

**Pittsfield Township – Lorain County, Ohio**  
***Personnel Policies and Procedures Manual – 2024 Edition***  
***Table of Contents***

**ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES ..... 4**

1.1 Purpose ..... 4

1.2 Amendments ..... 4

1.3 Administration ..... 4

1.4 Administrative Orders and Bargaining Agreements ..... 4

1.5 Interpretation ..... 5

1.6 Delegation ..... 5

1.7 Merit System ..... 5

1.8 Equal Opportunity Employer/Americans with Disabilities Act ..... 5

1.9 Disclaimer ..... 6

1.10 Definitions ..... 6

**ARTICLE II – PROBATION ..... 7**

2.1 Probationary Period ..... 7

2.2 Full-time Status ..... 7

**ARTICLE III – PAY SCHEDULE ..... 8**

3.1 Payment of Wages ..... 8

3.2 Temporary, Part-time, or Seasonal Employment ..... 8

3.3 Overtime ..... 8

3.4 Garnishment/Child Support ..... 8

3.5 Cash Advance Policy ..... 8

**ARTICLE IV – DISCIPLINE ..... 9**

4.1 Offenses ..... 9

4.2 Types of Discipline ..... 9

4.3 Disciplinary Procedure ..... 10

4.3.1 Department Head Disciplinary Authority and Responsibility ..... 10

4.3.2 Board of Trustees Disciplinary Authority ..... 10

4.3.3 Employee Notification ..... 10

4.4 Appeal Procedures ..... 10

4.4.1 Employee's Responsibility ..... 10

4.4.2 Board of Township Trustees Responsibility and Authority ..... 11

4.4.3 Police Officers Right of Appeal ..... 11

4.5 Grievance Procedure ..... 11

4.6 Termination ..... 11

**ARTICLE V – HOURS OF WORK AND COMPUTATION OF PAY ..... 12**

5.1 Standard Work Week ..... 12

5.2 Computation of Pay ..... 12

5.3 Authorized Leave ..... 12

<b>ARTICLE VI – PAID TIME OFF .....</b>	<b>13</b>
6.1 Holiday Leave .....	13
6.2 Vacation Leave .....	13
6.2.1 Cashing of Vacation Leave .....	13
6.3 Military Leave .....	13
6.4 Civil Leave .....	14
6.5 Injury Leave .....	14
6.6 Sick Leave .....	14
6.6.1 Cashing of Sick Leave .....	15
6.7 Maternity Leave .....	15
6.8 Family and Medical Leave .....	15
<b>ARTICLE VII – BENEFITS: PERS &amp; INSURANCE .....</b>	<b>16</b>
7.1 PERS Contribution .....	16
7.2 Worker's Compensation .....	16
7.2.1 Notification of Injury .....	16
<b>ARTICLE VIII – EMPLOYEE EVALUATION SYSTEM .....</b>	<b>17</b>
8.1 Evaluations .....	17
<b>ARTICLE IX – EMPLOYEE RETIREMENT .....</b>	<b>17</b>
9.1 Retirement .....	17
9.1.1 Notice of Intent .....	17
9.2 Disability Retirement .....	17
<b>ARTICLE X – EMPLOYEE RESIGNATION .....</b>	<b>18</b>
10.1 Proper Notice .....	18
10.2 Sick Leave .....	18
10.3 Procedure .....	18
<b>ARTICLE XI – PERSONNEL FILES &amp; RECORDS .....</b>	<b>18</b>
11.1 Pertinent Information .....	18
11.2 Accessing Files .....	18
11.3 Updating File .....	18
<b>ARTICLE XII – SPECIFIC RULES AND REGULATIONS .....</b>	<b>19</b>
12.1 Attendance Policy .....	19
12.2 Ohio Ethics Law .....	19
12.2.1 Character and Workplace Behavior .....	19
12.2.2 Bonds .....	19
12.2.3 Political and Religious Tests; Memberships in Organizations .....	19
12.3 Acceptance of Gifts and Gratuities .....	20
12.4 Drug and Alcohol Free Workplace .....	20
12.5 Sexual Harassment .....	20
12.6 Outside Employment .....	21
12.7 Public Relations - Open Records Act .....	21
12.8 Use of Township Equipment .....	22

12.9 Safety .....	22
12.10 Credit Cards .....	22
12.11 Political Activity Prohibited.....	23
12.12 General Driving Policies and Record Acceptability.....	24
12.13 Equal Employment Opportunity Statement .....	26
12.14 Anti-Harassment Policy and Complaint Procedure .....	26
12.15 Harassment.....	26
12.16 Employee Orientation.....	27
12.17 Rehire .....	27
12.18 Reinstatement .....	28
12.19 Voluntary Termination of Employment .....	28
12.20 Involuntary Termination of Employment .....	28
12.21 Close Personal Relationships .....	28
12.22 Resolving Disputes .....	28
12.23 Manager’s Role in Encouraging Discussion of Issues .....	29
12.24 Confidentiality and Non-Disclosure .....	29
12.25 Progressive Disciplinary Action Policy .....	29
12.26 Smoke-Free Workplace .....	30
12.27 Drug and Alcohol-Free Workplace .....	30
12.28 Drug and Alcohol Testing .....	32
12.29 Facility Searches .....	35
12.30 Workplace Violence .....	36
12.31 Employee Safety .....	37
12.32 Concealed Weapon Policy .....	37
12.33 Computer, Internet and Email Usage .....	38
Acknowledgement of Receipt .....	40

# **ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES**

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**All employees will be provided a copy of the document. It is required that all employees take time to go over this document and make sure they are aware of its contents and how it applies.**

## **1.1 Purpose**

It is the purpose of these Rules and Regulations to implement the provisions of the Ohio Revised Code and Township personnel resolutions by establishing standards and procedures. These regulations are also provided as a guideline to be followed when a situation occurs which is not specifically considered in the Ohio Revised Code, personnel resolutions, or specifically modified by an applicable labor contract. The Board of Trustees reserve all rights authorized them by the Ohio Revised Code for personnel administration. Section 511.10 of the Ohio Revised Code reads, in part, **"the board of Township trustees may appoint such superintendents, architects, clerks, laborers, and other employees as are necessary and fix their compensation. Any person so appointed may be removed by a majority of the members of such board at any time."**

## **1.2 Amendments**

Amendments to these Personnel Rules and Regulations shall be made by the Board of Trustees. The Chairman of the Board of Trustees may consult with the various department and division heads or other knowledgeable persons prior to making recommendations and amendments.

## **1.3 Administration**

The Board of Trustees shall be charged with applying the provisions of this chapter to provide for the orderly conduct of dealing effectively with the employees of the Township in it's pursuit to serve it's citizens efficiently.

The following provisions of this chapter are hereby adopted and enacted as part of the Personnel Regulations of the Township, in accordance with the relevant sections of federal and state law.

The intention of the Township in establishing the provisions of this chapter is to provide for employees' benefits and responsibilities in order to promote better development of services to the public.

## **1.4 Administrative Orders and Bargaining Agreements**

Nothing contained in these rules shall prohibit the promulgation of department work rules, standing orders, general orders, or other instructions either oral or written. However, when in conflict, the more definite shall apply. To the extent that contractual obligations exist, these Personnel Rules and Regulations shall provide details where said documents are silent, but shall not supersede negotiated contract obligations or legal

requirements relating to personnel rules and practices. Contract obligations will apply to the appropriate bargaining unit only.

### **1.5 Interpretation**

These policies are intended to cover most personnel problems and actions that arise. The Board of Township Trustees shall interpret those not specifically covered. Such interpretations shall be in concert with the spirit and letter of Article I, Section 1. - Purpose.

### **1.6 Delegation**

The Board of Township Trustees may delegate such duties and functions as they deem appropriate. The Township Fiscal Officer may be designated to perform certain personnel functions.

### **1.7 Merit System**

**In the application of the merit system, employees and applicants shall be evaluated solely on merit without regard to race, sex, religion, disability, national origin, or any factor precluded by applicable law.**

These policies and procedures provide for the recruitment, selection, training, evaluation and retention of the best employee for each position in Pittsfield Township. They provide for the orderly establishment of procedures for personnel administration which are consistent with the following merit principles;

- Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open competition of qualified applicants for initial appointment, where appropriate;
- Establishing pay rates consistent with the principle of providing comparable pay for comparable work;
- Training employees, as needed, to assure high quality performance;
- Retaining employees on the basis of their satisfactory performance; correcting unsatisfactory performance and separating employees whose unsatisfactory performance cannot be corrected;
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, handicap, race, color, age, national origin, citizenship, sex, or religion;
- Assuring that employees are protected against coercion from partisan, political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

### **1.8 Equal Opportunity Employer/Americans with Disabilities Act**

The Board of Township Trustees shall implement these policies in accordance with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, citizenship, sex, age, and disability, both in the employment and supervision of Township employees.

## **1.9 Disclaimer**

Information included in these personnel policies and procedures, compensation plan, and performance evaluation system are not to be considered a contract and may be changed by the Board of Trustees without notice.

## **1.10 Definitions**

**Active Pay Status** - includes time on duty, vacation leave, sick leave, holidays, and paid maternity leave.

**Appeal** - the response of an employee to the decision made based on a disciplinary action

**Appointing Authority** - the person or agency that, based on the Ohio Revised Code, has the authority to employ persons to perform the required duties of the office or agency. Included is the companion authority to dismiss, promote and other normal activities.

