

WABASH TOWNSHIP

Personnel policy

Rev: 2018

Trustee Julia Byers

January 1, 2011

Use and revision of personnel policies handbook

This handbook is designed to provide you with information and some of the policies affecting your employment. You should read understand and comply with all provisions of the handbook. It describes your responsibilities as an employee of Wabash Township. The trustee intends to provide a work environment that is conducive to both personal and professional growth.

No handbook can anticipate every circumstance or question about policy. The trustee reserves the right to revise, supplement or rescind any policies or portion of the handbook, in his/her sole and absolute discretion. Employees will be notified of such changes as they occur.

Exceptions

The Trustee and the Deputy Trustee are excluded from the provisions of the Township Personnel Policies.

Administration

The Trustee facilitates the implementation of the policies and procedures herein established. The Trustee reserves the right when deem necessary to revise, supplement or modify this personnel policy handbook.

The Trustee and the Deputy Trustee have responsibility for the day-to-day supervision and operation of the township as prescribed by statute.

Equal Employment Opportunity

Wabash Township does not discriminate on the basis of color, gender, national origin, religion, age or disability in employment or the provision of services.

All position vacancy notices, postings, advertisements and recruiting literature shall contain the phrase, "An Equal Opportunity Employer."

Any employee with questions or concerns about any type of discrimination in the workplace shall bring these issues to the attention of the Trustee. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Residency Requirement

Indiana State Code requires that investigators reside in Tippecanoe County. If an investigator does not reside in Tippecanoe County on the date of hire, he/she has three (3) months from the date of hire to

relocate. If the investigator fails to relocate his/her primary residence within this period of time it will result in the termination of his/her employment with the township. If an investigator moves outside of the county during employment, termination of his/her employment will occur thirty (30) days after relocation.

Dress code: Business Casual

Wabash Township employees contribute to the township's reputation in the way they present themselves. A professional appearance is essential to the favorable impression with the public. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Wabash Township will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. The trustee may make exceptions for special occasions, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with the trustee.

If the trustee decides that an employee's dress or appearance is not appropriate as outlined in this policy, he/she may take corrective action and require the employee to leave work area and make the necessary changes to comply with this policy.

Business casual is defined as follows:

- Casual shirts: all shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts.
- Pants: Casual slacks, capris, jeans and trousers without holes, frays, etc.
- Skirts and dresses. Casual dresses and skirts at or below the knee (including slits) are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.
- Footwear: Dress shoes, casual slip-on, tie shoes and sandals.

Drug Free Workplace

The township property will be Drug, Alcohol and Tobacco free. Drug and alcohol use is highly detrimental to the safety and productivity of employees in the work place. No employee may be under the influence of any illegal drug or alcohol while in the work place, while attending township related activities, while on duty or while operating a vehicle owned by the township.

Employees may keep prescription drugs when prescribed by a medical physician, over-the-counter medications on township premises as needed. The trustee or Deputy Trustee shall be notified by the employee of which over-the-counter medications and prescription drugs that may impair their judgment in the performance of job duties and responsibilities.

The township is committed to providing a safe, efficient and productive work environment for all employees.

Harassment (including sexual) and Bullying

Everyone who works for the township is entitled to a workplace free from harassment, sexual harassment and bullying. The township is committed to providing a work environment that is free of any type of discrimination or unlawful harassment. The township prohibits any form of harassment, sexual harassment and intimidation and will take appropriate measures to prevent, investigate and redress harassment, sexual harassment and bullying including corrective action against offenders including discipline and/or termination.

Any employee of the township should report any evidence of incident of harassment as soon as possible to the appropriate official for investigation and action by the township.

Wabash Township will disseminate this policy to all employees and will train the employees in the identification and prevention of harassment, sexual harassment and bullying.

Americans with Disabilities Act (ADA)

It is the policy of the township to comply with all applicable laws concerning the employment of persons with disabilities. The township does not discriminate against qualified individuals with disabilities in regard to application processes, hiring, advancement, discharge, compensation, training or any other terms, conditions or privileges of employment. Any employee who believes that he/she requires a reasonable accommodation to perform the essential functions of his/her job should contact the Township Trustee.

Any township employee, who believes he/she has received treatment inconsistent with the policy, may file a letter of complaint within ninety (90) days from the date of the alleged discriminatory act or practice with the Wabash Township Trustee, 2899 Klondike Road, West Lafayette, IN 47906.

2. Employment Policies

Recruitment

Authorization to recruit and hire to fill a vacancy in an existing or newly created position rests solely with the trustee.

