

# TOWN OF HAMMONTON EMPLOYEE HANDBOOK

## INTRODUCTION

Welcome to the Town of Hammonton. Each employee of the Town has both the right and responsibility to know and understand the operation procedures and policies which govern his or her employment with the town. This handbook has been prepared and distributed as a way to communicate that information.

The majority of Hammonton's employees are members of collective bargaining units and, therefore, are covered under collective bargaining agreements. When the information in this handbook appears to conflict with the provision of collective bargaining agreement, those provisions will prevail.

Every effort has been made to keep the contents of the handbook as brief as possible. It is intended to present an overview of your employment with the Town of Hammonton. However, if more detailed information is necessary, contact your supervisor for guidance. If your supervisor is unable to answer your question, contact the Town Clerk's office. The office is open Monday through Friday from 9:00 a.m. to 4:30 p.m. and can be reached by dialing 567-4300 EXT 0.

This handbook serves only to outline Hammonton's current employment policies. Nothing in this handbook constitutes a promise or offer of any kind. Further, Hammonton may unilaterally revoke, revise or amend this handbook, or any portion of it, at any time for any reason without prior notice to you or consent from you. Hammonton retains the legal right to dispense with or forego the use of any of the policies or procedures outlined within the handbook as it sees fit. The policies contained in the handbook supersede any prior policies, and it is the intent of Hammonton that this handbook will extinguish rights, if any, created by prior handbooks, manuals and/or policies. It does not however, supersede your employment contract.

Finally, no provisions contained in this handbook may be revised or superseded by any oral statements made by supervisors or anyone in Hammonton's employ. This manual can only be modified by resolution of the Mayor and Council. Updates to this manual will be made on an "as needed" basis by the Town Clerk and presented to Mayor and Council for their approval. No oral or unwritten policies, practices, or procedures that Hammonton may have shall be construed as any implied or explicit contract, promise or obligation by Town employees.

The employee handbook is not intended to be an employment contract.

**MESSAGE**

In selecting the Town of Hammonton as your place of employment you have become part of a progressive organization serving the residents and community of Hammonton.

The Mayor and Council have an obligation to provide the most efficient and economically sound government possible. Accomplishing these goals depends upon the expertise, ability, cooperation and dedication of all of us.

Working together we can provide the people of Hammonton with the quality of service they are entitled to receive.

We welcome you and extend our best wishes for your personal and professional success.

**MAYOR AND COUNCIL  
TOWN OF HAMMONTON  
ACKNOWLEDGMENT OF EMPLOYEE GROUPS**

It is the policy of the Town of Hammonton to recognize the right of its employees to join together in collective bargaining units. The Town acknowledges the following groups: The current employee handbook states that policies in book supercede bargaining unit contracts but now certain things in bargaining unit contracts supercede the town code and/or handbook. How should we address this issue.

1. Hammonton Police Department or their representative union.
2. Hammonton Highway Department or their representative union.
3. Hammonton Municipal Utilities Department or their representative union.
4. Hammonton Communication Operators or their representative union.
5. Hammonton White Collar or their representative union.
6. Various Department Heads.

Those who are not represented by a specific bargaining units are:

Elected Officials

Confidential Employees

Part Time & Temporary & Seasonal Employees

Statutory Employees

## **GENERAL PERSONNEL POLICY**

It is the policy of the Town of Hammonton to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Town of Hammonton shall apply to all employees, elected or appointed officials. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or federal or state law, including the Attorney General's guidelines with respect to Police Department personnel matters and the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees, officers and Department heads shall be appointed and promoted by the Mayor and Council of the Town of Hammonton. No person shall be employed or promoted unless there exists a position created by an ordinance adopted by the Mayor and Council as well as the necessary budget appropriation and salary ordinance.

The Municipal Clerk and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Mayor and Council have appointed the Personnel Manager, who is also the Municipal Clerk, to implement personnel practices. The Municipal Clerk/Personnel Manager shall also have access to the Town Solicitor/Town Labor Attorney appointed by the Mayor and Council for guidance in personnel matters.

As a general principle, the Town of Hammonton has a "no tolerance" policy towards workplace wrongdoing. The Town of Hammonton officials, employees are to report anything perceived to be improper. The Town of Hammonton believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, Municipal Clerk/Personnel Manager or the Town Solicitor and/or Town Labor Attorney concerning any problem.

The Personnel Policies and Procedures Manual adopted by the Mayor and Council is intended to provide guidelines covering public service by Town of Hammonton employees and is not a contract. This manual contains many but not necessarily all of the rules, regulations, and conditions of employment for Town of Hammonton personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council.



## **BULLETIN BOARDS**

The Town agrees to provide to the employee, bulletin boards, in designated areas in Town Hall, for the purpose of posting employee information. The designated person of each union shall have responsibility for maintaining the bulletin boards.

The Town shall also maintain a bulletin board for its official notices.

## **EQUAL EMPLOYMENT OPPORTUNITY**

(See Ordinance 13-1979)

Antidiscrimination Policy: The Town of Hammonton is committed to the principle of equal employment opportunity and antidiscrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will the Town of Hammonton discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employees or prospective employees feel they have been treated unfairly, they have the right to address their concern with their supervisor or, if they prefer, their Department Head, the Town Municipal Clerk/Personnel Director or the Town Solicitor or Town Labor Attorney.

## **CITIZENSHIP, RESIDENCY & FINGERPRINTING**

The United States Government requires all potential employees to submit proof of citizenship and file an Employment Eligibility Verification I-9 Form, as attached. All applicants for employment by the Town of Hammonton shall be legal residents of the United States of America and must provide proof of citizenship per requirements of I-9 Form.

## **CLASSIFICATION OF EMPLOYEES**

1. Full-time: Employees who work for the Town on an annual basis, for a full business day and business week. A full time employee shall be anyone who works 30 hours or more.

2. Part-time: Employees who work for the Town on an annual basis, but for less than a full business day or business week. A part-time employee shall be anyone who works 29 hours per week or less.

3. Seasonal: Employees who work for the Town during the summer season; seasonal employees work full-time (a full business day or week) or part-time (less than a full business day or week). Not to exceed six months or as stipulated by the NJ DOP and NJ CSC, State of New Jersey.

4. Temporary: Employees who are appointed to a temporary position. These employees may be deemed as permanent or provisional by the NJ DOP and NJ CSC, State of New Jersey.

5. Permanent: Employees who have acquired “Permanent Status” which is the attainment of tenure and rights resulting from the successful completion of an examination, working test period, and any other related procedures such as successful completion of Police or CSC examination.

6. Provisional: Employees who are appointed to a position pending open competitive or promotional procedures.

7. Confidential: Employees who have access to confidential information subject to use by the Town in collective bargaining or work in a close, continuous relationship assisting a management employee.

8. Classified Service: Positions normally filled through competitive testing and probationary periods, and are covered by NJ DOP or NJ CSC regulations.

9. Unclassified Service: Positions normally to which appointments are made without competitive testing or a probationary period, and are not covered by NJ DOP and NJ CSC laws and regulations.

### **EMPLOYMENT AT WILL**

The policy of the Town of Hammonton is that all employees who do not have a written employment agreement are employed at the will of the Town for an indefinite period. Employees may resign from the Town after proper notice and may be terminated by the Town at any time, for any reason, with or without notice.

### **EMPLOYMENT OF RELATIVES**

Members of the same immediate family are eligible for employment, but this employment may not result in an employee directly or indirectly supervising his/her immediate family. This policy is intended to eliminate preferential treatment of the relatives of Town employees. This policy shall have prospective application. For purposes of this paragraph, the term “immediate family” shall be defined as husband, wife, partner, son, daughter, brother, sister, father, mother, grandfather, grandmother, grandson and granddaughter.

### **EMPLOYMENT PROCEDURE**

Recruitment: The Municipal Clerk/Personnel Manager will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, Civil Service and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Municipal Clerk who will distribute notification of the vacancy to the

Mayor and Council. The Municipal Clerk will undertake to recruit qualified applicants in accordance with applicable federal and state law, including NJ DOP and NJ CSC regulations if the position is subject to Civil Service. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Town is an equal opportunity employer.

**Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.

**Interviews:** The Municipal Clerk with the Department Head and Council Committee will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. The appropriate committee of Council must also be advised of the scheduled interview process. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Town of Hammonton will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Town.

**Physical examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Municipal Clerk may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Municipal Clerk may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Town of Hammonton at the expense of the Town. All medical records of employees and prospective employees are confidential and are to be maintained by the Town Clerk/Personnel Manager separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

**Job offers:** The final decision will be made by the Mayor and Council after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Town. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

**Acceptances and rejections:** If the first offer is rejected, the Mayor and Council will decide to hire another candidate or re-open the position.

**Record retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during the hiring process must be returned to the Town Clerk/Personnel Manager. Documents related to the successful candidate will be placed in the employee's official personnel file, except medical records, including physical examinations, must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year.

Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

## **EMPLOYMENT/PROMOTIONAL EXAMINATIONS**

NJ DOP or NJ CSC examinations may be either open competitive or promotional depending upon the circumstances involved. To be eligible for an open competitive examination, you must meet the qualifications established by the NJ DOP and NJ CSC at the time of filing, be a citizen of the United States, and currently reside in Hammonton.

Announcements for Town positions are available from the N.J. DOP and N.J. CSC during the first week of every month on the Internet: <http://www.state.nj.us.personnel>.

Preference in open competitive certification and appointment is given to those who successfully pass examinations in the following order: disabled veteran, veteran, non-veteran.

Promotional examinations are competitive and only open to qualified employees within the department where the promotional opportunity exists. To compete in a promotional examination and to be eligible for promotion, you must have permanent employment status and meet the specific qualifications established by the N.J. DOP and the N.J. CSC, as described in the individual promotional announcement.

Probationary Period - Employees in all divisions of the classified service, other than law enforcement, must serve a working test period of three months after regular appointment. This probationary period enables the Department Head to evaluate the new employee's conduct and work performance before permanent status is achieved.

Entry-level employees with law enforcement titles must successfully complete a twelve-month working test period after regular appointment.

(See Town of Hammonton Resolution 129-2008 promotional policy)

## **POLICE MANUAL**

The Police Department of the Town of Hammonton has developed its own policies and procedures that are applicable to that Department. If you are an employee hired by the Town and working in that Department you should make yourself familiar with that Department's manual, which shall be given to you by the Police Chief or his representative.

## **CONDITIONS OF EMPLOYMENT**

Hours of Work - The working hours of Hammonton employees are determined by the contract according to the requirements of each Department.

Overtime – Overtime of Hammonton employees is determined by contract according to the requirements of each Department. Overtime may be earned only for extraordinary work assignments

and must be authorized in advance by the Department Head and approved by Council Committee. Employees who work unauthorized overtime will not be credited for that time.

Managerial and professional employees are not eligible for overtime or compensatory time.

Compensatory Time – Compensatory time of Hammonton employees is determined by contract according to the requirements of each Department. Compensatory time may be earned only for extraordinary work assignments and must be authorized in advance by the Department Head and approved by Council Committee. Employees who work unauthorized overtime will not be credited for that time.

Compensatory time must be used within the four-month period following the month in which the compensatory time was earned. Compensatory time not used within the calendar (the salary) year will be reviewed by the governing body and may carried into the following year. If carried into the following year, employee must take compensatory time carried no later than March 31<sup>st</sup> or it will be lost.

Attendance and Tardiness – All Town of Hammonton employees are required to punch a timeclock which is the town's payroll record keeping system. Regular and timely attendance of all Hammonton employees is essential to insure that each department operates at maximum efficiency. When an employee becomes aware that he/she will not be able to report to work or will be late, the employee's immediate supervisor must be advised no less than 15 minutes prior to the assigned starting time, or sooner when possible. One-hour advance notice is required in departments which operate on a twenty-four-hour basis. (See Resolution 50-2009 Late Punch Policy).

Repeated or chronic lateness will be reported to the Municipal Clerk and subject the employee to disciplinary action. (See Resolution 50-2009 Late Punch Policy). Absence for five consecutive working days without notice or approval is considered a resignation not in good standing.

An employee that gets a provisional position, either by hire or promotion, shall receive the salary for that position within the salary range if a new hire, or the salary within the range of the prior position if promoted. Salary to be effective immediately upon provisional appointment and upon receiving said position.

Storm Days - Town employees are expected to report to work every day as scheduled regardless of weather conditions. Unauthorized absences during inclement weather will result in charges against accumulated compensatory time, vacation days, or personal days.

Appearance - Town employees are expected to present themselves in a neat businesslike manner and dress appropriately for the work they perform.

Employee Evaluation Policy - The Department Head or Council Committee Chairperson will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once per year during the month of the employee's anniversary date. The Municipal Clerk or payroll clerk will complete the attendance portion of the employee evaluation by reviewing and attaching the employees punches to same. The evaluation will also record additional duties performed, educational courses completed, as well as a plan to correct any weak points using the Employee Evaluation Form. After completing the evaluation, the Department Head will review the results with the employee and return the form(s) with the signed acknowledgement to the Municipal Clerk. After review by the Municipal Clerk, the form(s) will be

included in the employee's official personnel file. As a part of the evaluation, employees have the right to request an appeal before council committee. (See Ordinance 1-2011).

Complaints - The various contracts and most employee groups have incorporated grievance procedures within their collective bargaining agreements. These procedures are used to resolve difficulties that periodically arise. Complaints not subject to a grievance procedure will be settled through the applicable rules and regulations of the N.J. DOP and N.J. CSC.

However, complaints can often be resolved without the need for a formal procedure. The Municipal Clerk and all immediate supervisors are available to discuss complaints or problems on an informal basis. If a problem arises, the employee should first discuss the problem with his/her immediate supervisor. It is the policy of the Town and all supervisors to maintain open lines of communication with all employees.

“No Strike” Statute - As public service representatives, Town employees do not have the right to participate in any slow-down, work-stoppage, strike, or similar type of disruptive activity. The sole method for resolving any contract disagreement shall be the grievance procedure explained in the individual collective bargaining agreements.

Identification Cards - An identification card, which shall remain the property of the Town of Hammonton, is provided to all employees of the Town. Employees may be required to present this card in order to participate in certain functions or to obtain entrance to certain Town facilities. Identification cards must be surrendered to the Municipal Clerk upon a leave of absence or termination of employment. Lost cards should be reported to the Municipal Clerk immediately. The Town reserves the right to withhold the final paycheck of employees who fail to return identification cards.

