

**Bethel Township – Miami County, Ohio**  
**Personnel Policies and Procedures Manual**  
**Adopted August 10, 2004, Resolution 180-2004**  
**Table of Contents**

**ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES.....5**

1.1 How to use this document .....5

1.2 Purpose .....5

1.3 Amendments .....6

1.4 Administration.....6

1.5 Administrative Orders and Bargaining Agreements.....6

1.6 Positions Covered .....6

1.7 Interpretation .....6

1.8 Delegation .....7

1.9 Merit System .....7

1.10 Equal Opportunity Employer/Americans with Disabilities Act .....7

1.11 Disclaimer.....7

1.12 Severability Clause.....7

1.13 Repealer.....8

1.14 Managerial Rights .....8

1.15 Notice .....8

1.16 *Effective Date* .....8

1.17 Definitions.....9

**ARTICLE II – PROBATION..... 11**

2.1 Probationary Period..... 11

2.2 Full-time Status ..... 11

2.3 Disciplinary Action ..... 11

2.4 False Credentials ..... 11

2.5 Probationary Period Following Promotion ..... 11

**ARTICLE III – PAY SCHEDULE ..... 12**

3.1 Payment of Wages ..... 12

3.2 New Employees ..... 12

3.3 Promotions ..... 12

3.4 Demotions ..... 12

3.5 Pay Increases..... 12

3.5.1 Pay Appropriation..... 12

3.6 Temporary, Part-time, or Seasonal Employment..... 12

3.7 Overtime..... 13

3.8 Call in Pay for Full-Time Employees ..... 13

3.9 Garnishment/Child Support ..... 13

3.10 Cash Advance Policy..... 13

3.11 Special Work Situations..... 13

3.11.1 Work Outside Normal Working Hours and Holiday Work . ..... 13

<b>ARTICLE IV – DISCIPLINE .....</b>	<b>14</b>
4.1 Offenses .....	14
4.2 Types of Discipline .....	14
4.3 Disciplinary Procedure.....	14
4.3.1 Department Head Disciplinary Authority and Responsibility .....	15
4.3.2 Board of Trustees Disciplinary Authority.....	15
4.3.3 Employee Notification.....	15
4.4 Appeal Procedures.....	15
4.4.1 Employee's Responsibility .....	15
4.4.2 Board of Township Trustees Responsibility and Authority.....	16
4.5 Grievance Procedure .....	16
4.5.1 Procedure.....	16
4.5.2 The Grievance Report .....	17
4.6 Termination .....	17
<b>ARTICLE V – LAYOFF/RECALL .....</b>	<b>18</b>
5.1 Work Force Reduction.....	18
5.2 Recall Eligibility List.....	18
5.3 Recall to Work.....	18
<b>ARTICLE VI – HOURS OF WORK AND COMPUTATION OF PAY .....</b>	<b>19</b>
6.1 Standard Work Week .....	19
6.2 Computation of Pay.....	19
6.3 Authorized Leave .....	19
<b>ARTICLE VII – PAID TIME OFF.....</b>	<b>20</b>
7.1 General Policies .....	20
7.1.1 Combining Paid Time Off/Leaves.....	20
7.1.2 Unscheduled Absence from Work.....	20
7.1.3 Special Periods .....	20
7.2 Holiday Leave.....	20
7.2.2 Holiday During Leave .....	20
7.2.3 Religious Holiday.....	21
7.2.4 Personal Leave .....	21
7.3 Vacation Leave.....	21
7.3.1 Cashing of Vacation Leave.....	22
7.4 Military Leave .....	22
7.5 Civil Leave.....	22
7.7 Funeral and Bereavement Leave .....	23
7.8 Sick Leave.....	23
7.8.1 Reasons .....	24
7.8.2 Documentation .....	24
7.8.3 Notice .....	24
7.8.4 Cashing of Sick Leave.....	24
7.9 Maternity Leave.....	25
7.10 Leaves of Absence.....	25
7.11 Unauthorized Leave .....	26
7.12 Family and Medical Leave.....	26

7.13 Notification of Sick Time and Vacation Time .....	26
<b>ARTICLE VIII – COMPENSATORY TIME .....</b>	<b>27</b>
8.1 Established.....	27
8.2 Use of Compensatory Time.....	27
8.3 Maximum Accrument.....	27
8.4 Cashing of Compensatory Time .....	27
8.5 Compensation Time for Salaried Employees .....	27
<b>ARTICLE IX – BENEFITS: PERS &amp; INSURANCE.....</b>	<b>28</b>
9.1 PERS & PFDPF Contribution .....	28
9.2 Worker's Compensation .....	28
9.2.1 Notification of Injury.....	28
9.3 Insurance.....	28
9.4 Travel Expenses.....	29
<b>ARTICLE X – EMPLOYEE EVALUATION SYSTEM .....</b>	<b>30</b>
10.1 Evaluations.....	30
10.2 Performance Ratings.....	30
10.3 Personnel Status Change Forms .....	30
<b>ARTICLE XI – EMPLOYEE RETIREMENT .....</b>	<b>31</b>
11.1 Retirement.....	31
11.1.1 Notice of Intent .....	31
11.1.2 Cashing of Sick Leave.....	31
11.1.3 Cashing of Vacation Leave.....	31
11.2 Disability Retirement .....	31
<b>ARTICLE XII – EMPLOYEE RESIGNATION .....</b>	<b>32</b>
12.1 Proper Notice .....	32
12.2 Sick Leave.....	32
12.3 Procedure.....	32
<b>ARTICLE XIII – PERSONNEL FILES &amp; RECORDS .....</b>	<b>33</b>
13.1 Pertinent Information .....	33
13.2 Accessing Files .....	33
13.3 Updating File .....	33
<b>ARTICLE XIV – SPECIFIC RULES AND REGULATIONS .....</b>	<b>34</b>
14.1 Attendance Policy.....	34
14.2 General Requirements .....	34
14.2.1 Ohio Ethics Law .....	34
14.2.2 Character and Workplace Behavior.....	34
14.2.3 Bonds.....	34
14.2.4 Political and Religious Tests; Memberships in Organizations .....	34
14.3 Acceptance of Gifts and Gratuities .....	35
14.4 Drug and Alcohol Free Workplace.....	35
14.41 DRUG SCREENING AND PHYSICAL .....	36
14.5 SEXUAL HARASSMENT .....	36

