

TOWNSHIP OF IRVINGTON
EMPLOYEE HANDBOOK
2015

ESSEX COUNTY

MAYOR

Tony Vauss

BUSINESS ADMINISTRATOR

Musa A. Malik, Business Administrator

COUNCIL MEMBERS

Charnette Frederic, Council President

Renee Burgess, 1st Vice-President

Sandra Jones, 2nd Vice President

Vern Cox, Westward Councilman

David Lyons, Northward Councilman

Paul Inman, Eastward Councilman

October Hudley, Councilwoman-At-Large

TOWN CLERK

Harold Wiener x 6664

DEPARTMENTS/DIVISIONS

Mayor's Office

Anthony Vauss, Mayor x 6640

Purchasing

Althea Headley, Purchasing Agent x 6717

Township Attorney

Ramon Rivera, Esq. x 6637

Community Development

Wayne Bradley, Director x 6656

Irvington Neighborhood Improvement Corporation

Deborah Simpkins, Director x (973)416-0909

Business Administration

Musa A. Malik, Esq., Business Administrator x 6682

Revenue and Finance

Faheem Ra'Oof, Director x 6709

Public Works

Jamel Holley, Director x 6693

Recreation

Donald Malloy, Director x 6598

Housing/Building Construction

Ted Green, Director x 5622 or 8661

Health

Dr. Stephanie Bush-Baskette, Esq., Director x 6647 or 6644 or 6645

Police

Tracy Bowers, Director x 6600

Fire

John Brown, Director x 6555 or 6554

Municipal Court

Terrie Yuelling, Director x 6678

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ESSEX COUNTY

Preliminary Statement

Please be advised that because this Employee Handbook covers both bargaining and non-bargaining staff members, it is not meant to alter the terms of any current Collective Bargaining Agreement ("CBA") or the nature of any "at-will" employment relationship. This Employee Handbook is issued in order to provide notice to staff members of different policies which impact the terms and conditions of their employment. The Township reserves the right, at any time, to enforce the explicit terms of a CBA or an individual employment contract. Further, this Employee Handbook does not create any separate/additional employment relationship or right(s), and the contents herein are subject to change, at any time, and without prior notice.

1. INTRODUCTION

- **Welcome from the Leadership Team**

We are very pleased to welcome you to the Township of Irvington (hereafter "the Township"), and we wish you a long and successful career. Our Township is full of opportunities for career advancement and skill development of our staff. We offer a number of benefits to support the varied needs of our staff. You are here because we believe you are qualified and possess the talent to support the Township's single mission of providing Irvington residents with a clean and safe environment that continually meets their needs through the provision of exceptional service.

As you review this handbook, please be reminded that this handbook is not inclusive of all the information you will need to be successful in this Township but rather provides some of the most helpful policies and information regarding several aspects of the terms and conditions of your employment. You are directed to consult Federal/State law, the full breadth of Township Policies, your respective Collective Bargaining Agreement (hereafter "CBA") and union representative (if applicable) and speak to your immediate supervisor for more information.

- **Information about the Organization**

The Township envisions a community of contributors and collaborators dedicated to the Township's excellence through a combination of dedication and hard work, ideas, compassion and practical application of acquired skills and knowledge, with the goal being the resurgence of the reputation of the Township and a stark improvement in the quality of life for our residents.

- **Community Service/Volunteering**

The Township believes that when staff members give additional time to community events and activities, they provide an invaluable contribution to the lives of our residents. We encourage all staff to volunteer and participate, before and after work, in positive activities sponsored, endorsed and/or spear-headed by the Township and community organizations.

- **Organizational Chart**

Please familiarize yourself with the Organizational Structure of the Township. (See Appendix I). The Organization Chart not only spells out the chain of command, but it identifies our various departments and identifies specific officers you may need to contact. Please ensure you abide by the chain of authority in addressing and resolving workplace issues. Where applicable, the Township encourages the participation of the Union in addressing workplace issues, and requests staff are always mindful to include their Union in any meetings where they feel representation is necessary.

- **Professionalism and Customer Service**

Notwithstanding the Organization Chart, all staff are reminded that they are the employees of the residents of the Township of Irvington. All manner of engagement (i.e. in-person, telephone and email) is to be informative and professional at all times. The Administration takes complaints by residents very seriously and will investigate all complaints against employees

who are identified by the public as having been curt, disrespectful or otherwise unprofessional. Repeat offenders will be disciplined, via suspension without pay. The public is to be treated with the respect.

2. JOINING THE ORGANIZATION

• Working Hours

Town Hall's business hours are 9:00 am – 4:30 pm Monday through Friday. Your work hours may vary depending on your title, duties and whether you are part of a collective bargaining unit. In addition, there are holidays, professional development days and leave time, which you are entitled to, that will make your work days and time vary during the year. You are reminded to remain aware of your working hours and the need to arrive at your location, prepared to work, in a timely manner.

The Township utilizes a hand scanner at various locations throughout the township, in order to record your arrival / departure times and your lunch. You must enter your employee ID number, which can be obtained from Payroll, place your hand in the scanner, and wait for confirmation of your punch. Speak to your supervisor to learn where the scanner is for your site, and meet with Payroll to be entered into the system.

• Access to Building and Car Parking

With exception to Town Hall, Township building hours, access and parking vary by location. Your access and parking are determined by permissions on your Township I.D. Card, which also doubles as your building key, and the issuance of a parking permit, as set forth by ordinance and policy.

The Township's primary goal is the safety of our staff and residents. Please be mindful when entering/exiting the parking lots of each building and be aware of your surroundings at all times while traveling through the Township. Please stow your personal effects out-of-sight and ensure your vehicle is locked. When traveling to Town Hall or other locations within the Township, please be prepared to produce your Township I.D. Card, as you may be asked to produce same, by security, upon entering the building.

To be assigned an I.D. Card or to be assigned a parking space, please contact the Office of the Business Administrator. Replacement of a lost I.D. Card is subject to a fee charged to the staff member. Violations of the parking ordinance will subject you to ticketing, towing, and/or discipline.

• Dress Code

The Township's dress code is clearly articulated in Administrative Directive No. 6. The Administration believes the attitude of staff members regarding their professional responsibilities is reflected in each staff member's dress and appearance. Accordingly, please align your dress and appearance with the standards established by the Administration.

3. REMUNERATION AND BENEFITS

• Compensation Time and Overtime

Must be pre-approved, in writing, by your Director and the Business Administrator and on the proper form. If same does not occur, you will not be compensated for time worked and discipline may ensue for multiple violations. It is the responsibility of the employee to have an executed form approving his/her overtime prior to working same.

• Salary and Wage Payments

For all staff members of a collective bargaining unit, your salary is set by your respective salary guide and you will receive increases as appropriate based on salary agreements between your respective Union and the Administration, in addition to

any increases based on the salary guide and Township ordinance.