Orientation and Training - Orientation and on-the-job training of new employees is the responsibility of the immediate supervisors. The training provided will depend upon the requirements of a specific job and will be carried out within the department.

## **ORIENTATION AND PROCESSING OF NEW EMPLOYEES**

All new regular full-time and regular part-time employees will be scheduled to meet with the Municipal Clerk to complete employment paperwork and the Department Head on their first day for a general orientation. All personnel paperwork must be filed in the employees personnel file within the Administration Department of the Town of Hammonton. Personnel files may not be kept by individual departments.

Department Policies - The Town and individual departments regularly adopt policies which set forth the employer's expectations of appropriate conduct. Current policies include, but are not limited to Drug-Free Workplace, AIDS, Safe Driving, Smoking, Travel, Sexual Harassment and Hepatitis B vaccination. All employees are encouraged to contact their Department Head to ascertain information on these and other related policies. For your reference, you should check the following page list for some applicable resolutions and ordinances.

## **CONTINUING EDUCATION PROCEDURE**

The Town of Hammonton in conjunction with the Town Solicitor will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

## **BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN**

### **I. AUTHORITY:**

This exposure control plan is provided for use by any municipal employee with potential for occupational exposure to blood-borne pathogens, as currently required by 29 CFR Part 1910.1030 of the Occupational Safety and Health Act, and as will soon be promulgated by the Public Employees OSHA of the State of New Jersey.

### **II. OVERVIEW:**

Blood-borne pathogens means pathogenic organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. As defined by this plan, a designated employee is any employee who has any possibility of exposure, through their job performance, to blood or other potentially infectious materials. This plan shall be utilized by all designated employees to minimize the employee's potential for exposure to blood-borne pathogens or other potentially infectious materials.

### **III. EQUIPMENT**

A. The following list represents the minimum equipment that shall be readily available for use by all designated employees:

1. Disposable gloves (latex or vinyl and appropriately sized)
2. Gowns (outer protective clothing)
3. Eye Protection (goggles, face shields, etc.)
4. Face masks (cone shaped dust/mist masks or as currently recommended)
5. Disposable over booties
6. Hand disinfectant
7. Sterile water or saline solution
8. Forms for reporting of exposure incidents
9. Sharps boxes
10. Plastic zip lock bags

11. Medical waste disposal bags
12. Exposure control plan

#### IV. TRAINING

A. Annual training shall be conducted for all designated employees as currently required by 29 CFR 1910.1030 of the Occupational Safety and Health Act and as will be required by the Public Employees OSHA of the State of New Jersey.

B. The annual training record shall include:

1. Date of training session
2. Contents and summary of training session
3. Names and qualifications of persons conducting training
4. Names and job titles of all persons attending sessions.

C. Annual training shall include, but not be limited to:

1. Understanding and use of the exposure control plan.
2. Communicable diseases.
3. Personal protective equipment and its proper use
4. Avoiding contamination
5. Decontamination procedures
6. Proper disposal of medical waste
7. Recording of exposures
8. Medical follow up after exposure
9. Hepatitis B vaccination
10. Current regulations on blood-borne pathogens
11. Engineering and work practice controls
12. Signs, labels, and hazard communication.

D. Training records shall be maintained for a minimum of three years from the date the training occurred. This record shall be maintained by the Municipal Manager, Health Officer, and Safety/Training Officer of the Municipality.

V. EXPOSURE DETERMINATION

A. For the purpose of this plan, job classifications in which any municipal employee has the potential for exposure to blood-borne pathogens or other potentially infectious materials shall be named "Designated Employee" and shall include, but not be limited to:

1. Police Officers
2. Emergency Medical Technicians
3. Fire Fighters
4. Public works employees with potential for exposure
5. Health Department employees

B. A list of all tasks and procedures in which the potential for occupational exposures to blood-borne pathogens or other potentially infectious materials may occur as follows, but is not limited to:

1. Suspect restraint
2. Suspect and property search
3. Accident Investigation
4. Emergency medical tasks
5. Rescue operations
6. Public health vaccinations
7. Nurse tasks
8. Solid waste removal
9. Disease investigations
10. Environmental investigations
11. Industrial investigations

## VI. METHODS OF IMPLEMENTATION OF PERSONAL PROTECTION:

A. Universal Precautions: Universal precautions shall be observed to prevent contact with blood-borne pathogens or other potentially infectious materials. All body fluids shall be considered as blood-borne pathogens or other potentially infectious materials.

### B. Disposable Gloves:

1. All employees with the potential for exposure to blood-borne pathogens or other potentially infectious materials shall be provided with an adequate supply of disposable gloves.

2. Gloves shall be worn whenever there is the possibility of exposure to blood-borne pathogens or other potentially infectious materials.

3. Two pair of gloves shall be worn when deemed appropriate by the designated employee, as per his training.

4. Gloves shall be removed from the inside out to prevent immediate contact with the unprotected hand.

5. After removal, contaminated gloves shall immediately be placed in a ziplock plastic bag to limit the chance of secondary exposure.

6. Hands shall be thoroughly washed with soap and warm water as soon as possible after removal of gloves. In the absence of soap and warm water, an appropriate hand cleaner shall be used until time that soap and warm water can be obtained.

7. Contaminated gloves shall be removed from the local storage site (Police, Public Works, First Aid Squad, Fire House to the Health Department, when necessary, for disposal as regulated medical waste. See Medical Waste Section J.)

### C. Washing Procedures:

1. Upon contact of unprotected hands or any other skin with blood or body fluids, employees shall immediately wash area of contact thoroughly with soap and warm water.

2. When provisions for handwashing are not available the employee shall thoroughly clean the area of contact with an approved antiseptic hand cleanser or towelettes. An adequate supply of hand cleaner or towelettes shall be maintained in all designated employee's vehicles at all times.

3. The area of contact shall be thoroughly washed with soap and warm water as soon as possible, even after the use of antiseptic hand cleanser or towelettes.

4. Employees shall wash their hands thoroughly with soap and warm water as soon as possible, even after the removal of gloves or other personal protective equipment.

5. Adequate hand cleansers or towelettes shall be provided in all designated employees' vehicles for use when hand washing facilities are not readily available.

6. Antiseptic hand cleansers or towelettes shall be provided in all designated employees vehicles for use when hand washing facilities are not readily available.

D. Eye and/or Mucous Membrane Exposure Protection:

1. Masks and eye protection shall be used whenever there is a possibility of blood, blood-borne pathogens or other potentially infectious materials splashing.

2. Eyes and other mucous membranes shall be thoroughly flushed with sterile water, saline solution, or water immediately following contact of such body areas with blood, blood-borne pathogens or other potentially infectious materials.

E. Needles and Other Sharps:

1. Protective gloves designated for use against sharps shall be used whenever there is the possibility of exposure to needles or sharps.

2. All needles or sharps shall be considered potentially infectious materials regardless of condition.

3. Contaminated needles or sharps shall not be bent or recapped.

4. All needles or sharps collected for evidence purposes should be immediately placed in hard plastic puncture resistant needle/syringe keepers to prevent accidental exposure or puncture.

5. Each designated employee's vehicle shall be equipped with an adequate supply of puncture resistant sharps containers.

6. Puncture resistant sharps containers shall be maintained as near as possible to all designated sharps use areas.

7. The Health Department shall maintain an adequate supply of puncture resistant sharps containers to be used at special clinics.

8. In the event of an accidental needle stick, the following actions should be taken:

a. Cause the area to bleed. Squeeze or milk the area of the wound to increase blood release.

b. Immediately wash and sanitize the area of puncture.

c. Confidential medical evaluation to any employee who has had an accidental exposure.

d. Report incident to employee's Supervisor and place copies of all records in employee's personnel file.

9. In the event the exterior of a sharps container becomes contaminated with blood, blood-borne pathogens or other potentially infectious material, the container shall be placed in a zip

lock bag, or other appropriate plastic container, to prevent leakage and subsequent exposure during handling and transport.

10. All sharps no longer needed as evidence for an investigation shall be removed to the Health Department for proper disposal as regulated medical waste. (See Medical Waste Section J)

11. Sterile needles intended for future use shall be kept in a distinctly separate area from used or potentially contaminated needles or sharps.

12. Mirrors shall be used, if possible, to search for fallen or lost sharps. Mirrors shall also be used, if possible, to search those areas that are not easily accessible.

13. Patients or suspects shall empty their pockets rather than employees emptying them.

F. Linen, Clothing and Outer Garments:

1. Gowns or other protective clothing shall be worn whenever there is the possibility of exposure. This includes any time there is the possibility of splashing.

2. Any clothing contaminated with blood, blood-borne pathogens or other potentially infectious materials shall be removed as soon as possible. Care should be taken not to come in contact with contamination with unprotected hands.

3. After removal, clothing or garments should be thoroughly washed with hot water at least 160° F. for 25 minutes. Clothing or garments may also be dry cleaned. Note that manufacturers recommendations should be followed when supplied.

4. Boots and shoes should be cleaned in a 10:1 water/bleach solution.

5. Outer protective clothing soiled with blood, blood-borne pathogens or other potentially infectious materials shall be removed. Care must be maintained to prevent contamination while removing outer garments. The contaminated clothing should be allowed to air dry and then should be professionally cleaned.

6. When cleaning linens, clothing or garments;
  - a. Wear gloves
  - b. Wear gowns or protective clothing when there is the possibility of splashing.
  - c. Wear eye protection when there is the possibility of splashing.
7. Soiled linens, clothing and garments shall be bagged at the exposure site.
8. Gloves must be worn whenever there is contact with contaminated linen, clothing, or garments.
9. Leakproof plastic bags shall be used for transporting contaminated clothing or garments. These bags must be labeled clearly.

G. Human Bites:

1. Human bites (a bite inflicted by one human on another) have the potential of transmitting blood, blood-borne pathogens or other potentially infectious materials including, but not limited to, viruses and bacteria. These types of pathogens are not always blood-borne, but may also be found in saliva and/or other body fluids. Upon occurrence of a human bite the following procedures shall be taken:

- a. Immediately wash the affected area with soap and warm water.
- b. When hand washing facilities are not readily available the employee shall thoroughly clean the area of the bite with an approved antiseptic cleanser.
- c. The area of the bite shall still be washed with soap and warm water as soon as possible after the bite, even if the area was cleaned with an antiseptic cleanser.
- d. The incident shall be reported to the employee's Supervisor and Safety Officer.
- e. An incident report and all appropriate reports shall be completed and placed in employee's personnel file.
- f. Employee shall seek confidential medical evaluation.

H. Other Equipment:

1. Vehicles and other associated equipment that becomes contaminated with blood, blood-borne pathogens or other potentially infectious materials shall be thoroughly washed and sanitized with a 10:1 water/chlorine bleach solution or other approved disinfecting agent.

2. Equipment shall be decontaminated by following manufacturer's recommendations. In the event there are no recommendations available decontamination shall be accomplished by using 10:1 water/chlorinated bleach solution or other approved disinfectant.

3. Protective gloves, eyewear, gowns and booties, if needed, shall be worn during decontamination procedures to prevent against personal contamination through splashing or direct contact.

I. Artificial Respirations:

1. If at all possible, mouth to mouth resuscitation shall not be applied to any victim.

2. Whenever possible a bag-valve-mask (BVM), or positive pressure resuscitator will be used to administer artificial respirations to a patient. As a last resort, a face mask with a one way valve will be used to administer artificial respirations.

3. Each police vehicle and emergency response vehicle shall be supplied with a bag valve mask with one-way valves for the purpose of administering artificial respirations.

4. After the use of any of the equipment, the equipment shall be decontaminated according to the manufacturer's recommendations, or the procedures outlined in Section H. In the event the equipment cannot be decontaminated, it shall be placed in a leak proof plastic bag and disposed of as regulated medical waste.

VII. MEDICAL WASTE DISPOSAL:

A. Medical waste shall be disposed in accordance with N.J.A.C. 7:26-3A et seq. "Special Medical Waste".

B. The Health Department shall maintain and annually renew the waste generator permit. (If applicable)

C. Whenever possible, all contaminated and potentially contaminated materials shall be left at a medical facility that is capable of disposing of medical waste.

D. All needles and sharps may be disposed of through the Health Department, following the guidelines previously outlined in this document under Section E.

E. All gloves may be disposed of through the Health Department, following the guidelines previously outlined in Section B.

F. Blood and body fluids may be disposed of by pouring down a drain connected to a sanitary sewer. Personal protective equipment shall be worn to prevent exposure.

VIII. HEPATITIS B VACCINATION

A. Hepatitis B vaccination series shall be offered to all designated employees at no cost to the employee.

B. Hepatitis B vaccinations shall be offered to all designated employees within 10 working days of their designation as an employee who has the potential for exposure to blood, blood-borne pathogens or other potentially infectious materials as a result of the performance of his job duties.

C. All Hepatitis B Vaccinations shall be performed by or under the supervision of a licensed physician.

D. All Hepatitis B Vaccinations shall be provided according to the recommendations of the U.S. Public Health Service in practice at the time of the vaccinations given.

E. Employees who have previously completed a Hepatitis B Vaccinations series or have completed antibody testing that reveals the employee is immune shall submit written proof to the municipal Manager for permanent placement in the employee's personnel file.

F. Employees who decline to accept the Hepatitis B vaccinations offered by the Municipality, shall sign a waiver statement. The signed waiver shall be placed in the employee's personnel file.

G. Any designated employee who initially declines Hepatitis B vaccination, but later decides to accept the vaccination, shall be provided the vaccination series at no charge to the employee, provided the employee is still a designated employee.

H. All designated employees shall be offered a booster vaccination for Hepatitis B every five years or at the time interval recommended by the U.S. Public Health Service or the New Jersey State Department of Health.

#### IX. POST EXPOSURE REPORTING AND FOLLOW UP:

##### A. Reporting:

1. The following reporting procedure shall be adhered to following any exposure or potential exposure to blood, blood-borne pathogens or other potentially infectious materials.

a. Immediate notification shall be made to the Supervisor in charge.

b. A full written incident report that outlines the exposure, as all other appropriate forms shall be completed by the employee(s) involved in the incident.

c. A copy of the incident shall be forwarded to the Municipal Manager for placement in the employee's personnel file.

d. A copy of the incident report shall be forwarded to the Health Officer and Safety Officer for follow up.

e. A full entry regarding all exposures shall be made in the PEOSHA Injury Log.

f. All reports of incidents shall be kept confidential. Information on documented exposures will not be released without prior written consent of the employee(s) involved.

g. Copies of all records regarding an employee's exposure shall be placed in the employee's permanent personnel file. Records shall include, but not be limited to incident report, medical follow-up records, and test results.