**Classification** - a group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A class may include only one position in some circumstances.

**Discipline** - an action taken against an employee by the supervisor or management as the result of an employee's lack of adherence to rules and procedures of the organization or deficiency of performance in work-related tasks.

**Exempt Employee** - employees not covered by the Fair Labor Standards Act (FLSA) overtime provisions and do not receive either pay or compensatory time in lieu of overtime pay.

**Employer** - the Board of Trustees, or the designee of the Board of Trustees specifically authorized to make policy decisions on their behalf.

**Full Time Employee** - an employee who works a minimum of 35 hours in a standard pay period. For employees of a county, ORC 325.19 defines full time as an employee whose regular hours of service total forty hours per week or who renders any other standard of service accepted as full time by an office, department, or agency of county service.

**Grievance** - an action initiated by an employee concerning work rules, policies, or procedures.

**Immediate Family** - the immediate family of an employee includes the employee's spouse, child, parent, brother or sister, mother or father in-law, son or daughter in-law, as well as step-son, step-daughter, step-mother, step-father, step-brother, and step-sister.

**Non-Exempt Employee** - employees who are covered by the Fair Labor Standards Act (FLSA) overtime provisions, and can receive pay or compensatory time in lieu of overtime pay.

**Part Time Employee** - an employee who works less than 35 hours in a standard pay period. For employees of a county, ORC 325.19 defines part time as an employee whose regular hours of service total less than forty hours per week or who renders any other standard of service accepted as part time by an office, department, or agency of county service, provided those hours total at least five hundred twenty (520) hours annually.

**Personnel Policies and Procedures** - the rules and regulations governing the day to day relationships between employer and employee, and which explain the privileges, benefits, and rights of the employee as well as the responsibilities of the employer.

**Probationary Period** - the period of time at the beginning of employment or following a promotion which constitutes a trial period for the employee in order to ascertain his or her suitability.

**Seasonal or Temporary Employee** - an employee working for a brief period of time or on a specified project that has a termination date.

**Supervisor** - an individual who has been authorized by the Township Trustees to oversee and direct the work of employees.

## **ARTICLE II – PROBATION**

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### **2.1 Probationary Period**

Upon appointment by the Board of Trustees, all appointees shall serve a minimum probationary period of six (6) months unless specified to the contrary in a current collective bargaining agreement. At the end of that probation period, that employee may be eligible for full-time status appointment as specified in the appropriate labor agreement. Until so appointed, prior to the end of the probation period, the employee shall be considered a probationary appointee.

### **2.2 Full-time Status**

At the completion of the probationary period, the employee shall attain full-time status. Such full-time appointment shall be automatic unless the department head or immediate supervisor, upon approval of the Board of Trustees, extends the probationary period. The probationary period may be extended a maximum of one (1) year.

## **ARTICLE III – PAY SCHEDULE**

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### **3.1 Payment of Wages**

Salaries and compensation will be determined by resolution of Board of Trustees. Employees will be paid bi-weekly (26 pay periods annually), semi-monthly, or monthly as determined by the terms of employment. The Township Fiscal Officer will prepare payroll. The pay period for bi-weekly payroll starts every other Saturday and runs for (14) calendar days. The pay period for semi-monthly payroll is from the 1<sup>st</sup> to the 15<sup>th</sup> of the month and the 16<sup>th</sup> to the last day of the month. A township may pay the compensation of a township employee by direct deposit of funds by electronic transfer (1997 OAG 053)

The Board of Trustees shall specify the format of a time sheet to ensure proper documentation of hours worked by all employees. Time sheets must be signed by the employee and his/her supervisor before submission to the Township Fiscal Officer.

If an employee is absent on payday, they should notify either the Fiscal Officer or a supervisor. He or she will determine the time and place for the employee to receive his or her check. It will not be released to anyone else, unless prior arrangements have been made.

### **3.2 Temporary, Part-time, or Seasonal Employment**

Compensation for provisional temporary, part-time or seasonal employees is established by the Board of Trustees.

### **3.3 Overtime**

Overtime will be paid to appropriate employees classified as non-exempt according to the federal Fair Labor Standards Act at a rate of one and one-half times their calculated hourly rate for time worked beyond forty (40) hours per standard work week.

### **3.4 Garnishment/Child Support**

A claim may be made against an employee's salary for unpaid debts. This claim is called a garnishment and is a court order that requires the Township Fiscal Officer to make a deduction from the employee's paycheck to pay a debt. A claim may also include court ordered child support payments.

### **3.5 Cash Advance Policy**

It is the policy of the Township that no advance in an employee's pay be made, regardless of need. This policy is necessary for the protection of public funds with which the Township is entrusted.



## **ARTICLE IV – DISCIPLINE**

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### **4.1 Offenses**

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

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

- Conviction of any criminal offense.
- Fighting, threatening or attempting bodily injury to another; stealing, malicious mischief resulting in the injury or destruction of property of other employees or Pittsfield Township.
- Consumption of alcohol while on the job or during work hours.
- Use, or possession, of habit-forming drugs or hallucinogens.
- Unethical conduct on Township time.
- Insubordination, including but not limited to, refusal or failure to perform work assignments and the use of profane or abusive language to supervisors, employees or officers of the Township, and absence from duty without notice or permission of the supervisor.
- Willful neglect in the care or use of Township property and equipment.
- Failure to satisfactorily perform the duties for which employed.
- Gross or habitual carelessness or recklessness, playing of tricks, jokes or other dangerous pranks upon others. Disregard for safety and comfort of fellow employees.
- Engaging in outside employment without notification and approval of the Board of Trustees.
- Repeated failure to report to work on time and ready for work.
- Incurring costs or obligations in the name of the Township without the authority or prior approval.
- Discourteous and/or unprofessional treatment of the public.
- Failure to comply with the provisions of this document.
- Any violation of Sections 124.34 or 505.491 of the Ohio Revised Code.
- Any violation of Township Work Rules, Regulations or Standard Operation Procedures documents.
- Engaging in sexual harassment.
- Inappropriate use of township equipment.

### **4.2 Types of Discipline**

Disciplinary action shall consist of one or more of the following:

- Verbal warning.
- Written warnings.
- Suspension from duty without pay.

- Demotion in rank and/or salary.
- Dismissal.

### **4.3 Disciplinary Procedure**

The Board of Trustees or the department head concerned shall be responsible for the discipline of employees within their departments. Discipline may be progressive in nature and shall be applied based upon a combination of factors, including the severity of the offense, past history of the employee and past disciplinary actions against the employee.

#### **4.3.1 Department Head Disciplinary Authority and Responsibility**

Department Heads may issue verbal warnings and written warnings to members of their departments and should provide any documentation to the Board of Trustees.

#### **4.3.2 Board of Trustees Disciplinary Authority**

The Board of Trustees may enforce any of the types of discipline, including termination.

#### **4.3.3 Employee Notification**

- (A) For disciplinary measures that are more severe than a verbal warning, the disciplined employee will be informed in writing of the right to appeal the disciplinary action to the Board of Trustees.
- (B) The written order will be provided to the employee prior to the effective time of the order for all disciplinary actions.

### **4.4 Appeal Procedures**

Disciplinary actions need not be deferred pending the possible submission of an appeal.

#### **4.4.1 Employee's Responsibility**

Employees, with the exception of Department Heads, feeling aggrieved by either a suspension of more than three (3) days or a change of status (e.g., dismissal or demotion) may, in writing, appeal the disciplinary action to the Board of Township Trustees.

- (A) The appeal must be filed in writing with the Township Clerk and Board of Trustees within ten (10) days of the employee's receipt date of the written notification of the disciplinary action from the Board of Trustees. If the ten (10) day appeal filing time is exceeded, the Board of Township Trustees will take no action in the matter. This appeal:
  1. Must be signed by the individual who is appealing and include both his or her department and grade therein; and
  2. Must have attached thereto a copy of the disciplinary order.
- (B) The employee will present the written request for an appeal hearing in dispassionate language and shall not vilify the character or motivation of the Department Head or Board of Trustees. The written request should specify either or both of the following grounds for appeal:

1. There was a failure on the part of a Township official to observe or correctly apply the provisions of the Personnel Rules or the terms of the subject's appointment; and/or
  2. There was not a complete consideration of the facts regarding the disciplinary action taken against the appellant.
- (C) The appeal hearing request should contain all written material truly relevant to the case.
- (D) The Board of Trustees will be provided a copy of all material presented in the request for an appeal hearing when it is filed.
- (E) Hearings will normally be closed to the public. However, the appellant may request that it be open at the time he or she submits the written appeal. The Board of Trustees reserves the right to deny the request.

#### **4.4.2 Board of Township Trustees Responsibility and Authority**

- (A) The Board shall set a time for an appeal hearing promptly and should strive to have the hearing date no later than ten days after receiving the request for an appeals hearing.
- (B) The Board will review all written material submitted to it. If present, the Board shall hear the appellant or his or her counsel. If present, the Board shall hear the Board of Trustees and the Department Head or their counsel. The Board will examine evidence upon the matter that may be pertinent and relevant.
- (C) The Board may affirm, disaffirm or modify the disciplinary measure taken against the employee.

#### **4.4.3 Police Officers Right of Appeal**

As provided by ORC 505.49 (A), a certified police officer may appeal a decision of the Board of Trustees (for suspension, demotion or removal) to the Court of Common Pleas.

