

# **WAYNE TOWNSHIP**

**Warren County  
6050 N. Clarksville Road  
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# **Wayne Township**

# **Personnel Policies and Procedures Manual 2012**

**Updated: January 15, 2012**

## **Trustees:**

**Pat Foley Pat Davidson Brad Coffman**

**Fiscal Officer: Darrell Coffman**

**Administrator: Donald "Gus" Edwards**

**Fire Chief: Paul Scherer**

**Road Supervisor: Scott Camery**

**Zoning Inspector: Elmer Powell**

**Wayne Township – Warren County, Ohio**  
***Personnel Policies and Procedures Manual – 2012 Edition***  
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# **ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES**

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**Adopted 9/15/2009**

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

This document for employees of Wayne Township serves two purposes:

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

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

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

If an employee has a question or a problem regarding a specific policy, benefit, or practice, the discussion of it can be found by referring to the Table of Contents in the front of this document or by looking up the content area in the index at the end. These statements are written in a manner designed to apply generally to all full-time, part-time and/or seasonal employees. In some cases, an employee may want details or information that was not included in this document for the sake of brevity. A complete set of all source documents can be made available to all employees at any time. Additional references to specific job responsibilities and operating procedures may be contained in the separate "Standard Operating Procedures" document designed for various departments.

If there is a question regarding a written policy, it should be directed to the Administrator. If there should be, at any time, any conflict between the summary in this document and the source material, the reference or source material that is current at the time is the official statement.

## **1.2 Purpose**

It is the purpose of these Rules and Regulations to implement the provisions of the Ohio Revised Code and township personnel resolutions by establishing standards and procedures. These regulations are also provided as a guideline to be followed when a situation occurs which is not specifically considered in the Ohio Revised Code, personnel resolutions, or specifically modified by an applicable labor contract. The Board of Trustees reserve all rights authorized them by the Ohio Revised Code for personnel administration. Section 511.10 of the Ohio Revised Code reads, in part, **"the board of township trustees may appoint such superintendents, architects,**

**clerks, laborers, and other employees as are necessary and fix their compensation. Any person so appointed may be removed by a majority of the members of such board at any time."**

### **1.3 Amendments**

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

### **1.4 Administration**

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

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

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

### **1.5 Administrative Orders and Bargaining Agreements**

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

### **1.6 Positions Covered**

All full-time and part-time employees of Wayne Township shall be supplied a copy of these Policies and Procedures. All newly appointed employees shall be given a copy of these Policies and Procedures at the time of their appointment.

Any amendment to these Policies and Procedures shall be made available to the employees in writing or through means deemed appropriate by the Board of Trustees. It shall be the obligation of each employee to read and become familiar with these rules.

## **1.7 Classification**

The official name of the classification of positions for an individual position shall be known as the "Classification." It shall be used as applicable including and not limited to any announcement of competitive examinations. Nothing herein shall preclude the use of a generic title if the Township chooses to use a jointly administered selection procedure.

## **1.8 Interpretation**

These policies are intended to cover most personnel problems and actions that arise. The Administrator or Board of Township Trustees shall interpret those not specifically covered. Such interpretations shall be in concert with the spirit and letter of Article I, Section 2. - Purpose.

## **1.9 Delegation**

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

## **1.10 Merit System**

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

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

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

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

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

## **1.12 Disclaimer**

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

## **1.13 Severability Clause**

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

## **1.14 Repealer**

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

## **1.15 Managerial Rights**

The township reserves the right and authority to administer the business of the township, direct its operations, promulgate rules and regulations and to otherwise exercise the prerogatives of management, more particularly including:

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

## 1.16 Notice

The Wayne Township Board of Trustees, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Trustees may alter or modify any of the policies in this document. No statement or promise by an administrator, supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

## 1.17 Definitions

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

**Administrator** – Carries out the directives and policies of elected township officials; enforces all orders, resolutions, and policies of the township to assure that they are faithfully executed. Oversees the day-to-day operation of all departments and reports to the Board of Trustees.

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

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

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

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

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

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

**Full Time Employee** - a full time employee is an employee who works more than one thousand five hundred hours in any year. ORC 505.60 defines a part-time township employee for the purposes of healthcare and other part-time employee status, as one who works “not more than one thousand five hundred hours in any year.”

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

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

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

**Part Time Employee** - for the purposes of healthcare and other part-time employee status, ORC 505.60 defines a part-time township employee as one who works “not more than one thousand five hundred hours in any year.”

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

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

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

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

**2.1 Probationary Period**

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

**2.2 Full-time Status**

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

**2.3 Disciplinary Action**

Probationers may be removed, demoted, or disciplined at any time during the probationary period by written notice to the employee by the Board of Trustees if and when the department head or immediate supervisor indicates that his/her performance is unsatisfactory. Such removal or demotion shall not be subject to appeal. Copies of all such notices involving removal or demotion shall be filed with the Board of Trustees.

**2.4 False Credentials**

If it should come to the attention of an employee's supervisor, either during the probationary period, or thereafter, that an employee was hired on the basis of false credentials, or other intentional deception, said employee will be subject to disciplinary procedures, up to and including dismissal.

**2.5 Probationary Period Following Promotion**

Whenever an employee is promoted, he or she immediately begins a new probationary period of the same length as would be served by an employee in an original appointment to that classification. However, if during the probationary period following promotion the employee's services are found unsatisfactory, he or she may be reduced to the position that he or she held prior to promotion. If an employee is demoted during his or her probationary period following promotion, this action will complete the probationary period.

**3.1 Payment of Wages**

Salaries and compensation will be determined by resolution of Board of Trustees. Employees will be paid bi-weekly (26 pay periods annually). The Township Fiscal Officer will prepare payroll. The payroll check is based upon an eighty (80) hour period, ten (10) eight (8) hour days, unless part-time, seasonal or salaried. The pay period starts every other Saturday and runs for (14) calendar days. A township may pay the compensation of a township employee by direct deposit of funds by electronic transfer (1997 OAG 053)

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

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

**3.2 Pay Increases**

It is the policy of Wayne Township to reward good job performance by establishing and equitable system of providing pay increases. Any salary increase will be effective at the beginning of the pay period that follows the effective date of the approved change. The system herein established shall be governed by the following:

**3.2.1 Pay Appropriation**

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

**3.3 Temporary, Part-time, or Seasonal Employment**

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

**3.4 Overtime**

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

### **3.5 Call in Pay for Hourly Employees**

Employees called in for emergency work will be paid a minimum of one hour at their 1.5 rate of pay.