- **Salary Deductions**

Each employee is entitled to their full pay for time worked, subject to Federal/State deductions, Court Order, CBA (i.e. Union dues) and any other deduction required by law or under the rule of law. In addition and as a matter of Township policy, no additional deductions will be made from your salary without your authorization, except for time lost through leave (with/without Township consent), overuse of days, and accident.

4. TRAVEL, REIMBURSEMENT AND PURCHASING POLICY

- **Mileage Reimbursement**

For those employees who utilize their personal vehicles to conduct Township business, based upon the prior written consent of the Business Administrator, you will be entitled to the IRS reimbursement rate.

- **Expense Reimbursement**

Where expenses have been incurred in the performance of your duties and/or to obtain goods/materials on behalf of the Township, and provided that you have obtained written pre-approval to incur this expense with reimbursement, the Township will reimburse you for all reasonable expenses incurred as part of undertaking your role. You should submit all receipts in accordance with the expenses claimed and follow all appropriate guidelines set by the Division of Purchasing. Please note that, where expenses are submitted to the Township for repayment more than thirty (30) days after the expense is incurred, the expense will not be reimbursed.

- **Personal Effects/Insurance**

Outside of any Workers' Compensation or other insurance maintained by the Township for the safety of our staff, you are responsible for procuring and maintaining insurance coverage for your person and all personal property traveling with you.

- **Purchasing Requirements**

Please be advised of the following with respect to procurements requirements for all departments/divisions: STAFF ARE PROHIBITED FROM OBTAINING ANY GOOD/SERVICE WITHOUT A VALID PURCHASE ORDER. In order to properly procure a good or service, staff must complete the following steps:

1. Obtain quotes for the good/service:
 - a. The vendor from which you request quotes must be properly registered with the Purchasing Division in order to generate a PO (see below). If it is not, the vendor must complete appropriate paperwork to be entered into the purchasing program. For additional guidance please contact Purchasing;
2. Create a requisition based on the quotes for the good/service and have your Director sign the requisition;
3. Obtain first level (Director), Second Level (Purchasing) and third level (Revenue and Finance) approvals in the purchasing program and go to the Revenue and Finance Office to obtain a printed Purchase Order once all approvals are entered; and
4. Obtain all required signatures on the Purchase Order, return same to Purchasing and maintain a copy for your records.

There is a Purchasing Manual that provides additional guidance that can be obtained from the Department of Revenue and Finance.

5. VEHICLE POLICY

• Use of Company Cars

With the exception of Directors, all staff that operate Township vehicles while carrying out their professional duties are reminded of the following:

- the Township vehicle is for Township related business only and any personal use shall result in disciplinary action;
- you must remain fully qualified to operate a motor vehicle under the laws of NJ and be prepared to present your license upon demand;
- you must ensure the vehicle is operated in a safe and lawful manner, including advising the appropriate maintenance staff of any unusual operation (i.e. the vehicle fails to start consistently) or of any incident which could impair the mechanical/physical soundness of the vehicle (i.e. hitting a pothole);
- no one other than a duly authorized Township employee may operate the vehicle;
- you must not operate the vehicle in an illegal manner (e.g. under the influence of alcohol, speeding, etc.); and
- you are required to pay for any traffic infringement/parking fines imposed while operating the vehicle.

• Use of Own Car – Reimbursement

As stated above, there will be times when you use your car for work related business. If you use your own car to conduct the Township's business, then the following will apply:

- mileage for the Township's business will be paid at the IRS approved rate(s), with proper pre-approval;
- parking, towing and traffic fines (e.g. speeding) will not be reimbursed; and
- car parking costs will be reimbursed for business related parking as long as a receipt is submitted in line with the expense reimbursement procedure.

6. PERFORMANCE DEVELOPMENT

• Annual Appraisal Process

While it is the responsibility of each staff member to perform the functions of his/her position as expected and necessary to efficiently execute his/her duties, performance appraisals offer a staff member the opportunity to see their work habits from the perspective of his/her supervisor and address actual and perceived deficiencies before disciplinary action ensues. To that end, Directors (and/or Supervisors) are to ensure that each staff member within their Department/Division receives two (2) written evaluations annually. Said evaluations are meant to objectively measure performance and set future goals related to the staff member's position. Evaluations cannot be performed less than four (4) months apart, and any deficiencies between evaluations are to be noted, via written reprimands and counselling letters.

The aim of our performance appraisal process is to provide you with guidance, to help you to achieve your job and career goals, to recognize your achievements and to ensure the Township's strategic goals are achieved. You will have the opportunity to participate in planning your work and setting your goals in conjunction with your supervisor on a regular basis and formally during your annual appraisal meeting. Your supervisor will provide you with regular coaching and feedback. The performance appraisal process is an opportunity for two way communication and honest feedback about your work and your future career with the Township.

• Professional Development Plan (PDP)

It is the responsibility of each Department/Division Director to budget for and provide staff members with on-going professional development opportunities in the areas that support the overall mission and function of the

Department/Division. Although it is the expectation of the Township that each staff member shall satisfy the minimum requirements of his/her title, the Township, at its discretion, may provide additional professional development for any staff member who fails or is struggling to meet the performance standards established by the Township, as documented in the staff member's annual evaluations. The additional professional development shall be designed to correct the needs identified in the annual evaluations and any other pertinent performance evaluation (i.e. written reprimand).

A corrective action memorandum shall be developed by the Director and/or Supervisor and staff member to address deficiencies outlined in the evaluations when the staff member receives a rating that their Director/Supervisor deems insufficient. The corrective action plan shall include timelines for corrective action and responsibilities of the staff member and the Township for implementation of the plan.

- **Training and Development and Study Support**

While the Township believes the training and development of its employees is essential to achieving its goals, it is imperative that trainings take place during non-work hours to ensure continued effectiveness of department operations and service to the public. Notwithstanding, training/development opportunities that will impact the working hours of any staff member will be approved on a case-by-case basis, with the express consent of the Business Administrator and Department/Division Director. To qualify, you must be employed a minimum of six (6) months and be a full-time staff member. While you are free to take as many courses as you choose, the Township will only approve up to a certain amount of funds dependent on your applicable CBA or Township policy. To qualify for reimbursement, you must pass your course with a grade of "B" or better and produce all documentation relative to proof of payment, unless your CBA does not require reimbursement.

If you wish to pursue a course of academic study relevant to the needs of the Township and your role within it, please discuss this with your immediate supervisor. If it is seen to be beneficial to the Township then study support, including financial aid, may be given with the approval of the Business Administrator. For more information, please contact the Office of the Business Administrator to obtain a Pre-approval Form.

7. CODE OF CONDUCT

- **Conflict of Interest**

During your employment, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contract) with any person or in any organization which may constitute a conflict of interest with the Township, unless a disclosure is made and same is allowed by the Purchasing Agent pursuant to New Jersey Procurement Law. You must notify your immediate supervisor immediately upon becoming aware of any potential or actual conflict of interest involving you or another staff member during your employment.

