

Granville Township  
Minutes of Special Meeting October 31, 2012

Present: Trustees Bill Mason, Paul Jenks and Dan VanNess, Fiscal Officer Jerry Miller  
Department Heads: Superintendent Travis Binckley, Chief Jeff Hussey  
Guests: Lt. Casey Curtis

The meeting was called to order by Trustee Mason at 1:00 p.m. followed by the Pledge of Allegiance.

Trustee Mason, opened the special meeting acknowledging the great effort which had taken place over the past several weeks to combine to Fire Department Personnel Policy Manuals and the Roads/Cemetery Personnel Policy Manual. Trustee Mason thanked Retired Fiscal Officer Kennedy for his initial work to combine the two documents. Trustee Mason thanked Austin Lecklider of the Licking County Prosecutors Office for taking the time to review the document and for providing feedback. Trustee Mason remarked on the large amount of time everyone spent editing the document we will be reviewing today and thanked the other Trustees, Fiscal Officer Miller and Department Heads, plus Lt. Curtis for taking time to review the document.

Lt. Curtis set up a projector and a laptop computer to display the document on the wall. Fiscal Officer Miller then walked the group through each page of the document looking for feedback from the group.

After four hours of work which included discussion/clarification and editing of specific Articles the group agreed the document was complete.

On a motion from Trustee Jenks and a second by Trustee VanNess, without further discussion the attached Granville Township Personnel Policy Manual was unanimously approved.

Trustee Mason thanked everyone for their valuable input and the time they spent today finalizing the Manual.

Trustee Mason asked Fiscal Officer Miller to include an Introduction Page from the Trustees and prepare the document for distribution. It was agreed copies would be distributed by electronic means or written copy. Each employee would be required to sign the Acknowledgement of receipt of Personnel Policy Manual form and return to Fiscal Officer Miller to be placed in each employee's personnel file. Fiscal Officer Miller reported he will also provide copies to our insurance company (MCS Insurance) and the Prosecutors Office.

In other business, the Trustees addressed a question concerning the GRD Pool Levy and the placement of campaign signs (for and against) on Township property. Trustee Jenks reported he had spoken with Andy Wildman (GRD Director) who had removed both sets of signs from Township property. After some discussion, the Trustees agreed if signs

for support of the GRD Levy were placed upon Township property, then signs opposing the levy must also be permitted.

Trustee Jenks reported he was contacted by Alison Terry, Village Planner, who is working on the Rotary Bridge Project. Planner Terry has a map which was prepared by Korda, showing the floodway changes which will be caused by the construction of the Rotary Bridge. Conditional Letters of Map Revisions (CLOMR) are required to be sent to impacted property owners from the Township.

On a motion by Trustee Jenks, seconded by Trustee VanNess, by a unanimous affirmation voted it was agreed to permit Fiscal Officer Miller to sign the document on behalf of the Township Trustees.

The meeting was adjourned at 5:10 PM.

COPY OF APPROVED PERSONNEL MANUAL

## Granville Township Personnel Policy Manual

This manual is a consolidation of the Road District/Cemetery Department and Fire Department Policies and Procedures originally adopted by the Board of Granville Township in December 2007. This document has been revised and edited and was approved by the Board of the Granville Township Trustee on 2012-10-31.

This manual contains three levels of information designated as follows:

- 1) Normal print – applicable to all Township Departments
- 2) *Italicized print* – Unique to Road District and Cemetery Department employees
- 3) Underscored print - Unique to Fire Department employees

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## Introduction

This Personnel Policy Manual explains the policies and benefits provided by The Board of Granville Township Trustees for its employees, as well as the specific opportunities and responsibilities that exist for you within our Township. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary. We will provide you with new pages that should be used to update your manual when that occurs.

A contractual relationship does not and will not exist by and between the Township and its employees as a result of this Manual.

As an employee of Granville Township, the importance of your contribution cannot be overstated. We are glad you have joined us and we hope you will find your work to be both challenging and rewarding.

The Board of Granville Township Trustees

*Trustee Bill Mason*

*Trustee Paul Jenks*

*Trustee Dan VanNess*



## **Article 1 - PREFACE, AMENDMENT OF RULES, AND OBJECTIVES**

### **1.1 How to use this document**

This document for employees of Granville Township serves two purposes:

- A. A summary of personnel policies and practices, benefits, responsibilities and opportunities available to you as an employee;
- B. An official document governing the personnel administration of all employees of the Township with references to the Ohio Revised Code and other administrative orders and resolutions.

All employees will be provided a copy, or access to a copy of this document. It is required each employee take time to go over this document and make sure they are aware of its contents and how it applies.

Employees may then wish to keep this document at work where they can refer to it as the need may arise. From time to time this document will be updated. It is recommended any changes received be immediately included in the employee's copy of the document to avoid any misunderstandings.

If an employee has a question or a problem regarding a specific policy, benefit, or practice, the discussion of it can be found by referring to the Table of Contents in the front of this document. These statements are written in a manner designed to apply generally to all full-time, part-time, intermittent, seasonal and volunteer employees. In some cases, an employee may want details or information which was not included in this document for the sake of brevity. Source documents can be made available to employees when requested. Additional references to specific job responsibilities and operating procedures may be contained in the separate "Standard Operating Procedures" document designed for various departments.

If there is a question regarding a written policy, it should first be directed to the Department Head and then, if necessary, to the Board of Trustees. If there should be, at any time, any conflict between the summary in this document and the law, the reference or law which is current at the time is the official statement.

Granville Township adheres to the policy of employment-at-will, with certain exceptions as provided by Ohio Revised Code 505.38 (see below), which permits the Township or the employee to terminate the employment relationship at any time, for any reason. Neither the policies contained in this Personnel Policy Manual, nor any other written or verbal communication by an official or Department Head, are intended to create a contract of employment or a warrant of benefits.

As provided in ORC 505.38, with the exception of reductions in force, non-probationary Fire Department personnel may only be terminated for just cause. Probationary Fire Department employees may be terminated for any reason during the probationary period without cause or prior notification.

## 1.2 Definitions

- **Active Pay Status** - includes time on duty, vacation leave, sick leave, compensatory time, training time, trade time, holidays, jury duty and funeral/bereavement 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 are the companion authority to dismiss, promote and other normal activities.
- **Department Head** - the highest ranking supervisor in each department who reports directly to the Board of Trustees, including the Road District Superintendent and Fire Chief.
- **Discipline** - an action taken by the Township Trustees or a Department Head 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 who do not receive either pay or compensatory time in lieu of overtime pay.
- **Employer** - the Board of Granville Township Trustees or the designee of the Board of Trustees specifically authorized to make policy decisions on their behalf.
- **Full Time Employee** - an employee who is regularly scheduled to work for at least 1,500 hours per year.
- **Grievance** - an action initiated by an employee concerning work rules, policies, or procedures.
- **Immediate Family for funeral leave purposes** - the immediate family of an employee for determination of use of funeral leave includes: the employee's spouse, children, parents, grandparents, brothers or sisters, mother-in-law, father in-law, son-in-law, daughter in-law, as well as any step-relationship thereof, or other person designated by the Board of Trustees.
- **Immediate Family for sick leave purposes** – the immediate family of an employee for determination of use of sick leave includes the employee's spouse and children or other dependents residing in the employee's household. The situation must require the employee's presence at home or at a health care provider.
- **Insurance dependent** – Full-time employees must consult the applicable insurance policy terms and conditions to determine who is eligible for dependency coverage under the Township's insurance coverages.

- **Intermittent Employee** - an employee who is not regularly scheduled to work more than 1,500 hours per year and does not have a regular schedule and is called in as needed.
- **Non-Exempt Employee** - employees who are covered by the Fair Labor Standards Act (FLSA) overtime provisions, and receive pay or compensatory time in lieu of overtime pay.
- **Part-Time Employee** - an employee who is regularly scheduled to work less than 1,500 hours per year.
- **Personnel Policies and Procedures** - the rules and regulations governing the day to day relationships between employer and employee, and which explain the responsibilities, 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 training period for the employee in order to ascertain their suitability for a position.
- **Safety Personnel** – Those members of the Fire Department performing EMS and/or fire related duties.
- **Seasonal or Temporary Employee** - an employee working for a brief period of time or on a specified project with a termination date.
- **Supervisor** - an individual who has been authorized by the Township Trustees to oversee and direct the work of subordinate employees on a daily basis. Includes Department Heads and Fire Department Officers.

### 1.3 The Legalities

It is the purpose of these Personnel Rules and Regulations to implement the provisions of the Ohio Revised Code and Township personnel resolutions by establishing written 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 or personnel resolutions. 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."

Amendments to these Personnel Rules and Regulations shall be made by the Board of Granville Township Trustees and provided to all affected employees.

The Board of Trustees is charged with applying the provisions of this Manual to provide for the orderly conduct of dealing effectively with the employees of the Township in order to serve its citizens efficiently.

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

Nothing contained in these personnel rules and regulation shall prohibit the promulgation of department work rules, standing orders, general orders, or other instructions either oral or written as long as none of the Township's policies are superseded by Department rules and regulations. However, when in conflict, Township policy shall prevail .

#### **1.4 Positions Covered**

All full-time, part-time, intermittent, and seasonal employees, as well as fire department volunteer members, of Granville Township shall be provided ready access to these Policies and Procedures at their department's primary offices. Printed or electronic copies of this Manual will be provided to each employee upon request.

It shall be the obligation of each employee to read and become familiar with these rules and sign a receipt acknowledging receipt or access to this Manual.

#### **1.5 Interpretation**

These policies are intended to cover most personnel issues and actions which may arise. Those not specifically covered shall be interpreted by the Board of Township Trustees. Such interpretations shall be in concert with the spirit and letter of this policy manual's stated Purpose.

#### **1.6 Delegation**

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

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

The Board of Township Trustees shall comply with all 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.

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

- a) 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;
- b) Establishing pay rates consistent with the principle of providing comparable pay for comparable work;
- c) Training employees, as needed, to assure high quality performance;
- d) Retaining employees on the basis of their satisfactory performance, correcting unsatisfactory performance and separating employees whose unsatisfactory performance cannot be corrected;
- e) Assuring appropriate treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, disability, race, color, age, national origin, citizenship, sex or religion;
- f) Assuring that employees are not subject to pressure to participate in partisan, political activities 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 Severability Clause**

If any sections of these policies and procedures are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

### **1.9 Repealer**

Any prior resolutions, memorandum, or other written documents in conflict with these policies and procedures, excepting existing contracts or legal agreements, are hereby repealed. All oral statements past, present, and future in conflict with these policies and procedures are invalid.

### **1.10 Appeal Process for Employee Concerns**

The following is the process for an employee to express dissatisfaction with a policy or application of a policy by the Township as it affects an employee.