#### **4.5 Grievance Procedure**

A grievance is defined as any cause of complaint or dissatisfaction arising between the employer and the employee regarding terms or conditions of employment.

It is the policy of the Board of Trustees that all employees have the right to voice their complaints. We recognize the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between management and our employees. It also protects the employer's and employee's rights. Accordingly, we believe that the grievance procedure will ensure that complaints receive full consideration.

#### **4.6 Termination**

At the time an employee is terminated, for whatever reason, the following steps must be taken prior to receipt of final pay:

- (A) Provide the Township Fiscal Officer with the proper forwarding address in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns.

- (B) Turn in uniforms, tools, building keys, keys to Township offices and/or any other Township property to his or her immediate supervisor. A receipt will be issued to the employee for all property returned.
- (C) Advise the Township Fiscal Officer as to the type of action desired with regard to employee's retirement plan.

## **ARTICLE V – HOURS OF WORK AND COMPUTATION OF PAY**

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### **5.1 Standard Work Week**

The standard work week for employees shall be forty (40) hours per week, eight (8) hours per day, five (5) days per week. Township offices shall be open to the public from 8:00 A.M. to 4:30 P.M. daily except Saturday, Sunday, and legal holidays. The Board of Trustees may vary these hours according to need. The Board of Trustees may also alter the work schedule to remain in compliance with current Labor Agreements, or to improve the efficient delivery of services.

### **5.2 Computation of Pay**

An hourly employee's pay shall be computed by multiplying the hourly rate by the hours in the standard work week. A salaried employee's pay shall be computed on the basis of a twenty-six week pay period for each year. Pay will be disbursed to employees at intervals not to exceed every two weeks on days determined by the Chairman of Board of Trustees.

### **5.3 Authorized Leave**

Employees are required to be at work during the prescribed hours unless on authorized leave as determined below. Should employees be unable to report for work, it will be incumbent upon the employee to report that inability prior to commencement of the regular work shift. Employees shall notify the Township immediately as to when they will return to work.

## **ARTICLE VI – PAID TIME OFF**

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### **6.1 Holiday Leave**

The following days shall be observed as holidays by full-time employees of Pittsfield Township: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays as appointed by the Board of Trustees or Governor, only when ratified by Pittsfield Township Trustees.

### **6.2 Vacation Leave**

In order to use vacation time, an employee must have completed one year of service with the Township. The vacation accrual schedule is as follows:

- one (1) year of continuous service days 80 hrs. or 10 days
- ten (10) years of continuous service 120 hrs. or 15 days
- twenty (20) years of continuous service or more 160 hrs. or 20 days

Employees must, when requesting vacation leave, submit a written request in advance.

#### **6.2.1 Cashing of Vacation Leave**

An employee may redeem accrued unused vacation leave in December of each year at their current hourly rate.

### **6.3 Military Leave**

The Township shall not refuse to employ nor shall it discharge any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries or prevent him or her from performing any military service as he or she may be called upon to perform, by proper authority.

An employee of the Township shall be granted a leave of absence to perform service in the uniformed services with pay for periods up to one month, for each calendar year in which they are performing such service (ORC 5923.05)

An employee of the Township shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, he or she shall be reinstated in his or her position without loss of seniority or reduction in his or her pay rate.

When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay.

#### **6.4 Civil Leave**

An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as a witness in answer to a subpoena, in an official capacity in connection with the township or as an expert witness either because of professional or observed knowledge, performing emergency civilian duty in connection with national defense, to participate in Olympic competition sanctioned by the United States Olympic Committee, and for the purposes of voting when the polls open at least two hours before or after the employee's scheduled hours of work. An employee must notify his or her supervisor five days prior to jury duty or service date. Any compensation received while on civil leave will be deducted from the employee's pay. If jury pay is higher than that paid by the Township, the employee is permitted to keep the difference. If the employee is on vacation or personal leave, he or she is allowed to keep the pay.

If an employee is involved in court in a personal case either as plaintiff or as defendant in a suit not resulting from his duties with the Township, he or she may be granted leave without pay unless the employee elects to utilize any available vacation time.

#### **6.5 Injury Leave**

Injury leave is time away from work because the employee is disabled due to an injury whether caused by external accidental means or accidental in character received in the course of or arising out of the injured employee's employment with the Township. The determination of eligibility for commencement and termination of injury leave status shall be made by the Board of Trustees subject to review by the Board of Trustees upon written request by the employee within 10 days of any such determination. The employee shall be required as a condition of eligibility for injury leave status to furnish the Board of Trustees information as required by them necessary to make a determination.

#### **6.6 Sick Leave**

Sick leave is time for which a full-time employee is compensated at his or her regular rate when absent due to illness or another medically related reason, such as a doctor's appointment. Example: An employee earns sick leave time at a *rate of one and a quarter (1.25) days* for each month employed by the Township (or 10 hours per month). Example: Sick leave can be accumulated up to a maximum of *120 working days*. The smallest increment of sick leave which may be used is one hour.

Nothing in this section shall be construed as to require the Board of Trustees to approve the use of sick leave by an employee when the Board of Trustees is reasonably certain that the employee was not ill or was not absent for the other reasons permitted by this section. Examples of when the Board of Trustees may not approve sick leave are: concerted use of sick leave by an employee singly or in concert with others as a means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where past history and facts do not substantiate the legitimate use of sick leave. The Board of Trustees may investigate all usage of sick leave and may withhold full payment of said sick leave until the investigation is completed. The Board may require the employee to furnish a written, signed statement justifying the use of sick leave. If medical attention is required, a certificate stating the nature of the illness from a licensed physician may also be required.

Should the Board of Trustees determine that an employee has not used sick leave properly, payment may be denied and discipline imposed. Employees who do not report for work due to sickness, and who have exhausted their sick leave days, are subject to disciplinary action for being absent without approved leave. The Board of Trustees is authorized to approve leave without pay to employees in this situation where it is determined that such action is in the best interest of the Township.

New employees are eligible for sick leave after successful completion of the probationary period of six months of employment. Seasonal employees earn no sick leave benefits. Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence in excess of one month.

#### **6.6.1 Cashing of Sick Leave**

An employee who has accrued unused sick leave time may redeem the unused sick leave hours at the end of December at the rate of 1/3 of current hourly wage.

#### **6.7 Maternity Leave**

A full-time female employee with over six months of continuous service shall be entitled to maternity leave. Upon confirmation of her pregnancy, the employee shall provide the township with a statement stating the expected date of delivery. The start of maternity leave may begin earlier than this date if requested by the employee and approved by the township. After delivery, the employee will be reinstated without any break in service, provided she has notified the township within thirty (30) days of delivery indicating her desire to return to work. Maternity leave may be taken without pay and considered as a leave of absence. An employee who has vacation time or sick leave may elect to use all or part of this as maternity leave.

#### **6.8 Family and Medical Leave**

The township will provide eligible employees a leave of absence for specific reasons and subject to guidelines as defined by the Family Medical Leave Act. Eligible employees shall be provided up to twelve (12) weeks of leave during any twelve month period in connection with specific qualifying events. Employees must be restored to the position occupied when the leave began or to an "equivalent position" with equivalent conditions of employment.

## **ARTICLE VII – BENEFITS: PERS & INSURANCE**

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### **7.1 PERS Contribution**

Generally, all employees are required to be a member of the State of Ohio Public Employee Retirement System. The township will deduct 8.5 percent of the employee's gross wages or salary as the employee's contribution to PERS. The township is required to make a contribution on behalf of the employee each month. The township contribution may vary -- the current amount is 13.55 percent of the employee's gross wages or salary. Employee contributions are deducted from their gross earnings before taxes are applied.

### **7.2 Worker's Compensation**

All Township employees are protected at Township expense under Ohio Worker's Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment. In addition, if workers are temporarily unable to work as a result of such injury or illness, weekly disability payments are made to them after they complete an initial waiting period of one week (ORC 4123.55).

#### **7.2.1 Notification of Injury**

When an employee is injured, he or she must notify the immediate supervisor, or the Board of Trustees, at once. In each case of injury on the job, it is the responsibility of the supervisor or the Board of Trustees to establish the validity of the claim. This includes a determination that the injury was actually sustained in the performance of the employee's duties. Should a supervisor find that the injury did not occur on the job, the facts of the case should be reported to the Board of Trustees in writing. When an employee is injured on the job, a written explanation or "injury investigation report" should be prepared by the employee and his or her immediate supervisor. All required information must be supplied and submitted within five (5) days following the injury. All injuries should be reported at once. Failure to report an injury may preclude approval by the Bureau of Workers' Compensation and can result in disciplinary action against the employee for failure to comply. The Board of Trustees may require the employee to submit to a medical examination, a vocational examination, or a vocational questionnaire (ORC 4123.53).



## **ARTICLE VIII – EMPLOYEE EVALUATION SYSTEM**

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### **8.1 Evaluations**

Each employee will be evaluated upon completion of the probationary period and, from that point further, at least once every year. Such evaluation will be in writing and carried out by the employee's supervisor and placed permanently in his or her personnel file. All such evaluations shall be shown to the employee being rated and discussed thoroughly with him or her.

