

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 19-80**

**RESOLUTION APPROVING UPDATE OF THE PERSONNEL POLICIES FOR FAIRFIELD
TOWNSHIP NON-FOP FULL-TIME AND PART-TIME EMPLOYEES,
ATTACHED HERETO AS EXHIBIT A.**

WHEREAS: The Personnel Policies have not been updated since May 27, 2015; and

WHEREAS: Changes have been made to the procedures and policies within Fairfield Township as well as to various State and Federal Laws;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves of the Personnel Policies for Fairfield Township Non-FOP full-time and part-time employees, attached hereto as Exhibit "A".

SECTION 2: The attached Personnel Policies will replace and supersede all prior Personnel Policies.

SECTION 3: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 4: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 5: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 6: This resolution shall take effect at the earliest period allowed by law.

Adopted: June 26, 2019

Board of Trustees

Shannon Hartkemeyer:

Joe McAbee:

Susan Berding

Vote of Trustees

yes

yes

yes

AUTHENTICATION

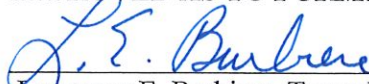
This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 26th day of June, 2019.

ATTEST:



Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Township Law Director

PERSONNEL POLICY MANUAL FAIRFIELD TOWNSHIP BUTLER COUNTY OHIO



**Fairfield Township
6032 Morris Road
Fairfield Township, Ohio 45011**

Revised 2019 – (from 2015 Original)

<i>Section 6.09</i>	<i>Drug Free Workplace.....</i>	<i>366</i>
<i>Section 6.10</i>	<i>Contact with the News Media and Residents.....</i>	<i>38</i>
<i>Section 6.11</i>	<i>Health and Safety.....</i>	<i>38</i>
<i>Section 6.12</i>	<i>Township Safety Committee.....</i>	<i>39</i>
<i>Section 6.13</i>	<i>Ethics.....</i>	<i>39</i>
<i>Section 6.14</i>	<i>Information System.....</i>	<i>42</i>
<i>Section 6.15</i>	<i>Personal Information System.....</i>	<i>46</i>
<i>Section 6.16</i>	<i>Social Media Use.....</i>	<i>49</i>
<i>Section 6.17</i>	<i>Electronic Communications.....</i>	<i>51</i>
Article VII.	CORRECTIVE ACTION.....	554
<i>Section 7.01</i>	<i>Corrective Action Principles (Discipline).....</i>	<i>554</i>
<i>Section 7.02</i>	<i>Corrective Action Procedure (Discipline).....</i>	<i>575</i>
<i>Section 7.03</i>	<i>Pre-disciplinary Conference.....</i>	<i>586</i>
<i>Section 7.04</i>	<i>Hearing Before the Board of Trustees.....</i>	<i>597</i>
Article VIII.	GRIEVANCE MANAGEMENT.....	608
<i>Section 8.01</i>	<i>Policy & Procedure.....</i>	<i>608</i>
Article IX.	EMPLOYMENT SEPARATION.....	59
<i>Section 9.01</i>	<i>Voluntary Employment Separation.....</i>	<i>59</i>
<i>Section 9.02</i>	<i>Reduction In Force.....</i>	<i>59</i>
Article X.	TRANSITIONAL WORK.....	60
<i>Section 10.01</i>	<i>Injury Occurrence & Eligibility.....</i>	<i>60</i>
<i>Section 10.02</i>	<i>Return to Transitional Work.....</i>	<i>61</i>
<i>Section 10.03</i>	<i>Duration and Return to Full Duty Status.....</i>	<i>62</i>
Article XI.	DEFINITIONS.....	653
<i>Section 11.01</i>	<i>Definitions.....</i>	<i>653</i>
Article XII.	PERSONNEL FORMS.....	697
<i>FORM #1</i>	<i>RECEIPT OF POLICY MANUAL.....</i>	<i>67</i>
<i>FORM #2</i>	<i>DRUG FREE WORKPLACE NOTICE.....</i>	<i>7068</i>

Section 1.02 Severability

- A. If any section or part of this manual or any amendment is invalidated by operation of law or by order of a court of competent jurisdiction, or a court restrains compliance with or enforcement of any article or section of this manual, the remainder of this manual and any amendments shall not be affected. The manual shall remain in full force and effect, unless the context of the manual as a whole indicates that another section should be invalidated as well to conform to the employer's intent.

Section 1.03 Objectives

- A. The Township recognizes that a personnel system, which recruits and retains competent, dependable personnel, is indispensable to effective government.
- B. The policies and procedures set forth in this manual are designed to:
 - 1. Ensure that all Township operations are conducted in an ethical and legal manner to promote its reputation as an efficient, progressive body in the community and the State;
 - 2. Encourage courteous and dependable service to the public;
 - 3. Promote high morale and foster good working relationships among employees of the Township by providing uniform personnel policies, equal opportunities for advancement, and consideration of employee needs;
 - 4. Enhance the attractiveness of a career with the Township and encourage each of its employees to give their best effort to Fairfield Township and the public;
 - 5. Provide fair and equal opportunity for qualified persons to enter and progress in public service based on merit and fitness as determined through objective and practical personnel management methods.

Section 1.04 Equal Employment Opportunity

- A. All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated in a fair and equitable manner based solely upon merit, fitness and such occupational qualifications as each individual might possess. No personnel decisions shall be based upon race, color, religion, sex, national origin, age, disability, political affiliation, or other non-job related criteria. The Township shall not discriminate on the basis of disability unless the disability renders the

of shifts required, to establish work schedules, to establish hours of work, to establish, modify, consolidate, or abolish jobs (or classifications); and to determine staffing patterns, including, but not limited to the assignments of employees, duties to be performed, qualifications required, and areas worked;

10. To determine when a job vacancy exists, the standards of quality and performance to be maintained;

11. To determine the necessity to schedule overtime and the amount required thereof;

12. To relieve employees from duty due to the lack of work, lack of funds, or for other legitimate reasons which improve the economy or efficiency of the Township;

Section 1.06 Amendments

A. These policies and procedures may be amended or modified from time to time as needed. Where new or modified state or federal laws or regulations necessitate the amendment or modification, it shall be the responsibility of the Township Administrator to effect the change and disseminate copies to all manual holders.

B. Where the amendment or modification affects an employee benefit or would incur a financial obligation on the Township over \$5,000, the Township Administrator shall prepare a resolution for the Board of Trustees consideration. The Board, at a regularly scheduled meeting, may adopt, modify, or reject the proposed change. Board approved changes shall be disseminated by the Township Administrator to all manual holders.