### **3.6 Garnishment/Child Support**

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

### **3.7 Cash Advance Policy**

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

### **3.8 Sunday and Holiday Work**

When employees, with three exceptions, are required to work on Sundays and Township holidays, they shall receive pay at a rate one and one-half times their normal hourly rate for each hour worked. The three exceptions are Salaried Department Heads or FLSA exempt employees and those employees working on shift work (e.g., police officers, firefighters) whose normal shift requires Sunday or holiday work, and part time workers.

### **4.1 Offenses**

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

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

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

### **4.2 Types of Discipline**

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

1. Verbal warning.
2. Written warnings.
3. Suspension from duty without pay.
4. Demotion in rank and/or salary.
5. Dismissal.

### **4.3 Disciplinary Procedure**

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

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

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

#### **4.3.2 Township Administrator Disciplinary Authority**

The Township Administrator may enforce any of the types of discipline, including termination.

#### **4.3.3 Employee Notification**

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

### **4.4 Appeal Procedures**

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

#### **4.4.1 Employee's Responsibility**

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

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

1. There was a failure on the part of a Township official to observe or correctly apply the provisions of the Personnel Rules or the terms of the subject's appointment; and/or
2. There was not a complete consideration of the facts regarding the disciplinary action taken against the appellant.

- (C) The appeal-hearing request should contain all written material truly relevant to the case.
- (D) The Township Administrator will be provided a copy of all material presented in the request for an appeal hearing when it is filed.
- (E) Hearings will normally be closed to the public. However, the appellant may request that it be open at the time he or she submits the written appeal. The Board of Trustees reserves the right to deny the request.

#### **4.4.2 Board of Township Trustees Responsibility and Authority**

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

### **4.5 Grievance Procedure**

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

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

#### **4.5.1 Procedure**

- (A) In the event the employee feels a problem remains unresolved, following discussions with the supervisor, the employee may submit the complaint in writing for reconsideration. A Grievance Report (see Section 4.5.24) is to be submitted to the immediate supervisor, the Department Head and Township Administrator. Upon reviewing the complaint, the Department Head should arrange a meeting with the employee within three (3) working days after receipt of the written complaint and return a decision within seven (7) days of the meeting. Normally, complaints will be resolved at this step of the grievance procedure.

- (B) An employee who feels the complaint has not received adequate attention in Step Two may direct the complaint to the Township Administrator. Such complaints are to be made in writing within three days of receiving the answer provided. The Administrator will review the complaint with the Department Head and arrange a meeting with the employee within three (3) days of receiving the complaint. The Administrator shall have final authority in all such grievances and appeals. All other means should be exhausted prior to bringing a complaint to the Board of Trustees.

#### **4.5.2 The Grievance Report**

Grievances should be in writing in order to:

- (1) Reduce the possibility of conflicting decisions.
- (2) Reduce the number of arguments over facts.
- (3) Reduce the number of unfounded grievances.
- (4) Aid record keeping and grievance analysis.

The Grievance Report is used by the employee to report and describe the grievance. The report should be completed with copies for the employee, the employee's personnel file, and the immediate supervisor. It must be completed in full, dated and signed by the employee and presented to the immediate supervisor who will distribute the copies. It is to be used only after a meeting and verbal discussion with the immediate supervisor.

#### **4.6 Termination**

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

- (A) Provide the Township Fiscal Officer with the proper forwarding address in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns.
- (B) Turn in uniforms, tools, building keys, keys to Township offices and/or any other Township property to his or her immediate supervisor. A receipt will be issued to the employee for all property returned.
- (C) Advise the Township Fiscal Officer as to the type of action desired with regard to employee's retirement plan.

**5.1 Work Force Reduction**

Should a reduction in the work force of Wayne Township be necessary, that reduction shall occur in the manner prescribed by the Board of Trustees.

## **ARTICLE VI – HOURS OF WORK AND COMPUTATION OF PAY**

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**Adopted 7/21/2009**

### **6.1 Standard Work Week (required)**

The standard work week for employees shall be forty (40) hours per week, eight (8) hours per day, five (5) days per week. Township offices should try to be open to the public from 9:00 A.M. to 4:00 P.M. daily except Saturday, Sunday, and legal holidays. The office may be closed to the public if all staff employees are out of the building performing other duties. The Board of Trustees may vary these hours according to need. The Board of Trustees may also alter the work schedule to remain in compliance with current Labor Agreements, or to improve the efficient delivery of services.

### **6.2 Computation of Pay**

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

### **6.3 Authorized Leave**

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

## **ARTICLE VII - PAID TIME OFF**

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[Approved by Resolution 2009-20 on June 16,2009]

### **7.1 General Policies**

#### ***7.1.1 Combining Paid Time Off/Leaves***

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

#### ***7.1.2 Unscheduled Absence from Work***

Employees who are going to be absent from work on a non-scheduled basis shall notify their immediate supervisor as soon as possible but at least two (2) hours prior to the start of the normally scheduled work period. Employees shall not absent themselves from duty without the permission of the Department Head. Department Heads shall not absent themselves from duty without the permission of the Board of Trustees.

#### ***7.1.3 Special Periods***

The Board of Trustees may deny leave requests of any kind during special periods such as an emergency situation or departmental need.

### **7.2 Holiday Leave**

As a Township employee, you observe nine (9) paid holidays annually. The following holidays shall be observed as holidays by full-time employees of Wayne Township: New Year's Day (January 1), Martin Luther King Day (third Monday in January), Presidents' Day (third Monday in February), Memorial Day (May 30), Independence Day (July 4), Labor Day (first Monday in September), Veterans' Day (November 11), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25).

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays as appointed by the Board of Trustees or Governor, only when ratified by Wayne Township Trustees. To be eligible for a paid holiday, the employee must work his/her regularly scheduled shift the day before and the day after the holiday or present just cause to his or her supervisor justifying the absence. With approval of the Board of Township Trustees, an employee may be permitted to work on a holiday in exchange for taking off a regularly scheduled workday.

#### ***7.2.1 Working on a Holiday***

When an employee is required, by schedule, to work on any of the above holidays, he or she shall receive two times regular rate of pay.

