2016
BOROUGH OF DUMONT
RESOLUTION

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
CORREA	√			
Di PAOLO	√			
HAYES	√			
MORRELL	√			
RIQUELME	√			
ZAMECHANSKY	√			
MAYOR KELLY				
TOTALS	6			

Resolution No.	**215**
Date:	**October 4, 2016**
Page:	**1 of 2**
Subject:	**CDBG Grant Application**
Purpose:	**Endorsement**
Dollar Amount:	
Prepared By:	**Susan Connelly, RMC**

Offered by: Riquelme
Seconded by: Hayes

Certified as a true copy of a Resolution adopted by the Borough of Dumont on above date at a Regular Meeting by: Susan Connelly

Susan Connelly, RMC, Municipal Clerk
Borough of Dumont, Bergen County, New Jersey

ENDORSEMENT OF 2017 BERGEN COUNTY COMMUNITY DEVELOPMENT GRANT APPLICATION FOR COLUMBIA AVENUE RESURFACING, PHASE I

WHEREAS, a Bergen County Community Development grant application has been proposed in the amount of $135,780.00 for improvements to Columbia Avenue;

WHEREAS, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body; and

WHEREAS, the aforesaid project is in the best interest of the people of Dumont, New Jersey; and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid CD funds.

BE IT RESOLVED, that the Governing Body of Dumont hereby confirms endorsement of the aforesaid project.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be sent to the Director of the Bergen County Community Development Program, so that implementation of the aforesaid project may be expedited.

James J. Kelly, Mayor

2016
BOROUGH OF DUMONT
RESOLUTION

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
CORREA	√			
Di PAOLO	√			
HAYES	√			
MORRELL	√			
RIQUELME	√			
ZAMECHANSKY	√			
MAYOR KELLY				
TOTALS	6			

Resolution No.	**216**
Date:	**October 4, 2016**
Page:	**1 of 2**
Subject:	**Independent Hose Company Boot Drive**
Purpose:	**Approval**
Dollar Amount:	
Prepared By:	**Susan Connelly, RMC**

Offered by: Riquelme
Seconded by: Hayes

Certified as a true copy of a Resolution adopted by the Borough of Dumont on above date at a Regular Meeting by: Susan Connelly

Susan Connelly, RMC, Municipal Clerk
Borough of Dumont, Bergen County, New Jersey

APPROVAL OF INDEPENDENT HOSE COMPANY BOOT DRIVE REQUEST

WHEREAS, Lt. Mark Abdulla, Dumont Fire Department Independent Hose Company, has submitted a request to hold their annual "Boot Drive" October 22, 2016, between the hours of 8:00AM and 4:00PM.; and

WHEREAS, Chief Conner has approved the use of the following intersections: Madison and Washington Avenues; and

BE IT RESOLVED, the Governing Body of the Borough of Dumont approves the request of Independent Hose Company to hold the "Boot Drive".

BE IT FURTHER RESOLVED, a copy of this resolution shall be provided to Chief Conner and Lt. Abdulla, 162 Veterans Plaza.

James J. Kelly, Mayor

2016
BOROUGH OF DUMONT
RESOLUTION

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
CORREA	√			
Di PAOLO	√			
HAYES	√			
MORRELL	√			
RIQUELME	√			
ZAMECHANSKY	√			
MAYOR KELLY				
TOTALS	6			

Resolution No.	**217**
Date:	**October 4, 2016**
Page:	**1 of 79**
Subject:	**Personnel Policies and Procedures Manual**
Purpose:	**Approval of Update**
Dollar Amount:	
Prepared By:	**John Shahdanian, Esq.**

Offered by: Riquelme
Seconded by: Morrell

Certified as a true copy of a Resolution adopted by the Borough of Dumont on above date at a Regular Meeting by: Susan Connelly

Susan Connelly, RMC, Municipal Clerk
Borough of Dumont, Bergen County, New Jersey

APPROVAL OF UPDATED PERSONNEL POLICIES AND PROCEDURES MANUAL

BE IT RESOLVED, the Governing Body of the Borough of Dumont approves of the updated Personnel Policies and Procedures Manual for non-union employees, prepared by the Borough Labor Counsel (attached);

BE IT FURTHER RESOLVED, copies of the manual shall be provided to all non-union employees.

James J. Kelly, Mayor

BOROUGH OF DUMONT

PERSONNEL POLICIES AND PROCEDURES MANUAL

Revised

September 2016

The Borough of DUMONT is an Equal Opportunity Employer M/F

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause.

CONTENTS

Page

General Personnel Policy* 4

Section One: Policies relating to Employee Rights and Obligations

Anti-Discrimination Policy* 5
Americans with Disabilities Act Policy* 5
Contagious or Life Threatening Illnesses Policy* 6
Safety Policy* 7
Transitional Duty Policy 7
Drugs and Alcohol Policy* 8
Workplace Violence Policy* 9
General Anti-Harassment Policy* 10
Anti-Sexual Harassment Policy* 11
Whistle Blower Policy* 12
Employee Complaint Policy* 13
Grievance Policy 14
Access to Personnel Files Policy* 15
Conflict of Interest Policy* 16
Political Activity Policy* 17
Employee Evaluation Policy* 17
Employee Discipline Policy*..... 18
Resignation Policy 21
Employee Termination Policy 21
Workforce Reduction Policy*..... 21
Driver's License Policy*..... 21

Section Two: Workplace Policies

Job Description Policy 23
Attendance Policy 23
Early Closing and Delayed Opening Policy 23
Breaks 24
Dress Code Policy 24
No Smoking Policy 24
Use of Vehicles Policy 24
Telephone Usage Policy 25
Communication Media Policy* 25
Video Surveillance 29
Bulletin Board Policy* 30
Employee Dating Policy..... 30

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Section Three: Paid and Unpaid Time-off Policies

Paid Holiday Policy 31
Vacation Leave Policy 31
Personal Leave Policy 33
Sick Leave Policy 33
Bereavement Leave Policy 35
Jury Duty Policy 35
Leave of Absence Policy* 35
Family and Medical Leave Act Policy* 36
Domestic Violence Leave Policy* 39
Military Leave Policy* 40

Section Four: Compensation & Employee Benefits Policies

Payroll Policy 41
Overtime Compensation Policy 41
Timesheets: 42
Payment for Accumulated Absences 42
Health Insurance Policy 43
Dental Benefits Policy 43
Drug Prescription Benefit Policy 43
Optical Reimbursement Policy 43
Retirement Policy 44
Workers Compensation Policy 44
Employee Assistance and Training Policy 45
Conference and Seminar Policy 45

Section Five: Model Managerial/Supervisory Procedures

Employment Procedure*..... 47
Background Checks and Procedures for Candidates,
Employees and Volunteers 49
Nepotism Procedure 51
Open Public Meetings Act Procedure concerning Personnel Matters* 51
Processing and Orientation of New Employees Procedure* 52
Initial Employment Period Procedure*..... 52
Employee Handbook Procedure*..... 53
Performance Evaluation Procedure*..... 53
Disciplinary Action Procedure*..... 55
Personnel File Procedure*..... 56
Employee Complaint Investigation Procedure*..... 57
Requests for Employment Verification and Reference Procedure*..... 58
Continuing Education Procedure*..... 59

Section Six: Model Forms 60

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

GENERAL PERSONNEL POLICY:*

Pursuant § 69-3 of the Code of the Borough of Dumont ("Borough Code"), this Personnel Policies and Procedures Manual ("Manual") has been adopted via resolution by the Mayor and Council of the Borough of Dumont ("Borough"), and is intended to supplement the Personnel Policies set forth in Chapter 69 of the Borough Code. To the extent anything in this Manual is deemed materially inconsistent with the Personnel Policies set forth in Chapter 69, or any other provision of the Borough Code, the Borough Code shall govern.