Article II. HIRING AND SELECTION

Section 2.01 Position Vacancies and Announcement

A. The Township may post, for ten (10) workdays, vacancies that occur or are imminent within the Township, except in those cases where an employee is eligible for reinstatement from layoff to the vacant position. During the posting period, any employee wishing to be considered for the vacant position shall submit a written notice of interest and any other pertinent information to the Township Administrator. The Board reserves the right to fill vacant positions internally without the use of a public process

B. All applications shall be kept in active status for a period of six (6) months

Department Supervisor, or designee(s) shall verify both the identity and the employment eligibility of newly hired employees for employment.

Article III. EMPLOYMENT

Section 3.01 Employment by Fairfield Township

- A. **It is the responsibility of everyone connected with this Township to recognize that the chief function of this local government is to serve the best interests of all people of Fairfield Township at all times.**
- B. Employment by the Fairfield Township Board of Trustees is subject to the laws of the State of Ohio, policies established by the Board of Trustees, and the requirement that employees recognize said laws and agree to abide by these laws and policies as a condition of employment.
- C. The Board of Trustees and the Township Administrator retain the right to enact any additional policies or work rules as deemed appropriate within their jurisdiction.
- D. Departmental **Head** is a fiduciary/administrative position, without a probationary period. A person filling one of these positions is appointed based on the Board of Trustee's special trust and confidence in their judgment and leadership ability. Each Department Supervisor is an at-will employee and the term of employment is at the sole discretion of the Board of Trustees. The Department Supervisor is prohibited from forming, joining, assisting, or participating in any employee organization pursuant to ORC 4117.01(C)(9).
- E. The Fairfield Township Board of Trustees appoints employees, fixes compensation for, disciplines, and establishes the policies and procedures and other conditions of employment for employees of their departments.
- F. Employees are required to perform all assigned duties in a responsible manner during the working hours designated by The Township Administrator or Department **Head**.

Section 3.02 Probationary Period

The probationary period is to make certain an employee is suitable for the position for which they were hired or promoted. It is actually part of the examination process. For the probationary period to be of value, it is important that the Township have the cooperation of each Department **Head** in seeing that the probationary employee receives adequate on-the-job training and is made aware of

employees. A performance evaluation provides the employee with documented, constructive feedback concerning current job execution. Documented performance evaluations serve as a basis for important management decisions regarding training needs, job assignments, promotion and retention and compensation of employees.

- B. Township employees shall be evaluated annually after completion of their probationary period.
- C. Employees will be provided a copy of their performance evaluation. The employee's immediate Supervisor shall discuss the report with the employee, and counsel the employee regarding any improvement in performance that appears desirable or necessary.
- D. Each employee will be required to sign their performance evaluation to certify that they (employee) have read it. If an employee disagrees with their performance evaluation, the employee may prepare a written response within ten (10) days following their evaluation, which will be kept in the employee's personnel file.

Section 3.04 Employment of Relatives

- A. No Department Supervisor shall recommend for hire or otherwise employ any member of their immediate family. For the purpose of this policy, immediate family shall be defined as husband, wife, child, parent, brother, and sister. Nothing in this policy shall prohibit the employment of such immediate family members by any other department of the Township. This policy does not apply to volunteers.

Section 3.05 Medical Examinations

- A. A medical (physical or psychological) examination may be required by the Township Administrator or Department Supervisor to ensure that a current employee is physically and mentally able to perform the essential functions of their job. The Township Administrator or Department Supervisor shall select the licensed practitioner and shall pay the cost of the examination.
- B. Incumbents of specified positions such as police and fire department employees and those employees that may operate motor vehicles or use dangerous or hazardous tools and equipment may be legally required to submit to regularly scheduled medical exams during their period of employment with the Township.
- C. Employees, upon notice from the Township Administrator or a Department Supervisor shall be required to submit to a chemical test after being involved in a motor vehicle crash or accident involving dangerous or hazardous tools and

minimum required hours (40 weekly) or used the available accrued leave banks in lieu of work. The Administrator or Assistant Administrator is responsible for approving all Department Head Certifications, the Administrator is responsible for approving the Assistant Administrator's certification and the Fiscal Officer will approve, or appoint an employee of the Fiscal Office, to approve the Administrator's certification.

- D. Applicable federal, state, and local income taxes, as well as retirement deductions are withheld from each paycheck. The Township reserves the right to obey all laws that pertain to paychecks, including garnishments.
- E. Employees shall immediately notify the Township Administrator or their Department Supervisor when a court ordered garnishment has been awarded that will affect the payroll. Failure to notify the Township Administrator or Department Supervisor may result in disciplinary action.

Section 4.02 Overtime

- A. Overtime is generally discouraged and is only for emergencies. The appropriate Department Supervisor or designee must approve all overtime. Scheduled overtime, which is subsequently cancelled, shall not entitle the employee to any overtime compensation.
- B. In the event an employee is required to work overtime and the employee is not a member of a Collective Bargaining Group or is guaranteed some special consideration that adjusts a typical work week or regular hours worked in a specific pay period, that employee shall be entitled to overtime compensation at one and one-half (1-1/2) times their regular hourly rate of pay for all hours worked in excess of forty (40) hours in one workweek in ¼ hour increments.
- C. Fire fighter overtime shall remain compliant with Fair Labor Standards Act (FLSA).
- D. For purposes of this policy, paid leave time (paid sick leave, personal, funeral, holidays, vacation) shall be considered time worked. Time spent overnight on official Township business shall not be considered time worked for purposes of calculating overtime.
- E. Unless specified otherwise in an employment contract or labor agreement, employees do not earn compensatory time. However, when economic necessity so dictates, the Township may offer compensatory time in lieu of cash payment for overtime worked. Compensatory time must be used, at times agreeable to the employee and the employee's supervisor, within one hundred eighty (180) days from earning, or it will be paid.
- F. Full time employees who are eligible for and work overtime are required to

5. Employee Owned or Controlled Benefit (Reward) Cards

- a. Employees shall not be permitted to use Benefit or Reward Cards to personally accumulate cash or anything else of value for or with the purchase of items or services used in conjunction with the Township Operation unless pre-approved by the Township Administrator. Employees shall be permitted to use the Benefit or Reward Cards to upgrade Township travel accommodations or other services that do not result in any additional expense to the Township.

