

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 operational 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.

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, we have provided the appropriate avenues to retrieve that information on the last page of this handbook.

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. The current handbook is posted on townofhammonton.org with the date of the most current updates.

Finally, no provisions contained in this handbook may be revised or superseded by any oral statements made by supervisors or anyone in Hammonton's employ.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 or the Municipal Clerk in the case where the updates do not change employment policies. (example: name of new Risk/Insurance Agent, Codification Company, etc.)

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

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 or unions. The Town acknowledges the following groups:

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, Interim or Other Employees as defined by NJ CSC.

Statutory Employees

BULLETIN BOARDS

The Town agrees to provide to the employees per their bargaining unit/union contracts, 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 on the 1st Floor of Town Hall for it's official notices.

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. New hire positions will be advertised in the newspaper designated each re-organization meeting of the governing body and/or townofhammonton.org.

Applications: All candidates must fully complete the official employment application form (found on townofhammonton.org) and file with the Municipal Clerk. A resume may be attached to same. 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 OPRA or any other law.

Interviews: An interview committee will be formed and interviews will be conducted for those applicants that meet the job criteria. 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 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.

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

Police positions shall be subject to rules and regulations of NJ CSC.

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 department head or the Town Clerk.

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. 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. All employees shall have a New Jersey Drivers License and Social Security Card. If a Social Security Card cannot be produced, the employee may sign off as to his/her social security number on the W4 form. Once entered into the online payroll program, the social security number will be verified by the Federal Government. If the social security number is not able to be verified, the town will be notified. Those offered employment shall be subject to a Police Background Check, Physical Exam including Drug Testing before they may be hired.

CONDITIONS OF EMPLOYMENT

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

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 keeping budgetary constraints and Safety Health and Welfare in mind. (#R020-2017 added 1/23/17)

Managerial and professional employees - are not eligible for overtime or compensatory time.
#R021-2017 adopted 1/23/17 authorize same o.t. rates for non union employees (managers & department heads) who wished to help with snow removal. Did not extend pay to department heads of highway dept.

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. Employees who work unauthorized comp time 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. If carried into the following year, employee must take compensatory time carried no later than March 31st 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 department head must be advised no less than 15 minutes prior to the assigned starting time. One-hour advance notice is required in departments which operate on a twenty-four-hour basis. (See Resolution 50-2009 Late Punch Policy).

Payroll Errors - It is the responsibility of the employee to bring any payroll errors to the attention of the payroll department within 2 weeks of receiving pay.

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.

Salary – employees shall be paid the hourly rate or salary per Ordinance, Resolution, Employment Contract and/or Governing Body.

Inclement Weather - 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. State of Emergency shall be determined by the Police Chief and Mayor. (#R020-2017 added 1/23/17)

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 Business Administrator will evaluate all department heads. 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. All evaluations are subject to the review and approval of the Business Administrator. (See Ordinance 1-2011 amended by 14-12). Municipal Clerk may evaluate each employees timeclock punches and act as necessary in the case of chronic tardiness or absence.

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 department head. It is the policy of the Town and all supervisors to maintain open lines of communication with all employees. If the employee is not satisfied with their department head resolution to the matter, they may report same to the Business Administrator.

"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.

CLASSIFICATION OF EMPLOYEES

(per any Federal or State Laws including NJ CSC)

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.

POLICE MANUAL (Standard Operating Procedures)

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 is posted on Townofhammonton.org.

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.

PROMOTIONS

(subject to all rules and regulations of NJ CSC and Resolution 129-2008 promotional policy)

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

(employee signature to handbook & Hepatitis B is proof they received and read this policy)

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 OSHA, 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 MUST BE USED:

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 OSHA 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 by the Department Head, for a minimum of three years from the date the training occurred.

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 and utility employees with potential for exposure

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-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.
- C. Washing Procedures - 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.
- 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 Sharp Objects - All needles or sharps shall be considered potentially infectious materials regardless of condition.
- F. Linen, Clothing and Outer Garments - 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.
- G. 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.
- H. Artificial Respirations - 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.

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

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 placed in the employee's personnel file.

d. A copy of the incident report shall be forwarded Administration.

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.

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

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.

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: _____ Employee Supervisor: _____

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,
TWO WAY RADIO AND INTERNET USAGE POLICY**

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, 2 way radios, 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, two way radios, 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, 2 way radios, 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. All employee personnel communications will be issued in the form of email and may also be issued in other formats.

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 department head.

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)**

DRIVER POLICY

(See Ordinance 26-1989, #R112-1992, #R24-2002 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 with Hammonton Police Department.

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 the 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.

Employee's must conform to all Federal and State laws pertaining to driving.

Annual employee drivers' license checks, on those employees' driving a town vehicle as a requirement of their job, will be conducted by the Police Chief on line with N.J. 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.)