The Borough is committed to the highest professional standards. This means that we conduct our business ethically and in strict accordance with the law. This Personnel Policies and Procedures Manual is designed to lay a common foundation and guideline for all Borough employees so that each of us can be proud of what we do on the job and who we are. Each employee, as well as all other agents acting on behalf of the Borough, will be held accountable for conducting himself or herself in accordance with this Manual.

It is the policy of the Borough of Dumont to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Borough shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law (including the Attorney General's guidelines with respect to Police Department personnel matters), the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

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

The Borough Administrator and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Mayor and Council of the Borough of Dumont have appointed the Administrator to implement personnel practices. The Administrator shall also have access to the Labor Counsel appointed by the Mayor and Council of the Borough of Dumont for guidance in personnel matters.

As a general principle, the Borough has a "no tolerance" policy towards workplace wrongdoing. Borough officials, employees and independent contractors are to report anything perceived to be improper. The Borough believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, the Borough Administrator, or the Labor Counsel concerning any problem.

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

To the maximum extent permitted by law, the employment practices of the Borough shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, and any applicable collective bargaining unit agreement, the Borough shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Borough shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

SECTION ONE

Policies Relating to Employee Rights and Obligations:

Anti-Discrimination Policy:*

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

Americans with Disabilities Act Policy/New Jersey Pregnant Worker's Fairness Act:

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act, the Borough of Dumont does not discriminate based on disability, pregnancy,

pregnancy related medical condition or childbirth. The Borough of Dumont will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough of Dumont to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnancy, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough of Dumont.

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

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Borough of Dumont facilities. Any questions concerning proper assistance should be directed to the Borough Administrator.

Contagious or Life Threatening Illnesses Policy:*

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

The Borough will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

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

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

Safety Policy:*

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

The Borough has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative or may raise all such issues to their Department Head or Borough Administrator.

Transitional Duty Policy:

The Borough will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed forty-five (45) work days. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

An employee requesting transitional duty or the Workers Compensation Physician shall notify the Borough Administrator as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Borough Administrator will consult with the Department Head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Borough Administrator will decide if it is in the best interest of the Borough to approve a transitional duty request and will notify the employee of the decision. The Borough reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report for work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Borough Administrator, who will render a written response within twenty-four (24) hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Borough Administrator. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Borough Administrator informed of the medical progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason). If, at the end of the transitional duty period, the employee is not able to return to work without restrictions, the Borough Administrator reserves the right, at his or her sole discretion, to extend the transitional duty period or place the employee back on Workers Compensation or disability. The policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illness Policy or other Federal or State law.

Drugs and Alcohol Policy:*

The Borough recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. As such, Borough employees are subject to drug and alcohol screening pursuant to §69-82 through §69-92 of the Borough Code, as supplemented herein.

Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head will immediately report any reasonable suspicions to the Borough Administrator.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

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

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

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

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

Employees using prescription drugs that may affect job performance or safety must notify the Borough Administrator who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Borough personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. A program to assist employees who may have a drug/alcohol problem is provided through the Borough's Employee Assistance Program.

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

Workplace Violence Policy:*

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

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Borough property or while on Borough business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

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

General Anti-Harassment Policy:*

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

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

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

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

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

Anti-Sexual Harassment Policy:*

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

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations or persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

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

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

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

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

"Whistle Blower" Policy:*

Employees have the right under the "Conscientious Employee Protection Act (CEPA)", N.J.S.A. 34:19-1 et. seq., to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

- Disclosing or threatening to disclose to a supervisor, Department Head, the Borough Administrator, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

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

- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

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

Employee Complaint Policy:*

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

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint,

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

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

Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Borough. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within five (5) working dates after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the supervisor or Department Head who will discuss the matter with the Borough Administrator. Any such grievance must be presented and communicated to the supervisor or Department Head within five (5) work days of the grievance arising. Failure to present a grievance within that time period shall be deemed as a waiver of the grievance. The supervisor or Department Head will communicate the decision to the employee within two (2) working days.

- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Borough Administrator detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five (5) working days of the step one decision. After consulting the Labor Counsel, as appropriate, the Administrator will render a written decision to the employee within five (5) working days after receipt of the written grievance.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

- **Step Three:** If the employee is not satisfied with the Borough Administrator's decision, the employee may request, in writing, a hearing before the Borough Administrator, at which both the employee and the Department Head may be heard. The Borough Administrator shall notify the employee and the Department Head of his decision within ten (10) days of the hearing.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.

Access to Personnel Files Policy:*

The official personnel file for each employee shall be maintained by the Borough Clerk. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Borough premises in the presence of the Borough Administrator, or a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion, or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Borough may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Borough endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Borough will release information contained in personnel or medical records to persons outside the Borough. The circumstances include:

- In response to a valid subpoena, court order, or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Borough's compliance with applicable law;
- To the Borough's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Borough are parties;
- In a workers' compensation proceeding;

- To administer benefits plans;
- To an authorized healthcare provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

Conflict of Interest Policy:*

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

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

A potential or actual conflict of interest occurs whenever an employee including a Borough official, is in a position to influence a Borough decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Borough may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, the employee should immediately contact the Administrator, Borough Attorney, or Labor Counsel to obtain clarification. See also Borough Ordinance #1359, attached hereto.

Employees are allowed to hold outside employment as long as it does not interfere with their Borough responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Borough time, supplies or equipment in the outside employment activities. Any Borough employee who also holds additional outside employment of any kind, has an obligation to notify the Borough Administrator, in writing, of such outside employment, as soon as practicable after accepting the outside position. Failure to provide this notice constitutes grounds for major discipline. Where the Borough Administrator receives notice that an employee has accepted an outside employment position, the Borough Administrator shall consult with the Borough Attorney in an effort to determine whether the

outside employment position held creates a conflict of interest with regard to that employee's Borough position. In the event that such activities result in a conflict of interest, neglect of duty/responsibilities and/or interference with an employee's responsibilities to the Borough and/or a decline in the quality of the employee's work at the Borough, or where such outside employment activities would involve bringing discredit to the Borough, the Borough shall require that such outside employment activities be partially or totally curtailed and/or ceased as a condition of continued employment with the Borough. Any employees who holds an interest in, or is employed by, any business doing business with the Borough must submit a written notice of these outside interests to the Borough Administrator.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Borough duties. Under no circumstances may an employee or Borough official accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Borough or any person or firm seeking to influence Borough decisions. Meals and other entertainment valued in excess of $5.00 are also prohibited. Employees are required to report to the Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

No employee or official (elected and/or appointed) of the Borough shall willfully disclose to any person, whether or not for pecuniary gain, any information not generally available to members of the public that he or she receives or acquires in the course of or by reason of his or her official duties. No employee or official (elected and/or appointed) of the Borough shall use for the purpose of pecuniary gain, whether directly or indirectly, any information not generally available to the public that he or she receives or acquires in the course of or by reason of his or her official duties.

Political Activity Policy:*

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

Employee Evaluation Policy:*

The Department Head will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form. After completing

the evaluation, the supervisor or Department Head will review the results with the employee and return the form(s) with the signed acknowledgement to the Borough Administrator. After review by the Administrator, the form(s) are to be included in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Borough Administrator.

Employee Discipline Policy:*

An employee may be subject to discipline for any of the following reasons (This list is illustrative only and not intended to limit the reasons for which an employee may be disciplined):

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Borough, fellow employees, volunteers or visitors.
- Failure to report to work on a day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day(s) of absence
- Fighting on Borough property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (including, but not limited to cocaine or marijuana) on Borough property and/or at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs and/or substances on Borough property and/or at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Borough premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious,

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.