## **ARTICLE IX – EMPLOYEE RETIREMENT**

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### **9.1 Retirement**

Any employee of Pittsfield Township who is eligible to retire under the applicable rules, regulations, and statutes of the State of Ohio shall be permitted to do so in accordance with the rules of the Public Employees Retirement System. Generally, an employee who has passed his sixtieth birthday and has five or more years of total service credit or has twenty-five or more years of total service credit and has attained their fifty-fifth birthday or has thirty or more years of total Ohio service credit, regardless of age, may file for retirement (ORC 145.32).

#### **9.1.1 Notice of Intent**

Employees shall file with the Board of Trustees, by the beginning of the year prior to effective retirement, a notice of their intent to retire. Although this notice should include the actual date of retirement, it will not be a formal resignation.

### **9.2 Disability Retirement**

Any employee of Pittsfield Township who desires to apply for disability retirement shall do so in accordance with the rules set forth in ORC 145.35 through the Public Employees Retirement System or the Police and Fire Pension Fund. The Public Employees Retirement Board is the final authority in determining eligibility for disability retirement. As part of determining eligibility, an employee may be required to submit to an examination by a physician.

## **ARTICLE X – EMPLOYEE RESIGNATION**

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### **10.1 Proper Notice**

Employees who resign their employment should give a minimum of two weeks notice in writing prior to the effective date of the resignation.

### **10.2 Sick Leave**

An employee may be eligible to carry forward accumulated sick leave from Pittsfield Township to another public employer in Ohio (ORC 124.38). The cashing out of sick leave is available at the rate of 1/3 of the current hourly wage.

### **10.3 Procedure**

At the time an employee resigns, for whatever reason, the following steps must be taken prior to receipt of final pay:

- (A) Notify the Township Fiscal Officer to ensure that the proper forwarding address is recorded in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns. Also, advise the Township Fiscal Officer as to the type of action desired with regard to employee's retirement plan.
- (B) Turn in uniforms, tools, building keys, keys to township plants or offices and/or any other township property to his or her immediate supervisor.

## **ARTICLE XI – PERSONNEL FILES & RECORDS**

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### **11.1 Pertinent Information**

The Board of Trustees shall create, or cause to be created, a personnel file for each employee of the township. Such a file shall include the original application and the notice of appointment in addition to other information that may be pertinent. The personnel file will contain all necessary information required by PERS for retirement benefits (ORC 145.18). The Township Fiscal Officer will maintain the file.

### **11.2 Accessing Files**

Access to the personnel files shall be in accordance to the Ohio law regarding public records. Internally personnel files will be limited to the Board of Trustees and those individuals who have the expressed permission of the Board of Trustees to have access to the personnel files.

### **11.3 Updating File**

It is the responsibility of the employee to initiate any needed changes. An employee's education, training and experience background information are important factors in the promotion procedure. These items should be reviewed by the employee periodically to be sure they are up-to-date. Also, the employee should notify the Township Fiscal Officer of any changes in marital status or dependents as they may related to insurance coverage.

## **ARTICLE XII – SPECIFIC RULES AND REGULATIONS**

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### **12.1 Attendance Policy**

Pittsfield Township defines an absence as failure to report for and remain at work as scheduled; this includes late arrival at work and leaving early. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, Worker's Compensation cases, approved leaves of absence, and days for which no work is scheduled.

### **12.2 Ohio Ethics Law**

The Ohio Ethics Law applies to all township officers and employees. The township will provide a copy of the Ohio Ethics Law to all officers and employees within 15 days after they begin service to the township. No township officer or employee may take any action to purchase or acquire services or property for the township where they, their family, or their business associates have a financial interest in the service or property. No township officer or employee may take any action to employ their spouses, parents, grandparents, children, grandchildren, brothers, or sisters and any relatives who live with the officers or employees. No township officers or employees may take any official action on matters that will result in a benefit to themselves, their family members, or their business associates. For additional information and assistance with the Ohio Ethics Law, township officers and employees should contact the Ohio Ethics Commission at (614) 466-7090.

#### **12.2.1 Character and Workplace Behavior**

- (A) Each employee shall be held accountable for their personal appearance; friendly, courteous, and helpful attitude toward the public; loyalty to the Township; and willingness to cooperate with their superiors and fellow employees. Improper language is in extremely poor taste and displays an unsatisfactory attitude.
- (B) Each employee should be especially careful that they do not engage in gossip, half-truths, or the release of confidential information pertaining to the Township or its operations, employees, customers and residents. The close association of the business and home lives of people in the community makes it necessary that employees use the utmost consideration and good judgment when speaking to others about their work and daily contacts.

#### **12.2.2 Bonds**

Township officers and employees are required to post bonds, paid by the township, prior to assuming the duties of their respective positions. The Board of Trustees may increase the bond amount to match the amount of cash handled during one year if he or she determines that the employee is handling more cash than the approved amounts.

#### **12.2.3 Political and Religious Tests; Memberships in Organizations**

Consideration of political or religious opinions as a test for employment or promotion in any position of the Township service shall be prohibited. Township employees will not be required to be members of any organization, unless it is a professional organization and

directly connected with employment duties. The township may pay membership fees required by professional organizations and/or licenses.

### **12.3 Acceptance of Gifts and Gratuities**

An employee may not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships of business with the township. These limitations are not intended to prohibit employees from accepting articles of negligible value which are widely distributed to the general public nor from accepting social courtesies which promote good public relations. It is particularly important that township employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. The securing of a loan by an employee from a financial institution doing business with the township does not constitute a conflict of interest.

### **12.4 Drug and Alcohol Free Workplace**

Pittsfield Township prohibits the manufacturing, distribution, possession and use of alcohol, drugs, controlled substances, drug paraphernalia or any combination thereof, on any Township premises or work site; including Pittsfield Township vehicles or private vehicles parked on Pittsfield Township's property or work sites. Work site is defined to mean the site for the performance of work done in connection with employment by Pittsfield Township.

Employees taking prescribed or over-the-counter medications, that may alter their work behavior or ability to perform their duties, must report the use of these substances to their supervisors. Any employee taking prescribed medication that leaves him or her unable to perform their job responsibilities satisfactorily should request a leave of absence.

Any employee of Pittsfield Township, who is convicted of a drug or alcohol related offense, must report their conviction to the Board of Trustees within five (5) days of that conviction. The convicted employee will be required to take part in a rehabilitation program that has been approved by the Board of Trustees.

Failure to follow prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

Pittsfield Township views a violation of this policy as a serious offense that will be investigated. The employee is expected to cooperate with that investigation. Violating this policy or refusing to cooperate in an investigation may result in discipline up to and including termination.

### **12.5 Sexual Harassment**

The work place is for work, and conduct which is not part of, or directly related to, work should be left outside the work place. Sexual harassment of employees in the work place is unacceptable and will not be tolerated. The township will provide a non-hostile environment.

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment may include such actions as: sex-oriented verbal kidding, teasing or jokes; physical contact such as patting, pinching, or brushing against another's body; coercion, intimidation, or other pressure to engage in sexual activity; physical assault; and demands for sexual favors.

The key element to harassment is the unwelcomeness of the conduct. Conduct which is unrelated to the Township's business and which is offensive to other employees should not take place.

IF AN EMPLOYEE IS THE RECIPIENT OF OFFENSIVE CONDUCT, THE EMPLOYEE SHOULD POLITELY, CLEARLY AND FIRMLY TELL THE PERSON ENGAGING IN THE OFFENSIVE CONDUCT TO CEASE. Offensive conduct is improper if:

- (A) Submission to the conduct is either an explicit or implicit term or condition of employment;
- (B) Submission to, or rejection of, the conduct is used as the basis for employment decisions affecting the person involved; or
- (C) The conduct has the purpose or effect of substantially interfering with an individual's work performance or environment.

An employee who believes that he or she has been subjected to sexual harassment by a co-worker, supervisor, or other agent of Pittsfield Township, should report the facts to the Board of Trustees for Pittsfield Township immediately. The employee's complaint will be promptly and discretely investigated to determine if it is justified. If the complaint is found to be valid, all involved parties will be notified, and corrective actions will be implemented. Depending upon the circumstances, as determined by the Board of Trustees, corrective action can include discipline up to and including termination.

### **12.6 Outside Employment**

Full-time employees may not carry on, concurrently with their Township employment, any private business or undertaking, the attention to which affects their working hours or the quality of their Township work. Further, the performance of outside work of full-time employees should be reported to the Department Head or Board of Trustees for approval to ensure that no conflict of interest may arise.

When an employee is seeking part-time employment, he or she must submit an "Outside Employment Request" prior to beginning work.

If a question arises as to the compatibility of multiple positions, a request from the State Attorney General may be made for an opinion as to the compatibility of such positions.

### **12.7 Public Relations - Open Records Act**

Employees shall conduct their activities and actions, both on and off the job, so as to improve relations between the Township and the public. In every contact, whether it is in the nature of trouble, service complaint, or request for information, the employee represent the Township. The employees' manners and attitudes toward the residents, as

well as their competence in handling matters, are the basis for good public relations. The township will meet all open records requirements with requests for information directed to the Board of Trustees.

### **12.8 Use of Township Equipment**

The use of Township equipment, uniforms, or supplies for personal business or private use is strictly prohibited without prior permission of the Department Head and/or a majority of Board of Trustees. Violators are subject to disciplinary action. Such equipment includes, but is not limited to, office and telecommunications equipment, computers, automobiles, trucks, cruisers, tools, uniforms, and supplies.