B. Follow Up:

1. Follow up of all reported incidents shall be performed by the employee's Supervisor, Municipal Manager, Health Officer and Safety Officer.

2. When deemed necessary, a confidential medical evaluation and follow up shall be offered to the employee(s) involved in an exposure incident, at no cost to the employee.

3. In the event an employee refuses the offer for medical follow up, a signed written waiver shall be obtained and placed in the employee's permanent personnel file.

X. COMMUNICATION OF HAZARDS:

A. The municipality shall offer training to all designated employees as outlined in Section IV, during the employee's working hours.

B. All designated employees shall be provided with a copy of this exposure control plan.

C. All new employees who are deemed designated employees shall be trained, as per section IV, within 10 working days of their designation as an employee who has the potential for exposure to blood, blood-borne pathogens, or other potentially infectious materials as a function of their job duties.

D. Warning labels shall be affixed to all containers of regulated medical waste, refrigerators, or any other container holding blood, blood-borne pathogen or other potentially infectious materials.

E. All labels shall include an orange or orange-red biohazard label.

F. Red bags or red containers may be used as a substitute for the biohazard label.

G. Written material on the hazards of exposure to blood, blood-borne pathogens or other potentially infectious materials will be made available to all designated employees.

H. The Municipal Health Officer and Safety Officer shall be available during regular working hours, and on emergency basis, to answer any questions regarding this exposure control plan, infectious diseases and agents, and the potential for exposure to blood, blood-borne pathogens or other potentially dangerous infectious materials.

I. A copy of the exposure control plan shall be accessible to all designated employees in accordance with 29 CFR 1910.20(e) in the following areas:

1. Police Records Division
2. Police Dispatch

3. Municipal Manager's Office
4. Health Department
5. Safety Office
6. Fire Stations
7. Rescue Squad
8. Public Works Facility
9. Municipal Utilities Department

J. A copy of the exposure control plan will be supplied to each designated employee.

K. The exposure control plan will be reviewed annually, or more often if needed, and amended, as deemed necessary.

#### XI. RECORD KEEPING

A. Recording keeping shall be maintained as noted in Sections VIII and IX.

B. All training records shall be maintained for a minimum of three years following the training date.

C. All exposure records shall be maintained permanently in the exposed or potentially exposed employee's personnel file.

D. All records regarding Hepatitis B vaccinations shall be maintained permanently in the designated employee's personnel file.

**BLOOD BORNE PATHOGENS  
EXPOSURE CONTROL PLAN**

**APPENDIX II**

**EXPOSURE INCIDENT REPORT FORM**

Please complete all sections of this form to the best of your ability. The information on this report form will be used by your Supervisor, Municipal Manager, Health Officer, Safety Officer, and employee Health Service in order to determine the need for further follow up and the reason for the exposure.

EMPLOYEE NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

JOB FUNCTION: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

Description of how exposure occurred; ( HOW, WHO, AND WHAT EXPOSED TO)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of incident; (BE AS DESCRIPTIVE AS POSSIBLE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX II**

**EXPOSURE INCIDENT REPORT FORM  
CONTINUATION SHEET**

Material or infectious agent(s) thought to be involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names, addresses, and phone numbers of all individuals involved:

Name:	Address:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of actions taken to prevent exposure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of actions taken following exposure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and agencies notified following incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other information you feel would be important: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and title of person making report: \_\_\_\_\_  
\_\_\_\_\_

**APPENDIX II**

**EXPOSURE INCIDENT REPORT FORM  
CONTINUATION SHEET**

Date completed report received: \_\_\_\_\_

Reports sent to: Please place check mark

Employee: \_\_\_\_\_ Health Officer \_\_\_\_\_

Employee Supervisor: \_\_\_\_\_ Safety Officer \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Agencies and treatment following exposure: \_\_\_\_\_

\_\_\_\_\_

Recommendations for follow up and future prevention: \_\_\_\_\_

\_\_\_\_\_

Persons making recommendations: \_\_\_\_\_

\_\_\_\_\_

(see Resolution #R 38-1993)

**E-MAIL, VOICE MAIL, COMPUTER, FAX AND INTERNET USAGE POLICY**  
**[Amended 2-22-2010 by Ord. No. 2-2010]**

The Town of Hammonton e-mail, voice mail, Internet and facsimiles are for official business and use for nonbusiness purposes is prohibited. All e-mail, voice mail and Internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

The Town of Hammonton reserves the right to monitor, obtain, review and disclose all e-mail messages, computer files, voice mail, facsimiles and Internet messages on the computer and communications systems of the Town of Hammonton as deemed necessary and appropriate. By using the Town of Hammonton e-mail, computer systems, voice mail, facsimiles and the Internet, each user agrees that the Town has unrestricted access and the right to disclose all information communicated or stored on the e-mail, computer systems, facsimiles, voice mail and the Internet for any security, health, employment or other legitimate business reasons. Legitimate reasons also include systems maintenance, message routing, retrieval of business information, troubleshooting hardware and software problems, preventing system misuse, protecting confidential proprietary information, insuring compliance with software license policies and complying with legal and regulatory requests for information. E-mail shall not be used to harass, torment or disparage another party. Offensive and harassing communications are unacceptable and prohibited.

Except in emergency situations or as part of their officially assigned or regular or permitted duties, employees are prohibited from taking any photographs, pictures, digital images, or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people, or job-related incidents or occurrences with any personal analog or digital device, camera, imaging device, audio recorder or cellular telephone. This section also applies in off-duty scenarios regarding any law enforcement related activities. Any photographs, images, or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, codes, guidelines or directives concerning storage, release, and disposal. Employees who have recorded any photographs, images or recordings with any personal device shall notify their supervisor as soon as practical. For the purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flight from accidents or crimes.

Employees are prohibited from releasing or disclosing any photographs, pictures, or digital images of any crime scenes, traffic crashes, arrestees, detainees, people, or job-related incidents or occurrences taken with a personal or agency analog or digital device, camera or cellular phone to any person, entity, business, or media or Internet outlet whether on or off duty without the express written permission of the Municipal Clerk.

Employees who maintain personal web pages and websites, including but not limited to Facebook, YouTube, MySpace, Twitter etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Town of Hammonton if expressed or published using any other medium or in any other manner. The posting of words, phrases, photographs, images or any kind of information on a personal website may be grounds for the imposition of disciplinary action against the employee if the words, phrases, photographs, images or information adversely reflects on the employee's fitness for duty or constitutes a violation of the personnel policies of Town of Hammonton.

## **POLITICAL ACTIVITY POLICY**

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Town of Hammonton time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, department head, Municipal Clerk or the Town Solicitor.

## **NO SMOKING POLICY**

The New Jersey Legislature has declared that in all governmental buildings the rights of nonsmokers to breathe clean air supersedes the rights of smokers. In accordance with state law, the Town of Hammonton has adopted a smoke-free policy for all buildings. Municipal facilities shall be smoke-free, and no employee or visitor will be permitted to smoke anywhere in municipality buildings. Employees are permitted to smoke only outside municipality buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the municipality and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced, and any employee found in violation will be subject to disciplinary action. (See **ORDINANCE #17-1995**)

## **USE OF TOWN VEHICLES**

(See Resolution 24-2002 Driver Criteria Policy)

Town vehicles are assigned to employees for use during the performance of official Town business only. Any employee who uses a Town vehicle for personal business is subject to disciplinary action. Any accident of any type with a Town vehicle must be reported immediately to the appropriate Department Head and an accident report completed in the office of the Municipal Clerk as per Ordinance #26-1989.

The employee to whom a vehicle is assigned is responsible for its security and maintaining it in a safe operating condition. No one other than the designated employee is to use the vehicle or be transported in the vehicle. The employee using a Town vehicle must have a valid driver's license for the type of vehicle being operated; i.e., CDL is required.

All employees utilizing personal vehicles for work travel must be personally insured per law. The Town of Hammonton insurance will not cover accidents involving personal vehicles even if those vehicles are being used in a work capacity. Weekly mileage reports must be submitted to Council Committee, Department Head and Town Clerk.

Seat belts must always be worn when the Town's vehicles are being used. It is a violation of state law to operate a vehicle and not wear a seat belt as per Resolution #R112-1992. All Town vehicles leaving the boundaries of the Town must sign out their destination with the radio dispatcher and sign in upon return.

## **DRIVER'S LICENSE POLICY**

Any employee whose work requires that the operation of Town of Hammonton vehicles must hold a valid New Jersey State driver's license.

All new employees who will be assigned work entailing the operating of a Town of Hammonton vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Annual employee drivers' license checks, on those employees' driving a town vehicle as a requirement of their job, will be conducted by the Municipal Clerk on line with Motor Vehicle Commission. Any employee who does not hold a valid driver's license will not be allowed to operate a Town of Hammonton vehicle until such time as a valid license is obtained. Employees who are found to be non licensed, revoked license or suspended license, non cdl licensed employees and/or employees having a revoked driving license or a bad driving record through MVC will be subject to disciplinary action and possible dismissal.

Any information obtained by the Town of Hammonton in accordance with this section shall be used by the Town of Hammonton only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. § 2721 et seq.)

## **MOTOR VEHICLE SAFETY POLICY**

(See Ordinance 26-1989)

(See Resolution 112-1992 Seat Belt Law)

(See Resolution 24-2002 Driver Criteria Policy)

A. Policy: Many employees operate municipality owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of the Town of Hammonton to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The municipality considers the use of automobiles part of the working environment. The municipality is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate his/her vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

Assigning responsibilities at all levels of employment.

Vehicle use and insurance requirements.

Employee driver's license checks and identification of high risk drivers.

Accident reporting and investigation.

Municipal Accident Review Board.

Vehicle selection and maintenance.

Training standards.

Safety regulations.

Management is responsible for successful implementation and ongoing execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

B. Scope: This policy applies to employees who operate vehicles on municipal business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

C. Organization and responsibilities.

(1) Municipal Clerk: The Municipal Clerk, Chris Ballin (Safety Officer), is responsible for directing an aggressive vehicle safety program.

(2) Management duties:

(a) Implement the Motor Vehicle Safety Program in their areas of responsibility.

(b) Establish measurement objectives to ensure compliance with the program.

(c) Provide assistance and the resources necessary to implement and maintain the program.

(3) Supervisor duties:

(a) Investigate and report all accidents involving a motor vehicle used in performing municipal business. Forward all accident reports to the Vehicle Safety Coordinator.

(b) Be responsible for taking appropriate action to manage high risk drivers as defined by this program.

(c) Provide driver training either internally or through external means for high risk drivers.

(d) Issue periodic reports of losses for the Municipal Clerks review.

(e) Review motor vehicle accident reports as part of the Municipal Accident Review Board.

(f) Maintain appropriate records.

(4) Drivers:

(a) Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations."

(b) Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in municipal business.

(c) Maintain assigned vehicles according to established maintenance standards.

D. Vehicle use.

(1) Municipal-owned vehicles.

(a) Passenger cars. Employees authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the employee will be permitted to operate the vehicle. No one under the age of 18 will be permitted to operate the vehicle.

(b) Commercial trucks and vans. Employees with appropriate commercial driver's licenses (if required by the state), authorization from their supervisor and qualified by state and federal DOT, when applicable, will be permitted to operate the vehicle.

(2) Personal vehicles on municipal business. Employees who drive their personal vehicles on municipal business are subject to the requirements of this program, including:

(a) Maintaining auto liability insurance with minimum limits of \$100,000 for bodily injury and \$1,000 for property damage with combined single limit of \$300,000.

(b) Maintain current state vehicle inspections when required.

(c) Maintain their own vehicle in a safe operating condition when driven on municipal business. (A valid N.J. state inspection sticker must be displayed.)

(d) Proof of insurance (copy of declaration page), valid N.J. driver's license and valid vehicle registration, will be sent to The Town Clerk/Municipal Clerk, by January 15 of each year.

(e) Acceptable Motor Vehicle Report (MVR).

(3) Unauthorized use of vehicles. Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a municipal vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

(4) Driver evaluation. Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

(a) Review past driving performance and work experience through previous employers' reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the "Application Addendum For Employment Requiring Driving."

(b) Review the employee's motor vehicle record (MVR) annually (more frequently if reasons warrant).

(c) Ensure the employee has a valid driver's license.

(d) Ensure the employee is qualified to operate the type of vehicle he/she will drive. The Town of Hammonton is committed to keeping fleet accidents to a minimum. A key to the success of this program is to make every effort to assure that only qualified drivers are operating vehicles on behalf of the employer. For that reason, we intend to order Motor Vehicle Reports (MVRs) on all employees driving employer vehicles or operating a personal vehicle on behalf of the employer. MVRs will be obtained prior to hiring and annually thereafter. Those people who do not meet the criteria set out below will not be permitted to drive on behalf of the employer.

The following grading system is for the evaluation of drivers' MVRs. A check mark should be placed in the squares prior to the appropriate number to indicate the driver's grade. The grading system for employee driving records is as follows:

1. Acceptable: No moving violations and/or accidents over the last 36 months.
2. Marginal: Up to two moving violations and/or accidents in the last 36 months.
3. Probation: Up to three moving violations and/or accidents within the last 36 months.

4. Unacceptable: More than three moving violations and/or accidents within the last 36 months or more than two moving violations and/or accidents within the most recent year.