Section 4.04 Retirement Plan

- A. Most Township employees and full-time police officers are required by law to participate in the Ohio Public Employees Retirement System (PERS). Eligible employees are required to contribute a percentage of their gross pay, deducted each pay period, as determined by the PERS.
- B. Full-time firefighters are required by law to participate in the Police and Firemen's Pension Fund (PFPF) or the Ohio Public Employees Retirement System (PERS). Eligible employees are required to contribute a percentage of their gross pay, deducted each pay period, as determined by the PFPF or PERS.
- C. These plans, (PERS & PFPF) are independent of the Federal Social Security System. Information on these retirement plans may be obtained by contacting the Township Administrator. If an employee has any further questions regarding the benefits available under these plans, the employee may contact the following:

Public Employees Retirement System
277 East Town Street
Columbus, Ohio 43215
(614) 466-2085

Police and Firemen's Disability and Pension Fund
230 East Town Street
Columbus, Ohio 43215
(614) 228-2975

Section 4.05 Occupational Injury Leave

- A. The Township Administrator or designee shall inform the employee of their right under COBRA to continue coverage under the health insurance group after cessation from payroll through the assumption of premium costs. The employee's spouse, and/or dependents may also be eligible. The following is general information on how COBRA works. (Specific information may be obtained from the Township Administrator or designee).
- B. The continuation period is thirty-six (36) months for:
 - 1. Children of current employees who lose eligibility because of age;
 - 2. Surviving spouses and children of deceased employees; and
 - 3. Separated, divorced, or Medicare ineligible spouses and children of current employees.
- C. The eighteen (18) month continuation option applies to employees and their dependents when coverage would otherwise end due to:
 - 1. Reduction in work hours;
 - 2. Voluntary termination;
 - 3. Layoff for economic reasons; and
 - 4. Discharge for misconduct (other than gross misconduct).
- D. Persons eligible for such continuation of group coverage have sixty (60) days from the date that coverage would otherwise end, or the date they are notified of the continuation option, whichever is later, to elect such coverage. Individuals, who choose to continue group coverage, will be required to pay the monthly premium.
- E. Coverage may be extended from eighteen (18) to twenty-nine (29) months for those persons deemed to be disabled under the Social Security Act at the time of separation. The beneficiary must notify the Township Administrator of the qualification during the first eighteen (18) months.
- F. Such continued coverage will end if:
 - 1. The group terminates all health plans offered to employees;
 - 2. An individual covered under this provision becomes eligible for another health plan due to reemployment, marriage, or attainment of Medicare eligibility;
 - 3. Premium is not paid.

vacation time.

- F. Holiday pay will not be given while an employee is on an unpaid leave of absence or for disciplinary suspension.
- G. If a holiday occurs on a Saturday, it will be observed on the preceding Friday. If a holiday occurs on a Sunday, it will be observed on the following Monday.
- H. Personal Days: Each employee who has completed one year (1) of continuous full-time service with the Township and is not a member of a Collective Bargaining Unit shall be entitled to three (3) personal leave days with pay per calendar year. Probationary employees will receive a prorated number of personal days upon completion of six (6) months of employment with the Township. The personal leave day must be used within the year credited or it shall be dropped. Employees must request a personal leave day use as far in advance as possible. The granting of the leave shall be subject to the operational needs of the employee's Department but shall not be unreasonably denied.

Section 5.02 Vacation Leave

- A. Township employees shall be credited with vacation days after one (1) year of service to the Township, according to the following schedule:

**Administration Dept, Fiscal Office, Service Dept, Zoning Dept.,
and All Non-exempt employees**

One (1) to five (5) years:	80 Hours.
Five (5) to Eight (8) years:	120 Hours
Eight (8) to Ten (10) years:	160 Hours
Over ten (10) years	200 Hours

Police Department (per FOP Contract based on 8.5 hour days)

One (1) to five (5) years:	85 Hours.
Five (5) to Eight (8) years:	127.5 Hours
Eight (8) to Ten (10) years:	170 Hours
Over ten (10) years	212.5 Hours

Full-time Fire Department (based on 24-hour shifts)

One (1) to five (5) years:	120 Hours
Five (5) to Eight (8) years:	180 Hours
Eight (8) to Ten (10) years:	240 Hours
Over ten (10) years	300 Hours

- B. Part-time employees are not entitled to vacation.
- C. One (1) year of service shall be computed on the basis of twenty-six (26)

D. For purposes of sick leave, immediate family shall include: spouse, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, child, daughter-in-law, son-in-law, grandchild, grandparent, half-brother, half sister, legal guardian or other person who stands in place of a parent.

E. Sick leave shall be granted to an employee for the following reasons:

1. Illness or injury of the employee or a member of the employee's immediate family, requiring the employee's presence at home or at a hospital. In the case where a member of the immediate family is not living in the same household, the Township Administrator or Department Supervisor may permit the use of sick leave when it is justified, but such cases shall be carefully investigated.
2. Death for someone other than the employee's immediate family (see Funeral Leave). Sick leave usage for this purpose is limited to two (2) days per occurrence. Upon the approval of the Board or Township Administrator, leave may be extended for an additional five (5) days.
3. Medical, dental, or optical examinations or treatment of the employee or a member of the employee's immediate family, when an appointment cannot be made during non-working hours.
4. When, through exposure to a contagious disease, either the health of the employee would be jeopardized or the employee's presence on the job would jeopardize the health of other employees.
5. Pregnancy and/or childbirth related conditions. A limit of five (5) working days may be charged to sick leave for the care of an employee's wife and family during the postnatal period.

F. Procedures

1. An employee who is unable to report to work will notify their Department Supervisor or other designated official within thirty (30) minutes prior to the starting time scheduled for work on the first day of absence, unless emergency conditions make it impossible. Subsequent notification beyond the first day of absence will be governed by the nature of the circumstances and the requirements established by the Department Supervisor.
2. To justify each use of sick leave, the employee may be required to complete and sign the appropriate forms.
3. If medical attention is required, and the employee finds it necessary to be absent from work for more than two (2) consecutive days, or there is a pattern of absences, the employee may be requested to submit a

- A. An employee necessarily absent from regularly scheduled work duties because of a subpoena to serve on jury duty or to appear as a material witness for any court of the United States, State of Ohio, or political subdivision, shall receive their full pay for the time absent. Fees paid for the above service shall be paid to the Township Clerk for the benefit of the Township. An employee relieved from jury duty or other obligation shall report to work in a timely fashion.
- B. When it is necessary for an employee to appear in court or attend a hearing that is of a personal nature during the employee's regular scheduled hours of work, the employee may use accrued vacation leave, personal leave, or unpaid leave.

Section 5.07 Funeral Leave

- A. An employee shall be entitled to a maximum of three (3) paid funeral leave days for each death in the employee's immediate family. For purposes of this policy, the immediate family is defined as: spouse, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, child, daughter-in-law, son-in-law, grandchild, grandparent, half-brother, half sister, legal guardian or other person who stands in place of a parent.
- B. Funeral leave days are not deducted from the employee's sick leave. (See Sick Leave, for death of someone other than the employee's immediate family).
- C. An employee may use sick leave in addition to the paid funeral leave for the death of a family member where necessary to care for the needs of the family.

