

**DOWNERS GROVE TOWNSHIP  
HIGHWAY DEPARTMENT  
EMPLOYMENT POLICY  
HANDBOOK**

**January 1, 2017**

**DOWNERS GROVE TOWNSHIP HIGHWAY DEPARTMENT  
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**ACKNOWLEDGEMENT**

The policies and procedures in this Handbook are not intended as contractual commitments by Downers Grove Township Highway Department (hereinafter referred to as "the Township"). It is a general source of information on policy, procedures and rules in effect at the date of publication. The Township reserves the right to revoke, change or supplement guidelines at any time. No policy is intended to guarantee continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements herein. This Handbook will be reviewed periodically. Appropriate additions, modifications and revisions will be made, with due consideration given to the best interests of employees.

This policy supersedes all prior oral or written policies for the Downers Grove Township Highway Department, expressed or implied.

**EMPLOYMENT STATEMENT**

An employee may terminate his or her employment with the Township at any time and for any reason. The Township may terminate an employee at any time and for any reason. The Township subscribes to a policy of "employment at will". Continued employment with the Township is at the sole and exclusive option of the Highway Commissioner. No promises or guarantees of permanent employment or employment for a specific term are to be made to an employee by anyone; nor will any promises or guarantees, if made, be binding on the Township or enforceable by the employee.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

In accordance with federal or state law, no person shall be employed, promoted, demoted, discharged or in any way favored or discriminated against because of race, handicapped status, color, sex, religion, age, national origin, ancestry, marital status, political preference, veteran's status or unfavorable discharge from the military.

**EMPLOYEE CLASSIFICATIONS**

**FULL-TIME:** Employees regularly scheduled to work at least 20 hours per week throughout the year.

**PART-TIME:** Employees scheduled to work fewer than 20 hours per week, even though in any given week the employee may work more than that number of hours.

**SEASONAL:** Employees hired for a period of six months or less, regardless of the number of hours worked per week.

**DEPARTMENTS AND BUSINESS HOURS**

The Highway Commissioner's Office is at 4340 Prince Street in Downers Grove, along with offices of the Assessor, the Supervisor, General Assistance, and Human Services. The Township office building is open Monday through Friday from 8:30 A.M. to 4:30 P.M. The garage is located at 318 E. Quincy, Westmont. Employees at the garage work from 7:30 A.M. until 4:00 P.M. Monday through Friday, and from 7:30 A.M. to 11:30 A.M. on Saturday, **or as otherwise scheduled** (current summer hours are 6:30 AM to 3:00 PM). Highway maintainers are expected to be prepared for snow call-out around the clock during the winter.

## PAYROLL

**SALARIES:** The Township compensates employees according to job classification, level of knowledge, and performance. Performance and salary will be reviewed periodically during the first year of employment and annually thereafter.

**PAYROLL CALCULATIONS AND PAY PERIODS:** Paychecks are delivered twice a month, on the fifteenth and on the last day of the month. If a pay date falls on a holiday or weekend, paychecks are delivered on the last working day prior to that date. Wages for Highway Department employees are hourly. Full-time highway crew members are scheduled to work 44 hours per week, with time and a half paid for all periods worked outside regularly scheduled Monday through Friday hours. An employee called back to work after hours or on a weekend will be paid a minimum of two hours' wages (at overtime rates). The Township does not issue pay advances. **An employee who will be on vacation on a scheduled pay day, may request an early paycheck from the Supervisor's office. This request must be made at least one week ahead of time.**

## PAYROLL DEDUCTIONS

**FEDERAL AND STATE WITHHOLDING TAXES:** Withholding taxes are based on the number of exemptions claimed by employees on W-4 forms. Contact the office if you wish to revise your W-4 form.

**SOCIAL SECURITY; ILLINOIS MUNICIPAL RETIREMENT FUND; DEFERRED COMPENSATION (Optional):** See "INSURANCE AND RETIREMENT BENEFITS".

**CREDIT UNION (Optional):** Employees may join the DuPage Credit Union and have money deducted from their paychecks for direct deposit to savings accounts, checking accounts or loans. Contact the Supervisor's Office, or the DuPage Credit Union office, for further information.