It is the policy of the Board of Trustees for all employees have the right to appropriately voice their concerns. The Board of Trustees recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between management and employees. Such discussion protects both employee's and employer's rights. Accordingly, the Board of Trustees believes the following procedure will ensure appeals receive full consideration.

#### **1.10.1 Procedure**

a) Following discussions with their Department Head, if an employee believes a problem remains unresolved, the employee may submit an appeal in writing for consideration. An Appeal Report should be submitted to the Department Head and Chairman of the Board of Trustees. Upon reviewing the appeal, the Department Head should arrange a meeting with the employee within three (3) working days after receipt of the written appeal to discuss the appeal and return a decision within seven (7) days of the meeting. Normally, appeals will be resolved at this step of the recourse procedure.

b) An employee who disagrees with the result in procedure (a) may direct the appeal to the Board of Trustees. Such appeals are to be made in writing within three business days of receiving the answer provided by the Department Head. The Board of Trustees will review the appeal with the Township Fiscal Officer and the Department Head and schedule a meeting with the employee within seven (7) business days of receiving the appeal. The Board of Trustees shall have final authority in all such appeals. All other means should be exhausted prior to bringing an appeal to the Board of Trustees.

#### **1.10.2 Right to Counsel**

The employee may be represented by legal counsel at his/her own expense at any of the steps, with the exception of the initial step.

#### **1.10.3 The Appeal Report**

Appeals should be in writing in order to:

- (a) Reduce the possibility of conflicting decisions.
- (b) Reduce the number of disagreements over facts.
- (c) Reduce the number of unfounded grievances.
- (d) Aid record keeping and appeal analysis.

The Appeal Report is used by the employee to report and describe an appeal. The report should be completed with copies for the employee, the employee's personnel file, Department Head and the Chairman of the Board of Trustees. It must be completed in full, dated and signed by the employee and presented to the Department Head who will distribute the copies. It is to be used only after a meeting and discussion with the Department Head.

### **1.11 Management Rights**

Any employee may be transferred between shifts or from one department to another by the Trustees, provided the type of work is similar in nature. Transfers may be either temporary or permanent in order to meet the needs of the Township. Transfers may also be made at the request of the employee in order to provide the employee with new supervision and experience. The Trustees reserve the right and authority to administer the business of the Township, direct its operations, and promulgate rules and regulations and to otherwise exercise the prerogatives of management, more particularly including:

- (a) to manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, demote, discharge or discipline, and to maintain order among employees;
- (b) to manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;
- (c) to determine the Township's goals, objectives, programs, services and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;
- (d) to determine the size and composition of the work force and the employer's organizational structure, including the right to relieve employees from duty by layoff or job abolishment;
- (e) to determine the hours of work and work schedules and to establish the necessary work rules for all employees;
- (f) to determine when a job vacancy exists, what duties are to be included in all job classifications, and what standards of quality and performance are to be maintained;
- (g) to maintain the security of records and other pertinent information
- (h) to determine and implement necessary actions in emergency situations.

### **1.12 Employment-at-Will**

Granville Township adheres to the policy of employment-at-will as defined in ORC 511.10.

As provided in ORC 505.38, except for a reduction in force, non-probationary Fire Department personnel may only be terminated for just cause. Probationary Fire Department employees may be terminated for any reason during the probationary period without cause or prior notification.

### **1.13 Notice**

The Granville Township Board of Trustees, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time. No one other than the Board of Trustees may alter or modify any of the policies in this document. No statement or promise by an individual elected official or by a Supervisor or Department Head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

## **Article 2 – Employer Expectations**

The Township Trustees expect employees to comply with all aspects of the Ohio Revised Code and Township policies. Violation of Township policies may result in discipline up to and including termination.

### **2.1.1 Attendance Policy**

Granville Township provides service to its constituents in emergency and severe weather situations. The Township expects employees to work when scheduled, including emergency situations and to report for work on time and to remain at work as scheduled without leaving early. From time to time, employees may be required to work mandatory overtime to meet minimum required staffing within the fire department.

### **2.1.2 Emergency Call in Situations—Roads Department**

*The Department Head may designate on call situations such as predicted snow, ice, high winds etc. Employees so designated are to make themselves available within one hour by being available by telephone and not consuming any alcohol for eight hours prior to reporting for duty and not test above .04 BAC.*

### **2.1.3 Emergency Call in Situations – Public Safety Personnel**

To ensure adequate emergency services staffing, full time Fire Department personnel are subject to mandatory call back at any time as deemed necessary by the Fire Chief and not consume any alcohol for eight hours prior to reporting for duty and not test above .04 BAC.

## **2.2 Ohio Ethics Law**

The Ohio Ethics Law applies to all Township officials and employees. The Township will endeavor to provide an emailed copy of the Ohio Ethics Law to all officials and employees within 15 days after they begin service to the Township. Should this information not be received the employee is to contact the Township's Fiscal Officer in order to obtain same.

No Township official 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 official or employee may take any action to employ their spouses, parents, grandparents, children, grandchildren, brothers, or sisters and any relatives who live with the official or employee. No Township official or employees may take any official action on matters that will result in a benefit to themselves, their family members, or their business associates.

All Township officials and employees shall otherwise be subject to, and comply with, all Ethics Laws of the State.

## **2.3 Appointment of Relatives**

Granville Township discourages the employment of individuals who have relatives who are employees of Granville Township. Township Trustees will consult policies of the Ohio Ethics Commission and ORC # 2921.42, 2921.43 and 102.03D&E at such time the employment of a relative arises. The Board reserves the right to make decisions concerning the hiring of relatives on a case by case basis.

## **2.4 Acceptance of Gifts and Gratuities**

Employees may not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom they have official relationships or that do 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 (ie; food, baked goods and unsolicited meal discounts). 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 or other financial relationship by an employee from a financial institution doing business with the Township does not constitute a conflict of interest as long as the relationship is on substantially the same terms and conditions as any other financial institution customer would receive under similar circumstances.

### **2.5 Public Interaction and Workplace Behavior**

Employees shall be held accountable for their personal appearance; having a friendly, courteous, and helpful attitude toward the public; being loyal to the Township; and their willingness to cooperate with their superiors and fellow employees. Improper language towards co-workers or constituents will not be tolerated.

Employees 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.

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 represents 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.

### **2.6 Bonds**

Township officials and certain employees are required to post bonds, paid for by the Township. The inability to obtain such a bond may be grounds for not being appointed to a position.

### **2.7 Safety**

Granville Township intends to make everyone's job safe in all respects and requires employees to report any hazardous conditions at once to their immediate Supervisor, Department Head 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 proper and safest way to do your job. Never hesitate to ask questions about situations which are unfamiliar to you.
- (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 and eliminate slip and tripping hazards.
- (E) Always work at a safe speed and maintain safe footing.
- (F) Do not engage in horseplay and dangerous practical jokes.
- (G) Report any unsafe conditions to your supervisor and co-workers. Make suggestions when you feel they will improve the safety or performance of an operation.
- (H) If you are injured, report promptly for medical treatment. Even minor injuries can become a serious problem if not properly treated.
- (I) *Learn first aid. Encourage your fellow employees 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.



- (K) Wear appropriate personal protective equipment where required.
- (L) *Granville Township provides both safety protective equipment such as hard hats, safety glasses, gloves and steel toed shoes which must be worn in the appropriate situations and circumstances and uniforms. These items are for use during work hours and may only be worn during travel to and from work and must not be used for personal use.*
- (M) Granville Township provides uniforms and personal protective equipment, including structural firefighting gear, helmets, hearing and eye protection and SCBAs. This equipment is for use while on duty. Uniforms may be worn during travel to and from work and may not be used for personal use. On call firefighters/EMTs may wear Fire Department clothing while off duty.
- (N) The use of seat belts is mandatory for operators and passengers in Township vehicles except when necessary for EMS personnel who are providing medical care to a patient during transport to a medical facility.
- (O) Employees and volunteers may not purchase or consume alcohol in public while wearing clothing with Township logos.

## 2.8 Harassment

Granville Township will provide a work environment free from harassment due to race, color, religion, creed, gender, disability, age or national origin. Harassment of employees in the work place is unacceptable and will not be tolerated.

Sexual harassment is a specific type of harassment that is based on gender. It 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; display of suggestive pictures; physical contact such as patting, hugging, 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.

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.

If comfortable in doing so, an employee who is the recipient of offensive conduct should politely, clearly and firmly tell the person engaging in the offensive conduct to cease such conduct. If the conduct is repeated or should the employee feel uncomfortable having such a discussion, the employee should immediately report the facts in writing, to their Department Head, who will also notify the Board of Trustees. The employee's complaint will be promptly and discreetly 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 may include discipline up to and including termination.

## **2.9 Drug and Alcohol Free Workplace**

The Board of Granville Township Trustees recognizes the adverse effects that the use of illicit drugs and abuse of alcohol can have on our employees, delivery of township services and the organization as a whole. It is Granville Township's obligation and right to maintain a safe, healthy and efficient work environment. The Township's Drug-Free Workplace Program has been established to be a benefit for our employees and the public, as well as to protect Granville Township's property, operations, productivity and public image.

Under this program, the Township Trustees expect their employees to work free from the influence of illicit drugs and alcohol. They also expect their employees to refrain from other involvement with drugs or alcohol in a manner which compromises the employee's or Township's safety, security, productivity, public image or otherwise violates this program.

In addition this program reaffirms the Trustee's commitment to the treatment of drug and/or alcohol-related problems. Granville Township strongly encourages employees who have a drug and/or alcohol-related problem to voluntarily seek confidential assistance through community resources, Granville Township's designated Employee Assistance Program (EAP) or another appropriate program.

Further, in addition to meeting the legal requirements of the state of Ohio [note when working or traveling in a state other than Ohio, there may be adjustments to applicable rules and practices of this program], through implementation of this Program, Granville Township also seeks to comply with the requirements of the Drug-Free Workplace Act of 1988, the U.S. Department of Transportation's (DOT) controlled substance and alcohol testing regulations and the Ohio Bureau of Workers' Compensation's (OBWC) Drug-Free Workplace Program.

See Appendix B for a more detailed synopsis the Township's Drug-Free Work-place Policy.

## **2.10 Computer Usage**

Employees are responsible for the effective and efficient use of Township computer hardware and software in their charge. The capabilities provided by this equipment and software are intended to be used primarily for Township activities. Misuse of the computer hardware and/or software, including installation of non-Township approved software, is a violation of Township policy and may result in disciplinary action and/or constitute a criminal offense.

Employees shall not use Township computers to access inappropriate websites, including those containing sexual content, graphic violence, or any other site which could be perceived as inappropriate or offensive by a member of the public or a co-worker. During breaks and non-working hours, personnel may use Township computers for limited personal use, including news, weather and career related sites. Such approved personal use shall not interfere with the employee's work performance, and will be closely monitored by Department Supervisors.

Employees who violate any of the policies defined herein may be subject to the appropriate criminal, civil, and/or other disciplinary action, up to and including removal from employment.