- Careless waste of Borough materials or abuse of Borough tools, equipment or supplies.
- Deliberate destruction or damage to Borough or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Borough premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Borough or supplier property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Borough information
- Gambling on Borough premises and/or during work hours.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Borough premises and/or during work hours.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly persons offense.
- Violating any Borough rules, regulations, policies or procedures
- Conduct unbecoming a public employee.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

- Inability to perform duties and responsibilities.
- Neglect of duties.
- Incompetency, inefficiency or failure to perform duties.
- Violation of Borough policies, procedures, and regulations
- Violation of Federal, State or Borough laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, telephone equipment, Internet, and/or email.
- Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

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

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

Suspension for a period of less than five (5) days (minor discipline) may be imposed upon an employee by their Department Head, subject to the approval of the Borough Administrator, provided that the sum of all minor discipline imposed upon that employee does not total more than thirty (30) days suspended in a calendar year.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Suspension for five (5) days or more (major discipline) shall be imposed only by the Borough Administrator. Likewise, dismissal may be imposed only by the Borough Administrator, subject to the approval of the Mayor and Council.

Employees who object to the terms or conditions of any discipline are entitled to a hearing pursuant to the procedure set forth in the Borough Code, §§69-60 – 69-62.

Neither this manual nor any other Borough guidelines, policies or practices create an employment contract. Employment with the Borough may be terminated at any time with or without cause or reason by the employee or Borough in accordance with applicable law.

Resignation Policy:

An employee who intends to resign must notify the Department Head in writing at least two (2) weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two (2) weeks, the employee may not use paid time off except paid holidays. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Borough Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and Borough equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Employee Termination Policy:

An employee may be terminated for any reason or no reason at all, including but not limited to of the reasons listed in the Employee Discipline Policy and/or any other inappropriate conduct. All discharges will be in accordance with Federal and State laws as well as applicable collective bargaining agreements. All employees of the Borough, with the exception of those employees who are a party to a collective bargaining agreement with the Borough to the contrary, are at-will employees, serve at the pleasure of the Borough and may be terminated at any time with or without cause and with or without notice.

Work Force Reduction Policy:*

The Borough may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights will be determined by the Borough Administrator).

Driver's License Policy:*

Any employee whose work requires the operation of Borough vehicles must hold a valid New Jersey State Driver's License.

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

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads or Division Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a Borough vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Borough vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance is subject to disciplinary action, including demotion and/or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Borough vehicle shall be subject to possible termination.

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

SECTION TWO

Workplace Policies:

Job Description Policy:

A job description including qualifications shall be maintained for each position. All job descriptions must be approved by the Administrator. The Administrator will make copies available upon request.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences and lateness must be reported to the supervisor prior to the start of the normal workday. The normal working hours for administrative departments are 9:00 AM to 4:30 PM. The working hours for other departments are established by departmental procedures and bargaining unit agreements. Chronic, excessive and/or unexcused lateness and/or absenteeism disrupts the Borough's work operations and shall be cause for disciplinary action up to and including termination.

Early Closing and Delayed Opening Policy:

In the event of inclement weather and/or unsafe conditions, the Borough Administrator may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Borough Administrator shall notify Department Heads of a delayed opening and a new opening time or, alternatively, that the Borough will be closed. Each Department will have a call-in system in place to notify employees in the event of a delayed opening or a closing. If the employee cannot make it to work and/or chooses not to report to work, he or she must notify his or her supervisor. Employees not reporting to work shall be charged a full vacation day or compensatory day. Sick time will only be permitted and charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. This provision does not apply to the Department of Public Works, Police, Emergency Services/Emergency Management personnel and/or to any personnel who may be required to assist in an emergency.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause.

Breaks:

Administrative personnel are entitled to a one (1) hour lunch that is to be arranged by the supervisor so that offices continue to function. Other employees are entitled to a one (1) hour lunch break, which will be scheduled by the supervisor. All employees are entitled to a fifteen (15) minute break in the morning and in the afternoon. Administrative personnel must arrange breaks so that offices continue to function. The supervisor will schedule breaks for other employees.

Dress Code Policy:

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

No Smoking Policy:

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

Use of Vehicles Policy:

Borough owned vehicles shall be used only on official business and all passengers must be on Borough business. All Borough vehicles must be clearly marked as such.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Vehicles may be taken home only with the advance approval of the Borough Administrator, except the Mayor may also grant temporary approval to facilitate responses to after-hours emergency calls. Employees who have received authorization to use Borough vehicles for the purposes of commuting to and from work have a fringe benefit value added to their gross income, as shall be reported on their W-2, unless the vehicle meets the "qualified non-personal vehicle" criteria set forth by the Internal Revenue Service. When an employee takes home a Borough vehicle, it is to be used only for official Borough business; any other use is not permitted. At no time shall children be in the Borough vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

Telephone Usage Policy:

Borough telephones are for official business and employees may make a personal call only to inform their family of unexpected overtime. Charges for all other personal calls must be reimbursed to the Borough. The use of hand-held cell phones while driving Borough vehicles or while driving on Borough business is prohibited.

Communication Media Policy:*

The Borough's Communication Media are the property of the Borough and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Borough, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Borough. For the purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough's local or wide-area networks."

The Borough respects the individual privacy of its employees. However, employee communications transmitted by the Borough's Communication Media are not private to the individual. All Communication Media and all communications and store information transmitted, received, or contained in or through such media may be monitored by the Borough. The Borough reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough's Communication Media. By using the Borough's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough personnel. The existence of

passwords does not restrict or eliminate the Borough's ability or right to access electronic communications. However, the Borough cannot require the employee to provide its password to his/her personal account.

All email, voicemail, and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (N.J.S.A. 47:1A-1). Employees of the Borough are required to use the assigned municipal email account for ALL Borough business and correspondence. The use of private email accounts for ANY Borough business during business hours is strictly prohibited.

Employees can only use the Borough's Communication Media for legitimate business purposes. Employees may not use Borough's Communication Media any way that is defamatory, obscene or harassing or in violation of any Borough rules of policy. Examples of forbidden or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status, or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by the Borough. Certain data, or applications that process data, may require additional security measures as determined by the Borough. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access data only for which the Borough has given permission. All employees must take appropriate actions to ensure that Borough data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough's computing environment.

Employees may not install ***or Modify*** ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough, or licensed to the Borough. Employees shall observe the copyright and licensing restrictions of all

software applications and shall not copy software from internal or external sources unless legally authorized.

Social Media and its uses in government and daily life are expanding each year, however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by Borough Administrator may engage in social media activity during work time through the use of the Borough's Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Borough information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No Borough employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Borough Administrator. In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in "emergency situations, "Employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough Administrator.

For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough and agree to release the image to the Borough and ensure its permanent deletion from media device upon direction from the Borough.

Employees must not reveal or publicize confidential Borough information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement

operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

Employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Administrator. Except in "emergency situations," employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the Borough or on behalf of the Borough, whether through the use of the Borough's Communication Media or otherwise, may be issued unless it has first been approved by the Administrator. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough or on behalf of the Borough, whether through the use of the Borough's Communication Media or otherwise, may be issued unless it has first been approved by the Borough. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough. Such unauthorized communications may result in disciplinary action.

Because authorized postings placed on the Internet through the use of the Borough's Communication Media will display on the Borough's return address, any information posted on the Internet must reflect and adhere to all of the Borough's standards and policies.