## EDUCATIONAL AND BUSINESS EXPENSES

**EDUCATIONAL EXPENSES:** If employees are asked to attend professional conferences or seminars, registration fees will be paid by the Township. The Township will also provide for lodging, meals, non-alcoholic beverages and transportation. Expense reports must be submitted to the office; receipts are to be kept and mileage monitored to support compensation. The Department reserves the right to deny payment for excessive expenses. If receipts are not submitted for advanced funds, an employee must reimburse the Township and may be subject to disciplinary action.

**BUSINESS TRAVEL:** If authorization is given for a personal vehicle to be used for Township business, a mileage allowance will be paid at a rate established by the Highway Commissioner. Employees must provide expense reports including dates of travel, number of miles traveled, and destination. If mileage accounting is not submitted promptly, employees will not be reimbursed.

## INSURANCE AND RETIREMENT BENEFITS

**GROUP HEALTH INSURANCE:** Full-time employees (20 hours per week or more) are eligible for group health insurance, and may be enrolled after 30 days of employment. Currently, employees' group insurance premiums and a portion of dependents' premiums are paid by the Township. The group insurance plan and payment of premiums is reviewed annually and may be changed at any time. Contact the Supervisor's office for enrollment details or problems with the insurance plan.

**HEALTH INSURANCE CONTINUATION OPTIONS:** Under federal law, employees leaving the Township who are covered by the group insurance program are eligible to continue their coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), unless terminated for gross misconduct. Employees may continue coverage at their own expense, usually for 18 months after leaving the Township. Retirees, divorced or separated spouses, and dependents of employees may also be eligible under this Act. Extensions beyond 18 months are allowed under certain circumstances. Under State of Illinois legislation, Public Act 86-1444, the Township must

offer their health insurance plan to disabled employees, retirees and surviving spouses at the rate the Township is charged for active employees. This continuation is not limited to a specific number of months; however, no extensions are available for dependents once the retired employee reaches age 65. Upon retiring, employees may choose one program or the other; once made, that choice cannot be changed.

**WORKERS' COMPENSATION INSURANCE:** Workers' compensation insurance protects employees in the event of job-related illness or injury by providing medical and income benefits. It is governed by Illinois law and the Township pays the full premium. An employee injured on the job must immediately report the injury to the Highway Commissioner or foreman, as well as to the office. Required paperwork must be completed promptly in order to expedite medical care and financial benefits as provided by law. Failure to report an injury immediately may lead to problems substantiating that an injury was work-related, and may also result in disciplinary action. Sick leave time is not used while an employee is receiving workers' compensation benefits.

**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF):** All employees scheduled to work 600 hours or more per year must be enrolled in the Illinois Municipal Retirement Fund pension plan. The IMRF was created by legislation for employees of local governments in Illinois. It requires contributions from employees and from the Township, in amounts determined by the IMRF. Employee contributions are not subject to federal income tax until paid out in the form of a refund or pension. Under current tax laws, they are not subject to state income tax at any time. Employees receive annual statements from the IMRF detailing their contributions and service credit. Currently, after eight years of service, an employee is vested and will receive a pension upon retirement. If employment is terminated prior to investiture, employees may retain their IMRF accounts to be paid out at retirement; or they may request a refund of their contributions.

If disabled, always apply for IMRF disability benefits (even in Workers' Compensation cases). IMRF pays a minimum monthly benefit of \$10, but more importantly you continue to earn service credit toward your pension and have full death protection. For forms or further details on IMRF, contact the office.

**SOCIAL SECURITY:** All employees are covered by the Federal Social Security Act. Social Security provides retirement, disability and death benefits and requires contributions from employees and employers. Social Security is deducted from the employee's paycheck, up to a maximum annual earnings limit set by law. The Township also contributes a percentage established by law. Contact the Supervisor's office if you have any questions or problems relating to Social Security.

**DEFERRED COMPENSATION (Optional):** If you choose to enroll in the deferred compensation program offered by the Township, pre-tax payroll deductions will be made from your wages for deposit to your account. Contact the Supervisor's Office if you are interested in this program.

