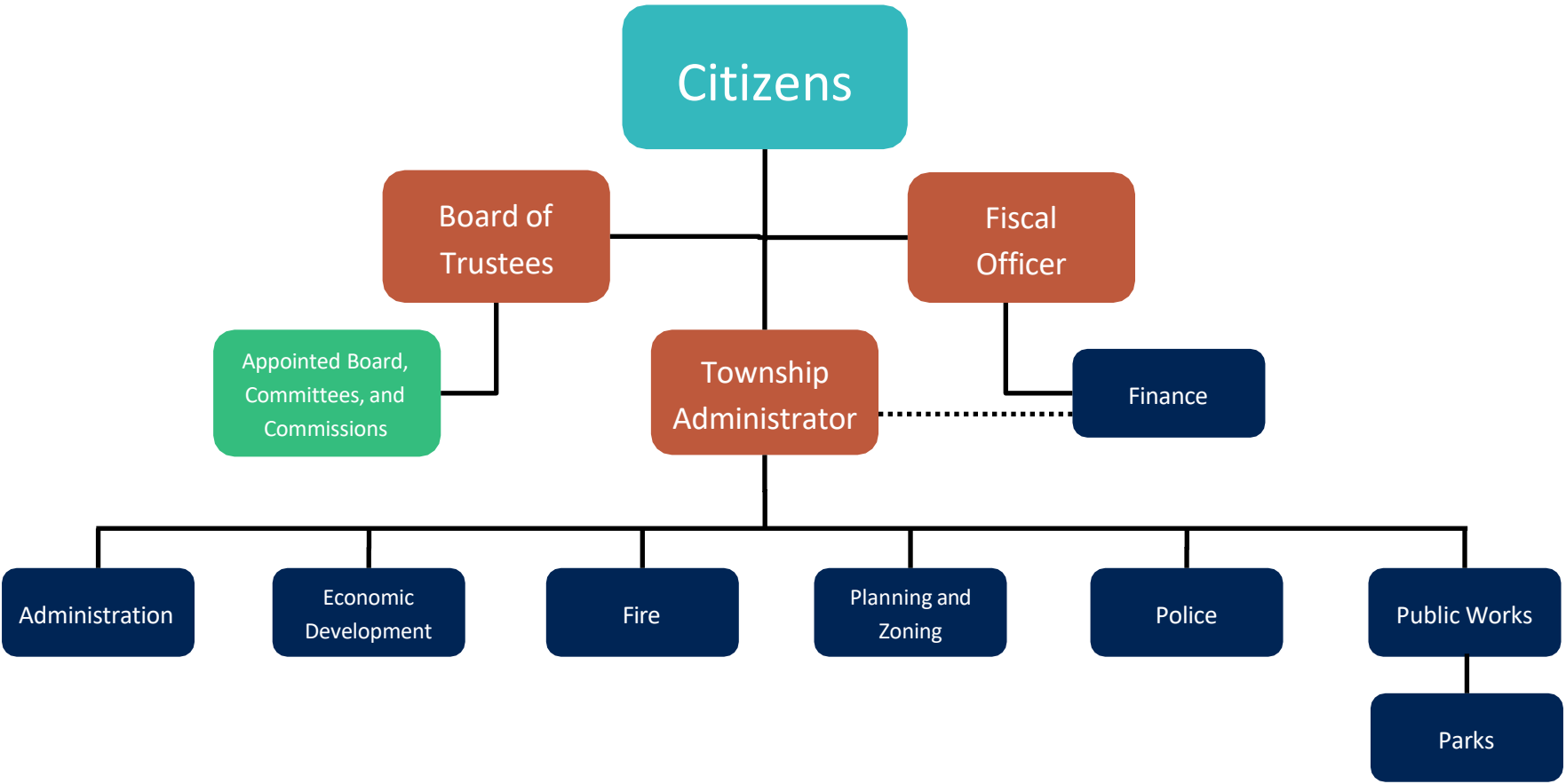
The public is among our Township's most valuable assets. Each employee represents Liberty Township to the public. The way our employees do their jobs presents an image of our entire organization. The public judges Liberty Township by how they are treated each time they have contact with us. Therefore, our top priority is to assist the public. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention each employee gives to the public.

All employees must conduct themselves at all times in a manner that reflects most favorably on the Township. Employees represent the Township at all times. Employees' conduct must be beyond suspicion of any unethical, illegal, or immoral conduct. Off duty conduct that harms the reputation of the Township will not be tolerated.

Remember that employee contacts with the public in person, over the telephone, and through all communications reflect not only the employee but Liberty Township as a whole. Positive public relations will enhance the image of Liberty Township.

General Government

Organization by Function



PRE-EMPLOYMENT PROCESS

To be acceptable for employment, an applicant must possess at least the following qualifications:

1. Must be eighteen (18) years of age.
2. Must be able to follow instructions and observe safety and work regulations.
3. Must be legally entitled to work in the United States.
4. Must satisfy the qualifications of the job description.
5. Must be able to perform the essential functions of the position with or without a reasonable accommodation.

Employment and promotion to jobs of greater skill or responsibility depend entirely on such demonstrated qualities as general fitness (as indicated by education, skill, or work experience) and length of service without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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

EMPLOYMENT APPLICATIONS

All prospective employees are required to complete a Liberty Township Employment Application before any interview. Liberty Township relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

EMPLOYMENT REFERENCE CHECKS

To help select the best person for the job, Liberty Township may check the employment references of job candidates. Liberty Township also reserves the right to conduct criminal background checks. Applicants for employment will be required to execute a release for such information.

Liberty Township may verify employment status. Any additional information will require a release form signed by the employee or former employee.

EMPLOYMENT CATEGORIES

Understanding the definitions of the employment classifications at Liberty Township is important because employee classifications are one of the factors that determine employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with Liberty Township is based on mutual consent, either the employee or Liberty Township has the right to terminate the employment relationship at will at any time, with or without cause, except as provided by law. In the event there is a conflict between the matters expressed in this manual and any other applicable contract, collective bargaining agreement, law, regulation, or policy statement or directive, the applicable contract, collective bargaining agreement, law, regulation, or other policy statement or directive shall prevail.

REGULAR FULL-TIME employees are employees who are not in a temporary or seasonal status AND who are regularly scheduled to work a full-time schedule of forty (40) hours per week at Liberty Township. Generally, the regular full-time employees are eligible for all Liberty Township benefit programs, subject to terms, conditions, and limitations of each benefit program.

24/48 SCHEDULE FULL-TIME employees are employees who are not in a temporary or seasonal status AND who are regularly scheduled to work a full-time schedule of fifty-two (52) hours per week at Liberty Township. Generally, the 24/48 schedule full-time employees are eligible for all Liberty Township benefit programs, subject to terms, conditions, and limitations of each benefit program.

MODIFIED FULL-TIME employees are employees who are not in a temporary or seasonal status AND who are regularly scheduled to work a modified full-time schedule of between thirty (30) and forty (40) hours per week at Liberty Township. Generally, the modified full-time employees are eligible for full health insurance coverage and other benefit programs on a modified basis, subject to terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are employees who are not in a temporary or seasonal status AND who are hired with the expectation that they will not work more than one thousand five hundred (1,500) hours in any year and will work fewer than thirty (30) hours per week on average. While part-time employees receive all legally mandated benefits (such as PERS), they are ineligible for the other Liberty Township benefit programs.

COLLECTIVE BARGAINING employees are employees who are bound by the terms of a labor contract with Liberty Township. Generally, collective employees are only eligible for the Liberty Township benefit programs listed in the labor contract,

subject to terms, conditions, and limitations of each benefit program. The rules and regulations of the Employee Handbook shall provide details where the labor contract is silent, but they shall not supersede the labor contract when they are inconsistent.

SEASONAL employees are employees who are hired to work during a specific season (for example, in the summer for help in the parks, or during the winter to help with snow removal). Employment assignments in this category are of limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status unless and until they are notified of a change. While seasonal employees receive all legally mandated benefits (such as PERS and workers' compensation insurance), they are ineligible for all other Liberty Township benefit programs.

TEMPORARY employees are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as PERS and workers' compensation insurance), they are ineligible for all other Liberty Township benefit programs.

The Internal Revenue Service (IRS) has issued some guidance on safe harbor methods that employers may use to determine which employees are to be treated as full-time for purposes of the shared employer responsibility provisions under the Patient Protection and Affordable Care Act (PPACA). Liberty Township will use a twelve (12) consecutive calendar months as our standard measurement period to review our ongoing **REGULAR PART-TIME employees**. "Ongoing employees" are those employees that have been employed for at least twelve (12) consecutive months. Liberty Township will review our employees on November 1st of each calendar year with a sixty (60) day administrative period. If an employee has worked more than thirty (30) hours per week on average, he or she will be classified as **MODIFIED FULL-TIME** for the sake of the next calendar year.

Any employee that becomes a **MODIFIED FULL-TIME employee** under this policy will be reviewed with the ongoing **REGULAR PART-TIME employees** the subsequent November.

Depending on their position, employees are designated as either EXEMPT or NONEXEMPT from federal and state wage and hour laws.

EXEMPT employees are usually managers, administrators, or professionals. EXEMPT employees meet the requirements of the duties and salary tests under the Fair

Labor Standards Act (FLSA). The duties test requires that EXEMPT employees meet the executive, administration, learned professional, creative professional, highly compensated employee, or the outside sales exemptions. The salary test requires that EXEMPT employees be paid on a salary basis – this means that they must regularly receive the same amount on payday, regardless of the number of hours they've worked during the pay period. Therefore, EXEMPT employees may not be docked pay for hours not worked, except under limited circumstances. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

NONEXEMPT employees are those employees who do not fall into one of the FLSA's exemption categories. NONEXEMPT employees must be paid at least the minimum wage for all hours worked, as well as one-and-a-half times their regular rates of pay for all hours worked over forty in one workweek for the 40-hour employee or one hundred six in a pay period for all other NONEXEMPT fire department employees.

Employee EXEMPT or NONEXEMPT classifications may be changed only with written notification by Liberty Township management.

EMPLOYEE POLICY HANDBOOK RECEIPT

I agree to abide by all rules and policies in the Liberty Township Employee Handbook, a copy of which I have received. It is my responsibility to read this handbook and ask questions about anything I do not understand.

I understand that, if I am a non-contract employee, my employment and compensation may be terminated at will, either by the Township or myself, at any time and for any reason. I also understand that no one but the Township Administrator has authority to change this, and the Township Administrator may do so only in writing.

Everything in this handbook supersedes all other manuals and policies on the same subject matter.

Employee Printed Name

Date

Employee Signature

Date



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Section 2

Policies and Procedures



EMPLOYEE RELATIONS

Liberty Township believes that the work conditions, wages, and benefits offered to Liberty Township employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensations, you are strongly encouraged to voice these concerns openly and directly to the department manager or the Township Administrator. The Township Administrator may discuss these concerns with the Board of Trustees.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Liberty Township amply demonstrates its commitment to employees by responding effectively to employee concerns.

PERSONNEL FILES

At Liberty Township we maintain a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel medical records will be kept in a separate file.

A request, with reasonable notice by an employee, can be made to inspect your personnel file, provided such requests have not been made more than one time in any thirty-day period. The following requirements govern such requests:

1. You shall inspect the personnel file at any time mutually agreeable to the employee and the Assistant Township Administrator.
2. If you object to any item in the personnel file, you may provide written clarification or explanatory response for inclusion in the file; and
3. You may request copies of items in your personnel file.

EMPLOYEE MEDICAL EXAMINATIONS

Liberty Township may require medical and / or psychological examinations of employees to determine if they are able to perform their job duties.

Liberty Township considers information about medical conditions or history to be highly confidential and keep it separated from other personnel information. Access to this information is limited only to persons who have a legitimate need to know.

PERSONNEL DATA CHANGES

To help keep records and benefit program information accurate, employees should notify your supervisor, department manager, the Assistant Township Administrator, or the Township Administrator in writing, of any changes to personal information by using the Personnel Action Form (Forms). This includes mailing address, telephone numbers, marital status, changes to dependents' information, emergency contact, and educational accomplishments.

ATTENDANCE AND PUNCTUALITY

Liberty Township expects employees to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, you should notify your supervisor as soon as possible so that appropriate arrangements can be made. Unplanned absences and/or tardiness will be recorded as sick time and will count as an occurrence under the sick time policy and in the longevity pay.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

WORK SCHEDULES

Work schedules for employees vary throughout Liberty Township. Normal business hours for the Administration, Fire Administration, Fiscal Office & Zoning departments are 8:00 a.m. to 4:30 p.m., Monday through Friday; normal business hours for the Services Department are 7:00 a.m. to 3:30 p.m., Monday through Friday; and the Fire Department is staffed twenty-four hours per day, every day. Supervisor will advise employees of their specific work schedule. 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 each day and week.

Pursuant to 29 CFT 553.23, a compensatory time policy for FLSA Overtime is adopted. Each 24/48 employee will work an average of forty eight (48) hours per week, which equates to one hundred forty-four (144) hours in a twenty one (21) day work period. See the Fire Union contract for additional information.

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

PART TIME FIRE SCHEDULE

Liberty Township staffs the Fire Department twenty-four (24) hours per day. Part-time firefighters and emergency medical personnel are an important part of our staffing. Part-time firefighters work hours shall not exceed one thousand five hundred (1,500) hours per year while averaging less than 30 hours per week. The Liberty Township Fire Department schedule allows for up to three (3) part-time firefighters to be scheduled on each twelve (12) hour shift. The LTFD has twelve (12) distinct part-time shifts:

Unit 1 A - AM	Unit 2 A - AM	Unit 3 A - AM
Unit 1 A – PM	Unit 2 A – PM	Unit 3 A – PM
Unit 1 B – AM	Unit 2 B – AM	Unit 3 B – AM
Unit 1 B - PM	Unit 2 B - PM	Unit 3 B - PM

It is the preference of Liberty Township Administration to place part-time firefighters into a permanent 24 hours every sixth (6th) day shift rotation.

Part-time firefighters assigned two (2) 12-hour or one (1) 24-hour shift(s) in a six (6) day rotation are not permitted to pick up additional shifts without permission from a chief officer. Part-time firefighters assigned to two (2) 12-hour or one (1) 24-hour shift(s) in a six (6) day rotation will be allowed to make trades with approval.

Part-time firefighters assigned to one (1) 12-hour shift or on approved “PRN” (as needed) status will be permitted to pick up additional shifts while remaining at or below one thousand five hundred (1,500) hours per year or an average of fewer than thirty (30) hours per week.

Each part-time firefighter assigned to a one (1) 12-hour shift in a six (6) day rotation is allowed at least forty-eight (48) hours excused unpaid leave each year. Each part-time firefighter assigned to two (2) 12-hour or one (1) 24-hour shift(s) in a six (6) day rotation is allowed at least ninety-six (96) hours excused unpaid leave each year. Part-time firefighters needing additional time off shall submit a request to the Fire Chief for approval. Time off requests must be submitted ninety-six (96) hours prior to the requested day off. Requests within the ninety-six hour window require the part-time firefighter to find shift coverage. On a limited basis, with the Fire Chief approval, a part-time firefighter may be *pro re nata* (PRN) or as needed. At the beginning of each calendar year, the Fire Chief will review the hours and status of the PRN firefighters.