Any of the below violations will be considered an automatic unacceptable grading:

Driving while under the influence (DWI or DUI)

Leaving the scene of an accident

Careless or reckless driving violations

Homicide or assault through the use of a motor vehicle

Drivers who currently have a revoked or suspended license

Attempting to elude a police officer

(5) Driver qualification. Drivers will be designated a certain driving status based upon qualifications. The qualification level will dictate the type of vehicle or vehicle operations the employee may be engaged in. The levels, qualifications and responsibilities are as follows:

<b>Driver Qualification Level</b>	<b>Qualifications Required</b>	<b>Responsibilities</b>
Non-driver	Employee has not cleared the specified screening process  Post accident until preventability review complete	No driving responsibilities allowed
Automobile driver  (Non-CDL)	Employee has passed initial and ongoing motor vehicle record screening  Employee has passed initial and ongoing motor vehicle record screening Employee has completed initial road test	Can drive commercial vehicle such as service van, pickup and other non-CDL and nonpassenger transport vehicle  Can drive commercial vehicle such as service van, pickup and other non-CDL and nonpassenger transport vehicles
Service/construction vehicle (CDL required)	Employee has passed initial and ongoing motor vehicle record screening Employee has passed initial road test  Employee has valid CDL license	Employee can drive all nonpassenger commercial vehicles including CDL required vehicles
Passenger transportation vehicle	Employee has passed initial and ongoing motor vehicle screening	Employee can drive all nonemergency and nonmedical transportation vehicles

**Driver Qualification  
Level**

**Qualifications Required**

**Responsibilities**

Employee has completed initial and annual road tests

Employee has participated in annual driver training session

Employee has valid CDL license where necessary

(2) The municipality will maintain a list of all approved drivers identifying their current level of municipal driver qualifications. Supervisors will be responsible to ensure drivers are not assigned driving tasks beyond their qualifications.

E. Rules of the road (passenger vehicles).

(1) General rules:

- (a) Obey all traffic rules and regulations.
- (b) Seat belts must be worn at all times (with exception of law enforcement vehicles).
- (c) Guns of any type are not permitted in any municipal vehicle under any circumstances.
- (d) Radar detectors are not permitted in municipal vehicles.
- (e) Cell phones are not to be used while moving. If it is necessary to use a cell phone, pull to the side of the road in the manner described below. Use of “hands-free” mechanisms is permitted. This pertains to text messaging as well.
- (f) Drivers must not stop on a traveled highway except in emergency. If forced to do so, pull out of traffic as far as possible, turn on four-way flashers and secure vehicle.
- (g) No passengers are permitted on any municipal vehicle for any reason unless that passenger is specifically authorized by your supervisor or is a municipal employee.

(2) Defensive driving rules.

“A defensive driver is careful to commit no driving errors. The driver makes allowances for the reactions of other drivers or pedestrians and does not allow the lack of skill, improper attitudes of others, weather hazards, or road conditions to involve him or her in an accident. A defensive driver stays constantly on the alert, making sure to have ample room to escape from accident-producing situations. He or she recognizes hazardous situations far enough in advance to avoid a collision and makes sure that other drivers are aware of his or her presence. He or she yields the right-of-way whenever it is necessary to do so to avoid an accident. Defensive

driving can be defined in three words: COURTESY, CONCENTRATION AND CONTROL.”

### **SCHOOL BUS-SCHOOL ZONES**

Obey state laws governing the passing of a school bus. Reduce speed and be extremely cautious when approaching schools, playgrounds, public parks and other places where children are likely to be on the highway, street or adjoining property. Watch out for balls bouncing on the roadway followed by a child. Obey adult and school-age crossing guards.

### **LEFT OF CENTER**

If an oncoming vehicle approaches on the wrong side of the road, pull as far to the right as possible and stop while sounding your horn. If at night, blink your headlights.

### **EMERGENCY VEHICLES**

When an emergency vehicle is operating lights or siren, pull over to the right side and stop until the emergency vehicle passes. After the emergency vehicle passes, continue on. Do not follow immediately behind emergency vehicles. Always yield right-of-way to funeral processions.

### **HAZARDOUS CONDITIONS**

The driver shall reduce speed when adverse weather and road conditions affect his ability to see, stop or control his vehicle. When conditions become extremely hazardous, pull off the highway to a safe spot and stop until conditions improve and it is safe to continue driving.

### **SPEED CONTROL**

The maximum lawful speed limit is permitted only under ideal conditions. Operate at a speed consistent with existing weather, traffic, visibility, condition of the road and equipment.

### **FOLLOWING TRAFFIC**

On the open highway, in good weather, keep a distance of at least 300 feet between your vehicle and the vehicle in front of you, except when overtaking to pass. In town, do not impede the normal flow of traffic, but maintain a safe interval that will allow you to slow down and stop as traffic conditions require.

Practice the “two second rule.” When following another vehicle, watch it as it passes a marker such as a telephone pole or sign. As soon as the vehicle passes the marker, begin counting, “one thousand and one, one thousand and two.” If the front bumper of your vehicle passes the marker before you have finished counting, you are too close.

## **PASSING**

In passing other vehicles, be certain that it is legal to do so and that there is a sufficient clear distance ahead. Before pulling into the passing lane, be certain that there is no traffic overtaking you from the rear. Alert the driver ahead that he is being passed and use your turn signal before changing lanes and after completing the pass.

## **BEING PASSED**

Hold your vehicle in the proper lane, slow down when it appears that the other vehicle will need additional room to complete the pass safely. At night, dim your headlights. Stay to the right whenever possible unless you are passing.

## **DO NOT SIGNAL OTHER DRIVERS**

Under no circumstances are you to use light, turn signals or hands to signal another driver that it is safe to pass or proceed into a roadway or intersection or make a turn ahead of you.

## **INTERSECTIONS**

Approach every intersection with care, alertness and control. Be prepared to obey traffic officers, traffic signal and stop signs. Slow down for caution signal, be prepared to stop for “YIELD RIGHT-OF-WAY” signs. Watch for pedestrians, children and blind people with white canes.

## **TURNS AND LANE CHANGES**

Position your vehicle in the turning lane well in advance of the turn and use the proper turn signal 100 feet before the turn, providing there is no alternate driveway or roadway where other traffic may become confused by the premature use of the turn signal. Never rely on turn signals to prevent other traffic from attempting to overtake and pass on the wrong side during a turn. Always operate the turn signals and check for overtaking traffic in advance of any lane change.

## **BACKING**

The responsibility for backing safely remains entirely with the driver. Avoid backing whenever possible. Make certain the way is clear during the entire movement. When in doubt, exit your vehicle and take a second look.

## **PARKING**

Engage the parking brake, place the transmission in “park.” Shut down the engine; remove the ignition key.

## **EXPRESSWAY AND INTERSTATE HIGHWAYS**

Know your exit number and/or cross road number or name. Be prepared to leave when you arrive at the exit. Avoid sudden last minute attempts to make it into or around a curve of the exit ramp without first having slowed down to the posted ramp speed limit.

Signal your intention well in advance of leaving the expressway. Maintain the minimum legal speed until you turn into the deceleration lane. Then be prepared to slow down quickly enough to permit a safe exit.

Look for traffic approaching from both directions at the intersection at the end of the ramp. Be prepared to slow, yield or stop as road and traffic conditions as well as signs require.

Bridges and overpasses can be slippery or icy when the rest of the highway is clean and dry. Be careful in these situations.

Allow sufficient intervals when following other vehicles on exit and entrance ramps to enable a safe stop when the vehicle ahead slows or stops for approaching traffic.

Govern your speed and position in relationship to other traffic on the expressway. Be prepared to accommodate other vehicles entering from interchanges and service plazas. Do not follow other traffic at too close an interval.

At night time, consider whether oncoming traffic will be in the glare of your high-beams and dim your lights accordingly for them and the vehicle traveling ahead in the same direction as yourself.

## **RAILROAD CROSSINGS**

Approach railroad crossings with care. Some crossings are uncontrolled and sometimes the controls don't work. When stopping for a train, place your transmission into “park” to prevent your vehicle from rolling into a moving train.

## **BE PREPARED FOR DIFFERENT TYPES OF DRIVERS**

**TEENAGERS:** They have quick reflexes and fast reaction times, but lack experience.

**SENIOR CITIZENS:** They are likely to drive more slowly and reaction time has increased.

**SHOW-OFF DRIVER:** Aggressive personality is reflected in driving habits.

**OCCUPIED DRIVER:** Busy talking, using car phone, eating, smoking, just exiting a fast food restaurant and small children in the car.

**DRUNK DRIVER OR CHEMICALLY IMPAIRED:** Watch for erratic driving behavior such as driving slow for no apparent reason, inconsistent driving speeds, improper or erratic passing, swerving on the road, jerky stops and starts, and driving with windows down in cold weather.

F. Rules of the road (trucks, ambulances, fire trucks - nonemergency).

Truck rules. All rules for passenger vehicles apply. The following additional rules apply to trucks as well:

### **BOBTAILING AND DEAD-HEADING**

Exercise caution and travel at reduced speed when bobtailing or hauling empty or lightly loaded trucks, particularly on icy or wet roads.

### **SPEED CONTROL**

The maximum lawful speed limit for trucks is permitted only under ideal conditions. Operate at a speed consistent with existing weather, traffic, visibility, condition of the road and equipment.

### **FOLLOWING TRAFFIC**

On the open highway, in good weather, keep a distance of at least 500 feet between your vehicle and the vehicle in front of you, except when overtaking to pass. In town, do not impede the normal flow of traffic, but maintain a safe interval that will allow you to slow down and stop as traffic conditions require.

Practice the “four-second rule.” When following another vehicle, watch it as it passes a marker such as a telephone pole or sign. As soon as the vehicle passes the marker, begin counting, “one thousand and one, one thousand and two, one thousand and three, one thousand and four.” If the front bumper of your vehicle passes the marker before you have finished counting, you are too close.

### **BACKING**

The responsibility for backing safely remains entirely with the driver. Avoid backing whenever possible. Make certain the way is clear during the entire movement. Get reliable help when needed. Be certain your helper is positioned where you can observe their signal as well as hear them and make certain they are not in danger of being struck. When in doubt, exit your vehicle and take a second look.

## **BACKING WITH SPOTTER**

While backing, a spotter (when available) will be positioned eight to 10 feet behind the left rear of the vehicle. He or she will maintain visual and voice contact with the driver. The spotter will help guide the driver to slowly back the vehicle. This practice greatly reduces the possibility of backing mishaps. Drivers should always back into parking areas to assure that a safe and efficient exit is possible. Drivers are cautioned not to pull into parking space or driveway. Drivers are cautioned never to be in a hurry when backing up or parking. They are instructed not to start backing up or park when they are unsure of the area behind the vehicle.

## **PARKING**

Engage the parking brake, place the transmission in low or reverse gear, depending on the grade. Shut down the engine, remove the ignition key. When there is a possibility of the vehicle rolling, block one or more of the wheels. At loading dock, always block one or more wheels. Keep the tractor under short trailers when you are being loaded or unloaded, particularly by forklifts. **PARKING WITH THE TRACTOR/TRAILER PROTECTION VALVE ON EMERGENCY POSITION IS FORBIDDEN.**

Never leave the engine operating with the trailer trolley valve engaged as a brake for parking.

## **EXPRESSWAY AND INTERSTATE HIGHWAYS**

Bridges and overpasses can be slippery or icy when the rest of the highway is clean and dry. Take it easier when bobtailing or dead-heading or when you have a light load. The vehicle will not respond as it does under load. Truck speed limits still apply to bobtails.

Govern your speed and position in relationship to other traffic on the expressway. Be prepared to accommodate other vehicles entering from interchanges and service plazas. Do not convoy with other truck traffic or follow other traffic at too close an interval.

## **RAILROAD CROSSINGS**

All trucks carrying hazardous materials and all buses are required to stop at railroad crossings. Trucks not carrying hazardous materials should slow down and proceed with great caution at railroad crossings regardless of whether the crossing is controlled (equipped with lights or gates) or not.

G. Accidents and injuries. These rules of conduct and instructions are aimed at helping you to make a proper report, protect the scene to avoid further accident involvement and assist the injured. Familiarize yourself with what to do in case of an accident **BEFORE** you are involved in one.

(1) **STOP.** Failure to stop at the scene of an accident in which you are involved is a criminal offense which will subject you to a penalty of the law in addition to disciplinary action by the municipality.

(2) **PROTECT THE SCENE.** Turn on four-way flashers, lose no time in setting out your red emergency reflectors in accordance with DOT regulations (one warning device 100 feet in each direction from the scene and one 10 feet from the rear of the trailer; set the signals further out but no more than 500 feet if the accident occurs near a curve or hill crest).

(3) **ASSIST ANY INJURED PERSON,** but **DO NOT** move anyone unless absolutely necessary to prevent further injury (from fire, for example). Keep any injured person as warm and quiet as possible while waiting for the arrival of an ambulance, doctor or other person competent to handle the injured party's removal and treatment.

(4) **NOTIFY THE POLICE** (in all circumstances). If you cannot get to a phone nearby, write a brief note describing the location and apparent seriousness of the accident and ask a reliable-appearing motorist to take it to a phone and report it for you or use your CB (if you have one) to pass the word along. **DO NOT LEAVE EQUIPMENT OR CARGO UNGUARDED EXCEPT IN EXTREME EMERGENCY!**

(5) **NOTIFY YOUR SUPERVISOR.** You must make contact with your supervisor as soon as safely possible. In the event the you cannot, you must report the accident to the Hammonton Police Department's dispatch center at 609-561-4000, and advise them to notify the on-duty officer in charge to report the accident. (Dispatch will also attempt to contact the employee's supervisor.)

(6) **HIT AND RUNS.** If you are the victim of a hit and run or the other party refuses to remain at the scene or give you information, notify the police of the accident and give them all the details you can. This way, your report is kept on file with the police and protects you if the other party tries to make a claim against you later.

H. Make a complete report of the accident (see appendix).

(1) If you are taken to a hospital, make sure that someone notifies the municipality immediately of what happened, where you were taken and when you were taken there.

(2) When reporting an accident by telephone or messenger, be specific as to the location, time, extent of injury or damage, the condition of the cargo and where you can be reached. When you call in to your department, be sure you are talking to someone who is in a position to act on your report and make a note of the person you give the report to for future reference.

(3) Be polite at the accident scene. Give your name, the employer name and offer to show your CDL. Do not discuss the accident with anyone except the police and representative of our municipality. Any statements you make may be used against you later, so do not offer theories, etc. Regardless of the circumstances, **ADMIT NOTHING, PROMISE NOTHING, AND DON'T ARGUE.**

(4) Make out your report as outlined below. The preliminary report form is your worksheet for obtaining all the necessary information to call in to the municipality. Get names, addresses and phone numbers of **ALL** witnesses, **BOTH FOR YOU AND AGAINST YOU.** If witnesses refuse to give you their names, note their vehicle license number. If there are no witnesses to the actual accident, get the name, address and phone number of the first person to arrive on the scene.