14.6 Political Activity.....	37
14.6.1 Employees May Not .....	37
14.6.2 Employees May .....	37
14.7 Outside Employment .....	37
14.8 Public Relations - Open Records Act .....	38
14.9 Use of Township Equipment.....	38
14.10 Use of Fax Machines, Internet, and E-mail.....	38
14.11 Safety .....	39
14.12 Standing Orders .....	40
14.13 Appointment of Relatives.....	40
14.13.1 Exceptions.....	40
14.14 Violence in the Workplace .....	40
14.15 General Driving Rules and Regulations.....	41
Overview .....	41
Definitions.....	41
Driving Record Acceptability.....	41
General Rules and Regulations.....	42
Seat Belts .....	44
Backing .....	44
Vehicle Inspections .....	44
Maintenance.....	44
Parking .....	45
Personal Use and Take Home Policy .....	45
Exemption .....	45
Special Equipment .....	45
Proof of Insurance .....	46
14.16 PROCEDURES .....	46
Driving Record Acceptability.....	46
Roster of Drivers .....	46
General Driving Rules and Regulations .....	47
Personal Use and Take Home .....	47
Training-Vehicle Operation.....	47
Record Keeping.....	47
14.17 NOTICE OF AN UNACCEPTABLE DRIVING RECORD.....	48

# ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

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## 1.1 How to use this document

This document for employees of Bethel Township serves two purposes:

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

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

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

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

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

## 1.2 Purpose

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

**appointed may be removed by a majority of the members of such board at any time."**

### **1.3 Amendments**

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

### **1.4 Administration**

The Board of Trustees, or their appointed designee, shall be charged with applying the provisions of this chapter to provide for the orderly conduct of dealing effectively with the employees of the Township in its pursuit to serve its citizens efficiently.

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

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

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

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

### **1.6 Positions Covered**

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

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

### **1.7 Interpretation**

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

## **1.8 Delegation**

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

## **1.9 Merit System**

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

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

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

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

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

## **1.11 Disclaimer**

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

## **1.12 Severability Clause**

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

### **1.13 Repealer**

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

### **1.14 Managerial Rights**

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

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

### **1.15 Notice**

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

### **1.16 Effective Date**

*The policies and procedures in this Bethel Township "Personnel Policies and Procedures Manual" become effective upon passage by the Board of Trustees (unless otherwise specifically stated within this policy), and supersede any policies and procedures previously established by the Trustees.*



## 1.17 Definitions

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

**Fire Department Personnel** - are those employees whose primary job responsibility is to the Bethel Township-Miami County Fire Department. Personnel, that are included but are not limited to, are the Fire Chief, Fire Officers, Part-Time, Part-Paid (paid-on-call) Volunteer and Specialty Unit Members. Administrative support staff members with non-Fire, non-EMS and non-specialty unit designations (e.i. secretarial staff) are exempt from this definition.

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

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

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

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

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

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

**Full Time Employee** - an employee who works a minimum of 40 hours in a standard work week and is eligible for Township benefits. For employees of a county, ORC 325.19 defines full time as an employee whose regular hours of service total forty hours per week or who renders any other standard of service accepted as full time by an office, department, or agency of county service. Fire Department Personnel are not included in this definition.

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

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

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

**Part Time Employee** - an employee who works less than 40 hours in a standard pay period *and* is generally not eligible for Township benefits. For employees of a county, ORC 325.19 defines part time as an employee whose regular hours of service total less than forty hours per week or who renders any other standard of service accepted as part time by an office, department, or agency of county service, provided those hours total at least five hundred twenty (520) hours annually.

**Part Time (Paid on Call) Volunteer** - an employee appointed under such status who is partially paid such as "part-paid fire volunteer" who volunteers their availability but is paid on a per run basis.

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

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

**Salaried Employee** - A salaried employee is a person who receives a fixed and regular compensation for the services provided to the company regardless of the time it takes to perform the services. In other words, it is an individual entitled to a predefined payment not based on an hourly rate.

**Seasonal or Temporary Employee** - An employee appointed under such category who is employed to work a defined period of time not to exceed six (6) months duration and who is not eligible for Township benefits other than provided by law. (Am. 02.23.10, Res. 10.02.034)

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

## **ARTICLE II – PROBATION**

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### **2.1 Probationary Period**

Upon appointment by the Board of Trustees, all appointees shall serve a minimum probationary period of six (6) months unless specified to the contrary in a current collective bargaining agreement. At the end of that probation period, that employee may be eligible for full-time or part-time status appointment as specified in the appropriate labor agreement or other agreed upon terms, as long as the position is available and approved by the Board of Trustees. Until so appointed, prior to the end of the probation period, the employee shall be considered a probationary appointee.

### **2.2 Full-time Status**

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

### **2.3 Disciplinary Action**

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

### **2.4 False Credentials**

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

### **2.5 Probationary Period Following Promotion**

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

## **ARTICLE III – PAY SCHEDULE**

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### **3.1 Payment of Wages**

Salaries and compensation will be determined by a resolution of Board of Trustees. The pay periods are determined by the Township Fiscal Officer. The township may pay the compensation of a township employee by direct deposit of funds by electronic transfer.

The Township Administrator shall specify the format of a time sheet and/or electronic methods to ensure proper documentation of hours worked by all employees. Time sheets or cards must be signed and his/her supervisor before submission to the Township Clerk.

### **3.2 New Employees**

Generally, a new employee shall be paid the minimum rate of pay for his or her class. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications stated in the class/job description.

### **3.3 Promotions**

When an employee is promoted to a new position, that employee's salary shall be increased to the rate of pay of that position at the beginning of the next pay period.

### **3.4 Demotions**

When an employee is demoted, that employee shall be paid at a rate which is within the approved range for the lower classification. The rate of pay shall be set by the Board of Township Trustees taking into consideration the circumstances and surrounding reasons for the demotion, and any other factors.

### **3.5 Pay Increases**

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

#### **3.5.1 Pay Appropriation**

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

### **3.6 Temporary, Part-time, or Seasonal Employment**

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

#### **3.6.1 Fiscal Officer Assistant**

Per the Ohio Revised Code (O.R.C 507.021) the Fiscal Officer may hire assistants as need and set the compensation of said assistants.