Part-time firefighters will submit a formal leave of absence if unable to work a unit day shift or to submit availability. The part-time firefighter will return all Township property, including but not limited to turnout gear, along with the formal leave of absence

submission. At the end of six months, part-time firefighters on a leave of absence shall submit an extension request in writing, return to duty by submitting availability, or be deemed resigned. The Fire Chief must approve any request for a leave of absence.

Unplanned absences can be disruptive to work. A poor attendance record or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

MEAL PERIODS

All REGULAR FULL-TIME (40 hour) and MODIFIED FULL-TIME employees are provided with one 30-minute meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and will not be compensated for that time.

TIMEKEEPING

All employees are responsible for accurately recording the hours you work. This information helps Liberty Township comply with the laws that require us to keep accurate records of “time worked” in order to correctly calculate employee pay and benefits. “Time worked” is defined as all the time NONEXEMPT staff spends performing assigned duties. EXEMPT employees get paid your base rate regardless of the number of hours you work. Time cards are a simple and uniform way of tracking all employees’ entitlement to vacation, sick, comp, and personal time.

Non-Exempt employees should accurately record the hours worked each day, including time off for meals, split shifts, or absence from the workplace for personal reasons. Also, NONEXEMPT employees always need to receive approval before working any overtime hours.

Employees are also responsible for signing manual time cards or certifying electronic time cards for accuracy. Supervisors then will review and sign/certify the time records before submitting them to the Finance Department for authorization and for payroll processing. Time cards must be completed and submitted to the Finance Department timely.

OVERTIME

There may be times when Liberty Township cannot meet its operating requirement or other needs during regular working hours. If this happens, Liberty Township may schedule employees to work overtime hours. When possible, you will be notified in advance of a mandatory overtime assignment.

It is Liberty Township's policy that no overtime can be worked without the approval and authorization of the supervisor, department director, Assistant Township Administrator, or the Township Administrator. In most cases overtime assignments are distributed fairly among all employees who are qualified to perform the required work.

Only NONEXEMPT employees are eligible for overtime. Overtime will be paid on a check period of one hundred six (106) hours for eligible fire department employees. Overtime will be paid on a workweek of forty (40) hours for all other employees. For all employees except for fire department employees, overtime is defined as all hours worked in excess of 40 hours in a week. For purposes of computing overtime, "hours worked" shall include all hours actually worked, holiday, vacation, personal time, or comp time. Sick leave or any unpaid leaves of absence are not considered hours worked for calculating overtime pay.

Exceptions:

- On call outs beyond the normal working hours, you will be paid a minimum of two (2) overtime hours if you are called back into work after completing your work day.
- Employees mandated to work Township events will be paid overtime regardless of whether they have completed a 40-hour workweek.

Employees working overtime shall be compensated at one and a half (1 ½) times their applicable hourly rate.

If you fail to work scheduled overtime or work overtime without receiving prior authorization from your supervisor, department director, Assistant Township Administrator, or the Township Administrator, you may be subject to disciplinary action.

Employees working overtime must comply with the Ohio Department of Transportation standards.

PAYDAY SCHEDULES

Township fire department employees are paid weekly. All other employees are paid biweekly. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

If a regularly scheduled payday falls on a holiday, you will be paid on the last workday before the regularly scheduled payday.

If you are going to be on vacation on a payday, your paycheck will be available on the scheduled payday or upon return to work.

We also encourage employees to use direct deposit into your bank account after providing the Fiscal Officer with the Direct Deposit Implementation Form (Forms). When you select direct deposit, you receive a pay advice on paydays instead of a paycheck.

PAYROLL DEDUCTIONS & GARNISHMENTS

Liberty Township is legally required to make certain deductions from every employees' compensation. Among these deductions are federal, state, and local taxes as appropriate. Liberty Township also is legally required to deduct all necessary retirement contributions on employees' earnings up to a maximum amount. Liberty Township provides retirement benefits by contributing a state-mandated percentage to the employees' respective retirement accounts.

Liberty Township offers benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paychecks to cover your portion of the costs of these programs. In addition, you may request authorization from the HR Director, Township Administrator, or the Liberty Township Board of Trustees to withhold optional deductions for additional benefits not covered by Liberty Township.

Liberty Township may find it necessary to take garnishments from employees' paychecks. Garnishments are pay deductions that Liberty Township is obligated to take due to court-ordered mandates in order to pay a debt or obligation to the Township or to other individuals or organizations.

The Ohio Department of Job and Family Services requires the employer to remit child support payments electronically. The processing fee will be passed onto you in the full amount allowable by law.

If you have questions concerning why a deduction was made from your paychecks or how your paycheck is calculated, consult the Finance Department.

PAY CORRECTIONS

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

In the unlikely event that there is an error in the amount of pay you receive you should promptly advise the supervisor, department manager, Finance Director, or the Township Administrator so that the discrepancy can be corrected as quickly as possible with the Fiscal Office.

LONGEVITY PAY

All **REGULAR FULL-TIME** and **MODIFIED FULL-TIME** employees, in addition to their regular compensation, shall receive longevity pay based on their years of service. Employees will be eligible for longevity pay after the completion of three continuous years of full-time service with Liberty Township. Longevity pay will be issued with the first pay of December each year. Each full-time employee is eligible to receive an initial \$350.00 for longevity pay after three years of continuous full-time service. This sum shall be increased by \$70.00 per year, up to a maximum of \$1,400.00.

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

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

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

PERFORMANCE EVALUATIONS

The best communications about job performance happen on an information, day-to-day basis. Employees and supervisors are strongly encouraged to talk about performance regularly. In addition, there should be scheduled formal performance evaluations. These discussions give both the employees and the supervisors the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all employees is generally evaluated on an ongoing twelve (12) month cycle, beginning on or around June 1st. The purpose of an evaluation is to provide employees with feedback concerning employment performance; however, the failure to provide an evaluation shall not restrict the Township in making any decision concerning employment.

ALTERNATE DUTY ASSIGNMENT PROGRAM

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

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

If you are requesting an Alternate Duty Assignment, the **Physician's Report of Work Ability** must be given to the Assistant Township Administrator. The Assistant Township Administrator will contact your department manager to try to arrange alternate duty responsibilities in the same position or elsewhere within your department. Departments may provide alternate duty assignments as appropriate work is available. Alternate duty shall be limited to that which is medically appropriate and which contributes in a meaningful and identifiable way to the function and mission of the Employer.

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

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

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

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

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

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

TRANSITIONAL WORK POLICY

PURPOSE

This policy defines Liberty Township's Transitional Work Program (TWP) for employees who sustain work-related injuries.

TRANSITIONAL WORK COORDINATOR

The Assistant Township Administrator is designated as the Transitional Work/Return to Work (RTW) Coordinator and will consult with the following parties as indicated:

- Injured worker
- Immediate supervisor
- Physician of Record (POR) / Initial Treating Provider (ITP)
- Managed Care Organization (MCO)
- Field Case Manager
- On-Site Therapist
- Third Party Administrator (TPA)
- Bureau of Workers' Compensation (BWC)

ELIGIBILITY, ENTRY, EXIT AND EXTENSION GUIDELINES

The TWP is available to any employee who sustains a work-related injury, occupational disease or illness that is likely to result in lost time from the job. Each transitional work assignment will be treated independently of others. The injured employee must return to his/her original job, original job with permanent modifications, or another targeted job by the end of the transitional work assignment. Employees who are expected to have a temporary period of job performance limitations (defined as a limitation that is expected to last no longer than 30 days) will be considered for the program.

ENTRY REQUIREMENTS

1. The employee must have had a work-related injury or occupational disease that meets all conditions and criteria of a BWC authorized and certified claim.
2. The employee must have been released by the POR to participate in the TWP.
3. The employee must have the potential of returning to the original job, original job with permanent modifications, or another targeted job within the time frame of the program.
4. Liberty Township must be able to accommodate the POR's restrictions for participation in the TWP.

PROGRAM LENGTH AND EXTENSIONS

1. The maximum length of a TWP assignment will be 30 days.
2. Extensions beyond the 30-day timeframe will be handled on a case by case basis. Time frame is dependent upon medical necessity and progress. Decisions regarding extensions to the TWP will be made by the Assistant Township Administrator in consultation with Liberty Township Board of Trustees, the employee's direct supervisor and with input from any relevant consultants (POR, On-site therapist, Field case manager, TPA, MCO, BWC, etc.).

EXIT CRITERIA

1. The employee is released to return to full duty work per the POR.
2. The POR has determined the injured employee is no longer appropriate for participation in the program.
3. Liberty Township is no longer able to accommodate the POR's restriction(s).

TRANSITIONAL WORK PROGRAM PROCESS OUTLINE

- Upon injury, the injured employee will be given a CareWorks Injury Reporting Packet and referred to the initial treating provider.
- If the injured employee is referred to an Initial Treating Provider that is not aware of Liberty Township's Transitional Work Program, that ITP will be made aware of Liberty Township's TWP by sending the Medco 14 (Attachment A), Letter to the Physician (Attachment B), and Prescription for TWP (Attachment C). This information can be sent by the CareWorks team when they are notified of this need.

If the injured employee is returned to work with restrictions and meets all criteria for the TWP, the TWP will be initiated:

- The RTW Coordinator, working with the immediate supervisor and on-site therapist (if applicable) and any other pertinent parties will establish transitional work duties that are consistent with the POR's restrictions. The Modified Work Tasks form (Attachment E) may be used for guidance.
- In constructing a TW assignment, the following will be considered:
 - The focus is on the employee's current abilities rather than the task(s) he/she cannot perform.
 - Whenever possible, the injured employee should perform components of the original job and/or original department.
 - If transitional work tasks cannot be identified within the original department, crossover to other departments will be acceptable if transitional work tasks are available there.

- The RTW Coordinator will complete the Participation Agreement (Attachment D) that identifies the restrictions, time frames, and transitional work duties. This form will be signed by the RTW Coordinator, immediate supervisor and injured employee.
- The injured employee will:
 - Be informed that during participation in the TWP, employees are expected to comply with all personnel policies, procedures, and safe work practices.
 - Be paid his/her normal rate of pay for hours worked while participating in the program.
 - Be made aware that the transitional work assignment(s) are made with feedback from the physician (worker restrictions).
 - Sign the Participation Agreement (Attachment D).

The following process is implemented when the injured employee does not return to work despite being released by the POR:

- The RTW Coordinator will send the Offer of Transitional Work Letter (Attachment G) by regular and certified mail. A copy will be sent to the MCO and TPA.
- If the injured employee does not return to work despite this intervention, the RTW Coordinator will notify the TPA and BWC.

The following process is implemented when the POR has released the injured employee to return to work utilizing an on-site therapist:

- The RTW Coordinator will contact CareWorks for an on-site therapy referral. The POR should forward a C- 9 to CareWorks for authorization.

The following process shall be followed when the POR believes that the injured employee's current medical condition is such that the injured employee would not be appropriate for the TWP at this point in their recovery process, or the injured employee is not expected to return to full duties within the time frame of the TWP:

- The RTW Coordinator and/or CareWorks will contact the POR to determine if the injured employee is able to return to work in a modified light duty capacity. Once the injured employee's medical condition has improved to allow for significant restrictions to be lifted or allow for gradual work task progression, the TWP will be initiated.

If the employee loses more than seven consecutive days:

- CareWorks will continue medical case management services to assist in the return to work.
- Once the injured employee is released to return to work, the RTW Coordinator will send the Offer of Transitional Work Letter (Attachment G).
- If the physician does not feel the injured employee will be able to return to full duty work within the

time frame of the program, CareWorks will refer the injured employee to vocational services, if the case qualifies according to the BWC guidelines.

The following process may be used when the injured employee misses seven or fewer days of work and the claim is considered medical only by the BWC, but the injured employee is having difficulty with some aspect of his/her working status:

- The claim can be considered for a Remain at Work (RAW) referral. A RAW referral may be made by CareWorks or the POR and must meet the criteria established by the BWC.
- A VoCWorks case manager will be assigned to the claim and he/she will assist the injured employee in maintaining a working status.

The closure process is implemented at the completion of the TWP (once the POR has released the injured employee to full duty or the TWP has been closed for another reason):

- The RTW Coordinator will complete the Transitional Work Completion/Closure Form (Attachment F).
- The RTW Coordinator, immediate supervisor and injured employee will sign this form.

ROLES AND RESPONSIBILITIES

1. **Injured Employee:** Responsible for maintaining regular, consistent attendance during the program. The employee must perform only those work tasks identified as within the POR's restrictions. The employee must provide the immediate supervisor and/or RTW Coordinator with any paperwork or restrictions the same day or one day after seeing the POR.
2. **Return to Work Coordinator:** The Assistant Township Administrator will be the Return to Work Coordinator. He/she facilitates all case management activity. The RTW Coordinator will be responsible for: providing the supervisors with injury reporting packets for use when needed; initiating the Transitional Work Program and completing the required forms; issuing the Offer of Transitional Work Letter (Attachment G) to the injured worker by regular and certified mail when necessary; contacting the TPA to initiate filing the appropriate paperwork when compliance is an issue; ensuring all employees and new hires are oriented to the program. The RTW Coordinator will inform the MCO of lost time injuries to facilitate a speedy return to work. The RTW Coordinator will initiate and maintain contact with the injured employee, BWC, MCO, TPA, and any medical personnel involved. The RTW Coordinator will be the main employer contact for the rehabilitation professional. The RTW Coordinator will be responsible for maintaining a thorough knowledge of worker's compensation reporting procedures.
3. **Physician of Record (POR) & Initial Treating Provider (Liberty Urgent Care):** Responsible for providing restrictions for work and indicating whether the injured employee will be able to return to work within the time frame of the TWP. The medical provider should provide work restrictions to the employer no later than 24 hours after the initial visit.

4. Managed Care Organization (MCO–CareWorks): Responsible for the medical management of workers' compensation claims. CareWorks will assist in obtaining restrictions and prescriptions as needed. CareWorks will monitor the claims to ensure that the injured worker is receiving appropriate medical care. CareWorks may provide assistance and strategies for handling difficult claims. They will assist in providing history of past claims and accidents to spot trends.
5. Third Party Administrator (The Frank Gates Service Company): Ensures the employer is taking appropriate measures to protect itself from future workers' compensation liability. The TPA will advise the employer of financial risk should the injured worker not return to work. Recommendations may be made by the TPA to assist the employer in reducing the risk of workers' compensation reserves that can be set on a lost time claim. The TPA will make sure that the employer has all necessary paperwork completed and available to the TPA in the event that a hearing is scheduled.
6. Bureau of Workers' Compensation (BWC): Responsible for making the initial determinations on the compensability of claims, to process claims, and to refer claims to the Industrial Commission for hearing. BWC recommends premium rates, collects and invests premiums, disperses money to pay compensation, medical and other benefits to the injured workers, maintains accounts and conducts audits. BWC oversees the Division of Safety and Hygiene, whose primary duty is to educate employers in creating a safe work environment.