(a) When you are involved in any type of motor vehicle accident on the job, you are required to obtain the following information at the accident scene:

Date of accident

Time of accident

City and state where the accident occurred

Exact location where the accident occurred:

Nearest intersection

Mile marker

Direction of travel (all vehicles)

If private property, describe the facility

Exact description of the event:

You are always vehicle number 1

Describe events leading to the collision

Describe events during the collision

Describe event immediately after the collision

If the authorities are involved:

Get the officer's name and badge number

Is the officer a state trooper or a local?

Find out where the officer is from

Get the accident report number

Get the phone number for the station

If citations are issued:

To whom?

What are the charges?

Other vehicle and driver:

Get the name of the vehicle owner

Get the address of the owner

Get year, make, model and license number of other vehicle(s)

Get the name of the other driver(s)

Get the other driver's full address

Get the other driver's phone number

Witnesses:

Get name, addresses and phone numbers of all witnesses

Injuries:

Identify all injured persons

Were they treated at the scene of the accident or moved by ambulance?

Points of impact:

Where your vehicle made contact with other

Where other vehicle made contact with you

Road and weather conditions:

Was it clear, raining, foggy, etc.?

Was the road surface dry, wet, icy, etc.?

Was it daylight, dark, dawn, dusk or artificial light?

The number of lanes in both directions

What was your traveling speed?

Other:

Were you wearing your seat belt?

Were there any mechanical defects that may have caused this event?

Were any vehicles towed from the scene?

Was anyone, including yourself, tested for alcohol or drugs?

(b) If the accident is being investigated by a police agency you are only required to know which police department is investigating and who the investigating officer is. (The above steps will be covered by the police report, and you will not have to provide the above-stated report.)

I. Inspections, repairs and maintenance.

(1) Introduction.

(a) Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

(b) Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The municipality will purchase vehicles designed for their intended use.

(2) Inspections.

(a) Before driving the vehicle, the driver shall be satisfied that the general operating condition is safe. The driver shall remedy observed unsafe conditions immediately. The driver shall also assure that the proper vehicle documentation is present, including the registration, insurance ID.

(b) The employee responsible for the vehicle will inspect the vehicle semiannually using the Vehicle Inspection Report form (see appendix) and forward the report to the Vehicle Safety Coordinator. More frequent inspections and reports may be required based on heavy use.

<b>Vehicle Type</b>	<b>Standard Auto</b>	<b>Commercial Non-CDL</b>	<b>Commercial CDL</b>	<b>Passenger</b>	<b>Emergency</b>
Frequency	Weekly	Weekly	Daily	Shift change	Shift change

(3) Vehicle maintenance. Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost-effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

(a) Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.

(b) Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

(c) Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive

alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

(4) Recordkeeping. This municipality's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Employees will forward all vehicle maintenance records for maintenance performed each quarter to the employee's supervisor to be kept on file at each department.

#### J. Municipal Accident Review Board.

All vehicle collisions should be analyzed and a written report submitted to management for review. A determination of accident preventability should be made. Where the collision was preventable by the municipal driver, the driver should be counseled, given additional training, given time off without pay, placed on probation, transferred to nondriving duties, disciplined in other ways, or employment (or services for independent contractors) terminated according to corporate, union, and governmental guidelines.

However, this does not absolve management from improving safety of the work and driving environment. The Town Safety Coordinator, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the accident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

#### K. Driver training.

(1) Drivers hired by this municipality to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

(2) New employees, contractors, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the municipal policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed with the driver include:

- (a) Understand, review and be given a copy of the Fleet Safety Program.
- (b) Understand and sign the Vehicle Assignment Agreement.
- (c) Review individual Motor Vehicle Report (MVR).
- (d) Understand accident reporting and emergency procedures.
- (e) Review operation and controls of vehicle being assigned.
- (f) Inspect vehicle using Vehicle Inspection Form.

(3) License suspension. Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked.

(4) Remedial training.

(a) Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

[1] One or more violation convictions within any one-year period; or

[2] A conviction for driving while under the influence of alcohol or drugs.

(b) Driver training is also required after all accidents involving the driver and a municipal-owned vehicle, if the accident is determined to be preventable by the Accident Review Panel.

(5) Other disciplinary action. Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

## **DRUGS AND ALCOHOL POLICY**

(See Resolution 12-1996 Misuse of Alcohol & Drugs)

The Town of Hammonton recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or department head will immediately report any reasonable suspicions to the Municipal Clerk.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol-, drug-, or controlled dangerous substance-free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Town of Hammonton premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five days of conviction for a drug violation in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify the Municipal Clerk, who is required to maintain the confidentiality of any information regarding an employee's medical condition. The Town of Hammonton personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or nonprescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Town of Hammonton property or while performing Town business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

## **RESIGNATIONS**

Town employees may resign in good standing by giving their immediate supervisor at least 14 days written notice. If an employee resigns without giving the required notice, he/she will be considered to have resigned not in good standing.

Employees will be notified by the Municipal Clerk as to the status of various employee benefits.

## **REEMPLOYMENT**

Permanent employees who resign in good standing may, within one year of such action, request consideration for reemployment by indicating availability to the appointing authority. If reemployed within one year of their resignation, they shall be entitled to all benefits enjoyed prior to the resignation, commencing on the date of rehire. Provisional employees who resign in good standing and are reemployed within six months shall be entitled to all benefits enjoyed prior to the resignation, commencing on the date of rehire.

## **WORK FORCE REDUCTION POLICY** **[Added 2-22-2010 by Ord. No. 2-2010]**

Pursuant to N.J.A.C. 4A: 8-1.1, the Town of Hammonton may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other reemployment rights for employees in Career Service titles will be determined by the New Jersey DOP and N.J. CSC.)

## **PHYSICAL EXAM**

Employees may be required by the Town to be examined by the Town physician whenever conditions make this desirable for the protection of the employee or the Town. Physical examinations, to include a drug screening, are compulsory for all full-time and temporary employees. Employees may be required to have a physical examination on other occasions, such as a transfer or promotion. Failure to successfully pass a preplacement physical may be cause for rejection of employment or promotion. Physicals at the request of the Town shall be paid for by the Town. Medical examinations paid for by the Town are Town property and shall be treated as confidential.

## **PURCHASING FOR THE TOWN**

Ordinance # 002 -2011  
AN ORDINANCE AMENDING ORDINANCE # 23-2008  
Chapter 55 OF THE CODE OF THE TOWN OF HAMMONTON  
ENTITLED PURCHASING

BE IT ORDAINED by the Mayor and Council of the Town of Hammonton, in the County of Atlantic and State of New Jersey, as follows:

### **SECTION I. PURPOSE**

In order to provide for control and accountability over all expenditures by the Town of Hammonton, and in recognition of the essential need to maintain viable procedures so that the business operations of local government may proceed in an efficient and timely manner, this ordinance shall be adopted which shall set forth the procedures to be followed in order to make purchases by any Department Head (or in their absence, the next in charge in the Department) of the Town of Hammonton.

### **SECTION II. APPLICABILITY**

The regulations and requirements outlined herein shall be applicable for all purchases by all Department Heads of the Town of Hammonton.

### **SECTION III. PROCEDURES**

It is determined that each Town Department shall be allocated funds for the annual operation of said department. The Head of that Department is responsible for purchases on behalf of the department and shall:

First obtain a verbal or written quote/cost for the proposed or requested purchase.

Accurately complete and sign a requisition and submit same to the Purchasing Agent of the Town of Hammonton.

Wait until the Purchasing Agent has issued a purchase order (which authorizes the purchase to be made) describing the item to be purchased and cost of same, before actually making the purchase. Head of Department shall issue the purchase order to the vendor in person or by fax and this authorizes the vendor to remit the product or service and guarantees payment of same will be made by the Town of Hammonton so long as the product or service is remitted to the satisfaction of the Town of Hammonton.

If a product or service must be ordered, then it is the department heads responsibility to review the monthly list of bills to be paid and sign off on same that all bills listed are accurate and have been received to the satisfaction of the Town of Hammonton. Products or service on order and not received by the Town should not be paid for ahead of time. The purchase order is the legal document authorizing the order or purchase and guaranteeing payment of same.

Department Head is responsible for working within his/her annual budget. This means Department Head should anticipate all possible expenditures for budget year and pre encumber those funds so that he/she may work with the remaining department budget balance.

Department Head may not exceed his/her allocated budget in any given year.

Department Head must review his/her departments budget balances which appear on the monthly council meeting agenda's e mailed to department head under the Town Clerk Report.

For purchases/requisitions exceeding \$100.00 the Council Committee must also sign requisition before it is submitted to the Purchasing Agent for review and approval and issuance of a purchase order.

For purchases for products or services exceeding \$5,400.00 or the percentage of the Bid Threshold as determined by the State of New Jersey for any particular year, department head must attempt to receive 2 or more quotes and attach same to his/her requisition prior to Council Committee Chair signature.

For purchases exceeding \$17,500 or the amount set by State of New Jersey (Pay to Play Law) in any given budget year, Department Head must contact Purchasing Agent to ascertain how the purchase may be made.

For purchases exceeding \$36,000 or the amount set by State of New Jersey Bidding Laws in any given year, Department Head must contact Purchasing Agent so that they may formally bid that product or service.

Multiple purchases of the same product or service in any given budget year must be calculated in total to determine how the purchase can legally be made.

Should an emergency arise, department head must contact Purchasing Agent for direction prior to making any purchase for product or service.

Should the Department Head receive a letter during any given budget year from the Purchasing Agent mandating “no further spending” in his/her department due to previous overexpenditures and/or lack of sufficient funding in that department, department head must comply. Should department head continue to make purchases at any point after receiving this letter, he/she may automatically be suspended.

Should a department head turn in an incomplete requisition to the Purchasing Agent it will be returned with a letter stating reason for same and if the purchase pre dates the requisition and purchase order, it will be taken to Mayor and Council for review and department head will be subject to disciplinary action for the unauthorized purchase.

All purchases (except annual department appropriations following the above procedures) charged to Bond Ordinances, Trusts, Grants etc.. must also be approved by Mayor and Council before the purchase is made.

No final payment shall be made to a vendor until an invoice is attached to the purchase order being paid, as well as the packing slip. If no packaging slip is attached then the department head receiving the product or service must sign off on a receipt of services/product form.

#### SECTION IV. REPEALER

Any ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

#### SECTION V. COMPLIANCE WITH STATE LAW.

Any purchase made by the Town of Hammonton is still governed by the State of New Jersey laws.

#### SECTION VI. EFFECTIVE DATE.

This ordinance shall take effect upon publication and passage according to law.

## **PERSONNEL FILE PROCEDURE**

A. The official personnel files shall be maintained by the Municipal Clerk/Personnel Manager, and employee medical information will be maintained in a separate file.

B. The official file shall include at least the following:

- (1) The original application signed by the employee;
- (2) Notes from any pre-employment interview and reference check;
- (3) The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- (4) A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- (5) A signed acknowledgement that the employee has received the Employee Handbook;
- (6) A signed acknowledgement that the employee received the safety orientation;
- (7) Annual written performance evaluations, including documentation that the evaluation was reviewed with the employee;
- (8) Counseling Action Plans;
- (9) Records relating to on-the-job accidents;
- (10) Disciplinary actions, including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- (11) Records relating to any other employment actions, including promotions, demotions, transfers, resignations, leaves, etc.;
- (12) Educational transcripts; and
- (13) Any other pertinent information.

## **REQUESTS FOR EMPLOYMENT VERIFICATION AND REFERENCE PROCEDURES**

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Municipal Clerk. No employee may issue a reference letter without the permission of the Municipal Clerk. Under no circumstances should any information be released over the phone.

A written request signed by the employee will allow the Municipal Clerk to release required information for verification of employment.

## **CONFLICT OF INTEREST POLICY**

Employees, including Town of Hammonton officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Town. Violations of this policy will result in appropriate discipline including termination.

The Town of Hammonton recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Town business. However, business dealings that appear to create a conflict between the employee and the Town of Hammonton's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Town Clerk a state-mandated disclosure form. The Town Clerk will notify employees and Town officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee, including a Town of Hammonton official, is in a position to influence a Town decision that may result in a personal gain for the employee or an immediate relative, including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Town may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Municipal Clerk or the Town Solicitor and/or Town Labor Attorney to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Town responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Town time, supplies or equipment in the outside employment activities. The Municipal Clerk may request employees to restrict outside employment if the quality of Town work diminishes. Any employees who holds an interest in, or is employed by, any business doing business with the Town of Hammonton must submit a written notice of these outside interests to the Municipal Clerk.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Town duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Town of Hammonton or any person or firm seeking to influence Town decisions. Meals and other entertainment valued in excess of \$100 are also prohibited. Employees are required to report to the Municipal Clerk any offer of a donation, gratuity, contribution or gift, including meals and entertainment, that is in violation of this policy.

### **OPEN PUBLIC MEETINGS ACT PROCEDURE CONCERNING PERSONNEL MATTERS**

Discussions by the governing body or any body of the Town of Hammonton concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body of the Town of Hammonton concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the governing body or other body of the Town of Hammonton may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

### **DRESS CODE POLICY**

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, jeans, athletic clothing, shorts, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. With the advance approval of the Municipal Clerk, the Town of Hammonton will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

Local government officers and employees as defined in Section 3 of the "New Jersey Employer-Employee Relations Act," PL 1941, c. 100 (C.34:13A-3), shall annually file a financial disclosure statement issued by the Town Clerk. All financial disclosure statements shall be public record.

Confidentiality/Standards of Conduct - All outside employment with firms which provide services or have a relationship within the Town that may create a conflict of interest must be reported to the Municipal Clerk.

No Town official or employer shall use Town facilities or supplies other than in the proper discharge of his/her official duties.

Town employees shall not disclose confidential information, or use such information to further personal interests within the Town. Details of specific confidential cases should not be discussed except with persons who have a definite need to be supplied with that information.

As a public employee, you are required to notify your Department Head and the Municipal Clerk of any charges of a criminal nature which may be brought against you. Failure to provide this notification within five days may result in disciplinary action being taken.