### **7.2.2 Holiday During Leave**

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

### **7.2.3 Religious Holiday**

Special holidays of a religious nature may be allowed without pay upon advance request of the individual employee. Requests submitted to the department head and/or Board of Trustees at least one month in advance will, as much as possible, be authorized. Reasonable effort shall be made by the department head or Board of Trustees to accommodate all requests submitted after that period.

## **7.3 Vacation Leave Hourly Employees**

In order to use vacation time, an employee must have completed one (1) year of service with the Township. The rate of hours accrued per 80 hours worked is as follows:

- one (1) to eight (8) years of service                      3.1 hours per 80 hours worked\*
- nine (9) to fifteen (15) years of service                      4.6 hours per 80 hours worked\*
- sixteen (16) to twenty-five (25) years of service                      6.2 hours per 80 hours worked\*
- twenty-six (26) or more years of service                      7.7 hours per 80 hours worked\*

\*The calculation per hour is as follows:

- 3.1 = 0.03875 per hour
- 4.6 = 0.05750 per hour
- 6.2 = 0.07750 per hour
- 7.7 = 0.09625 per hour

Employees receive annual vacation leave as follows:

- less than one (1) year of service                      no vacation
- after one (1) year of service                      80 hours (10 days)
- after eight (8) years of service                      120 hours (15 days)
- after fifteen (15) years of service                      160 hours (20 days)
- after twenty-five (25) years of service                      200 hours (25 days)



### **7.3.2 Vacation Leave Service Credit**

Employees who have worked with another political entity or with Wayne Township will be given credit for prior years of service as follows:

For each year of full time service equals one year of service credit.

For each two years of part-time service equals one year of service credit.

For each four years of volunteer FF/EMS for another department equals one year of service credit.

For each two years of volunteer FF/EMS with Wayne Township equals one-year service credit.

No more than one year of service can be credited for each calendar year. IE: if you are full time and also a volunteer, you may not receive more than one-year credit of service.

### **7.4 Military Leave**

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

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

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

### **7.5 Civil Leave**

An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as a witness in answer to a subpoena, in an official capacity in connection with the Township or as an expert witness either because of professional or observed knowledge, performing emergency civilian duty in connection with national defense, and for the purposes of voting when the polls open at least two hours before or after the employee's scheduled hours of work. An employee must notify his or her supervisor five days prior to jury duty or service date. Any compensation received while on civil leave will be deducted from the employee's pay. If

jury pay is higher than that paid by the Township, the employee is permitted to keep the difference. If the employee is on vacation or personal leave, he or she is allowed to keep the pay.

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

## **7.6 Injury Leave**

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

## **7.7 Funeral and Bereavement Leave**

Regular employees are permitted to use up to five days of sick leave whenever there is a death in the immediate family (spouse and children) or whenever one of the following dies: father, mother, brother, sister, mother-in-law, father-in-law, brother-in law, sister-in-law, grandparent, or other person designated by the Board of Trustees.

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

Employees seeking to use sick leave or funeral leave are required to call their supervisor at least 2 hours prior to their regular starting time. Failure to do so will result in the employee being counted as missing, thus no sick leave benefit will be paid, and the employee is subject to further disciplinary action. Persons working shift work should give at least two hours notice so that a replacement can be found.

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

## **7.8 Sick Leave**

Employees are encouraged to consider unused sick leave as a form of insurance in the event an employee suffers a long-term illness. The rate of accrual is 4 hours of sick leave for each eighty (80) hours worked, or it's equivalent. Maximum of 4 hours per pay period.\* Sick leave shall be

charged in 1 hour increments when used. Paid sick leave shall not exceed the amount of time you would have been regularly scheduled to work in any pay period.

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

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

New employees are eligible for sick leave after successful completion of the probationary period of one hundred twenty (120) days of employment. Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence in excess of one month.

No employee may accumulate more than two hundred and sixty (260) days of sick leave, which is equivalent to 2080 hours.

\*The calculation per hour is as follows:

- 0.05 per hour

### **7.8.1 Reasons**

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

- Illness and injury of you, the employee, or a member of your immediate family. (In cases of a member of your immediate family, the Township requires that your presence be reasonably necessary for the health and welfare of you or the affected family member. Such cases may be thoroughly investigated.)

- Your exposure to a contagious disease which could be communicated to and jeopardize the health of your fellow employees.
- Death of a member of your immediate family. Such usage shall be limited to a reasonably necessary period of time, not to exceed five (5) working days.
- Your medical, psychological, dental, or optical examination, or a member of your immediate family by an appropriate practitioner.
- Pregnancy, childbirth, or other medical related conditions.
- Post-natal period for the care of your wife and family. Such usage shall be limited to a reasonably necessary period of time, not to exceed five (5) days.
- A job related illness or injury suffered by you while in the course of employment.

Although medical appointments are not encouraged during normal business hours, two (2) hours of paid sick leave may be granted provided the employee provides some form of documentation from an accredited doctor's or dentist's office stating the reason for such a visit to his or her supervisor and notifying the Administrative Offices or Township Fiscal Officer.

#### **7.8.2 Documentation**

In order for you to be paid while on sick leave, Wayne Township requires you to furnish a satisfactory, signed, written statement to justify the use of sick leave. If medical attention is required, a statement certifying the visit from the licensed physician shall be required to justify the use of sick leave.

#### **7.8.3 Notice**

Employees seeking to use sick leave should call a supervisor two hours prior to their regular starting time. Failure to do so may result in the employee being counted as missing - no sick leave benefit will be paid, and the employee will be subject to disciplinary action. Employees on shift work should give at least two hours notice so that a replacement can be found.

#### **7.8.4 Cashing of Sick Leave**

An employee who retires and meets the age and length of service requirements of the Ohio Public Employees Retirement System (OPERS) or the Police and Fireman's Disability and Pension Fund, whichever is applicable, and who was also in the service of the Township for a period of ten (10) continuous years prior to retirement may redeem accumulated sick leave.

Employees may elect to be paid in cash for twenty five percent (25%) of their accrued sick leave up to a maximum of ¼ of one hundred twenty (120) days or thirty (30) days. Accepting this payment, at the rate of pay at the time of retirement, eliminates all remaining sick leave credit accrued up to that time.