The Township Trustees reserve the right to review any information on the Township's computer systems to determine if there have been any breaches of security, violations of policy, infringement of software copyrights or misuse of Township resources.

## **2.11 E-Mail Policy**

State law and Township policy prohibit employees from using Township resources for personal purposes. Examples of inappropriate use of the Township's e-mail system include: political activities, attempting to sell a car, or conducting a chain letter. Personal use of e-mail, other than incidental and occasional use will be considered a violation of the Township's e-mail.

Employees should understand because the Township's e-mails are created, sent and/or received through Township resources, there is no right to privacy concerning e-mail messages. The contents of e-mails may be disclosed by the Township without permission of the employee.

Personal use may never include visiting sites or receiving materials related to gambling, pornography, or any other illegal activity or the conduct of a business.

### **2.11.1 Retention of E-mails**

Depending upon the content e-mail messages received or sent from the Township's email system may be considered to be a public record. E-mails which are deemed to be public records shall not be destroyed except in accordance with the Township's records retention schedule. Employees are referred to the Township's public records policy for the appropriate handling of e-mails.

## **2.12 Use of Township Equipment**

It is strictly prohibited to use Township equipment (including but not limited to vehicles, tools, uniforms, and supplies) for personal use, except where specifically permitted in other sections of this manual.

### **2.12.1 Cellular Telephones**

Certain employees and officials of Granville Township are assigned cellular telephones for use on Township business. Cell phones are to be used mostly for business related purposes. It is recognized it may be necessary to use Township cell phones occasionally for local personal use, but this should be the exception rather than the rule. Any use of a Township cell phone causing costs of the cell phone plan to exceed that approved by the Township shall be paid by the employee.

### **2.12.2 Removal of Equipment from Township Premises**

In general, no Township tools or equipment shall be removed from Township property for personal use. If a particular tool or piece of equipment is thought to be needed off premises for a detail that could be considered personal use, the Department Head shall be consulted to determine whether the use of such equipment is to be permitted as a proper public use of equipment.

### **2.12.3 Use of Equipment on Township Property**

Township owned tools and equipment are intended to be used for public purposes. Generally, employees and members shall not use tools and equipment for their personal use. Use of tools and equipment to support Township operations would be considered an approved use of such equipment. For example, using Township tools to install lights and sirens on a Volunteer's personal vehicle would be considered acceptable.

### **2.12.4 Lending of Equipment**

Any lending of Township equipment to members of the public or other governmental entities must be approved by the Department Head. Equipment will be loaned only for public purposes.

All approved equipment loans will be carefully logged to ensure return of such equipment in a timely fashion.

### **2.12.5 Commute Policy and Use of Township Vehicles**

All employees who are required to drive as part of their duties shall maintain an appropriate, job related license and shall obey all traffic safety laws. Any suspension or revocation of an employee's driver's license must be reported to the supervisor immediately. Employees are discouraged from using cell phones or engaging in other distracting behavior while driving moving Township vehicles. Any vehicles while responding to emergencies shall comply with provisions of the O.R.C. and shall be operated with due regard for the safety of persons using the streets and highways.

Township vehicles and other motorized Township equipment shall not be used for personal gain or personal business. An exception shall be made for the Department Heads within Central Ohio assuring the Department Heads has maximum availability and resources to mitigate emergencies and situations that may arise. The Fire Chief may drive the vehicle assigned while off duty within Central Ohio as long as he is willing and prepared to respond to emergencies requiring his presence. Use of the Township vehicle is not intended for the transportation of family members, except as provided for above, and shall be available to the Officer in Charge when the Chief is on vacation or out of Central Ohio.

### **2.13 Care of Township Equipment**

Various pieces of Granville Township equipment or property are entrusted to each employee to perform work assigned to them. Township employees are expected to use proper care when using the Township's property and equipment. Damage to Township equipment must be reported to the Supervisor, by the close of the day when the damage occurs, by the equipment operator or any other employee who has knowledge of the incident.

Employees shall immediately report any equipment in need of repair, servicing or cleaning, to their Supervisor.

### **2.14 Public Records**

See Appendix A for a copy of Granville Township's Public Records Policy.

### **2.15 Political Activity**

#### **2.15.1 Permitted**

Employees may join or affiliate with civic organizations of a partisan or political nature, give financial contributions to political candidates and organizations, attend political meetings, and advocate or support the principles or policies of civic or political organizations.

#### **2.15.2 Employees May Not While on Duty**

- (A) Use official authority or influence for the purpose of interfering with an election or nomination to office, or affecting the results thereof; or
- (B) Directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his or her salary or compensation or anything of value to any party or committee, organization, agency, or person for political purposes; or
- (C) Become a candidate for any political or appointed office exclusive to the Township (e.g., Office of Trustee or Fiscal Officer); (Volunteers are exempt from 2.15.2 C) or

- (D) Take any action, including an active part in a political campaign, which will place the Township in a partisan position, and interfere with the employee's ability to perform the duties of their position.
- (E) Circulate official nominating petitions for any candidate, or campaign by writing for publications, by distributing political material or by making speeches on behalf of (or against) a candidate for elective office.
- (F) Solicit the sale of or selling political party tickets (e.g. raffles or special functions).

### **2.16 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 Supervisor for review to ensure no conflict of interest is involved.

### **2.17 Smoking in the Workplace**

Our Township is committed to providing a safe and healthy environment for employees and visitors. In accordance with ORC Section 3794, smoking is prohibited in any Township facility or in any Township vehicle.

### **2.18 Firearms in the Workplace**

The Township's policy on firearms in the workplace is in accordance with the Ohio Revised Code. The Township prohibits deadly weapons or dangerous ordinance from being brought into the workplace. The workplace is defined as property owned or leased by the Township including vehicles used for Township business. Violation of this policy may result in discipline up to and including termination.

### **2.19 Social Media**

For the purpose of this policy, social media shall be understood to include any website or forum that allows for open communication on the Internet including, but not limited to: Social Networking sites (LinkedIn, Facebook), Micro-blogging Sites (Twitter), Blogs (including Township and personal blogs), Online Encyclopedias (Wikipedial), and Video and photo-sharing websites (YouTube, Flickr).

Employees should think carefully before posting online, because most online social platforms are open for all to see. Before posting anything, employees should make sure whatever appears online is consistent with the image the Township portrays to businesses, vendors, residents or citizens. If employees have any doubt what to post online, it is better not to post.

If employees choose to post online, they must speak as individuals and should not refer to the Township. Employees should identify themselves using the first person singular. Any online activity relating to or impacting the Township should be accompanied by a disclaimer such as: "The views expressed on this site are my own and not those of Granville Township."

Where applicable law permits, the Township reserves the right to monitor employee use of any social media, and to take appropriate actions to prevent any misuse or misconduct that may be harmful to the Township's reputation or to the Township's relationship with businesses, vendors, residents or citizens. This may include asking employees to take down certain postings or disciplining an employee when appropriate.

Employees cannot display Township logo or attempt to represent the Township without obtaining explicit approval from the Trustees and their Supervisor. Any online behavior should

be consistent with the Township's Code of Ethics. Employees should post only accurate information, and conduct themselves in a professional manner at all times in online activity.

The release of information related to the Township is the sole responsibility of the Trustees, the Fiscal Officer and the Supervisory Staff. No inappropriate or offensive website use is permitted. There shall be no postings on personal social media sites to discuss, describe, depict, report or share information or images pertaining to the Township.

At the sole discretion of supervisory staff and/Trustees, postings on specific Township sponsored social media sites are permitted. Only for Township related documentary purposes shall pictures, video, or audio be taken of any Township sensitive information with personal electronic devices. Documentary information or images are the property of the Township. Employees can be legally liable for what is posted or written on line. The Township also reserves the right to discipline employees, up to and including termination, for any commentary, content or images that are pornographic, harassing, libelous or for anything that creates a hostile work environment.

## **Article 3 – Employee Benefits and Leave**

### **3A. Employee Benefits**

#### **3A.1 Ohio Public Employees Pension Plan (OPERS)/Ohio Police and Fire Pension Fund (OP&FPF)**

Township employees must contribute a statutorily required percentage of their pay as their share of the contribution to *OPERS* or OP&FPF. Granville Township participates in a “salary reduction” program whereby all employee contributions are deducted on a pre-tax basis for federal, state income and Ohio school district income tax purposes. Future withdrawals from *OPERS* and OP&FPF of amounts withheld in this manner are fully taxable to the recipient.

Granville Township pays a required percentage of each employee’s pay as the employer’s share of the contribution to *OPERS* and OP&FPF for the benefit of its employees.

Employees participating in *OPERS* and OP&FPF are not required to contribute to Social Security. However, Fire Department employees other than full-time who are not eligible for OP&FPF, must contribute to Social Security.

#### **3A.2 Social Security**

In accordance with the Ohio Revised Code certain Fire Department employees may not qualify for participation in OP&FPF. After January 1, 1992 any employees who do not participate in either *OPERS* or OP&FPF must be in Social Security. The statutorily required Social Security amount, which is matched by the Township, is withheld from their pay.

#### **3A.3 Medicare**

All employees hired after April 1, 1986 must contribute the statutory required percentage of their wages for Hospital Insurance Tax (Medicare) as required by the Federal government. This contribution is matched by the Township.

#### **3A.4 Insurance**

All elected officials (as provided by ORC) and regular full-time employees of Granville Township are covered by policies described below for employees of the Township, unless the

employee chooses not to accept the coverage because of coverage under another policy. The group medical, dental and vision policies also provide coverage for dependents of these full-time employees as defined by the insurance carrier. Coverage date information is available by reviewing the applicable plan document provided to full-time employees, or available in their Department Office or from the Office of the Fiscal Officer.

#### **3A.4a Medical Insurance**

Medical coverage is offered to elected officials (as provided by ORC) and full-time employees and their families with a significant portion of the premium paid for by the Township. There is an employee contribution toward the cost of the premium which is established by the Township Trustees at the beginning of each year. Employees must enroll or opt out during the first 30 days of their starting date. Employees may also enroll or opt-out during the annual open enrollment period. See Plan Document for other applicable dates.

In addition, the Township has established a Health Reimburse Account Program for use in reimbursing covered elected officials and full-time employees for a portion of the high deductible pertaining to medical insurance. See the Township Fiscal Officer for details and the mechanics to use this program.