#### **TIME OFF BENEFITS**

**HOLIDAYS:** The Highway Department observes the schedule of holidays approved annually by the Town Board of Trustees. In order to qualify for holiday pay, employees must work the day before and the day after the holiday, unless they are on vacation or have received prior approval for their absence. Part-time and seasonal employees, and employees on leaves of absence, do not qualify for holiday pay. One exception is the Independence Day holiday (anyone who works the preceding and following scheduled work days will be paid for that holiday).

**VACATION:** Only full-time employees qualify for paid vacation. Vacation days will accrue throughout the year. The number of days earned will depend on length of creditable service. During leaves of absence, no vacation days are earned. Credits carried over from one year to the next are limited to the number of days earned in that prior year; any additional unused days will be forfeited. An employee leaving the Township with unused vacation credit up to the amount allowed may, upon termination, receive pay in lieu of unused time. Vacation credits will be "bridged" one time only for rehired employees who had left the Township after working at least twelve months (consecutive or not). When they later return as full-time employees, their vacation benefits will be figured including total years previously worked.

Highway crew members are not allowed to vacation between October 15 and April 15, unless a special exception is made by the Highway Commissioner. Any conflicts in vacation time off will be resolved by seniority. Any changes in vacation plans must be approved by the Highway Commissioner or the Foreman. Vacation allowance is calculated as shown below. At the beginning of each calendar year, the Highway Commissioner will inform employees of their vacation status. No vacation credits are earned during leaves of absence.

	Yrs. of Service	Vacation Days	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
<b>A</b>	0 – 6	13 days	1	1	1	1	1	1.5	1	1	1	1	1	1.5
<b>B</b>	7 – 11	18 days	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
<b>C</b>	12 – 19	23 days	1.5	2	2	2	2	2	1.5	2	2	2	2	2
<b>D</b>	20 – 25	25 days	2	2	2	2	2	2.5	2	2	2	2	2	2.5
<b>E</b>	26+	28 days	2	2.5	2.5	2	2.5	2.5	2	2.5	2.5	2	2.5	2.5

**NOTE:** Sick and vacation days are **not earned** during leaves of absence.

**BEREAVEMENT LEAVE:** Full-time employees will be granted up to three days off, with pay, for the death of an immediate family member. Immediate family is defined as spouse, child, mother, father, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, and sister-in-law. The Highway Commissioner may consider payment for other deaths on a case-by-case basis. Leaves longer than three days, if approved in advance, will be excused personal leaves of absence (without pay).

**SICK LEAVE:** Full-time employees are credited with one half-day of sick leave for each full month worked, for a total of six days per year. After seven years of employment you will earn one sick day per month for a total of twelve sick days per year. Although sick days are accumulated from date of employment, no sick pay will be allowed until an individual has been employed for six months. Sick leave may be accrued from year to year, and may be used for long-term illness or injury. Credits will not accrue during any leave of absence. Upon retirement or resignation, an employee will receive compensation for up to 60 days of sick leave accumulated since January 1, 1983, at 50% of the employee's final rate of pay. If an employee accrued more than 60 days sick leave between January 1, 1983 and December 31, 1994, the total number of sick days will be grandfathered in for compensation upon retirement or resignation. An employee terminated for disciplinary reasons forfeits all accrued sick leave. At the beginning of each calendar year, the Highway Commissioner will inform employees of how much sick time they have accrued.

Highway Department employees who are ill must notify the Highway Commissioner or Foreman by their scheduled starting time. Sick leave may be used for personal illness, injury, medical or dental appointments, or for serious illness or injury to immediate family members. It is not to be used for any other purpose. After an absence of four or more days, a written note from a licensed physician, surgeon, dentist or Christian Science Reader will be required before the employee may return to work.

Employees unable to work for an extended period must apply for IMRF Disability compensation. Until benefits are approved by IMRF, regular sick leave policy and call-in procedures must be followed or the absence will be unexcused. After denial of a claim by IMRF, continued sick leave will be unpaid.