A key must be given to the Pittsfield Township Trustees to any and or all things that are locked on township property, which includes but is not limited to: cabinets, drawers, file cabinets, etc. Anyone violating this policy will face immediate termination by the Pittsfield Township Trustees.

### **12.9 Safety**

The township intends to make everyone's job safe in all respects and requires employees to report any hazardous conditions at once to his or her immediate supervisor or the Board of Trustees. The following is a list of general safety rules and regulations. Additional safety operating procedures for specific work may be provided in an employee Safety Document.

- (A) Learn the right way to do your job. Never hesitate to ask questions about things you do not understand, especially on new jobs.
- (B) Use and maintain in safe condition the correct equipment and tools for your work.
- (C) Observe the recommended work procedures developed for your job.
- (D) Keep your work area in good order. Cluttered floors, aisles, storage, and work areas all make your job more difficult as well as more dangerous.
- (E) Always work at a safe speed. Never hurry foolishly, such as running in aisles or down stairs, taking short cuts through dangerous areas, or trying to speed up by removing machine guards.
- (F) Avoid horseplay and practical jokes.
- (G) Call your supervisor's attention to any unsafe conditions. Make suggestions when you feel they will improve the safety or performance of an operation.
- (H) If you are injured, report promptly for first aid treatment. Even minor cuts and scratches can become infected unless proper care is taken.
- (I) Learn first aid. Encourage your fellow workers to have a working knowledge of it.
- (J) Respect moving machinery and equipment, electricity, ice on walks and excavated areas. Never operate equipment with guards removed. Never operate equipment while under the influence of drugs or alcohol.
- (K) Wear protective equipment where appropriate.

### **12.10 Credit Cards**

The Township has been issued credit card (purchasing cards) by their financial institution as a convenience for making township related purposes.

Only elected township officials (Township Trustees and the Township Fiscal Officer) or their designees (Maintenance Supervisor) are authorized signers for the use of the township credit card for purchases. Township officials and the list of their designees must be on file with the Township Fiscal Officer and the credit card issuing financial institution as having authorized signing privileges for purchases made with the credit card. Any changes to the list of authorized signers for use of the township credit card must be filed with the Township Fiscal Officer and the credit card issuing financial institution as soon as possible.

When not in use, the township credit card must be maintained in a secure location within the Township either in a safe or with the Township Fiscal Officer.

All purchases using a credit card must be approved in advance.

The transaction dollar limit for any single charge on the township credit card is \$500. Only purchases less than \$500 may be made using the township credit card.

The following payment review and approval procedures must be adhered to: Detailed invoices or receipts are required for all transactions using the township credit card. Invoices and/or receipts must show the transaction date, the dollar amount of the transaction, as well as a description of the transaction (service or item(s) purchased), and the authorized signature (if applicable) of the Township elected official or employee making the purchase.

Personal credit cards are not to be used for purchases. Reimbursements will not be made for any such purchases. The township credit card is not to be used for personal purchases under any circumstances.

### **12.11 Political Activity Prohibited**

This section imposes restrictions upon the political activity of employees in the classified service of the State, counties, cities, city school districts, and civil service townships.

Applicants for appointment or promotion in the classified service shall not pay for appointments or promotions.

Public officials (or potential public officials) shall not use or promise to use, any official authority or influence in order to secure or aid any person in securing any office or employment in the classified service, or any promotion or increase of salary therein, as a reward for political influence or service.

## **GENERAL DRIVING POLICIES AND RECORD ACCEPTABILITY**

### **Driving Record Acceptability**

Any employee who drives a Pittsfield Township or personal vehicle while in the employment of Pittsfield Township whose driving record shows any one of the following conditions will be considered to have an unacceptable driving record and will not be permitted to drive until his/her record no longer exhibits one of the criteria listed below:

1. One or more serious violation(s) in the last two years
  - A. Driving while under the influence of alcohol or controlled substance or while intoxicated
  - B. Refusal to undergo testing for alcohol or controlled substance as required by state or jurisdiction
  - C. Leaving the scene of an accident involving a motor vehicle
  - D. Reckless driving violation
  - E. Negligent homicide
  - F. Auto theft
2. Two or more at-fault accidents in the last year involving a Pittsfield Township owned vehicle where the accident results in property damage in excess of \$2,500.
3. More than three moving violations in the last two year period, including traffic citations received as a result of an accident.

Pittsfield Township will obtain Motor Vehicle Records on all employees with driving privileges once every year.

### **General Rules and Regulations**

1. Only employees who pass the Driving Record Acceptability policy are allowed to drive Township owned vehicles.
2. No employee under the age of 18 is allowed to drive Township owned vehicles.
3. Any employee who operates a vehicle for the Township is required to report any license suspension or revocation, including those that result from the operation of personal vehicles, to his immediate supervisor. All reportable accidents and/or moving violations shall be reported to the Township Trustees.
4. Drivers will not operate vehicles when under the influence of alcohol or illicit and/or driving impairing drugs.
5. All traffic laws of the State, including signs and speed limits will be obeyed.
6. Employees shall not transport passengers except for those who are employees of Pittsfield Township or are conducting business with or on behalf of the Township.



## **Seat Belts**

All employees shall use their seat belts while driving vehicles. All passengers are required to occupy only those seating positions equipped with seat belts and use them.

## **Vehicle Inspections / Maintenance**

All Township vehicles will be inspected once each month, or, if not used daily, each time before the vehicle is placed into service. Records of these inspections will be maintained. Any deficiencies should be reported and repaired. Records of the maintenance activity are to be retained.

## **Personal Use**

Pittsfield Township vehicles are not to be used for personal business.

### **12.13 Equal Employment Opportunity Statement**

Pittsfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, and marital status, veteran status in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including hiring, selection, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. Pittsfield Township will not tolerate discrimination in any form with respect to any aspect of your employment. Discrimination or similar conduct which is contrary to the company's good faith efforts to prevent the same in the workplace will lead to discipline, up to and including termination of employment. All employees are expected to comply with this Equal Employee Opportunity Policy. It is the responsibility of every single employee to comply with all legal requirements for equal employment and all federal, state and local laws dealing with non-discrimination. If you believe you have experienced or witnessed discrimination at Pittsfield Township you are expected to promptly notify your supervisor and or trustees. The matter will be investigated promptly and as confidentially as the nature of the investigation permits. Appropriate disciplinary action will be taken. The company will not tolerate retaliation against any employee who reports acts of discrimination or participates in any way in a report or investigation of discrimination.

Pittsfield is committed to complying with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment.

### **12.14 Anti-Harassment Policy and Complaint Procedure**

Pittsfield Township is committed to providing a working environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. The company does not tolerate discrimination or harassment of our job applicants, employees, or customers by another employee, supervisor, or by any customer or vendor. Any form of harassment related to an employee's race, color, religion, gender, sexual orientation, gender identity, age, national origin, disability, genetic information, marital status, veteran status, or any other legally protected characteristic is a violation of this policy. Pittsfield township encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Pittsfield Township to promptly and thoroughly investigate such reports. Pittsfield Township prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **12.15 Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: Has the purpose or effect of creating an intimidating, hostile or offensive work environment. Has the purpose or effect of unreasonably interfering with an individual's work environment. Otherwise adversely affect an individual's employment opportunities. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes;

and written or graphic material that denigrates or shows hostility or aversion towards an individual or group and that is placed on walls or elsewhere on the employer's premise or circulated in the workplace, on company time or using company equipment via email, phone, text messages, tweets, blogs, social networking sites or other means. Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate termination. Appropriate action will also be taken with respect to violation of this policy by persons not employed by the company (such as customers or vendors). Any employee who believes he/she is a victim of harassment must immediately report any incident to the trustees. The matter will be investigated promptly and as confidentially as the nature of the investigation permits. Where appropriate; disciplinary action will be taken. The company will not tolerate retaliation against any employee who complains of harassment or participates in any way in a report or investigation of harassment. Employees who retaliate or attempt to retaliate in violation of this policy are subject to disciplinary action, up to and including termination of employment.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with Pittsfield Township or without reasonable accommodations, so that they may perform the essential job duties of the position. It is the policy of Pittsfield Township to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Pittsfield Township.

#### **12.16 Employee Orientation**

Pittsfield Township wants to ensure that new employees get a proper start on the job. To acquaint you with our policies and operations, the trustees will conduct an orientation session with you, in which company policies, procedures, benefits, and safety programs will be discussed. The trustees will also provide new employees with pre-employment forms for employees to complete.

#### **12.17 Rehire**

Applications received from former employees will be processed using the same procedures and standards that govern all employment applications. When reviewing applications from former employees, the former employee's performance records and the circumstances surrounding termination of previous employment with the company may be considered. The former employee applicant retains none of his or her previous tenure or benefits if re-hired, unless re-hired within one year of being laid off, in accordance with the Reinstatement policy, below. Pittsfield Township is under no obligation to rehire former employees.

### **12.18 Reinstatement**

The Reinstatement policy will be as follows:

Reduction in Force - Employees whose employment terminates because of reduction in work force will maintain their original anniversary date for seniority purposes, if they are re-employed by Pittsfield township within one year after date of termination.