### **3.7 Overtime**

Overtime will be paid to appropriate employees classified as non-exempt according to the federal Fair Labor Standards Act at a rate of one and one-half times their calculated hourly rate for time worked beyond forty (40) hours per standard work week. Fire Department Personnel and Salaried Personnel are exempt from this provision. All non-emergency overtime work must have the authorization of the Township Administrator before the employee can be compensated for such overtime work.

### **3.8 Call in Pay for Full-Time Employees**

Employees called in for emergency work will be paid a minimum of two hours at their overtime rate of pay. Fire Department Personnel and Salaried Personnel are exempt from this section of this policy.

### **3.9 Garnishment/Child Support**

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

### **3.10 Cash Advance Policy**

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

### **3.11 Special Work Situations**

#### **3.11.1 Work Outside Normal Working Hours and Holiday Work .**

When employees are required to work on outside of their normal working hours, they shall receive pay at a rate one and half times their normal hourly rate for each hour worked, with a minimum of two hours for each occurrence unless their work hours have been adjusted by the Township Administrator. Fire Department Personnel and Salaried Personnel are exempt from this section of this policy.

## **ARTICLE IV – DISCIPLINE**

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### **4.1 Offenses**

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

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

- A. Conviction of any criminal offense.
- B. Fighting, threatening or attempting bodily injury to another; stealing, malicious mischief resulting in the injury or destruction of property of other employees or Bethel Township.
- C. Consumption of alcohol while on the job or during work hours and/or working under the influence of alcohol or illegal drugs.
- D. Use, or possession, of habit-forming drugs or hallucinogens.
- E. Unethical conduct on Township time.
- F. Insubordination, including but not limited to, refusal or failure to perform work assignments and the use of profane or abusive language to supervisors, employees or officers of the Township, and absence from duty without notice or permission of the supervisor.
- G. Willful neglect in the care or use of Township property and equipment.
- H. Failure to satisfactorily perform the duties for which employed.
- I. Gross or habitual carelessness or recklessness, playing of tricks, jokes or other dangerous pranks upon others. Disregard for safety and comfort of fellow employees.
- J. Repeated failure to report to work on time and ready for work.
- K. Incurring costs or obligations in the name of the Township without the authority or prior approval.
- L. Discourteous and/or unprofessional treatment of the public.
- M. Failure to comply with the provisions of this document.
- N. Any violation of Township Work Rules, Regulations or Standard Operation Procedures documents.
- O. Engaging in sexual harassment.
- P. Inappropriate use of township equipment.

### **4.2 Types of Discipline**

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

- 1. Verbal warning.
- 2. Written warning.
- 3. Suspension from duty without pay.
- 4. Dismissal.

### **4.3 Disciplinary Procedure**

The Board of Trustees, Township Administrator or the department head concerned shall be responsible for the discipline of employees within their departments. Discipline may be progressive in nature and shall be applied based

upon a combination of factors, including the severity of the offense, past history of the employee and past disciplinary actions against the employee.

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

Department Heads may issue verbal warnings and written warnings to members of their departments.

#### **4.3.2 Board of Trustees Disciplinary Authority**

The Board of Trustees may enforce any of the types of discipline, including termination.

#### **4.3.3 Employee Notification**

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

#### **4.4 Appeal Procedures**

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

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

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

- (A) The appeal must be filed in writing with the Township Fiscal Officer and Board of Trustees within ten (10) days of the employee's receipt date of the written notification of the disciplinary action from the Board of Trustees. If the ten (10) day appeal filing time is exceeded, the Board of Township Trustees will take no action in the matter. This appeal:

1. Must be signed by the individual who is appealing and include both his or her department; and
2. Must have attached thereto a copy of the disciplinary order.

- (B) The employee will present the written request for an appeal hearing in dispassionate language and shall not vilify the character or motivation of the Department Head or Board of Trustees. The written request should specify either or both of the following grounds for appeal:

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

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

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

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

#### **4.5 Grievance Procedure**

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

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

##### **4.5.1 Procedure**

- (A) In the event the employee feels a problem remains unresolved, following discussions with the supervisor, the employee may submit the complaint in writing for reconsideration. A Grievance Report (see Section 4.5.3) is to be submitted to the immediate supervisor, Chairman of the Board of Trustees and the Department Head. Upon reviewing the complaint, the Department Head should arrange a meeting with the employee within three (3) working days after receipt of the written complaint and return a decision within seven (7) days of the meeting. Normally, complaints will be resolved at this step of the grievance procedure.
- (B) An employee who feels the complaint has not received adequate attention in 4.5.1(A) may direct the complaint to the Board of Trustees. Such complaints are to be made in writing within three days of receiving the answer provided. The Board of Trustees will review the complaint with the Department Head and arrange a meeting with the employee within three (3) days of receiving the complaint. The Board of Trustees shall have final



authority in all such grievances and appeals. All other means should be exhausted prior to bringing a complaint to the Board of Trustees.

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

Grievances should be in writing in order to:

- (A) Reduce the possibility of conflicting decisions.
- (B) Reduce the number of arguments over facts.
- (C) Reduce the number of unfounded grievances.
- (D) Aid record keeping and grievance analysis.

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

#### **4.6 Termination**

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

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

## **ARTICLE V – LAYOFF/RECALL**

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### **5.1 Work Force Reduction**

Should a reduction in the work force of Bethel Township be necessary, that reduction shall occur in the manner prescribed as follows. The Board of Trustees shall determine those employees which shall be reduced in number. Such reduction will take place solely in those employees as determined by the Board of Trustees. Employees may be laid off at the time and in the number specified by the Board of Trustees, in inverse order of their relative merit as established by employee performance evaluations. All part-time employees may be laid off before the full-time probationary employees and all full-time probationary employees before full-time employees.

### **5.2 Recall Eligibility List**

The names of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 12 months at which time the list be declared invalid. The order of that list shall be in inverse order of the order in which the layoff occurred.

### **5.3 Recall to Work**

When situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time as deemed reasonable by the Board of Trustees, or refuse to return to work, that employee's name shall be removed from the re-employment list. Any such employee shall be eligible to apply for original appointment in accordance with the appropriate section of these Personnel Rules and Regulations.

