

Employee Policies and Guidelines

NORTH TOWNSHIP-LAPAZ FIRE PROTECTION TERRITORY

INTRODUCTION

For purposes of these work guidelines all employees of North Township, will be referred to as “employee(s)”. The North Township-LaPaz Fire Protection Territory will be referred to as the “Territory”. North Township, Marshall County, Indiana will be referred to as the “Township”. Any instance throughout this document that references an employee of the Territory is ultimately intended to represent that they are, in fact, an employee of the Township.

These work guidelines have been designed to acquaint employees with the Township and Territory and provide them with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees are responsible to read, understand, and comply with all provisions of the handbook. It describes many of their responsibilities as an employee and outlines the programs developed by the Territory to benefit employees. One of management's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook is able to anticipate every circumstance or question about policy. As the Territory continues to grow, the need may arise and the Township reserves the right to revise, supplement, or rescind any policies or portion of the employee handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting employees or the Township to end our employment-at-will relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur, and employees will be expected to acknowledge in writing that they have received those changes. Nothing in this employee handbook will be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

This handbook is to be used to assist and guide personnel in the day-to-day direction and performance of the general workforce, the result being that a number of important and responsible goals may be achieved:

- By implementing uniform personnel policies that are applied in as consistent and impartial a manner as is practicable, the goal is to promote the best possible working relationships and highest morale among all Township employees. This handbook was created for civilian personnel not covered by any other bargaining agreement. Furthermore, it is not the intent or purpose of this personnel policy and procedure manual to supersede or overrule any State or Federal rules and regulations governing the operation of the fire department. It is, however, the intent of this personnel policy to provide support, direction, and procedures that will enable the Township to practice fair and consistent daily personnel administration.
- By providing employees with fair and equal opportunities in their recruitment and advancement, by evaluating their services on the basis of merit and fitness, and by giving consideration to their needs and desires, the goal is to provide an employment atmosphere that increases the cooperation and productivity of the employees, together

with the prospects for career opportunities within the Township and each office or department of the Territory.

- By providing dependable and courteous services to the residents over the Township, the goal is to enhance the reputation and stature of the Territory's departments and offices within the community.
- As you will read in our alcohol and drug free workplace policy section, the Township strives to be an alcohol and drug free workplace. The goal of the Township is to provide a safe working environment for all the Territory employees, inclusive of safety sensitive positions, employees who drive the Township vehicles or drive their own vehicle for the Township business for fire and EMS personnel.

This manual is not a contract of employment and does not guarantee employment for any specified duration.

Any further questions relating to the purpose, goals, and/or interpretation of the policies contained herein should be directed to your Fire Chief.

ORGANIZATION AND RESPONSIBILITY

The North Township-LaPaz Fire Protection Territory is governed by the Territory Board. The Fire Chief is responsible for the day-to-day general administration of Territory business.

The Territory is organized into various departments, or offices, to ensure adequate expertise, specialization, and efficient functioning. These departments, or offices, function under the administrative guidance and control of the Territory Board, who are responsible for the day-to-day management and operation of the Territory.

Each employee's particular duties, obligations, and areas of responsibility are defined in his/her job description and/or by assignment or directive of his/her Fire Chief. Employees are primarily responsible to their Fire Chief for completion of specific work assignments and the quality, quantity and timeliness of the work performed.

The rights, authorities, powers and responsibilities of Township employees at all levels, with respect to the policies in this manual, are more clearly delineated in the specific subject areas. However, in general, the Territory Board is charged with the development of the provisions of this manual, and the Township is responsible for the promulgation and adoption. The Fire Chief is charged with applying, interpreting, enforcing, and generally ensuring compliance with the provisions of this manual. It is the obligation and a requirement as a condition of employment for each individual person employed by the North Township-LaPaz Fire Protection Territory to comply in every respect with the provisions of this manual and any related procedures and work rules and to perform their assigned duties in a responsible manner creditable to the North Township-LaPaz Fire Protection Territory. As such, all Township employees are expected to

become knowledgeable about its contents and abide by the policies set forth herein. Any questions, concerns, or lack of understanding about a particular provision of this manual should be promptly discussed with your Fire Chief or his/her designee.

VIOLATION OF DEPARTMENT POLICY

Employees who fail to adhere to official Department Policy and Standard Operating Guidelines will be considered in violation of the same and subject to appropriate disciplinary measures.