All users are personally accountable for messages that they originate or forward using the Borough's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that is appears to be from someone else) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Boroughs and other third-party rights. Any use of the Borough's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the sources of information used and cite copyrighted works identified in online communications.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Borough employees, or if they discuss matters related to the Borough on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough, and the employee is expressing their own personal views. For example :The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough or the Borough's business. Employees must keep in mind that, if they post information on a social media site that is in violation of the Borough policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employees' communications regarding wages, hours, other terms and conditions of employment. Borough employees have the right to engage in or refrain from such activities.

Video Surveillance:

The Borough may install video surveillance camera systems within public buildings and through public areas within the Borough, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Borough will ensure compliance with federal, state and local laws governing such usage.

The Borough's video surveillance camera systems are a significant tool to which the employees of the Borough will avail themselves in order to complete the goals and objectives of the Borough. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Borough's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Borough's video surveillance camera systems or tamper with, access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) specific legitimate purpose; and (2) permission from the designee of the Borough.

The Borough shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the Administrator is immediately informed of such breach.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Bulletin Board Policy:*

The bulletin boards located in the Borough administrative building and other Borough facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Borough Administrator may post, remove, or alter any notice.

Employee Dating Policy:

The Borough recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among co-workers, or the perception that they generate such problems. To try and achieve a balance between employee rights and workplace needs, the Borough has adopted the following policy on the subject of supervisor/subordinate dating. If such a relationship exists, both parties involved shall report the existence of this relationship to: (1) their immediate supervisor; and (2) human resources. For the purposes of this policy, a supervisor/subordinate status means a situation where on employee, irrespective of job title, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions, or privileges or employment with the municipality. If the employees involved in the relationship are also in a supervisor/subordinate status, management may take any action which it deems appropriate, up to an including transferring one of the parties so that there is no longer a supervisor/subordinate relationship between them. In addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate. Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relations can cause favoritism, discrimination, unfair treatment or other interference with municipal operations. Nothing in this policy alters an employee's at-will status.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

SECTION THREE

Paid and Unpaid Time Off Policies:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues. Where an employee is subject to a collective negotiations agreement, and that agreement's content differs from these policies, the agreement shall govern.

Paid Holiday Policy:

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Vacation Leave Policy:

Employees whose employment with the Borough is subject to a collective negotiations agreement, shall be entitled to vacation as provided in that agreement. All other employees shall be entitled to vacation as provided herein.

Employees hired on or before May 16, 2006 shall be entitled to paid vacation as follows.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

- Employees who have less than six(6) months - None
- Employees who have completed six (6)months- 5 days per year
- Employees who have completed one (1) year- 10 days per year
- Employees who have completed five (5) years- 15 days per year
- Employees who have completed ten (10) years- 20 days per year
- Employees who have completed sixteen (16) years- 21 days per year
- Employees who have completed seventeen (17) years- 22 days per year
- Employees who have completed eighteen (18) years- 23 days per year
- Employees who have completed nineteen (19) years- 24 days per year
- Employees who have completed twenty (20) years- 25 days per year

Employees hired after May 16, 2006 shall be entitled to paid vacation as follows:

- Employees who have less than six(6) months - None;
- Employees who have completed six (6)months- 5 days per year;
- Employees who have completed two (2) years- 10 days per year
- Employees who have completed six (6) years- 15 days per year
- Employees who have completed eleven (11) years- 20 per year
- Employees who have completed sixteen (16) years- 25 days per year

Employees who become eligible for an increase in vacation time shall receive the increase on their anniversary date.

During an employee's first year of employment with the Borough, that employee shall be entitled to a pro-rated portion of total annual vacation time computed on a monthly basis and based on the number of full months worked.

Upon termination, an employee shall be entitled to payment for unused vacation days accrued up to that point during the year of termination. The number of days accrued shall be calculated from January 1 of that year, and computed at the rate of one-twelfth (1/12) of the employee's yearly vacation day entitlement for each full calendar month worked during such year.

Unless otherwise specifically authorized by the Borough Administrator, vacation days for any one calendar year shall be taken during the calendar year or shall be lost, and vacation days shall not be accrued from year to year, nor shall an employee, upon termination or retirement, be paid for any accrued and unused vacation days except those accrued during the year of termination as set forth above.

Vacations shall be scheduled and taken subject to and at time approved by department heads, consistent with workloads of the departments and, subject to the foregoing, may be taken at any time during the year. Employees shall submit schedules of requested vacation times for

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

any year by no later than November 15 of the previous year, to the extent practicable. Preferences for vacation times shall be based on seniority within an employee's job classification and department. Once made and approved, selection preferences for vacation times may be altered only with the express consent of the Borough Administrator, and in no event shall such change cause a change in the scheduled vacation time of another employee unless the effected employee provides his consent thereto.

Paid vacation time can be used in minimum increments of one (1) week, and maximum increments of two (2) weeks. Request to take vacation in any other increments must be submitted to and approved by the Borough Administrator.

Personal Leave Policy:

Full-time Borough employees hired prior to May 16, 2006 shall be entitled to five (5) personal days per year. Full-time Borough employees hired on or after May 16, 2006 shall be entitled to three (3) personal days per year. No employee shall be entitled to any personal days until he or she has completed one (1) full year of employment with the Borough. Part-time employees are not entitled to personal leave days.

Sick Leave Policy:

Sick leave means an absence from employment because of illness, accident, or exposure to contagious disease. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of an immediate family member. Sick leave does not represent optional or additional days off, and is not a form of vacation or personal leave.

Abuse of sick leave shall be cause for disciplinary action up to and including termination. The following list is illustrative of what may constitute sick leave abuse, but is not meant to be all inclusive:

1. Repeated absences on the same day of the week.
2. Repeated absences taken in conjunction weekends
3. Absences taken before or after a holiday
4. Absences on the day prior to, or the day after vacation time off

Full-time Borough employees are entitled to ten (10) sick leave days per calendar year, after one full year of employment. Employees in their first year of employment are entitled to five (5) sick days, and if such employee uses none or only a portion of such allowable sick leave for any calendar year, the amount of such leave not taken shall accumulate to his or her credit form year to year, and such employee shall be entitled to utilize such accumulated sick leave, when needed.

Except in case of an emergency, an employee shall notify his or her Department Head that they are experiencing an injury or illness which requires their absence from work not more than one hour after the time at which that employee was scheduled to commence work. (For employees of the Department of Public Works, however, such notice shall be given one hour prior to the scheduled time for commencement of work).

An employee absent on sick leave for three (3) or more consecutive days shall submit acceptable medical evidence substantiating the illness. Employees accumulating a total of five (5) one or two day absences in any one calendar year, shall be required to submit acceptable medical evidence substantiating the illness shall be required for all subsequent sick leave absences during the remainder of the calendar year. The employee will be notified in writing upon reaching the five-day absence threshold. Any required medical documentation must be submitted to the employee's supervisor on the day the employee returns to work from his/her sick leave. An employee will not be permitted to return to work until the verification is received. Prior to his/her return to work, the Borough may require an employee to be examined by a physician designated by the Borough to verify fitness to return to normal duties.

Employees who report sick for more than ten consecutive days shall be considered on extended sick leave and a comprehensive letter from his/her attending physician is required at that time explaining the following:

a. How the illness prevents the member from performing his/her duties.
b. A professional opinion as to the member's potential for recovery.
c. A projected date for return to full duty.

Additional documentation, in the form of a doctor's letter as described above, will also be required for each additional 30-day period or after each follow-up examination, whichever is less, that an employee is on extended sick leave after the initial 10-day period.

Sick leave may not be used for pre-scheduled physical examinations and/or preventative dental checkups.