MUNICIPAL ACCIDENT REVIEW

All vehicle collisions should be analyzed and a written report submitted to management for review. Management review shall include Employee's Department Head (Complete Insurance Accident Investigation Report), Business Administrator, Police or Other Report made with Chief of Police input if necessary and the Town Clerk. 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, terminated according to corporate, union, and governmental guidelines.

PURCHASING FOR THE TOWN

Ordinance # 002 -2011

AN ORDINANCE AMENDING ORDINANCE # 23-2008 must be followed by all Department Heads.
Department Heads are responsible for any purchases employees make in conflict with this policy.

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. Employee's may view their personnel file by requesting an appointment to do so, in writing, to the Municipal Clerk. The Municipal Clerk shall provide the employee his/her file for review no later than 2 weeks from request being made. Employee shall review his/her personnel file in the Town Clerk's office in the presence of human resource staff. Additions to personnel file shall be at the sole discretion of the Department Head first and then the Town Clerk.

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 or department head 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.

DRUGS AND ALCOHOL POLICY

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

Town Clerk is the trained authority on this policy.

The Town of Hammononton 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. Drug and alcohol testing will be performed by the licensed company provided by the original JIF.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Town of Hammononton 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 representative of the contracted drug testing company before the sample is taken. All results will remain confidential. Hammononton 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 per Federal Requirement to implement 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing for all CDL Drivers.

Should an employee who hold a CDL License have questions regarding drug and alcohol testing, they may email the Town Clerk who will direct their questions to the current drug and alcohol testing contractor.

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 Hammononton property or while performing Town business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

By signing receipt of this handbook, employee has agreed that they have read this policy.

CONFLICT OF INTEREST POLICY AND OUTSIDE/OTHER EMPLOYMENT

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 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.

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.

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.

**OPEN PUBLIC MEETINGS ACT PROCEDURE
CONCERNING PERSONNEL MATTERS
N.J.S.A. 10:4-6 to 10:4-2**

Any official action to be taken by a quorum (majority) of the governing body concerning appointment, termination, terms and conditions of employment shall be held in open session.

**EXECUTIVE SESSION
N.J.S.A. 10:4-12(b)**

Any discussion of the majority of the governing body involving employment, appointment, termination of employment, term and conditions of employment, evaluation of performance, promotion or discipline of an employee *shall be discussed in executive session*. The Municipal Clerk shall notify the affected employee (by issuing a Rice Notice) 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 executive session.

FINANCIAL DISCLOSURE

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.

USE OF FACILITIES

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

CONFIDENTIALITY

Town employees and officials 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.

CRIMINAL ACTIVITY

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)

(See #R093-2015 Affordable Care Act)

(See N.J. Chapter 78)

Medical, Prescription, Dental, Vision, and (Cafeteria Plans #R35-2012) – Town will provide benefits to qualifying employees per Town Policy, Federal 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 full time 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. Those employees who's employment is terminated for any reason prior to 25 years employment with the Town will be issued a cobra notification for the employee and/or their family to continue medical, prescription, dental and vision coverage at their expense.

PAY CHECKS – DIRECT DEPOSIT

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, which is now mandatory, shall be deposited per Town payroll company your personal banks ability. (Ordinance #017-2015 mandatory direct deposit per Section 3 of P.L. 2013, c.28 eff 7/1/14).

PENSION

All eligible employees will be placed in the appropriate NJ State Pension Plan as required by law. Employees are required by the State to enroll in MBOS to view and make necessary applications or designations of beneficiary for their personal accounts online. All pension transactions are subject to review and approval of the Certifying Officers Supervisor and the Division of Pensions. The Town of Hammonton has and will remain in full compliance with NJ Division of Pensions and Benefits policies and pension rules regarding enrollment of employees into the appropriate pension system and change in status. All transactions whether input by employer or employee are required to be completed online. The Town of Hammonton maintains all pension and personnel files according to NJ Division of Pension and Benefits Laws as well as NJ Division of Archives and Records Destruction. All files are maintained in a secure locked location in the office of the Certifying Officer.

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 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.

Unpaid leaves of absence must be approved by the Governing Body so that there is no interruption in NJ Division of Pensions and Benefits Eligibility.

MILITARY LEAVE POLICY
(unless superceded by Federal or State law)

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.

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 to relay to the Hammonton Police Dispatch.

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
(#R084-2013)**

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.

REPORTING WORKER COMP INJURY ON THE JOB

1. Call 1-800-293-9795 to make initial verbal report (which will be faxed to the Town Clerk)
2. If injury is a threat to life or limb go to nearest emergency room. If the injury is not a threat to life or limb, please visit Atlanticare Urgent Care in Hammonton or Atlanticare Occupational Medicine in Egg Harbor Twp. It's the decision of the injured person as to where they feel they need to seek treatment.
3. If injury requires follow up treatment, you must first make an appointment with the below to be referred:

Atlantic Care Occupational Medicine-Town Doctor

2500 English Creek Ave.

Suite 908

Egg Harbor Twp, NJ

(609) 677-7200

4. Always have current photo identification and the below billing information with you when visiting doctors. Also, you or your provider may use the below information for submitting worker comp bills to the Town of Hammonton insurance company. Be sure to complete the necessary information about yourself so your bill will be paid promptly.