### **7.9 Maternity Leave**

A full-time female employee with over six months of continuous service shall be entitled to maternity leave. Upon confirmation of her pregnancy, the employee shall provide the township

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

## **7.10 Leaves of Absence**

The Board of Trustees under the following conditions may approve a leave of absence:

- (A) Leave of absence is always without pay.
- (B) Leave of absence may only be granted to regular, full-time employees who have successfully completed their probationary period.
- (C) The request for a leave of absence must be in writing from the employee outlining the reasons for the leave.
- (D) On any approved leave of absence in excess of one month, the employee shall pay the total premium cost for his medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first month of the leave and prior to each month thereafter or the coverage will be terminated.
- (E) Failure to return from a leave of absence at the specified date will be considered as a resignation.
- (F) All approved leaves of absence shall be confirmed in writing to the employee by the Chairman of the Board of Trustees with a copy to the employee's file.
- (G) Vacation and sick leave do not accrue on a leave of absence in excess of one month. Vacation allowance is paid at the time of departure on the amount unused and accrued. Any sick days accumulated prior to the leave may be reinstated immediately upon return.
- (H) Re-employment, if applicable, should be part, or the condition of, the leave of absence. If not, the employee is subject to the availability of employment at the time of his or her requested return. Employees returning from military service are subject to the Veterans Re-employment Rights Act.
- (I) There are several types of leaves of absence. They include:
  - (1) Medical: Time away from the job because of accident or illness not covered by sick leave.
  - (2) Self Improvement: Schooling
  - (3) Personal: Time needed to handle personal problems.

## **7.11 Unauthorized Leave**

Any absence from work that is not detailed in this section of these Personnel Rules and Regulations shall be considered an unauthorized absence from duty. Any such unauthorized absence from duty shall constitute just cause for disciplinary action.

### **7.12 Family and Medical Leave**

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

### **7.13 Personal Days**

Each employee is entitled to two (2) personal days that may be used for any reason that they so choose. These days must be approved by their immediate supervisor and should not interfere with the normal day to day activities of each department. These days will be issued on January 1<sup>st</sup> of each year and expire at the end of the calendar year. If unused they may be turned into sick days at the employees request.

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## **ARTICLE VIII – COMPENSATORY TIME**    Adopted 7/21/2009

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### **8.1 Established**

Employees of Wayne Township may be entitled to compensatory time (accrued at one and one half (1.5) hours for each hour of overtime), instead of paid overtime. The Board of Trustees may, from time to time, establish the use of compensatory time for individual departments if the situation necessitates such a policy.

### **8.2 Use of Compensatory Time**

Employees must, when requesting the use of compensatory time, submit a written request in advance.

### **8.3 Maximum Accrument**

Employees generally may accrue up to a maximum of eighty (80) hours of compensatory time.

### **8.4 Cashing of Compensatory Time**

Cashing in compensatory time during employment must be requested in writing and is subject to the availability of funds and approval of the Board of Trustees.

Upon termination of employment, employees shall be paid for accumulated and unused compensatory time at the time of separation.

### **8.5 Compensation Time for Salaried Employees**

Salaried employees are not subject to Sections 8.1 through 8.4 with the exception that when a salaried employee takes on additional duties, the Board of Trustees may choose to award such employee with a bonus or compensatory time.

## **9.1 OPERS & OP&F Contribution**

Generally, all employees, except fire and police personnel, are required to be a member of the State of Ohio Public Employee Retirement System. The township will deduct 10 percent of the employee's gross wages or salary as the employee's contribution to OPERS. The township is required to make a contribution on behalf of the employee each quarter. The township contribution may vary -- the current amount is 14 percent of the employee's gross wages or salary. Employee contributions are deducted from their gross earnings before taxes are applied. Part-time fire personnel, hired after August 3, 1992, participate in Social Security (FICA) instead of PERS. Federal law requires all public employee pension groups to inform public employees who are not paying into Social Security about the Government Pension Offset and Windfall Elimination Penalty. Employers are required to have employees hired after January 1, 2005 complete and sign *Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security* before employment begins. For more information, please see <http://www.socialsecurity.gov/form1945/>.

## **9.2 Worker's Compensation**

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

### **9.2.1 Notification of Injury**

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

### **9.3 Insurance**

All regular full-time employees are covered by the group medical and life insurance program provided for employees of the Township, unless the employee opts not to accept the coverage because of coverage under another policy. This includes:

- (A) Group medical insurance for employee and dependents: Hospitalization and Major Medical with Full Miscellaneous; and
- (B) Life Insurance.
- (C) Dental Insurance.

For a complete description of insurance benefits, please contact the appropriate insurance provider.

### **9.4 Uniform Allowances**

The township may furnish uniforms to township employees as designated by the Board of Trustees. These uniforms and all other items issued by the township remain the property of the township and must be returned when the employee leaves the township's employment. The employee's final paycheck may be held until all township property has been returned.

### **9.5 Travel Expenses**

Travel expenses must be authorized in advance by the Board of Trustees. Full-time, regular employees will be reimbursed for necessary expenses incurred while attending schools of instruction, institutes, or conventions of a nature relating to the art and science of their particular employment. Full-time regular employees will be reimbursed for expenses when using their private automobile while discharging duties connected with their employment. If Township employees use their private automobile in the conduct of official business, they shall be compensated at the rate set by the Board of Trustees

Lodging expenses incurred while traveling on official township business shall be reimbursed at a single room rate, including taxes and fees. The employee shall notify the hotel of the fact that such lodging is for a government employee and the employee shall provide the tax-exempt certificate, exempting payment of state sales taxes.

An allowance shall be made for meals in an amount, which shall be the lesser of the following with receipt:

- 1. Breakfast: \$15.00 or actual cost including 15% tip.
- 2. Lunch: \$23.00 or actual cost including 15% tip.
- 3. Dinner: \$32.00 or actual cost including 15% tip.

Exceptions to the above allowances are to be made for breakfasts, lunches, dinners, and other meals which are in connection with official meetings, seminars, or conventions, as these are included in the agenda program as indicated on the registration schedule, which shall be paid in full.

Receipts for all expenses claimed are to be itemized and submitted within thirty (30) days after such expenses are incurred. The cost of alcoholic beverages will not be reimbursed.

Reimbursement may be made to any township employee for entertainment of any guest of the township as approved in advance by the Board of Trustees.

The Township Fiscal Officer is hereby authorized and directed to reimburse employees for travel expense in accordance with the above policies.