- **Code of Ethics**

The Township believes each staff member has an inherent responsibility to serve as an example to the residents of this Township and to act towards his/her colleagues, residents and community organizations with the highest possible degree of ethical conduct.

- **Code of Conduct (*Judiciary Employees*)**

Municipal Court staff are also required to follow the Code of Conduct for Judiciary Employees. For further guidance, please contact the Director of the Municipal Court.

- **Inappropriate Staff Conduct**

The Township holds all staff to the highest level of professional responsibility in their conduct with all residents. Such conduct should be solely purposed to protect the health, safety and welfare of each resident. Staff members shall conduct

themselves appropriately at all times and shall not engage in inappropriate conduct, language and/or expression towards or in the presence of residents and visitors to the Township. Further, to the extent not covered by the above, staff members shall comport themselves in a manner that avoids actual and/or the appearance of inappropriate conduct.

- **Smoking in the Workplace**

The Township operates a non-smoking workplace on all premises owned/controlled by the Township. Smoking is not permitted anywhere on Township property, including private areas not open to the public. This prohibition includes traditional cigarettes/pipes as well as e-cigarettes and other vapour-based products. In addition, there is no smoking within 100 feet of any Township property. Anyone in violation of this policy will be subject to severe disciplinary action.

- **Confidentiality**

The Township is a public entity subject to the disclosure laws of the Open Public Records Act and the Open Public Meetings Act, in addition to subpoenas, Court Orders and other legally issued documents. Notwithstanding, those same laws and additional laws (e.g. HIPPA) require that the Township maintain employee records and conduct other business with the strictest confidence. To that end, in the course of your employment you may come in contact with or have access to confidential information. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by you, either during or after your employment with the Township. A breach of confidentiality is a very serious matter and may be grounds for your dismissal.

- **Copyright and Protection of Intellectual Property**

You agree that you are not entitled to any copyright or moral right in or arising from any work you produce in the course of your employment with the Township. This includes any program, strategy or system you develop during your employment with the Township. Any copyright or merchandising rights in such work shall be the sole and exclusive property of the Township in accordance with the Copyright Act 1994.

- **Distribution of Media and Other Solicitation**

The written approval of the Business Administrator is required before any staff member distributes any material/solicitation on or around Township property. This limitation also applies to verbal solicitations, but does not apply to those materials and discussions allowed under any CBA or any other recognized right of a Union under *Weingarten*.

- **Privacy Relating to the Treatment of Personal Information**

The Township is a public entity subject to the requirements of the Open Public Records Act (OPRA). Notwithstanding, personnel records are not public and therefore not open to inspection, except as required by release, authorization and/or law. These official employee personnel records are maintained by the Office of the Business Administrator and the confidentiality of the contents therein are protected by Federal/State statute and regulation.

8. DISCIPLINARY PROCEDURES

The Township imposes discipline only where appropriate and seeks to do so in a progressive manner. The Business Administrator, your Director and/or immediate Supervisor shall deal with disciplinary matters on a case by case basis and can issue discipline ranging from verbal warnings to a recommendation to the Business Administrator for termination. Please refer to Administrative Directive No. 3 for more information. If you are a member of a bargaining unit, please refer to your collective bargaining agreement as well.

- **Disciplinary Action**

The Township may invoke the following procedures in a situation where there is, for example: inadequate performance,

misconduct, a breach of the employment agreement and/or employee handbook. The Township may, but is not limited to:

- Step 1. Issue a verbal warning or a formal written warning for violation of any policy, process/procedure;
- Step 2. Issue a written warning noted to the Personnel file for the violation of any process/procedure;
- Step 3. Counselling meeting with written memorandum noted to the Personnel file for violation of any directive, policy, practice or procedure;
- Step 4. Three (3) day suspension noted to the Personnel file for the violation of any policy, practice or procedure;
- Step 5. Six (6) day suspension or termination.

Please refer to Administrative Directive No. 3 for further guidance.

Where serious misconduct is deemed to have occurred you may be dismissed without notice. In the case of Civil Service staff members, appropriate dismissal procedures will follow. The Township reserves the right to issue a corrective action plan to correct deficient performance. Examples of serious misconduct may include, but are not limited to:

- (a) Any material breach of the terms of the employment agreement or employee handbook;
- (b) Any dishonesty or theft;
- (c) Any situation where you behave in a manner likely to bring you, or the Township into disrepute;
- (d) Wilful damage of the Township's property;
- (e) Falsification of the Township's records;
- (f) Any acts of violence, threatened violence or harassment against another person while in the course of duties for the Township;
- (g) Any situation where you take unauthorized absence from work;
- (h) Wrongfully disclosing the Township's records/information;
- (i) Intoxication or using illegal substances or drugs whilst on the Township's business; and
- (j) The inappropriate use of electronic media, including pictures and the internet.

• **Resolving Employment Relationship Problems**

- Employees are encouraged to talk to their immediate supervisor. It is ideal if problems can be resolved among the individuals involved.
- If the problem can't be resolved informally, all members of a bargaining unit are directed to consult their respective collective bargaining agreement and follow the grievance procedure therein. For non-bargaining employees please seek the assistance of the next-level administrator in resolving the issue.
- If the matter is of a discriminatory, retaliatory or harassing nature, please refer to the Employment Related Policies below.

9. **EMPLOYMENT RELATED POLICIES**

• **Equal Employment Opportunity (EEO)**

The Township is an equal opportunity employer and is committed to promoting equal opportunities regardless of religious belief, age, color, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status, pregnancy or any disability you may have. This commitment applies to all areas of the work environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant experience, merits and abilities.

- **Discrimination and Harassment**

Employees need not tolerate harassment in the workplace. If any staff member feels they have been subjected to any form of discrimination/harassment (sexual, racial, political, social, or religious) it may be discussed (confidentially) with the Business Administrator who will thereafter refer the matter to the Township Attorney for investigation. The Township does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct.

What is discrimination?

Discrimination is the prejudicial (prejudicial or inferior) treatment of an individual or group based on their actual or perceived membership in a certain group or category. It is illegal to discriminate on the basis of age, sex, sexual orientation, race, disability, family, marital or employment status, political opinion, religion, and ethnic origin.

What is harassment?

Inappropriate, unwanted behavior that offends another or makes a person feel humiliated or intimidated at work. Harassment may include bullying, intimidation, insults, malicious gossip, insults and/or victimization.

What is sexual harassment?

Sexual harassment is behavior of a sexual nature (including the use of words, actions or visual material) that is unwanted by the receiver and has a detrimental effect on their work, performance or job satisfaction.

Examples are:

- sexual assault
- uninvited touching
- jokes or comments of a lewd character
- making promises or threats in return for sexual favors
- obscene or pornographic email messages, images, items
- inappropriate or excessive comments on clothing or physical characteristics; and
- unwelcome social attention or telephone calls at home or work

How do I deal with discrimination and/or harassment?