### **12.19 Voluntary Termination of Employment**

Employees who voluntarily terminate their employment with Pittsfield Township and later returns to the township will lose their original anniversary date along with benefits and benefit accruals. Benefit eligibility will be effective upon the new date of full-time hire and approval of the trustees to regular full-time status. The township is under no obligation to rehire any such employee.

### **12.20 Involuntary Termination of Employment**

Employees whose employment with Pittsfield township is involuntarily terminated are not eligible for rehire within 180 days and each case will be evaluated based on the severity of the infraction.

### **12.21 Close Personal Relationships**

Relatives of, or individuals in a dating relationship with employees of Pittsfield township may be considered for employment, provided they possess the skills and qualifications required for the position and their employment would not create a supervisory /subordinate relationship between them and the employee(s), or a conflict of interest as determined by the trustees. In addition, Pittsfield township employees cannot be transferred into such a reporting relationship. For purposes of this policy, a relative is defined as any person related to the employee by blood, marriage, adoption, or a relationship similar to that of persons who are related by blood, marriage, or adoption, in the following degrees: parent (including father-in-law and mother-in-law), child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and first cousin. A dating relationship is defined as a relationship that may reasonably be expected to lead to, or which has already led to, the formation of a consensual “romantic” or sexual relationship. If a relative or dating relationship is established or a conflict of interest arises between employees after employment commences, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship or conflict to management within 30 days of the relationship commencing. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

### **12.22 Resolving Disputes**

#### **Open Door Policy**

Pittsfield Township has an Open Door Policy, which encourages employees to bring their questions, suggestions, and complaints to management’s attention. When a problem develops, employees can and should bring the issue forward without fear of retaliation. This policy is grounded in the belief that unresolved issues can distract staff and disrupt morale. Bringing disputes to closure enables the work group and the individual employee to move forward, to everyone’s benefit. The right person to approach when expressing such a concern is the person in management with whom the employee feels most comfortable. It could be the employee’s manager, the next higher level of management, or trustees. Whenever possible, this informal method should be used, with the goal being an equitable resolution of the issue at hand.

### **12.23 The Manager's Role in Encouraging Discussion of Issues**

Problems and disputes are bound to occur in the workplace from time to time. They should be faced honestly and openly and they should be dealt with fairly. With Pittsfield Township's Open Door Policy, they can bring forward their concerns without fear of retaliation. Managers have the responsibility to encourage employees to bring issues forward to the person the employee believes is most appropriate. The first step toward resolving a problem is presenting it to an individual who will listen objectively to a manager's attention; it is advised that managers consult with trustees.

### **12.24 Confidentiality and Non-Disclosure**

It is the responsibility of all Pittsfield township employees to safeguard confidential and/or proprietary township information. The nature of our business and the economic well-being of our township are dependent upon protecting and maintaining such company information. Continued employment is contingent upon compliance with this policy. Confidential company information includes, but is not limited to, accounting, salary information, business plans and strategies, negotiations and contracts, and discoveries. Employees are prohibited from using, copying, or disclosing any such confidential information to any other person, employee, firm, corporation, company or other entity, either during or after your employment, except as authorized in writing by the Trustees. Employees are not prohibited from discussing their own wages, benefits, or other terms and conditions of employment with other employees. You may be asked to sign a confidentiality, non-disclosure and non-compete agreement as a condition of your employment with our company. All employees are responsible for safeguarding any confidential or proprietary information to which they have access as part of their employment. Precautionary measures should be taken to prevent intentional or unintentional disclosure of all proprietary and confidential information. You should ensure that access to your work area and computer is properly controlled. This includes but is not limited to locking drawers, using and changing passwords and taking normal precautions. Sensitive matters or confidential information should not be discussed in public places such as hallways, customer service areas, restaurants, restrooms and public transportation. All files, records, and reports acquired or created in the course of employment are the property of the company. Originals or copies of such documents may be removed from company offices for the sole purpose of performing the employee's duties to the company and must be returned at any time upon request. Because we consider security breaches very serious, if you improperly use or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

### **12.25 Progressive Disciplinary Action Policy**

Pittsfield Township expects that all employees will comply with the company's policies, procedures, and performance standards. When an employee's performance is unsatisfactory, or when an employee violates policies and procedures, disciplinary action may be taken. The extent of the disciplinary action will depend on the circumstances of the situation and degree of violation. The following list includes examples of some, but not all actions and/or behaviors that may subject an employee to disciplinary action, up to and including termination of employment:

- Unsafe work.
- Failure to comply with company health and safety rules.

- Poor job performance.
- Excessive tardiness and/or absenteeism.
- Possession, use or sale of alcohol or controlled substances on work premises, job site or other locations during work hours.
- Driving a company vehicle under the influence of drugs and/or alcohol and/or marijuana or with drugs and/or alcohol in your system.
- Possession, use or sale of weapons, firearms, or explosives on company premises.
- Falsification of employment application, personnel, insurance, or any other company records.
- Theft or intentional destruction of company property or of property of other employees, customers and/or sub-contractors.
- Harassment, including sexual harassment, and violation of the equal employment opportunity policy.
- Fighting or any other form of physical violence.
- Smoking in restricted/hazardous areas.
- Insubordination, including but not limited to, refusal to abide by work orders and use of obscene language to any employee, supervisor or manager.
- Refusal to work overtime.
- Failure to report accidents causing personal injury or property damage.
- Unauthorized use of company equipment or supplies.
- Failure to comply with any of the company's policies.

#### **12.26 Smoke-Free Workplace**

Pittsfield Township prohibits smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. This workplace applies equally to all employees, customers, and visitors. In addition to our policy, Ohio law has a smoking ban which prohibits smoking in public places and places of employment. The law defines smoking as the "means inhaling, exhaling, burning, carrying a lighted cigar, cigarette, pipe or other lighted smoking device for burning tobacco or any other plant." Smoking is permitted in designated areas only.

- Any complaints about the application of the policy to the workplace should be brought to the attention of the trustees for resolution.
- The complaint should be submitted in writing and identify specific objections. Pittsfield township will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy. Employees who violate this smoking policy will be subject to disciplinary action up to and including termination. Our smoking policy is intended to comply with all federal, state or local laws.

#### **12.27 Drug and Alcohol-Free Workplace**

##### **General Policy**

Pittsfield Township has a firm commitment to its employees and to the public to provide a safe work environment. Our industry requires that employees, as well as equipment and operating practices, meet the highest health and safety standards. Accordingly, the company operates a drug-free and alcohol-free workplace. The company prohibits its employees from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances. In addition, Pittsfield Township prohibits its employees from working under the influence of alcohol or any substance that may have an adverse effect

on their behavior or ability to perform their jobs. Violation of these prohibitions will result in termination of employment. Pittsfield Township expects each of its employees to adopt the company's attitude toward alcohol and controlled substances. This policy applies to all company employees regardless of pay classification, position, or title within the company. Part-time and temporary employees are also subject to this policy. The term "employee" as used in this policy refers to all classes of employees at Pittsfield Township. Compliance with this policy is a condition of employment for all employees. All employees will be asked to sign an acknowledgment of this policy. By signing the acknowledgment form, employees acknowledge that they have read and understand this policy and consent to the drug and alcohol testing procedures and requirements set forth below.

### **Confidentiality**

All actions taken in connection with this policy will be handled in a confidential manner and with due regard for a person's right to privacy. Only those individuals with a genuine "need to know" will be advised on any action being taken. Violations of this provision are subject to disciplinary action up to and including termination of employment.

### **Definitions**

Prohibited Drugs and Controlled Substances include, but are not limited to:

- "Illegal drugs," or any controlled substance listed in schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812), medication, or other chemical substance, mind or mood altering substances or inhalants that are not legally obtainable.
- "Designer drugs", look-alike or similar counterfeit controlled substances and any other substances as defined by statute which are considered illegal.
- "Synthetic drugs," such as but not limited to synthetic heroin, china white, ice, "bath salts," or other substances made in labs or elsewhere in which the molecular structure has been altered to create a drug that is not explicitly banned by federal or state law.
- Prescription drugs legally obtained but not being used for their prescribed purposes or which are being used in excess of their prescribed purpose or dosage.
- Inhalants or other substances legally obtained but being used for mind or mood alteration instead of their intended purpose.
- Unauthorized prescription drugs, including those prescribed to another person.
- Alcohol refers to alcoholic beverages or other liquids or solids containing alcohol.
- Marijuana

Company premises means all property, buildings, structures, job sites (where an associate is working), parking lots, driveways and means of transportation, owned, leased or otherwise used for company business, including motor vehicles, equipment, and machinery. Positive drug test refers to a confirmation of initial test results which reveals positive evidence of the presence of a prohibited drug or controlled substance in the body. Negative drug test refers to initial test results which do not reveal evidence of the presence of a prohibited drug or controlled substance in the body.