The Department retains the right to treat each occurrence on an individual basis without creating a precedent for other cases that may arise in the future.

POLICY MANUAL ADMINISTRATION

To implement this Personnel Policy and Procedure Manual and to oversee its administration on a day-to-day basis, the following procedures will be taken:

1. A copy of this Manual will be given to all current employees of the Township and to all new employees, to include part-time and temporary, subsequent to its adoption.
2. The contents of this manual are subject to change without notice at the sole discretion of the Township. While the Territory Board will have the authority to review the manual periodically and suggest revisions, only the Township will have the authority to adopt any amendments to the.
3. Employees are encouraged to make suggestions for improvements in personnel policies and practices. Suggestions should be directed to your department Fire Chief in writing, together with an explanation as to how such a change could benefit the North Township-LaPaz Fire Protection Territory, the department and/or the public.
4. The North Township-LaPaz Fire Protection Territory will undertake to accomplish a review of the manual at twelve-month intervals or as may be indicated by law or change in characteristics of the North Township-LaPaz Fire Protection Territory workforce.
5. The Department Fire Chief maintains the right to manage their work forces, consistent with the policies set forth in this manual and all applicable State and Federal laws. The Fire Chief's rights include, but are not limited to, recommending: method and procedure, number of work force, assignment of duties, hours of employment compensation of personnel, hiring, disciplining, discharging, promotion and transferring employees, and laying off employees for lack of work, lack of funds, or due to job abolishment.
6. The policies of this Personnel Policy and Procedure Manual superseded all previous policies of the North Township-LaPaz Fire Protection Territory or any department jurisdiction of the Territory, written or unwritten, on subject matters covered or referred

to herein. The Fire Department SOG's will supersede this manual in situations where their manual is written with stricter requirements. In policy areas in which the Fire Department's SOG's are silent on a topic, the North Township-LaPaz Fire Protection Territory Personnel Policy and Procedure Manual will be in effect.

7. In the event that any section of this manual or amendment or revisions to are held to be unenforceable, contrary to law or otherwise restrained from its full force and effect by a court or other tribunal of competent jurisdiction, the remaining section(s) of the manual, to the extent that they remain unaffected by such declaration restraint, will continue in full force and effect.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the North Township-LaPaz Fire Protection Territory that all personnel actions such as: hires, rate of compensation, benefits, promotions, transfers, layoffs, recalls, Territory-supported training, and social or recreational programs will be administered without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, or non-job-related handicap. Therefore, all such personnel actions should be consistently administered to all employees without compromise and thus should be based on the results achieved on the job, as well as objective job-relatedness in both job qualifications and performance standards.

DISCRIMINATION/SEXUAL HARASSMENT

We believe that all our employees should be able to work in an atmosphere free from all forms of employment discrimination, including sexual harassment. The North Township-LaPaz Fire Protection Territory's policy is to forbid sexual harassment and any type of discrimination. This policy extends to every level of our operations. Accordingly, discrimination and sexual harassment, whether by a fellow employee or Board member, will not be tolerated. Activities of this nature serve no legitimate purpose; they have a disruptive effect on the employee's ability to perform, and they undermine the integrity of the employment relationship.

We take allegations of discrimination and sexual harassment very seriously. Any employee who believes that they are a victim of discrimination or sexual harassment should immediately bring the matter to the attention of the Fire Chief or their designee in writing. All such matters will be treated confidentially, and with the utmost discretion. The Township will actively investigate all discrimination and sexual harassment complaints, and if determined that discrimination or sexual harassment has occurred, the Board will take appropriate disciplinary action against the offending party, up to and including termination.

Acts considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either an express or implied term or condition of employment.

2. Submissions to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person.
3. The purpose or the effect of such conduct is to substantially interfere with the affected individual's job performance or to create an intimidating, hostile, or offensive work environment.

Acts considered to constitute discrimination include, but are not limited to:

1. Hiring based upon race, color, religion, national origin, sex, age, marital status, sexual orientation, or non-job-related handicaps.
2. Promotions based upon race, color, religion, national origin, sex, age, marital status, sexual orientation, or non-job-related handicaps.
3. Pay increases based upon race, color, religion, national origin, sex, age, marital status, sexual orientation, or non-job-related handicaps.