Section 5.08 Military Leave

- A. Chapter 5923.05 of the Ohio Revised Code governs military leave. In general, any Township employee (other than elected officials and appointed officials serving fixed terms) with more than ninety (90) days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States shall be granted a military leave of absence without pay. If not accepted for active duty, the employee shall be reinstated to their former position, or a similar position, without loss of seniority or status, or reduction in pay.
- B. An employee who completes their active duty obligation (without voluntarily re-enlisting or extending that obligation) is entitled to their previous position with the Township within thirty (30) days of their written request, provided such request is submitted within ninety (90) days of discharge or release from active duty. If temporary physical disability precludes the employee from performing the job duties, the employee shall be allowed up to one (1) year from the date of application to overcome such disability and return to work.

- a. Birth or adoption of a child provided the leave is concluded no later than the end of twelve (12) months from the date of birth or adoption; or
 - b. Placement of a child with the employee for foster care; or
 - c. To take care of a spouse, son, daughter, or parent of the employee provided such spouse, son, daughter, or parent has a serious health condition; or
 - d. Because of a serious health condition which makes the employee unable to perform the essential functions of the position of such employee.
2. Said twelve (12) weeks of leave may be taken in one (1) lump sum total or may be taken intermittently provided certain criteria are met. For intermittent leave the following criteria apply:
- a. The employee must request intermittent leave;
 - b. The use of intermittent leave must be medically necessary and supported by medical certification as set forth below; and
 - c. The minimum amount of leave that may be taken at one time is one (1) hour.
 - d. The employee's available paid leave (sick leave, vacation) must be used prior to being placed on unpaid leave and would be included in the twelve (12) week total.
 - e. The combined period of leave, including paid leave and Family Medical Leave shall not exceed the twelve (12) workweeks during a twelve (12) month period
 - f. In cases where a husband and wife are both employed by Fairfield Township, the aggregate number of workweeks of leave to which both may be entitled is limited to twelve (12) for the birth, adoption, or placement of a child or for the care of a spouse, son, daughter, or parent who has a serious health condition.

D. Notices

to be given, and the duration of such treatment; or

5. In cases where the employee has a serious health condition, a statement regarding the medical necessity for the leave and expected duration; or
6. In cases where the leave is in order to care for the spouse, son, daughter, or parent, a statement that the leave is necessary for the care of the spouse, son, daughter, or parent.
7. The Township may request a second opinion at its expense regarding any medical certification received. In the event of a conflict of opinions, the Township may request a third opinion from a physician jointly selected with the employee, at the Township's expense. The results of the third opinion will be final and binding.
8. The failure of the employee to provide medical certification shall result in denial of the requested leave. The Township may also require the employee to submit re-certification on a reasonable basis.

F. Maintenance of Health Benefits

1. Fairfield Township will maintain health care coverage under the group health plan provided to the employee for the duration of FMLA leave at the same level and under the same conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible to pay the employee's share of health insurance costs during the leave. The Township will require the employee to repay all premiums paid by the Township during the leave, should the employee fail to return to employment upon expiration of this leave, for any reason other than:
 - a. A properly certified statement from the health care provider that the continuation, recurrence, or onset of the serious health condition that entitled the employee to leave prevented the employee from returning;
 - b. Other circumstances beyond the employee's control prevented the employee from returning.

- G. As used in this section, proper certification shall be documentation provided by the health care provider that the employee's serious health condition prevents the employee from being able to perform the essential functions of the employee's position on the date the leave is due to expire. In cases where the leave is due to the serious health condition of a family member, the certification must state that the employee is needed to care for the son, daughter, spouse, or parent who has a serious health condition on the date the leave is due to expire.

unable to perform the essential functions of their position, but is still able to perform the duties of a vacant, lower level position, without accommodation, the employee may voluntarily request reduction to the lower level position.

3. Personal Leave: A physically or mentally incapacitated employee, who has exhausted their accumulated sick leave, vacation leave, compensatory time, and Family and Medical leave, and for whom voluntary reduction or reasonable accommodation is not practicable, may request up to six (6) months of personal leave without pay. Such request should be in writing, with evidence attached. The Township Administrator shall review the circumstances regarding the request and respond accordingly.
4. Disability Separation Procedures: A Disability Separation may be granted when a reasonable accommodation cannot be made, an employee has exhausted their accumulated sick leave, vacation leave and any authorized personal leave and is:
 - a. Hospitalized or institutionalized, or on a period of convalescence following hospitalization or institutionalization as authorized by a physician at the hospital or institution; or
 - b. Is declared by a licensed medical practitioner as physically or mentally incapable of performing the essential functions of their position, with or without accommodation.
5. Reinstatement Procedures: Reinstatement rights following disability separation extend for one (1) year from the date such leave (including personal leave for medical reasons) is granted. Such employee may be reinstated to the same or similar position within thirty (30) days after making written application and passing a medical examination showing full qualifications to perform the essential functions of the position, with or without accommodation. A physician designated by the Township shall conduct the examination; and the employee shall pay its costs.
6. An employee, who does not return from Disability Separation, formally resigns, or takes a Disability Benefit shall be permanently separated from employment with the Township.

- B. Misuse, neglect, theft, and abuse of tools, supplies, or equipment are prohibited. Accidents involving misuse of tools or equipment may result in corrective action.
- C. Use of Township motor vehicles shall be strictly controlled and shall be restricted to Township purposes only. Employees who operate Township vehicles or other motorized equipment are required to have a proper and valid motor vehicle operator's license, or, if applicable, commercial driver's license with appropriate endorsements. The Employee shall not use or permit the use of a Township vehicle for any purpose other than official business. Employees shall not permit family members or non-Fairfield Township employees to ride in Township owned vehicles, unless specifically authorized.
- D. Any employee who operates a Township-owned vehicle must exercise caution and responsibility and adhere to safety regulations and traffic laws. Traffic fines or arrests for illegal or improper use of a Township vehicle are the sole responsibility of the employee. Reckless or destructive operation of Township vehicles is grounds for disciplinary action.
- E. All members, except where specifically exempted, and all non-member passengers, will use the installed vehicle safety restraints while operating or riding as a passenger in any township vehicle while the vehicle is in motion.

Section 6.04 Outside Employment

- A. Under no circumstances shall an employee have other employment which conflicts with the policies, objectives, and operations of Fairfield Township. In addition, an employee shall not become indebted to a second employer whose interests might be in conflict with those of the Township.
- B. An "employment conflict," as set forth in this policy, exists when a second job impairs the employee's ability to perform the duties of their position with the Township. Full-time employment with the Township shall be considered the employee's primary occupation, taking precedence over all other occupations as a condition of employment.
- C. Before accepting "outside" employment (or becoming self-employed), an employee shall notify their Department Supervisor, in writing, of their intention to be employed in a secondary job. The Department Supervisor shall confer with the employee to determine whether the "secondary job" presents a conflict with Township policies, objectives, interests, and/or operations.
- D. Two (2) common employment conflicts that may arise are:
 - 1. Time Conflict: defined as when the working hours required of a "secondary" job directly conflict with the scheduled working hours, or when the demands

1. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Examples of conditions that constitute harassment on the basis of sex include:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive working environment.