Sick leave may be used for the care of a seriously ill member of an employee's immediate family. If an employee is attending to a seriously ill immediate family member, a doctor's verification of that individual's illness, injury or condition is required. The doctor's verification of the family member's illness shall specifically state the need for the employee's constant presence to care for the relative. "Immediate family member" includes spouse, domestic partner, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

At the end of each calendar year, an employee's unused sick time is added to the allotment for the following year. Payment for accumulated sick leave upon the employee's retirement shall be capped at sixty (60) days for employees hired prior to 2006.

Bereavement Leave Policy:

Employees hired prior to May 16, 2006 are entitled to five (5) consecutive bereavement days per year for each death of the employee's immediate relative. Employees hired after May 16, 2006 are entitled to three (3) consecutive bereavement days per year for each death of the employee's immediate relative. "Immediate relative" includes spouse or significant other, civil union partner, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave. Employees who wish to attend the funeral of other relatives, friends, acquaintances and/or associates must request vacation, personal or compensatory time off which is subject to the final determination of the Borough Administrator or designee.

Jury Duty Policy:

An employee required to render jury service shall be entitled to be absent from work during that service and will be paid the difference between any payment received for jury duty and the employee's regular salary. An employee will be required to notify his or her supervisor or Department Head and provide a copy of the Jury Summons.

Leave of Absence Policy:*

Employees may be granted a personal leave of absence without pay for up to six (6) months at the sole discretion of the Borough Administrator if the leave does not cause undue operational disruption to the Borough. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Borough Administrator may extend a leave of absence without pay for an additional six (6) months, if such extension is considered in the best interests of the Borough. Nothing herein shall be deemed to give any employee a right to a leave of absence.

Personal leaves or leaves of absence are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two (2) weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Borough Health Benefits Policy. A personal leave or leave of absence is granted with the understanding that the employee intends to return to work for the

Borough. If the employee fails to return within five (5) business days after the expiration of the leave, the employee shall be considered to have resigned.

Family and Medical Leave Act Policy:*

Employees may be eligible for unpaid family and medical leave under the federal Family Medical Leave Act ("FMLA"). 29 U.S.C.A. §2601 et. seq. Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act (:FLA"), N.J.S.A. 34:11B-1 et. seq, In order to be eligible for such leave, employees must have: (1) a minimum of one (1) year of service with the Borough; (2) have worked at least one thousand (1,000) hours for leave under the FLA, and one thousand two hundred fifty (1,250) hours for leave under the FMLA, within the previous twelve (12) months; and (3) be employed at a worksite where fifty (50) or more employees are employed by the employer within seventy-five (75) miles of the worksite (for FMLA only). Eligible employees may receive up to twelve (12) weeks of leave per year under the FMLA, or twelve (12) weeks every twenty-four (24) months under the FLA.

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent position with the same terms and benefits that existed prior to the exercise of leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member, or for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position. Eligible employees who take leave under this policy must use all accrued available vacation and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

The period of leave must be supported by a physician's certification. An extension past twelve (12) weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The Borough reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the Borough Administrator.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Commencing July 1, 2009, Family Temporary Disability ("FTD") payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least twenty (20) weeks at minimum wage within the last fifty-two (52) weeks or earned one thousand (1000) times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of $524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or FLA leaves and there is a one (1) week waiting period. Employees may also be required to use accrued sick, vacation, or personal leave for up to two weeks, at the discretion of the Borough Administrator.

Employees taking paid family leave in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent paid family leave is required to provide the Borough with fifteen (15) days notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the Borough with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable discharge at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty was aggravated by service in the line of duty on active duty; and that is either:

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

1. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or

2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or

3. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or

4. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

   Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification or qualifying exigency leave must be supported by a certification containing the following information:

- Statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- Approximate date on which the qualifying exigency commenced or will commence;
- Beginning and end dates for leave to be taken for a single continuous period or time;
- An estimation of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently;
- If the qualifying exigency requires meeting with a third party, the contact information for the third party and the description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care any include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

Domestic Violence Leave Policy:*

The New Jersey Security and Financial Entitlement Act, also known as the "NJ SAFE Act," provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve (12) months and for at least one thousand (1,000) hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one year of the qualifying event.

Employees may take leave on an intermittent basis but such leave can not be shorter than one (1) full day. To the extent the leave is foreseeable; the employees must provide advanced notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the Family and Medical Leave Act and/or the New Jersey Family Leave Act. If so, the Borough will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time, or sick leave concurrently, at the discretion of the Borough Administrator.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

The Borough shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence."

The Borough shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

Military Leave Policy:*

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the leave shall be without pay but without loss of time. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one (1) year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

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

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

SECTION FOUR

Compensation & Employee Benefits Policies:

Scope:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are paid every two (2) weeks.

The Borough of Dumont will not accept responsibility for any employee's personal finances. The Borough will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

Overtime Compensation Policy:

Under the Federal Fair Labor Standards Act (FLSA), certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the FLSA. There are also employees who may be exempt because their compensation exceeds $100,000 per year depending upon their job duties. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Borough Administrator's prior approval and at the sole discretion of the Borough Administrator.

All other employees are classified as Non-Exempt and are subject to the provisions of the FLSA. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Borough Administrator. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation for hours worked in excess of forty (40) hours in a weekly period. Employees will normally receive overtime compensation in the form of overtime pay at their regular hourly salary. Employees may request overtime compensation in the form of compensating time off, in lieu of overtime pay. Whether to grant

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause.

an employee's request for compensatory time off in lieu of overtime pay shall be in the sole and absolute discretion of the Borough Administrator. The maximum number of hours that an employee may accrue for future compensating time off is sixty (60) days. Accrued and taken overtime compensating hours must be noted on the employee's time sheet.

Non-Exempt employees will receive one and one-half (1 ½) hours of overtime compensation for each hour worked in excess of forty (40) hours in a weekly period. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

Employees must make a request to their supervisor at least two (2) days in advance when they want to take compensatory time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

Timesheets:

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return into his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn their time record into his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative.

Payment for Accumulated Absence:

To the extent that a local ordinance, collective bargaining agreement, or an agreement provides for the payment of compensation for pay while absent from work, the Borough shall only make such payment if the chief financial officer or Borough Administrator certifies that such amount is due and that proper documentation establishing the amount of the accumulated absence has been provided and funds are available to pay. Proper documentation includes:

- A copy of the agreement, ordinance and/or resolution;
- Documentation of the amount of accumulated absence time; and
- The total value of the compensation due.

Nothing in this section grants employees compensation for absences from work.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Health Insurance Policy:

Full-time employees and their immediate family members, including civil union partner, are provided health insurance coverage. The complete benefit plan is on file in the Payroll office and a Summary Plan Description will be provided to all full-time employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Borough. Health insurance benefits are provided to full-time Borough employees only.

Health insurance coverage for employees on a Leave of Absence or who cease Borough employment will terminate at the end of the month in which the leave begins or employment is terminated except coverage will continue for up to twelve (12) weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty (30) weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the COBRA provision for a period of up to eighteen (18) months to thirty-six (36) months. All newly hired employees and their spouses shall receive a notice of COBRA rights upon being hired. For more information, consult the Administrator.

Dental Benefits Policy:

Dental benefits are governed by the contracts with various providers and various collective bargaining agreements. For those employees not covered by a collective bargaining agreement, the complete benefit plan and manual is on file in the Payroll office and a Summary Plan Description will be provided to all full-time employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Borough. After sixty (60) days dental benefits are provided to full-time Borough employees only.