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

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### **6.1 Standard Work Week**

The standard work week for full-time employees shall be forty (40) hours per week, eight (8) hours per day, five (5) days per week. The Board of Trustees and/or Township Administrator may vary these hours according to need. The Board of Trustees may also alter the work schedule to remain in compliance with current Labor Agreements, or to improve the efficient delivery of services.

### **6.2 Computation of Pay**

An hourly employee's pay shall be computed by multiplying the hourly rate by the hours worked in the standard work week. A Salaried Employee's pay shall be computed on the basis of a twenty-six week pay period for each year. Pay will be disbursed to employees at intervals determined by the Board of Trustees and Fiscal Officer.

### **6.3 Authorized Leave**

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

## **ARTICLE VII – PAID TIME OFF**

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### **7.1 General Policies**

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

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

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

Employees who are going to be absent from work on a non-scheduled basis shall notify their immediate supervisor at least one-half (1/2) hour prior to the start of the normally scheduled work period. Employees shall not absent themselves from duty without the permission of the Department Head.

#### **7.1.3 Special Periods**

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

### **7.2 Holiday Leave**

Except as otherwise provided in a current collective bargaining agreement, the following days shall be observed as holidays by full-time employees of Bethel Township: New Year's Day, Martin Luther King day, Presidents day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on the above listed Holiday's as prescribed by the Township Trustees.

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

When an hourly or Fire Department Employee is required, by schedule, to work on any of the above holidays, he or she shall receive one and a half times their regular rate of pay. In addition, members of the fire department (not already on duty) who are required to respond to calls on any of the above holidays shall receive one and a half times their regular rate of pay.

#### **7.2.2 Holiday During Leave**

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

### **7.2.3 Religious Holiday**

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

### **7.2.4 Personal Leave**

Each full-time employee is authorized two personal days per year; each part-time employee is authorized one personal days per year. Full-time employees hired between January and June are authorized two personal days for the rest of the calendar year. Full-time employees hired between June and December are authorized one personal days for the rest of the calendar year. Part-time employees are granted personal days at the rate of one per calendar year. Part-time employees hired between June and December are authorized one half day for the rest of the calendar year.

Fire Department Personnel employees hired between January and June are authorized twenty-four (24) hours of personal leave for the rest of the calendar year. Fire Department Personnel employees hired between June and December are authorized twelve (12) hours of personal leave for the rest of the calendar year. Due to the unique nature of the shift work personal leave for Fire Department Personnel must be used in twelve (12) hour increments.

A reason for this type of leave is not required. Department Heads, in the same manner as vacation leave, will authorize personal leave. Personal leave will not accumulate from year to year.

Employees must, when requesting a personal day, submit a written request in advance.

### **7.3 Vacation Leave**

In order to use vacation time, a full-time or part-time employee must have completed six months of service with the Township. The vacation accrual schedule for full time employees is as follows:

One (1) year of service	80 hours or 10 days
Ten (10) years of service	120 hours or 15 days
Twenty (20) years of service	160 hours or 20 days

Part-time employees will accrue one day of vacation time (8 hours), for every 208 hours worked. Part-time employees will accrue one day of vacation time (8 hours) for every 156 hours worked after ten (10) years of service. Part-time employees will accrue one day of vacation time (8 hours) for every 104 hours worked after twenty (20) years of service.

Full-time and Part Time employees may not elect to work while drawing vacation leave pay without prior trustee approval.

Employees may not carry over more than twenty days of accrued vacation time from one calendar year to the next calendar year. Employees may only schedule vacations in low demand periods of time, unless approved by the Board of Trustees of Bethel Township, Miami County.

Employees must, when requesting vacation leave, submit a written request at least two weeks in advance. (Am. 10.4.05, Res. 05-10-250)

### **7.3.1 Cashing of Vacation Leave**

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

### **7.4 Military Leave**

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

An employee of the Township shall be granted a leave of absence to perform service in the uniformed services with pay for periods up to one month, for each calendar year in which they are performing such service (ORC 5923.05)

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

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

### **7.5 Civil Leave**

An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as a witness in answer to a subpoena, in an official capacity in connection with the township or as an expert witness either because of professional or observed knowledge, performing emergency civilian duty in connection with national defense, to participate in Olympic competition sanctioned by the United States Olympic Committee, and for the purposes of voting when the polls open at least two hours before or after the employee's scheduled hours of work. An employee must notify his or her supervisor five days prior to jury duty or service date.

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

### **7.7 Funeral and Bereavement Leave**

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

Leave of absence by using sick pay, vacation pay or without pay is allowed for other funerals when approved by the employee's supervisor.

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

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

### **7.8 Sick Leave**

Sick leave is time for which a full-time and part-time employee is compensated at his or her regular rate when absent due to illness or another medically related reason, such as a doctor's appointment. **Example:** A full-time employee earns sick leave time at a rate of one (1) days for each month employed by the Township. Part-time employees earn sick leave at a rate of one-half (.50) days for each month employed by the Township. **Example:** Sick leave can be accumulated up to a maximum of 90 working days.

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

attention is required, a certificate stating the nature of the illness from a licensed physician may also be required.

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

New employees are eligible for sick leave after successful completion of the probationary period of six months of employment. Seasonal employees earn no sick leave benefits. Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence in excess of one month.

### **7.8.1 Reasons**

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

### **7.8.2 Documentation**

An employee absent on sick leave for more than three (3) days shall submit a claim for sick leave. For a sick leave absence of three days or less, Township Administrator may require employees to furnish a claim for sick leave form. Failure to submit the sick leave claim form when required will result in the employee being determined to be on leave without pay and a deduction in the subsequent payroll period. The claim form should be forwarded with the employee's time sheet.

### **7.8.3 Notice**

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

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

An employee who retires and meets the age and length of service requirements of the Public Employees Retirement System (PERS) or the Police and Fireman's Disability and Pension Fund, whichever is applicable, and who was also in the



service of the Township for a period of ten (10) continuous years prior to retirement may redeem accumulated sick leave at the time of separation.