#### **3A.4b Dental and Vision Coverage**

Dental and vision coverage is offered to elected officials (as provided by ORC) and full-time employees and their families with a significant portion of the premium paid for by the Township. There is an employee contribution toward the cost of the premium which is established by the Township Trustees at the beginning of each year. Enrollment must be done within 30 days of eligibility in order to receive benefits. See Plan Document for other applicable dates

#### **3A.4c Payment instead of Coverage for Medical, Dental or Vision Insurance**

In December employees may chose not to enroll in the Township's medical plan for the next twelve months if they provide satisfactory proof of coverage from another source, as in accordance with Ohio Revised Code Section 505.603. With satisfactory proof of alternative coverage after the end of each twelve month period, the Township will reimburse employees choosing to not accept Township-provided coverage, for 10% of the annual premium which would have been paid by the Township, up to a maximum of \$1,000. After the end of each twelve month period, employees may forego participation in the dental and/or vision plans without proof of alternative coverage for an annual payment of \$100 for each plan. Payment calculation will be prorated as a percentage of the year should the employee be partially covered during the period under the Township's medical and/or dental insurance.

Under certain circumstances the employee may reapply for coverage under the Township's policy other than at the time of initial employment or subsequent annual open enrollment dates.

#### **3A.4d COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows individuals whose full-time employment has ended with Granville Township, whether by resignation or termination, to elect to maintain certain of their insurance coverage's for a limited period of time at 100% of the cost plus a 2% administrative fee.

#### **3A.4e Term Life Insurance**

The Township provides group term life insurance for full-time employees.

#### **3A.4f Disability Benefits**

Under regulations issued by *OPERS* and OP&FPP pension funds, employees who are participants in those pension funds are covered by a disability benefit.

In addition, public safety employees (including Full-time, intermittent and volunteer participants) are covered by a disability policy. See the Township Fiscal Officer for terms and condition of this policy.

#### **3A.4g Optional AFLAC Insurance**

Employees may participate in 100% employee paid premiums for various AFLAC insurance coverages. These premiums will be payroll withheld and may be taken out on a pre or post-tax basis depending on the AFLAC coverages selected by the employee.

#### **3A.4h Pre-tax payment of employee insurance premiums**

The Township has established a Section 125 Plan which permits the withholding of employee paid portions of premiums on a pre-tax basis for federal, state and Ohio school district income tax purposes. Amounts withheld under such a plan are still included as earnable salary for *OPERS* and OP&FPP purposes.

#### **3A.4i Flexible Spending Account**

The Township provides full-time employees the option to establish a Flexible Spending Account in December of each year for use in the following calendar year. Employees choosing to do so contribute a pre-tax amount from each pay throughout the year to cover the cost of IRS approved health care and/or dependent care expenditures.

#### **3A.5 Employee Assistance Program**

The Township has purchased a service which provides for confidential counseling sessions for all employees and their dependent family members at no cost to the employee. The kind of problems handled by the EAP can include: job stress or performance problems at work or school; problematic work relationships with peers or supervisors; interpersonal difficulties; marital or relationship concerns; parenting issues or family problems; alcohol or drug abuse; symptoms of depression and anxiety.

The service is available 24 hours a day, seven days a week for all employees of the Township and not limited to only our full-time personnel. It is conducted by trained, licensed, behavioral health professionals. Employees do not need to notify the Township if they or a family member has contacted the EAP service. Sometimes if a problem is affecting job performance, a Supervisor may suggest an employee contact the EAP service. However, use of the service is voluntary and no information about the employee or the problem is released by the provider without the employee's consent.

Contact information is available on the Employment/Benefits Information and Official Notices Bulletin Board.

#### **3A.6 Transitional Work Program**

The Transitional Work Program (TWP) is designed to minimize time lost from work due to an on the job injury and to ease the employee's transition back to regular work. Employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the TWP which is coordinated by the Township Fiscal Officer in conjunction with your supervisor. The TWP will apply only to those circumstances resulting from on-the-job injuries eligible for participation



in workers' compensation. Participation by an injured employee in the TWP is at the sole discretion of the Township.

The employee will be assigned to regular work areas, depending on the scope of their restrictions. Employees in the TWP will be paid their same rate of pay while participating in the program. An employee will be accommodated for up to 90 days. The 90-day period will begin with the date of medical release to work and will end upon the removal of the restrictions or the end of the 90 days, whichever ever comes first. Continuation of transitional work beyond 90 days will be considered on a case by case basis.

### **3A.7 Workers' Compensation**

All Township employees are protected at Township expense under the Ohio Workers' Compensation Program. From this fund, medical expenses are covered for workers who are injured or incur 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 may be made to them after they complete an initial waiting period.

#### **3A.7.1 Notification of Injury**

When an employee is injured on the job, no matter how minor the injury may seem, it should be reported at once to the Supervisor. 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) calendar days following the injury. Failure to report an injury may preclude approval by the Bureau of Workers' Compensation (BWC) and can result in disciplinary action against the employee for failure to comply.

Immediate emergency treatment at the time of a work related injury may be at any medical facility with any medical provider. In accordance with Bureau of Workers' Compensation requirements follow up treatment must be at a medical facility or physician that participates in the BWC program. Failure to use a BWC enrolled medical provider or facility may result in the employee becoming personally responsible for payment of any bills.

In each case of injury on the job, it is the responsibility of the Board of Trustees or their designee to establish the validity of the claim. This includes a determination the injury was actually sustained in the performance of the employee's duties. Should it be determined the injury did not occur on the job, the facts of the case should be reported in writing to the Board of Trustees.

**When there is reasonable suspicion that an injury was caused by the injured employee's impairment due to alcohol or drug use the employee may be required to undergo a drug and/or alcohol screening. In accordance with BWC policies, a positive result for drug and/or alcohol use may preclude the employee from receiving worker's compensation benefits.**

### **3A.8 Unemployment Compensation**

Under certain circumstances, employees of the Township are eligible to participate in Ohio's unemployment compensation program.

### **3A.9 Deferred Compensation Program**

Qualified employees are able to participate in an optional Deferred Compensation Program, as regulated by the Internal Revenue Service and Ohio Revised Code. Deferred Compensation contributions are withheld on a pre-tax basis for federal, state and Ohio school district income

tax purposes and is not excluded for purposes of calculating retirement contributions per O.R.C 148.061.

### **3A.10 Commercial Driver's License (CDL)**

- a. The Township will pay the state license fee for employees required by their job description to have a CDL.
- b. Employees with CDL's are required to participate in random drug screening (not required when an employee voluntarily holds a CDL which is not required for the position assigned).
- c. Employees with CDL's are further required to follow all licensing requirements of the State of Ohio.

### **3A.11 Direct Deposit of Payroll:**

All employees shall be paid by direct deposit to a checking or savings account of the employee's choosing. Applicable account number and financial institution transit routing number must be provided in writing along with a copy of a bank document displaying those numbers to the Township Fiscal Officer. Accounts to which payroll is being deposited should not be closed without providing new account information to the Township Fiscal Officer at least two payroll periods in advance of the change. Employees who are unable to provide an account number are exempt from direct deposit provisions.

## **Article 3B Leave**

### **3B.1 General Policies**

Employees are required to be at work during the prescribed hours unless on authorized leave as set forth elsewhere in this policy manual. Should employees be unable to report for work, it will be incumbent upon the employee to report such inability, to their supervisor, prior to commencement of the regular work shift. Employees shall notify the supervisor as to when they will return to work.

#### **3B.1.1 Combining Paid Time Off/Leaves**

Employees who are on authorized leave may extend the leave, with permission of the supervisor, by combining two forms of leave. In any instance, after a type of leave has expired, unused vacation time will be used for any remaining compensated days away from work.

#### **3B.1.2 Unscheduled Absence from Work**

Employees who are going to be absent from work utilizing sick leave shall notify the supervisor by telephoning the appropriate Township telephone number at least one (1) hour prior to the start of the normally scheduled work period. Employees on sick leave will be expected to be at home or in medical care during and throughout the use of sick leave unless approved otherwise by a doctor. At the request of the Department Head or Trustee Chair or in the Chair's absence the Vice-Chair, employees absent three or more consecutive days may be required to provide a written notice from their doctor.

#### **3B.1.3 Special Periods – Severe Weather**

A Department Head may deny scheduled leave requests of any kind during emergency situations such as severe weather or to maintain minimum staffing levels for safety personnel. Severe weather is to be expected during winter months. All full-time employees are expected to be ready to report to work as requested by their Department Head.

**3B.2 Holiday Leave and Working on a Holiday—40 Hour Employees**

At the beginning of each year the Township Trustees shall establish the Township’s annual holiday schedule for 40 hour full-time employees who are in active pay status. When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday, it is observed on the following Monday. Township offices are closed on legal holidays as adopted by the Board of Trustees.

To be eligible for a paid holiday, the employee must be working or on a paid leave both before and after the holiday.

*The Township provides double time payment for time worked on the official day of the holiday and time and one-half for time worked on the observed Friday or Monday holiday day.*

**3B.2.1 Working on a Holiday - 56 Hour Firefighters**

All 56 hour firefighters shall be granted a bank of 80 hours of Holiday Time at the beginning of the calendar year. This Holiday Time will be issued as compensation for working holidays when the employee’s regularly scheduled shift falls on the Township’s annual holiday schedule. Holiday Time will be granted regardless of the number of holidays actually worked in a given year and will not be reduced by use of approved leave time on such holidays. 56 hour personnel may use Holiday Time as scheduled time off (as per Fire Department SOP), or they may request to have the unused balance of their annual Holiday Time paid out at their normal hourly rate at year end. When requested, unused Holiday Time will be paid with the first pay in December of each year. If a 56 hour employee leaves Township employment before the date of actual holidays for which Holiday Time has already been paid during the year, such amount shall be deducted from final pay.

**3B.2.2 Holiday During Leave – excluding 56 hour firefighters**

Employees will not be paid for holidays which occur during a leave of absence or time away due to a disciplinary action. If a holiday occurs during a period of sick leave, the employee will be regarded as having taken the holiday and will not be charged for sick leave. A holiday occurring while an employee is on vacation will be counted as a holiday and not as a vacation day.

**3B.2.3 Religious Holiday**

Special holidays of a religious nature may be allowed without pay or use of earned leave upon advance request of the individual employee. Requests submitted to the Department Head at least one month in advance will, as much as possible, be authorized and approved by the Trustees. Reasonable effort shall be made by the Department Head or Board of Trustees to accommodate requests submitted with less than one month notice.

**3B.3 Vacation Leave**

Full-time employees of the Township are eligible for vacation leave. The vacation accrual schedule is as follows:

	<u>40 Hour Employee</u>	<u>56 Hour Employee</u>
Less Than 6 years of service	80	120

Less than 11 years of service	120	168	
Less than 16 years of service		160	240
More than 16 years of service	200	268	

Part-time peak-time SAFER grant employees will earn 48 hours of vacation while working 1000 grant hours per year. They will accrue each payroll period .048 hours of vacation for each hour worked on the grant. Other hours worked during the pay period are not subject to vacation accrual.

Vacations are designed for employees to have time away from the job. A maximum of one year's accrual of unused vacation may be carried over to a subsequent year.

In accordance with the Ohio Revised Code, employees with previous full-time employment with another Ohio Township will be credited with documented service time for the purpose of earning vacation time at Granville Township.