DISASTER DEPLOYMENT

In the event a disaster is declared outside of Liberty Township, Butler County, Ohio, and Liberty Township is requested to lend an EXEMPT employee to another public entity; the Township Administrator will need to approve the disbursement of Liberty Township personnel or equipment to the event for a minimum continuous timeframe of 48 hours.

The department manager will submit the ***request by email*** for review and approval by the Township Administrator. The following factors may be considered in the decision on whether to lend the personnel or equipment: current schedule, anticipated Township needs, duration of loan, distance from Liberty Township, equipment needed, whether the Township will be reimbursed, or other pertinent factors

OUTSIDE EMPLOYMENT

Liberty Township employees may hold outside jobs as long as you can satisfactorily perform your Liberty Township job and there is no interference with scheduling demands.

All employees will be held to the same standards of performance and scheduling expectations as set forth in your job description, regardless of any outside job. If it is determined that the outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to correct the conflict. If the conflict is not corrected you may be asked to modify or terminate the outside job in order to stay employed at Liberty Township. Failure to comply with this request may lead to termination from Liberty Township.

We prohibit employment that constitutes a conflict of interest. Further, employees may not receive any income or material gain from individuals outside of Liberty Township for materials produced or services rendered on the job.

SERVICES DEPARTMENT

PROMOTION TESTING PROCESS

Regular, FULL TIME Service Workers have the opportunity to test for the job one classification above your current position.

SERVICE WORKER 2 – OPERATOR TEST

Skills Test: Each employee will need to schedule the test with the Services Director. You will be required to complete two separate skills from the Services Worker 2/Operator Job Description and complete a ***Classification Test Form*** (forms) for each skill; each skill will use a separate form.

Promotion Effective: The Services Director will present a resolution requesting to promote those employees that pass the Service Worker 2/Operator test at a Trustees Meeting. Promotions become effective the first full pay period following successful completion of the test and formal approval by the Board of Trustees.

SERVICE TECHNICIAN – OPERATOR TEST

Testing Period: To meet the minimum qualifications for the position, employees will have to pass the test prior to the end of the testing period. Employees will be permitted to take *only one skill per testing period*. The Township will have two testing periods: Spring and Fall.

- **Spring:** The Spring testing period will end the Friday before the first full pay period in June.
- **Fall:** The Fall testing period will end the Friday before the first full pay period in November.

Skills Test: Each employee will need to schedule each skill of the test with the Services Director. You will be required to complete two separate skills from the Services Technician/Operator Job Description and complete ***Classification Test Form*** (forms) for each skill; each skill will use a separate form. You can take *only one skill per testing period*. **This means that it will take a minimum of two testing periods to complete the Service Technician / Operator Test.**

After you complete the first skill, the Services Director will make every effort to give you assignments that will help you learn the Services Technician / Operator position prior to your taking the second skill.

Promotion Effective: The Services Director will present a resolution requesting to promote those employees that pass the Service Technician/Operator test at a Trustees Meeting. Promotions become effective the first full pay period following successful completion of the test and formal approval by the Board of Trustees.

BUSINESS TRAVEL EXPENSES

Liberty Township will reimburse employees for reasonable business travel expenses when the travel has been approved in advance by the supervisor, department manager, Assistant Township Administrator, or the Township Administrator. Travel expenses are approved on a similar basis as any other approval: Supervisor, up to \$1,000; Administrator, up to \$10,000; the Board of Trustees, at a public meeting, over \$10,000.

Employees must complete the Travel Expense Form. Employees must complete Part I and Part II of the form prior to making travel plans. Once Part I and Part II are completed the form must be submitted to Finance for creation of a purchase order. Once your travel plans have been approved, you are expected to make travel arrangements and notify the supervisor department manager, Assistant Township Administrator, or the Township Administrator within 10 days of return from travel the employee must complete Part III of the form and return the form and receipts to the finance department.

When approved, the Township will reimburse the costs of travel, meals (the Township pays meals on a per diem basis), lodging, and other expenses directly related to accomplishing the objective of the trip. Naturally, the Township expects you will keep expenses within reasonable limits in compliance with the Department of the Treasury per diem rates (currently Publication 1542).

In the event that you are involved in an accident while traveling on business, you should immediately report the incident to your supervisor, department manager, the Assistant Township Administrator, or the Township Administrator. And, if the vehicle is owned, leased, or rented by Liberty Township, it may not be used for personal reasons unless you have prior approval.

There may be times when you wish to have a family member or friend come on a business trip, or you may want to combine a business trip with personal travel. In both cases, you need to get prior approval. Since the purpose of the trip is business, Liberty Township wants to ensure that nothing interferes with achieving that objective. Any expenses related to the non- business portion of the trip or a companion will be your responsibility.

Mileage will be reimbursed at the Internal Revenue Service's rate at the time of the trip.

Liberty Township considers abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business- related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.

EXPENDITURE APPROVALS

Supervisors and department managers have the authority to incur obligations of two thousand five hundred dollars (\$2500) or less on behalf of the Township, provided the expenditure does not cause the total expenditures for any given appropriation to exceed the budgeted amount.

The Township Administrator has the authority to incur obligations of ten thousand dollars (\$10,000) or less on behalf of the Township, provided the expenditure does not cause the total expenditures for any given appropriation to exceed the budgeted amount.

Any expenditure beyond ten thousand dollars (\$10,000) or beyond the budgeted amount must be presented to the Liberty Township Board of Trustees at a public meeting for approval.

Employees must submit receipts with all invoices. **Expense Reimbursements Forms** (Forms) are required for you to be reimbursed. Mileage will be reimbursed at the Internal Revenue Service's rate at the time of the trip.

EMPLOYEE CELL PHONE REIMBURSEMENT POLICY

PURPOSE

This policy allows the Township to comply with IRS regulations and its fiduciary responsibility to the taxpayers of Liberty Township, Ohio, by providing guidelines for the use of cell phones for business purposes.

POLICY

The Township will not purchase, own or provide wireless phone contracts for the use by individual employees. Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs. No further reimbursement for cell phone costs is available to employees who have such an allowance.

PROCEDURES

Cell Phone Allowances

1. Establishment and Payment of Allowance

If a Township employee's duties include the need for a cell phone, then the employee might be eligible for an allowance to cover cell phone expenses. Determination of the employee's eligibility for a cell phone allowance and the dollar amount of the allowance is determined by the Board of Trustees and/or Township Administrator.

Payments will be provided on the employee's paycheck once a month over a twelve (12) month period, on the second pay period of the month.

Service Department employees (with the exception of the Director and Assistant Director) will receive an annual cell phone stipend to be paid in the first quarter of the year.

This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, etc.

2. Determination of Dollar Amount of Allowance

The dollar amount of the cell phone allowance should cover the employee's projected business-related expenses only. Cost of basic equipment, and the employee's cell phone use related to business, should be considered. Upgrades to basic equipment (special cosmetic or technical features, etc.), or expected cell phone use unrelated to business, cannot be considered. Cell phone allowance amounts are set by the Board of Trustees each year.

3. Use of Phone

The employee must retain an active cell phone contract / plan as long as a cell phone allowance is in place. Because the cell phone is owned personally by the employee, and the allowance provided is taxable income, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired.

Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

4. Documentation and Review Requirements

Employees eligible for a cell phone allowance, must submit a copy of their initial contract / invoice to the Finance Department for review. The employee must provide the Township with their cell phone number and update the Finance Department of any changes while receiving this benefit. The benefit will appear on the employees next pay period following proper submission of required documentation.

The Finance Director is responsible for an annual review of employee business- related cell-phone use, to determine if existing cell phone allowances should be continued as-is, changed, or discontinued, and to determine if any new allowances should be established. After review the Finance Department will make recommendations to the Township Administrator and Board of Trustees.

5. Fees for Contract Changes or Cancellations

If, prior to the end of the cell phone contract / plan, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the need to end or change the cell phone contract / plan, the employee will bear the cost of any fees associated with that change or cancellation. For example, the employee quits, and no longer wants to retain the current cell phone contract / plan for personal purposes.

If, prior to the end of the cell phone contract / plan period, a Township decision (unrelated to employee misconduct) results in the need to end or change the cell phone contract / plan, the Township may consider reimbursing the employee for the cost of any fees associated with that change or cancellation. For example, the employee's supervisor has changed the employee's duties therefore the cell phone is no longer needed for Township purposes, and the employee does not wish to retain the current contract / plan. In this example the Township will consider reimbursing the employee for any change or cancellation fees that may be owed by the employee. The decision to reimburse the employee will be decided by the Board of Trustees on a case-by-case basis.

COMPLAINT PROCEDURE

Liberty Township desires all employees be well informed about the conditions of your employment, and that every employee be given a full hearing on any problems which may arise in connection with your work.

Every employee is encouraged to discuss with your supervisor, department manager, the Assistant Township Administrator, or the Township Administrator any problem, complaint, question, or concern relating to your work, wages, hours, or any other practices or conditions concerning employment at the Township.

Complaints should follow the procedure outlined below:

1. The employee should first discuss the problem or complaint with the immediate supervisor.
2. If the problem is not settled to the employee's satisfaction, the supervisor will promptly arrange for the employee to discuss the matter with the department manager.
3. If the employee remains unsatisfied, the department manager will arrange for the employee to meet with the Assistant Township Administrator or the Township Administrator to discuss the problem.
4. If the employee is still concerned about the problem or complaint, the employee can have his or her problem or complaint reviewed by the Liberty Township Board of Trustees.
5. If the complaint involves conduct by the employee's immediate supervisor, department manager, or Assistant Township Administrator or Township Administrator, the employee may bring the complaint directly to the next level of the complaint process.

In the employee's discussion of his or her problem or complaint the employee may have a fellow employee join in the discussion or assist the employee in explaining the problem or his or her position.

It is our policy to give full consideration to any employee who has a problem or complaint and there will be no retaliation against any employee who requests or participated in any part of the complaint procedure. Every effort will be made to handle all problems or complaints promptly in accordance with the above procedure.

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

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the Township.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the Township.

Since employment with Liberty Township is based on mutual consent, either the employee or Liberty Township has the right to terminate the employment relationship at will, with or without cause and at any time, except as provided by law. However, Liberty Township requests that all voluntary resignations be submitted in writing at least two weeks prior to the termination date in order to facilitate a smooth transition of job duties.

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

EMPLOYMENT RESIGNATION

Resignation is defined as a voluntary act initiated by an employee to terminate employment with Liberty Township. Liberty Township requests a resigning employee to submit a written notice of resignation at least two (2) weeks in advance to your supervisor or department manager. The resignation is then presented to the Assistant Township Administrator or Township Administrator for acceptance.

Employees are expected to be responsible for and maintain control of any Liberty Township property in their possession. If employment ends, all Liberty Township property must be returned on or before the last day of work. In situations where an employee does not return Liberty Township property, we may take steps to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

A resigning employee is requested to submit to his/her immediate supervisor a written two-week advance notice and effective date. (Supervisors may request this letter if it is not submitted.)

- If a resigning employee fails to provide the Township with a written two-week advance notice, this is noted in the employee's records, as the employee may be considered ineligible for rehire, subject to applicable law.
- At the Township's discretion, a resigning employee may not be allowed to work through his/her two-week notice period.

Unless approved by his/her manager, employees who have given a written two-week advance notice may not be approved for PTO during the remaining time with the Township.

Liberty Township may request from you information regarding your decision to leave in the form of an exit interview. This exit interview may be an in-person meeting or may be in the form of an electronic survey. Your reason for leaving is very important to us.

CONFLICTS OF INTEREST

Employees of Liberty Township have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees are specifically subject to certain restrictions enumerated within Chapter 102 of the Ohio Revised Code. In this policy, Liberty Township is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that employees can get further clarification on areas that affect them. For additional guidelines, employees may contact the Ohio Ethics Commission concerning any situation which may be of concern.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with Liberty Township. For the purposes of this policy, we define a relative as any person who is related by blood or marriage, or whose relations with the employee is similar to that of persons who are related by blood or marriage.

There is no “presumption of guilt” created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to an officer of Liberty Township as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which Liberty Township does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving Liberty Township.

WEAPONS POLICY

Unless otherwise required by law, no form of weapon (e.g., guns, explosives, or unauthorized knives) will be allowed on Township property or at Township-sponsored functions. This includes both visible and concealed weapons. An employee, who brings weapons on Township property or to functions, implies that you have such weapons on Township property or at functions, or makes statements that appear to threaten the safety of others, will be subject to disciplinary action, including termination. This provision applies to any person who is on Township property, with the exception of law enforcement or designated security personnel.

The Township recognizes that some employees may legally possess firearms. If an employee is legally permitted by the State of Ohio to possess a firearm, he or she may have it stowed in his or her vehicle in a Township-owned parking lot in a manner consistent with the *Ohio's Concealed Carry Laws and License Application* as established by the Ohio Attorney General, but is prohibited from removing it from the vehicle or bringing it into a Township building.

WORKPLACE VIOLENCE PREVENTION

Liberty Township is committed to preventing workplace violence and to maintaining a safe work environment; therefore, we have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

- All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances from the premises of Liberty Township without proper authorization.
- Liberty Township will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.
- All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to the supervisor, department manager, Assistant Township Administrator, or the Township Administrator. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.
- Employees should report any suspicious person or activities as soon as possible to a supervisor, department manager, or the Township Administrator. You should not place yourself in peril. If you see or hear a commotion or disturbance near a work area, you should not try to intercede or see what is happening.
- Liberty Township will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical. To maintain workplace safety and the integrity of its investigation, Liberty Township may suspend any employee, either with or without pay, pending investigation.
- Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, Liberty Township encourages you to discuss it with the supervisor, department manager, Assistant Township Administrator, or the Township Administrator before the situation escalates into potential violence. Liberty Township is eager to assist in the resolution of employee disputes and will not discipline an employee for raising these types of concerns.

VISITORS IN THE WORKPLACE

To better protect the safety and security of employees as well as Liberty Township property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and customer welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

All visitors must be authorized to enter Liberty Township facilities. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety. Visitors must be supervised by an employee at all times.

If you see an unauthorized person on Township premises, you should assist the unauthorized person in finding their contact or notify the supervisor, department manager, Assistant Township Administrator, or the Township Administrator immediately.

SECURITY INSPECTIONS

Liberty Township is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials; therefore, we prohibit the possession, transfer, sale, or use of such materials on our premises. To ensure this policy is successful, we need every employee's cooperation.

Liberty Township may provide employees with desks, lockers, and other storage devices for convenience but these are always the sole property of Liberty Township. Because they are Township property, we may inspect them along with any items that are inside them. Agents or persons we authorize, either with or without prior notice to the employee, may make an inspection at any time.