### **7.9 Maternity Leave**

A Township employee with over six months of continuous service shall be entitled to maternity leave. Upon confirmation of the pregnancy, the employee shall provide the township with a statement stating the expected date of delivery. The start of maternity leave may begin earlier than this date if requested by the employee and approved by the township. After delivery, the employee will be reinstated without any break in service. Maternity leave shall be considered paid leave for six (6) weeks. Additional maternity leave, may be taken without pay and considered as a leave of absence upon request of the employee and approved by the Township. An employee who has vacation time or sick leave may elect to use all or part of this as maternity leave.

### **7.10 Leaves of Absence**

A leave of absence of up to six (6) months may be approved by the Board of Trustees under the following conditions:

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

### **7.11 Unauthorized Leave**

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

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

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

### **7.13 Notification of Sick Time and Vacation Time**

Notification of sick time and vacation time balance and usage shall be shown on the employees pay stub with each issuance of payroll.

## **ARTICLE VIII – COMPENSATORY TIME**

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### **8.1 Established**

Employees of Bethel Township may be entitled to compensatory time (accrued at 1 and ½ hours for each hour of overtime), instead of paid overtime. The Board of Trustees may, from time to time, establish the use of compensatory time for individual departments if the situation necessitates such a policy.

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

Accumulated compensatory time during must be used within the year it is accrued. Employees must, when requesting the use of compensatory time, submit a written request in advance.

### **8.3 Maximum Accrue ment**

Employees may accrue up to forty (40) hours of compensatory time

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

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

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

Salaried employees are not subject to Sections 8.1 through 8.4.

## **ARTICLE IX – BENEFITS: PERS & INSURANCE**

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### **9.1 PERS & PFDPF Contribution**

Generally, all employees, except fire and police personnel, are required to be a member of the State of Ohio Public Employee Retirement System. The township will deduct ten (10) percent of the employee's gross wages or salary as the employee's contribution to PERS. The township is required to make a contribution on behalf of the employee each quarter. The township contribution may vary -- the current amount is fourteen (14) percent of the employee's gross wages or salary. Generally, full-time police and fire personnel participate in the State of Ohio Police and Fire Disability Pension Fund. Employee contributions are deducted from their gross earnings before taxes are applied. Part-time fire personnel, hired after August 3, 1992, participate in Social Security (FICA) instead of PERS. Those personnel shall have funds contributed to Social Security (FICA) instead of PERS.

### **9.2 Worker's Compensation**

All Township employees are protected at Township expense under Ohio Worker's Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment.

#### **9.2.1 Notification of Injury**

When an employee is injured, he or she must notify the immediate supervisor, or the Board of Trustees, at once. In each case of injury on the job, it is the responsibility of the supervisor or the Board of Trustees to establish the validity of the claim. This includes a determination that the injury was actually sustained in the performance of the employee's duties. Should a supervisor find that the injury did not occur on the job, the facts of the case should be reported to the Board of Trustees in writing. When an employee is injured on the job, a written explanation or "injury investigation report" should be prepared by the employee and his or her immediate supervisor. All required information must be supplied and submitted within five (5) days following the injury. All injuries should be reported at once. Failure to report an injury may preclude approval by the Bureau of Workers' Compensation and can result in disciplinary action against the employee for failure to comply. The Board of Trustees may require the employee to submit to a medical examination, a vocational examination, or a vocational questionnaire (ORC 4123.53 and 4123.65.1).

### **9.3 Insurance**

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

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

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

### **9.3.1 Supplemental Insurance**

All Township employees are eligible for supplemental insurance products provided by a vendor chosen by the Board of Trustees. Employees should contact the vendor for the products available.

The township is not responsible for paying any cost of the premiums for the supplemental insurance products. Products will be purchased through payroll deduction.

### **9.4 Travel Expenses**

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

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

An allowance shall be made for meals of the actual cost of the meal.

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

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

## **ARTICLE X – EMPLOYEE EVALUATION SYSTEM**

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### **10.1 Evaluations**

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

### **10.2 Performance Ratings**

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

### **10.3 Personnel Status Change Forms**

The Board of Trustees shall prescribe the necessary forms to report all personnel changes in the Township service which shall be used by all appointing officers and supervisors.

## **ARTICLE XI – EMPLOYEE RETIREMENT**

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### **11.1 Retirement**

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

#### **11.1.1 Notice of Intent**

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

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

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

#### **11.1.3 Cashing of Vacation Leave**

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

### **11.2 Disability Retirement**

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

## **ARTICLE XII – EMPLOYEE RESIGNATION**

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### **12.1 Proper Notice**

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

### **12.2 Sick Leave**

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

### **12.3 Procedure**

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

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



## **ARTICLE XIII – PERSONNEL FILES & RECORDS**

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### **13.1 Pertinent Information**

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

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

1. Physical exam;
2. Hepatitis B vaccine given or signed refusal;
3. Copy of certifications;
4. Other reasonable information that may be required by departmental policy.

The Fiscal Officer shall be responsible for ensuring that the firefighter personnel records are complete.

### **13.2 Accessing Files**

Access to the personnel files shall be in accordance to the Ohio law regarding public records. Internally personnel files will be limited to the Township Administrator and those individuals who have the expressed permission of the Township Administrator to have access to the personnel files. Access of ones own personnel files shall be supervised by the Fiscal Officer or Township Administrator.

### **13.3 Updating File**

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

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

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### **14.1 Attendance Policy**

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

### **14.2 General Requirements**

#### **14.2.1 Ohio Ethics Law**

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

#### **14.2.2 Character and Workplace Behavior**

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

#### **14.2.3 Bonds**

Township officers and employees are covered under the “Faithful Performance of Duty” coverage in the Townships liability policy.

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

Consideration of political or religious opinions as a test for employment or promotion in any position of the Township service shall be prohibited. Township employees will not be required to be members of any organization, unless it is a

professional organization and directly connected with employment duties. The township may pay membership fees required by professional organizations and/or licenses.

#### **14.3 Acceptance of Gifts and Gratuities**

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

#### **14.4 Drug and Alcohol Free Workplace**

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

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

Any employee of Bethel Township, who is convicted of a drug or alcohol related offense, must report their conviction to the Board of Trustees within five (5) days of that conviction. The convicted employee will be required to take part in a rehabilitation program that has been approved by the Board of Trustees.