### **3B.4 Military Leave**

Permanent employees of the Township, as defined by the Ohio Revised Code, shall be granted a leave of absence to perform service in the uniformed military services as required by federal and state law.

### **3B.5 Civil Leave – Jury Duty/Subpoenas**

An employee shall be given necessary time off with 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 performing emergency civilian duty in connection with national defense.

Employees must notify their Supervisor five days prior to jury duty or service date. Any compensation received while on civil leave must be paid to the Township for deposit. If employees choose to take vacation leave, they may keep the compensation.

If employees are involved in court on a personal case either as a plaintiff or as a defendant in a suit not resulting from their duties with the Township, they may be granted leave without pay unless the employee elects to use any available holiday, vacation or compensatory time.

### **3B.6 Injury Leave**

Injury leave is time away from work because the employee is temporarily unable to work due to an injury 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 at the sole discretion and determination of the Board of Trustees. An employee may request a review of any determination by the Trustees by submitting a written request to the Township Fiscal Officer within 10 days of any such determination. The employee shall be required, as a condition of eligibility for injury leave status to furnish the Trustees with information required by them to make such a determination.

### **3B.7 Funeral/Bereavement Leave**

*Full-time employees are permitted to use 24 hours (three - eight hour days)/full-time firefighters are permitted to use 24 hours (one 24 hour day) of funeral/bereavement leave whenever there is a death in the immediate family of an employee for determination of use of funeral leave includes: the employee's spouse, children, parents, grandparents, brothers or sisters, mother-in-*

law, father in-law, son-in-law, daughter in-law, as well as any step-relationship thereof, or other person designated by the Board of Trustees.

Leave of absence without pay is allowed for other funerals when approved by the employee's Supervisor.

Employees seeking to use funeral/bereavement leave are required to call their Supervisor as soon as the need for funeral/bereavement leave is known. Failure to do so will result in the employee being counted as absent without leave, thus no funeral/bereavement leave benefit will be paid, and the employee may be subject to further disciplinary action.

In order for leave to be paid, employees may be required to provide documentation to their Supervisor. This information may consist of either a letter from the funeral home or a newspaper obituary.

### **3B.8 Sick Leave**

Sick leave is time for which full-time employees are compensated at their regular rate of pay when absent due to illness, off-duty injury or another medically related reason, such as a doctor's appointment. *Full-time, 40 hour, Road District and Cemetery employees earn sick leave at a rate of one and a quarter (1.25) days for each full month employed by Granville Township. Fulltime firefighter 40 hour employees earn sick leave at a rate of seventeen (17) hours per month. 56 hour employees earn sick leave at a rate of twenty (20) hours per month.* Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence. *Sick leave can be accumulated up to a maximum of 100 working days (800 hours). Firefighter Sick leave can be accumulated up to a maximum of 1550 hours for 40 hour employees, and 2,000 hours for 56 hour employees.* The smallest increment of sick leave which may be used for any one absence is one hour.

Nothing in this section shall be construed as to required the Board of Trustees to approve the use of sick leave by an employee when the Board of Trustees is reasonably certain 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 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. Department Heads and 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, or if verification of the use of sick leave is required, a certificate stating the nature of the illness from a licensed physician may also be required.

Should the Board of Trustees determine 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 may approve leave without pay to employees in any situation where it is determined such action is in the best interest of the Township.

Intermittent, Seasonal employees and volunteer members do not earn sick leave benefits.

#### **3B.8.1 Reasons for Usage**

Sick leave may be used for absence due to temporary inability to work caused by illness, injury, pregnancy or for exposure to contagious or communicable disease which may be transmitted to fellow employees. Any such absence shall begin when the illness, injury or exposure is so severe as to prohibit an employee from attendance at work and shall cease when an employee is able to return to work. Sick leave may also be used for family emergency resulting from illness or injury to an employee's spouse, children or other dependents residing in the employee's household. The emergency must require the employee's presence at home or at a health care provider.

Although medical appointments are not encouraged during normal business hours, sick leave may be granted when employees provide their Supervisor with some form of documentation from an accredited physician or dentist office verifying an appointment.

### **3B.8.2 How to Call Off for use of Sick Leave**

Employees seeking to use sick leave should call their Department Head or Supervisor, as soon as possible, but at least one hour prior to their regular starting time. Failure to do so may result in the employee being counted as absent without leave - no sick leave benefit will be paid and the employee will be subject to disciplinary action.

### **3B.8.3 Documentation**

An employee absent due to illness or injury or exposure to contagious disease shall submit a request for sick leave or leave without pay. The form must state the starting and ending date as soon as practical for the leave as requested and the reason for the leave. The employee's signature is required to verify the employee is requesting sick leave for its intended purpose. Failure to submit the sick leave request form as required will result in the employee being determined to be on leave without pay and a deduction in the subsequent payroll period.

### **3B.9 Transferred Sick Leave – credit from prior public service:**

Granville Township accepts 100% of certified unused and unpaid sick leave earned, while employed by another Ohio Township, within the ten years immediately preceding the date of employment with Granville Township. Granville Township accepts up to a maximum of 250 hours of certified unused and unpaid sick leave earned, while employed by an Ohio municipality or the State of Ohio, within the ten years immediately preceding the date of employment. Prior sick leave earned while in the employment of another Ohio public employer, will be used for sick leave at Granville Township on a first in, first out basis, however any such unused transferred sick leave may not be used in calculation of payout at retirement from the Township.

### **3B.10 Redemption of Sick Leave at Retirement**

See explanation under Employee Retirement elsewhere in this manual.

### **3B.11 Leaves of Absence Without Pay (LAWP)**

A LAWP may be approved by the Board of Township Trustees under the following conditions:

- (a) Leave of absence may only be granted to regular, full-time employees who have successfully completed their probationary period.
- (b) The request for a leave of absence must be in writing from the employee outlining the reasons for the leave.
- (c) On any approved leave of absence, an employee shall pay the total premium cost for their insurances for the duration of the leave. This cost is to be paid in advance of the

- first month of the leave and prior to each month thereafter or the coverage will be terminated.
- (d) Failure to return from a leave of absence at the specified date will be considered as a resignation.
  - (e) All approved leaves of absence shall be confirmed in writing to the employee by the Chairman of Board of Trustees or the Chairman's designee with a copy to be put in the employee's file.
  - (f) Vacation and sick leave do not accrue during an unpaid leave of absence.
  - (g) Re-employment, if applicable, should be part, or the condition of, the leave of absence. If not, the employee is subject to the availability of employment at the time of their requested return. Employees returning from military service are subject to the Veterans Re-employment Rights Act.
  - (h) Examples of reasons for leaves of absence without pay are:
    - (1) Medical: Time away from the job because of accident or illness not covered by sick leave.
    - (2) Self improvement: Schooling
    - (3) Personal: Time needed to handle personal problems.
  - (i) A LAWP will generally be limited to a maximum of 90 days. LAWP's beyond 90 days may be granted by the Board of Trustees on a case by case basis.
  - (j) LAWP's will not be granted for the purpose of engaging in or exploring alternative employment.
  - (k) During a LAWP, accrual of service time in *OPERS* and OP&FPP will be suspended.

### **3B.12 Administrative Leaves of Absence With Pay(ALAWP)**

An ALAWP for full-time employees may be initiated by a Department Head, with the written approval of their respective liaison Trustee. This action, which will be in writing for the employee, is not disciplinary in nature and may precede other forms of discipline during investigation of charges. Full-time employees who have completed probation as well as those full-time employees currently in probationary status may be placed on ALAWP. Employees may not request an ALAWP. Such leaves shall be for a specific period of time, which may be extended by the Department Head with approval of their respective liaison Trustee, to be approved by the remainder of Trustees at their next available meeting.

Examples of when an ALAWP could be used are:

- Pending serious criminal charges including major misdemeanors and felonies (prior to conviction).
- Charges or actions which could result in loss of professional certifications or driving privileges (pending charges and conviction)
- Gross professional misconduct (during internal investigation of the charges)
- Egregious personal conduct which would be grounds for suspension or dismissal (during the investigation phase).

If an employee has been placed on ALAWP, they:

- May be banned from Township property. As an alternative, if Department Head deems appropriate, the employee may be assigned a "desk job" under close supervision of the Department Head, without public contact.
- May not be in uniform.
- Shall report to their Department Head daily by telephone.
- Shall immediately report any changes in circumstances or provide additional relevant information to their Department Head.

- Employee leave entries will continue to accrue and all applicable fringe benefits shall continue in force.

When permitted by the Township, failure to return from an ALAWP will be considered to be a voluntary resignation from employment with the Township.

### **3B.13 Unauthorized Leave**

Any unauthorized absence from duty may result in disciplinary action up to and including termination.

### **3B.14 Trade Time – 56 Hour Firefighters**

Full time firefighters will be permitted to trade time with personnel of equal qualifications. Trades less than 8 hours will be handled between employees. Personnel trading for more than 8 hours will complete the appropriate Department form. All trades are to be repaid within a reasonable amount of time. Any misuse of trade time, or failure to repay trades in a reasonable time period may result in the suspension of trade privileges for that employee, as determined by the Fire Chief.

### **3B.15 Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act of 1993, as amended, allows “eligible” employees of Granville Township to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months, because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, because the employee's own serious health condition makes the employee unable to perform the functions of his or her job, or because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. In addition, “eligible” employees of Granville Township may take job-protected, unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 26 workweeks in a “single 12-month period” to care for a covered service member with a serious injury or illness. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

Be aware that Granville Township employees may not be considered “eligible” employees for purposes of FMLA, now or in the future.

Eligibility shall be determined at the time the employee gives notice of the need for leave. To be eligible, employees of Granville Township must meet all of the requirements of eligibility under FMLA, including the requirement that the Township employ 50 employees at the worksite or within 75 miles.

Employees requesting leave under the FMLA shall request such leave seven days in advance, or in the event of an emergency, as soon as possible.

### **3B.16 Leave Accruals for Vacation and Sick Leave**

Leave accruals for vacation and sick leave will be based upon time worked which includes the use of hours of vacation, sick leave, compensatory time, trade time and other forms of approved leave. Leave accruals are not earned following the last day of employment or when on leave without pay.



## **Article 4 - Employee Probation and Evaluation system**

### **4.1 Probation**

#### **4.1.1 Probationary Period**

Upon appointment by the Board of Trustees, appointees shall serve a minimum probationary period of twelve (12) months. The probation period is a time when the employee is trained and oriented and receives more frequent evaluations and feedback. It is a time for both the employee and the employer to assess whether employment with the Township is a good fit.

In accordance with the Ohio Revised Code while non-probationary Fire Department personnel may only be terminated for just cause those individuals in a probationary capacity may be terminated for any reason during the probationary period without cause or prior notification.

The probationary period may be extended a maximum of one (1) additional year.