Any person who is being discriminated against or harassed has the right to complain and take action to stop this behavior. If you experience harassment or discrimination you should:

- immediately notify the violator that the behavior is unwanted and unacceptable to you; and
- report the matter to your immediate supervisor, your Director, the Business Administrator and/or the Township Attorney. If the violator is your immediate supervisor (who, in some instances, may be your Director) all reports/complaints are to be made in writing to the attention of the Business Administrator, who will refer same to Legal for a full investigation.

The Township will maintain a written record of each formal complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. The keeper of the records will be the Legal Department. Written records will be maintained for at least the same period as the personnel records are maintained.

How do I deal with retaliation?

The Township strictly forbids any form of discipline or negative treatment towards any staff member because that staff member has conscientiously acted in accordance with Federal/State law, reported any unwanted treatment or discrimination and/or provided information to any public body responsible for the oversight of the Township. Any staff member who feels they are being retaliated against and/or subjected to a hostile work environment is entitled to protection from this treatment by the Business Administrator and shall forward, in writing, allegations to this effect to the Business Administrator, in order to allow an opportunity to investigate these claims. Further, this individual can follow the same process for reporting discrimination and/or harassment.

• **Health and Safety and Workers' Compensation**

The Township takes the welfare of its staff members with the utmost care. To that end, staff members are directed to follow all safety protocols for each building, emergency situations and work procedures, as a failure to do so could result in harm to yourself and others. Staff members are reminded of the following:

The Township will take all steps necessary to ensure that your health and safety is protected at all times.

As your employer it is our responsibility to:

- identify, manage and control hazards to establish safe work practices;
- provide information to foster awareness of health and safety;
- provide protective clothing and equipment as required;
- make adequate preparations for emergencies;
- record all accidents and "near misses" and investigate where necessary to ensure future accidents are avoided;
- ensure you are properly trained and supervised to do your work in a healthy and safe manner; and
- provide reasonable opportunities for you to be involved in the development of further health and safety.

As an employee it is your responsibility to:

- contribute to the process of hazard identification, analysis and control;
- ensure all work accidents and illnesses are reported and recorded;
- use any protective clothing and equipment provided;
- avoid any work which is unsafe;
- look out for the safety of fellow employees; and
- observe all workplace safety rules and hazard controls.

Any accident or injury at work should be recorded in writing pursuant to Administrative Directive No. 8 and brought to the attention of your health and safety representative, your immediate supervisor and/or Director. If you have any concerns about health and safety in your building (at your location) or any ideas about how health and safety can be improved, please discuss these with your Union representative and/or your immediate supervisor.

Staff members on Workers' Compensation are responsible for keeping their immediate supervisor, Director and Business Administrator informed of their work status. All disability documentation from the physician noting the employee's date(s) of absence from work and the diagnosis of the injury or illness must be provided to the Business Administrator. If this documentation is not provided, the employee's continued absence from work will be considered unauthorized and the Workers Compensation benefits, if any, will be suspended and disciplinary action will follow.

When an employee is able to fully return to work, written clearance from the treating physician documenting that the employee is

fully capable of performing regular job duties must be provided to the Business Administrator. Any employee returning from an absence due to Workers' Compensation must obtain a Return to Work Notice from the Office of the Business Administrator. All Workers' Compensation claims are subject to investigation by the Township and the Township's third party administrator. Lastly, the Township reserves the right to have any employee independently examined for fitness for duty.

The Township does provide for "light duty" on a case-by-case basis. All light duty assignments are at the discretion of the Business Administrator and your assignment is subject to the needs of the various departments/divisions throughout the Township. If at any time the need for a "504 Accommodation," which will allow a staff member to perform his/her essential functions, arises, staff members are expected to engage in the "interactive process" with the Administration. For further guidance on the applicable form and process please see Administrative Directive No. 9.

The Township reserves the right to have any employee, who is out due to Workers' Compensation, to undergo a fitness for duty examination before his/her return.

• **Abandonment of Employment**

The Township adheres to strict requirements regarding staff attendance. The Township expects employees to be present for their scheduled work days. Notwithstanding any leave of absence, sick day, personal day or vacation allotted or taken by a staff member, your whereabouts and reason(s) for your absence are to be communicated to the Township, via your Department/Division Director at all times and where appropriate, the Paid Time Off (PTO) forms are to be completed.

Any absence period in excess of three (3) days without contacting your immediate supervisor will be designated Absent Without Leave (AWOL) and will result in disciplinary action, up to and including termination. In addition, you may suffer a loss in pay for being absent from work and failing to properly submit a request for PTO. In addition, you may suffer a loss in pay for being absent from work and failing to properly submit a request for PTO.

For additional guidance, please refer to the "Leaves of Absence" section below and Administrative Directive No. 10.

• **Alcohol and Drugs**

The Township recognizes that chemical dependency is an illness. Notwithstanding, employees under the influence of drugs, alcohol and medication(s) can cause injury to themselves and others. The Township has a responsibility to ensure the health, safety and welfare, at work, of their students, employees and visitors. While at work, an employee is prohibited from the following:

- possessing or using illegal drugs at the workplace; and
- being under the influence of drugs or alcohol

Further, there is a range of medication which can affect performance, including pain relievers and sleeping pills. An employee, who is using legally prescribed medication that may impair performance, is required to advise his/her immediate supervisor of this.

If there is any doubt about the employee's alcohol or drug use on the job or during business related activities the Township will require a test. The Township may if circumstances warrant help employees who are addicted to alcohol or drugs by referring them to our Employee Assistance Program

(EAP). The Township will pay for a one-time referral. An employee who is referred to our EAP for drug or alcohol rehabilitation must enter the program and stay in it the prescribed time period as a condition of continued employment. If necessary, additional leave will be granted for the employee to participate in a rehab treatment program. Our Township's drug testing policy is aimed at stopping drug abuse through rehabilitation.

It is every employee's responsibility to take reasonable care of the health and safety of others in the workplace and ensure

that their performance and actions are not impeded by the use of drugs (either legal or illegal). If you suspect that any employee is under the influence of drugs or alcohol, it is your responsibility to communicate this to your immediate supervisor.

- **Media**

Only the Mayor (or his designee) and the Business Administrator are permitted to speak with local, regional and national media on behalf of the Township. You must refer all media requests to the Office of the Mayor or in the absence of the Mayor from the Township, the Business Administrator.

- **Employment of a Spouse or other Relative**

It is the Township's policy not to discriminate in employment and personnel actions with respect to employees, prospective employees, and applicants on the basis of marital status. No employee, prospective employee, or applicant will be denied employment or benefits of employment solely on the basis of marital status. However, the Township retains the right to:

- Refuse to place one spouse (or other relative) under the direct supervision of the other spouse where there is the potential for creating an adverse impact on supervision, safety, or morale.
- Refuse to place both spouses (or otherwise related persons) in the same department, division, or facility where there is the potential for creating an adverse effect on supervision, safety security, or morale, or conflict of interest.