**NOTE: Vacation and sick time earned may be taken in a minimum of half-day increments.**

**DISABILITY LEAVE OF ABSENCE:** Regular sick leave policy applies until IMRF Disability or Workers' Compensation benefits begin or are denied. For employees on disability leave, the Township will pay health insurance premiums as follows:

<u>Years of Service</u>	<u>Months of Paid Premiums</u>
Less than 1 year	1 month
1 through 5 whole years	4 months
6 through 14 whole years	8 months
15 or more whole years	12 months

Employees filing for IMRF disability will be required to sign a form agreeing to reimburse the Township, should their claim be denied, for any insurance premiums it pays under this policy.

Sick and vacation days are **not earned** during leaves of absence. Employee shall periodically provide medical reports including prognosis and estimated return to work date. Leave shall terminate when:

1. An employee is released from care and returns to work (proof of release signed by a licensed physician, surgeon or Christian Science Reader is required); or

2. An employee is determined to be permanently disabled by the Social Security Administration, the Illinois Municipal Retirement Fund or Worker's Compensation. At such time, employment will be terminated.

The Township will attempt to provide jobs for employees returning from disability leave; however, they may be different positions than those the employees left. If so, the wage and job description for the position offered shall apply.

**WORKERS' COMPENSATION LEAVE:** Most job-related injuries and diseases are covered by Workers' Compensation insurance. **All necessary medical costs are covered and should be charged to Workers' Compensation (not to our regular health insurance carrier).** A percentage of lost wages is also covered. Injuries must be reported promptly to the Highway Commissioner or Foreman, as well as to the Highway Department office. Complete instructions for reporting are posted at the office and at the garage.

Employees injured on the job shall be paid by the Township for the first three workdays of absence, without using sick leave or other benefits. Employees may choose to use sick leave or other benefits thereafter, but they may not receive payment from Workers' Compensation for any period already paid for by the Township. Should duplication occur, the employee will be required to reimburse the Township. **NOTE: Be aware that Workers' Compensation pays about 2/3 of regular wages, no taxes are deducted, and it takes a couple of weeks after a claim is filed for payment to be processed.**

**FAMILY AND MEDICAL LEAVE:** Employees who have been employed by the Township for at least twelve (12) months and have worked at least 1,250 hours during the 12 months preceding the start of the leave, are eligible for up to a total of twelve (12) work weeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

1. The birth of a child and in order to care for such child (within 12 months after the birth of the child);
2. The placement of a child for adoption or foster care (within 12 months of the placement of the child);
3. The care of a spouse, child, or parents if they have a "serious health condition"; or
4. A "serious health condition" that makes the employee unable to perform the functions of his/her job.

The Family and Medical Leave Act of 1993 provides for Family and Medical Leaves of Absence (FMLA) to be unpaid. However, employees may qualify for additional benefits under other Township leave policies. If a spouse also works for the Township and both employees become eligible for a leave under the circumstances listed in numbers 1. through 3. above, the two employees together will be limited to a combined total of twelve (12) work weeks of leave in any rolling twelve (12) month period.

Employees may substitute paid leave time for unpaid leave under this policy. If employees use paid leave time, it will run concurrently with FMLA. If employees otherwise qualify for disability pay or other leave benefits, they will collect it at the same time they are on FMLA. Similarly, if employees otherwise qualify for any other type of leave of absence, that leave must be taken concurrently with FMLA. Pursuant to Federal law, compensatory time cannot be taken concurrently with FMLA. Employees taking time off from work on an intermittent basis who qualify for the FMLA protection will be required to use their accumulated sick time concurrently with the FMLA prior to using other benefit time or unpaid leave. An employee shall not be granted FMLA leave for the purpose of seeking or taking other employment (including self-employment). Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

Medical Certification – Any request for a leave under number 3. or 4. above must be supported by certification issued by the applicable health care provider. At its discretion, the Township may require a second medical opinion and periodic recertification to support the continuation of a leave. If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the Township and the employee.

For the purposes of this policy, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care relating to the same condition;

2. A period of incapacity of more than three consecutive days (including any subsequent treatment relating to the same condition) that involves either: a.) two or more treatments by a health care provider; or b.) at least one treatment by a health provider which results in a regimen of continuing treatment under the supervision of the health care provider;
3. Any period of incapacity due to pregnancy, or for prenatal care;
4. A chronic condition with requires periodic visits for treatment by a health care provider over an extended period of time which may cause an episodic, rather than a continuing, period of incapacity.
5. A permanent/long-term condition for which treatment might not be effective. The employee or family member must be under the continuing supervision of a health care provider, although they need not be receiving active treatment.
6. Any period of absence to receive multiple treatments by a health care provider for a non-chronic condition (including any period of recovery therefrom), either for restorative surgery after an accident or other injury, or for a condition that would likely result in incapacity for more than three consecutive days in the absence of medical intervention or treatment.