VERBAL AND/OR PHYSICAL HARASSMENT

Verbal abuse, as used in this policy, means to disturb, or persistently irritate through repeated attacks on fellow employees and/or Fire Chief as to disrupt their work or reputations. Physical harassment means to knowingly and intentionally cause or inflict physical pain to a fellow employee.

In addition, the Equal Employment Opportunity Commission offers the following definition. "Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive." (Harassment | U.S. Equal Employment Opportunity Commission)

PHYSICAL HARASSMENT

HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURES

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.

If an employee desires to file a harassment or discrimination complaint against anyone working for the Township, the following procedures will be followed:

1. Any employee who believes that they have been harassed or discriminated against must report this information to the Fire Chief, in writing, as soon as possible.
 - a. If the charge is against the Fire Chief, the employee must report this information to the Board President, in writing, as soon as possible.
 - b. The complainant has the right to report any instance to the appropriate law enforcement agency.
2. A written analysis of the investigation will be provided to the victim, alleged violator and the Board.
3. A Board Hearing will be conducted to render a final decision.
 - a. The Board will meet within two weeks of the initial claim.
 - b. The victim and the alleged violator will have the opportunity to make a statement and provide the Board with additional information, if necessary.
 - c. The Board will render a final disposition at the closing of the hearing.
4. The Board's decision will be carried out immediately.
5. While the reporting employee may be made aware of whether or not the Board determines if the complaint is founded or unfounded, the complainant is not privy to any disciplinary measures that may be taken. If the complainant is unsatisfied with the outcome, they may request an Executive Session with the Township Board to discuss.

AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the Township that qualified individuals with disabilities are not to be excluded from participation in or benefit from the services, programs, or activities of the North Township-LaPaz Fire Protection Territory. It is the policy of the Township not to discriminate against a qualified individual with a disability in: job application procedures, the hiring, advancement or termination of employees, employee compensation, job training, and other terms, conditions and privileges of employment. It is the intent of the Township to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

The Township will reasonably accommodate persons with a disability on a case-by-case basis, which may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules and/or equipment, or similar accommodations.

Employees who want an accommodation should inform the Fire Chief of their condition in writing. Such employees are required to provide pertinent medical information. Employees should contact the Fire Chief or their designee for assistance when an accommodation is necessary.

Accommodations may not create an undue hardship for the Township or other employees. An individual who cannot be reasonably accommodated for a job, without undue hardship, will not

be selected for that position. The Fire Chief will make the recommendation of reasonable accommodation. The final decision rests with the Board.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, and where the threat cannot be eliminated by reasonable accommodation, will not be hired or retained. Current employees who pose a direct threat to the health or safety of other individuals in the workplace will be placed on an appropriate leave.

Further, disabled individuals cannot pose a direct threat to the safety of themselves or others. Generally, a “direct threat” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation. Benefits provided to disabled individuals who are qualified to perform the work must be consistent with the benefits provided to other employees. Any individual who believes they have received treatment inconsistent with the policies set forth above or any other requirement of ADA, may file a complaint with the Fire Chief or their designee.

TERMS OF EMPLOYMENT

All employees of the Township are considered firefighters for FLSA employee determination and are governed in all matters of compensation and discipline by the applicable Indiana Codes (I.C. 36-8-3-4) and Administrative laws and applicable FLSA rules and regulations concerning same. Employees are hereby notified they are considered to fall within the 7(K) FLSA exemption. All employees of the Township have one year to obtain their Indiana mandatory firefighter, now changed to ERS (Emergency Response Support) certification. Failure to do so may result in unpaid suspension until completed.

EMPLOYER-EMPLOYEE RELATIONS

The Township is committed to a mutual rewarding and direct relationship with its employees. Thus, the Township attempts to be receptive to constructive suggestions, criticisms and questions. Regularly scheduled departmental meetings should be held to keep employees informed about items of interest and discuss issues of concern to employees. The Township, as part of its commitment to delivering the highest level of services to our residents and guests, expects all employees:

1. To treat all residents, guests, and suppliers as customers of all Territory services.
2. To represent the Township and North Township-LaPaz Fire Protection Territory in a positive and ethical manner.
3. To perform assigned tasks in a safe and efficient manner.
4. To attend work as required and to be punctual.
5. To demonstrate a considerate, friendly and constructive attitude toward fellow employees and Elected Officials.