TOWN OF HAMMONTON
EMPLOYEE WORKER COMP INJURY / ILLNESS
BILLING FORM / DIRECTIONS

Dear Medical Provider:

The attached bill from your office was received by the Town of Hammonton and/or the injured employee who was treated by you. However, the attached bill for this injury or illness was work related and should be billed to:

CSG/CHN PPO

Consolidated Services Group Inc.

300 American Metro Blvd.

Suite 170

Hamilton, NJ 08619

Phone 1-800-293-9795

Please include this form with your bill and the following information:

Name of Employee(s) : _____

Employees Social Security Number: _____

Employees date of injury: _____

If you have not received payment in a timely manner, please follow up with billing questions to CSG at 1-800-293-9795.

**SICK LEAVE, VACATION, 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, 22-1994 "Leaves Upon Death or Serious Illness" and the applicable collective bargaining contract. All doctor's notes and releases must be submitted to employee's department head and the Town Clerk and should not contain any confidential medical information.

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 beyond 10 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.

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 or townofhammonton.org.

ABUSE OF SICK LEAVE

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 shall be subject to discipline, which could include termination.

DISCIPLINE POLICY

(see NJ CSC Rules and Regulations, Town Code, Employee Contracts, SOP's)

FIRE SAFETY

Resolution 126 - 2008

Resolution Amending Resolution #93-2004 Authorizing Mayor and Council to
Implement Fire and Emergency Evacuation Plan

Adopted: September 22, 2008

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.

SEXUAL HARASSMENT POLICY

(includes all forms of harassment per Federal and State Laws)

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.

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 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. If they are not satisfied with their supervisors resolution of the matter, then they may report same to the Business Administrator. Employees shall report same on the Employee Complaint Form attached hereto. An investigation will be conducted which may include but is not limited to interviewing witnesses. 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. The person investigating shall report his/her findings back to the employee making the complaint.

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.

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.

What is your requested remedy for this complaint?

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.

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 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 your Department Head or the Business Administrator, 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.

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.

LOSS CONTROL PROGRAM

(#R191-1992 Safety Equipment)

Department Head to provide proper on the job training to every new employee. Safety Rules and Regulations and Safety Training shall be followed according to PEOSHA, Federal and/or State, Board of Health, Town of Hammonton current insurance providers or other regulations.

Employees may view the following on PEOSHA website: O.S.H.A. Standards for General Industry, 29 CFR part 1910, and O.S.H.A. Standards for the Construction Industry, 29 CFR part 1926.

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.

When an employee believes there is an unsafe conditions, he/she shall place same in writing to their Department Head who shall investigate and, if necessary, correct same immediately. Non-compliance by employee and/or department head shall result in disciplinary action.

“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. Employees should familiarize themselves with this policy as it is communicated in their 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.

ENERGY CONSERVATION POLICY (#R049-2013)

EARLY CLOSING AND DELAYED OPENING POLICY

In the event of unsafe conditions, the Mayor may authorize town hall closures or delayed openings. Department Heads and Employees should view local channel and/or local website townofhammonton.org for information on late starts and closures. 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.

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. (Resignations or other forms of terminations of employment will be processed per Ordinance 6-2012 amending Chapter 48 of the Code of the Town of Hammonton.)

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

REEMPLOYMENT

Re-employment of employees now greatly depends on all Federal and States rules and regulations especially NJ Division of Pensions and Benefits. Employees who resign for any reason and who wish to re-apply for employment with the Town, will be subject to those Federal, State and Local rules and regulations.

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.)

RECEIPT OF EMPLOYEE HANDBOOK

By signing receipt of the employee handbook I am acknowledging receipt of all information contained within same.

(how to access employee handbook on web)

In an effort to reduce costs and save on paper, we have posted the Town of Hammonton Employee Handbook on line. You may access the Employee Handbook by following these instructions:

www.townofhammonton.org

Council / Administration
employee handbook

By: _____
Employee Signature Date

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. Listings also appear on local access channel.

Town Ordinances and Resolutions

Employees may view/purchase the current town code on www.AMLEGAL.com, by choosing "View Online Code/Library", 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. Ordinances, resolutions and/or council meeting minutes not available on townofhammonton.org may be accessed by inquiring through the Municipal Clerk office in writing or by e mail at townclerk@townofhammonton.org.

Employee Handbook

Employees may view the Town of Hammonton employee handbook at www.townofhammonton.org under Council and Administration.