Failure to follow prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

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

The Board of Trustees reserves the right to contract for services from a vendor in which all employees are subject to random drug and alcohol screenings. The procedures of the drug testing shall be set by the vendor, using accepted

industry practices. Those employees that are found to have used drugs and alcohol are subject to the guidelines in Article IV – Discipline.

#### **14.41 DRUG SCREENING AND PHYSICAL**

All applicants for positions with the township are required to complete a physical and drug and alcohol screening as part of a pre-employment physical examination process. Testing and physicals will be performed by a laboratory selected by the township.

An applicant who tests positive for illegal drugs or alcohol will not be considered for hire. If a drug screen is positive at the pre-employment physical, the applicant must provide as soon as possible, but not later than within 48 hours of request, verification of a valid prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable certification or if the prescription medication is one that is likely to impair the applicant's ability to perform essential job functions, the applicant will not be hired or terminated if hiring was contingent upon successful drug screen.

Employees shall be subject to random drug screening. Such schedule shall be set forth by the company hired to conduct such testing.

Laboratory reports or test results will be retained in an employee or applicant's confidential medical file.

#### **14.5 SEXUAL HARASSMENT**

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

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

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

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

- (A) Submission to the conduct is either an explicit or implicit term or condition of employment;

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

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

## **14.6 Political Activity**

### **14.6.1 Employees May Not**

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

### **14.6.2 Employees May**

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

## **14.7 Outside Employment**

Full-time employees may not carry on, concurrently with their Township employment, any private business or undertaking, the attention to which affects their working hours or the quality of their Township work. Further, the

performance of outside work of full-time employees should be reported to the Department Head or Board of Trustees for approval to ensure that no conflict of interest may arise.

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

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

Employees shall conduct their activities and actions, both on and off the job, so as to improve relations between the Township and the public. In every contact, whether it is in the nature of trouble, service complaint, or request for information, the employee represent the Township. The employees' manners and attitudes toward the residents, as well as their competence in handling matters, are the basis for good public relations. The township will meet all open records requirements with requests for information directed to the Board of Trustees in accordance with the Public Records and Retention Policy adopted by the Board of Trustees and included in the appendices (Am. 12.11.07, Res. 07-12-140)

#### **14.9 Use of Township Equipment**

The use of Township equipment, uniforms, or supplies for personal business or private use is strictly prohibited without prior permission of the Department Head, Township Administrator and/or a majority of Board of Trustees. Violators are subject to disciplinary action. Such equipment includes, but is not limited to, office and telecommunications equipment, computers, automobiles, trucks, cruisers, tools, uniforms, and supplies.

Only township employees are authorized to operate any vehicle owned by the Board of Trustees of Bethel Township. Departments are enabled to provide for their own policies for the use of township vehicles, as long as they are not in conflict with this policy.

A key must be given to the Bethel Township Trustees to any and or all things that are locked on township property that contain Township property, which includes but is not limited to: cabinets, drawers, file cabinets, etc. Anyone violating this policy will face disciplinary action by the Bethel Township Trustees. Exemptions to this policy are for specific HIPAA policies and procedures, or other federal or state mandated information, personal lockers and food storage. In all instances, a departmental policy shall be instituted for the security of such records.

#### **14.10 Use of Fax Machines, Internet, and E-mail**

The availability of fax machines, Internet, e-mail, and on-line services is for township purposes. The following uses are strictly prohibited: any uses that interfere with normal township activities; any uses that involve solicitations; any uses in connection with a business activity that operates for-profit; or, any use that could possibly bring embarrassment or harm to the township.

Employees of the township shall not use the fax machine, Internet, e-mail, or on-line services in a manner that would violate any federal, state, or local laws. Township employees shall not use the fax machine, Internet, e-mail, or on-line services to transmit, download, or print obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials. Nor shall township employees use the fax machine, Internet, e-mail, or on-line services to distribute or copy copyrighted materials, which include articles and software, in violation of the copyright laws.

Employees of the township shall not use the fax machine, Internet, e-mail, or on-line services for the purpose of operating a business for personal gain, sending chain letters, or soliciting money for religious or political organizations or causes or any reasons unrelated to the business of the township.

Employees of the township shall not use the fax machine, Internet, e-mail, or on-line services to violate the privacy rights of the township, other employees, or citizens. No township employee shall provide access to confidential information through the fax machine, Internet, e-mail, or on-line services. The transmission of confidential information shall only be in accordance with the current procedures and regulations. All employees of the township shall use all reasonable safeguards when using the fax machine, Internet, e-mail, or on-lines services to avoid mistaken distribution of information.

All township employees are hereby put on notice that all Internet browsers furnish a trail to trace all site visits on that terminal.

#### **14.11 Safety**

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

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

- (I) Learn first aid. Encourage your fellow workers to have a working knowledge of it.
- (J) Respect moving machinery and equipment, electricity, ice on walks and excavated areas. Never operate equipment with guards removed. Never operate equipment while under the influence of drugs or alcohol.
- (K) Wear protective equipment where appropriate.

#### **14.12 Standing Orders**

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

#### **14.13 Appointment of Relatives**

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

##### **14.13.1 Exceptions**

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

#### **14.14 Violence in the Workplace**

Bethel Township is committed to maintaining a workplace that is free from the threat of violence. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of its origin.

Any form of violence or threat of violence, actual or perceived, by a township employee or member of the public that threatens a township employee or family member must be reported. Violent behavior by an employee, regardless of



classification or position, may result in discipline, including termination. Violence, threats, or intimidation towards employees of the township will be met with an immediate response, including calling the police or taking legal action.

This policy includes, but is not limited to the following behaviors and situations:

- Violent or threatening physical contact (e.g., fight, pushing, physical intimidation),
- Direct or indirect threats,
- Threatening, abusive, or harassing telephone calls,
- Possession of a weapon on township property or personal property,
- Stalking,
- Violation of a restraining order, and
- Threats of suicide.

## **14.15 General Driving Rules and Regulations**

### **Overview**

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

### **Definitions**

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

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

### **Driving Record Acceptability**

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

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

Any employee involved in three or more at-fault accidents within a one year period, or more than four within a two year period (regardless of accident type or monetary loss), will be required to attend a defensive driving course or similar remedial type training. The employee's respective Department will be responsible for ensuring that the employee receives this training within a reasonable time frame, training is documented, and all documentation is forwarded to the Township Fiscal Officer and Township Administrator.