Intermittent Leave – If certified as medically necessary for the serious health condition of the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced schedule. If leave is requested on this basis, an employee may be required to transfer temporarily to an alternative position which better accommodates recurring absence, or to a part-time schedule, provided that the position offers equivalent base pay and benefits. Reduced schedules for the purpose of child care will only be granted in accordance with the provisions of Section 7-7 (Family Responsibility Alternate Work Schedule) and will run concurrently with FMLA leave. Employees who qualify for intermittent leave under FMLA must use accumulated sick time concurrently with the FMLA prior to using other benefit time or unpaid leave.

Notification and Reporting Requirements – All requests must be submitted to the Highway Commissioner in writing at least thirty (30) days in advance of the start of the leave (except in an emergency). A delay in submitting a request could result in a delay of the start of the leave. The Highway Commissioner will decide if a leave is approved and notify the employee in writing of his decision. If the leave is denied, the employee can re-apply if circumstances related to the denial later change. Employees must make an effort to schedule intermittent leave so as not to disrupt business operations. During leave, employees may be required to report periodically on their status and intention to return to work.

Any extension of a leave of absence must be requested in writing prior to the scheduled return-to-work date (unless the need is unforeseeable); written documentation may be required to support the extension. The maximum FMLA leave time cannot exceed a total of twelve (12) months in a rolling 12-month period.

An FMLA leave will not affect the continuity of employment. The original date of employment remains the same for seniority purposes. However, the employee will not accrue any benefits while they are on FMLA leave, except as provided by another leave policy.

Employee Benefits During FMLA – Employees will be permitted to retain health insurance coverage for the duration of the leave under the same conditions as if he/she were working. However, employees must make arrangements for the continuation and payment of their portion of insurance premiums (if any) before they go on unpaid leave status. If an employee does not return to work after the leave, or if they fail to pay their portion of the premiums, they will be required in most cases to reimburse the Township for the premiums paid on their behalf during the leave.

Return from FMLA – Upon return from authorized FMLA, employees will be restored to the same or equivalent position as they previously held, with no greater right to benefits or other conditions of employment. Employees on leave for their own serious health condition will be required to submit certification from their health care provider that they are able to perform the essential functions of the job before they may return to work. Failure to return to work on the scheduled date, without applying in writing for an extension prior to that date, may result in discipline up to and including discharge.



**In the event there is a conflict between this policy and the Family and Medical Leave Act, the Act shall prevail.**

**MISCELLANEOUS LEAVES OF ABSENCE:** An employee who has been with the Township for at least one year may be granted an unpaid leave of absence for personal reasons (unrelated to the FMLA) if approved by the Highway Commissioner. Such a leave may not exceed 90 days. Vacation and sick day credits will not accumulate, nor will holidays be paid during such a leave. Employees on this type of leave longer than 60 days are responsible for payment of their health insurance premiums. Contact the Supervisor's Office for details on making such payments.

**JURY DUTY:** The Highway Commissioner or foreman should be notified when an employee is called for jury duty. Full-time employees will receive regular pay and benefits while on jury duty, or when called as witnesses on behalf of federal, state or local government. Employees must report for work on days they are excused from jury duty. If warranted, the Township may request that an employee be excused from jury duty.

**MILITARY LEAVE:** In accordance with applicable laws, a full-time employee who is a member of the Armed Forces Reserves or National Guard may be granted an annual leave of absence not to exceed 15 days for active duty training. An additional 15 days may be allowed if an employee is ordered to emergency active duty. Employees will be paid the difference between their regular wages and their military reserve base pay during such leaves. (Travel expense and subsistence pay are exempted). Employees will be paid after military pay vouchers have been submitted to the Highway Commissioner as documentation of completed duty.

