

Pittsfield Township – Lorain County, Ohio
Personnel Policies and Procedures Manual – 2014 Edition
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ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

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

1.1 Purpose

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

1.2 Amendments

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

1.3 Administration

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

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

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

1.4 Administrative Orders and Bargaining Agreements

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

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

1.5 Interpretation

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

1.6 Delegation

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

1.7 Merit System

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

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

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

1.8 Equal Opportunity Employer/Americans with Disabilities Act

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

1.9 Disclaimer

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

1.10 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE II – PROBATION

2.1 Probationary Period

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

2.2 Full-time Status

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

ARTICLE III – PAY SCHEDULE

3.1 Payment of Wages

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

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

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

3.2 Temporary, Part-time, or Seasonal Employment

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

3.3 Overtime

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

3.4 Garnishment/Child Support

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

3.5 Cash Advance Policy

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

ARTICLE IV – DISCIPLINE

4.1 Offenses

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

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

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

4.2 Types of Discipline

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

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

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

4.3 Disciplinary Procedure

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

4.3.1 Department Head Disciplinary Authority and Responsibility

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

4.3.2 Board of Trustees Disciplinary Authority

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

4.3.3 Employee Notification

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

4.4 Appeal Procedures

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

4.4.1 Employee's Responsibility

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

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

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

4.4.2 Board of Township Trustees Responsibility and Authority

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

4.4.3 Police Officers Right of Appeal

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

4.5 Grievance Procedure

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

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

4.6 Termination

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

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

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

ARTICLE V – HOURS OF WORK AND COMPUTATION OF PAY

5.1 Standard Work Week

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

5.2 Computation of Pay

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

5.3 Authorized Leave

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

ARTICLE VI – PAID TIME OFF

6.1 Holiday Leave

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

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

6.2 Vacation Leave

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

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

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

6.2.1 Cashing of Vacation Leave

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

6.3 Military Leave

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

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

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

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

6.4 Civil Leave

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

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

6.5 Injury Leave

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

6.6 Sick Leave

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

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

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

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

6.6.1 Cashing of Sick Leave

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

6.7 Maternity Leave

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

6.8 Family and Medical Leave

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

ARTICLE VII – BENEFITS: PERS & INSURANCE

7.1 PERS Contribution

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

7.2 Worker's Compensation

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

7.2.1 Notification of Injury

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

ARTICLE VIII – EMPLOYEE EVALUATION SYSTEM

8.1 Evaluations

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

ARTICLE IX – EMPLOYEE RETIREMENT

9.1 Retirement

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

9.1.1 Notice of Intent

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

9.2 Disability Retirement

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

ARTICLE X – EMPLOYEE RESIGNATION

10.1 Proper Notice

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

10.2 Sick Leave

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

10.3 Procedure

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

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

ARTICLE XI – PERSONNEL FILES & RECORDS

11.1 Pertinent Information

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

11.2 Accessing Files

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

11.3 Updating File

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

ARTICLE XII – SPECIFIC RULES AND REGULATIONS

12.1 Attendance Policy

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

12.2 Ohio Ethics Law

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

12.2.1 Character and Workplace Behavior

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

12.2.2 Bonds

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

12.2.3 Political and Religious Tests; Memberships in Organizations

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

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

12.3 Acceptance of Gifts and Gratuities

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

12.4 Drug and Alcohol Free Workplace

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

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

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

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

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

12.5 Sexual Harassment

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

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

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

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

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

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

12.6 Outside Employment

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

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

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

12.7 Public Relations - Open Records Act

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

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

12.8 Use of Township Equipment

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

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

12.9 Safety

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

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

12.10 Credit Cards

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

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

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

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

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

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

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

12.11 Political Activity Prohibited

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

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

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