#### **4.1.2 Probationary Period Following Promotion**

Whenever an employee is promoted, they immediately begin a new probationary period of the same length as would be served by an employee in an original appointment.

However, if during an employee's probationary period following promotion they are found to be unsatisfactory for that position, they may be reduced to the position which they held prior to promotion. If this action occurs their rate of compensation shall be adjusted accordingly. If an employee is demoted during their probationary period following promotion, this action will complete the probationary period.

### **4.2 Evaluations**

Employees will be evaluated at least quarterly during their probationary period and upon completion of the probationary period and, from that time further, at least once at the end of each calendar year. Such evaluation will be made in writing and carried out by the employee's Supervisor. All such evaluations shall be shown to the employee being rated and discussed thoroughly with the employee. After discussion and signature by the employee the evaluation shall be placed permanently in their personnel file maintained by the Township Fiscal Officer. See Appendix C for sample of the evaluation form.

Evaluations may be considered in determining the promotion, demotion or dismissal of an employee. Substandard performance ratings may be grounds for withholding scheduled step raises. Such evaluations shall be available for review by the employee who is rated. Performance ratings shall be completed by the employee's department head and reviewed by the Township Trustees.

## **Article 5 – Compensation**

### **5.1 Wage Scale**

An effort is made by the Township Trustees to maintain a market based wage or salary range for each position and an appropriate relationship between the ranges for different positions. The pay

scale for each position is determined at the sole discretion of the Trustees. In determining an appropriate wage or salary range for a job, the Township Trustees generally considers the following factors:

1. Decision making responsibility required by the position
2. Amount of responsibility
3. Physical effort
4. Skills and abilities required of the employee
5. Working conditions
6. Any other considerations deemed important by the Township Trustees to be relevant to the position under consideration

## **5.2 Wage Increases**

Wage increases provide recognition of improved employee value to the Township. Such increases will be based upon the wage ranges established by the Township Trustees, years of employment and satisfactory job performance as reflected in the employee's evaluation.

## **5.3 Work Week for Full-time Employees**

*The standard work period for full-time employees shall be forty (40) hours per week, eight (8) hours per day, five (5) days per week. However, certain departments will have work periods and schedules which may vary to accommodate the Township's operating needs. An example would be a summertime schedule of four (4) ten hour days in the Road District and Cemetery Departments. Employee's schedules are subject to their Department Head's approval.*

Most Fire Department fulltime employees are assigned to a work schedule which utilizes a 24 hour on duty shift, followed by a 48 hour time off period. This schedule works an average workweek of 56 hours. Some Fire Department personnel could be assigned to 40 hour work weeks as determined by the Fire Chief and/or the Trustee liaison for the Department.

## **5.4 Computation of Pay**

Hourly full-time, intermittent or seasonal employee's pay shall be computed by multiplying their hourly rate by the hours worked in bi-weekly pay period according to a schedule published annually by the Township Fiscal Officer. To provide for equalized payroll amounts for full-time Fire Department employees they are paid for an average 112 hour pay period. Upon completion of three pay FLSA totaling 12 weeks the total hours paid on average will equal the amount worked. Net pay will be disbursed to employees, via direct deposit, at intervals not to exceed every two weeks on days determined by the Township Fiscal Officer.

### **5.4.1 Out of Class Pay**

Personnel working "out of class" as an in-charge firefighter will be paid an hourly incentive of 10% of top firefighter hourly rate.

## **5.5 Overtime**

*Overtime will be paid to employees classified as non-exempt according to the federal Fair Labor Standards Act (FLSA) at a rate of one and one half times their calculated hourly rate for time worked beyond forty (40) hours in active pay status.*

As outlined in the Fair Labor Standards Act (FLSA), shift firefighting personnel are exempted from overtime up to 53 hours per week. Granville Township uses a 28 day FLSA calculation period for firefighter overtime. 56 hour employees will be paid overtime for all hours worked in excess of 212 (53 hours x 4 weeks) as per the FLSA standard for shift firefighters.

Other than regularly scheduled firefighter shift overtime and call-in for emergency responses, all overtime must be approved in advance by the employee's supervisor.

### **5.6 Pay Appropriations**

All salary increases are subject to availability of funds as determined by the Board of Trustees and the Township Fiscal Officer.

### **5.7 Compensatory Time (Comp Time)**

Full-time employees of Granville Township may take compensatory time (accrued at one-and-one-half hours for each hour of regular overtime worked, the periodic FLSA adjustment for overtime in the Fire Department may not be taken as compensatory time), instead of paid overtime in accordance with the following:

An employee entitled to receive worked overtime pay may, upon the approval of the Department Head and in lieu of overtime pay, elect during the pay period in which such overtime was earned to receive compensatory time at the rate of one and one-half hours off for each and any such hour of overtime so worked, provided such compensatory time:

- (i) shall not accumulate to a total of more than 120 hours,
- (ii) shall not be used at a time which would cause undue disruption in the employee's department and only with the approval of the Department Head or Supervisor, and,
- (iii) may be purchased at any time by the Township at the employee's then present base hourly rate
- (iv) Use of compensatory time must be noted on the time sheet during the period in which it is taken.

#### **5.7.1 Compensatory Time - Salaried Employees**

Salaried employees are not eligible for compensatory time.

### **5.8 Longevity Pay**

Longevity pay will be paid to full-time employees with satisfactory performance evaluations, in the December following completion of five years of service with Granville Township. The initial payment is \$500 and increases \$100 per year for each additional satisfactory year of service. Payments will be made each December following the employee's anniversary.

### **5.9 Bonus Pay**

The Board of Granville Township Trustees may, at its sole discretion, grant the payment of bonuses.

### **5.10 Call in Pay for *Hourly* or Hourly Safety Employees**

*Hourly employees called in for emergency work will be paid for a minimum of three hours.*  
Safety employees called in for emergency response will be paid for actual hours worked.

### **5.11 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 requiring the Fiscal Officer make a deduction from the employee's paycheck to pay a debt. A claim may also include court ordered child support payments and an administrative fee may also be withheld.

### **5.12 Cash Advance Policy**

No advance of an employee's pay will be made, regardless of the purpose or need.

### **5.13 Earnings Statement/Direct Deposit**

Each employee will receive an earnings statement which shows the categories of pay, the hours paid and rate paid for those hours for the gross compensation paid. The earnings statement shall also show the individual mandatory and voluntary withholdings for the pay period. The net pay is the amount to be direct deposited to the employee's account. All of these amounts shall be shown for both the current period amounts and year to date totals. In addition, as appropriate for the type of employee, the pay stub will show any leave and compensatory time amounts earned or used along with the ending balance.

It is the employee's responsibility to review the information displayed on the direct deposit pay slip. Questions regarding pay calculation, withholding and leave balances should be addressed to either their immediate supervisor or the Township Fiscal Officer.

### **5.14 Employee Responsibility with Respect to Payroll**

All employees are required to notify their supervisor and the Township Fiscal Officer of new addresses, email addresses and contact telephone numbers (residential and cell) by submission of a Personal Information Form. Timely submission of this information is important to help the Fiscal Officer properly withhold various required income taxes.

## **Article 6 – Work Force Reduction and Recall Procedures**

### **6.1 Work Force Reduction**

Should a reduction in the work force of Granville Township be necessary, the Trustees will determine the positions to be eliminated, either permanently or temporarily.

#### **6.1.1 Personnel Work Force Reduction**

When more than one position in a classification is to be eliminated, employees shall be laid off: 1) *in inverse order of their relative merit as established by employee performance evaluations. Seasonal employees may be laid off before probationary employees and probationary employees before non-probationary employees.* 2) *in inverse order of seniority. All intermittent employees shall be laid off before the probationary full-time employees and all probationary full-time employees before non-probationary full-time employees.*

### **6.2 Recall Eligibility List**

The names of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 12 months from the date of lay off. After 12 months, laid off employees do not have recall rights. The first laid off shall be the first recalled.

### **6.3 Recall to Work**

When situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time deemed reasonable by the Board of Trustees, or refuse to return to work, the employee's name shall be removed from the recall list.

## **Article 7 – Retirement/Resignation**

### **7.1 Retirement**

Any employee of Granville Township who is eligible to retire under the applicable rules, regulations, and statutes of the State of Ohio may do so in accordance with the rules of the *Ohio Public Employees Retirement System (OPERS)* or Ohio Police & Fire Pension Fund (OP&FPF). Employees who are considering or who have filed for retirement are required to notify their supervisor of this intention in order to provide for orderly personnel transition and management.

### **7.2 Cashing of Sick Leave at Retirement**

An employee who retires from active service with the Township meets the age and length of service requirements of the *OPERS* or OP&FPF pension plans, and who was also in the service of the Township for a period of ten (10) continuous years immediately prior to retirement may redeem accumulated sick leave at a rate of one quarter of their earned but unused sick hours (not including any sick time transferred from other public employers), at the current rate of compensation, up to a maximum lump sum payment of \$10,000.

### **7.3 Disability Retirement**

Under certain situations Township employees who participate in *OPERS* or OP&FPF may qualify for disability retirement and must contact *OPERS* or OP&FPF directly regarding this matter. The *OPERS* or OP&FPF Boards are the final authority in determining eligibility for disability retirement.

### **7.4 Resignation**

Employees who resign their employment should provide a minimum of two weeks written notice.

### **7.5 Sick Leave at Resignation**

An employee may be eligible to carry forward accumulated, unpaid sick leave, to another public employer. Documentation of this information will be provided upon written request to the Township Fiscal Officer.

### **7.6 Procedure at Resignation**

At the time an employee resigns, for whatever reason, the following steps must be taken:

- a) Notify the Township Fiscal Officer to ensure a the proper forwarding address is recorded in order to receive W-2 forms and other important documents.
- b) Turn in uniforms, tools, building keys, keys to Township facilities and/or any other Township property to their immediate Supervisor.

## **Article 8 – Discipline**

### **8.1 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 examples of offenses:

- a. Violations of policies contained in this manual
- b. Conviction of any criminal offense
- c. Insubordination

- d. Submission of false credentials or other intentional deception, regardless of when it comes to the attention of a Department Head or the Township Trustees.

Note: This list is provided merely as an example and is not all inclusive.

## **8.2 Types of Discipline**

Disciplinary action shall consist of one or more of the following, each of which will be documented in writing and copied to the employee and Department Head, with the original placed in the employee's personnel file as maintained by the Township Fiscal Officer:

- A. Oral warning. An oral warning shall be given in a manner that will not embarrass the employee before other employees or the public.
- B. Written warning. A written warning shall be prepared by the Department Head and signed by the employee.
- C. Suspension from duty without pay. In a case where the Township Trustees believe just cause exists for suspension, the Liaison Trustee or in the Liaison's absence another Trustee may suspend an employee for up to ten days without pay.
- D. Demotion in rank and/or salary. In a case where the Township Trustees believe just cause exists for demotion in rank and/or salary the Liaison Trustee or in the Liaison's absence another Trustee may order the employee demoted in rank and/or salary.
- E. Dismissal. In a case where the Township Trustees believe there is just cause for dismissal, the Liaison Trustee or in the Liaison's absence another Trustee may order the employee dismissed. The employee shall be given notice in writing of the dismissal and the grounds for dismissal. The dismissal notice shall be signed by the Liaison Trustee or in the Liaison's absence another Trustee and the Department Head, upon vote of a majority of the Trustees.