MOTOR VEHICLE USE

PURPOSE

The purpose of this policy is to provide a set of guidelines regulating the use of Township vehicles by Township employees. Any violations of this policy or unauthorized use of vehicle may result in disciplinary action including, but not limited to, verbal warning, written reprimand, time-off without pay (suspension), loss of use of vehicle, termination, or fine.

GENERAL

Terminology

AUTO means a land motor vehicle, trailer, or semi-trailer designed for travel on public roads but does not include “mobile equipment.”

EMPLOYEE means an individual who is employed by Liberty Township in a part-time or full-time capacity.

MOBILE EQUIPMENT includes, but is not limited to golf carts; other vehicles designed for use principally off public roads; vehicles that travel on crawler treads; and vehicles that are not self-propelled. See the Business Auto Coverage Form in the Liberty Township Insurance Policy for additional clarification.

OFFICIAL TOWNSHIP BUSINESS includes any authorized use to meet the needs of approved programs, functions or activities of the Township.

TOWNSHIP VEHICLES includes “autos” owned or leased by the Township and any privately-owned vehicle used by Township employees in the course of their business.

1. Only employees over the age of eighteen with a valid Ohio driver’s license that covers the type of vehicle to be operated may operate Township vehicles. A copy of your driver’s license with the signed ***Driver’s License Information Form*** (Forms) must be submitted to the Assistant Township Administrator prior to any use of a Township vehicle.
2. Employees must follow all local, state, and federal laws while operating a Township vehicle. All employees driving a Township vehicle must consent to having their license and driver’s record checked for accidents, violations, suspension, revocation, assignment points, and any other job-related information contained therein prior to any use of a Township vehicle by the employee. The Township may deny the use of a Township vehicle by any employee as a result of any such review of the employee’s license and driver’s record as determined by the Township in its sole

3. discretion. If the Township denies the use of a Township vehicle to an employee and the job duties of the employee require the use of a vehicle, the Township may terminate that employee.
4. Township vehicles are to be used for conducting official Township business only. Any use of Township vehicles not specifically authorized hereunder is prohibited and may be subject to disciplinary action up to and including termination.
5. Employees who use their personal vehicle on behalf of the Township or in the furtherance of your job will be reimbursed for mileage in the amount not to exceed the rate used by the Internal Revenue Service for business travel upon submission of a valid ***Expense Reimbursement Form (Forms)***.

ASSIGNMENT OF VEHICLES

1. Upon the effective date of this policy, the assignment of Township vehicles to Township employees shall require the approval of the Township Administrator or Department Manager. The Township reserves the right to review the continuing need for any vehicle assignment.
2. Employees may not drive Township vehicles not permanently assigned to them without the express approval of your supervisor, department manager, or the Township Administrator.
3. All employees who use a Township vehicle (permanently or otherwise) will be required to sign the Employee Acknowledgment Form from the Introductory Section indicating you have read and will comply with the rules and provisions of this policy. Employees who do not comply with any of the provisions of this policy shall be subject to disciplinary action up to and including termination.
4. The operator of the Township vehicle shall be responsible for checking the vehicle before operating to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional on the vehicle. If the operator finds any of this equipment is not functioning properly, the operator shall report malfunctions to your supervisor as soon as possible in order to arrange for repairs.

AUTHORIZED USE OF VEHICLE

1. Township vehicles shall not be used for any purpose other than Official Township Business or as authorized by the Liberty Township Board of Trustees.
2. Safety belts shall be worn by all operators and passengers at all times in Township vehicles violation of this rule may lead to disciplinary action up to and including termination.
3. Turn signals and warning signals shall be utilized by all vehicle operators. Vehicle headlights shall be used during periods of limited visibility or any time the vehicle windshield wipers are in use.
4. Authorized use includes travel between the place where the Township vehicle is dispatched and the place where Official Township Business is performed. During working hours, the Township vehicle may be used by the employee authorized to use the vehicle to travel to obtain a meal.
5. An employee needs to be authorized by the Township Administrator if the employee will be taking the vehicle outside of the Township for more than twenty-four (24) hours. If an employee has been authorized to use a Township vehicle outside of the Township, the following travel is allowed:

- Travel between the place of Official Township Business and the place of temporary lodging.
 - When not within reasonable walking distance, between either the place of Official Township Business and temporary lodging and places to obtain meals, places to obtain medical assistance (including drugstore), places of worship, barber shops or hair salons, cleaning establishments, and similar places required to sustain the health, welfare, or continued efficient performance of the driver, exclusive of places of entertainment.
6. Transport of other officers, employees, or guests of the Township when such individuals are on Official Township Business is authorized.
 7. Authorized use includes the transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the Township.
 8. Travel between the place of dispatch, or place of performance of Official Township Business, to an employee's personal residence when specifically authorized by the Township Administrator.
 9. The employee operating a Township vehicle shall be responsible for reporting to the proper person or seeing that any service, safety, or maintenance items are corrected on the vehicle.
 10. The employee operating a Township vehicle shall be responsible for the appearance, interior and exterior cleanliness, and general condition of the vehicle.
 11. Any employee operating a Township vehicle shall obey all traffic and motor vehicle laws as well as all those rules described herein. Violating these laws and rules may lead to disciplinary action up to and including termination.
 12. Handling and dialing cell phones while driving compromises safety and increases the risk of accidents.
 - While operating a vehicle on Township business talking on a cellphone is discouraged.
 - If the driver must **talk** on a cell phone, smartphone, or other electronic device while the vehicle is in motion:
 - Use should be kept to a minimum,
 - Remain alert to traffic and other vehicles around you,
 - Be completely familiar with the phone before using it,
 - Be prepared to break conversation to respond to a traffic hazard, and
 - If available use the hands-free or speaker phone feature.
 - While operating a vehicle on Township business, the use of electronic communication devices (navigational systems entry, cell phones including text messaging, email access, or web browsing) exclusive of talking is prohibited while the vehicle is in motion.
 - Cell phone use while driving is illegal in a number of states. It is the employee's responsibility to know the laws in the area in which you are driving.

UNAUTHORIZED USE OF VEHICLE

1. Any use for personal purpose, other than commuting which has been authorized as specified in Authorized Use of Vehicle.
2. The employee operating a Township vehicle is not allowed to permit an unauthorized person to drive the vehicle. Only the Township Administrator can authorize a person to operate a Township vehicle.

3. Travel or tasks beyond the vehicle's rated capability is not authorized.
4. Non-employees are not permitted to ride in a Township vehicle except for business- related reasons (for example, carpooling to a permitted function).
5. Only in extreme emergency (for example, safety) would a non-employee minor under the age of eighteen (18) years old, be permitted to ride in a Township vehicle. Activities such as routinely dropping children off at school or picking them up from daycare are strictly forbidden.
6. Transport of hitchhikers is unauthorized.
7. It is unauthorized to transport cargo which has no relation to the performance of Official Township Business.
8. Transport of acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization, or in an emergency situation, is not authorized.
9. Authorized use does not include the transport of any item or equipment projecting from the side, front, or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
10. Attending sporting events, including hunting and fishing, which are not in the service of Township business is prohibited.
11. Operation of a Township vehicle while under the influence of alcoholic beverages or controlled substances is prohibited. An employee who violates this provision is subject to immediate discharge from employment.

EMPLOYEE RESPONSIBILITIES

1. Each employee who regularly operates a Township vehicle is required to report any suspensions or revocations of your driver's license, in writing, to your department manager regardless of whether the incident occurred within the scope of your employment or during non-work time.
2. Each employee who occasionally operates a Township vehicle is required to report any suspensions or revocations of your driver's license, in writing, to the Assistant Township Administrator regardless of whether the incident occurred within the scope of your employment or during non-work time.

3. Any driver who is convicted of driving under the influence of alcohol or controlled substances or reckless operation, regardless of whether the incident occurs within the scope of employment and regardless of whether you were operating a Township vehicle or your own personal vehicle, shall not be permitted to operate a Township vehicle for a period of not less than thirty (30) calendar days. If you are subject to a court imposed suspension for greater than thirty (30) days, you shall not be permitted to operate a Township vehicle during the period of the court-imposed suspension. In addition, if the offense involved driving under the influence of alcohol or a controlled substance, the Assistant Township Administrator or the Township Administrator will provide you reference(s) to available counseling and treatment program(s). If you seek treatment or care, the Township will not bear the cost (other than benefits that may be provided by health insurance for a covered employee). Any driver convicted of a second violation under this section will not be permitted to operate a Township vehicle for a minimum of thirty- six (36) months. If you are subject to a court imposed suspension for greater than thirty- six (36) months, you shall not be permitted to operate a Township vehicle during the period of the court-imposed suspension.
4. Drivers with any combination of three (3) moving violations / convictions or at fault accidents within an eighteen (18) month period shall be placed on driving probation notice, and are required to complete a remedial and / or defensive driving course(s) prior to being authorized to use a Township vehicle. Such course(s) must be approved by the Assistant Township Administrator or Township Administrator, and must not be taken on Township time or at Township expense. Probation shall be for a period of one (1) year. Any further violation or accident will result in termination of employment, should the operation of a motor vehicle be an essential part of employment duties, as determined by the Township Administrator.
5. An employee may be disciplined for moving violations, convictions, or causing or being involved in at-fault accidents in a Township vehicle. Such discipline may include discharge, when warranted. Furthermore, an employee who loses driving privileges may be discharged from a position that requires driving as an essential function of that position.
6. The driver of any Township vehicle which is involved in an accident shall immediately report the accident to the appropriate local law enforcement agency and your supervisor, department manager, the Assistant Township Administrator, or the Township Administrator. Drivers must report such accidents regardless of whether they occur on public roads. The verbal report must be followed with a written report within twenty-four(24) hours of an accident. Without limitation of the rights of Liberty Township to deny defense and indemnification of employees involved in motor vehicle accidents pursuant to the Ohio Revised Code, Chapter 2744, employees involved in motor vehicle accidents are required to pay any insurance deductibles for damage sustained to Liberty Township vehicles if the accident occurred while you were not engaged in the performance of official job duties or other activities authorized by the your supervisor, the department manager, Assistant Township Administrator, or the Township Administrator.

7. Parking, moving violations, and other fines received while operating a Township vehicle are the responsibility of the employee.
8. An employee, who is involved in an accident when operating a Township vehicle in a non- approved manner, will be subject to appropriate legal action to recover costs.
9. In the event there is a conflict between the matters expressed in this manual and any other applicable contract, collective bargaining agreement, law, regulation, or policy statement or directive, the applicable contract, collective bargaining agreement, law, regulation, or other policy.

COMPUTER, INTERNET AND EMAIL USAGE

Liberty Township may provide employees with internet access (including email) to help you do your jobs. This policy explains the Township's guidelines and requirements for using the internet responsibly and productively, and in compliance with Ohio's Public Records Act.

All internet data that is composed, transmitted, or received via the Township computer system is considered to be part of the Township's official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, employees must always ensure that all information contained in email messages and other transmissions is accurate, appropriate, ethical and lawful.

Moreover, as official Township records, internet and email transmissions must be kept and retained consistent with the type and content of the record, and can only be disposed of in accordance with the Township's Records Retention Schedule (RC-2). The retention or disposition of email messages must be related to the information they contain or the purpose they serve. The content, transactional information, and any attachments associated with the email are considered a record if they meet the criteria of [Ohio Revised Code § 149.011\(G\)](#). The content of email messages may vary considerably, and therefore, this content must be evaluated to determine the length of time the email must be retained. To avoid all recipients and senders of email from keeping duplicates of emails, senders of email are hereby directed to retain copies of emails and attachments for the period called for by the content of the email.

A brief summary of how emails are to be treated for retention purposes is as follows:

1. Email messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. Examples include personal correspondence, non-township publications and spam.
2. Email messages that meet the definition of a record in the Ohio Revised Code are official records and must be scheduled, retained and disposed of as such. These official records may fall into the several categories:

Transient Retention: These records have very limited administrative value. For example, an email message notifying employees of an upcoming meeting only has value until the meeting has been attended or the employee receiving the message has marked the date and time in his/her calendar, at which time the record can be deleted.

Intermediate Retention: Email messages that have more significant administrative, legal and/or fiscal value, but are not scheduled as transient or permanent, should be categorized under other appropriate record series. These may include (but are

not limited to):

- General Correspondence, which includes internal correspondence (letters, memos), correspondence from various individuals, companies, and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy). General correspondence should be kept for one year, and then disposed of.
- Routine Correspondence, which includes referral letters, requests for routine information or publications provided to the public and are answered by standard form letters. Routine correspondence should be kept for 6 months, and then disposed of.
- Monthly and Weekly Reports, which document the status of on-going projects and issues, and advise supervisors of various events and issues. Monthly and Weekly reports should be retained for one year, and then disposed of.
- Minutes of Agency Staff Meetings, which are minutes and supporting records that document internal policy decisions. Minutes should be kept for two years, and then disposed of.

Permanent Retention: Email messages that have significant administrative, legal, and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include (but are not limited to):

- Executive Correspondence, which is correspondence dealing with significant aspects of the administration of the office. It includes information concerning agency policies, programs, and fiscal and personnel matters. Executive Correspondence should be kept for two years, and then appraised for historical value.
- Departmental Policies and Procedures, which includes published reports, unpublished substantive reports, and policy studies. Departmental policies and procedures should be retained until superseded, obsolete or replaced. A copy must be retained permanently.

Liberty Township purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer. Therefore, Liberty Township does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet. As a general rule, if employees did not create the material, do not own the rights to it, or have not received authorization for its use, they may

not put the material on the internet. Employees also are responsible for ensuring that a person sending material over the internet has the appropriate distribution rights.

The equipment, services, and technology that employees use to access the internet are always the property of Liberty Township. Therefore, Liberty Township reserves the right to monitor internet traffic, including email and web postings. Liberty Township also reserves the right to retrieve and read any data that is composed, sent, received, or stored through the Township's computer system.

Finally the Township recognizes the diversity of employment positions and duties associated with each position. Therefore, the Township will allow nominal use of its email system and computers for non-business or personal reasons on a case-by-case and department-to- department basis. However, such usage is a privilege, not a right, and is subject to revocation without notice to the employee by the appropriate department manager. Data that is composed, transmitted, accessed, or received via the internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person is strictly prohibited. Examples of prohibited content include (but are not limited to) sexual comments or images, racial slurs, gender- specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Employees whose internet usage violates state or federal laws or the policies of Liberty Township are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using impolite, abusive, threatening, or otherwise objectionable language
- Using the network, e-mail, or Internet for harassment, intimidation, or bullying
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the reputation

- or image of the Township or any of its employees
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Circumventing or attempting to circumnavigate security measures on the schools' computer network
- Attempting to gain access to another user's resources, programs, or data
- Vandalizing, defined as any malicious intent to harm or destroy school equipment or data on the network or Internet. This includes the uploading of or creation of computer viruses
- Falsifying one's identity to others while using the network, e-mail, or Internet
- Downloading software or large files without receiving prior approval from an authorized school employee
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Knowingly giving one's password to others or using another user's password
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities
-

Employees are required and have an affirmative duty to notify their supervisor, department manager, Assistant Township Administrator, or the Township Administrator, if you learn about a violation of this policy. Employees who violate this policy or knowingly fail to report others who violate this policy are subject to disciplinary action, up to and including termination of employment.