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

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

At-fault accidents that occur in an "emergency vehicle" when the vehicle is on an emergency call (e.g. fire fighters driving a fire engine in response to an alarm), will be counted only if the accident is determined by an accident review committee to have been "avoidable". The traffic accident committee should be comprised of at least one employees of the same department, three employees' total, the Township Fiscal Officer and Township Administrator. The committee should review each at-fault (unit-1) accident to determine whether the accident was "avoidable". An "avoidable" accident is defined as: "one in which the operator failed to do everything reasonably expected of him/her to avoid the accident".

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

### **General Rules and Regulations**

1. Only employees who are included on a Township roster of drivers that shall be considered an attachment to this policy and procedures are allowed to drive Bethel Township owned or personal vehicles during the course of their employment.
2. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers shall exercise special precautions when:

- a. Children are playing on a roadway, alley, or near the curb
  - b. Passing schools or playgrounds
  - c. Approaching persons on bicycles
  - d. Driving during inclement weather
1. No employee under the age of 18 is allowed to drive Bethel Township owned or personal vehicles during the course of their employment.
  2. Authorization for temporary/seasonal employees to operate vehicles shall be limited where practical. However, if authorized, these employees must sign the License/Insurance/Maintenance Requirements Form and be approved by the Township Administrator.
  3. Vehicle Operators must possess a current Operators license appropriate to the vehicle being driven.
  4. Any employee who operates a vehicle on a regular or occasional basis is required to report any license suspension or revocation, including those that result from the operation of personal vehicles, to his immediate superior. Likewise, all accidents or moving violations obtained while driving a Township owned vehicle must be reported to his/her immediate superior. All reportable accidents and/or moving violations shall be forwarded to both the Township Fiscal Officer and the Township Administrator.
  5. Drivers will not operate vehicles when under the influence of alcohol or illicit and/or driving impairing drugs.
  6. Drivers will use the proper signals when stopping, turning, or slowing down.
  7. All drivers will give a pedestrian the right of way.
  8. Flasher lights on trucks, cars and equipment should be used as emergency or work conditions require. Flasher lights are not to be used as an excuse to gain the right of way or to break traffic rules.
  9. All traffic laws of the State, including signs and speed limits will be obeyed.
  10. Employees driving vehicles during their employment are responsible for insuring that the vehicle is properly maintained and in a generally safe operating condition.
  11. Employees shall not transport passengers except for those who are employees of Bethel Township or are conducting business with or on behalf of the Township, except as noted under **Personal Use and Take Home Policy** below.

12. No one is permitted to ride outside the passenger compartment when a vehicle is in motion (except in the case of certain fire engines).
13. Employees driving personal vehicles while in the employment of the Township will maintain primary automobile liability insurance coverage on the vehicle being drive. State required minimum bodily injury/physical damage limits must be maintained. The Fiscal Officer is responsible for insuring that employees using their personal vehicles maintain adequate insurance.
14. Personal vehicles will not be used to pull trailers or haul equipment while being used in Bethel Township related business.
15. Bethel Township owned vehicles shall be kept free of having placed on or within any stickers or signs which: indicate any political candidate, party, organization, or theme; are in poor taste; or relate to specific social concerns that may be found objectionable by citizens.

### **Seat Belts**

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

### **Backing**

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

### **Vehicle Inspections**

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

### **Maintenance**

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

## **Parking**

Township vehicles or personal vehicles driven by Bethel Township employees during the course of their employment are not to park in "NO PARKING" zones. No vehicle or piece of equipment is to be left unattended with the ignition key left in the ignition. All vehicles will be locked when parked and unoccupied.

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

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

Bethel Township vehicles that are taken home are not to be used for personal business while housed at the employee's residence unless the employee is on-call and must have ready access to his vehicle. In addition, the Township may grant personal use of marked and unmarked police vehicles and marked fire vehicles but only within their appropriate jurisdictions.

If an employee is on extended absence from working including injury leave or is on restricted or modified duty and unable to perform on-call duty or work evenings and/or weekends, he will not use the assigned Township owned vehicle until he returns to active on-call or an evening/weekend work schedule.

## **Exemption**

The Fire Department Chief vehicle is assigned for response by fire command staff in the evenings. This vehicle may be used for personal business purposes as long as the vehicle is available for response.

## **Special Equipment**

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

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

## 5. Supervised new driver operation.

Written documentation of all special training will be retained by the departments.

### **Proof of Insurance**

Each Bethel Township owned vehicle should have an insurance card kept in the glove compartment or attached to the driver's sun visor. Missing insurance cards should be reported to the Bethel Township Fiscal Officer. Any employee using their personal vehicle during the course of employment should carry a proof of insurance card. It is the Fiscal Officer's responsibility to ensure all employees using personal vehicles for Bethel Township business purposes, complete the Appendix B "Insurance Maintenance Requirement for Personal Vehicle" form once each year, and return to the Fiscal Officer for placement in the Township's permanent record.

## **14.16 PROCEDURES**

### **Driving Record Acceptability**

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

### **Roster of Drivers**

An official roster of drivers that is supplied by the various Department Heads will be maintained by the Township Fiscal Officer. This document will highlight the number of at-work at-fault accidents, citations and major violations that drivers have had in the last three years. **Only employees whose names appear on this roster are allowed to drive during the course of their employment.**

Departmentally specific sections of this roster will be disseminated to appropriate Department Heads annually. It is the responsibility of the Department Head to insure that the roster for their particular department remains current and that the Township Fiscal Officer is notified of any correction, additions and/or deletions to the list.

Under Driver Type:

A = Person drives during the course of their employment on more than an occasional basis

B = Person drives occasionally during the course of their employment

C = Person may be required to drive their own personal vehicle for employment purposes.

1 = Person is assigned a Township vehicle that is taken home at night

2 = Person is assigned to a Township vehicle(s) that is not taken home at night

3 = Person has a CDL and is not assigned to a Township vehicle that is taken home at night

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

All employees who drive personal vehicles during the course of their employment are required to complete the Insurance/Maintenance Requirements for Personal Vehicles form (See Appendix B) each year and return the form to the Township Fiscal Officer.