### **BENEFITS**

(See Ordinance 22-1994 for Holidays, Sick and Vacation)

Medical, Prescription, Dental and Visions Plans – Town will provide benefits to qualifying employees per Town Policy and State Law. Changes in benefit status must be reported by employee within one month of change of status or will be liable for payment of premiums paid in excess by the Town of Hammonton. Unless individual or collective bargaining contract states differently and in addition the contract is in accordance with the Town of Hammonton benefit retirement plan adopted and recorded with NJSHBP, those retiring from the Town of Hammonton with 25 years service (with the Town of Hammonton as well as 25 years pensionable service) will receive medical, prescription, dental and vision plans for themselves as well as their family members (eligible family members must be designated by law) for the life of the retiree. Once the retiree is deceased, the family benefits are terminated and the family members will be given a cobra notice.

Compensation Schedule - Town employees will be paid on a bi-weekly basis, every other Friday. Checks will be issued the Thursday prior to paycheck date after 1:00 p.m.

Direct Deposit - All employees are entitled to participate in the Town Direct Deposit Program with a participating bank which automatically deposits said paycheck into your personal checking and/or savings account. Arrangements to participate in this program must be made through the Town Clerk's office and the participating bank.

## **PENSION**

All eligible employees will be placed in the appropriate NJ State Pension Plan as required by law.

## **SICK LEAVE, PERSONAL DAYS, HOLIDAYS AND BEREAVEMENT LEAVE**

All employees of the Town shall be entitled to take sick leave, personal days, holidays, and bereavement leave in accordance with Ordinance #22-1994 "Holidays, Sick and Vacation Days" and Ordinance #11-1989 "Leaves Upon Death or Serious Illness" and the applicable collective bargaining contract.

## **JURY DUTY**

Jury Duty - Employees required to perform jury duty shall receive full pay from the Town for all time spent on jury duty. The Town shall require proof of jury duty.

## **LEAVE OF ABSENCE POLICY (UNPAID)**

Employees may be granted an unpaid personal leave of absence for up to three months at the sole discretion of the Mayor and Council, if the leave does not cause undue operational disruption. In exceptional circumstances, the Mayor and Council may extend a leave of absence for an additional three months, if such extension is considered in the best interests of the Town of Hammonton.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer or for extended vacation time. Employees on unpaid personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Town Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the Town. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

## **MILITARY LEAVE POLICY**

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state, including the Naval Militia and Air National Guard, is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first 30 workdays of the leave shall be with full pay, except that a member of the New Jersey National Guard shall receive full pay for the first 90 days. (Thereafter, the leave shall be without pay but without loss of time; or thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off, including but not limited to vacation, sick or personal time. A full-time temporary employee who has

served less than one year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional 30 calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Town of Hammonton group plan by taking advantage of the COBRA provision. Members of the state-administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than 31 calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight hours after the end of military duty, with reasonable allowances for commuting; for service of 31 to 180 calendar days, the employee must submit an application for reinstatement within 14 calendar days after completing military duty; for service greater than 180 calendar days, the employee must submit an application for reinstatement within 90 calendar days after completing military duty.

### **FAMILY AND MEDICAL LEAVE ACT POLICY**

Family and Medical Leave Act is set and updated by Federal and NJ State Policies. Forms and information can be obtained from the office of the Municipal Clerk.

## **N.J. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH ACT (PEOSHA)**

Employees may view the following on PEOSHA website:

- a. O.S.H.A. Standards for General Industry, 29 CFR part 1910.
- b. O.S.H.A. Standards for the Construction Industry, 29 CFR part 1926.

They should be used to:

- c. Determine what standards will apply to your particular area.
- d. If applicable, determine if your area is in compliance with N.J.S.A. 34:6A-25 et seq.

2. To determine if the standards apply to your area, refer to the attachments concerning “Safety Standards most likely to be encountered in a work shop or maintenance shop setting” and “Commonly violated general industry OSHA standards”. These lists are not inclusive of all N.J.S.A. 34:6A-25 et seq. laws and should be used only as a guide to determine what section or sections apply to you.

3. If additional information about these standards or an interpretation is needed, you may call the Office of Public Employees Safety, Division of Workplace Standards at 1-984-4738: or contact the Office of Public Employees Safety, CN 386, Trenton, New Jersey 08625-0386.

## **BOMB THREAT EMERGENCY**

It is the policy of the Town to safeguard its employees and citizenry to the extent possible. To do this during a high tension situation requires individuals to remain calm and obtain as much information as possible. Should an employee receive a communication that an explosive device has been placed in a public building, he/she should try to obtain as much information as possible.

In no way should any actions endanger the well-being of any individual. Further, you should immediately call the police department by dialing 911.

## **AMERICANS WITH DISABILITIES ACT POLICY**

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the Town of Hammonton does not discriminate based on disability. The Town of Hammonton will endeavor to make every work environment handicap-accessible and all future construction and renovation of facilities will be in accordance with applicable barrier-free federal and state regulations and the Americans with Disabilities Act Accessibility Guidelines.

It is the policy of the Town of Hammonton to comply with all relevant and applicable provisions of the Americans with Disabilities Act and the New Jersey Law Against Discrimination. We will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable

accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Town of Hammonton.

The Municipal Clerk shall engage in an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the Municipal Clerk. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Town of Hammonton to offer permanent "light duty," relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

### **CONTAGIOUS OR LIFE-THREATENING ILLNESSES POLICY**

The Town of Hammonton encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Town of Hammonton shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Town of Hammonton. The Town of Hammonton will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.

Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

Information may be disclosed to the Department of Health as required by state or federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

### **OTHER EMPLOYMENT**

A Town employee may have secondary employment so long as the other employment does not interfere with the employee's duties, obligations, and responsibilities to the Town. It shall be the obligation of the Department Head of the employee to advise the employee if the secondary employment is interfering with the employee's performance. Every effort shall be made to resolve any dispute between the Department Head and the employee.

The Mayor and Council reserve the right to ultimately decide if the outside employment interferes with the employment of the Town.

## **SAFETY/REPORTING OF JOB-RELATED ACCIDENTS AND ILLNESSES**

(See Resolution 191-1992 Mandating Use of Safety Equipment)

The Town of Hammonton will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Town of Hammonton is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or department head in writing. Any on-the-job accident or accident involving Town of Hammonton facilities, equipment or motor vehicles must also be immediately reported to the supervisor or department head and the Municipal Clerk's office.

The Town of Hammonton has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee representative.

### **INJURY ON THE JOB**

When an employee is injured on the job, the following must be followed:

1. The injury must be reported immediately to a supervisor, and a report must be made in the office of the Town Clerk on appropriate report form. Forms may be obtain by contacting the Town Clerk office via phone, fax or e mail. Please print legibly and have Department Head sign as well. If injury or illness requires hospitalization, Department Head must complete the form and have employee sign when physically able. Employee is responsible for following thru with the town clerk/claims coordinator with any change in work status through his/her treatment of work related injury/illness.

2. Unless an emergency situation arises, the employee should see the Town doctor, regarding their injury. If injury requires immediate medical emergency attention, employee should go the emergency room of the hospital of their choice. If employee then requires follow-up treatment, employee must first see the Town doctor. A permission slip will be given at the time of report of the incident.

3. Upon return from a worker's compensation claim, the employee shall notify the Town Clerk and have a release from the Town doctor.

4. Employee must provide to each doctor seen a copy of their worker comp report form which advises the doctor how to bill the Town's insurance carrier. Employee should not utilize personal medical or prescription insurance for work related injury or illness.

5. If employee is out of work due to work related injury or illness, employee's salary will be paid as specified in their employment contract. If employee does not have an employment contract with the Town of Hammonton, then the employee will be paid the percentage per law by the Town

of Hammonton's workers comp insurance carrier. In this instance no pay check will be issued by the Town of Hammonton during the employees absence.

### **SICK LEAVE**

(See Ordinance 22-1994 Holidays, Sick and Vacation Days)

If you are out on sick leave, a note from your attending physician must be given to the Department Head indicating the required time off and your release from care. If your time off is more than five consecutive working days, you must obtain a doctor's certificate. All doctor's notes and releases must be submitted to the Town Clerk and attached to the pay sheet.

If your sick time is a total of 10 days in one calendar year, then the same doctor's reports are required for every day taken in that year. No paychecks will be released without the required documentation for said sick leave for sick days taken.

The Town reserves the right to demand a second opinion exam and certificate, at the cost of the Town.

### **ABUSE OF SICK LEAVE**

Employees may only take sick leave in accordance with the procedures established by Town ordinance and the collective bargaining contracts. Sick time may only be taken if the necessary proof is given to the Department Head and Town Clerk.

It shall be considered an abuse of sick time if an employee takes off without the necessary doctor's certification. The Town reserves the right to send an employee to a physician of its own choosing. In the event it is determined that an employee hasn't provided the proper documentation, has falsified information, or otherwise taken sick time unnecessarily, the employee may be subject to discipline, which could include termination.

## GENERAL SAFETY RULES

(See Resolution 191-1992 Mandate Use of Safety Equipment)

1. Don't ever think "It can't happen to me" because it can and will if you don't keep your mind on your work.
2. A fall on the stairs can ruin your whole day. **DO NOT RUN** up and down stairs! You might save 3 seconds one trip and break your leg (or neck) the next.
3. Emotions can run high in our Town. If you become angry or upset at someone, give yourself time to calm down before you respond to that person.
4. Your supervisor knows best. Make sure you clearly understand your job assignment before you begin. If you aren't certain ask.
5. All injuries are to be immediately reported to your supervisor and to the Town Clerk/Business Adm.
6. Report any unsafe conditions to your supervisor, or the Town Clerk.
7. Do not overload electrical circuits.
8. Alert other employees who may be affected by your activity.

For example, wet carpet, and floor should be roped off and "Wet Floor" signs posted.

9. Do not wear loose clothing, jewelry, or long hair around moving machinery.
10. Use the proper tools and protective equipment for the job.
11. Keep all floors, walkways, and aisles clear.
12. Horseplay on the job is dangerous and appropriate disciplinary action maybe taken if it is engaged in.
13. Use step ladders or an appropriate climbing device; never stand on chairs, stools or boxes.
14. Do not attempt to make repairs on unfamiliar energized equipment.
15. Smoke only in designated areas and never deposit cigarette butts in outside trash cans. Put butts in designated waste bins.
16. Check Resolution 191-1992. It contains valuable information on safety.

If an employee is injured on the job, due to his own negligence, a verbal warning will be given to him or her on the first occurrence.

If a second injury results due to his or her own negligence the injured employee will be given two days suspension.

If a third injury results due to his or her own negligence, the injured employee will be given three days suspension.

If a fourth or subsequent injury results due to his or her own negligence this may be cause for dismissal.

All safety procedures are to be followed not only for the Town's protection against insurance claims, but mostly to insure the safety and well being of yourself.

If you are to wear glasses to protect your eyes, please do so. If a safety hook up is to be used please do so.

If you feel you have any safety suggestions for your job, please do not hesitate to contact the office of the Town Clerk, Safety Director for discussion by yourself and direct supervisor.

### **FIRE SAFETY**

Fire poses a unique danger for employees and patrons. It is important that you know and are familiar with the following:

- \* All exits from your working area;
- \* How to sound the fire alarm;
- \* How to use a fire extinguisher.
- \* If you are trapped and cannot get out of the room, remember the following:
  - \* Don't panic
  - \* In smoke, crawl, don't walk;
  - \* Put closed doors between you and the smoke and heat;
  - \* Seal off cracks around doors.
- \* Guests should be evacuated with extreme caution to avoid panic. It is of the utmost importance that employees remain calm and they follow the instructions of their immediate supervisors. Employees can help prevent a fire by observing the following rules:
  - \* Smoke only where permitted;
  - \* Check up after smokers for "Live" butts in outside waste cans;
  - \* Look for electrical equipment that isn't working right or smells like it has burning wiring;
  - \* Don't overload wall outlets;

- \* Keep heat producing devices away from things that burn;
- \* Store and use flammable liquid according to safety regulations.
- \* Clean up spills of flammable liquids immediately and properly dispose of soaked rags;
- \* Never block any fire extinguisher or emergency exit.

A Note on Fire Extinguisher-Usage:

All extinguishers located on Town premises are rated “BC” This means they are designed for use on any type of fire, i.e., paper, wood, flammable liquids or electrical.

After activating the alarm, if you feel that you can extinguish the fire without danger to yourself, use the following technique to extinguish the fire;

- 1) Firmly grasp the extinguisher by the handle and remove the safety pin from the discharge lever;
- 2) Grasp the hose with your left hand and point the nozzle toward the bottom of the flame;
- 3) Sweeping the nozzle from left to right, firmly depress the discharge handle until the flame is extinguished or all the dry chemical is expended. Never attempt to extinguish the fire prior to sounding the alarm!

**MACHINERY AND EQUIPMENT SAFETY RULES**

(See Resolution 191-1992 Mandate Use of Safety Equipment)

1. Safety guards are installed by the manufacturer for your protection. Do not remove those devices and report missing guards to your supervisor.
2. Work only on equipment on which you are authorized to do so.
3. Inspect your equipment thoroughly and be sure that it is in proper working condition before use.
4. Don't operate any machine which you think is unsafe.
5. Call for repairs or maintenance on equipment or electrical work of any kind.
6. Do not talk to or otherwise distract another employee who is operating a machine.
7. Read and follow all instructions on cleaners, solvents, and other chemicals used in your job.
8. Safety glasses must be worn in specified areas.
9. Wear gloves and/or proper shoes for any work requiring this added protection.

10. Wear safety non-skid soled shoes.
11. Headsets, (stereos, radios, etc.) are prohibited while working.
12. Rings, dangling chains, or other jewelry that may be caught in machinery is prohibited.
13. Lockout-Tagout equipment is to be utilized for repairs or maintenance on any machinery which could be accidentally energized during repairs.

Thank you for taking the time to study the foregoing material. We hope that you will remain constantly alert to protect and promote your own safety and well being.

Employee suggestions and recommendations regarding their own health and safety are encouraged and we are confident that by working together we will be able to maintain a safe employment environment for all of us.