All communication and information transmitted via the Township's computer network is considered public property. Users should not expect that information and data transmitted on the Township's computer network will be private. Authorized individuals may review information and data at any time, without prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy. Information relating to, or in support of, illegal activities will be reported to the appropriate authorities.

UNAUTHORIZED RECORDING

Unauthorized and/or secret recordings of meetings, conversations, or telephone calls by any employee is prohibited. Recording means the use of any device to capture live activity, images, or voices, regardless of whether the device is used in person, by telephone, or by other means such as video conferencing, screen shots, or otherwise.

No employee may engage in recording as described above unless he/she has received advanced written permission from the Employer and the individual(s) he/she intends to record.

Any employee who is discovered to have violated this section of the policy will be immediately subject to disciplinary action in accordance with the disciplinary procedure set forth in the Employer's handbook.

USE OF TOWNSHIP EQUIPMENT

Equipment essential to accomplishing job duties is expensive and may be difficult to replace. When using Liberty Township property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Any person operating any equipment must have been properly trained and wear the required or necessary safety gear or personal protective devices. The equipment operator will not wear headphones designed to play music or other distracting noise.

The misuse of Township property and equipment including the willful and wanton destruction of Township property and loss of equipment will be subject to disciplinary action, up to and including termination of employment.

All employees being issued uniforms, equipment (including handheld radios and pagers), or other Township property are required to keep the property in good condition. All items are required to be returned to your supervisor upon request or at your termination.

No Township-owned equipment may leave Liberty Township without the knowledge and permission of the supervisor, department manager or the Township Administrator. No Township- owned equipment may be used by any employee for personal reasons.

Employees should notify your supervisor, department manager, Assistant Township Administrator, or the Township Administrator if any equipment, machine, or tool appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Employees should ask your supervisor, department manager, Assistant Township Administrator, or the Township Administrator any questions about maintenance and care of equipment they use on the job.



Embraced by nature. ♦ Inspired by progress.

Section 3 Benefits



EMPLOYEE BENEFITS

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

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

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

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

HOLIDAYS

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

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

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

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

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

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

Employees working a 24/48 schedule will be entitled to a holiday allotment of eighty-eight (88) hours per year (eight (8) hours for each of the eleven (11) holidays listed above). The employees may choose to take up to forty eight (48) hours per year of their holiday allotment as holiday time. Holiday time may not be used until after the holiday has accrued. The remaining holiday allotment will be paid during the first pay period in December.

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

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

VACATION

Liberty Township offers vacation time off with pay to, **REGULAR (40 hour, 24/48 HOUR,** and **MODIFIED FULL-TIME** employees for rest, relaxation, and personal pursuits.

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

Years of Service	Regular Full-Time Employee (40 hour)	Modified Full-Time Employee	24/48 Employee
<1	40	1 week	72
1-5	80	2 weeks	120
6-10	100	2.5 weeks	144
11-15	120	3 weeks	180
16-20	160	4 weeks	216
21+	200	5 weeks	240

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

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

Vacation time of no more than ninety-six (96) hours for the **24/48 Shift Employees** can be carried forward to the next year.

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

If an employee's employment terminates, the employee will be paid for any unused

vacation time that has been accrued through your last day of work.

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

****Policy updated to match Union contract.**

SICK TIME

Sick leave is a benefit provided to the **REGULAR, 24/48 HOUR**, and **MODIFIED FULL- TIME** employees of Liberty Township to help offset the financial burden of illness. Employees are expected to be present for assigned shifts with the exception of personal incapacitating illness or illness suffered by a close family member that requires you to provide care for that family member. A close relative is defined as a parent, child, spouse, spousal equivalent, sibling, “in-law” equivalent of the previous mentioned categories, “step” equivalent of the previous mentioned categories, or “grand” equivalent of the previous mentioned categories.

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

1. Sick Leave Accrual

- a. **MODIFIED FULL-TIME** NONEXEMPT employees shall accrue sick leave at a rate of six (6) hours per month.
- b. **REGULAR FULL-TIME** EXEMPT and NONEXEMPT employees working 40 hours per week shall accrue sick leave at a rate of ten (10) hours per calendar month.
- c. **REGULAR FULL-TIME** EXEMPT and NONEXEMPT employees working a 24/48 schedule shall accrue sick leave at a rate of thirteen (13) hours per calendar month.
- d. Sick leave shall not accrue if an employee is on an unpaid leave of absence for any reason.
- e. Sick leave for Regular Full-Time (40 hour) and Modified Full Time employees may accrue to a maximum of one thousand six hundred (1,600) hours. When an employee reaches the maximum number of accrued hours, you will receive payment for twenty-five percent (25%) (1 hour of pay for every 4 hours) of the hours over the one thousand six hundred (1,600) hour maximum. This amount will be issued at the end of each calendar year.
- f. Sick leave for 24/48 employees may accrue to a maximum of two thousand eighty (2,080) hours. When an employee reaches the maximum number of accrued hours, you will receive payment for twenty-five percent (25%) (1 hour of pay for every 4 hours) of the hours over the two thousand eighty (2,080) hour maximum. This amount will be issued at the end of each calendar year.

2. Sick Leave Use

- a. An employee may use your accrued sick leave in the event of personal illness or injury that renders you incapable of performing your normal duties.
- b. An employee may use your accrued sick leave for preventative care or other scheduled doctor visits.
- c. An employee may use your accrued sick leave in the case of an illness or injury to a close

family member that requires the presence of the employee. A close relative is defined as a parent, child, spouse, spousal equivalent, sibling, "in-law" equivalent of the previous mentioned categories, "step" equivalent of the previous mentioned categories, or "grand" equivalent of the previous mentioned categories.

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

- a. The department manager or other authorized official designated by the department manager has authority to approve or deny the use of sick leave. Sick leave shall not be approved for unauthorized uses.
- b. The department manager, Assistant Township Administrator or Township Administrator may, at his/her discretion require a written doctor's certificate of cause and/or a signed statement regarding the facts surrounding the reason for sick leave for any claim of sick leave. The written doctor's certificate must be signed by the doctor and state that you were unable to perform your normal duties, not just that you were "under a doctor's care".
- c. The employee's entire attendance record, determined by the department manager's judgement and discretion, will dictate if and when a written doctor's certificate is required. Employees with six or more occurrences during the year may be asked to submit an acceptable statement from a health care provider. Absences covered by the Family Medical Leave Act (FMLA) may require other provisions. An occurrence constitutes a single use of sick leave: however, an extended continuous period of sickness, injury or disability constitutes only one occurrence.
- d. The supervisor, department manager, the Assistant Township Administrator, or the Township Administrator shall have the right to require a doctor's certificate for sick leave used immediately prior to or immediately after a paid holiday, vacation leave, or schedule day off.
- e. Failure to submit documentation as required may result in leave without pay and a deduction in the subsequent payroll period; refusal to submit documentation may lead to disciplinary action, up to and including termination.
- f. Any employee that fraudulently obtains sick leave, falsifies a sick leave request, misrepresents the grounds for a sick leave request, or uses sick leave for improper purposes shall be subject to disciplinary action up to and including termination.

4. Notification

- a. Employees calling off sick must do so to their supervisor, department manager, the Assistant Township Administrator, or the Township Administrator. If the supervisor, department manager, the Assistant Township Administrator, or the Township Administrator is unavailable, the employee must speak with the most senior on-duty employee in their department.

- b. Calls from family members, friends, etc. will not be acceptable. Voicemail messages or messages left with less senior employees also will not be accepted.
- c. An employee who is calling off sick must do so as early as possible so other arrangements can be made to cover the open shift if applicable. Notification made after the start of your scheduled shift may be grounds for denial of sick leave pay.
- d. Improper notification may be grounds for denial of sick leave pay.

5. Retirement / Separation of Service / Death

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

6. Transfer of Sick Leave

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

7. Sick Time Conversion

Employees may convert sick leave credit to vacation on the following basis:

- a. An employee with 1,000 or more sick leave hours on January 1st may convert sick leave hours to vacation credit at the ratio of 32 sick leave hours for 8 vacation hours, provided that not more than 96 sick leave hours are so converted in any year (i.e. 24 hours of converted vacation hours maximum), or:
- b. An employee with 1,200 or more sick leave hours on January 1st may convert sick leave hours to vacation credit at the ratio of 16 sick leave hours for 8 vacation hours, provided

that not more than 48 sick leave hours are so converted in any year (i.e. 24 hours of converted vacation hours maximum), or:

- c. An employee with 1,600 or more sick leave hours at January 1st may convert sick leave hours to vacation credit at the ratio of 8 sick leave hours for 8 vacation hours, provided that not more than 24 sick leave hours are so converted in any year.

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

PERSONAL TIME

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

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

MODIFIED FULL-TIME employees shall be entitled to sixty percent (60%) of their average weekly work hours from the previous calendar year of personal time per calendar year as approved by the supervisor, department manager, the Assistant Township Administrator, or the Township Administrator. Personal days may be scheduled at the employee's discretion with the approval of the supervisor, but may not be carried from year to year.

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FLEX TIME

Flextime may be used by the employee at the discretion of the supervisor, department manager, Assistant Township Administrator, or the Township Administrator and it can be used if you need to take time off on one day and make up the time by working extra time on another day within that workweek or pay period. Flextime is not to be used as compensatory time, and must be used before any paid leave or overtime. Time should be reported accurately on the employee's timesheets to reflect the flextime used.

COMPENSATORY TIME

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

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

Maximum Hours of Compensatory Time: Unless authorized by their department manager, employees should not exceed a maximum of forty (40) hours of accumulated compensatory time. After an employee has accrued forty (40) hours of compensatory time, all subsequent overtime hours worked should be compensated for in cash.

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

Using Compensatory Time: When using compensatory time, employees must obtain prior approval from their supervisor. This should also be recorded on the employee time sheet.

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

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UNPAID PERSONAL LEAVE

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

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

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

If an employee does not receive a paycheck for any reason (including, but not limited to, leave associated with FMLA or Workers' Compensation) but is still considered an active full-time employee, the employee will have to submit his or her portion of the health insurance, flexible spending account, and any other personal contributions deducted from his or her paycheck made payable to each vendor to the Assistant Administrator by 12:00 noon on the date that paychecks are issued.

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

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

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

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

BEREAVEMENT LEAVE

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

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

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

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

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

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

FAMILY MEDICAL LEAVE ACT (FMLA)

Liberty Township complies with The Family and Medical Leave Act of 1993 (FMLA). The Township will provide family and medical leaves of absence to eligible employees who are temporarily unable to work due to one or more of the following reasons:

- For the birth of a son or daughter of the employee and to care for the newborn child;
- For placement of a son or daughter with the employee for adoption or foster care. Newborn or placement leaves are not available beyond 12 months from the date of birth or placement;
- To care for the employee's spouse, son, daughter, or parent who has a "serious health condition" (as defined by the Department of Labor);
- For the employee's own serious health condition that makes the employee unable to work at all or makes him unable to perform any one of the essential functions of the employee's job;
- Due to a "qualifying exigency" (as defined by the Department of Labor) because the eligible employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and
- To care for a "covered service member" who has a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

The maximum total amount of time available to an eligible employee for FMLA leave is 12 work weeks during the rolling 12 month period measured forward from the date the employee's first FMLA leave begins or 26 work weeks to care for a covered service member during a single rolling 12 month period.

The Township will calculate all FMLA leave using the rolling method. Under this method, the amount of available FMLA leave to the employee will be calculated by determining the amount of leave used by an employee during the 12 months prior to the date the leave is requested and subtracting that number from the maximum amount of leave permitted by the FMLA under the circumstances. The remaining balance is the amount of FMLA leave that the employee is entitled to take at that time.

Eligible Employees: Any employee employed by the Township for at least 12 months (need not be consecutive) and with at least 1,250 hours worked during the 12 month period immediately preceding the start date of the leave of absence is eligible for Family and Medical Leave pursuant to this policy.

Except as set forth below, employment periods prior to a break in service of 7 years or more need not be counted in determining whether the employee has been employed by the Township for at least 12 months. Employment periods preceding a break in service of more than 7 years must be counted, however, where the break in service is due to the fulfillment of the employee's National Guard or Reserve military service obligation or the existence of a written agreement confirming the Township's intention to rehire the employee after the break in service.

Under the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), members of the uniformed services returning to work after military service will receive credit for any months and hours of service he would have been employed but for the period of military service in determining FMLA eligibility.

Notice And Requests For Leave: Where the necessity for a family, medical or service member leave is foreseeable, the employee must give notice by requesting leave at least 30 days prior to the onset of the leave. If 30 days' notice is not practicable (e.g., lack of knowledge when leave will start, change in circumstances, medical emergency), the employee must give such notice as soon as practicable. If the employee fails to provide the Township at least 30 days' notice of foreseeable leave, the Township may require the employee to explain why such notice was not practicable.

Ordinarily, an employee will be required to complete a Request for Leave of Absence Form to request FMLA leave. At a minimum, notice of a request for FMLA leave must make the Township aware that the employee needs FMLA-qualifying leave, the anticipated timing and duration of the leave, and the anticipated start date. Employees must also notify their immediate supervisor of the need for leave. The employee must respond to the Township's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable inquiries may result in the denial of FMLA protection if the Township is unable to determine whether the leave is FMLA-qualifying.

Absent extenuating circumstances, an employee will be provided with a "Notice of Eligibility and Rights & Responsibilities" notice within 5 business days after the employee requests FMLA leave or when the Township acquires knowledge that an employee's leave may be for an FMLA-qualifying reasons. Eligibility is determined (and notice provided) at the start of the first instance of leave for each FMLA-qualifying reason in the applicable 12 month period. If an employee is not eligible for leave, the eligibility notice will list at least 1 reason why he is not eligible.

Certification: For an FMLA Leave requested because of the employee's own "serious health condition" that makes the employee unable to perform 1 or more of the essential functions of the employee's position or because the employee needs to care for the employee's spouse, child, or parent who has a serious health condition, the employee must submit a medical certification (on a provided form) to the Township. The Township has adopted the Medical Certification Form approved by the Department of Labor, which is attached to this

policy. The medical certification, based on reasonable medical certainty, in part, must verify that the employee is unable to work at all or is unable to perform any 1 of the essential functions of the employee's job or position because of a serious health condition or that the employee's parent, spouse, or child is affected by a serious health condition and requires care by the employee.