C. Responsibility

1. Each supervisor has the responsibility to maintain the job site free of sexual harassment. This includes discussing this policy with all employees and assuring them (employees) that, they are not to endure insulting, degrading, or exploitative sexual treatment.
2. It is the policy of Fairfield Township to discipline, up to and including discharge, any employee found to have engaged in sexual harassment.

D. Policy

1. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with our work effectiveness.
2. Sexual harassment, whether committed by supervisors or non-supervisory personnel, and whether directed at employees or non-employees (e.g., residents, etc.), is specifically prohibited; this includes, but is not limited to:
 - a. Offensive sexual flirtations, advances, questions, or propositions;
 - b. Continued or repeated verbal abuse of a sexual nature;
 - c. Graphic or degrading verbal comments or gestures about an individual or his or her appearance;
 - d. The display of sexually suggestive objects or pictures;

Section 6.07 Commercial Driver's License

Certain Township positions require a Commercial Driver's License (CDL) to be obtained and retained as a condition of employment.

- A. As of January 1, 1996, Department of Transportation, Federal Highway Administration rules on "Controlled Substances and Alcohol Use and Testing" (49 CFR 382) shall apply to all CDL holders. The procedures for testing are contained in Department of Transportation Workplace Drug and Alcohol Testing Programs (49 (CFR Part 40). The Employer will provide to all affected employees the required awareness training and information regarding the required testing, including random, mandated by the rules.
- B. Fairfield Township will pay for all drug/alcohol testing required by these rules.
- C. The Employer agrees to reimburse the cost of CDL renewal fees for each employee required to maintain a CDL.

Section 6.08 Drug/Alcohol Testing

- A. Drug/Alcohol testing of employees, who are not subject to the Department of Transportation, Federal Highway Administration rules on "Controlled Substances and Alcohol Use and Testing" may include random testing and may be conducted upon reasonable suspicion. The procedures for testing shall be the same as for those employees covered by the Department of Transportation, Federal Highway Administration rules on "Controlled Substances and Alcohol Use and Testing", including the right of the employee to request confirmatory testing of a split sample by the same laboratory or by a second certified laboratory.
- B. Reasonable suspicion shall be based on specific, current, describable observations concerning the appearance, behavior, speech, or body odors of the employee made during or immediately preceding the employee's work shift.
- C. Random testing shall be conducted at the direction of the Township. Independent computerized probability sampling shall make selection for said testing and each employee shall have an equal chance of being tested each time selections are made.
- D. A confirmed positive test will result in the employee being temporarily relieved from duty pending completion of disciplinary proceedings. The employee will be subject to progressive disciplinary action, in accordance with Personnel Policy Manual. In the event the employee is not terminated in accordance with

3. Any employee who reports for duty in an altered or impaired condition, which is the result of the illegal use of controlled substances, will be subject to disciplinary action. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.
4. Any employee convicted of a drug offense, who fails to report the conviction as required by the above will be:
 - a. Terminated from employment.
 - b. Held civilly liable for any loss of federal funds resulting from the failure to report the conviction.

B. Notice Upon Hiring

1. As a condition precedent to hiring, all prospective employees will receive a copy of the employer's Drug Free Workplace statement and policy; and will be required to sign a receipt that will become a permanent part of the employee's personnel file.
2. In addition, all prospective employees will be required to acknowledge that compliance with the employer's Drug Free Workplace policies is a condition of employment.

C. Current Distribution of Drug Free Workplace Policy

1. All current employees will receive a copy of the employer's Drug Free Workplace statement and policy; and will be required to sign a receipt for it, which will become a permanent part of the employee's personnel file.

D. Training

1. Each Employee will receive annually an information package containing:
 - a. Information concerning the dangers of drug abuse in the workplace;
 - b. A current copy of the employer's posted/published statement;
 - c. A current copy of the employer's Drug Free Workplace policy;
 - d. Information concerning any available drug counseling, rehabilitation, and employee assistance programs;
 - e. Information concerning the penalties that will be imposed for the breach of the employee's Drug Free Workplace policy.

1. The responsibility of all Township employees is to follow safe work procedures, know and comply with applicable regulations, report injury or illness immediately, report unsafe acts and conditions, and participate in any Township sponsored health and safety meetings, programs, or committees.
2. Any employee questions regarding health and safety should be directed to the employee's Department Supervisor.

Section 6.12 Township Safety Committee

- A. In accordance with the Ohio Administrative Code Section 4123-17-18 and with the rules established by the Ohio Bureau of Workers Compensation, the Fairfield Township Board of Trustees will establish a Safety Committee. The Safety Committee shall identify hazards, review injury reports and periodically recommend measures that enhance the overall workplace safety to the Board of Trustees.
- B. The Safety Committee shall not have the authority to establish policies or recommend disciplinary action.
- C. The composition and meeting dates and times shall be left to the discretion of the Township Administrator. However, the composition of the Safety Committee shall include representatives from the Collective Bargaining Unit Employees as well as Exempt Employees.

Section 6.13 Ethics

A. Personal Conduct

1. Township employees are expected to maintain the highest possible ethical and moral standards and to perform their duties within the laws of the State of Ohio, and rules, codes of ethics and the standards established by the Township. Conduct that interferes with normal operations, brings discredit to the Township, is illegal, or is offensive to the public or fellow employees will not be tolerated. Such conduct includes, but is not limited to:
 - a. Engagement in any transaction, business, or any other interest which is in conflict with the proper discharge of official Township duties;
 - b. Disclosure of confidential information, without proper authorization, regarding the property, government, or affairs of the Township;
 - c. Use of confidential information or influence of official Township position to advance personal, financial, or other private interests;

in those areas of a public building where public business is transacted.

- e. Coercing, intimidating, or causing harm to another person or threatening to do so, because that person makes or does not make a contribution to a candidate, campaign committee, political party, legislative campaign fund, or political action committee.
- f. Campaigning on duty.

4. Activities **Permitted** for Employees Including those Subject to Federal Merit Standards

- a. Registering and voting.
- b. Expressing opinions, either orally or in writing, but not political campaigning.
- c. Voluntarily financially contributing to political candidates or organizations.
- d. Circulating non-partisan petitions or petitions stating views on legislation.
- e. Attending political rallies. Employees may attend political rallies that are open to the public.
- f. Signing nominating petitions in support of individuals.
- g. Displaying political pictures in the employee's home or on the employee's property.
- h. Wearing political badges or buttons while not working or representing Fairfield Township in any fashion or displaying political stickers on private vehicles.