Basic qualifications of formal education, background and experience shall be determined before recruiting begins and shall be based on job requirements as well as dictates of applicable federal, state and local laws.

Information regarding vacancies or new positions shall be publicly posted on bulletin boards in the public and employee areas of the Township office. Advertisements will be placed on-line or in the newspaper for a vacant or new position it shall describe the position, basic qualifications and state that the township is "An Equal Opportunity Employer."

Personnel Files

Personnel files are the property of the township and access to the information is restricted. Access to an employee's personnel file shall be limited to the trustee, others conducting official business and the deputy trustee. An employee may request a copy of all or part of his/her personnel file. A copy will be made of an employee's personnel file at no charge. It is the responsibility of the employee to convey to the trustee in written form of personnel information (i.e.: mailing address, telephone numbers, dependents, changes in marital status, birthday, racial group, handicap, veteran status, individuals to be contacted in the event of an emergency, education accomplishments and other such personal information) and that information should be accurate and current. In the event any person with written consent of an employee contacts the township office, the trustee or deputy trustee shall release information regarding their: position, hire date, wages, job performance, attendance and work habits.

Performance Evaluation

The trustee will discuss job performance and goals with every employee in May or June of every year. The purposes of employee evaluations are to provide feedback to the employees on how well they are performing their jobs, to provide a basis for determining adjustments in compensation, to determine training needs, to plan for employee development and to document job behaviors and performance. This gives the trustee and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive and purposeful approaches for meeting goals. Performance Evaluations are confidential.

3. SALARY ADMINISTRATION

Work Hours/Work Week

The township work week shall be from Monday through Thursday. The hours of work for all employees of the township, **unless otherwise scheduled by the trustee**, shall be from 8 a.m. to 12:00 p.m. EST. Unless otherwise scheduled every employee is expected to be present for work during those hours that the township offices are regularly open for business.

Hours of work for township employees are established at the pleasure of the trustee to meet the needs of the clientele and to provide for the office efficiency. The trustee may change work schedules, including the specific hours of a work shift, for any position or any employee solely at the discretion of the trustee. Any deviation from an employee's scheduled work day or week must be approved by the trustee. Failure to comply with the scheduled work day/week may be subject to disciplinary action up to and including discharge.

Absenteeism and Tardiness

Employees unable to report for work at scheduled times must advise the trustee of their circumstances as soon as possible. Phone messages left of the trustee's phone are preferred but messages may be left on the township office answering machine during hours that the office is closed. Repeated unexcused tardiness or absences may result in loss of pay and/or disciplinary action.

Wages and Salaries

Wages and salaries for employees shall be set by the trustee based upon the needs of the office, the workload of the office, the duties required of position, the nature of the duties performed, the personal qualifications of the employee, employee evaluations and availability of budget appropriations. Then approved by the township board.

Payroll Deductions

The township is legally required to make certain deductions from each employee's paycheck, including federal, state and local taxes. The township must also deduct social security taxes on each employee's earnings, up to a specified limit called the social security "wage base."

Garnishments and Overpayment of Wages

An over-payment of work shall be deducted from the next possible payroll claim. Involuntary deduction such as garnishments or wage attachments bring into question the financial responsibility of an employee and questions the suitability of such an employee to engage in the expenditure of public funds or to participate in the distribution of such funds. Therefore, such an employee may be subject to termination, reclassification and/or reassignment at the discretion of the trustee. Such deductions will be made in accordance with the statutes of Indiana.

Pay Day and Corrections

Paydays are the last working day of each calendar month. The township takes all reasonable steps to ensure that employees receive the correct amount on each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event there is an error in the amount of pay, the trustee will bring the discrepancy to the attention of the deputy trustee so corrections can be made as quickly as possible.

Employment Termination

Both the township and the employee have the right to terminate employment at any time. Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. (i.e.: voluntary termination, involuntary termination, lay-off and retirement).

Employee will receive their final pay in accordance with applicable state law. An employee's termination date shall always be the last day worked. An employee's termination date may not be extended to include accrued and/or unused paid or unpaid time off (vacation, personal day, and sick days).

4. EMPLOYEE BENEFITS

Vacation Benefits

The township encourages every employee to periodically take time off for rest and relaxation.

Part-time Employees earn two (2) weeks of vacation per calendar year. Part-time employees may not accrue vacation time.

The scheduling of vacation is dependent upon operational needs of the department and must be requested in writing. To take vacation, employees should request advance approval. The trustee has the discretionary authority to approve, deny and cancel any vacation leave request for good cause.

In the event a holiday falls while an employee is on vacation, the employee will not be charged a vacation day for that holiday.