## **8.3 Disciplinary Procedure**

The Liaison Trustee or in the Liaison's absence another Trustee or the Department Head shall be responsible for the discipline of employees. 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 the employee's past disciplinary record. Disciplinary actions need not be deferred pending the possible submission of an appeal.

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

The Department Head may issue oral and written warnings to employees in their Departments and should provide documentation to the Township Fiscal Officer.

### **8.3.2 Board of Trustees Disciplinary Authority and Responsibility**

The Liaison Trustee or in the Liaison's absence another Trustee may enforce any of the types of discipline, including dismissal, on behalf of the Board of Trustees and upon a majority vote of the Trustees.

### **8.3.3 Appeals of Oral or Written Warnings**

Oral or written warnings cannot be appealed.

### **8.3.4 Removal of Disciplinary Action from Personnel File**

Personnel may request certain disciplinary records be removed from their personnel file within the following guidelines upon the recommendation of the immediate Supervisor and appropriate Trustee.

(a) Oral Warning – Any written record of an oral warning may be removed from an employee's file after two years following the original infraction, unless there have been subsequent disciplinary actions.

(b) Written Warning – Any written warning may be removed from the employee's personnel file after two years following the original infraction, unless there have been subsequent disciplinary actions.

(c) The Township Fiscal Officer is responsible for destruction of the removed record of discipline in accordance with the Township's Record Retention Schedule.

### **8.3.5 Permanent Retention of Disciplinary Action in Personnel File**

All records of suspensions, demotions, dismissals and both oral and written disciplines which led to further discipline shall remain permanently in an employee's personnel file.

## **Article 9 – Personnel Files & Records**

### **9.1 Pertinent Information**

The Board of Trustees shall create, or cause to be created, an official personnel file for each employee of the Township. Such a file shall include the original application in addition to other information that may be pertinent.

### **9.2 Accessing Files**

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

### **9.3 Custodian of Personnel Files**

Personnel files will be maintained by the Township Fiscal Officer and be the only official personnel file of the Township.

## **Article 10 – Specific Rules & Regulations**

### **10.1 Travel Expenses**

Employees on Township business will be reimbursed for use of personal vehicles at a rate or method as determined annually by the Board of Trustees. Employees agree to carry minimum state required insurance coverage on personal vehicles used for Township business and to maintain eligibility for coverage under the Township's insurance policies. Use of personal vehicles must be approved in advance by an employee's supervisor and a purchase order obtained from the Fiscal Office for the estimated cost. Requests for reimbursement must be on a Township form, approved by the Supervisor and submitted to the Township Fiscal Officer for payment.

Employees will be reimbursed for necessary expenses to attend schools and seminars related to Township matters if approved by the Township Trustees in advance and a purchase order is obtained from the Fiscal Office for the estimated cost.

## 10.2 Expense Reports

The following are to be used as guidelines for charging expenses to the Township while on township business:

1. No alcoholic beverages may be charged to the Township or the cost of same submitted to the Township for reimbursement.
2. All expenditures for overnight room accommodations must be supported by an invoice from the hotel.
3. IRS guidelines should be followed for submission of receipts supporting expenditures to be reimbursed by the Township.
4. All requests for reimbursement are to be submitted in writing and should normally be based upon approval for expenditure of the monies for the Township.
5. As a unit of local government Granville Township is exempt from State and Local sales taxes. When making expenditures in behalf of the Township employees should obtain a sale tax exemption form from the Fiscal Officer and request sales taxes not be charged.

## 10.3 Driving Records, Licenses and Professional Certifications

When a job description requires an employee have a valid driver's license their driving record must be acceptable to the Township's insurance company. Should the insurance company elect not to provide coverage for the employee the offer of employment will be rescinded and employment terminated.

Employees whose job descriptions require having a valid license must maintain a good driving record. Employees are required to notify their Department Head or Supervisor of any traffic violations resulting in a ticket whether on or off duty by the business day following the occurrence. Employees must immediately notify their Department Head or Supervisor of any suspension or expiration of their driver's license by any state. During the course of employment with Granville Township employees' driving records will be checked periodically by the Township's insurance company. Should the insurance company elect to not provide coverage for an employee based upon their driving record this may subject the employee to disciplinary action, up to and including possible termination.

Fire Department personnel are required to maintain required Ohio Firefighter and EMS certifications as a condition of employment. All fulltime shift firefighters and Officers shall maintain an Ohio Firefighter II certification and an Ohio EMT Paramedic certification and an Ohio Fire Safety Inspector Certification. All Intermittent firefighters shall maintain the fire and EMT certification at the level which they were hired, unless specifically granted permission to reduce their level of certification by the Fire Chief. All volunteer members will obtain and maintain at least a 36 hour Ohio VFF certification and an Ohio EMT Basic Certification within their first year of appointment. Some volunteer members may be excused from the fire certification requirements and only function as an EMT as permitted by the Fire Chief.

All professional certifications are the responsibility of the certification holder (employee). The Township will assist in maintaining current certifications by providing continuing education and recordkeeping, but the employee is ultimately responsible for obtaining and periodically recertifying all fire and EMS certifications. Any member functioning without proper State certification will be immediately suspended from practice and may be terminated from Township employment.

## 10.4 Personal Telephone Calls



It is important to keep our telephone lines free for Township related calls. Although the occasional use of the Township's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Personal, long-distance telephone calls are not to be charged to the Township.

Use of cell phones for personal and or Township calls during working hours should be kept to a minimum.

### **10.5 Parking**

Free parking facilities are available to employees. The Township is not responsible for loss, damage or theft of your vehicle or its contents. Storage of vehicles or other personal items on or in Township property is not permitted without the permission of the Township Trustees.

**Article 11 – Acknowledgment of receipt of Personnel Policy Manual**

**Receipt of Personnel Policy Manual**

I have this day received, or had made available to me, a copy of the Board of Granville Township Trustees Personnel Policy Manual and I understand I am responsible for reading the policies and practices described within it. I further understand this handbook replaces any and all prior handbooks, policies and practices of the Township.

I agree to abide by the policies and procedures contained herein. I understand the policies and benefits contained in this Personnel Policy Manual may be added to, deleted or changed by the Township Trustees at any time. **I understand neither this Manual nor any other written or verbal communication by a management representative is intended to, in any way, create a contract of employment.**

If I have questions regarding the content or interpretation of this manual, I will bring them to the attention of the Trustees.

I also understand this Personnel Policy Manual is the property of Granville Township and must be returned upon termination of employment.

Name \_\_\_\_\_

Date \_\_\_\_\_

Employee signature \_\_\_\_\_

## **APPENDIX A– PUBLIC RECORDS POLICY**

### **Public Records**

The Board of Granville Township Trustees has established a public records policy. This public records policy establishes procedures that will be utilized by the Township for responding to requests for public records. This policy supersedes any and all previous records request policies.

### **Mission Statement**

It is the policy of the Township to serve the interests of the people, and as such it is the mission and intent of the Township at all times to fully comply with Ohio's Public Records Act.

### **Defining Public Records**

All public records of the Township are available for public inspection and copying, unless they are specifically exempt from disclosure. See Section 149.43(A) of the Ohio Revised Code. Public records are defined to include the following: Any document – paper, electronic, or other format that:

- 1) is created or received by, or comes under the jurisdiction of the Township, or
- 2) that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Township.

### **How to Make a Request**

In order to be fiscally responsible and best serve its residents, the Township does not employ full or part-time administrative staff that would be available during normal business hours to personally accept a request for public records, nor does the Township centrally locate its records. Therefore, to enable the requestor to promptly inspect and copy public records, requests for public records may be made in any of the following ways:

- 1) By telephone (Monday – Saturday 8:00AM until 4:30PM) at 740-587-3885
- 2) By e-mail (24 hours/day) at [BusinessOffice@GranvilleTownship.org](mailto:BusinessOffice@GranvilleTownship.org)
- 3) By toll-free facsimile (Monday – Saturday 8:00AM until 4:30PM) at 866-910-9601
- 4) By regular mail at P.O. Box 315, Granville OH 43023-0315
- 5) In-person at any regularly scheduled meeting of the Township Board of Trustees. The Board of Trustees typically meets on the second and fourth Wednesday of each month at 7:00 P.M., with the meeting schedule being approved at the first meeting in January each year.

(See [www.granvilletownship.org](http://www.granvilletownship.org) )

To ensure a response, please call 740-587-3885 (Monday – Saturday 8:00AM to 4:30PM) and advise the Township that you have submitted a request by e-mail, facsimile or regular mail.

If specifically requested, within one (1) business day of receipt, the Township will acknowledge the request, provide an estimated response time, and if applicable, clarify the content of what has been requested and make the requestor aware of any potential issues that may arise in responding to the request.

Although no specific language is required to make a request, the requester must identify the records requested with sufficient clarity to allow the Township to identify, retrieve, and provide the records sought. If it is not clear what records are being sought or the request is overly broad,

the Township will attempt to contact the requester for clarification, and will attempt to assist the requester in revising the request.

While the requester is not required to provide the Township with a written request, his or her identity, or the intended use of the requested public records; providing such information may enhance the Township's ability to respond to the request in a more efficient and effective manner.

### **Processing Requests**

Public records must be made available for prompt inspection. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the location where the records are stored; and the necessity for any legal review of the records requested. Each request will be evaluated by the Township to determine the estimated length of time required to gather the records and if possible, this information will be provided to the requestor.

In processing the request, the Township is not required to create new records or perform new analysis of existing records or information. An electronic record is deemed to exist so long as the existing Township computer system is programmed to produce the record through a simple search, sort or filter of information.

In processing a request for a public record, a Township employee or designated representative shall take all steps necessary to ensure original records will not be taken, altered or otherwise destroyed.

If the Township believes a request is for records that may be exempt or prohibited from disclosure, or if the request presents a unique issue or concern, the Township will contact the Licking County Prosecutor's Office/Civil Division to assist in processing the request.

### **Costs and Transmittal**

Those seeking public records shall be charged the actual cost of making copies and any postage and mailing supplies in transmitting the records as follows:

- The charge for paper copies (standard size, black & white, single-sided) shall be 10 cents per page. The Township shall provide all requested documents in paper copy form, unless another form is reasonably available and specifically requested.
- The charge for downloaded computer files to a compact disc (if available) shall be \$1.00 per disc.
- All actual charges associated with outside vendor duplication of black and white copies, color photographs, large maps and other non-standard sized documents.
- If an email address is provided, there shall be no charge for documents that are e-mailed (if possible) to the requestor. There will be no charge for documents that are transmitted to a local telephone exchange via facsimile (if possible).
- If the documents are to be mailed, the projected cost of the postage and mailing supplies shall be charged.