The Township will allow the transfer of spouses between departments in order to accommodate married employees when possible and consistent with the Township's business needs.

10. LEAVES OF ABSENCE

- **Family Medical Leave Act (FMLA)**

The Township provides FMLA in accordance with Federal law. Eligible staff members shall be entitled up to twelve (12) weeks of leave in any twelve (12) month period, upon advance notice, for the allowable reasons provided under FMLA. FMLA is unpaid and not provided in accordance with any leave allowance under an applicable CBA. In addition, FMLA may run concurrently with any other leave time provided by contract and/or State law. For additional guidance, please consult Administrative Directive 10.

- **New Jersey Family Leave Act (NJFLA)**

The Township provides NJFLA in accordance with State law. Eligible staff member shall be entitled to up to twelve (12) weeks of leave in any twenty four (24) month period, upon advance notice, for the allowable reasons provided under NJFLA. NJFLA is unpaid and not provided in accordance with any leave allowance under an applicable CBA. In addition, FMLA may run concurrently with any other leave time provided by contract and/or Federal law. For additional guidance, please consult Administrative Directive 10.

- **New Jersey Family Leave Insurance Program (NJFLI)**

The Township provides NJFLI in accordance with State law. Eligible staff members shall be entitled to up to six (6) weeks of family leave insurance benefits payable to covered employees from the New Jersey State Plan upon advance notice. In addition, NJFLI may run concurrently with any other leave time provided by contract, State and/or Federal law For additional guidance, please consult Administrative Directive 10.

- **Disability**

The Township will provide for a disability leave in accordance with Federal and State law and any CBA (if applicable).

- **Military Leave**

The Township will provide for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Further, members of State militia (i.e. New Jersey National guard, New Jersey Naval Militia Joint Command) shall be entitled to pay for the duration of any deployment.

- **Sexual Violence Leave**

The Township will provide for leave in accordance with the provisions of N.J.S.A. 34:11C-1 et seq. For additional guidance please consult Administrative Directive 10.

- **Other types of Leave (i.e. Paid Time Off):**

- **Sick Leave:**

- Sick days are to be utilized for illness only. Abuse of sick days when there is no illness will result in disciplinary action.

- **Personal Leave:**

- Personal days can be taken at the discretion of the staff members; and

- **Vacation:**

- Requests for Vacation must be entered no fewer than seven (7) days prior to the anticipated date it will be taken; and
- No staff member will be allowed to carryover excess unused vacation days unless he/she can demonstrate, in writing, that his/her request to use time was denied by his/her Director, due to the pressure of Township business (please use the proper PTO form).

- **Jury Service**

Jury duty is a civic requirement of all employees and the Township expects each employee to participate in this service and will support their participation in same. Notwithstanding, abuse of jury duty to gain additional time-off will not be tolerated. For example, if you are called for jury duty but dismissed so early as to not receive credit for service, you are expected to return to work. Only those days, noted by the Court as "credited" for service will be accepted by the Township, and you are required to produce written documentation from your Court of service for all absences due to Jury Duty. All time, not accounted for, may result in disciplinary action.

- **Applying for a Leave**

While the Administration understands this will not always be possible due to emergency and other circumstances, you are strongly encouraged to apply for a leave, in writing, at least thirty (30) days in advance of your anticipated absence, in order to receive timely approval. You must attach all necessary documents to your request for a leave, including a doctor's certification. For additional guidance, please refer to Administrative Directive 10 and/or contact the Office of the Business Administrator x 6682.

- **Returning to Work**

For all approved leaves involving physical injury (i.e. Workers' Compensation) or medical need, you are required to obtain a clearance to return to work, with or without restrictions from a physician, and a Report to Work Notice from the Office of the Business Administrator. For all other approved leaves you are required to obtain a Report to Work Notice from the Office of the Business Administrator. You must contact the Office of the Business Administrator five (5) business days in advance (where possible) of your anticipated return date to schedule a meeting to obtain your Report to Work Notice.

- **Donating Days**

In some instances, the Township may allow employees to donate PTO to other employees who are in need. This is not a "Sick Bank". For further guidance please refer to Administrative Directive No. 14.

11. INTERNET/EMAIL/PHONE USAGE

The Township strictly forbids the use of Township owned equipment (i.e. phones, computers, iPads, copiers, etc.) and servers/wifi/internet for personal use at any time during the course of the work day, including lunch and break time(s). The Township further forbids the personal use of any Township property before/after working hours while on/off Township property. All personal data located on Township property, including downloads, pictures, documents and other data is subject to seizure by the Township at any time. For additional guidance on all usage restrictions outlined below, please see Administrative Directive Nos. 4 and 5.

- **Misuse of Internet, Email and Phones**

The Township's electronic media are not to be used for any unauthorized purposes, including, but not limited to;

- The transmission of abusive, defamatory, obscene or racist communications;
- The searching for, perusal and /or downloading of pornographic or other objectionable material;
- Offensive material through the internet;
- The transmission of sensitive information about an individual; or
- Where such transmission would, or would be likely to, place the company in breach of the Privacy Act of 1974 and its revisions, federal statute and/or State law/regulation.

Vandalism is any malicious attempt to harm or destroy equipment/data of another user or any other agency or network(s) that are connected to the Township's system. This includes but is not limited to, the physical destruction of equipment and the uploading or creation of computer viruses. Such conduct, as described above, is grounds for immediate termination.

- **Security**

You should never share access with someone else by giving him or her your password, unless it is a supervisor or Director. If this does occur, then you should alert IT and change the password (immediately), to ensure that your computer files are not exposed to abuse. You are responsible for your own account(s) and this means taking measures to ensure others cannot use it. Passwords are only effective if they are selected wisely; therefore your spouse's name or your birth date are not acceptable.

You should ensure your computer(s) or other electronic device (ie. iPad) is shut down correctly and turned off when you leave the office. This ensures unauthorized persons do not have access to the network in your absence.

- **Physical Security of Computer and Phones**

You are required to take reasonable steps to ensure the protection of all Township equipment provided to you in connection with your duties, including your computer and phone, from damage from improper use, food and drink spillage, and good housekeeping procedures.

- **Software Purchases and Copyright Infringement**

All software used on the Township's computing systems is copyrighted. All purchases of new software must be approved by the Business Administrator. Software must not be copied unless the relevant license agreements allow it. You cannot use Township equipment and software to violate US copyright laws and any violation(s) will result in disciplinary action,

including dismissal.

- **Internet Use**

Internet usage is limited to work purposes and must not result in the access of material that is offensive or objectionable. Moreover, the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of the internet is PROHIBITED.

The Township may, at any time, review, intercept, access and disclose your internet usage. Staff must comply with US copyright law and all other applicable laws.

- **Email Use**

Email messages are limited to work purposes and must not contain offensive or objectionable material, and the email system must not be used to send or receive, without prior authorization, confidential information, including but not limited to, copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of email is PROHIBITED.