An employee's termination date may not be extended to include accrued and unused vacation leave.

Holidays

The township follows the Tippecanoe County holiday schedule.

Time Off and Leave of Absence Policies

The trustee may place any employee on administrative leave with or without pay. The trustee must inform the township board if an employee is placed on administrative leave with pay for more than ten (10) days during the calendar year. If the administrative leave is without pay the trustee shall make known the reasons for such leave without pay. During the period of administrative leave without pay, the general rule applicable to a leave of absence without pay shall apply except that:

- The trustee is under no obligation to issue an employee regular payroll checks for leave or any other purpose during such period of administrative leave without pay: and
- The trustee is under no obligation to re-employ to the former position held by the employee, or even a comparable position.

Bereavement Leave

Employees shall receive three (3) days of bereavement leave with pay upon the death of a spouse, brother, sister, son, daughter, mother, father (including in-laws), grandchild, grandparent (including great), or any family member residing in the same household as the employee. Employees shall receive one (1) day of bereavement leave with pay upon the death of an aunt, uncle (including great) or cousin. Vacation time may be utilized if additional time off is necessary.

Civic Leave

Any employee shall receive leave to serve on a jury or appear as a witness in any federal, state or local court without the loss of pay.

Inclement Weather

The township recognizes that throughout the year there may be times when employees are unable to report to work due to circumstances caused by inclement weather (snow, ice, heavy rain, flooding, high winds, etc.) especially those that live outside city limits.

In the event an employee is unable to report to work due to severe weather conditions the employee is required to advise the trustee of their circumstances as soon as they are aware that they might be absent or tardy.

If Tippecanoe County is under a red-level warning or an "emergency personnel only" restriction was issued by the authorized government authorities, ***the Township Office will be closed.*** Also, closure of the office may be announced by the trustee due to weather.

Sick Leave

Township employees shall be granted eight (8) days of sick time per calendar year for illness, sickness, accidents or medical reasons.

An employee absent for more than the number of sick days available at any time during the calendar year will be charged vacation time.

The trustee may require an employee returning from an absence due to sickness, illness or injury of more than three (3) consecutive days to present a statement from a medical practitioner on the fitness of said employee to be able to return to work.

Leave of Absence

Township employees are NOT eligible for FMLA under the Federal 1993 Family and Medical Leave Act. To be eligible for FMLA leave, as stated by the U.S. Department of Labor, an employee must work for a covered employer AND work at a location where at least fifty (50) employees are employed at the location or within seventy-five (75) miles of the location.

Leave of absence without pay may be granted to any employee in good standing with the policies of the township and may be granted for any reason deemed to be in the best interest of the township. The decision to approve a request is within the discretion of the trustee.

Advance written notice is requested for the trustee's approval. While on a leave of absence, the employee is required to inform the trustee periodically of his/her status and intent to return to work following the expiration of the approved leave absence. Upon returning from leave the employee must be able to assume all of the essential functions of their job subject to compliance with all state and federal laws.

Failure to Return from Leave

Unless required otherwise by law, if you are granted a leave of absence under these provisions and you fail to return to work upon expiration of the leave granted you shall be classified as “voluntarily terminated.”

Military Leave

Military leave can be granted to any employee that is called up to active duty. The township will make every effort to keep the employee’s job for them while they serve in the military. A military leave will not be a paid leave as the military will pay the employee. A person called to military service should notify the township as soon as possible when leaving and returning.

5. EMPLOYEE CONDUCT AND DISCIPLINE

Employee Rules

The employees of Wabash Township shall follow general rules concerning job performance, safety and general conduct as prescribed by the trustee.

- Job performance rules are those that must be followed in order for an employee to successfully do his/her job. This includes but is not limited to using the processes, procedures and methods prescribed by the trustee and obtaining the outcomes desired by the trustee.
- Safety rules are those designed to protect the employee, fellow employees and others in the working area. This includes but is not limited to following safety procedures prescribed by the trustee and not performing any act that might cause injury to the employee or others in the workplace.
- General conduct rules are those designed to maintain order in the organization. This includes but is not limited to acts that may disrupt the organization, cause problems between people, interfere with the work of others, impair the employee or result in the damage or theft of township property or funds.

Employee Discipline

The purpose of this policy is not to restrict the rights of anyone but rather to help people to work together smoothly and efficiently in order to provide the residents of Wabash Township a township to be proud of.

It is felt by the Township that a progressive discipline system gives the employee several chances to change behavior before the employee is terminated. It is important that the employee understand the township reserves the right to omit any stage of the disciplinary process.