6. To follow the Township and departmental policies and practices.

The Township is responsible for exercising all managerial functions, while consulting with the Territory Board as needed. Such managerial functions include the following:

1. To dismiss, assign, supervise and discipline employees as per applicable Indiana Code procedures.
2. To determine and change employee work schedules to meet the needs of our residents and guests of the North Township-LaPaz Fire Protection Territory.
3. To assign employees to other jobs within departments or into other departments.
4. To determine and adjust the employee number and specific qualifications of the workforce.
5. To assign duties to employees in accordance with the North Township-LaPaz Fire Protection Territory's needs and requirements and to carry out all ordinary administrative and management functions.
6. To establish, change, and abolish policies, practices, roles and regulations as the North Township-LaPaz Fire Protection Territory works to meet the needs of its residents.

ALCOHOL AND DRUG FREE WORKPLACE

It is the policy of the Township to provide a safe working environment for all the Township employees, inclusive of safety-sensitive positions, employees who drive Territory vehicles or drive their own vehicle for Township business. It is also the Township's policy to assist employees who have a problem with drug and alcohol abuse. Our goal is to eliminate the abuse, not to eliminate the abuser. Our goal is to help, not to apprehend.

A. The purpose of the policy is:

1. To establish and maintain a safe and healthy working environment for all employees.
2. To ensure the reputation of the Township and its employees, Town of LaPaz and North Township-LaPaz Fire Protection Territory within the community.
3. To reduce the number of accidental injuries to persons or property.
4. To reduce absenteeism, tardiness and improve productivity.
5. To provide rehabilitation information assistance for any employee who seeks such help.
6. To comply with the United States Drug-Free Workplace Act.

The Township regrets any inconvenience or problems that the policy may cause, but believes that the overall benefit to the Township and the employee make it both necessary and helpful.

B. General Policy

The following is the Township's policy concerning substance abuse, which will be enforced uniformly with respect to all employees, as indicated.

1. All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.
2. The use, sale, possession, transfer, or purchase of illegal drugs or controlled substances on or in the North Township-LaPaz Fire Protection Territory property, North Township property or the Town of LaPaz's property while on duty or performing the North Township-LaPaz Fire Protection Territory's business is prohibited and will subject the employee to disciplinary action, up to and including termination.
3. Any employee who commits an unlawful act involving illegal drugs, alcohol, or controlled substances on or off the North Township-LaPaz Fire Protection Territory premises or whose conduct discredits the North Township-LaPaz Fire Protection Territory in any way will be subject to disciplinary action, up to and including termination.
4. No alcoholic beverage will be brought or consumed on the job site. Employees may be tested for post-accident, random and probable cause at the discretion of the Township. Anyone with a BAC of .02 will be considered positive.
5. No prescription drug will be brought onto the North Township-LaPaz Fire Protection Territory premises by anyone other than the one for whom it is prescribed. Such drugs will be used only in the manner of combination and quantity prescribed. If it is a controlled substance, the employee must provide the Fire Chief with a prescribing doctor's note releasing them to full-duty while taking the medication.
6. As a continuing condition of employment, each employee agrees to abide by the terms of this policy. Employees will notify the Township no later than five (5) days after any conviction in a court of competent jurisdiction involving alcohol, illegal drugs, or controlled substances. The Township will subject the employee to the same disciplinary procedures as those employees who test positive under drug screening procedures.

EMPLOYEE DRUG TESTING

The Township's alcohol and drug testing policy is to ensure a drug and alcohol-free work environment, and to reduce and help eliminate drug and alcohol-related accidents, fatalities, and damage to property.

All applicants for positions with the Township, which will include driving Township equipment, will be notified of the Township's drug and alcohol use and testing policy at the time they apply. They will be required to pass an alcohol and drug test before becoming employed by the Township.

A. Post-Accident Testing

An employee must submit to a post-accident drug and alcohol test as soon as possible after an accident whenever: (i) they receive a citation or a moving violation involving the accident, (ii) either a person is injured because of the accident and the injuries require immediate medical treatment to the person away from the accident scene or, (iii) one or more motor vehicles involved in the accident incur disabling damage, and must be transported away from the accident scene by a tow truck or another vehicle.

Note: the police can request that a test be done following an accident.

B. Random Testing

The Township may choose to test employees on a random basis, and all such tests will be unannounced. Every employee will have an equal chance of being selected every time the selection is conducted. Appropriate safeguards are also present to ensure that the identity of the individual drivers cannot be determined before or at the time of their selection. When an employee is randomly selected to be tested, they will be notified and instructed to report to the collection area immediately.