The email system belongs to the Township and all email messages created, sent or received are the property of the Township and subject to publication, distribution and/or deletion at any time. Further you should be aware that there is no guarantee of privacy with an email message and that the Township reserves the right to access all aspects of employees' email at any time for any reason without notice to the employee.

- **Mobile Phone Use**

The goal of the Township is to serve its residents. To that end, personal phone usage should be kept to a bare minimum, and usage of a personal phone should never interfere with the performance of your duties.

The Township's internet, email and phone policy may be amended or revised from time to time. Public notice of all revised policies will occur in accordance with the Township's legal obligations. All staff will be required to be aware of current policies at all times. A breach of these policies may result in disciplinary action which could result in dismissal.

12. SEPARATION PROCEDURES

- **Required Notices**

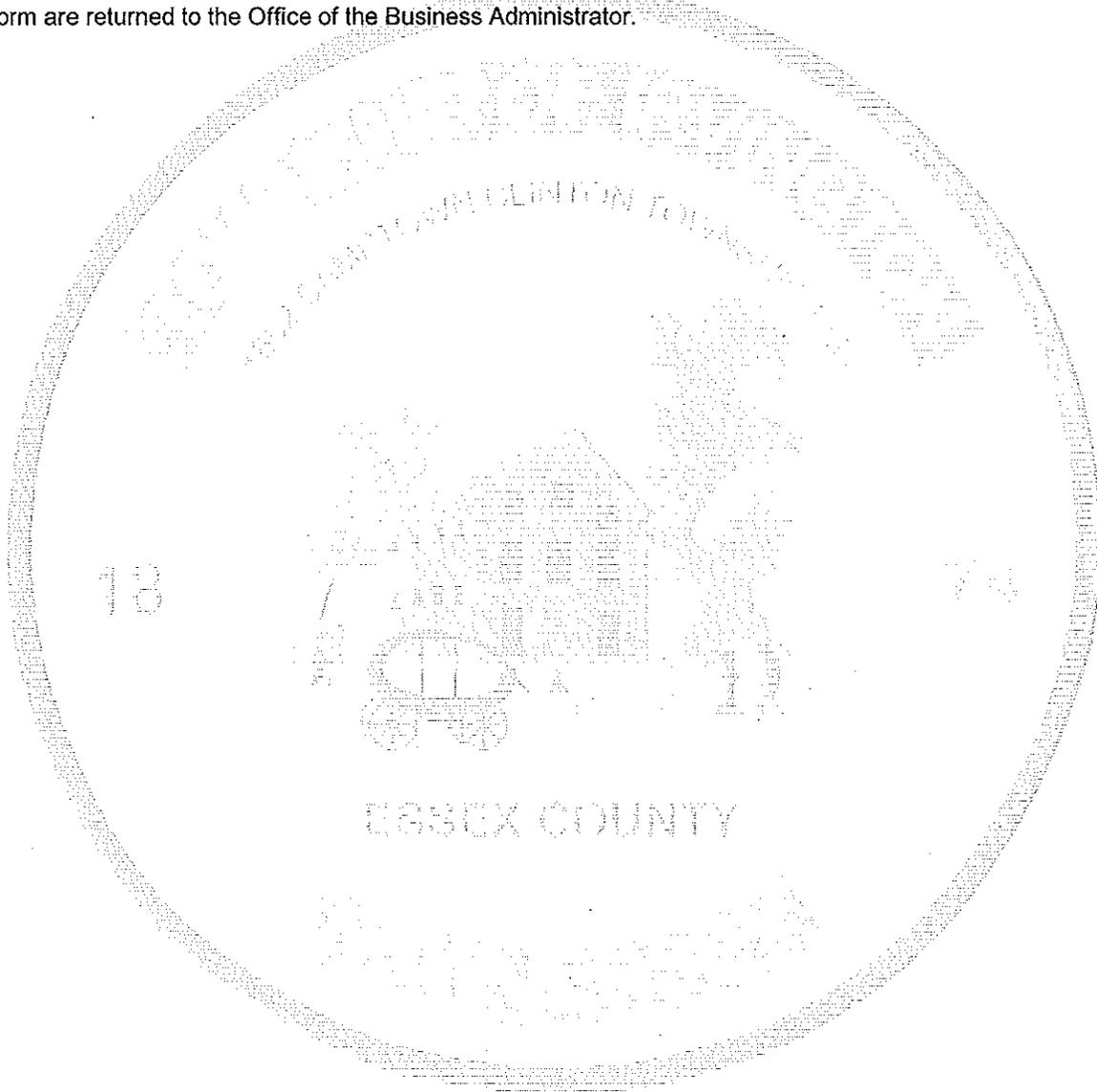
It is incumbent upon you to provide appropriate notice to the Township when you are concluding your employment:

- resignations – if you intend to voluntarily end your employment relationship with the Township, you must provide written notice of same and provide an explicit end date. In the event you are overpaid, due to your failure to give adequate notice, the Township will pursue legal action against you to recoup any overpayment.
- retirements – retirements can occur immediately when based on health or other factors which render appropriate notice impossible. However, notice in accordance with a resignation is the responsibility of each employee. Moreover, with respect to payment of retirement benefits, such notice allows the Township to provide timely payments through appropriate planning.

- **Exit Interviews**

Prior to your separation from the Township, you will be required to complete an Exit Control Form with your immediate supervisor. Any

additional compensation to which you may be entitled (i.e. payment of vacation or sick days) will not be processed until all Township property issued upon the initiation of your employment or accrued during your employment and an executed copy of this form are returned to the Office of the Business Administrator.



DECLARATION:

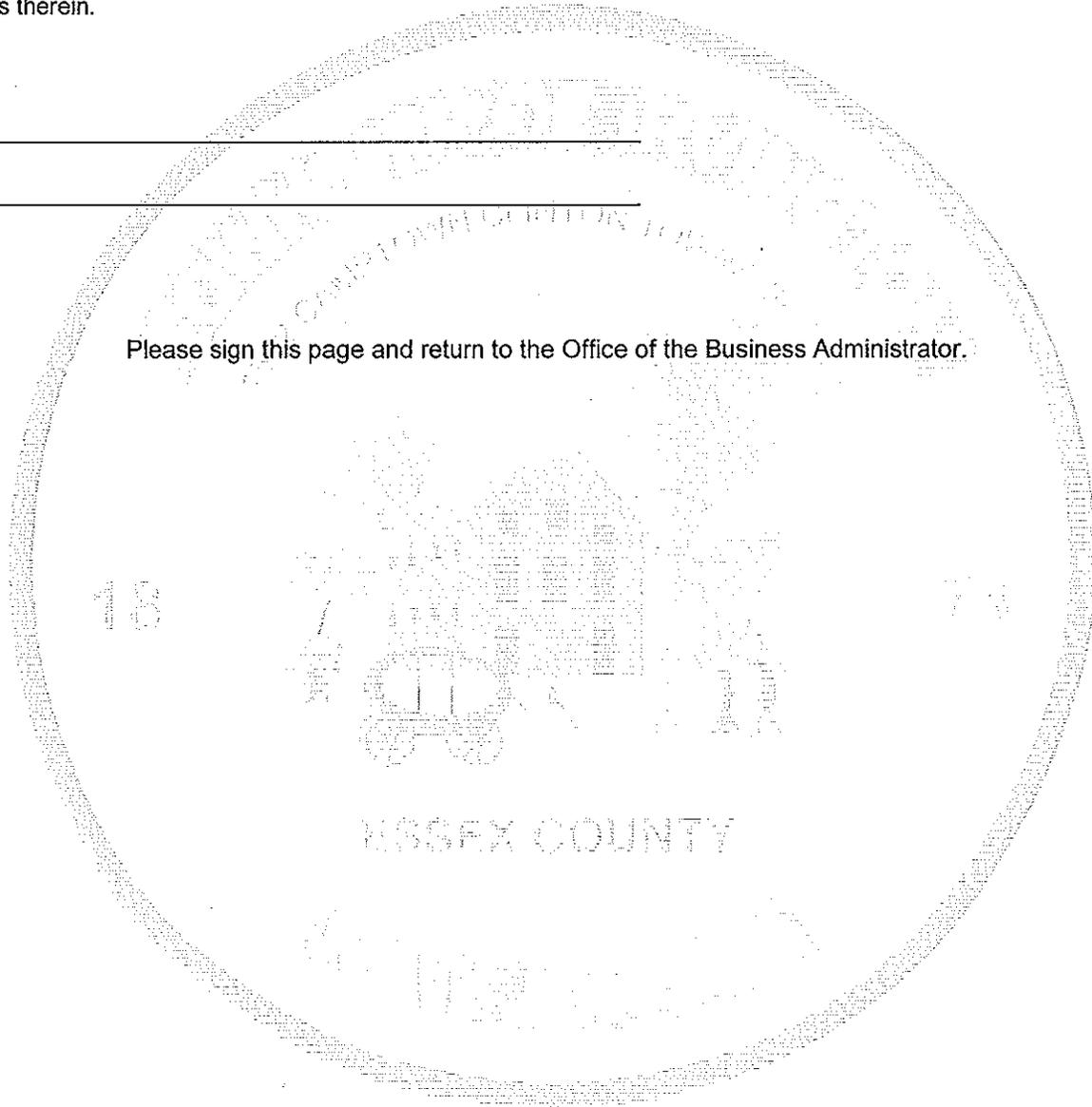
Employee Name: _____

I have received a copy and understand it is my responsibility to read the Township of Irvington Employee Handbook. Further, I understand this document forms part of the Terms and Conditions of my employment, and I am bound to adhere to the requirements therein.

Signed: _____

Dated: _____

Please sign this page and return to the Office of the Business Administrator.



Appendix 1

Organizational Chart

Hon. Tony Vauss, Mayor

<i>Purchasing Agent/ Assistant Business Administrator</i>	<i>Irvington Neighborhood Improvement Corporation</i>	<i>Office of the Township Attorney</i>	Department of Administration Personnel/HR Information Technology 18 th NPP Coordinator Office of the Public Defender	<i>Community Development/ Planning</i> Planning Board Planning & Redevelopment Land Disposition Brown Fields
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<i>Municipal Court</i> <u>Divisions:</u> Motor Vehicle Criminal Code Enforcement	Police Department <u>Divisions:</u> Administration Personnel Internal Affairs Patrol Division Records Detective Bureau Juvenile Aid Parking Chaplains Traffic Bureau Auto Squad Training Bureau	Fire Department <u>Divisions:</u> Administration Fire Suppression Planning Communications Training Fire Prevention	Revenue & Finance Department <u>Divisions:</u> Finance Tax Assessor Tax Collection Bureau of Insurance Central Purchasing	Public Works Department <u>Divisions:</u> Administration and Personnel Recycling and Clean Community Motorized Equipment Public Buildings and Grounds Sanitation Shade Street Streets & Sewer Parks Maintenance Engineering	Housing and Building Construction Department <u>Divisions:</u> Housing and Licensing Code Enforcement Building	Health Department <u>Divisions:</u> Health Administration Nursing Environmental Senior Citizen Services	Recreational & Cultural Affairs Department <u>Divisions:</u> Recreation Events & Celebrations	Office of Emergency Management
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Appendix 2

PTO(Paid Time Off) Form

IRVINGTON TOWNSHIP
TIME OFF REQUEST FORM

Date of Request: _____, 20____
Month Day

Employee Name: _____ Department: _____

Vacation Day(s) Requested: No. of days at a minimum of ½ day increments _____

Date Beginning: _____, 20____ @ _____ () AM () PM
Month Day Time

Date Ending: _____, 20____ @ _____ () AM () PM
Month Day Time

Personal Day(s) Requested: No. of days at a minimum of ½ day increments _____

Date Beginning: _____, 20____ @ _____ () AM () PM
Month Day Time

Date Ending: _____, 20____ @ _____ () AM () PM
Month Day Time

Compensatory Day(s) Requested: No. of days at a minimum of ½ day increments _____

Date Beginning: _____, 20____ @ _____ () AM () PM
Month Day Time

Date Ending: _____, 20____ @ _____ () AM () PM
Month Day Time

Bereavement Day(s) Requested: No. of days at a minimum of ½ day increments _____

Date Beginning: _____, 20____ @ _____ () AM () PM
Month Day Time

Date Ending: _____, 20____ @ _____ () AM () PM
Month Day Time

Employee Signature: _____ Date: _____

*Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

BA Signature: _____ Date: _____

Payroll Receipt Confirmation: _____ Date: _____

*Supervisor signature is required where Director is not immediate the supervisor
Payroll will copy the employee's Personnel File when all signatures appear on the document

Appendix 3

Overtime/Comp. Time Form

IRVINGTON TOWNSHIP
OVERTIME AUTHORIZATION FORM

Please refer to Administrative Directive No. 11 for more information on the usage of this form.
This form is to be completed, in its entirety, by your Director.

Staff Name _____ Title _____ Department _____

Specific task to be completed by this authorization: _____

Total number of hours authorized: _____ x 1.5 = _____ (total time earned).

Staff Name _____ Signature _____

I hereby certify that the above overtime hours are necessary to accomplish urgent/vital tasks anticipated or currently in this department. I have consulted with the staff member prior to executing this authorization and all information contained herein is as agreed by the parties who have signed hereto.

Department Head Name _____ Signature _____

Date of Request _____ BA's Initials _____

To be Completed by Payroll

I hereby certify that the above total time earned was recorded in the Township's Payroll records to be utilized by the staff member in the agreed upon manner.