Drug Prescription Benefit Policy:

Prescription drug benefits are governed by the contracts with various providers and various collective bargaining agreements. For those employees not covered by a collective bargaining agreement, the complete benefit plan and manual is on file in the Payroll office and a Summary Plan Description will be provided to all full-time employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Borough. Prescription Drug benefits are provided to full-time Borough employees only.

Optical Reimbursement Policy:

Full-time employees of the Borough are eligible to receive reimbursement of up to $100 in connection with the cost of eyeglasses and/or an eye examination by a licensed optometrist or ophthalmologist. In order to receive reimbursement, the employee must present the receipt to

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

the Borough Administrator within thirty (30) days of incurring the cost for which reimbursement is sought. Employees are only entitled to receive this reimbursement once in each calendar year. Reimbursement pursuant to this section shall be issued via a separate check.

Retirement Policy:

Under State law, all employees must enroll in the New Jersey Public Employees' Retirement System (PERS) or the Police and Fire Fighters Retirement System (PFRS) as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Department Head in writing. The State retirement plans request six (6) months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Borough Payroll Administration will prepare an Employee Action form showing any pay or other money owed the employee. The Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and Borough equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Workers Compensation Policy:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The Borough covers workers compensation benefits through its membership in a joint insurance fund. Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Workers Compensation Physician appointed by the joint insurance fund or the Borough and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a bargaining agreement, the Borough will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to N.J.S.A 11A:6-8.

Where an employee suffers a job-related injury or illness, he or she shall, as soon as possible and at most within twenty-four (24) hours, prepare and deliver to the Department Head a written report with pertinent facts relating to the job-related injury or illness. Except where the

nature of the employee's injury prevents such action, all job-related injuries shall be reported prior to the conclusion of the work day. Reports shall be made on forms prescribed by the central personnel office, shall contain the names of witnesses and all other supporting an/or corroborating facts relevant to the accident causing such injury, and a copy thereof shall be furnished to the central personnel office and recorded in the employee's personnel file.

Any employee who falsifies a claim, feigns an injury, or in any other way intentionally presents false information respecting any such accident or injury shall be subject to disciplinary action including discharge.

Employee Assistance and Training Policy:

Dependent upon the presence of sufficient funds in the budget and upon approval from the Borough Administrator, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Borough Administrator will be the sole judge of whether a particular course or program is "directly related" to the employee's work.

In order to qualify for tuition reimbursement, the course of study for which the employee seeks reimbursement must be approved in advance by the Borough Administrator. Pursuant to §69-49 of the Borough Code, one-half (1/2) of the tuition cost will be reimbursed at the time of registration, contingent upon the approval from the Borough Administrator. The remainder of the tuition cost will be reimbursed upon the employee's satisfactory completion of the course. The employee shall present the Borough Administrator with a copy of a certificate or transcript from the college or university attended certifying to satisfactory completion of the employee's studies.

Employees receiving tuition reimbursement from the Borough shall be obligated to remain in the Borough's employ at a rate of one year's obligated service for each full year's tuition paid by the Borough. "Full year's tuition," as used herein shall mean the amount of normal tuition payable by a matriculated student for a normal, full academic year. If the tuition paid by the Borough is less than that amount, the employee's period of obligated service shall be reduced to a pro-rata portion of one year. All tuition reimbursement received by an employee must be repaid to the Borough if the employee leaves the Borough's employ prior to the expiration of the obligatory service period provided herein.

Conference and Seminar Policy:

Requests to attend a conference or seminar must be approved by the Department Head and the Borough Administrator. Requests shall be made sufficiently in advance to take advantage of discounts for early registration, and must be submitted to the Department Head at least thirty (30) days before the event. Requests must be in writing including the conference schedule,

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

registration information and estimated costs. The Department Head is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

SECTION FIVE:

Managerial/Supervisory Procedures:

Employment Procedure:*

- **Recruitment:** The Borough Administrator will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Borough Administrator who will distribute notification of the vacancy to all departments. The Borough Administrator will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide a circulation as possible to encourage applications from candidates from diverse backgrounds and any advertisements must prominently state that the Borough is an equal opportunity employer.

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

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

- **Physical Examinations**: Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Borough may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Borough may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Borough at the expense of the Borough. All medical records of employees and prospective employees are

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

confidential and are to be maintained by the Personnel Administrator separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Criminal Background Checks**: Criminal background checks are required of all candidates, whether paid or volunteer, that may work directly or indirectly with children/youth/minors in accordance with the procedures outlined in the Section of this ordinance entitled "Background Checks and Procedures for Candidates, Employees and Volunteers".

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

- **Acceptances and Rejections:** If the first offer is rejected, the Mayor and Council of the Borough of Dumont and the Borough Administrator will decide whether to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.

- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Borough Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file, except medical records including physical examinations must be maintained in a separate file. All records and documents related to other candidates must be retained for at least one (1) year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Background Checks and Procedures for Candidates, Employees and Volunteers:

- **Background checks required**: Background checks are required of all candidates, whether for paid or volunteer positions, working directly or indirectly with children/youth/minors. Background checks will also be administered for each employee or volunteer that works directly or indirectly with children/youth/minors every three years. The exact titles of employees subject to background checks can be obtained from the Borough Administrator, but shall include, at a minimum, all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs.

- **Background check procedure:** The Borough Administrator will perform or initiate background checks and be the recipient of reports from outside agencies or contractors. The Borough Administrator will discuss disqualifying information received with the employee's or volunteer's department head. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

  The Borough Administrator will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth/minors. If the Borough contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. Upon receipt of such disqualifying information, existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with our without pay at the discretion of the Administrator.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a) (4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

- **Appeal Process:** The Appeals Committee will be comprised of the Mayor and Council, Police Chief or other designated superior officer, and the Borough Administrator.

  Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has fourteen (14) calendar days to file a Notice of Appeal with the Borough. Such Notice of Appeal must be sent in writing to the Borough Administrator. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

  During the fourteen (14) day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with or without pay, at the discretion of the Borough, pending the outcome of the Notice of Appeal.

  In making a determination on the appeal, the following information will be considered:

  1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.

  2. The nature and seriousness of the crime or offense.

  3. The circumstances under which the crime or offense occurred.

  4. The date of the crime or offense.

  5. The age of the individual when the crime or offense was committed.

  6. Whether the crime or offense was an isolated or a repeated incident.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

7. Any social conditions which may have contributed to the commission of the crime or offense.

8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.

9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Borough will issue a written determination on the employee's/candidate's/volunteer's appeal of their disqualifying conviction, setting forth the reasons for the determination.

Nepotism Procedure:

Unless otherwise provided by law or collective bargaining unit agreements, and in accordance with Borough Ordinance #1359, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One (1) relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One (1) relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse, domestic partner or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Open Public Meetings Act Procedure concerning Personnel Matters:*

Discussions by the governing body or any body of the Borough concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, with the right of the employee to be present, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body thereof concerning such matters, the Clerk shall notify the

affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

Processing and Orientation of New Employees Procedure:*

All new regular full-time and regular part-time employees will be scheduled to meet with the Borough Administrator and Department Head on their first day of work for a general orientation. Copies of all forms and acknowledgements must be signed and returned to the Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement provided by the Head, or his designated representative; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Initial Employment/Probationary Period Procedure:*

Except where applicable law directs otherwise, new employees or present employees transferring to new positions will be hired subject to an initial probationary employment period of twelve (12) months or as determined by the Administrator. During this initial probationary/working test employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this probationary period if the Borough Administrator concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Borough Administrator may extend the

initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.

Nothing in the procedure set forth in this section shall alter the Borough's employment at will policy. Employment with the Borough is at will and may be terminated at any time with or without cause or notice by the Borough or the employee.