An employee who tests positive for drugs and/or alcohol, or who refuses or fails to submit to a random drug and alcohol test will be terminated.

C. Reasonable Suspicion Testing

Each employee is required to submit to a drug and alcohol test whenever the Township has reasonable suspicion to believe that the employee has used drugs and/or alcohol in violation of regulations and/or this policy.

Reasonable suspicion will exist when an employee's appearance, behavior, speech, or body odors indicate drug or alcohol use, or the withdrawal effects of drugs. Such observations must be personally observed and documented by at least one Township/Town/Territory official who has received training covering the physical, behavioral, speech and performance indicators of probable drug and alcohol use.

An employee who is required to submit to a reasonable suspicion test will be escorted by the Fire Chief or their designee to the appropriate specimen collection site for the drug and alcohol test.

The Fire Chief or their designee will arrange the transportation of the employee home at the completion of the test.

An employee who is required to take a reasonable suspicion test will be considered by the Township as unqualified to work and placed on immediate suspension, without pay, pending the results of the test.

An employee whose test results are positive will not be reimbursed for the time of the suspension.

An employee who tests positive for drugs and/or alcohol, or who refuses or fails to submit to a reasonable suspicion drug and alcohol test will be subject to disciplinary action, up to and including termination.

MANAGEMENT RIGHTS

The Township reserves all rights, which are afforded to them by virtue of their authority under the Indiana Code, together with all such other rights of management, which are inherent by custom to such positions.

The Township, with the assistance of the Territory Board, is responsible for affixing compensation and benefits.

Specifically, management rights include, but are not limited to, the following:

1. The right to manage through implementation, enforcement, amendment, deletion, or revision of policies, procedures, rules, regulations, and directives.
2. The right to control the efficiency of operations through organization or reorganization of work methods or procedures; layoff or recall of employees due to operational or financial needs; and improvement in work methods, equipment, machinery and facilities.
3. The right to direct the workforce through the determination of its size and number. The number of shifts required; work schedules and hours of employment determine when it is necessary for overtime or compensatory time, and the amount, if required. The selection, retention, and assignment of all employees based upon qualifications and departmental functions and duties; And disciplining them as required; Including suspension, termination, or reduction in pay or position; In promoting and transferring employees as needed pursuant to established policy.
4. The right to effectively, efficiently and economically manage the department by determining acceptable standards of conduct and performances; the methods, means, equipment, materials, and processes for the accomplishment of work; the department's goals, objectives, programs, services, and work to be performed and to utilize personnel in a manner designed to meet these purposes and improve productivity.
5. The right to determine when an emergency exists and implement actions and assignments deemed advisable and necessary to effectively respond to such emergencies. The Township will have the right and authority to promulgate and enforce any reasonable work rules and operational policies and procedures necessary to carry out the missions, goals, objectives, and functions of the department.

The Fire Chief has the right to promulgate and enforce any rules, regulations, and procedures necessary to implement the personnel policies contained in this manual.

Such rules, regulations, and procedures will not conflict in any manner with the policies of this manual and are only applicable to the particular department or office.

EMPLOYMENT STATUS

All employees of the Township will be categorized as full-time or part-time.

1. Full-Time Employee: An employee who is hired to a Kelly schedule, on a regularly-scheduled basis or the standard full-time workweek as designated by the North Township-LaPaz Fire Protection Territory Board/Director.
2. Part-Time Employee: An employee who works less than full-time but on a regularly-scheduled basis.
3. Salaried: Employee paid a predetermined amount of compensation monthly. This section will apply only to the Fire Chief.

Employees will be informed of their employment status at the time of appointment.

All employees must provide the Township Trustee with their current address and phone number. Changes in this information must be reported within 5 days of an employee changing address or phone number. This way, the Township Trustee can inform payroll concerning insurance carriers, the IRS (for W-2 purposes), and any others when the information would be required.

CLASSIFICATION PLAN

A classification plan based upon the duties and responsibilities of positions will be maintained by the Township. The plan will include job descriptions, consisting of job titles, position summaries, job requirements, and responsibilities.

The Fire Chief will, as needed, review the duties and responsibilities of positions for adjustments or revisions to the classification plan.

Any employee may request that their position be audited for proper classification by requesting a review through the grievance procedure. Unless duties are substantially altered on a permanent basis, the employee may not request such a review for a year from the date of the disposition of the last review.