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### **10.1 Evaluations**

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

June 1<sup>st</sup> will be evaluation day for all hourly employees.

December 1<sup>st</sup> will be evaluation day for all salary employees.

The Board of Trustees may hold pay rate adjustments until evaluations are completed.

### **10.2 Performance Ratings**

The Board of Trustees may establish a system of service ratings based upon standards of performance. Such standards shall measure the quantity and quality of work performed, the manner in which such service is rendered, the faithfulness of the employee to their duties, and other such characteristics that may measure the value of the employee to the township. Performance ratings may be considered in determining salary increases and decreases within the fixed limits of the compensation plan, as a factor in determining order of layoff, and as a factor in determining the demotion or dismissal of an employee. Such service ratings shall be available for review by the employee rated.

### **10.3 Personnel Status Change Form**

None at this time.

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## **11.1 Retirement**

Any employee of Wayne Township who is eligible to retire under the applicable rules, regulations, and statutes of the State of Ohio shall be permitted to do so in accordance with the rules of the Ohio Public Employees Retirement System or the Ohio Police & Fire Pension Fund (OP&F). Generally, an employee who has passed his sixtieth (60) birthday and has five (5) or more years of total service credit or has twenty-five (25) or more years of total service credit and has attained their fifty-fifth (55) birthday or has thirty (30) or more years of total Ohio service credit, regardless of age, may file for retirement (ORC 145.32).

### **11.1.1 Notice of Intent**

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

### **11.1.2 Cashing of Sick Leave**

An employee who retires and meets the age and length of service requirements of the Public Employees Retirement System (OPERS) or the Ohio Police & Fire Pension Fund (OP&F), whichever is applicable, and who was also in the service of the Township for a period of ten (10) continuous years prior to retirement may redeem accumulated sick leave. **Example:** Such redemption shall be at a rate of four (4) accumulated sick leave days exchanged for one (1) day of pay at the employee's last rate of regular pay prior to such retirement. Maximum of thirty (30) days may be cashed in.

## **11.2 Disability Retirement**

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

### **12.1 Proper Notice**

Employees who resign their employment should give a minimum of two (2) weeks notice in writing prior to the effective date of the resignation.

### **12.2 Sick Leave**

An employee may be eligible to carry forward accumulated sick leave from Wayne Township to another public employer in Ohio (ORC 124.38). Generally, the cashing out of sick leave is only available in cases of retirement from public service.

### **12.3 Procedure**

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

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

### **13.1 Pertinent Information**

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

#### **13.1.2 Fire Department Personnel**

The following records shall be included in each personnel file of all Wayne Township firefighters and EMS personnel:

1. Physical exam;
2. Hepatitis B vaccine given or signed refusal;
3. Copy of level of certification along with copies of certificates of additional training; and
4. All other records, forms, actions etc. that may be relevant to employment.

The fire chief shall be responsible for insuring that the firefighter personnel records are complete.

### **13.2 Accessing Files**

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

### **13.3 Updating File**

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

## **ARTICLE XIV – POSITION DESCRIPTION AND POSITION CLASSIFICATION PLAN**

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Adopted 12/1/2009

### **14.1 Explanation**

A Position Description will be created for each employee in order to guide each employee with the expectations of Wayne Township as the employer. The Position Description shall show the basic jobs that each employee is expected to perform but may not be inclusive of all tasks, duties or expectations that the employee might be engaged in on a day to day basis. A Position Description may include, but is not limited to, the following information: job title, listing of essential functions, and an outline of all required and preferred job related knowledge, skills and abilities.

The Position Classification Plan is the official or approved system of grouping positions into appropriate classes, including the guidelines for administration. Position Classification is a system of identifying and describing the different kinds of work in an organization and then grouping positions together with respect to nature of work, level of difficulty, responsibility, and training and experience. Position Descriptions will be used in developing the classification plan.

(NOT IN EFFECT)

Position Classification Plan is currently not adopted or put in place.

### **14.2 Use of a Classification Plan (NOT IN EFFECT)**

The position classification plan is the foundation upon which all major phases of a personnel program are constructed. Class and position specifications are analyses of the nature, degree of difficulty, degree of responsibility, and type of qualifications, that are required of an individual for successful performance of the job. The classification plan, therefore, forms the basis of an objective recruitment and retention program as well as a number of other personnel functions.

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## **ARTICLE XV – SPECIFIC RULES AND REGULATIONS**

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### **15.1 Attendance Policy**

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

### **15.2 General Requirements**

#### **15.2.1 Ohio Ethics Law**

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

#### **15.2.2 Character and Workplace Behavior**

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

### **15.2.3 Bonds**

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

### **15.2.4 Political and Religious Tests; Memberships in Organizations**

Consideration of political or religious opinions as a test for employment or promotion in any position of the Township service shall be prohibited. Township employees will not be required to be members of any organization, unless it is a professional organization and directly connected with employment duties. The township may pay membership fees required by professional organizations and/or licenses.

### **15.3 Acceptance of Gifts and Gratuities**

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

### **15.4 Drug and Alcohol Free Workplace**

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

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

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

## 15.5 Sexual Harassment

**Effective: December 2, 2008 Resolution # 2008-29**

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

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

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

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

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

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

## **15.6 Political Activity**

### **15.6.1 Employees May Not**

- (A) Use official authority or influence for the purpose of interfering with an election or nomination to office, or affecting the results thereof; or
- (B) Directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his or her salary or compensation or anything of value to any party or committee, organization, agency, or person for political purposes; or
- (C) Become a candidate for any political or appointed office exclusive to the township (e.g., office of Trustee or Fiscal Officer); or
- (D) Take any action, including an active part in a political campaign, or an office in a political party, which will place the township in a partisan position, and interfere with the employee's ability to perform the duties of their position.
- (E) Circulate official nominating petitions for any candidate, or
- (F) Campaign by writing for publications, by distributing political material or by making speeches on behalf of (or against) a candidate for elective office.
- (G) Soliciting the sale of or selling political party tickets (e.g. raffles or special functions).
- (H) Include information pertaining to the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or a bond issue in a township newsletter.

### **15.6.2 Employees May**

Employees may join or affiliate with civic organizations of a partisan or political nature, serve as precinct election officials, give financial contributions to political candidates and organizations, circulate petitions on legislation relating to their employment, attend political meetings, vote, and advocate or support the principles or policies of civic or political organizations.