The employee must provide the medical certification within 15 calendar days after the Township's request -- unless it is not practicable to do so despite the employee's diligent, good faith, efforts. Such other medical information as the Township requests, and is permitted by law, may be required. In case of foreseeable leave, if an employee fails to provide certification in a timely manner, then the Township may deny FMLA coverage until the required certification is provided. In case of unforeseeable leave, and absent extenuating circumstances, if the employee fails to timely return the certification, the Township can deny FMLA protection until a sufficient certification is provided. If the employee never produces the certification, the leave is not FMLA leave. If the employee does not produce the certification after reasonable requests by the Township, the Township reserves the right to decline to treat the leave as FMLA-qualifying, or the Township may designate the leave as FMLA leave consistent with the information the Township possesses at the time of determination.

The employee must provide a complete and sufficient certificate to the Township. If he does not, the Township will notify the employee, in writing, what additional information is necessary to make the certification complete and sufficient. The employee has 7 calendar days to cure the deficiencies -- unless not practicable under the circumstances despite the employee's diligent, good faith efforts. If the deficiencies are not cured in the resubmitted certification, the Township may deny the taking of FMLA leave.

Where family care leave or leave for an employee's serious health condition is foreseeable, based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Township's operations, subject to approval of the health care provider as to scheduling.

The first time an employee requests Active Duty Leave, the Township will require the employee to provide a copy of the covered military member's active duty order or other documentation issued by the military which indicates the covered military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member's active duty service. That documentation need only be provided 1 time. If, however, there is a different "qualifying exigency" involving that same covered military member or an active duty (or call to) situation involving a different covered military member, the Township will require additional documentation. Employees will be required to complete a "Certification of Qualifying Exigency For Military Family Leave" form.

When leave is taken to care for a covered service member with a serious injury or illness, the Township will require a certification (on a provided form) to support the need for leave.

The certification may be completed by any one of the designated health care providers listed on the provided form. The Township also will accept (instead of the provided certification form) as sufficient, "invitational travel orders" (ITO's) or "invitational travel authorizations" (ITA's) issued to any family member to join a seriously injured or ill covered service member at the service member's bedside. The Township may require confirmation of the covered family relationship to the covered service member.

Authentication/Recertification: Consistent with the provisions of the FMLA, the Township may request that the employee recertify the FMLA qualifying conditions. The Township may request recertification in situations where: (a) the employee requests an extension of the FMLA leave; (b) there is a change in the employee's circumstances; or (c) the Township receives information that casts doubt on the employee's stated reason for the absence or the continuing validity of the certification. In all situations, the Township may request a recertification of a medical condition every 6 months in connection with the employee's absence, including medical conditions that contain an "indefinite," "unknown," or "lifetime" duration.

During the time that the Township is waiting for the employee to return the Medical Certification Form or recertification documentation, the leave will be provisionally designated by the Township as FMLA leave. Once the employee has returned the Medical Certification Form or recertification documentation, the Township will make a final determination as to whether the leave qualifies as FMLA leave and verbally notify the employee as to FMLA eligibility.

If the Township has reason to doubt the validity of a medical certification, it may require the employee to obtain a second medical opinion at the Township's expense. If the opinions of the employee's and the Township's health care providers differ, the Township may require the employee to obtain certification from a third health care provider, again at the Township's expense. There are no second/third opinions for Family (Military) Leave situations.

Benefits During Leave: Employees covered by the Township's group health insurance at the onset of a leave may continue to participate in the plan during the leave on the same terms and conditions that would have applied had no leave been taken. Premiums, co-payments, and any other employee paid expenses for coverage must be paid by the employee on the same terms as if the employee were not on FMLA leave. If the terms and conditions of the health benefit plan are modified for active employees, the same rules will apply to employees on a leave of absence.

An FMLA-qualifying leave means that time spent while on the leave and time previously worked for the Township will not be lost in computation of length of service and the benefits dependent thereon. However, time spent during such an unpaid (i.e., not covered by any applicable paid time off) leave will not be credited toward the calculation of any applicable paid days off (sick or vacation). Any applicable paid days off not exhausted during or prior to

the start of the leave shall be available to an employee upon the employee's return from leave. No holiday, bereavement, witness duty or jury duty benefits will be paid if such occur during a leave.

Return To Work: Employees will be restored to the same or equivalent position as the one held when the leave commenced in most instances and in accordance with the law. Employees who fail to return to work may be required to reimburse the Township the amount of premiums paid by the Township to continue his/her participation in the group health plan, unless the reason for failure to return to work was the continuation, recurrence or onset of a serious health condition of the employee, employee's spouse, child, or parent, or other circumstances beyond the control of the employee.

Fitness For Duty Certification: An employee who has been on a (non-intermittent/reduced leave) Medical Leave of Absence for the employee's own serious health condition shall provide to the Township's Human Resources personnel a medical fitness-for-duty certification (at the employee's cost) that he is able to resume work. That certification also shall specifically address the employee's ability to perform the essential functions of the employee's job. Accordingly, the Township will provide the employee with a list of the essential functions of the employee's job along with the Designation Notice. The employee's health care provider must certify the employee can perform the identified essential functions of the employee's job. The Township may (following the same procedures for the initial medical certification) contact the employee's health care provider to clarify and/or authenticate the fitness-for-duty certification. The Township cannot require a second or third opinion for a fitness-for-duty certification.

The Township will provide a fitness-for-duty certification form to the employee. The Township will delay reinstatement until that certification is provided. An employee who does not provide this fitness-for-duty certification or a new medical certification for a serious health condition at the time the FMLA leave is concluded, is no longer entitled to FMLA reinstatement.

If an employee is taking intermittent or reduced leave, the Township will require a fitness-for-duty certification up to once every 30 days (assuming there were FMLA absences during that period) if "reasonable safety concerns" exist regarding the employee's ability to perform the employee's duties – based on the employee's serious health condition. The Designation Notice contains this requirement.

Intermittent Or Reduced Schedule Leaves: To qualify for intermittent or reduced schedule leave, the leave must be medically necessary (as compared to voluntary treatment) and must be best accommodated through an intermittent or reduced schedule. When medically necessary, requests for intermittent or reduced schedule leave for family care, care for a covered service member, or an employee's serious health condition may be granted to eligible employees for up to the equivalent of 12 work weeks (or 26 work weeks, if applicable) of leave for any rolling 12 month period. Exempt employees on an intermittent or reduced

leave schedule will have their salaries reduced to reflect the hours or days missed due to such leave.

If intermittent or reduced schedule leave is required for planned medical treatment, the employee should consult with Human Resources personnel at the Township and make a reasonable effort to schedule the leave, so as not to unduly disrupt the Township's operations. When notice is given of the need for leave, the employee may be required to attempt to reschedule the treatment, subject to the availability and approval of the health care provider. In addition, where the leave is foreseeable based on planned medical treatment, an employee may be temporarily assigned to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule.

Family Leave after the birth or placement (adoption/foster care) of a healthy child must be taken in a single, continuous period of time, unless the Township and the employee agree to an intermittent or reduced schedule. An intermittent or reduced schedule must be approved in advance of the leave by the Township, in its sole discretion. The Township's agreement, however, is not required for requested medical leave due to the mother's or newborn child's serious health condition.

Applicability Of Other Paid Leave Benefits: Employees with accrued but unused "paid time off" benefits must use such benefits before taking unpaid leaves of absence which qualify under FMLA. However, it is important to remember that accrued "paid time off" benefits may only be used for FMLA purposes where the Township's policies permit their usage. For example, if the employee requests leave and the purpose for the leave qualifies under the Township's "paid time off" policy, the employee will be required to exhaust all available "paid time off" benefits followed by unpaid leave if necessary. If, on the other hand, the employee requests FMLA leave but the Township's policies do not permit the use of paid leave for the specific purpose, the employee may not use paid leave and will be required to use unpaid leave for the absence. If an employee is required to use unpaid leave for absence(s), the employee's pay will be reduced at a per diem rate (equal to the number of days or hours absent) in the employee's paycheck immediately or soon after the absence(s).

FMLA leave will be designated concurrently with any paid leave used by the employee. This policy also applies to workers' compensation absences. Accordingly, if applicable, FMLA leave will be designated concurrently with any workers' compensation leave of absence.

Married Employees: An employee's entitlement to a Family Leave for the birth or placement (adoption/foster care) of a son or daughter ends 12 months after the date of the birth or placement. The maximum total amount of time available to both employee spouses for a Family Leave for the birth, care after birth, or placement of a child or care after placement, or for the care of the employee's parent (not parent-in-law) with a serious health condition is a combined 12 work weeks during the 12-month period as defined above, if both are employed by the Township.

The aggregate number of work weeks of leave to which a husband and wife may be entitled for covered service member leave is limited to 26 work weeks during the single 12 month period if the leave is for covered service member leave or a combination of covered service member leave and any other FMLA-qualifying leave. If the leave taken by the husband and wife includes leave for the birth or placement of a son or daughter or to take care of a parent (as described above), that particular type of leave is limited to a combined 12 work weeks.

Purpose Of Policy: It is the purpose of this FMLA Policy to comply with the Family and Medical Leave Act of 1993, as amended. The interpretation of terms and the resolution of disputes under this provision shall be governed by that law. The Township's obligations under this policy do not exceed those set forth in the Act, unless this policy specifically states that it does. The Township retains the ability to assert all rights, exemptions, limitations, and calculation methods in the FMLA. Enforcement procedures include complaints to the Wage and Hour Division of the Department of Labor and civil actions in court. It is unlawful to discriminate against an employee because of the exercise of rights under the Family and Medical Leave Act. For additional information, please refer to the FMLA Rights and Responsibilities Fact Sheet.

LEAVE DONATION POLICY

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

Donation of Sick Leave

- Sick leave hours may be donated to fellow employees that are suffering from an extended illness or injury, including the birth or adoption of a child. The employee receiving the donated hours must have exhausted all paid leave available to him or her and have been off in excess of thirty (30) calendar days.
- The decision of an employee to donate sick leave must be voluntary.
- All sick leave donations must be submitted in writing to the Board of Trustees for approval.
- A 40-hour employee can donate up to twenty (20) hours of sick time per calendar year.
- A 24/48 employee can donate up to twenty-four (24) hours of sick time per calendar year.
- Donation of sick leave will not be considered a sick time occurrence for the donating employee.

Donation of Vacation Leave

- Vacation leave hours may be donated to fellow employees who have exhausted all paid leave available to him or her.
- The decision of an employee to donate vacation leave must be voluntary.
- All vacation leave donations must be submitted in writing to the Board of Trustees for approval.
- The 40-hour employee can donate up to twenty (20) hours of vacation time per calendar year.
- The 24/48 employee can donate up to twenty-four (24) hours of vacation time per calendar year.

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

MILITARY LEAVE

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

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

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

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

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

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

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

HEALTH CARE INSURANCE PROGRAM

EMPLOYEE CONTRIBUTION

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

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

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

Any Employee or Officer may decline health care coverage and, upon proof of coverage elsewhere, receive up to two thousand four hundred dollars (\$2,400) for reimbursement of health care insurance premiums with a pro-rated amount on a monthly basis if the time should vary from one year. To be reimbursed the full-time employees and officers must present a letter from the agent providing health care insurance showing the amount that the individual has paid in health care insurance premiums, a copy of an end-of-year paycheck showing the total amount paid per year, or another form that is acceptable to show both proof of coverage and the amount paid. The Township will reimburse the actual out-of-pocket expense or two hundred dollars (\$200), whichever is less each month. The taxable reimbursement will follow the standards set out by resolution.

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

COBRA

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

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

DISABILITY ACCOMMODATION

Liberty Township is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

If an employee has a disability which effects their ability to perform the required job duties, Management must be contacted to discuss the appropriate and reasonable accommodations we can make for the employee to perform the essential functions of their job safely and effectively. Consistent with applicable law, it is the responsibility of the requestor to provide specific information about the nature of the disability, the type of accommodation requested, and an explanation of how the accommodation will allow the performance of the essential functions of the position. Liberty Township may also require verification of the disability by the requestor's physician, medical provider or vocational/rehabilitation counselor, and may require the requestor sign a medical release form. Employees are not obligated to disclose information about physical or mental limitations that he / she believes will not interfere with his / her capacity to do the job

Liberty Township may require post-offer, pre-employment medical examinations. Medical records are kept separate and confidential.

If you believe that you require an accommodation to be able to perform the essential functions of your job, you shall provide a timely written notice of the desired accommodation.

Liberty Township is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

ACTIVE 911 ANNUAL SUBSCRIPTION FEE FOR FIRE DEPARTMENT PERSONNEL

When necessary, Liberty Township will pay the Active911 (Active Alert) annual subscription fee for Fire Department personnel.

Liberty Township does not require that employees use this subscription service. Therefore, the township will not reimburse or pay for employees' devices or cellular service fees unless otherwise agreed upon elsewhere.

Failure to follow policies and procedures may result in disciplinary action up to and including termination of employment.

JURY DUTY

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

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

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

UNIFORM POLICY

Uniforms are provided for some Liberty Township employees, such as employees in the Services and Fire departments. No apparel or equipment is to be used for personal use. All employees who are issued uniforms are required to wear the uniforms while on duty and all Township- provided uniforms are to be worn as issued and should not be altered (sleeves cut off, pants made into shorts, etc.).

Employees in the Parks division of the Services Department may request up to three (3) pairs of shorts for use between April 1st and October 31st **Shorts Request Form** (Forms). Shorts may only be worn for specific tasks; therefore, you must have uniform pants available at the Services Building for job tasks that require long pants. Roads division employees may request one (1) pair of shorts upon written request in case they need to be temporarily placed in the Parks division. The Services Director has the responsibility of providing the Parks employees a task list which permits the Parks employee to wear shorts. It is the responsibility of the employee to ask the Services Director if you have any questions.

Pursuant to the Internal Revenue Service (IRS), certain Township provided work clothes or uniforms are considered a fringe benefit and as such are taxable to the employee.

There are exclusions to the taxable fringe benefit of uniforms, which are stipulated by the IRS. These exclusions consist of clothing or uniforms that are specifically required as a condition of employment and are not worn or adaptable to general usage as ordinary clothing. This exclusion is defined by the IRS as equipment or clothing that helps the employee perform their job in a safer environment (i.e. steel toed shoes, hardhats, and bright colored safety shirts / jackets). Also excluded are fire department job shirts. The final exclusion are the uniforms that are not permitted to leave Township premises (uniform shirts and jackets) and are laundered by the Township. Tee shirts, sweatshirts, and ball caps with the Township logo are considered taxable items, as well as uniform shorts and pants. If the clothing qualifies as excludable, then the cleaning is also excludable.

The Township will keep accurate records of the work clothes and uniforms that are provided to employees, which qualify as a taxable fringe benefit. The taxable benefit will be processed on the employee's paycheck and reported on their W-

TUITION REIMBURSEMENT

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

1. Continuing Education

The Board of Trustees, with recommendations from the department director and the Township Administrator, will authorize the reimbursement of tuition for degree programs. A well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the Township. Determination of reimbursement is based on:

- Degree sought (generally, there is a greater likelihood of reimbursement for bachelor's or higher level degrees).
- Potential of continued employment with the Township.
- Successful completion of probationary period in a full-time position.
- Applicability of the degree to the job and / or probable future promotion / positions in the Township.
- Statement from the candidate regarding purpose, intentions, and personal commitment.
- Budget restraints of the Township.