MINIMUM JOB QUALIFICATIONS

It is the responsibility of employees to maintain the minimum qualifications of their classifications as established and/or mandated by State or Federal law. The Fire Chief will determine the qualifications and requirements for each classification.

Employees failing to maintain the minimum qualifications of their classification, or who do not comply with State and Federal requirements may be subject to either termination of employment or a reduction of position.

A candidate for employment must possess an Indiana Basic EMT Certification. The Board reserves the right to waive this section should an emergency staffing situation exist, as determined by the board.

An employee who is terminated pursuant to this section may reapply for employment upon meeting the minimum requirements of the classification. An employee who is reduced in position will receive the rate of pay of the new classification and may apply for their position when a vacancy becomes available, and the requirements of the position have been met. All employees are expected to make reasonable and diligent efforts to maintain the qualifications of their current classification. The provisions of layoff and recall will not be applicable to this section.

VACANCIES AND APPOINTMENTS

In the event the Fire Chief determines that a vacancy exists, a notice of such position opening will be conspicuously posted for a period of five working days on employee bulletin boards at Township's facility. The notice will include the posting, as well as the date the notice expires.

All announcements will specify the job title, nature of the job, required qualifications, and essential functions of the position, compensation range, application deadline, and the place to file such applications.

Any employee may apply for a posted vacancy provided they possess the requisite minimum qualifications and is not a probationary employee. Criteria used in evaluating an applicant's qualifications may include such considerations as evaluations, aptitude, attendance records, education, training, prior work experience history, physical and fitness for the position, and length of service with the Township and the particular Township department or office.

In the event that no qualified employees apply or the Fire Chief determines that such position(s) should be filled from the outside, the Fire Chief may do so.

An applicant for employment with the Township must complete an employment application, including acknowledgement that they are a citizen of the United States or have filed a declaration of intent to become one and a declaration that all information provided is truthful. Falsification of any statements by the applicant will be cause for denial of employment or termination from employment if discovered after the applicant has been hired. Evidence of a conviction of a felony which was not reported, or other conduct unbecoming a public servant of the Township or posing a threat to the legitimate business concerns of the Township or its various departments will also be cause for denial or termination from employment; however, prior criminal conviction(s) will not be an automatic bar to employment. This application must be given to the Fire Chief or their designee where the opening exists or to the Township Trustee by the close of business on the last day of posting.

Upon determination of which applicants meet the minimum job-related qualifications, the applicant's knowledge, skill, and ability to perform the essential functions of the position may

be considered. Applicants will be required to provide any information and undergo any job-related performance tests, reference checks, background checks, or other job-related procedures necessary to demonstrate qualifications for position sought.

Applicants selected for employment may be required to submit to a physical and/or psychological examinations and drug testing to determine their ability to perform the duties of the position for which they have been selected. Such examinations will be conducted prior to commencement of employment and will be a condition for acceptance as an employee of the Township. All testing and examinations required by the Township will be at the expense of the Territory. Examinations may include any job-related examinations determined to be pre-employment requirements. If an employee is being reinstated within one year of separation, another examination may not be required.

In the event that an applicant has a disability which effects their abilities to complete employment testing, a request for reasonable accommodation, made by the applicant prior to the administration of the testing, including accessible testing sites, modified testing conditions, and accessible testing formats, will be evaluated to ensure that the application process is available to all qualified applicants.

Requests for reasonable accommodations will be evaluated for applicants and employees with a handicap as required by law. Health and medical conditions will only be a bar to employment if the employee or applicant's condition is still such that after making reasonable accommodation, they could not perform the substantial and material aspects of the job. The Territory Board, at its own expense, may require an employee at any time to take a medical examination conducted by a licensed physician to be selected by the Territory Board if they have reason to believe that the employee is no longer capable of performing the substantial and material portions of the duties and responsibilities of their position.

In the event that the minimum requirements and qualifications of a classification are changed by external law or technological advancement, it will be the sole responsibility of the employee to meet such new requirements within a reasonable period and maintain such qualifications. Employees failing to maintain the minimum requirements and qualifications of their classification in a reasonable amount of time may be subject to reduction in position and pay, provided a vacancy exists in a classification for which the employee is qualified or termination if no such vacancy exists. The Township has no obligation to create a vacancy for an employee failing to maintain the qualifications of their job.