### **EMPLOYEE DISCIPLINE POLICY**

(Unless superseded by NJ CSC Rules and Regulations)

- A. An employee may be subject to discipline for any of the following reasons:
- (1) Falsification of public records, including attendance and other personnel records.
  - (2) Failure to report absence.
  - (3) Harassment of co-workers and/or volunteers and visitors.
  - (4) Theft or attempted theft of property belonging to the Town of Hammonton, fellow employees, volunteers or visitors.
  - (5) Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
  - (6) Fighting on Town of Hammonton property at any time.
  - (7) Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Town of Hammonton property and at any time during work hours.
  - (8) Possession, sale, transfer or use of intoxicants or illegal drugs on Town of Hammonton property and at any time during work hours.
  - (9) Insubordination.
  - (10) Entering the building without permission during nonscheduled work hours.
  - (11) Soliciting on Town of Hammonton premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.

- (12) Careless waste of materials or abuse of tools, equipment or supplies.
- (13) Deliberate destruction or damage to Town of Hammonton or suppliers' property.
- (14) Sleeping on the job.
- (15) Carrying weapons of any kind on Town of Hammonton premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- (16) Violation of established safety and fire regulations.
- (17) Unscheduled absence, and chronic or excessive absence.
- (18) Chronic tardiness.
- (19) Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- (20) Defacing walls, bulletin boards or any other Town of Hammonton or supplier property.
- (21) Failure to perform duties, inefficiency or substandard performance.
- (22) Unauthorized disclosure of confidential Town of Hammonton information.
- (23) Gambling on Town of Hammonton premises.
- (24) Horseplay, disorderly conduct and use of abusive and/or obscene language on Town of Hammonton premises.
- (25) Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- (26) Conviction of a crime or disorderly persons offense.
- (27) Violating any Town of Hammonton rules or policies.
- (28) Conduct unbecoming a public employee.
- (29) Violation of Town of Hammonton policies, procedures and regulations.
- (30) Violation of federal, state or Town laws, rules, or regulations concerning drug and alcohol use and possession.
- (31) Misuse of public property, including motor vehicles.
- (32) Unauthorized use of computers, internet, and email.

(33) Other sufficient cause.

B. Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure and Civil Service procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

C. In cases of employee misconduct, the Town of Hammonton believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

D. In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Municipal Clerk review; written reprimand; suspension; fines; and dismissal. At the discretion of the Town of Hammonton, action may begin at any step, and/or certain steps may be repeated or bypassed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

E. Neither this manual nor any other Town of Hammonton guidelines, policies or practices create an employment contract. Employment with Town of Hammonton may be terminated at any time with or without cause or reason by the employee or Town.

#### **DISCIPLINARY ACTION PROCEDURE**

A. All employees are expected to meet the Town of Hammonton's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Town of Hammonton's policies and procedures and other disciplinary problems.

B. Should a supervisor believe that an employee is not conforming to the Town of Hammonton's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and the Municipal Clerk, action may begin at any step, and/or certain steps may be repeated or bypassed.

(1) **Verbal reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand, including the date, time and what was discussed with the employee. This record must be forwarded to the Municipal Clerk for the employee's official personnel file.

(2) **Municipal Clerk review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Municipal Clerk, the employee will be so advised and a meeting arranged with the Municipal Clerk at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.

(3) **Written reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Municipal Clerk and Council Committee. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Municipal Clerk for the employee's official personnel file.

(4) **Suspension:** Whenever an employee is recommended for suspension, the Municipal Clerk and Council Committee will make the decision and may seek the advice of the Town Attorney and/or the Labor Attorney if appropriate. Suspended employees may request a hearing under the applicable grievance procedure (and civil service procedure).

(5) **Dismissal:** Whenever an employee is recommended for dismissal, the Mayor and Council will make the decision only after seeking the advice of the Council Committee, the Town Solicitor and/or Labor Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure (and civil service procedure).

## **WORKPLACE VIOLENCE POLICY**

The Town of Hammonton will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Town of Hammonton property, at Town of Hammonton events or under other circumstances that may negatively affect the Town of Hammonton's ability to conduct business.

Prohibited conduct includes:

- A. Causing physical injury to another person;
- B. Making threatening remarks;
- C. Aggressive, hostile or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- D. Intentionally damaging employer property or property of another employee;
- E. Possession of a weapon while on Town of Hammonton property or while on Town of Hammonton business, except with the authority of the Police Chief; and

F. Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Town of Hammonton will actively intervene in any potentially hostile or violent situation.

### **GENERAL ANTI-HARASSMENT POLICY**

It is the Town of Hammonton's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of nonemployees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an employee is a witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who experiences harassment by a nonemployee, or who observes harassment of an employee by a nonemployee should report such harassment to the supervisor. Appropriate action will be taken against any nonemployee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Town of Hammonton generally. The Town of Hammonton cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action up to and including immediate discharge.

### **ANTI-SEXUAL HARASSMENT POLICY**

It is the Town of Hammonton's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Town of Hammonton prohibits sexual harassment from occurring in the workplace or at any other location at which Town of Hammonton-sponsored activity takes place. Sexual harassment of nonemployees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

B. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward nonemployees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitutes harassment when:

A. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;

B. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include: unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawing or images; notes or invitations; and/or physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy.

Harassment of Town of Hammonton employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who experiences harassment by a nonemployee, or who observes harassment of an employee by a nonemployee, should report such harassment to his or her supervisor. Appropriate action will be taken against any nonemployee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Town of Hammonton generally. The Town of Hammonton cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are taken that are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action up to and including immediate discharge.

## **EMPLOYEE COMPLAINT POLICY**

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Department Head, the Municipal Clerk/Personnel Manager or the Town Solicitor or Town Labor Attorney. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint Form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident and, if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

## **EMPLOYEE COMPLAINT INVESTIGATION PROCEDURE**

**Identification/Screening:** The supervisor, department head, Personnel Director or Town Attorney/Labor Attorney must report all written or verbal complaints to the Municipal Clerk unless the complaint is against the Municipal Clerk. Upon receipt, the Municipal Clerk will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than 10 days after receiving the complaint, the Municipal Clerk or investigator appointed by the Mayor and Council will interview the employee. If the employee is reluctant to sign a written complaint, the Municipal Clerk or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing, the information's accuracy.

**Investigation:** The Municipal Clerk will seek the advice of the Town Solicitor and/or Town Labor Attorney when planning the investigation. The investigation should be conducted by the Town

Solicitor and/or Town Labor Attorney or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

Response Plan - No Corrective Action Required: The Municipal Clerk will discuss the conclusions with the Town Solicitor and/or Town Labor Attorney and render a decision within 14 days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate stating that the claim was thoroughly investigated but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Town of Hammonton is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint and the appropriate disciplinary penalty under the circumstances, up to and including termination.

Response Plan - Corrective Action Required: If the investigation reveals that the complaint is justified and substantiated, the Municipal Clerk will formulate, with the advice of the Town Solicitor and/or Town Labor Attorney, a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing, that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

**TOWN OF HAMMONTON EMPLOYEE COMPLAINT FORM**

DATE \_\_\_\_\_

Attach additional sheets if necessary to fully complete all questions.

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Time period covered by this complaint:

\_\_\_\_\_

Individuals who allegedly committed the acts being complained of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the nature and dates of the acts allegedly committed by each individual:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all persons with knowledge of the complained conduct:

\_\_\_\_\_  
\_\_\_\_\_

Are there any documents or other evidence that supports the occurrences described above?

\_\_\_\_\_  
\_\_\_\_\_

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you missed any time from work or incurred any unreimbursed medical expenses as a result of the alleged acts?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

\_\_\_\_\_  
\_\_\_\_\_

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What is your requested remedy for this complaint?

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**ACKNOWLEDGEMENT**

The information provided above is true and correct to the best of my knowledge.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, and (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **JOB DESCRIPTION POLICY**

A job description including qualifications shall be maintained for each position pursuant to New Jersey DOP and NJ CSC guidelines if the position is subject to Civil Service. Employees may be required to perform duties that are not specified in their civil service job description, per NJ CSC.

## **STATEMENT OF WORKPLACE WRONGDOING**

The Town of Hammonton has a “no tolerance” policy towards workplace wrongdoing. Under federal and state law, you have a right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that you perceive to be improper, including harassment of any kind, violence or threat of violence, retaliation, wrongful termination, breach of an employment agreement, failure to promote, wrongful demotion, violation of any employment protection law or regulation, discrimination of any nature, misrepresentation, defamation, or any other statements, acts, or behaviors that violate employment rights.

You also have the right to:

Disclose to a supervisor, Department Head, the Municipal Clerk, or to member of the governing body, or to a public body, as defined in the Employment Protection Act (N.J.S.A. 34:19), an activity, policy or practice that you reasonably believe is in violation of a law, a rule or regulation promulgated pursuant to law; or

Provide information to or testify before any public body conducting an investigation, hearing, or an inquiry into any violation of law or a rule or regulation promulgated pursuant to law; or

Object to or refuse to participate in any activity, policy, or practice that you reasonably believe is a violation of a law, or a rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear mandate of public policy concerning the public health, safety, or welfare; or

Participate in political activities or join political organizations, as long as you do so on your own time and maintain a clear separation between your official responsibilities and your political affiliations.

Immediately report any wrongdoing to your supervisor, or, if you prefer, your department head, the Municipal Clerk, or the Town's Labor Law Attorney. No retaliatory measures will be taken against any employee who complains of wrongdoing or harassment. To the maximum extent feasible, the confidentiality of all such complaints will be maintained on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

**Atlantic County Municipal Joint Insurance Fund  
Loss Control Program Safety Policy**

It is the policy of the Atlantic County Municipal Joint Insurance Fund (ACMJIF) to achieve the best and most practical degree of freedom from accidents/or injuries. We also endeavor to insure that all our employees are provided with a safe and healthy work environment free from any recognized hazard. We have established a Loss Control Program which, with your help should succeed in providing a safe, healthful and pleasant working environment. All of you stand to benefit by this program. We expect full cooperation from all our employees within Hammonton. The results of a Loss Control Program will certainly be worth the effort.

**SAFETY STATEMENT**

A. Management Participation.

In all profitable and effective business organizations, Management sets the policy. Management's concern about safety or Loss Control has the effect on operation efficiency. The interest and participation of Management is vital to the success of any Loss Control Program. As Management, we must not be "just concerned with employee safety." We have a moral and legal obligation to provide our employee with a safe place to work as well as a healthful environment to work in that is free from safety hazards.

We as Management, are committed to participate in a Loss Control Program by:

1. Providing all our employees with a written statement of our Safety Policy.
2. Provide the time as well as the money, for the establishment and continuation of the Loss Control Program.
3. Giving the Loss Control/Safety Contacts (hereinafter referred to as Safety Coordinators) of each Municipality responsibility for coordinating the Safety Program in their respective town.
4. Conveying to each employee, where applicable, all rules and regulations related to the safety activities of this Safety Program.
5. Establishing and participating in promoting a Safety Committee.

B. Department Supervisor's Statement of Safety Policy.

We, as Department Heads, wish to make our position with respect to the control of accidents and losses. These are of concern to us because:

1. We must safeguard the welfare of all our human resources and protect our physical resources.

2. “Hidden or Indirect” costs that are associated with Losses are actually shared by all of us.

3. Many accidents result in unnecessary human suffering and financial loss.

The purpose of our Loss Control Program is to identify and correct conditions and/or unsafe work practices or other hazards responsible for potential losses. Responsibility for our program cannot be delegated as a staff function, but must be accepted at all levels of the Municipal Management and Supervision. As part of our supervisory duties, we are directed to:

1. See that all accidents are investigated, using the Accident Investigation Report Forms for each accident or Loss to determine the condition(s) responsible and to evaluate, take, and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from re-occurring.

2. Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

3. Make periodic hazard assessments of all areas under our supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

4. Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

#### C. Safety Coordinator.

The Safety Coordinator shall coordinate and administer the loss control program. This person will perform the following responsibilities:

1. Monitor the Loss Control Activities within each facility or department within the Municipality.

2. Coordinate activities between the Municipality, the safety director and the outside contacts.

3. Review the loss control reports made by the JIF Safety Director, disseminate the reports to appropriate departments, monitor said suggestions and report progress to the safety director.

4. Communicate and disseminate information generated within the Loss Control Program (e.g., Safety Bulletins).

5. Establish and preside over the Safety Committee.

6. Conduct quarterly Safety Committee Meetings and see that minutes of each meeting are kept. (Refer to Safety Coordinator Handbook).

#### D. Department Safety Delegate.

The Department Safety Delegate is an individual who represents his or her department on the Safety Committee. The primary duty of the safety delegate is to inspect department locations for unsafe practices and conditions and report the findings to the supervisor and safety coordinator with specific suggestions for improvement. If the use of a safety inspection team is considered in conjunction with, or in lieu of, a department safety delegate, the safety inspection team should include a comprehensive cross section of all personnel, including the Supervisor of each department.

The purpose of a safety inspection is to:

1. Identify unsafe physical conditions
2. Identify unsafe practices
3. Improve housekeeping
4. Identify hazards that may require additional safety training of employees
5. Improve management's insights into working conditions.
6. Assure availability of first-aid supplies
7. Assure location and availability of fire suppression equipment

#### E. **Safety Rules and Regulations.**

Because of the diversity within a municipality and because each is subject to different and unrelated exposures, the rules and regulations established under the ACMJIF will be determined by each individual department. However, to ensure uniformity, safety rules and regulations in our Loss Control Program will be drafted by a committee of selected supervisors from each department of each Municipality and then merged into one single set of standards. The rules and regulations will be determined by the Supervisors of the following departments:

1. Public Works (See Appendix B)
2. Water
3. Sewer
4. Municipal Administration
5. Police
6. Fire
7. Emergency Medical Services
8. Beach Patrol

## 9. Parks and Recreation

NOTE: The following examples should be incorporated into a department's Safety Rules and Regulations:

1. All accidents must be reported to your supervisor immediately
2. Personal protective equipment furnished to you must be worn as a condition of employment and used in all designated areas.
3. Machine guards must not be removed while the machine is being operated.
4. No running or horseplay will be tolerated on the job.
5. All hand tools, prior to and after use, must be inspected by you, the user. Any defects should be reported to your Supervisor immediately. The above examples are a few basic Safety Rules. The Safety Coordinator, the Safety Delegate and/or the Department Supervisor should develop additional rules for specific areas. In establishing the rules and regulations within municipalities having similar operational departments, the department heads should meet collectively to establish uniformity in regulations. For example, the fire department officers should meet collectively to establish minimal rules and regulations to which firefighters would adhere. Water Department personnel will meet collectively to establish minimum safety rules and regulations that would apply to their departments.