## **15.7 Outside Employment**

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

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

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

## **15.8 Public Relations - Open Records Act**

Employees shall conduct their activities and actions, both on and off the job, so as to improve relations between the Township and the public. In every contact, whether it is in the nature of trouble, service complaint, or request for information, the employee represents the Township. The employees' manners and attitudes toward the residents, as well as their competence in handling matters, are the basis for good public relations. The township will meet all open records requirements with requests for information directed to the Board of Trustees. The Township has adopted a public records policy in accordance with the requirements of Chapter 149 of the Ohio Revised Code. All township employees must read this policy and sign a form indicating that they have read and understand the Township's public records policy and will act in accordance with that policy.

## **15.9 Safety**

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

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

## 15.10 Standing Orders

The Board of Trustees may from time to time issue "Standing Orders", which will have the same force as if included in these regulations.

## 15.11 Appointment of Relatives

Wayne Township may not hire individuals who have relatives who are employees of Wayne Township. Employees shall be defined as all full-time employees and all part-time employees, consultants, members of the Township Trustees, and members of trustee-appointed bodies having direct oversight on expenditures. Persons involved in husband/wife, parent/child, parent/child-in-law, first cousins, aunt-uncle/niece, aunt-uncle/nephew, siblings, grandparents/grandchild relationships shall be considered relatives for the purposes of this regulation. It shall be incumbent upon applicants to make known such relationships. If existing employees become relatives one with another or a related employee changes to a job classification which conflicts with this policy after commencement of their employ, the Township shall allow a choice to the persons involved as to who will resign. However, in the case where such a decision is not voluntarily made by the employees, then that person with the greatest seniority will be given an opportunity to remain employed by the Township. **The Board reserves the right to make decisions concerning the hiring of relatives on a case-by-case basis.**

### 15.11.1 Exceptions

- (A) Existing Appointments;
- (B) Appointments where neither individual involved is employed in a supervisory or management position and where neither individual involved, or the work performed, or the employment of either individual, is or may be directly influenced by the other individual. The determination of such influence shall be at the discretion of the Board of Trustees. To be eligible for this second exemption, employees must make application to the Board of Trustees prior to any event that would require exemption to allow continued employment. Failure to notify may result in the discharge of both parties.

## 15.12 Violence in the Workplace

The purpose of this policy is to ensure all employees of a safe workplace free from aggressive, threatening or violent acts. To ensure safety, Wayne Township has adopted a zero tolerance stance towards any sort of inappropriate conduct and behavior. As a Wayne Township employee, you are expected to refrain from inappropriate conduct including but not limited to:

- Physical assault of an individual (hitting, shoving, kicking or otherwise having unwelcome physical contact).
- Threatening harm to individuals, their family, friends, associates or property.
- Verbal assault for the purposes of intimidation and/or coercion.
- The intentional destruction or threat of destruction of Township or personal property.

It is considered the duty and responsibility of all employees to prevent violence in the workplace. Therefore, all employees have an obligation to report any and all incidences of violence and/or inappropriate conduct/behavior immediately to their supervisor. Reports will be investigated and all information will be held strictly confidential. Any and all employees in violation of this policy and the above listed prohibitions may be subject to discipline up to and including termination.

### **15.13 Pre-Employment**

For the protection of its employees, Wayne Township may conduct criminal background checks on potential new hires.

## 15.14 Credit Cards

### Resolution # 2006-17

#### Credit Card Policy

- 1.0 The Purchasing Card system and policy has been established to provide a convenient means with which to make purchases of items from vendors that Wayne Township does not have established credit with. In order to conduct efficient day to day procurement of items, materials and supplies for the use of Wayne Township operations these cards may be used in place of employees paying cash or using their personal credit cards and seeking reimbursement.
- 2.0 **Purchasing Card:** A charge/credit card issued to an employee of Wayne Township for the purpose of making authorized purchases on the Township's behalf. The Township will issue payment for authorized charges made with the Purchasing Card.
- 3.0 **Cardholder:** All Wayne Township employees who are issued a card are responsible for expending funds whose name appears on the Purchasing Card and who is accountable for all charges made with the card. P-Card statements must be reconciled monthly and signed by the Cardholder and the Township Fiscal Officer.
- 4.0 **Card Administration:** The Township employee is responsible for verifying that all charges against the Cardholder's account are backed up by itemized invoices/receipts and said documentation is retained or turned over to the Fiscal Officer. The Cardholder is responsible for providing enough information on each receipt in order for the Fiscal Officer to charge the appropriate account.
- 5.0 **Transaction/Charge Limit:** A dollar limitation of purchasing authority assigned to the Cardholder for each total charge made with the Purchasing Card. This amount must not exceed \$750.00 per purchase. **No splitting orders to remain under the cardholder single transaction is allowed.** If a purchase is going to exceed this amount, prior approval or verbal verification from one of the Township Trustees or Fiscal Officer followed by signed approval form is required.
- 6.0 **Auditing:** Card usage will be audited and any miss-use of the card may result in card cancellation, disciplinary action, termination of employment and legal action by Wayne Township.
- 7.0 The Cardholder is responsible for all purchases made on the purchasing card.
- 8.0 I \_\_\_\_\_ do hereby attest that I have read and agreed to the policy of Wayne Township for procedures for use of purchasing cards issued to me.

Dated this day \_\_\_\_\_ in the month of \_\_\_\_\_ in the year \_\_\_\_\_.

Attested by: \_\_\_\_\_ Date: \_\_\_\_\_

## **15.15 Investments**

The primary objective of the township's investment activities is the preservation of capital and the protection of investment principal. The township will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. The township's investment portfolio will remain sufficiently liquid to enable the township to meet operating requirements that might be reasonably anticipated. In investing public funds, the township will strive to maximize the return on the portfolio but will avoid assuming unreasonable investment risks. Banks vary in the services they provide, their service fees, interest rates earned on account balances, and the investment service provided. The township's objective is to obtain good banking services while minimizing the cost of banking services to the township. The Fiscal Officer will abide by the Ohio Revised Code Chapter 135 for investment and deposit activities. With the exception of construction funds where the interest income shall remain a part of the fund, all other interest income shall be posted to the general fund unless specifically designated otherwise.