The Fire Chief may eliminate a candidate from consideration if the candidate:

1. Does not possess the knowledge, skill, and abilities necessary to effectively perform the duties of the vacant position.
2. Has made a false statement of material fact on the application form or supplements.
3. Has committed or attempted to commit a fraudulent act at any stage of the selection process.

4. An illegal alien is not legally permitted to work for the Township. An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements (i.e. inability to perform essential functions even though reasonable accommodations have been met). If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the Fire Chief may terminate the employee for dishonesty, incompetence, nonfeasance, or malfeasance. The Township, through the Township Trustee, will maintain a record-keeping system reflecting the disposition of all job applicants and the reasons for hiring or not hiring an applicant. Such records will be kept on file for at least two years and will include a completed job application, medical examination data, test results, and/or any job-related information.

Continued employment by the Township is conditioned upon the employee maintaining the physical, mental, and emotional ability to perform the substantial and material portions of their duties and a satisfactory record of performance and discipline as determined solely and exclusively the Fire Chief or their designee.

If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the employee may be terminated.

EMPLOYMENT ORIENTATION

An orientation program will be conducted for all newly hired employees of the Township. The primary purpose of the orientation program is to acquaint new employees with Territory policies and departmental rules and procedures, the organization's structure, their position description, and to familiarize such new employees with the facilities, equipment, and introduce to department personnel and the Territory Board.

The Fire Chief is responsible for establishing an orientation program for new employees within the department and designating individuals to conduct such orientation.

This orientation program may include but is not limited to such areas as:

Township Trustee Responsibilities

Details to take care of before your first day on the job:

1. Complete Application (if not already done)
2. Review Territory benefits
3. Complete I-9 Form
4. Complete W-4 Form
5. Complete all insurance forms
6. Complete all other payroll information
7. Review Territory Personnel Policy and Procedure Manual
8. Territory philosophy

Fire Chief's Responsibilities

1. Importance of attitude
2. Employee dress code
3. Review the Personnel Policy and Procedure Manual
4. Territory philosophy
5. Reporting to work (time, place, and daily and weekly work hours)
6. Employee parking area
7. Where to store your personal belongings while working
8. Personal calls
9. How payroll is paid
10. Who to see if there is a question/mistake on your check
11. Job description and training for your new job
12. Probationary period
13. Overtime/compensatory time
14. Who to call if absent
15. Safety in the workplace
16. What to do in case of fire or other disasters
17. First aid procedures in case of emergency
18. Whom to contact if you have suggestions for improvements
19. Use of Territory equipment and/or vehicles
20. Territory grievance procedure
21. Job and employee information postings
22. Introduction to other employees
23. Conduct prevailing Medical Director's Protocol Test
24. Others as determined by Fire Chief

It is the responsibility of the Fire Chief to establish an orientation "check-off" list covering the above areas. The individual conducting the orientation will be required to check off each area after they have acquainted the new employee with this area and obtain the employee's signature and date indicating they have completed the orientation program, and understand all information provided in each of the above areas. This checklist will be completed and sent to the Township Trustee within 7 days of completion to be placed in the employee's personnel file in the Trustee's office.

PROBATIONARY PERIOD

Newly hired employees of the Township will be required to complete a 12-month probationary period. Such employees will be evaluated in writing on or about their completion of the 12-month probationary period.

The probationary period allows management the opportunity to closely observe and evaluate the employee's fitness and suitability for the position to which they have been appointed.

Only those employees who demonstrate an acceptable standard of conduct and performance during this will be retained in their positions.

If the service of a newly hired probationary employee is unsatisfactory, they may be terminated during their probationary period.

Time spent on inactive pay status or non-paid leave of absence will not be counted toward the completion of the probationary period.

PERFORMANCE EVALUATIONS

The Territory Board reserves the right to evaluate the performance of the Fire Chief annually.

The Fire Chief is required to evaluate the employees within their department annually to be presented at budget time and/or when determined necessary.

You may have been hired into a position in which your pay was considered probationary pay, in which case you may be eligible for an increase at the completion of your probationary period.

Consult your Fire Chief if you have questions concerning your pay status at the conclusion of your probationary period. The Township will make final approval for all pay increases, with a recommendation from the Territory Board.

EMPLOYEE FILES

The Township maintains a confidential file for each employee, including but not limited to employment application, reference responses, attendance records, and evaluation reports. A copy of any written disciplinary action will be given to the affected employee and will be placed in the affected employee's personnel file. All original files are to be stored at the Township Trustee's office.