5. Activities **Prohibited to Employees Subject to Federal Merit Standards**

- a. Participating as a candidate for public office in a partisan election, or in a non-partisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
- b. Filing petitions meeting statutory requirements for partisan candidacy to elective office.
- c. Circulating official nominating petitions for any candidate participating

1. Information or data, in any form, media, or content such as printed paper, digital and video;
2. Any computer, computing hardware, software, operating system and/or any other device which is used to access, manipulate or store information in any manner;
3. The networks, both internal and external which allow the user to access, transport, share and/or manipulate information; and
4. Any other device that allows the user to transmit, send, receive or share information.

C. Other specific examples of the *Information System* include: Terminal(s), Servers, Printers, Modems, Discs (internal, external, floppy hard, tape, etc.), Monitors, Application software, Database(s), Networks, (Local, Wide, Internet), Mobile data terminals, Mobile data computers, Electronic messages (email), Cable television access, Cable television access equipment, Cameras (Digital, Tape, Film or any other), Audio and video reproduction equipment, Editing equipment, Character generators, Equipment which may be used to produce, edit or transmit audio or video presentations (live or recorded), Audio and video tapes, Tape Recorders, Enhanced listening devices, Telephones, Cellular phones, Fax machines, Pagers, Copiers, Reports, Papers, Files, Pictures, Graphs and Charts. This list is not exclusive and is provided only for example.

D. Policy

1. The use of the *Information System* shall be solely for the express interest of furthering the goals and objectives of the Board of Trustees and Fairfield Township.
2. All employees understand and agree that all articles, products, papers, discs, documents, files: produced, reviewed, edited or otherwise received, while acting in the capacity of a Fairfield Township employee or received through a mechanism, copied received, transmitted or otherwise handled through the property of Fairfield Township, are and remain the property of Fairfield Township.
3. All employees further understand and agree that all articles, products, papers, documents and files: produced, reviewed, edited or otherwise received while acting in the capacity as a Fairfield Township employee or received through any mechanism, copied, received, transmitted or otherwise handled through the property of Fairfield Township are subject to inspection, at any time, with or without prior notice, by any appointed representative of the township, including department heads, authorized by the Board of Trustees through the

Township employee:

- a. Violates such matters as institutional or third-party copyright, license agreements or other contracts;
- b. Interferes with the intended use of information resources, or the work being done by other users;
- c. Seeks to gain or gains unauthorized access to information resources;
- d. Seeks information on, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users;
- e. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations;
- f. Without authorization, destroys alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer hardware including disk drives, computer-based information and/or information resources whether on stand-alone or networked computers;
- g. Without authorization, invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources;
- h. Uses any township system for commercial product advertisement or political lobbying;
- i. Acts to disrupt the use of any township system by other users;
- j. Illegally or without management consent, installs any software on township computers;
- k. Uses any system to access, forward , copy, display, forward or process obscene or pornographic material, inappropriate text files, or files dangerous to the integrity of the network (hacking software);
- l. Intentionally develops or disseminates a program that harasses other users, infiltrates computers or computing systems and/or damages or alters software components of a computer or computing system (virus);
- m. Reveals their system password to any other person or allows others to access systems under their password.

invalid reason, the township shall notify the person whose information was invalidly accessed as soon as practical and to the extent known at the time. However, the township shall delay notification for a period of time necessary to ensure that the notification would not delay or impede an investigation or jeopardize homeland or national security. Additionally, the township may delay the notification consistent with any measures necessary to determine the scope of the invalid access, including which individuals' confidential personal information was accessed invalidly, and to restore the reasonable integrity of the system.

ii. "Investigation" as used in this paragraph means the investigation of the circumstances and involvement of an employee surrounding the invalid access of the confidential personal information. Once the township determines that notification would not delay or impede an investigation, the township shall disclose the access to confidential personal information made for an invalid reason to the person.

4. Notification provided by the township shall inform the person of the type of confidential personal information accessed and the date(s) of the invalid access.
 5. Notification may be made by any method reasonably designed to accurately inform the person of the invalid access, including written, electronic, or telephone notice.
- B. Appointment of a Data Privacy Point of Contact. The Township Administrator shall serve as the data privacy point of contact.
- C. The Administrator shall timely complete a privacy impact assessment form if required.
- D. This rule contains a list of valid reasons, directly related to the Township's exercise of its powers or duties, for which only employees of Fairfield Township may access confidential personal information (CPI) regardless of whether the personal information system is a manual system or computer system. Therefore, performing the following functions constitute valid reasons for authorized employees of the township to access confidential personal information:
1. Responding to a lawful public records request
 2. Responding to a request from an individual for the list of the CPI the

3. When the township modifies an existing computer system that stores, manages or contains confidential personal information, the township shall make a determination whether the modification constitutes an upgrade. Any upgrades to a computer system shall include a mechanism for recording specific access by employees of the township to confidential personal information in the system.
- H. Logging requirements regarding confidential personal information in existing computer systems.
1. The township shall require employees of the township who access confidential personal information within computer systems to maintain a log that records that access.
 2. Access to confidential information is not required to be entered into the log under the following circumstances:
 - i. The employee of the township is accessing confidential personal information for official township purposes, including research, and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.
 - ii. The employee of the township is accessing confidential personal information for routine office procedures and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.
 - iii. The employee of the township comes into incidental contact with confidential personal information and the access of the information is not specifically directed toward a specifically named individual or a group of specifically named individuals.
 - iv. The employee of the township accesses confidential personal information about an individual based upon a request made under either of the following circumstances:
 1. The individual requests confidential personal information about himself/herself
 2. The individual makes a request that the township take some action on that individual's behalf and accessing the confidential personal information is required in order to consider or process that request.

B. Establishing a social media page

1. Departments may request to use social media and create accounts through the Township Administrator. Once approved, the Administrator will work with the department contact to establish a business page for the requesting department.

C. Use of social media

1. All official Fairfield Township presences on social media sites or services are considered an extension of the Township's information networks and fall under the scope of the Public Records Policy. The main uses of social media fall into three major categories:
 - a. Disseminating time-sensitive information, such as emergency information, as quickly as possible.
 - b. Marketing Fairfield Township to prospective residents, businesses, and partners in a way to reach the broadest possible audience.
 - c. Serving as an update center for Township meetings, changes of dates and other community messages and news.
2. Wherever possible, content posted on Fairfield Township's social media sites should contain links directing users back to the Township's official websites for in-depth information, forms, documents or online services necessary to conduct business with Fairfield Township.
3. Department Supervisors are responsible for the content and upkeep of any social media sites their department may create. Content shall comply with all appropriate Fairfield Township policies and procedures.