## **15.16 Cellular Telephone Policy** (adopted 05.18.2010) Resolution 2010-14

Wayne Township provides cellular telephones (to its designated employees and/or officials as determined by the board) for the purpose of conducting Township business. All employees are required to keep and maintain the township issued equipment in a proper working condition and shall limit personal usage of equipment during working hours to emergency or as needed informational use.

Cellular telephone use includes the following requirements:

- (A) Employees and officials that are issued township cellular phones are required to carry and answer or monitor their phones 24 hrs. 7 days a week for the purpose of emergency recall or township business, except when they are off on official leave. The answering of a township issued cellular phone, after working hours, does not constitute any overtime pay unless it initiates a physical act or action of returning to a working mode or initiative and must be approved by the board. All after hours calls, placed or received, should be directed to normal working hours whenever possible.
- (B) The Board of Trustees must approve the purchase of the type of equipment, price plan, and accessories from its government contract plan. The board may require insurance coverage on specific pieces of equipment at the township's expense. Any insurance claim is subject to a \$50.00 deductible to be paid by the employee unless the board of trustees approves the circumstance as being job related, and not due to neglect.
- (C) All additional equipment, add on plans, unapproved accessories and monthly cost or overages will be payroll deductible from the employee's next pay period.
- (D) The standard rate of monthly expense for providing employees with a cellular phone shall not exceed the following; Supervisory or Department Heads \$65.00; all other employees and elected officials shall not exceed \$45.00. These monthly amounts do not include the equipment costs that are paid for by the township for the purpose of providing a communications network for its designated employees.
- (E) Employees are required to comply with all state and local laws regarding the use of wireless phones while driving. Whenever possible, employees should not make or receive telephone calls or text messages while driving. Employees should let incoming calls go to their voicemail and then find a safe place or time before initiating a call. This employer takes its phone use policy seriously. Any violations of this policy will subject employees to disciplinary action, up to and including termination of employment.
- (F) Monthly statements may be reviewed by administration or trustees to determine if calls and time of day that the calls were made are reasonable and proper based on employment position held by cellular phone user.

## **15.17 General Driving Rules and Regulations**

### **15.17.01 Overview**

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As a Wayne Township employee, you are constantly in the public eye. Every time you drive a vehicle or piece of equipment in the performance of your duties, you are representing Wayne Township. You are not only responsible for your security but the safety and security of citizens and visitors to Wayne Township. As a result, all township drivers are required to exercise the utmost care and caution while operating a motor vehicle. Employees who regularly or occasionally operate township or personally owned vehicles while in the employment of the township are required to abide by all applicable State laws in addition to these rules and regulations.

### **15.17.02 Definitions**

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**Vehicle** – Unless otherwise specified, a vehicle is any automobile, truck or piece of equipment allowed to operate on the streets and highways of the State, whether licensed or not.

**Assigned Vehicle** – A vehicle that is provided to a particular employee. The employee is considered the principal driver of the vehicle and may or may not use the vehicle after normal business hours.

### **15.17.03 Driving Record Acceptability**

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Any employee who drives a township or personal vehicle while in the employment of Wayne Township whose driving record shows any one of the following conditions will be considered to have an unacceptable driving record and will not be permitted to drive until his/her record no longer exhibits one of the criteria listed below.

1. One or more serious violation(s) in the last two years.
2. Two or more at-fault accidents in the last year involving a township owned vehicle where the accident results in property damage in excess of \$2,500

Any employee involved in three or more at-fault accidents within a one year period, or more than four within a two year period (regardless of accident type or monetary loss), will be required to attend a defensive driving course or similar remedial type training.

3. More than three moving violations in the last two-year period, including traffic citations received as a result of an accident.
4. Any combination of traffic accidents and/or moving violations equaling five or more in the last two years.

Unless otherwise noted above, moving violations include those that involve personal vehicles that are and/or are not being used during employment as well as those that involve Wayne Township owned vehicles.

At-fault accidents that occur in an “emergency vehicle” when the vehicle is on an emergency call (e.g. fire fighters driving a fire engine in response to an alarm) will be counted only if the accident is determined by an accident review committee to have been “avoidable”. The traffic accident committee should be comprised of at least 5 employees of the same department, and representing a variety of ranks within the department. The committee should review each at-fault accident to determine whether the accident was “avoidable”. An “avoidable” accident is defined as. “One in which the operator failed to do everything, reasonably expected, of him/her to avoid the accident”.

Serious violations include, but are not limited to driving while intoxicated; Driving while under the influence of drugs; Negligent homicide arising out of the use of a motor vehicle; Operating a vehicle without a license; Using a motor vehicle during the commission of a felony; Aggravated assault with a vehicle; Operating a vehicle without the owner’s authority (grand theft); Permitting an unlicensed person to drive; Reckless driving; Speed contest; hit and run driving.

#### **15.17.04 General Rules and Regulations**

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1. Only employees of Wayne Township are allowed to drive township owned or personal vehicles during the course of their employment.
2. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers shall exercise special precautions when:
  - a. Children are playing on a roadway, alley, or near a curb or ditch.
  - b. Passing schools or playgrounds
  - c. Approaching persons on bicycles
  - d. Driving during inclement weather
3. No employee under the age of 18 is allowed to drive township owned or personal vehicles during the course of their employment.
4. Vehicle Operators must possess a current Operators license appropriate to the vehicle driven.
5. Any employee who operates a vehicle on a regular or occasional basis is required to report any license suspensions or revocation, including those that result from the operation of personal vehicles, to his immediate supervisor. Likewise, all accidents or moving violations obtained while driving a township owned vehicle must be reported to his/her immediate superior. All reportable accidents and/or moving violations shall be forwarded to the Wayne Township Administrator.
6. Drivers will not operate vehicles when under the influence of alcohol or illicit and/or driving impairing drugs.
7. Drivers will use proper signals when stopping, turning, or slowing down.