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

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

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

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

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

The employee seeking tuition reimbursement will enter into a contract with the Township regarding the parameters of reimbursement. Once tuition reimbursement is received by an employee, he or she will remain with the Township for two (2) years or will be required to reimburse the Township for a percentage of the tuition. Any employee who terminates the employee's position(s) of employment for which the tuition reimbursement was approved with the Township within one 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 the employee's termination date. Any employee who terminates employment with the Township within two years after completing a course under the Tuition Reimbursement Program shall be required to refund 75% of all tuition reimbursements received for courses taken within two calendar years of the employee's termination date.

2. Professional Training and Development

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

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

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

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

3. Fire Department Paramedic Reimbursement Program

A program to reimburse qualified employees for the tuition costs of an approved paramedic program.

Selection Process

- Each year the department will have an application process for qualified part time employees that are firefighter/EMTs to submit an application for the paramedic reimbursement program. Applications will be due by June 1st for the upcoming school year. The selection process for this program will consist of the following a completed application packet,
- scoring of the packet by a panel, selected by the command staff,
- top applicants will interview with the Battalion Chief overseeing the part- time program and the Fire Chief,
- notification of award
- signed Employee Agreement
- Board of Trustees approval

Performance Criteria

Successful applicants will be required to submit grades within 30 days of the completion of the semester. Reimbursement will be on a sliding scale (see below). Failure to submit grades or not receiving a passing grade for each grading period may result in removal from the program.

Grading Scale/Reimbursement

- 100%-93%= 100% reimbursement of tuition costs
- 92.9%- 85%= 90% reimbursement of tuition costs
- 84.9%-78%= 75% reimbursement of tuition costs

Repayment Clause

The tuition bill (copy) must be submitted as soon as available, prior to the semester beginning. A purchase order will be submitted for the full tuition amount but the student is responsible for paying the school directly.

The purchase order will be generated when the tuition bill is submitted. The student must submit his/her final grade for the semester and receipt from the school showing tuition has been paid. These items must be submitted within thirty (30) days of the semester ending. Failure to meet this requirement could result in the student not being reimbursed and removal from the program.

Once the candidate has been paid for successfully completing a semester, they will be required to maintain employment for a period of two years following the last payment. If the employee severs his/her employment, or the employee is terminated prior to fulfilling the two-year commitment, repayment will follow the schedule outlined above in Continuing Education.

The Township may discontinue this program at its discretion.

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Section 4 Safety



SAFETY

To assist in providing a safe and healthy work environment for employees, customers, and visitors, Liberty Township has established a Risk Management Committee. This committee is a top priority at Liberty Township. The success depends on the alertness and personal commitment of everyone.

The Risk Management Committee has a member from each department and meets at least quarterly. The Committee provides information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor- employee meetings, bulletin board postings, memos, posting on the Members portion of the Township website other written communications, or other informal communication.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

Employees are expected to obey all safety rules and use caution in work activities. You must immediately report any unsafe condition to the appropriate supervisor, department manager, Assistant Township Administrator, or the Township Administrator. If you violate Liberty Township safety standards, cause a hazardous or dangerous situation, or fail to report or to remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you must immediately notify the appropriate supervisor, department manager, Assistant Township Administrator, or the Township Administrator. Prompt reporting can ensure legal compliance and quick initiation of insurance and workers' compensation benefits procedures.

PERSONAL PROTECTIVE EQUIPMENT AND SAFETY RULES

Liberty Township shall provide employees adequate personal protective equipment (PPE) where necessary in the performance of their duties. PPE shall be repaired and / or replaced as needed by the Township at no cost to the employee, except where loss or damage results from negligence or lack of due care. Department managers shall ensure members receive adequate training and that assigned PPE is worn when hazards are present.

Employees shall use all assigned PPE deemed appropriate by the hazard assessment, standard operating guideline, container label, or material safety data sheet. PPE shall be maintained by each employee in a clean, sanitary, and usable condition.

Employees are required to wear hardhats or other appropriate head protection when performing the following duties: installation of signs and posts, trimming overhead vegetation, working near heavy equipment, flagging traffic, as appropriate on emergency responses, or when deemed necessary by a supervisor.

Employees shall use adequate eye and/or face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances, or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers, while working under vehicles, and when appropriate on emergency responses.

Employees shall use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals (e.g., working with trimmers, pruners, other tools). Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Employees are required to wear Class 2 or 3 Type safety vests (as supplied by the employer) while working within the right-of-way or any other areas on or near a roadway, High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency. High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions.

Employees may wear orthopedic braces, including, but not limited to medical or sports braces at your own expense; however, these are not considered to be PPE.

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate

for the hazard and shall comply with recognized national standards.

The Township will provide an annual stipend to Services and Full-Time Fire Department Employees up to two hundred dollars (\$200.00) for the purchase or duty footwear satisfactory to the standards set by the Services Director or Fire Chief. The Township will establish a list of preferred vendors to pay up to two hundred dollars (\$200.00) per Employee per year.

EMERGENCY CLOSINGS

There could be times when emergencies, such as severe weather, fires, or power failures, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be paid to all scheduled employees at your standard rate for the amount of time the facility is closed or your normally scheduled hours, whichever is less. If Liberty Township is not officially closed during an emergency, you are expected to report to work. If you do not report to work, you will not be paid for the time off. However, you may request to use available paid time off; your supervisor, department manager, the Assistant Township Administrator, or Township Administrator must approve the use of the paid time off.



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Section 5 Employee Conduct



EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Liberty Township expects employees to follow rules of conduct that will protect the interests and safety of all employees as well as the Township.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unsatisfactory performance or conduct

Liberty Township employment is based on mutual consent, and either the employee or the Township has the right to terminate the employment relationship at will, with or without cause, at any time.

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

BUSINESS ETHICS AND CONDUCT

The successful operation and reputation of Liberty Township is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to Liberty Township, to act in ways that will merit the continued trust and confidence of the public.

As a public organization, Liberty Township will comply with all applicable laws and regulations and we expect our Board of Trustees, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws (including but not limited to the Ohio Ethics Laws) and to refrain from any illegal, dishonest, or unethical conduct.

In general, employees should find that using good judgment, based on high ethical principles, will guide them to act appropriately. If employees are unsure about the proper course of action, you should discuss the matter openly with your supervisor, department manager, the Assistant Township Administrator, or the Township Administrator.

The Township has established standards of conduct that it expects all employees to follow to assure a safe and orderly work environment. Following are behaviors and actions that could result in disciplinary action, up to and including termination.

It is the responsibility of every Liberty Township employee to comply with our policy of business ethics and conduct.

PERSONAL APPEARANCE

Liberty Township expects our employees to reflect an appropriate business image to the community. Your dress, grooming, and personal cleanliness standards all contribute to that image and also to the morale of co-workers.

During business hours or whenever representing Liberty Township, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or the department manager is responsible for establishing a reasonable dress code appropriate to the department. If a supervisor feels your personal appearance is inappropriate, you may be asked to leave work to properly dress and / or groom. You will not be compensated for time away from the workplace to rectify your personal appearance. You should consult your supervisor with questions as to what constitutes appropriate appearance. Liberty Township may, when necessary, make reasonable accommodations in the personal appearance policy for a person with a disability.

Failure to maintain appropriate dress or personal appearance may lead to disciplinary action, up to and including termination of employment.

DRUG FREE WORKPLACE PROGRAM (DFWP)

PURPOSE

The purpose of this policy is to provide a summary of the Liberty Township, Butler County, Ohio's Substance-Free (Drug-Free) Workplace Program established February 13, 2009. For more in- depth knowledge refer to the documents attached to Resolution No. 2009-029.

The programs focus is:

- To establish and maintain a safe, healthy, working environment for all employees;
- To eliminate or absolve illicit drug use through education and rehabilitation of the affected personnel;
- To provide assistance toward rehabilitation for any employee who seeks help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs;
- To establish measures to identify a substance abuse problem; and
- To comply with the requirements and prohibitions contained in applicable federal, state, and local laws.

EMPLOYEE EDUCATION

Employees will receive annual education to include information about:

- Alcohol and other substances and their impact on the workplace;
- What employees should know about resources for assistance with problems related to alcohol or other drugs; and
- The roles and responsibilities and terms of this DFWP for both the employee and the Township.

Any employee having reasonable suspicion that another employee or management person may be in violation of this program should make a confidential report to the Program Administrator and/or a trained supervisor so that a confidential investigation can be made.

SUPERVISOR TRAINING

Supervisors will annually receive training in addition to employee education on their roles and responsibilities in administering the program. They will learn:

- To recognize signs and symptoms of potential substance use and abuse; to document appropriately; and
- To make appropriate referrals to the Township authorized Employee Assistance Program (EAP) or testing as needed.

EMPLOYEE ASSISTANCE

Employees are encouraged to seek help voluntarily to address any problem regarding alcohol or another drug. Employees entering assessment / treatment are responsible for associated costs and expenses not covered by an available medical health plan and / or another available contracted program such as an Employee Assistance Program (EAP) to which the employee has access.

When the Township is involved with an employee's substance abuse assessment, treatment and/or recovery process, the terms and responsibilities may be agreed upon in a formal agreement between the employee, Township, and the health providers; if the employee is a member of a union, he or she may involve a union representative in the agreement.

DRUG AND ALCOHOL RULES

This Program prohibits the possession of drug paraphernalia not consistent with the performance of an employee's job duties and / or the use, possession, purchase, receipt, sale, distribution, manufacture, or being "under the influence" of illicit drugs and/or alcohol on "Township property"* or "on the job."

1. **Employee Use of Drugs:** Employees who are "under the influence of" (defined for this DFWP as "Positive Test"), or who use, possess, purchase, receive, sell, distribute, or manufacture prohibited or illicit drugs (as defined in this DFWP) while on the job or Township property (as defined in this DFWP) are in violation of this program. Prohibited levels for drugs that will constitute a program violation are defined as "Positive Test."
2. **Employee Use of Alcohol:** Employees who are "under the influence of" (defined in this DFWP to mean at or above 0.04% BAC), or who possess, consume, purchase, sell, receive, distribute, or manufacture alcohol while on the job or Township property are in violation.
3. **Exceptions When Alcohol is Permitted:** If there are exceptions to when employees are permitted by the Township to consume alcohol in relation to work, they will be notified by management.
 - Employees who use, possess, or purchase alcohol while on the job (as defined in this Program), at Township functions, or on Township business (e.g. an association's special event, while traveling, etc.) are required to have permission in advance from the Program Administrator. Without such permission, the employee will be in violation of this Program.
 - These exceptions do not permit an employee to become under the influence of alcohol while on the job.
 - Under no circumstances can alcohol be consumed by, or made available to, a minor (any individual under the age of 21) on the job or on Township premises or Township-related activities.
4. **Prescription and Over-The-Counter Drugs:** Employees who are prescribed medications shall advise their physicians of the employee's job duties so the physician may advise the employee whether any prescribed medication will adversely affect the employee's ability to safely and proficiently perform his or her job. In the event that the prescribed medication will adversely affect the employee's ability to successfully perform the duties of his or her job, the employee shall be instructed not to report to

work. The employee shall provide a document from his or her physician(s) stating there is no appropriate medication which would not adversely affect the employee's ability to safely and proficiently perform the duties of his or her job. Under this circumstance, the employee may use sick time, vacation, or compensatory time until he or she can obtain a release to return to work from the physician(s). Liberty Township recognizes that the 131st General Assembly of the State of Ohio Legislature has adopted House Bill 523 concerning Medical Marijuana. Adhering to the provisions of House Bill 523, Liberty Township does not recognize medical marijuana as a prescription drug. Marijuana remains an illicit drug under the Township's policy.

5. **Use That Impacts the Workplace:** Personal use of illicit drugs or alcohol off-the-job in a way that affects job performance, conduct or attendance, and / or threatens the safety, productivity, public image, or property of the Township or its employees, is a violation of this DFWP.
 - This may include, but is not limited to, being convicted of DUI or a drug and/or alcohol-related offense.
 - It will be seen as a violation of the Township's DFWP if any employee using a Township car or other Township property for personal use violates state motor vehicle or other laws regarding possession, use, or sale of alcohol or controlled substances.
 - *IMPORTANT NOTE: Employees using Township property for personal use are expected to act responsibly and exercise good judgment as it relates to alcohol and drugs.*
6. **Employees Who are On-Call:** Should a situation occur in which the employee is contacted to report for duty and has consumed alcohol in the past 4 hours and / or believes that he or she may be under the influence as defined in this program, the employee is required to notify his or her designated supervisor or manager. It will be determined if the employee in question should report to work. Employees who are *scheduled* on-call are prohibited from being under the influence of alcohol as defined in this program.
7. **Compliance with Required Testing:** Employees required to submit to any drug and/or alcohol test outlined in this program must, as a condition of continued employment with the Township, submit timely to any required drug and/or alcohol test, consent to testing, sign the appropriate forms, make no attempt to switch, adulterate, or alter any sample or specimen, and must comply with all specimen collection and chain-of-custody procedures. Failure or refusal to cooperate will constitute a violation of this program.
8. **Confidentiality:** Anyone having information relating to an employee's suspected problem with drugs and/or alcohol; the results of a drug or alcohol test; the referral for or determination of a substance abuse assessment; and/or the treatment needs of an employee is prohibited from relaying this information to anyone without a

“need to know.” Any such breach of confidentiality or improper disclosure will constitute a violation of this program.

9. **Reporting Convictions:** In compliance with Federal law (Drug-Free Workplace Act of 1988), if the Township receives a Federal grant or does contract work with the Federal government of at least \$100,000/year the employees will be responsible for following: Any employee who is convicted under any federal or state criminal drug statute for a violation occurring in the workplace or occurring while conducting Township business must report the conviction to the Township within five (5) days of the conviction.

NOTE: Violations of this program will not be reported to law enforcement officials unless required by a regulatory body or provision of law.

TESTING APPLICATIONS

Testing is an objective way to know with certainty whether an individual has drugs or alcohol in his or her system. Under this program, Liberty Township may test for drugs and/or alcohol in the following circumstances: pre-employment, reasonable suspicion, accident, random, returning to duty, follow up, or when required by State or Federal regulations.

1. **Reasonable Suspicion Testing:** A reasonable suspicion test will occur when initiated by a trained supervisor and based upon documentable evidence of suspected behavior.
2. **Post-Accident Testing:** Determining when a post-accident test is necessary will be a 2-step process/criterion:

Step 1: Does the incident qualify as an accident as defined in the DFWP.