D. Standards for use of social media

1. Guidelines for Fairfield Township's use of the government's official social media accounts are a crucial part of the social media policy. Township employees who post and/or interact with Fairfield Township accounts must be aware of what is expected of the employee.
2. Employees representing Fairfield Township via social media outlets must conduct themselves in a manner and demeanor becoming of the Township at all times as representatives of the township. Employees who fail to conduct themselves in an appropriate manner shall be subject to disciplinary action.
3. The Township's intent is not to create a public forum, but to post and distribute information. Comments from third parties must directly relate to topics posted by the Township, with language appropriate for all citizens, including minors. The following content shall be considered inconsistent with the intent of these guidelines and is subject to removal:

F. Personal Social Media Use

1. The Township maintains certain expectations with regards to employees' personal social media sites and/or chat groups. Township employees are prohibited from making personal attacks on elected officials, employees, supervisors and the operations or work performed by the Township on their own or on others' social media sites (including but not limited to Facebook, Twitter, Instagram, and other community chat groups) and are otherwise prohibited from engaging in activity which can be construed as insubordinate. Photos, images or likenesses of elected officials, staff or Township equipment or property are not to be used on any site without permission from the Administrator and/or the subject in the photo.

Section 6.17 Electronic Communications

A. Purpose

1. This Policy applies to all Fairfield Township employees and volunteers and all Fairfield Township records, regardless of format.
2. Failure to comply with this Policy may result in disciplinary action up to and including termination from Township service.

B. Electronic Records

1. Electronic records must be retained in electronic format and remain useable, retrievable, and authentic for the applicable retention period. Printing and retaining a hard copy is not a substitute for the electronic version. Examples of electronic records include web pages and databases.
2. Electronic records must be retained and disposed of based on content rather than format. The same retention schedule applies to paper and electronic records.
3. In making decisions about how long to retain electronic records, employees should first check the retention schedule to ensure compliance and verify that the records are not subject to a legal hold. Many electronic records can be disposed of at the discretion of the employee under the following guidance:
 - a. If the electronic record is the primary or only copy of an official document, it must be retained for the time period specified by the retention schedule. Once the required retention has been met, the record should be deleted and documented on a records destruction certificate. Departments should contact the Fiscal Office for direction on electronic

applicable retention schedule, and (2) may be subject to disclosure under the Public Records Act. The following is intended to help manage the business-related messages you send or receive on smart phones, tablets, or similar devices (iPhone, iPad, Blackberry, Android, etc.)

- a. With department director authorization, employees may use text messaging only for routine or transitory messages that don't need to be retained by the Township. Examples include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication.
- b. Text messages may not be used to document the organization, functions, policies, decisions, procedures, operations or other activities of Fairfield Township. Sensitive information should not be sent by text message, including social security numbers, credit card numbers, and passwords.
- c. Delete transitory, business-related text messages as soon as possible.
- d. If a text message needs to be retained pursuant to a retention schedule, employees must transfer the messages to the Township's network and/or devices.

Article VII. CORRECTIVE ACTION

Section 7.01 Corrective Action Principles (Discipline)

- A. The Fairfield Township Board of Trustees expects employees:
 1. To perform assigned duties at satisfactory levels,
 2. To follow accepted standards of workplace behavior, and
 3. To comply strictly with all laws, rules, and regulations.
- B. The purpose of corrective action is:
 1. To rectify problem situations,
 2. To provide an atmosphere in which the employee can learn from past mistakes, and,
 3. To minimize the employee's loss of dignity and self-esteem
- C. Furthermore, the Township believes that certain basic principles must be

Section 7.02 Corrective Action Procedure (Discipline)

- A. **The Township reserves the right to terminate an employee without cause and without a hearing before the Board of Trustees.**
- B. The Township has adopted this policy as a guide for the uniform administration of corrective action. It is not, however, to be construed in any ways as a limitation of management's rights when dealing with inappropriate job performance or behavior.
- C. The Township will normally follow a system of progressive corrective action when dealing with inappropriate job performance or behavior. However, when serious infractions occur, the Board of Trustees may impose the most serious of corrective measures or discharge, without following a course of progressive discipline.
- D. This policy provides standard penalties for specific misconduct; however, the examples of specific misconduct provided are not intended to be all-inclusive, but to merely serve as a guide. The standard corrective measures provided in this policy do not preclude the application of more or less severe measures for a given infraction when such is deemed appropriate. In those cases where the corrective measure deviates from the normal measure, the Department Supervisor administering the corrective action should note the reasons for such deviation in writing.
- E. A Department Supervisor or designee, upon learning of an instance involving employee misconduct, will conduct an investigation into the details of the allegation. (The extent and procedure of the investigation shall be at the discretion of the Department Supervisor).
- F. If an allegation of misconduct is not sustained, the Department Supervisor shall notify the employee that the matter investigated has been unfounded or not sustained.
- G. If an allegation of misconduct is sustained, the Department Supervisor shall impose Corrective Action consistent with the severity of the allegation, unless the Corrective Action involves a recommendation for suspension, demotion, or discharge.
- H. If a recommendation for suspension, demotion, or discharge is applied a pre-disciplinary hearing before the Township Administrator shall be conducted.
- I. If the Township Administrator sustains the allegation and recommendation for discipline that includes suspension, demotion, or discharge, the Township Administrator shall prepare a written report and charges to the Board of Trustees for final action.

- E. Either party may provide a written brief to the Administrator before the pre-disciplinary hearing provided the other party is also provided a copy of it.

Section 7.04 Hearing Before the Board of Trustees

- A. Sometime after the conclusion of the pre-disciplinary conference, the Township Administrator will issue a written opinion recommending either a suspension, demotion, or discharge in the event the charge is sustained. This will be transmitted to the Township Board of Trustees for action at a regularly scheduled meeting or at a special meeting called for that purpose.
- B. The employee has a right to appear at the scheduled meeting of the Board of Trustees to contest the recommendation of the Township Administrator. Pursuant to Ohio Revised Code, Section 121.22(G), the employee has a right to have this matter discussed in an open session. If the employee does not request consideration at an open meeting, the Trustees may, but shall not be obligated to, adjourn into executive session to discuss this matter.
- C. At the meeting, the Board of Trustees will review all materials submitted by the employee, Department Supervisor, and Township Administrator and may call such other witnesses as the Board determines necessary to make a decision. Upon review of this information, the Board will either accept; accept with modifications; reject; or, reject with modifications the recommendation of the Township Administrator.
- D. In cases where the employee to be disciplined is the Department Supervisor, the Township Administrator will fulfill all duties imposed upon the Department Supervisor by the forgoing paragraphs along with the Administrator's duties.
- E. At any time during the process, the employee may accept the ruling and recommendation of the Township Administrator and waive further action by the Board of Trustees.