Employee Handbook Procedure:*

The Borough Administrator with the assistance of the Labor Counsel shall draft an Employee Handbook for the approval by the Borough. A separate version of the Handbook will be drafted for part-time and seasonal employees as well as for major bargaining groups if appropriate. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in their official personnel file. The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two (2) years.

Performance Evaluation Procedure:*

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record. .

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors or Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage**: The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

- **Confirm Expectations**: The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.

- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.

- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.

- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

> *Exceeds Expectations* means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.
>
> *Meets Job Requirements* means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.
>
> *Needs Improvement* means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
>
> *Does Not Meet Minimum Standards* means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Borough Administrator. After review by the Administrator, the form(s) are to be included in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Borough Administrator.

Disciplinary Action Procedure:*

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

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

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

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

- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Borough Administrator. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Borough Administrator for inclusion in the employee's official personnel file.

- **Suspension:** Whenever an employee is recommended for suspension, the Borough Administrator will make the decision and may seek the advice of the Labor Counsel if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure.

- **Dismissal:** Whenever an employee is recommended for dismissal, the Administrator and/or the Mayor and Council of the Borough of Dumont will make the decision only after seeking the advice of the Labor Counsel. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

Personnel File Procedure:*

The official personnel files shall be maintained by the Borough Clerk and employee medical information will be maintained in a separate file. At least annually, the Borough Clerk will review personnel files to make sure they are up-to-date and will follow-up with the Department Heads as necessary.

The Official file shall include at least the following:

- The original employment application signed by the employee;

- Notes from any pre-employment interview(s) and reference check(s);

- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;

- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;

- A signed acknowledgement that the employee has received the Employee Handbook;

- A signed acknowledgement that the employee received the safety orientation;

- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;

- Counseling Action Plans;

- Records relating to on-the-job accidents, except that confidential employee medical information shall be maintained in a separate medical file and treated at all times a confidential;

- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;

- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;

- Educational transcripts; and

- Any other pertinent information.

Employee Complaint Investigation Procedure:*

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

- **Investigation:** The Borough Administrator will seek the advice of the Labor Counsel when planning the investigation. The investigation should be conducted by the Labor Counsel or the county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation, disciplinary action and/or any type of adverse employment action. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

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

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

Requests for Employment Verification and Reference Procedure:*

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

In response to a request for information, the Borough Administrator will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Borough is required to release the information by law or (2) the employee or former employee authorizes the Borough in writing to furnish this information and releases the Borough from liability.

Continuing Education Procedure:*

The Borough, in conjunction with the Labor Counsel, will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Borough will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Borough employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

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

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

SECTION SIX:

Model Forms

- Notice of Personnel Discussion
- Employee Letter Concerning Employee Complaint Procedure
- Sample Notices Concerning Whistleblower Act
- Application for Employment
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries
- Performance Appraisal
- Counseling Action Plan
- Employee Evaluation Checklist
- Fingerprint and Background Check Consent Form for Employees, Job Applicants and Volunteers that may Work or Have Contact with Minors

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Borough of Dumont
80 West Madison Avenue
Dumont, New Jersey 07628

NOTICE OF PERSONNEL DISCUSSION

To: _____

Address: _____

This is to notify you, pursuant to the Open Public Meeting Act, that the Mayor and Council of the Borough of Dumont plans to discuss the subject matter(s) checked below relating to your employment.

- ☐ Application for Employment
- ☐ Promotion or Transfer
- ☐ Compensation
- ☐ Performance Evaluation
- ☐ Special Leave Request
- ☐ Grievance
- ☐ Discipline
- ☐ Possible Termination
- ☐ Other (Specify): _____

The discussion will take place at the following meeting(s):

Date of Meeting(s): _____

Time: _____

Location: _____

The discussion will be in closed session, not open to the public, unless before the meeting the Borough Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests that the discussion be held in public. You are not required to attend this meeting. Any and all deliberations of the Mayor and Council shall be in executive session, irrespective of whether or not you choose to have the discussion of your case in open session.

Notice Date: _____ Signed: _____ Administrator _____

Borough Employee Complaint Form Date_____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Attach additional sheets if necessary to fully complete all questions

NAME: _____ **DEPARTMENT:** _____

TITLE: _____ **SUPERVISOR:** _____

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

_____

_____

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

_____

_____

_____

_____

_____

Identify all persons with knowledge of the complained conduct:

_____

_____

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

_____

_____

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

_____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

_____

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

_____

_____

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

_____

_____

_____

What is your requested remedy for this complaint?

_____

_____

_____

_____

ACKNOWLEDGMENT

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

BY: _____ DATE: _____

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

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

BY: _____ DATE: _____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Borough of Dumont

Date: _____

80 West Madison Avenue, Dumont, New Jersey

Employment Application:

Applicant Information:

Name (Last, First, Middle): _____
Address: _____
City/Town: _____
Phone (Work): ( )_____ **(Home): ( )**_____
Social Security Number: _____ - ____ -_____

Position applied for: _____

Have you ever applied to the Borough before: ____ **Yes** ____**No** ___**If yes, give date**_____

Date you can start: _____ **Salary desired:** _____

Are you available to work: ____ **Full time**____ **Part time**____ **Shift work** ____ **Temporary**

Are you currently employed: ____**Yes** ____**No** **May we contact you at work:** ____**Yes** ____**No**

May we contact your current employer: ____ **Yes** ____**No**

Are you currently on layoff status and subject to recall: ____**Yes** ____**No**

Do you possess a current driver's license: ____**Yes** ____ **No**

Do you possess a current commercial driver's license: _____ **Yes** _____ **No**

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ **Yes** ___**No**

Are you legally eligible to work in the United States of America: ____**Yes** ____ **No**
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

The Borough is an Equal Opportunity Employer M/F

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Employment History: **This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.**

Employer: **Address:**	**Date started:** **Date left:**	**Work performed/ responsibilities:**
Job Title:	**Starting Salary:** **Final Salary:**	
Reason for leaving:		
Supervisor's name and phone number: **May we contact for a reference: ___Yes ___No**		
Employer: **Address:**	**Date started:** **Date left:**	**Work performed/ responsibilities:**
Job Title:	**Starting Salary:** **Final Salary:**	
Reason for leaving:		
Supervisor's name and phone number: **May we contact for a reference: ___Yes ___No**		
Employer: **Address:**	**Date started:** **Date left:**	**Work performed/ responsibilities:**
Job Title:	**Starting Salary:** **Final Salary:**	
Reason for leaving:		
Supervisor's name and phone number: **May we contact for a reference: ___Yes ___No**		
Employer: **Address:**	**Date started:** **Date left:**	**Work performed/ responsibilities:**
Job Title:	**Starting Salary:** **Final Salary:**	
Reason for leaving:		
Supervisor's name and phone number: **May we contact for a reference: ___Yes ___No**		

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Comments:

Education: **Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.**

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: **List any foreign languages you know and indicate your level of proficiency.**

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: **State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.**

_____

_____

_____

_____

Comments & Additional Information: **Is there any additional information about you we should consider?**

_____

_____

_____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

References: **Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.**

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Borough the right to secure additional job-related information about me. I release the Borough and its representatives from all liability for seeking such information. I understand that the Borough is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough may terminate me at any time in accordance with its established policies and procedures and applicable law. No representatives of the Borough may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, alcohol or psychological tests. I also understand that some positions may involve complete background and criminal checks. ***For your application to be considered, you must sign and date below.***

Applicant's Signature _____ **Date** _____

Voluntary Affirmative Action Information

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____

Address: _____

City/town: _____

Phone: ( ) _____

Position Applied For: _____

How did you learn about this position? __Advertisement __Employment Agency

__Friend __Relative __Walk-in __Other (Explain)_____

Information Regarding Status:

Gender: _____Male

_____Female

Equal Employment Opportunity identification groups:

_____White

_____African-American (non-Hispanic)

_____Hispanic

_____American Indian/Alaskan native

_____Asian/Pacific Islander

_____Other_____

Other protected Groups:

_____Individual with a disability

_____Vietnam-era veteran (served between 1964 and 1975)

_____Disabled veteran

For Borough use only

Hired: __Yes __No Position _____ **Date** _____

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers	**4. Sales workers**	**7. Operators(semi-skilled)**
2. Professionals	**5. Office and clerical workers**	**8. Laborers (unskilled)**
3. Technicians	**6. Craft workers (skilled)**	**9. Service workers**

Borough Official_____ **Date**_____

This page for Borough use only

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Results of interview

Interviewer: _____

Date: _____ **Time:** _____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

NJ DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents e) Citizenship	a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant	
Race or Color	a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number	
Photographs	a) Photographs with application b) Photographs after interview, but before a hiring	
Age	a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and type of discharge	a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

BOROUGH PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ **SUPERVISOR:** _____

DEPARTMENT/JOB TITLE: _____ **DATE OF HIRE:** _____

PRESENT REVIEW DATE: _____ **LAST REVIEW DATE:** _____ **TIME IN POSITION (YRS.):** _____

Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 – Does not meet minimum standards 2 - Needs Improvement 3 – Meets Job Requirements 4 – Exceeds Expectations

TRAINING/ JOB KNOWLEDGE: ***Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.***

☐ Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job.

☐ New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge.

☐ Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job.

☐ Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations.

Comments:

PERFORMANCE: ***Consider dependability, communication skills, and the quality and quantity of work based on established standards.***

☐ Frequently damages government property and/or equipment. Work not up to expectations.

☐ Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected.

☐ Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors.

☐ Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible.

Comments:

WORK CONDUCT: ***Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.***

☐ Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers.

☐ Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner.

☐ Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code.

☐ Consistent positive methods and behaviors, which translates into quality work. Has pride in work. Influences others in a positive way.

Comments:

COOPERATION: ***Consider teamwork, or the ability to work with others in a cooperative and productive manner.***

☐ Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances.

☐ Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others.

☐ Fully cooperates with co-workers. Accepts new ideas. Helps others. Willing to work overtime as needed.

☐ Continually goes out of way to help co-workers. Learns other job responsibilities to aid in coverage. Fosters teamwork.

Comments:

SAFETY: ***Consider the respect shown for self, co-workers and public.***

☐ Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions.

☐ Sometimes disregards safety procedures or misuses equipment.

☐ Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards.

☐ Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. Suggests safety improvements.

Comments:

CUSTOMER SERVICE: ***Consider responsiveness to public the needs and requests.***

☐ Responds inappropriately to questions, requests, or situations.

☐ Occasionally does not respond tactfully or completely.

☐ Exhibits courtesy and tact. Answers questions or refers to the appropriate party.

☐ Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information.

Comments:

JUDGMENT: ***Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.***

☐ Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision.

☐ Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems.

☐ Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes.

☐ Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information.

Comments:

ATTENDANCE: ***Consider absenteeism and punctuality.***

☐ Frequently arrives to work late. Excessive absenteeism beyond allotted time.

☐ Occasionally arrives late. Uses nearly all allotted sick time each year.

☐ Always arrives on time. Takes an average amount of sick time.

☐ Always prepared for work Highly reliable attendance.

Comments:

VOLUNTEER : ***Consider willingness to volunteer at work and in the community.***

☐ Never volunteers to help. Puts down others who do volunteer work.

☐ Usually not interested in volunteering for projects, teams, etc.

☐ Willing to volunteer if asked to volunteer.

☐ Actively seeks opportunities to volunteer at both work or in the community.

Comments:

DIRECTING WORK: ***Consider planning, organizing, problem solving, leadership, and supervisory skills.***

Does this person have supervisory responsibilities?

[ ] All the time as part of job requirement.

[ ] Supervises on an as needed basis.

☐ Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly.

☐ New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor.

☐ Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example.

☐ Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems.

Comments:

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE _____ **DATE:** _____

BOROUGH COUNSELING ACTION PLAN

EMPLOYEE NAME: _____ **DATE:** _____

DEPARTMENT: _____ **POSITION:** _____

I met with the above employee to discuss performance regarding the following problem(s):

This is a ☐ *verbal,* ☐ *written,* ☐ *final* meeting with this employee concerning this matter.

State the reason for the counseling session:

_____

_____

_____

_____

_____

_____

_____

Employee's performance is not acceptable for the following specific reasons:

_____

_____

_____

_____

_____

_____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Employee must achieve the following goals in order to reach acceptable standards:

_____

_____

_____

_____

_____

Employee should reach these goals by:

- ☐ **Immediately**
- ☐ **Employee is on a probationary status and will be re-evaluated on** _____
- ☐ **Employee is Suspended: Dates:** _____

Consequences of failure to improve or achieve goals:

- ☐ **May result in further disciplinary action, up to and including termination.**
- ☐ **Termination.**

Employee's Comments:

_____

_____

_____

_____

_____

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: _____ **Date:** _____

Department Head Signature _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

BOROUGH EMPLOYEE EVALUATION CHECKLIST

☐ **BE PREPARED**

- Know the objectives and goals of the meeting.

☐ **TIME AND PLACE**

- Choose a quiet, private spot with as few interruptions as possible.

☐ **CONDUCTING THE INTERVIEW**

- Create a positive environment and help the employee feel at ease.
- Give balanced feedback, both positive and negative, but start with the positive.
- Focus on the job, NOT the person.
- Ask questions and allow the employee to provide feedback.
- When discussing areas for improvement, discuss methods and objectives for improving.
- Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

☐ **CONCLUSION**

- Summarize and review the important points of the discussion.
- Restate the action steps that have been recommended and provide a time frame for completion.
- Make sure employee reviews the appraisal and provides comments.
- Have employee sign the acknowledgement that the employee has read the appraisal (does not signify agreement with the content).

☐ **FOLLOW-UP**

- Follow-up with the employee to see how plans are proceeding within the given time frames.
- Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles.

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

Fingerprint and Background Check Consent Form
For Employees, Job Applicants, and Volunteers That May Work or Have Contact with Minors

In accordance with Borough Ordinance No. ___ and N.J.S.A. 15A:3A-1 et seq, I understand that, as a condition of continued employment, new employment, or my volunteer service, the Borough of Dumont requires background checks on all individuals who will be working with children.

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2C:14 SEXUAL OFFENSES all offenses

2C:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS
all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES
all offenses **except** paragraph (4) of subsection a. of NJS.2C:35-10

_____
Name (please print)

_____
Applicant's signature Date

_____
Parent's signature (if applicant is under 18) Date

Receipt for Personnel Policies and Procedures Manual

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.

I acknowledge that I have received a copy of the Borough's Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor or the Borough Administrator. I understand that the Borough is an "at will" employer and consistent with applicable Federal and State law, as well as applicable bargaining unit agreements, employment with the Borough is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Borough has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Manual states the Borough's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the Borough for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Administrator.

Date: _____

Signature: _____

Print Name: _____

Department: _____

This Policies and Procedures Manual adopted by the Borough of Dumont is intended to provide guidelines for Borough of Dumont employees and is NOT a contract of employment. There is NO promise of any kind by the Borough of Dumont contained in this Manual. The Borough of Dumont remains free to change any and all working conditions without consulting anyone, except as modified by applicable collective bargaining agreements. The Borough of Dumont retains the absolute power to fire anyone with or without cause in accordance with applicable law.