Step 2: Any employee who may have caused or contributed to an “on-the-job” accident (as defined in this DFWP) will be required to submit to a drug test. If the situation involved a direct threat of serious injury or damage (even if the accident did not result in such), then an *alcohol* test will also be required. A post-accident drug/alcohol test will be administered as soon as possible after necessary medical attention is administered; preferably within 8 hours for alcohol and 32 hours for drugs.

Failure to comply with post-accident testing when directed by the supervisor or Program Administrator may be deemed a refusal to be tested under the Township’s DFWP and therefore a program violation, which will result in corrective action, up to and including termination.

3. **Random Testing:** Ten percent (10%) of the Township’s safety-sensitive employees will be randomly selected over the course of the year for neutral selection drug testing. The safety sensitive employee remains paid-on-the-clock the entire time, unless the employee purposely causes delay.

TESTING ASSURANCES

1. **Payment for Test:** The Township will pay the cost of any test it requires of any employee except:
 - When testing is required by chemical dependency professional as part of assessment, treatment, or follow-up to either; and
 - For a re-test when the employee challenges a test result.
2. **Scientific Accuracy for Protection:** Only labs certified by the federal Substance Abuse Mental Health Services Administration (“SAMHSA-certified”) will be applied.
3. **Operational Standards for Protection:** The Township respects employees’ privacy and confidentiality while at the same time providing for accurate testing. When an employee goes to the collection site for a drug test or alcohol test, he or she will be asked to verify their identity with photo identification.
4. **Medical Review Officer Protection:** Before a positive test result is reported to Liberty Township, the test will be reviewed by an outside medical review officer (MRO) who is a licensed physician.
5. **Employee Right of Appeal:** The employee has an additional option to request and pay for a re-test of the original split specimen if he or she believes there has been a mistake by the lab. This request must be made to the MRO within 72 hours from when the employee is notified by the MRO or employer (whichever comes first) that the test is positive. The employee will remain on administrative leave as this test is being performed on the original specimen at another SAMHSA-certified laboratory using the same procedures. If the results of the second test are negative, the employee or the former employee will be treated as having had a negative test under this program. Employees must submit full payment for the cost of any re-test before any such re-test will occur. In the event that the re-test is negative, the employee will be reimbursed for the cost of the test.

INSPECTIONS

An inspection based upon reasonable suspicion as defined by the DFWP that an employee may be in violation of this program is another tool reserved to help administer this program and maintain a drug-free workplace. Law enforcement authorities may be contacted and requested to come onto Liberty Township’s property when appropriate in conjunction with a possible referral for criminal prosecution.

CORRECTIVE ACTION

Any violation of any rules or requirements of the DFWP, including first offense, may be a basis for corrective action, up to and including termination.

If an employee is referred to a chemical dependence professional for a suspected or verified violation of this DFWP, he or she will be required, as a condition of continued employment, to

enter into a Participation/Work Accommodation Agreement which may include follow-up testing.

If an employee is terminated as a result of this program, his or her termination notice will indicate “misconduct – rule violation” as the reason. The termination will be deemed “for cause.”

Employees should also be aware of the following possible corrective action for a positive drug and/or alcohol test:

1. **Attempts to Adulterate, Substitute, or Refuse Testing:** Refusal to test, attempts to adulterate a specimen or test, substitute a specimen, or manipulate a test in any way will result in the same consequences as those for a positive test unless there is verifiable medical reason.
2. **Dilute Specimen:** A “dilute” or a “negative dilute” test will require the employee to go through an unannounced re-collection and test. This may be administered under direct observation by the MRO. Following federal models, a “positive dilute” will normally be treated as a positive test.
3. **Consequences for a First Positive Alcohol or Drug Test:** Employees should be aware of the following possible consequences for a positive drug and/or alcohol test:
 - Employees within their new-hire probationary period of employment will be terminated if they have a positive test for either alcohol or drugs.
 - If it is beyond the first new-hire probationary period of employment and the first time the employee tests positive, he or she will be referred to substance abuse assessment and, if needed, treatment as defined in the DFWP.
4. **Return-to-Duty and Duty Assignment Following Assessment and Any Necessary Treatment:** An employee who is referred for assessment and any necessary treatment following a positive drug and / or alcohol test, and who qualifies to return to work will be required to comply with the return-to-duty process:
 - The Township has verification from the assistance professional that the employee may return-to-duty, and
 - The employee must undergo another test with a negative result before they can return to work (i.e. the “return-to-duty” test).
 - *NOTE: An employee who tests positive will not be permitted back on the job until the return-to-duty process (stated above) is satisfied.*
5. **Another positive Alcohol or Drug Test:** For those employees who test positive for drugs and/or alcohol after a first positive test and resulting assessment, the Township reserves the option to determine the consequences but will normally terminate the employee. The degree of action chosen will depend upon the circumstances of each case.

6. **Employees Assessed and *Not* in need of Treatment:** Employees who are referred for assessment following a positive drug and/or alcohol test and who are found not to need treatment will be subject to the reinstatement guidelines. In addition, they will be required to attend Township-authorized education about alcohol misuse and drug abuse.

CONFIDENTIALITY

The Township will secure in a file other than a personnel file, drug and / or alcohol collection/ laboratory testing paperwork; testing results; assessment / treatment referrals; and/or recommendations and results for an employee. The information contained therein will be kept confidential to the extent practicable, among individuals how have a “need to know.” Please see the Program’s definition for “Confidentiality.”

DISCLAIMER

Resolution No. 2009-029 holds the entire Drug Free Policy. Any differences between this summary and the policy are unintentional and the Resolution will apply.

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

TOBACCO USE

In keeping with Liberty Township's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited. Smoking is permitted generally in outside ground areas beyond five (5) feet of all governmental buildings unless it unavoidably exposes people entering or leaving adjacent buildings to smoke.

Additionally, smoking is prohibited in Township vehicles. Employees should limit the use of other tobacco products to times when you will not be exposed to the public. In situations where the preferences of smokers and nonsmokers conflict, the preference of the nonsmokers will prevail. You should talk to your supervisor, department manager, Assistant Township Administrator, or the Township Administrator if there is a problem.

In addition to traditional cigarettes, the use of electronic smoking devices (also known as electronic cigarettes or "e-cigarettes") is prohibited in any place where smoking of tobacco products is prohibited.

This policy applies to all employees as well as to our customers and visitors.

PERSONAL CELL PHONE USE

The purpose of this policy is to promote a safe and productive environment and to increase public safety. While at work, employees are expected to exercise discretion in using personal cellphones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety, and may be distracting to others.

Cellphones are not to be carried on the job without specific permission from management who will keep supervisors regularly informed of this permission; for example, all department managers and assistant managers are required to carry cellphones. Employees will inform their supervisor of the need to carry a phone who in turn will set up a meeting with management to discuss with the employee a need to have a cell phone on the job. Permission for use will be granted or denied by the department manager on a case-by-case basis. For those employees that carry a portable radio, the standard for permission to carry a cellphone will be higher as the portable radio provides both access to the employee to get help in an emergency and to be reached through his or her supervisor if a personal emergencies arises in which he or she needs to be reached.

Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the Township policy. Any use of personal cell phone or other personal electronic device (e. g., i Pad, Tablet, Smartphone, etc.) shall be limited to incidental use that does not interfere with the employee's job duties. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

The Township prohibits the use of cellphones or similar devices while at any work site at which the operation of such device would be a distraction to the user and / or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work.

EXPECTATION OF PRIVACY

At all times and under all circumstances while employed by the Township, no employee shall have any expectation of privacy regarding any personal information, documents, materials, or other personal items kept in any employer-provided locker, vehicle, desk, file, computer, mobile telephone, or elsewhere in employer-owned property or the employer's premises. Any employer-provided locker, desk, vehicle, other equipment or property shall be subject to search at any time by the employer. Any common areas in Township facilities may be subject to surveillance for security and safety purposes.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

Liberty Township believes that it is inappropriate to bar someone with meritorious qualities simply because he or she is a close relative of a current employee. Additionally, it is against this policy to hire someone because of a close family relationship with an employee.

The following guidelines will be enforced:

- a. No Liberty Township employee shall participate in any final decision or recommendation relating to the appointment, promotion, retention, termination, or other condition of employment of a close relative such as a parent, child, spouse, spousal equivalent, sibling, "in-law" equivalent of the previous mentioned categories, "step" equivalent of the previous mentioned categories, or "grand" equivalent of the previous mentioned categories.
- b. In instances when it is proposed that close relatives be employed in the same department, the administration and / or the Board of Trustees will ensure that this policy has not been violated.

Although Liberty Township does not prohibit romantic or personal relationships between employees, supervisory level employees are strongly discouraged from seeking to date, dating, or engaging in romantic or intimate personal relationship with subordinate level personnel. Such relationships have a significant potential for creating disruption at the work site, including generating complaints of favoritism and allegations of harassment by the subordinate if the relationship fails.

A relationship involving supervisory personnel and subordinate personnel may create problems within the work unit by questioning Liberty Township's philosophy of fair play in providing equal opportunity to all qualified individuals.

Liberty Township will not tolerate workplace disruption related to such relationships whether involving similarly ranked employees or supervisors and subordinates. Furthermore, the administration may transfer or make other work assignment changes to minimize potential workplace disruption or liability.

DISCIPLINE

This policy describes the administering of equitable and consistent discipline for unsatisfactory conduct at Liberty Township. Liberty Township believes that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Liberty Township also believes that it is in the best interests of the Township to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although employment is based on mutual consent and both the employee and Liberty Township have the right to terminate employment at will, with or without cause, Liberty Township may, but shall not be required, to use progressive discipline at its discretion.

Disciplinary action may ordinarily call for a series of steps, depending on the severity of the problem and the number of occurrences. However, there may be circumstances when one or more steps are bypassed. The course of progressive discipline usually involves a verbal warning, a written reprimand, a suspension without pay, and termination. Nothing under this Handbook shall be interpreted as requiring the Township to follow progressive discipline. Liberty Township recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment, without going through the usual disciplinary steps.

Employees may be subject to discipline for misconduct, poor performance, a violation of the rules, directives, or policies of the Township, or violation of any provision of this Employee Handbook, or for other just cause including incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, absence without leave, or any conduct unbecoming an employee or any other acts of misfeasance, malfeasance, or nonfeasance. In addition, the Township may take disciplinary action for actions occurring while the Employee is (1) on duty; (2) working under the colors of the Township; (3) where the Employee's conduct violates the employee's oath of office; or (4) while off-duty, in certain circumstances and especially when the employee is identified as a Liberty Township employee.

The following list is not all-inclusive but merely illustrative of the types of actions considered subject to disciplinary action, depending on the offense, the circumstances and previous disciplinary history of the employee. Liberty Township specifically reserves its right to discipline employees for inappropriate behavior of any type, regardless of whether such behavior is listed below.

The following actions are subject to disciplinary action, up to and including termination:

- Absenteeism – excessive
- Bribery

- Carrying or concealing a weapon, subject to applicable law
- Violation of the Conflict of Interest or Business Ethics and Conduct
- Criminal acts or convictions, subject to applicable law
- Damaging Township property, property of other employees, or property of residents
- Fraudulent actions against the Township
- Discrimination against other employees, employees of our clients, or other conduct in violation of the EEO, reasonable accommodation, or non-harassment policies
- Dishonesty; embezzlement; extortion; theft
- Failure to cooperate with a Township investigation
- Failure to follow quality specifications
- Performance at work below an acceptable level or failure to perform assigned job duties
- Sleeping at any time in which the employee is scheduled to be on active duty (i.e., is not scheduled to for sleep time or recreation time) or without the permission of the employee's supervisor.
- Consuming alcoholic beverages or being under the influence of alcohol or illegal drugs while in uniform or on duty.
- Abusing a legal drug, medication prescribed by a physician, or over-the-counter medicines to the extent that the member's job performance is impaired.
- Possessing legal or illegal drugs except when prescribed for treatment by a physician or dentist.
- Conducting personal or social associations or relationships with another person while on duty which would impair the operation or efficiency of the Township.
- Congregating or loitering in any place or in any manner as to bring discredit to the Township.
- Using obscene or violent language or making sexual, racial, ethnic, national origin, or religious jokes or slurs.
- Concealing or failing to report any damage to Township property.
- Improper grooming, uniform, dress, or appearance (as defined by Township policy, procedure, or directive) while on duty or representing the Township.
- Improper, vulgar, obscene, or violent language or discourteous behavior towards other members or before members of the public.
- Public criticism of the Township that tends to impair the operation of the Township by interfering with efficiency, the ability of supervisors to maintain discipline, or statements made with reckless disregard for truth or falsity.
- Supporting, joining, or being a member of any organization or society designed to interfere with the orderly process of government by illegal acts or designed to disrupt the discipline and control of members of the Township.
- Disclosure of confidential or investigative information to the public.
- A violation of a rule or regulation of the Township.
- A violation of a criminal law that is the result of an act of violence or dishonesty, an act that shows a reckless disregard to safety, or an act that otherwise harms the reputation of the Township.

- Any other act that brings discredit to the Township.
- Any other misconduct.

By using discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and Liberty Township.

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SOCIAL MEDIA

Only those employees officially designated by the Township Administrator or Assistant Township Administrator have the authorization to speak on behalf of the Township. When the Township wishes to communicate publicly as an entity, whether to its employees or to the general public, it has well established means to do so. The Township regards blogs and other forms of online discourse as primarily a form of communication and relationship among individuals.

Employees must exercise discretion while participating in social media, defined as online technologies and practices that people use to share opinions, insights, experiences, and perspectives with each other.

Social media can take many different forms, including, but not limited to:

- Internet forums, social media applications, weblogs, social blogs, wikis, podcasts, emails, instant messages, pictures and video
- Technologies include: blogs, picture-sharing, vlogs, wall-postings, music-sharing, crowdsourcing, and voice over IP, to name a few.

Employees who choose to utilize social media need to understand what is recommended, expected, and required when they discuss Township-related topics, whether at work or on personal time.

Employees must protect confidential and proprietary information.

- Employees may not disclose or use Township confidential or proprietary information in any online social networking platform.
- Employees need to direct Township-related questions and comments to the proper Township employee or to their professional correspondence (for example: Township provided email, newsletter, or the Township website.)
- Public records requests need to go through the proper channels.

Employees must know and obey the Township's conduct guidelines. Review the following personnel policies to determine the appropriateness of posting online:

- Computer, Internet and Email Usage
- Employee Conduct and Work Rules
- Sexual and Other Unlawful Harassment
- Discipline

Employees must respect the audience and Township coworkers.

- Remember that the Township is a regional organization whose employees and constituents reflect a diverse set of customs, values, and points of view.
- Employees may not distribute ethnic slurs, personal insults, obscenity, etc. or engage in other online conduct that might be considered objectionable or inflammatory. The

Township expects employees to use good judgment. Employees unclear on the parameters should discuss it with the appropriate Department Manager.

- Posting or publishing on any form of online social media is solely the employee's responsibility.

Violation of an employee's online responsibilities may result in the appropriate disciplinary action including termination of employment.