The Township may require payment of the above-noted charges prior to the release of the requested records. The Township reserves the right to waive these charges in its sole discretion.

### **DENIAL OF A REQUEST**

Any denial of public records requested shall include an explanation, including legal authority. If the initial request was made in writing or if the Township has the necessary contact information, an explanation of denial will be provided in writing.

If portions of a record are public and portions are exempt, the exempt portions are to be redacted; however, the remainder of the record will be released. All redactions shall be plainly visible and will be accompanied by a supporting explanation, including legal authority.

If a requestor believes that the Township has denied him or her access to public records within a reasonable period of time, the requestor may contact the Licking County Prosecutor's Office/Civil Division to assist them in processing the request.

### **Appendix B – Drug Free Workplace Policy**

The following materials are protected by the copyright laws and may not be copied or reproduced, transmitted and/or distributed to any third party. See further comment at the end of this Appendix.

#### **I. Drug and Alcohol Rules**

This Policy has a variety of rules which prohibit the possession of drug paraphernalia and the use, possession, purchase, receipt, sale, distribution, manufacture or being “under the influence” of illicit drugs and/or alcohol on “Township Property” or “on the job”. [These terms are defined with detail elsewhere in this Appendix. The rules also outline the employee's responsibilities regarding the use of prescription and over-the-counter drugs.

##### **1. Employee Use of Drugs**

Employees who are under the influence of, or who use, possess, purchase, receive, sell, distribute or manufacture illicit drugs while on the job, or, on or in Township property are in violation of this policy and may be terminated. Employees are prohibited from having unauthorized drug paraphernalia on the job or on Township property.

If authorized by the Township's Fire Department medical advisor, possession/administration/purchase of drugs by fire department personnel while on the job will not be considered a violation of this program (though at no time may an employee be “under the influence” as defined in this program).

##### **2. Employee Use of Alcohol**

Employees who are under the influence of (as defined for this program), or consume, or possess an open container, purchase, receive, sell, distribute or manufacture alcohol while on the job or Township property are in violation of this policy and may be terminated.

##### **3. Prescription and Over-the-Counter Drugs**

Granville Township does not prohibit employees from using prescription or over-the-counter drugs when used as prescribed, provided: a) the prescription drugs are prescribed to the

employee for medical reasons by a licensed medical practitioner, with dosage and frequency of use prescribed on the label or accompanying documentation, and b) the employee's use of the prescription or over-the-counter drugs does not affect the employee's job performance or conduct; threaten the safety, productivity, public image or property of Granville Township or its employees; or result in criminal behavior (e.g. DUI, another type of drug and/or alcohol-related arrest or conviction, etc.).

It is an employee's responsibility to learn if a prescription or over-the-counter drug they are taking may effect their job performance or conduct; threaten the safety, productivity, public image or property of Granville Township or its employee; or result in criminal behavior.

Employees are not to perform any function or duty on behalf of the Township if the drugs being taken under this provision adversely affect their ability to perform any such function or duty safely. Any Employee so affected is to meet with his/her supervisor and/or the Policy Administrator to discuss the situation. Among possible courses of action, the employee may be required to certify that they are "currently fit-for-duty" (see Form E-4) or the Township may re-assign the employee to another available job duty or function for which the employee is qualified or the Township may permit the employee to use available paid or unpaid leave.

#### 4. Use That Impacts the Workplace

Employees who use illicit drugs or alcohol off-the job in a manner which affects job performance and/or threatens the safety, productivity, public image or property of the Township or its employees are in violation of this program. Additionally, employees whose behavior results in a criminal incident (e.g. DUI, another type of drug and/or alcohol-related arrest or conviction, etc.) may be in violation of Granville Township's policy.

#### 5. Employees and Volunteers who are On-Call

Should a situation occur in which an employee is contacted to report for duty and employee has consumed alcohol within the previous eight (8) hours or believes that they may be under the influence as define in this program, the employee is required to notify the designated supervisor or manager. The supervisor will determine if the employee in question should report to work. Employees who are scheduled on-call are prohibited from being under the influence of alcohol as defined in this program.

#### 6. Compliance with Required Testing

Employees required to submit to any drug and/or alcohol test outlined in this policy must, as a condition of continued employment with the Township, submit timely to any required drug and/or alcohol test; consent to testing; sign the appropriate forms; make no attempt to switch, adulterate, or alter any sample or specimen; and must comply with all specimen collection and chain-of-custody procedures. Failure or refusal to cooperate will constitute a violation of this policy.

#### 7. Confidentiality

Anyone having information relating to an employee's suspected problem with drugs and/or alcohol; the results of a drug or alcohol test; the referral for or determination of a substance abuse assessment and/or the treatment needs of an employee; must not disclose this information to anyone without a "need to know". Any such breach of confidentiality or improper disclosure will constitute a violation of this policy.

The Township will secure, in a file other than a personnel file, drug and/or alcohol collection/laboratory testing paperwork; testing results; assessment/treatment referrals; and/or

recommendations and results for an employee. The information contained therein will be kept confidential to the extent practicable, among individuals who have a “need to know”.

#### 8. Reporting Convictions

In compliance with Federal law (Drug-Free Workplace Act of 1988), if the Township receives a Federal grant or does contract work with the Federal government of \$100,000/year the employees will be responsible for the following: Any employee who is convicted under any federal or state criminal drug statute for a violation occurring in the workplace or occurring while conducting Township business must report the conviction to the Township within five (5) days of the conviction. The Township is obligation to report the conviction to the contract-holder within ten (10) days from being told of the conviction.

#### II Drug and Alcohol Testing Application

Granville Township made its decision to conduct drug and alcohol testing after careful consideration of many concerns including employee privacy, and the health, safety and/or productivity of the Township and its employees, customers, contractors and public at large. Testing is one way to know with certainty whether someone has ingested drugs or alcohol. Drug addiction and alcoholism are diseases in which the abuser usually denies the existence of problem – to the point of irrationality. Testing is a way to break through the denial and get the employee help before the disease progresses further. In this way, we are ensuring our goal of operating as a drug-free workplace, while at the same time protecting employees and the public against substance abuse.

The mechanics of drug testing which appear in the actual policy provided to employee’s, consists of:

1. Pre-Employment Testing
2. New-Hire Period Testing
3. Reasonable Suspicion Testing
4. Post-Accident Testing, where aggregate damage cost is estimated to exceed \$2,500
5. Systematic Computer Generated (Random) Testing
6. Return-to-Duty Following a Policy Violation Drug and/or Alcohol Testing
7. Follow-up to Assessment and/or Treatment Drug and/or Alcohol Testing
8. Government-Required Testing

Note: This policy in no way limits Granville Township’s right to discipline or discharge an employee for illicit drug and/or alcohol-related reasons without requiring a drug and/or alcohol test (e.g. such as based only on observed use, possession, sale, being under the influence of illicit drugs or alcohol, or due to some other violation of this policy).

#### III Inspections

The Township respects the privacy of individuals. However, in cases where the Township has documented, reasonable suspicion (as defined in this policy) to believe that an employee may be using, possessing, selling, purchasing, receiving, distributing, or manufacturing drugs, drug paraphernalia or alcohol while on the job, Township representatives may request an employee to participate in and/or cooperate with an inspection for evidence of such a violation of the Township’s Drug Free Workplace Policy. Whenever possible, the employee should witness the inspection. Employees who fail to cooperate with such an inspection are in violation of this policy and will be subject to corrective action.

The search for evidence of a possible violation of this Policy or other Township policy in areas and things may include: a) any part of area of Granville Township's facilities and property b) any vehicle brought onto or parked upon Township property (including its trunk, compartments, etc.), c) employee personal effects including outer garments (such as turning out pockets), any package, container, box, briefcase, lunch box, thermos bottle, purse, handbag, athletic bag or other similar property or item and/or d) employee locker or workstation including desk, tool chests, file cabinets, etc.

Situations may arise where evidence exists in Granville Township's workplace of a possible violations of local, state or federal drug and/or alcohol laws. If local law enforcement authorities become involved, Granville Township's premises and its employees may be subject to an inspection and/or search by law enforcement officials. Granville Township expects its employees to cooperate with all proper and lawful requests by such law enforcement officials as a condition of conditioned employment with the Township.

#### IV. Corrective Action for Violations of Policy

##### 1. Failure to Comply with any Part of the Policy

Failure or refusal to comply with any of the rules, requirements or prohibition of this policy constitutes a violation which will result in "corrective action" ranging from mandatory referral for substance abuse assessment to discipline, up to and including immediate termination. Corrective action will be initiated for any violation of this policy, including a first offense. As noted above, the action chosen will depend upon the circumstances of each case.

If employees terminated as a result of this policy, their termination notice will indicate "misconduct-rule violation" as the reason, except as required by Federal, State, Local, or CDL requirements. The termination will be deemed "for cause" and may affect their ability to receive unemployment benefits.

Employees need to be aware that certain offenses, including but not limited to use, possession, sale of illicit drugs; or a serious accident resulting from an employee being under the influence of illicit drugs or alcohol while on the job; and/or becoming insubordinate, violent, threatening or out-of-control while in violation of this program and/or during the Township's efforts to enforce this policy; will normally result in immediate termination.

The Township's complete Drug-Free Work Place Policy contains additional steps, items, requirements and procedures that are an integral part of the Policy. Each employee receives a complete copy of the policy and should become familiar with all aspects.

All materials included in the Township's Drug-Free Workplace Policy are protected by copyright laws. No part of the enforce set forth in this Personal Policy Manual or the Drug-Free Work Place Policy materials should be copied, reproduced, transmitted and/or distributed to any third party outside our organization without the prior written permission of Dee Mason and Working Partners Systems Inc. Copyright 1995. All rights reserved.





**Appendix C – Employee Evaluation Form**

**Granville Township**

**Staff Appraisal Form**

Employee Name \_\_\_\_\_ Position/Rank/Job Title \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Supervisor Job Title \_\_\_\_\_

Date Conference Held With Employee \_\_\_\_\_

Commendable Performance Areas

Common Goals tied to Job Responsibilities (employee & supervisor)

Areas or Goals Identified for Improvement

Rationale

Suggestions for Improvement

Summary

\_\_\_\_\_  
Employee Signature – Signing this form only verifies that the evaluation has been discussed with me and I have received a copy. It does not necessarily indicate my agreement.

Please check one of the following:

\_\_\_ I understand this evaluation and agree with it.

\_\_\_ I understand this evaluation.

\_\_\_ I understand this evaluation, but disagree with a portion of it and will submit a written rebuttal for attachment.

A copy of this form will be placed in the employee’s personnel file.