Article IX. EMPLOYMENT SEPARATION

Section 9.01 Voluntary Employment Separation

- A. Employees who voluntarily terminate their employment (voluntary resignation, disability leave, or retirement) shall give two (2) weeks' notice to their Department Supervisor. Failure to give such notice may jeopardize future re-employment. The Township Administrator may make the notice date the final day of work, with wages paid through the final notice date. The Township Administrator or designee may conduct an exit interview with the terminating employee.
- B. Employees who voluntarily provide notice of an employment termination (voluntary resignation, disability leave or retirement) shall be considered final. Any request to rescind or reconsider a resignation date shall be made to the Township Administrator. The decision of the Township Administrator is not grievable and shall be final.

Section 9.02 Reduction In Force

- B. When the Township determines that a layoff or reduction in employment is necessary, employees shall be notified as far in advance of the effective date of the layoff or reduction in employment as possible, but no less than thirty (30) work days before the effective date.
- C. Layoffs shall be in inverse order of seniority within classification, and shall be implemented by classification in the following order:
 - 1. Temporary employees (including intermittent and seasonal);
 - 2. Probationary employees;
 - 3. Permanent part-time employees; and
 - 4. Full-time employees.
- C. Employees who are laid off shall be placed on a recall list for a period of twelve (12) months. If there is a recall, employees who are still on the recall list shall be recalled, in inverse order of their layoff. Any recalled employee must meet the position qualifications in existence at the time of recall.

- C. An injured employee is eligible for the Transitional Work Program if all of the following apply:
1. The affected employee is classified as fulltime.
 2. The affected employee is not currently involved in a discipline or corrective action measure.
 3. The affected employee is capable of performing a job with the Township that does not present a risk of additional injury or harm to anyone including the employee.

Section 10.02 Return to Transitional Work

- A. An injured employee may return to work in a transitional work capacity if all of the following apply:
1. The employee has physician's agreement and prescription.
 2. The employee has been evaluated by a Township Selected Physician certifying the ability of the employee to enter the Transitional Work Program
 3. The employee is capable of completing a job eligible for Transitional Work.
 4. The employee agrees to resume active and full duty status upon full recovery.
 5. The affected employee complies with all regulations from the Bureau of Workers' Compensation if applicable.
- B. The jobs available for the Transitional Work Program are without regard to Department and employees may be assigned accordingly.
- C. The jobs available for the Transitional Work Program shall be compliant with all regulations set forth in the Americans with Disabilities Act.
- D. Employees assigned to Transitional Work will not be used to permanently replace fulltime positions with the township.
- E. During assignment in the Transitional Work Program affected employees will be paid normal wages and receive benefits consistent with their fulltime classification.

Article XI. DEFINITIONS

Section 11.01 Definitions

- A. For the purpose of this manual, the following words or phrases shall be defined as outlined below. The only exceptions shall be when a specific word or phrase is redefined for the purpose of a particular policy.

Active Service: Being present and able to perform the duties to which an employee has been assigned, which includes, but is not limited to, vacation leave, sick leave, and personal leave.

Administrator: The Board of Trustees pursuant to the terms and conditions of the Ohio Revised Code appoints the Township Administrator. The Township Administrator is a fiduciary employee who serves without a probationary period and at the will of the Board of Trustees. The employee may be terminated with or without cause.

Anniversary Date: The date one year from the original employment date. For salary increases, the anniversary date shall be that date one year from the effective date of the Employee's last performance review.

Break in Service: A termination of employment for more than thirty (30) days for any reason other than layoff or approved leave.

Continuous Service: The uninterrupted service of an employee with the Township.

Day: A calendar day unless specified otherwise.

Demotion: A change in the rank of personnel from a position in one class to a position in another class having a lower minimum starting salary and with less discretion and/or responsibility.

Department Supervisor: An employee appointed by the Board of Trustees as a Chief Executive Officer of a specific division. The Department Supervisor is a fiduciary employee who serves without a probationary period and at the will of the Board of Trustees. The employee may be terminated with or without cause and with or without a public hearing unless required by the Ohio Revised Code.

Dishonesty: The disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Employee: Any person holding a position subject to appointment, removal, promotion, or

unwillingness to perform one's duty.

Nonfeasance: The non-performance of an act that should to be performed; omission to perform a required duty at all, or total neglect of duty.

Oral Reprimand (Warning): The discussion a supervisor holds with an employee in which the supervisor disciplines the employee for their conduct and impresses upon him the need for improvement. This method of discipline can eliminate misunderstandings immediately and set and maintain desired standards of conduct and performance. A notation of the date, time, and reason for an oral reprimand shall be kept in the employee's personnel file.

Part-time Employee: An employee whose regular hours of duty are less than forty (40) hours per week for a particular department and/or works less than 1500 hours per calendar year.

Pay Period: The period of time during which the payroll is accumulated, as determined by the Board of Trustees.

Performance Review: A method of evaluating employees on a periodic basis as to their performance on the job.

Permanent Employee: Any classified employee who has completed the applicable probationary period and occupies an authorized position involving full-time pay and benefits.

Probationary Period: The period at the beginning of an original appointment, hiring, or promotion. This period may vary according to collective bargaining agreements or departments. During this period, an employee may be terminated or reduced to a lower classification.

Promotion: A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and carrying a greater scope of discretion and responsibility.

Recall: The re-employment of personnel previously separated from employment with the Township because of a layoff.

Regular: An employee who has completed their probationary period in a satisfactory manner and has thereby obtained regular employment status with the Township.

Resignation: The voluntary separation (voluntary resignation, disability leave or retirement) from the Township by the employee.

Seasonal Appointment: An appointment where an employee works a certain season or period of the year performing work limited to that season or period.

Seniority: The length of continuous employment with the Township.

Article XII. PERSONNEL FORMS

FORM #1 RECEIPT OF POLICY MANUAL

Please sign the attached and present the acknowledgment slip below to your supervisor for inclusion in your personnel file

Unless explicitly implied by bargaining statutes, I understand that I am an at-will employee and that the Board of Trustees may terminate me at any time.

I have also reviewed a copy of Fairfield Township's Personnel Policy Manual that outlines my privileges and obligations as an employee of the Township. I will familiarize myself with the information in these directives and understand that they, effective 2015, govern me,

Since the information in these directives may be subject to change by action of the Board of Trustees, it is understood that I will be notified through the usual channels of dissemination.

Employee Signature

Date