### **Personal Use and Take Home**

The Township Fiscal Officer will maintain a list of employees that the Administrator has indicated can take Township owned vehicles home and/or can be used for personal business. The Department Heads are responsible for notifying Administrator so appropriate changes in the list can be made.

### **Training-Vehicle Operation**

Employees, other than personnel assigned to the Bethel Township Fire Department, who are assigned to a particular Township owned vehicle will be instructed on the operation and general driving conditions of the vehicle before being allowed to initially drive the vehicle. Employees who drive other than private passenger automobiles and pick-up trucks not equipped with special equipment will be trained in the operation of the vehicles in question before being allowed to drive such vehicles. The Department Heads are responsible for insuring such training takes place, and that it is documented. (Am. 02.23.10, Res. 10.02.034)

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

### **Record Keeping**

1. A copy of a current valid driver's license must be provided and will be kept in your permanent personnel file. (Am. 02.23.10, Res. 10.02.034)
2. Any Notice of an Unacceptable Driving Record will become part of an employee's personnel file.
3. Motor Vehicle Records and Uniform Police Traffic Accident/ Uniform Traffic Accident Reports will be maintained by the Fiscal Officer in a central file.
4. The Roster of Drivers shall be considered a part of these policies and procedures and will be included with them.
5. Signed and dated "Insurance Maintenance Requirement for Personal Vehicle" forms will be maintained by Fiscal Officer in a central file.

6. The Fiscal Officer with the assistance of the Administrator will maintain a list of employees authorized to take vehicles home. (Am. 6.10.08, Res. 08.06.47)

#### **14.17 NOTICE OF AN UNACCEPTABLE DRIVING RECORD**

**TO:**

**DATE:**

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

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

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



## INDEX

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### A

Accessing Files, 33  
Active Pay Status, 9  
Administration, 6  
Administrative Orders and Bargaining Agreements, 6  
Amendments, 6  
Americans with Disabilities Act, 7  
*Appeal*, 9  
Appeal Procedures, 15  
Appointing Authority, 9  
Appointment of Relatives, 40  
Attendance Policy, 34  
Authorized Leave, 19  
Board of Township Trustees Responsibility and Authority, 16  
Board of Trustees Disciplinary Authority, 15  
Bonds, 34  
Call in Pay for Hourly Employees, 13  
Cash Advance Policy, 13  
Cashing of Compensatory Time, 27  
Cashing of Sick Leave, 22, 24, 31  
Cashing of Vacation Leave, 22  
Character and Workplace Behavior, 34  
Civil Leave, 22  
Classification, 9  
Combining Paid Time Off/Leaves, 20  
Compensation Time for Salaried Employees, 27  
Compensatory Time, 27  
Computation of Pay, 19  
Delegation, 7  
Demotions, 12  
Department Head Disciplinary Authority and Responsibility, 15  
Disability Retirement, 31  
Disciplinary Action, 11  
Disciplinary Procedure, 14  
Discipline, 9  
Disclaimer, 7  
Documentation, 24  
Drug and Alcohol Free Workplace, 35  
Employee Notification, 15  
Employee's Responsibility, 15  
Employer, 9  
Equal Opportunity Employer, 7  
Exempt Employee, 9  
False Credentials, 11

**Family and Medical Leave, 26**  
**Fax Machines, Internet, and Email, 38**  
**Full Time Employee, 9**  
**Full-time Status, 11**  
**Funeral and Bereavement Leave, 23**  
**Garnishment/Child Support, 13**  
**Gifts and Gratuities, 35**  
**Grievance, 9**  
**Grievance Procedure, 16**  
**Grievance Report, 17**  
**Holiday During Leave, 20**  
**Holiday Leave, 20**  
**Immediate Family, 10**  
**Insurance, 28**  
**Interpretation, 6**  
**Leaves of Absence, 25**  
**Managerial Rights, 8**  
**Maternity Leave, 25**  
**Maximum Accrument, 27**  
**Memberships in Organizations, 34**  
**Military Leave, 22**  
**New Employees, 12**  
**Non-Exempt Employee, 10**  
**Notice, 8, 24**  
**Notice of Intent, 31**  
**Notification of Injury, 28**  
**Offenses, 14**  
**Ohio Ethics Law, 34**  
**Open Records Act, 38**  
**Outside Employment, 37**  
**Overtime, 13**  
**Part Time Employee, 10**  
**Pay Appropriation, 12**  
**Pay Increases, 12**  
**Payment of Wages, 12**  
**PERS & PFDPF, 28**  
**Personal Leave, 21**  
**Personnel Policies and Procedures, 10**  
**Pertinent Information, 33**  
**Political Activity, 37**  
**Political and Religious Tests, 34**  
**Positions Covered, 6**  
**Probationary Period, 10, 11**  
**Probationary Period Following Promotion, 11**  
**Procedure, 16**  
**Promotions, 12**  
**Proper Notice, 32**

**Purpose, 5**  
**Reasons, 24**  
**Recall Eligibility List, 18**  
**Recall to Work, 18**  
**Religious Holiday, 21**  
**Repealer, 8**  
**Retirement, 31**  
**Safety, 39**  
**Seasonal or Temporary Employee, 10**  
**Severability Clause, 7**  
**SEXUAL HARASSMENT, 36**  
**Sick Leave, 23, 32**  
**Special Periods, 20**  
**Special Work Situations, 13**  
**Standard Work Week, 19**  
**Standing Orders, 40**  
**Sunday and Holiday Work, 13**  
**Supervisor, 10**  
**Temporary, Part-time, or Seasonal Employment, 12**  
**Termination, 17**  
**Travel Expenses, 29**  
**Types of Discipline, 14**  
**Unauthorized Leave, 26**  
**Unscheduled Absence from Work, 20**  
**Updating File, 33**  
**Use of Township Equipment, 38**  
**Vacation Leave, 21**  
**Violence in the Workplace, 40**  
**Work Force Reduction, 18**  
**Worker's Compensation, 28**

## Revision History

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6/8/2024	J.Reese	Fix some numbering and refresh table of contents to fix page numbers – NO policy revisions