### **Prohibited Activities and Violations of This Policy**

The following is strictly prohibited by this policy and violations involving any of the provision of this policy will result in corrective action up to and including termination of employment, including termination for a first offense if it is warranted by the circumstances. This is not an exhaustive list of all violations of this policy:

1. Unauthorized possession or use of alcohol or the possession, use, manufacture, distribution or sale of prohibited drugs or controlled substances off company premises or worksites during off duty hours which affects the employee's ability to safely and fully perform assigned job duties, renders the employee at risk to self or others at work, or which brings discredit upon the company.
2. Possession of any device, object, or substance designed or used to alter the result of a drug or alcohol screening on company premises or at any testing facility.
3. Substituting or altering any urine or other sample submitted for testing.
4. Diluting any urine or other sample submitted for testing in any way.
5. Refusal to consent to testing and/or refusal to submit a specimen for testing when required under this policy. Consent is indicated by signing any form required by Pittsfield Township or by the laboratory or facility collecting the specimen for testing.
6. Refusal to submit to any inspection of any desk, locker, tool box, or other company property under the associate's control when asked to do so by a supervisor.
7. Conviction under any criminal drug statute for a violation occurring in the workplace or on company premises.
8. Failure to report a conviction for driving while intoxicated or under the influence of prohibited drugs, controlled substances, and/or alcohol while in the performance of company duties.
9. Failure to report to trustees the use of a prescription or non-prescription drug which may impair the associate's on-the-job behavior or physical or mental ability to safely and fully perform assigned duties.
10. Failure of the driver of a company vehicle transporting other township employees or of supervisors to enforce this Policy and to report violations by associate(s) or supervisor(s).
11. Failure of an employee or supervisor to report the use or possession of a prohibited drug or controlled substance and/or alcohol by another employee or the existence of an unauthorized alcoholic beverage, prohibited drug or controlled substance in any company vehicle, machinery, equipment, or on company premises.
12. Failure to adhere to the provisions of any agreement executed by the employee which requires treatment or counseling for alcohol or drug abuse.
13. Although Pittsfield Township may have employees and applicants that permit the use of medical and/or recreational marijuana, the use, possession, smoking or consumption of marijuana in the workplace or while on duty is strictly prohibited. Also, notwithstanding otherwise permissible use of marijuana under these state laws, being impaired by marijuana while on or in company premises or while on duty is strictly prohibited.

#### **12.28 Drug and Alcohol Testing**

Drug testing will be conducted using a laboratory satisfactory to the company and in compliance with applicable state law. Specimens will be collected in accordance with state guidelines and chain-of-custody procedures will be followed to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. Pittsfield Township uses the federally-regulated 9-panel drug test, which tests for the following drugs: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Opiates, Phencyclidine, and Propoxyphene. The company reserves the right to and may also screen for other prohibited drugs and controlled substances and/or use other testing or screening methods consistent with applicable state law. If the initial test indicates a positive result, a confirmation test by gas chromatography/mass spectrometry (GC/MS), or its equivalent,



will be used to confirm the presence of a specific drug. The confirmation test shall be independent of the initial test and uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. For classes of drugs where GC/MS is not an approved confirmation procedure, an alternative confirmation test will be used. In most cases, a breathalyzer will be the initial test of choice for alcohol. This may be confirmed by blood alcohol test.

**The following testing may be conducted under this policy:**

1. Pre-employment testing – Satisfactory completion of a drug screening is part of the employment process. All applicants who are offered an employment opportunity will be required to successfully complete a drug screening test at the township’s expense. The job offer is contingent upon the applicant receiving a “negative” drug screening result. During pre-employment screening, applicants will be advised that they are subject to drug testing. Prior to testing, the applicant will be required to sign a Drug Screening Consent and Acknowledgment of Understanding Form. If an applicant refuses to sign the form and submit to the drug screen, his/her offer of employment will be revoked. Applicants will have the opportunity before testing to confidentially list all prescription and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding their use. If the applicant submits to a drug screening but fails to provide a suitable specimen that meets the acceptable parameters as established by Pittsfield township and/or drug testing lab within a two-hour period (for those locations which provide an onsite testing facility) after completing the Consent Form (unless due to a valid mitigating medical condition or circumstance) his/her offer of employment will be revoked.

- Applicants who receive a positive screening report will be issued a copy of the “Employee-Applicant Notification of Failure of Test and Retest” form. The form will be mailed to the applicant within 30 days after the company receives the test results from the lab.

- Applicants who test positive will have ten (10) working days from the date of notification to provide a legitimate and satisfactory medical explanation. Failure to provide acceptable documentation within the ten-day period will result in the drug screening being considered “positive” for an illegal substance and the job offer withdrawn. To be considered a legitimate medical explanation, a prescription drug must be in the applicant’s name and there must not be evidence that the drug is being used contrary to or in excess of the prescription. Producing the prescription of an immediate family member for the medication is unacceptable.

2. Reasonable suspicion testing – When the company has individualized reasonable suspicion that an employee has used, possessed, or is under the influence of alcohol or any prohibited drug or controlled substance in violation of this policy, the employee may be required to submit to a drug and/or alcohol test at the townships expense. Employees may be suspended, with or without pay, until such test results are obtained.

3. Post-accident testing – Employees injured while performing job duties or while on company premises and as a result require a physician’s treatment and/or evaluation must submit to substance abuse testing. Such testing will be at the townships expense and be comprised of a drug and/or alcohol screening. Testing will be administered at the time of treatment or as soon as following treatment.

a. Employees who fail to report an injury and seek medical treatment at a later time or refuse medical treatment when it is felt to be needed by management or first aid providers

will be subject to substance abuse testing and may be subject to discipline, up to and including termination, for failure to timely report.

b. Any employee involved in an accident while on company premises/job sites or while operating a company vehicle, resulting in bodily injury to themselves or others that medical attention beyond basic first aid will be required to submit to a drug and alcohol screening.

c. Any employee determined “At Fault” for an accident while on company premises/job sites or while operating a company vehicle, with an estimated total cost exceeding \$1,000.00 or as deemed as necessary by the trustees, will be required to submit to a drug and alcohol screening.

d. Any employee involved a “Non-Fault” accident while on company premises or while operating a company vehicle, resulting in property damage, where no safety rules were broken may not be required to submit to a drug and alcohol screening at the discretion of the trustees.

4. Random testing – This type of testing will be conducted at the company’s absolute discretion. The company reserves the right to engage in this testing as frequently or infrequently as it deems necessary in its sole discretion and compliance with such testing will be a condition of continued employment. Pittsfield Township will comply with applicable state laws in conducting random testing.

5. Return to duty testing – before returning from an alcohol or drug rehabilitation-related leave of absence, the returning employee must pass a drug or alcohol screening and will be subject to more frequent unannounced testing for a period not to exceed one year. In order to return to work following a positive test, an employee must submit documentation from an appropriate health care or treatment provider conforming successful completion of an approved alcohol or drug rehabilitation program and shall sign a Last Chance Agreement following frequent unannounced random testing for a period not to exceed 18 months.

6. Periodic testing – From time to time, the company may require groups of employees to undergo a drug and/or alcohol test in an effort to maintain the safety of employees, customers or the public at-large or to maintain the productivity, quality of service, or security of property or information.

7. Annual Drug Testing – As part of Pittsfield’s continuing effort to improve our Drug Free Workplace Program and increase safety, all employees will be required to undergo an annual drug test conducted by our designated laboratory.

#### **Testing and Review Procedures**

1. Any employee who undergoes any drug or alcohol testing under this Policy will be escorted to the testing facility for testing by two witnesses designated by the trustees. The trustees will be notified as soon as reasonably practicable.

2. All specimens are analyzed at an independent laboratory. Chain-of-custody procedures will be followed.

3. While an applicant is waiting for the screen test results, he/she may not commence employment or engage in company business.

4. While an employee is waiting for the test results as a consequence of reasonable suspicion, an accident, or random selection (see paragraphs above), he/she may not engage in company business. If the test results are negative, the employee will be reimbursed for lost income.

5. Employees will have the opportunity prior to testing to list all prescription and non-prescription drug(s) they have used in the last thirty days and to explain the circumstances surrounding their use to the Medical Review Officer (MRO).
6. The MRO will review the results of the drug or alcohol testing and will consult with the laboratory that analyzed the specimen regarding confirmed positive test results to determine if there is an alternative medical explanation of the confirmed positive result.
7. After review and consultation with the laboratory that analyzed the specimen, if a legitimate medical explanation of the confirmed positive test result is provided within ten days, no further action will be taken against the employee and the applicant will be eligible for hire or the current employee will be allowed to return to work.
8. If the review and consultation determines there is no legitimate medical explanation for the confirmed positive test result, the applicant for employment will not be hired and a current employee will be subject to corrective action, normally termination of employment upon the first offense. Employees will be provided a copy of the Employee/Applicant Notification of Failure of Test and Right to Retest Form within 30 days of the company receiving the confirmed test results from the testing lab.
9. Employees and applicants, at their request and own expense, may have a second confirmation test completed on the same specimen for which a positive result was previously reported. Such requests must be made within ten days of receiving the original test result.
10. An employee suspended for suspicion of being impaired but who receives a “negative” test result will be reinstated and receive pay for the scheduled work time lost due to the suspension, unless another violation of the policy has occurred.

#### **Legally Prescribed and Over-the-Counter Medication**

Legally prescribed drugs and over-the-counter medications may be allowed in the workplace. However, the supply should not exceed the prescribed amount required for the duration of the normally appropriate work day or other work cycle. Furthermore, such medications should not impair the employee’s ability to perform his or her duties in a manner satisfactory to the company. Employees, who may be required to take legally prescribed medication which may impair their ability to perform their duties in a safe and satisfactory manner, are to inform their supervisor this requirement. Verification of any and all medication may be required. Such verification may include the employee submitting a prescription copy and/or a physician’s statement showing the medication required, dates of use, and the limitations or side effects associated with the medication. Supervisory personnel should observe those employees on medication and be alert for any indication which suggests that the medication may be having an adverse effect on the employee, his or her coworkers, or the general public. Employees must be in possession of their own prescription medication only. No prescription drugs may be brought upon company property or company worksites by an employee other than by the employee for whom the drug is prescribed. All prescribed medications must be kept in their original containers.