Should active duty extend beyond the time frames above, an employee would be granted an unpaid leave of absence until discharged from active duty. Copies of discharge papers will be required for return to work.

## **RULES AND CONDITIONS OF EMPLOYMENT**

As noted in "Employment Statement" on page three, employment may be terminated by an employee or by the Township at any time and for any reason. No promises or guarantees of permanent employment or employment for a specific term are binding on the Township or enforceable by the employee. The following rules are in addition to, and not a substitute for, our "employment at will" policy.

**ABSENTEEISM:** Employees who develop a habit of frequent absenteeism or tardiness will be subject to reprimand. Consideration will be given to an employee's length of service, the number of days absent or tardy, and the explanations. Any payment made for inappropriately used sick time will be deducted from wages due the employee. If no improvement is seen, further disciplinary action will be taken. This may include suspension without pay or termination of employment.

**UNEXCUSED ABSENCE:** An absence is unexcused if an employee fails to follow sick leave or other leave of absence procedures stipulated in this manual. Unexcused absences will be unpaid and will result in disciplinary action and possible termination of employment. An unexcused absence of three consecutive days will be considered a resignation, and the employee will be automatically terminated.

**SMOKING:** Smoking is prohibited in the Township office building.

**ETHICS:** In accordance with Public Act 90-737, the Township prohibits the solicitation and acceptance of gifts from any prohibited source or in violation of any law by full-time, part-time and contractual employees, and by appointed and elected officials of the Township. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value. This includes, but is not limited to, cash, food and drink, and honoraria for speaking engagements related to one's government employment or position. Unsolicited advertising or promotional materials such as pens, pencils, calendars and other items of nominal value may be accepted. Items such as food or flowers which may be shared with co-workers are also acceptable. Employees must report all offers, gifts and/or gratuities to the Highway Commissioner. For further information, see Downers Grove Township Gift Ban Ordinance dated June 17, 1999, or contact the appointed Ethics Officer.

**ALCOHOL/DRUG USE:** The manufacture, distribution, dispensing, possession or use of a controlled substance or alcoholic beverage is prohibited in the work place. The work place includes, but is not limited to, the Township

office, garage, yard, vehicles and job sites throughout the Township. The safety of other employees, and the community at large, would be endangered should any employee suffer impaired judgment or reaction time due to being under the influence of alcohol or other drugs. Therefore, these offenses carry the following special disciplinary procedures:

1. For possession or use of alcohol or illegal substances, or for being under the influence of such, while on the job: a permanent record will be placed in the employee's personnel file; the employee will be suspended without pay for one week; and the employee will be required to seek treatment from a recognized alcohol or drug rehabilitation agency. A second offense will result in immediate dismissal.

2. For manufacture, sale, distribution or dispensing of alcohol or other drugs while on the job: the employee will be immediately dismissed; if illegal substances are involved, a police report will also be made.

All employees are required to abide by the terms of this alcohol/drug use policy. In addition, all employees who operate Highway Department vehicles are required to take part in a random drug/alcohol testing program outlined in a supplement to this policy. They are further required to notify the Department Head of any criminal drug statute conviction for a violation occurring in the work place not later than five days after such conviction.

**HARASSMENT POLICY:** The Township is committed to maintaining a work environment free of discrimination. We will not tolerate harassment of Township employees by any elected official, supervisor, co-worker, vendor, contractor or other individual at any Township work place. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, color, race, ancestry, national origin, age, disability or other legally protected group status. Any conduct that negatively affects tangible job benefits, interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment is harassment.

Sexual harassment is specifically prohibited by state and federal law. It includes unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex when: (1) submission to such conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include:

- a. Denying employment opportunities or benefits to a qualified individual and awarding them instead to an individual who submits (voluntarily or under coercion) to sexual advances or favors.
- b. Forcing an individual to submit to unwelcome sexual conduct in order to receive an employment opportunity.
- c. Suggestive comments; sexual innuendoes; insults; humor or jokes about sex, anatomy or gender-specific traits; sexual propositions; threats; repeated unwelcome requests for dates; statements of a sexual nature about any third party.
- d. Suggestive or insulting sounds (e.g., whistling); leering; obscene gestures; suggestive bodily gestures; "catcalls"; "smacking" or kissing noises.
- e. Posters, signs, pin-ups or slogans of a sexual nature.
- f. Physical touching; unwelcome hugging or kissing; pinching; brushing the body; coerced sexual intercourse or assault.