Payroll Representative Name _____ Signature _____

_____ Date

A copy of this form must be returned to the staff member for his/her records after execution by Payroll

IRVINGTON TOWNSHIP
COMPENSATION TIME AUTHORIZATION FORM

Please refer to Administrative Directive No. 11 for more information on the usage of this form.
This form is to be completed, in its entirety, by your Director.

Staff Name _____ Title _____ Department _____

Specific task to be completed by this authorization: _____

Date(s) accrued: _____

Total number of hours authorized: _____ x 1.5 = _____ (total time earned).

Date on which authorized time will be utilized: _____ to _____
(All approved time must be utilized on the above date)

I hereby certify that I have agreed to the above compensation hours and their date(s) of usage.

Staff Name _____ Signature _____

I hereby certify that the above compensation hours are necessary to accomplish urgent/vital tasks anticipated or currently in this department. I have consulted with the staff member prior to executing this authorization and all information contained herein is as agreed by the parties who have signed hereto.

Department Head Name _____ Signature _____

Date of Request _____ BA Initials _____

To be Completed by Payroll

I hereby certify that the above total time earned was recorded in the Township's Payroll records to be utilized by the staff member in the agreed upon manner.

Payroll Representative Name _____ Signature _____

_____ Date

A copy of this form must be returned to the staff member for his/her records after execution by Payroll

Appendix 4

ID Request Form



TOWNSHIP OF IRVINGTON
DEPARTMENT OF ADMINISTRATION
MUNICIPAL BUILDING - CIVIC SQUARE
IRVINGTON, NJ 07111
Tel. (973) 399-6621
Fax: (973) 399-6766

Anthony Vauss
Mayor

Email: www.irvington.net

Musa Malik
Business Administrator

TOWNSHIP ID REQUEST FORM

Name: _____

Title: _____ Department: _____

Eye Color: _____ Height: _____ Feet _____ Inches D.O.B.: _____

Employee ID No.: _____

Employee Signature

Date

OFFICE OF THE BUSINESS ADMINISTRATOR USE ONLY

New

Replacement

Appendix 5

Parking Permit Decal Form



TOWNSHIP OF IRVINGTON
DEPARTMENT OF ADMINISTRATION
MUNICIPAL BUILDING - CIVIC SQUARE
IRVINGTON, NJ 07111
Tel. (973) 399-6621
Fax: (973) 399-6766

Anthony Vauss
Mayor

Email: www.irvington.net

Musa Malik, Esq.
Business Administrator

PARKING PERMIT DECAL FORM

Employee Name: _____

Driver's License No. _____

Vehicle Vin #: _____

Plate No.: _____

Color of Vehicle: _____

Year of Vehicle: _____

Make of Vehicle: _____

Model of Vehicle: _____

Parking Permit No. _____

Parking Spot Location: _____

Employee Signature _____

Date: _____

Appendix 6

Affirmative Action Complaint Form

The Township of Irvington ("the Township") believes all staff members are entitled to work in an environment free of discrimination, harassment and/or retaliation, and the Township strives to ensure this freedom by granting all staff members the right to file an AAC in any situation where he/she may feel targeted by **another staff member** for such treatment.

At the same time, filing an AAC is not a means to avoid 1) valid workplace supervision and scrutiny of your performance, and 2) this AAC is not a means to avoid properly instituted discipline. With respect to either of the aforesaid, union members have the option to grieve any action relative to the terms and conditions of his/her employment; while non-bargaining members can address the same issues with their immediate supervisor and later appeal any determination by requesting a meeting with the Business Administrator.

The Township takes the filing of an AAC very seriously and will investigate all claims and issue discipline and/or remedial action where an allegation is deemed substantiated.

Complainant Information

Last Name:	First Name:	Middle Name:	
Number and Street:	City:	State:	Zip:
Home Phone:	Cell Phone:		
Job Title:	Location Where Employed:		
18	19		
Name of Person(s) This Complaint is Against.	Is/Are this/these Person(s) Your Immediate Supervisor?		What is the Person(s)'s Job Title, Building/Location? Indicate if unknown.
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Do you believe that you were harassed or discriminated against based upon your sex, race, religion, age, national origin, sexual orientation, gender identity, pregnancy status or some other characteristic you believe is protected? If so, please describe in detail (i.e. date(s) of incident(s), time(s) and location(s) the act(s) that support your belief and claim.

If you do not believe that the action(s) against you constitute discrimination or harassment but are rather some other form of impermissible conduct, such as retaliation and/or hostile work environment, please explain in detail every such act in support of your belief and include the date(s) of incident(s), time(s) and location(s). Please attach additional pages as necessary.

Was/were the incident(s) alleged above previously reported to anyone? If yes, who and on what dates(s)? *If such reporting was made in writing, please attach to your submission.*

Name of Person Reported to and Date Reported:	If verbal, what was the substance of the discussion? Use additional pages if necessary.
18	/ /

Please identify any witness(es) below and provide the substance of what he/she witnessed relative to your allegation(s). Use additional pages, if necessary.

Name of and Contact for Witness:	Describe what was witnessed. Include date(s) and time(s).

At any time did you communicate with the accused regarding the conduct you deemed discriminatory, harassing and/or otherwise impermissible? Yes No If yes, please state in detail the substance of your communication and the date(s) on which same occurred. Use additional pages as needed.

What is the Remedy/Relief Sought by you Relative to this Complaint?

1.

2.

3.

4.

Attach Copies of all Documents that relate (in any way) to Your Allegation(s)

My signature below indicates that I have read this form and certify that the information contained herein is accurate to the best of my knowledge and not willfully false.

Employee Signature **Position** **Date**

Appendix 7

Exit Control Form



TOWNSHIP OF IRVINGTON
DEPARTMENT OF ADMINISTRATION
MUNICIPAL BUILDING - CIVIC SQUARE
IRVINGTON, NJ 07111
Tel. (973) 399-6621
Fax: (973) 399-6766

Anthony Vauss
Mayor

Email: www.irvington.net

Musa Malik
Business Administrator

EXIT CONTROL FORM

NAME: _____ DEPARTMENT: _____

Township Property	Returned (Yes/No)	Not Applicable
Laptop (computer)		
Ipad		
Keys/Key Fob		
Township I.D.		
Cellphone		
Sensitive/Proprietary/Confidential Documents		
Parking Decal		

This is to certify that I, _____, returned the above Township property, and that I understand that I am responsible for any cost related to charges accrued (if any) and damage to the property (if any) on or before the below date.

EMPLOYEE SIGNATURE: _____ DATE: _____

HEAD OF DEPARTMENT: _____ DATE: _____

RECEIVED BY: _____ DATE: _____

DECLARATION:

Employee Name: _____

I have received a copy and understand it is my responsibility to read the Township of Irvington Employee Handbook. Further, I understand this document forms part of the Terms and Conditions of my employment, and I am bound to adhere to the requirements therein.

Signed: _____

Dated: _____

Please sign this page and return to the Office of the Business Administrator.