All municipalities should be expected to adopt and enforce the safety rules applicable to the Public Employee Occupational Safety and Health Standards. Under the law, we must meet standards established by PEOSHA and other local, federal and state regulations.

### F. Safety Survey Program Surveys.

Periodic safety surveys will help prevent accidents by discovering hazards and/or unsafe employee practices so that they may be eliminated or safeguarded before they cause an accident and/or injury.

In some situations, an unsafe condition or practice can be corrected immediately. An example of an unsafe practice is an employee not wearing proper eye protection while working on the back of a sanitation vehicle.

An example of an unsafe condition that may take time to correct is a missing guard over a coupling of a pump that may require time for fabrication and installation.

A survey form applicable to each department should be used during the regular safety survey. The survey forms should be completed, signed and dated by the supervisor, then reviewed by the Safety Delegate. The original copy of the survey report is to be forwarded to the Safety Coordinator of that municipality. It should be the responsibility of the supervisor to follow up on all corrective action(s) based on any suggestions developed by the survey.

#### G. Daily Inspections.

A daily inspection of work areas shall be established, supervisor should ensure that they are conducted. These inspections should be based upon job tasks and hazards in the work place.

#### H. Periodic Inspections.

A schedule should be established for conducting monthly safety checks and submitting reports to the Safety Coordinator. (See Safety Coordinator's Handbook). The Safety Coordinator should review, at its regular meeting, all reports submitted to the Safety Coordinator.

During various times of the year, additional exposures will arise that may require both daily, weekly and monthly surveys. These exposures include swimming pools, beaches, playgrounds, baseball fields, football fields, soccer fields, staging areas, vacant properties, seasonal mechanical equipment, etc.

#### I. Outside Contractor Inspections.

Any outside contractor performing any job within any Municipality should be required to comply with and meet all Municipal, State and Federal safety standards, including hot work permit systems, confined-space entry procedures and safety barricades and/or personnel to warn the general public of hazardous conditions.

The general contractor should be responsible for checking the job site for proper and safe operations. The JIF Certificate of Insurance Guidelines should be followed in all cases.

#### J. Safety Training.

Safety training will be based on job hazard analysis, exposure, accident experience and regulatory requirements. Training should include videos, slides and other visual aids as required to fully explain the hazards associated with a job and the potential for personal injuries.

Indoctrination and training of new employees in the job hazards associated with their job functions should be the responsibility of the immediate Supervisor.

Each new employee will be given a copy of the rules and regulations of that department, receive proper training in the use of protective safety equipment for the employee's job function, and be made aware of the hazards associated with the job, including any physical hazards. Material Safety Data Sheets and Hazardous Substance Fact Sheets should be made available on all chemicals used and then be reviewed with each employee. All chemicals must be labeled and identified. Unidentifiable container(s) should not be handled but report immediately to the immediate supervisor.

#### K. Department Supervisor's Safety Training.

The key person in implementing any Safety Program is the Department Supervisor. The Supervisor is responsible for the actions and operations of the employees he or she manages.

A basic outline of the Department Supervisor's Safety Training Program should include the following:

1. Basic Safety Principles
2. Development of safe working conditions
3. Safety orientation for new employees
4. Safety audits and job assessments
5. Personalized safety training
6. Employee participation in safety
7. Safety rules and safety performance measures
8. Specialized training in:
  - (a) Lock out/tag out
  - (b) Confined Space
  - (c) Playground inspection and maintenance
  - (d) Right to know
9. Defensive driving
10. Accident investigation
11. Training records

The Training Program for Supervisors can be obtained through the office of the Safety Director.

L. First Aid Training Program.

Personnel should be trained in basic first-aid and CPR. All employees exposed or potentially exposed to bodily fluids should be trained in bloodborne pathogens.

M. Certification for Volunteer Sports Coaches.

The State of New Jersey provides civil immunity to volunteer athletic coaches who have completed a Coaches Certification Training Program offered by various entities within the state. Each municipality that provides or sponsors any form of athletics should offer its volunteer coaches this training before they assume the coaching job.

N. Sign Maintenance Program.

Purpose: Over a period of time, signs and traffic control devices become weathered, vandalized or damaged. An ongoing maintenance program is necessary to keep these traffic control signs and devices in good visual and operational condition. An effective program requires that the signs and devices be:

1. Properly hung and secured
2. Visible and unobstructed
3. Legible or in identifiable condition
4. In operational condition

Action: It is suggested that the following procedures be considered for adoption:

1. All signs should be inspected at least twice a year.
2. A record of each sign location should be maintained and the condition of the sign recorded.
3. All signs should be properly hung according to height and location requirements as specified by the New Jersey Department of Transportation.
  - (a) Rural
  - (b) Suburban
4. Any sign that is bent, defaced, damaged or missing should be replaced immediately.
5. Any physical obstruction to a sign should be immediately removed.
6. All support members should be in a safe and sound condition.

O. Communicable Disease.

Where exposure to both airborne and infectious disease exists, it will be the responsibility of each Department to establish a policy and procedure to protect and train his or her employees. It will also be the responsibility of the department head to establish guidelines and enforcement procedures to assure strict confidentiality between the employee and the public.

P. Accident Investigation.

It will be the responsibility of the department supervisor to see that all accidents (worker's compensation, general liability, auto and property), regardless of how minor, including near-misses, are investigated using the Accident Investigation Report Form. (See Safety Coordinator's Handbook).

The purpose of any accident investigation is to determine what conditions and/or situations caused the accident. Once the cause or causes of an accident have been identified, adequate steps should be taken to prevent a similar type of accident.

The accident investigation is not to find fault, but to bring the hazardous condition or unsafe practice to the attention for all those directly and indirectly involved and to educate the employee.

By not following DDC (Defensive Driving Course), a person could be charged with a preventable accident even though he or she may be legally in the right.

The basis for a preventable accident is determined by whether the driver failed to do everything reasonably possible to prevent the accident regardless of the incorrect action of others or adverse conditions.

Q. Record Keeping.

The importance of record keeping cannot be overemphasized. The purpose of keeping records is to verify that a certain activity was performed, including training, vehicle inspection, equipment inspections, vehicle maintenance, etc. Another function of record keeping is to provide claims defense information in the event a municipality is alleged to be responsible for an accident.

R. Public Safety Personnel.

To assure that all public safety personnel are properly informed and aware of their department's chain of command and areas of responsibility, standard operating procedures (SOP) should be prepared and distributed to each member.

**PUBLIC WORKS SANITATION AND RECYCLING DEPARTMENTS  
SUGGESTED SAFEGUARDS FOR  
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

1. Personnel should be required to wear, when applicable, the following equipment:
  - A. Protective shoes
  - B. Eye protection
  - C. Gloves with leather palms
  - D. Reflective vests or orange shirts
  - E. Long pants
  - F. Ear protection
2. Personnel should tilt large trash cans before lifting to estimate the approximate weight. Excessive loads should be lifted by more than one person.

3. Both the sanitation and recycling trucks should be identified on the rear with reflective striping and flashing amber lights. They should be labeled with a “slow moving vehicle” decal during pickups.
4. Vehicles should not be modified or the safety features altered, e.g., controls should not be bypassed to speed up operations.
5. Personnel should be required to ride in the front seat of the vehicle if the distance traveled exceeds 1/10th of a mile or exceeds 10 miles per hour.
6. Personnel under the age of 18 should not be assigned to operations involving mechanical equipment.
7. All vehicles should be equipped with back-up alarms.
8. While backing up, drivers should require someone to direct them from the rear of the vehicle.
9. In addition to side mirror, a convex mirror should also be installed, either on both sides of the vehicle or on the passenger side, to improve the driver's visibility.
10. Drivers should not be permitted to zigzag during roadway operations on main streets or heavily traveled highways.
11. Personnel should not be permitted to cross any main street or heavily traveled highway to pick up trash or recyclables.
12. Personnel riding and back step should not be permitted to transfer from the step to the hopper while the vehicle is moving.
13. The use of drugs and alcohol that would impair individuals ability to perform their required job functions should not be permitted.
14. Personnel should be instructed to stay clear of the rear of the vehicle while unloading. Drivers should not unload until directed to do so by one of the accompanying personnel.
15. Motor vehicle checks (MVRs) should be performed on all drivers yearly.
16. Pre-trip inspection forms should be completed by the drivers of any vehicle prior to leaving the facility and a post-trip inspection conducted upon returning to the facility.
17. Personnel should stand to the side of the packer while it is operating.
18. All hand rails should be covered with non-slip material.
19. All employees should be properly trained and/or periodically retrained to perform their job functions before being involved in a refuse or a recycling operation.

## **“WHISTLE-BLOWER” POLICY**

Employees have the right under the Conscientious Employee Protection Act (CEPA) to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgment that the employee received, read, and understood this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The Town of Hammonton shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, department head, the Municipal Clerk, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.), an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Municipal Clerk. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint Form but may make a verbal complaint, at their discretion. See Employee Complaint Policy. Under the law, the employee must give the Town of Hammonton a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

### **EARLY CLOSING AND DELAYED OPENING POLICY**

In the event of unsafe conditions, the Mayor may authorize town hall closures or delayed openings. The Municipal Clerk will then notify effected departments and announcements will be posted on local channel 9 as well as townofhammonton.org. If the employee chooses not to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. This provision does not apply to those employees designated as “essential employees” by the Town of Hammonton and the Department of Emergency Management and include but are not limited to Department of Public Works (Highway), Police, Radio, Fire, Public Utilities Department (formerly water and sewer), Parks and Recreation.

### **DISCLAIMER AND MODIFICATION**

Although the Town plans to continue to issue policies, rules and regulations and to possibly expand benefits, services and policies summarized in the manual, it has no obligation to do so and it reserves the right to add to, alter, amend, forego or discontinue any policy or procedure at anytime, whether included in this Handbook or not, if deemed necessary in the Town's sole judgement.

### **EQUAL EMPLOYMENT OPPORTUNITY NOTICE**

(See Ordinance 13-1979 Affirmative Action Compliance)

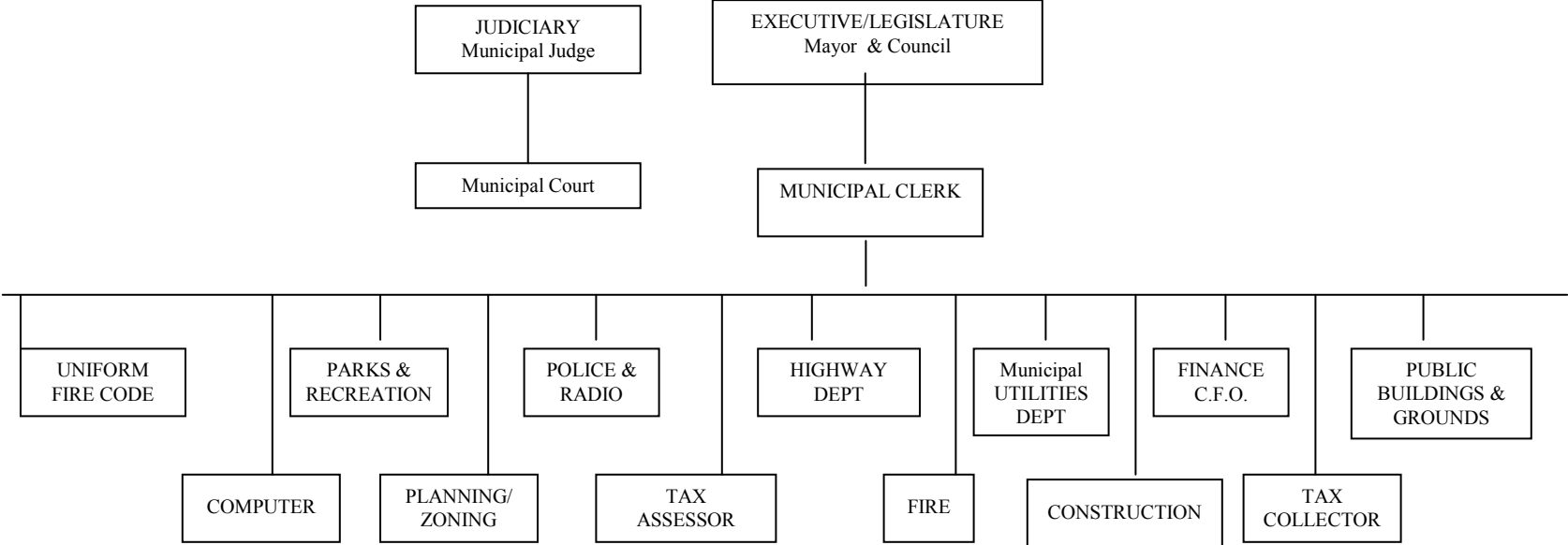
The Town of Hammonton is an equal opportunity employer. It is the Town's policy, and practice, that all applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, ancestry, marital status, physical or mental handicap, or disability, assuming the employee if hired can perform all of the essential job functions with, or without, reasonable accommodations, unfavorable discharge from military service, or citizenship status.

This policy of nondiscrimination applies to all privileges or conditions of employment including retirement, hiring, promotion, renewal of employment, selection for training, or apprenticeship, discharge, discipline, tenure, or terms.

A post-hiring physical examination and drug testing may be performed together with fingerprints and pictures.



# ORGANIZATION CHART



### **Contact Information for Department Heads, Professionals, Governing Body**

Employees may obtain a current list of department heads as well as Mayor and Council and their contact numbers in the office of the Town Clerk or by accessing [www.townofhammonton.org](http://www.townofhammonton.org). Listings also appear on local access channel.

### **Town Ordinances and Resolutions**

Employees may view/purchase the current town code on [www.generalcode.com](http://www.generalcode.com), by choosing e code, New Jersey, then Hammonton. Employees may also access the Town Code, current ordinances, resolutions or minutes of the meetings of the governing body at [www.townofhammonton.org](http://www.townofhammonton.org). Ordinances, resolutions and/or council meeting minutes not available on [townofhammonton.org](http://townofhammonton.org) may be accessed by inquiring through the Municipal Clerk office in writing or by e mail at [townclerk@townofhammonton.org](mailto:townclerk@townofhammonton.org).

### **Employee Handbook**

Employees may view the Town of Hammonton employee handbook at [www.townofhammonton.org](http://www.townofhammonton.org) under Administration Department.