If you have experienced or witnessed such conduct, you are to immediately notify the Highway Commissioner. Should the complaint be against the Commissioner, contact the Township attorney or another member of Township management with whom you feel comfortable. The Township forbids retaliation for making a report, assisting in a harassment complaint or cooperating in a harassment investigation. Township policy is to investigate all such complaints thoroughly and promptly. If investigation confirms that harassment has occurred, the Township will take appropriate disciplinary action, up to and including immediate termination of employment.

**EMPLOYEE CONDUCT AND TOWNSHIP PROPERTY:** All employees have a responsibility to provide quality service to the community. You are expected to work cooperatively and efficiently, avoid waste of time and materials, and interact politely with the public. The Highway Commissioner welcomes ideas for improving the work place and services to the taxpayers. Employees will be provided with work space, supplies and equipment necessary to carry out their duties. Employees may also be given the use of Township vehicles, communication tools, and keys. These are for Township business only, with the exception of communication devices. These may be used for

personal business outside of working hours; however, the employee is responsible for any charges over the maximum allowed under our contract with the provider. Violation of this rule will result in withdrawal of such use; further disciplinary action may also be taken. Township property is to be maintained in a clean, safe and orderly manner. The Township takes no responsibility for personal items. Upon termination, all property and keys belonging to the Township must be returned to the Highway Commissioner before a final paycheck will be issued. Personal belongings not removed from Township premises will be disposed of after 30 days.

**FOLLOWING IS A GENERAL LIST OF UNACCEPTABLE EMPLOYEE CONDUCT. IT IS NOT INTENDED TO BE ALL-INCLUSIVE:**

- Refusal to obey instructions or other acts of insubordination.
- Interference with the job performance of another employee.
- Attitude that negatively affects interaction with the public or with co-workers.
- Negligence in performance of duties.
- Fighting or disorderly conduct.
- Endangering the safety or lives of others.
- Bringing firearms or other weapons onto Township property.
- Stealing, damaging or abusing property of the Township, another employee or a visitor.
- Unauthorized use or abuse of Township equipment or facilities.
- Failure to report accidents that happen on the job or with Township equipment.
- Driving without a license in a Township vehicle or on Township business.
- Possessing, using or being under the influence of alcohol or drugs at work.
- Releasing confidential information to unauthorized individuals.
- Deliberately falsifying time cards, reports, employment applications or records.
- Excessive absenteeism, chronic tardiness, or abuse of rest or lunch breaks.
- Failure to notify Highway Commissioner of absence as instructed above.
- Leaving the job without permission during working hours.

**SOLICITATION/DISTRIBUTION:** Solicitation or distribution by non-employees is prohibited. Employees must receive permission from the Highway Commissioner to solicit sales, contributions, memberships, signatures, funds, etc., or to distribute literature unrelated to work. Any such approved activity must be conducted on personal time (e.g., during lunch or break periods).

**OUTSIDE EMPLOYMENT:** Outside employment may not interfere with employees' effectiveness on the job, nor with response to emergency call-outs or overtime when required. Special care must be taken to assure such employment does not result in a conflict of interest with Township work.

### **TERMINATION OF EMPLOYMENT**

**VOLUNTARY RESIGNATION AND RETIREMENT:** Employees are expected to give as much advance notice as possible, with the minimum being 10 working days. Should an employee be asked to leave the Township immediately upon giving notice, the employee will be given severance pay "in lieu of notice" up to a maximum of two weeks pay (at straight time, based on the employee's regular work schedule).

**LAYOFF:** Should a reduction in work force be necessary, the Highway Commissioner will identify and notify the employee(s) to be laid off. Employees affected will be given a letter outlining the conditions of the layoff. The Township may give two weeks notice of impending layoff, or it may substitute two weeks severance pay in lieu of notice. Pay will be based on employees' regularly scheduled work week, at straight time.

**Please address any questions regarding the contents of this policy to the Highway Commissioner.**