8. All drivers will give a pedestrian the right of way.
9. All traffic laws of the State, including signs and speed limits will be obeyed.
10. Flasher lights on trucks, cars and equipment should be used as emergency or work conditions require. Flasher lights are not to be used as an excuse to gain the right of way or break traffic rules.
11. Employees driving vehicles during their employment are responsible for insuring that the vehicle is properly maintained and in generally safe operating condition.
12. Employees shall not transport passengers except for those who are employees of Wayne Township or are conducting business with or on behalf of the township, except as noted under Personal Use and Take Home Policy below.
13. No one is permitted to ride outside the passenger compartment when a vehicle is in motion (except in the case of certain fire engines).
14. Employees driving personal vehicles while in the employment of Wayne Township will maintain primary automobile liability insurance coverage on the vehicle being driven.
15. Wayne Township owned vehicles shall be kept free of having placed on or within any stickers or signs which: indicate any political candidate, party, organization, or theme; are in poor taste; or relate to specific social concerns that be found objectionable by citizens.

#### **15.17.05 Seat Belts**

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All employees shall use their seat belts (including shoulder straps) while driving vehicles other than equipment. Employees shall wear seat belts, if provided, when operating equipment. All passengers are required, unless unable to do so, to occupy only those positions equipped with seat belts and use them.

#### **15.17.06 Backing**

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Backing of vehicles should be discouraged given the rate of accidents that take place during this operation. No vehicle should be backed up unless the driver cannot avoid it and he has a clear view of the entire area to be backed into. If such a view is not present, the driver, if alone, will get out of the vehicle and inspect the area to be backed into or, if a second person is in the vehicle, the second person will get out and guide the driver using appropriate hand and/or voice signals.

### **15.17.07 Vehicle Inspections**

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All vehicles except personal passenger cars and pick-ups will be inspected at least once each day or, if the vehicle is not used daily, each time before the vehicle is placed into service, but no more than once during a 24-hour period. Personal passenger cars and pick-ups will be inspected on at least a quarterly basis. Inspections will focus on identifying any obvious physical damage, inoperable running lights and horns, loose steering, and inappropriate tire condition. Records of these inspections will be maintained. Any deficiency encountered will be reported to the employee's Department Head immediately. It will be the Department Head's responsibility to insure that appropriate action is taken to correct the problem.

### **Maintenance**

All Wayne Township vehicles are to be maintained according to the manufacturer's specifications. Records of this maintenance activity are to be retained. All personal vehicles driven during the course of employment shall be maintained in a manner that promotes safe travel.

### **15.17.08 Parking**

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[Removed at this time]

### **15.17.09 Personal Use and Take Home Policy**

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Wayne Township vehicles are not to be used for personal business except for incidental purposes while used for township business. For example, an employee may, when commuting between work and home, stop and pick-up or drop off a spouse or child at work or at school, as long as the stop to be made is not significantly out-of-the way. However, if an employee's personal vehicle is near his work-site, a township vehicle may not be used for personal errands such as running to the bank or taking people to lunch unless there is a work-related purpose immediately prior to or following the personal errand and it is more time efficient to use the township vehicle.

Township vehicles that are taken home are not to be used for personal business while housed at the employee's residence unless the employee is on-call and must have ready access to his vehicle.

### **15.17.10 Special Equipment**

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Special Equipment such as tractors, fire engines, or any vehicle that has special devices added for specific types of work will require that the driver receive formal instruction prior to usage. This special training will comply with all appropriate OSHA, NFPA, and DOT Standards and rules and regulations.

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration of all safety equipment.
3. A walk through of all inspection criteria.
4. 4. Demonstration of operation.
5. Supervised new driver operation.

The departments will retain written documentation of all special training.

### **15.17.11 Proof of Insurance**

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Each Wayne Township owned vehicle should have an insurance card kept in the glove compartment or attached to the driver's sun visor. Missing insurance cards should be reported to the Department Head. Any employee using their personal vehicle during the course of employment should carry a proof of insurance card.

## **PROCEDURES**

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### **15.17.12 Driving Record Acceptability**

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Wayne Township will obtain Motor Vehicle Records on all employees once every year. These, along with any Uniform Police Traffic Accident and Ohio Uniform Accident Reports will be reviewed by Wayne Township to determine if any employee has an unacceptable driving record. The Wayne Township Administrator using the Notice of an Unacceptable Driving Record form in Appendix A will notify those who do in writing. A copy of the completed form will be sent to the employee's Department Head.

### **15.17.13 General Driving Rules and Regulations**

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All employees who drive personal vehicles during the course of their employment are required to complete the Insurance/Maintenance Requirements for Personal Vehicles form (see Appendix B).

### **15.17.14 Training**

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Employees who are assigned to a particular township vehicle will be instructed by the Department Head on the operation and general driving conditions of the vehicle before being allowed to initially drive the vehicle. The Department Heads are responsible for insuring such training takes place, and that it is documented.

Driver Training courses will be offered as deemed necessary, and all employees having one “at-fault” accident or one moving violation (received while driving a township vehicle) within a prior year period will be asked to attend.

### **15.17.15 Record Keeping**

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1. Any Notice of an Unacceptable Driving Record will become part of an employee’s personnel file.
2. Motor Vehicle Records and Uniform Police Traffic Accident/Uniform Traffic Accident Reports will be maintained by the Wayne Township Fiscal officer in a central file.
3. Signed and dated “Insurance Maintenance Requirement for Personal Vehicle” forms will be maintained by the Wayne Township Fiscal Officer in a central file.

**APPENDIX A**

**NOTICE OF AN UNACCEPTABLE DRIVING RECORD**

To: \_\_\_\_\_

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

After reviewing your Motor Vehicle Record as supplied by the State and analyzing any accidents within the last three years that you were involved in while driving during the course of your employment, it was determined that your driving record does not meet the standards of acceptability as set down in the Wayne Township General Driving Rules and Regulations. As a result, your driving privileges have been suspended until your record once again is acceptable. Given no further moving citations and/or at-work at-fault accidents, it is projected that your record will once again be acceptable on \_\_\_\_\_.

A copy of this form is being forwarded to the head of your department. A copy will be placed in your personnel file.

If you have any questions concerning the suspension of driving privileges, please do not hesitate to contact me.

\_\_\_\_\_  
Donald Edwards – Administrator

**APPENDIX B**

**INSURANCE / MAINTENANCE REQUIREMENTS FOR PERSONAL  
VEHICLES**

I, the undersigned, agree, as a requirement for using my personal vehicle during the course of my employment with Wayne Township, will retain automobile liability insurance for bodily injury and property damage on the vehicle that I am driving for at least the minimums required by the State of Ohio.

I further agree to maintain my vehicle in a safe operating condition.

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

SIGNATURE: \_\_\_\_\_

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

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