#### **12.29 Facility Searches**

Pittsfield Township reserves the right to conduct investigations which may include searches of employees and their personal effects when it reasonably suspects illegal drugs, alcohol, or other unauthorized substances may be present. Failure by an employee to cooperate fully in any aspect of a company sanctioned search will result in termination of employment. No personal search may be conducted without first obtaining the effected

employee's consent. All personal items such as pockets, packages, bags, brief cases, lunch boxes, purses, tool boxes, or other belongings or items being brought onto or being removed from company premises are subject to inspection by the company or its authorized agents at any time. Likewise, all company assigned property such as motor vehicles, lockers, desks, etc., is subject to inspection. Employees and their vehicles are subject to search at any time while on company premises or when entering or leaving the company's premises.

### **12.30 Workplace Violence**

Pittsfield Township is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with any type of violent behavior or threats of violence, either implied or direct, that might occur during business hours, on our premises, or on a worksite. Workplace violence may include, but is not limited to, this list of prohibited behaviors directed at a co-worker, supervisor, business associate or member of the public:

- Causing physical injury to another person.
- Making threatening remarks.
- Physical intimidation.
- Stalking.
- Bullying.
- Intentionally damaging employer property or property of another employee.
- Possession of a weapon of any kind while on company property or while on company business in other locations, or at company-sponsored events.
- Committing acts motivated by, or related to harassment or domestic violence.
- Any other aggressive or hostile behavior that creates a reasonable fear of injury to another person or that a reasonable person would perceive as constituting a threat of violence.

An employee who is the victim of workplace violence, who believes they have been threatened with violence, or who witnesses an act or threat of violence towards anyone else is to take the following steps:

- If an emergency exists and the situation is one of immediate danger, the employee should call 9-1-1 and take whatever emergency steps are available and appropriate to protect him or herself and others from immediate harm, such as leaving the area.
- If the situation is not one of immediate danger, the employee should report the incident to your supervisor and/or Human Resources as soon as possible.

The company will investigate any possible violation of this policy of which it is made aware. When necessary, the company may inspect and/or search all company property, as well as any employee's personal property on company premises as part of its investigation. The Trustees may remove any person from the workplace who makes threats, exhibits threatening behavior, or engages in violent acts at the workplace as quickly as safety permits. Individuals engaging or accused of engaging in such conduct may be suspended with or without pay and asked to remain away from the workplace pending the outcome of an investigation into the incident. All appropriate corrective action, up to and including termination of employment, will be taken against anyone found to have violated this policy. In addition to disciplinary action, individuals may be subject to arrest, criminal prosecution and/or civil litigation as a result of violation of this policy. Retaliation against any employee who reports workplace violence is prohibited.

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. If you are having a dispute or difference with another employee, we encourage you to discuss it with the trustees before the situation escalates into potential violence. Pittsfield is eager to assist in the resolution of employee disputes.

### **12.31 Employee Safety**

Pittsfield Township considers no activity to be so urgent or important that we will compromise our standards for safety, health or environmental protection. If you feel that an existing situation is a safety or health hazard, please notify your Supervisor/manager immediately. The company, through its supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective clothing, devices, or safeguards to make the workplace safe and healthy. The company shall also undertake the responsibility to educate employees as to hazards of the workplace and to train employees in the proper and safe method to perform job tasks. Employees shall devote their skill and attention fully to the performance of their job responsibilities utilizing utmost care and good judgment. Employees will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment; attendance at all training sessions related to employee’s job description; and adherence to the directions of warning signs or signals or the commands or directions of supervisory personnel. Finally, all job-related injuries or illnesses are to be reported to your supervisor/manager immediately, regardless of severity. In the case of serious injury, an employee’s reporting obligation will be deferred until circumstances reasonably permit a report to be made. All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the various states in which we operate. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject Pittsfield Township to fines and penalties. Safety rules and regulations will be issued or modified from time to time and shall be made effective immediately.

#### **Safety first!**

### **12.32 Concealed Weapon Policy**

Employees may not carry firearms or other weapons at any time while on any property owned, leased or controlled by the township, including company-owned vehicles and anywhere that company business is conducted, such as customer locations, client locations, trade shows, and company event venues. Weapons include, but are not limited to: guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. Regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a weapon, weapons are prohibited on any company property or in any location in which the employee represents the company for business purposes, including those listed above, unless the employee works in a location where state or local law requires employers to permit possession of firearms or related items on company property. In general, such laws provide limited rights to employees who possess a valid concealed weapons permit and are not otherwise disqualified by law from possessing a firearm, provided the firearm is properly stored out of sight in a container within the employee’s locked vehicle. However, the applicable state or local law should be consulted before making any final

determination on the scope of protected rights, if any. In addition, possession of a weapon can be authorized by the company's board to allow security personnel or a trained employee to have a weapon on company property when this possession is determined necessary to secure the safety and security of company employees. Only the board, or its designee, may authorize the carrying of or use of a weapon. Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.

### **12.33 Computer, Internet and Email Usage**

Pittsfield's computer systems (desktops, laptops, servers, etc.), hardware, software, email system, Internet, wireless devices, fax machines, data files, source codes, telephones, cellular telephones, I-Pads, tablets, voicemail, electronic communications or any other electronic equipment or communication system used to access or transmit information furnished to employees are Pittsfield township's property intended for business use. Authorized use of company-owned or operated computing and network resources shall be consistent with both the mission of the company and this policy. To ensure compliance with this policy, Pittsfield Township has the absolute right to monitor, access, audit, intercept, retrieve, review, and/or disclose any electronically stored communication that employees send to or receive from others through Pittsfield Township's communication and data systems. Pittsfield Township will override all personal passwords and/or encryption keys, if necessary. While the company recognizes that employees may need to use its communication and data systems on a limited basis during the workday for non-business purposes, employees are reminded to use common sense and must minimize non-business use. Inappropriate use of the company's communication and data systems may result in disciplinary action, up to and including termination. Inappropriate use includes, but is not limited to:

- Sending or posting sexually explicit, discriminatory, harassing or threatening messages or images
- Using Pittsfield township's communication and data systems 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 the township
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the company or initiate unwanted Internet services and transmissions
- 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
- Passing off personal views as representing those of the company
- Engaging in any other illegal activities
- Unauthorized sharing of any access codes or passwords
- Using communication and data systems for personal entertainment purposes, such as accepting, downloading, or transmitting instant messaging services, gambling, music, videos, games, software programs and/or otherwise creating unnecessary network traffic

Pittsfield Township reserves the right, at all times, and without prior notice, to inspect, via human and/or automated means, and search any and all of the company's

communication and data systems. Such inspections may be conducted during or after business hours, in the presence or absence of the employee, and without notice. Employees should not assume Pittsfield township's communication and data systems are private. If you have sensitive or personal information to receive or transmit, it should be done through the employee's and not the company's communication and data systems. Employees have no expectation of privacy or confidentiality with regard to any information placed on, created, sent, received or accessed through company owned computers or otherwise on the company's communication and data systems, even if employees use these systems to access personal accounts such as Facebook or personal Web based email accounts (i.e., Gmail, Hotmail, or Yahoo accounts).

**ACKNOWLEDGMENT OF RECEIPT**

**Pittsfield Township Policies**

This handbook provides basic information regarding employment with Pittsfield Township. It has been provided as a guide and reference only. These policies do not create a contract of any type or nature between Pittsfield Township and you. The township reserves the right to amend, modify or eliminate any policy or procedure at any time. The township also reserves the right to hire, transfer, promote, discipline or otherwise manage employees as it deems appropriate. An employee should not rely on or expect that any particular policy, term or benefit will remain in force for any particular length of time. Either you or the township may terminate this employment relationship at any time, without notice and without cause. By signing this document, you, the undersigned employee, acknowledge and agree that you are an employee at will, and that your employment may be terminated at any time without notice, without cause, and without any fault on the part of you, the employee. There is no agreement or understanding that the company will employ you for any specific period of time. I understand that the policies, rules, procedures and benefits described in the Policies Handbook and the other Policies and Procedures are subject to change at the company’s sole discretion, and that should the content be changed in any way, the company may require an additional signature from me to indicate that I am aware of and understand any new policies. I acknowledge and agree that the company may change these policies and benefits as it deems advisable to meet the needs of the company and its employees, and reserves the right to interpret and apply or not apply such policies in any given case. I understand that my employment is terminable at-will, which means that either the company or I can terminate the relationship with or without cause, at any time. I understand that no contract of employment other than “at-will” has been expressed or implied, and that no supervisor or representative of the company, other than the trustees, has the authority to enter into an agreement for employment for any specified period of time or to make any promises or commitments contrary to the terms as stated above. Further, any employment agreement entered into by the trustees shall not be enforceable unless it is in writing. Furthermore, I acknowledge that none of the policies and procedures set forth in the Policy Manual Handbook are a contract of employment or change the at-will status of my employment. By signing below, I acknowledge complete understanding of the above points. This is to acknowledge that I have received Pittsfield Township Policy Manual, and that I am responsible for knowing and complying with its contents.

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_