The progressive discipline system will operate as follows:

- First offense An oral warning to the employee
- Second offense a written warning to the employee that is placed in their personnel file.
- Third offense A disciplinary layoff of three (3) days without pay.
- Fourth offense Termination of the employee

Offenses that may lead to immediate termination include but are not limited to the following:

- Theft of township funds or property
- The willful destruction of township property or assets
- The use or possession of illicit drugs or alcohol in the workplace or on the job
- Embezzlement of township funds
- Misappropriation of township funds
- Sexual Harassment
- Physical violence
- Conviction on felony charges whether or not they are work related.

Disclosure of Privileged Information

Confidential information about the township or about a client should never be discussed with an individual outside of the township office. Employees who have access to employee and client information must keep this information confidential and handle any employee and client medical information in a manner consistent with the township obligations under the Americans with Disabilities Act and HIPPA. No medical information about any employee should ever be disclosed by one employee to another unless there is an identifiable need for another person to possess the information.

Confidential data that is no longer needed, such as client information, must be disposed of only by shredding or otherwise taking steps to ensure that the confidential information to be discarded is destroyed. Documents should be shredded pursuant to IC 5-15-6.

Employee Appearance and Conduct

Employees shall present and conduct themselves in a manner that is conducive to their work and that will not either jeopardize the safety of themselves or other employees to bring notoriety to themselves or the township. The primary purpose of the township is to serve the public in meeting their needs. In this regard, employees of the township are expected to be prompt, efficient and courteous in dealing with the public, whether directly or indirectly. When dealing with the public personally, by telephone, electronically or through correspondence, employees shall conduct themselves in a courteous and professional manner. Excessive complaints against an employee may result in disciplinary action.

Township Property Policy

Employees are prohibited from using and loaning township materials, tools, equipment and labor for personal or private use regardless of whether it is during work or non-work hours. Employees may not expend labor during scheduled work hours for non-work related business. This prohibits any employee from performing private work for him/her self, another employee or non-employee.

- No employee may misuse his/her authority over any computer resources.
- No employee may reproduce or make personal use of propriety software purchased by and licensed to the township.
- No software, data or information may be removed from the township premises in the form of tape, flash drive, diskette, print or other media unless removal is related to township business.
- All computer software, data and information relating to the conduct and operation of the township are considered propriety information belonging to the township and cannot be appropriated, altered, sub-licensed, copied or used other than for township business.
- All computer policies are established by the trustee.
- All township employees that need access to computer equipment will be given a password to use NetResults' software. The password will be for the employee's sole use. Under no circumstances should this password be given to anyone else. Any employee that shares their password with anyone else or uses someone else's account may result in disciplinary action.
- All computer equipment and software is the property of the township and proper licenses will be maintained by the trustee. Software may not be installed on any equipment not owned by the township. Only the trustee will be allowed to install remote access or remote management tools on home computers.
- Personal software may not be downloaded under any circumstances.
- All documents created by employees on township equipment will be the sole property of the township.

6. NO SMOKING/VAPING POLICY

Wabash Township follows the Indiana Smoke-Free Air Law of 2012. Its purpose is to protect Hoosiers from the harmful effects of exposure to secondhand smoke. Secondhand smoke contains more than 4,000 substances, including 200 known poisons and 43 cancer-causing agents. The U.S. Environmental Protection Agency has classified secondhand smoke as a cause of cancer in humans.

Smoking and vaping are prohibited in the following: any township owned vehicle, the area within eight (8) feet of all township building entrances and the Wabash Township Volunteer fire department including the office of the trustee.

7. CONTINUING EDUCATION POLICY

Township employees are encouraged to improve their knowledge and skills related to their work. The trustee believes that employees who do increase their knowledge and skills will be more productive and will improve the efficiency of the office.

The township will pay for tuition and purchase of course related books on any course or seminar that is related to the township business and is pre-approved by the trustee. The employee must request in writing to the trustee prior to enrollment in the course. The request must include the following: Course/Seminar title, subject, name of institution providing the course/seminar, beginning and ending

dates of the course/seminar, official description of the content of the course/seminar, tuition costs and text books including their titles and costs.

The trustee has sole discretion in whether to approve an employee's request. An employee can only be approved for one (1) continuing education course per year.

The employee must remain employed by the township for at least six (6) months after taking the course or seminar. If the employee leaves the employment of the township before the six (6) month period, the employee or former employee will be required to reimburse the township for costs related to that course/seminar taken.

Upon approval of the continuing education course/seminar the trustee will issue payment to the institution and purchase the books for the employee. Any employee withdrawing from a course/seminar will remit any tuition, materials or book refunds to the township.