Upon written request, an employee may review their personnel file. This request must be signed, dated, and given to the record keeper.

Employee medical records will be maintained in accordance with HIPAA requirements.

In order to maintain a current up-to-date file, the employee will notify the Fire Chief of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contact numbers and any other such relevant information.

RESIGNATION

In the event that an employee intends to resign, they should notify the Fire Chief or their designee, in writing, at least 2 weeks in advance of the effective date in order to ensure continuity of operations.

An employee who resigns while in good standing with the Township may be reinstated to the same or similar position at the discretion of the Fire Chief within one year following the effective date of the resignation, thereby preserving certain seniority rights. After the expiration of one year of separation, a former employee is eligible for rehire.

Exit interviews will be conducted by the Fire Chief upon resignation to provide the Territory Board and Township with information concerning your employment.

TRAINING

It is the employee's responsibility for maintaining and upgrading job skills. Each individual administrator, Territory Board, and employee bears primary responsibility for maintaining individual knowledge, skills, and abilities necessary to perform the job and for upgrading skills necessary to meet technological change or seek promotion. The North Township-LaPaz Fire Protection Territory will facilitate those efforts and provide training from time to time.

An employee may pursue independent study or training but may not obligate the North Township-LaPaz Fire Protection Territory to pay expenses or compensation without specific advance permission. Employees may be required to attend job related training programs, courses, workshops, seminars, etcetera. If the Fire Chief assigns the employee to attend such training, or approves the specific request from an employee to attend such training, the North Township-LaPaz Fire Protection Territory will pay the expense incurred.

Training Program Evaluation: The Fire Chief may periodically examine current and proposed training programs to ensure the program's relevance to both the individual employee and/organizational training needs.

On-the-job Training (OJT): On the job training prepares an employee to perform the responsibilities required of their position. It allows the employee to learn their job duties, proper procedures, and expected performance levels.

The Board encourages part-time EMT employees to attend EMT-A classes when possible. Employees should consult the Fire Chief for any classes they wish to take. The North Township-LaPaz Fire Protection Territory will pay for the class up front, with the EMT paying 1/2 of the class cost to the North Township-LaPaz Fire Protection Territory at the beginning of the class. After six months of employment after successful completion of the class, the employee will be reimbursed their half of the cost. The North Township-LaPaz Fire Protection Territory will only pay for an EMT-A class one time.

EMPLOYEE BEHAVIOR/CONDUCT

ETHICS/CONFLICT OF INTEREST

The proper operation of the North Township-LaPaz Fire Protection Territory requires that all official representatives be effective, independent, objective, and accountable to the people they serve. To ensure these qualities are upheld, the Township has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in our community. All elected and appointed officials, employees, volunteers, and others who participate in our government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice these core values in their work. Because we value the public's confidence and trust in our services and its decision-makers, our character and behaviors must meet the most demanding ethical standards and demonstrate the highest of achievement in following this Code.

Honesty/Integrity

1. To act with moral courage.
2. To make decisions for the public's best interests, even when they may not be popular.
3. To not engage in any business that would be, directly or indirectly, inconsistent with the conscientious performance of our public duties.
4. To make no private promises of any kind that may unduly influence or public duties.
5. To accept the responsibility to (a) expose corrupt practices and/or behaviors and, (b) where empowered to do so, protect any public employee from retaliation who has exposed corrupt practices and/or behaviors.

Respect/Civility

1. To treat others as you would wish to be treated.
2. To accomplish the goals and responsibilities of our individual positions, while respecting our role as a member of a team and the community at large.
3. To act in a professional and responsive manner.
4. To work together in a spirit of tolerance and understanding.
5. To work to build consensus and accommodate diverse opinions.
6. To communicate effectively by listening carefully, asking questions and responding in a way that adds value to conversations.

Accountability/Responsibility

1. To not participate in any decision where we have a conflict of interest or from which our family, business, or professional associates may personally benefit.
2. To not use our positions, public property or public resources for the personal benefit of ourselves, or family or our business or professional associates.
3. To not solicit or accept any favor or benefit for our family, our business, professional associates or ourselves that might be construed as influencing the performance or public duties.
4. To make full public disclosure of the nature of any conflict of interest prior to any action taken.
5. To avoid disclosing or abusing the information that we gain by virtue of our position for the personal benefit of ourselves, our family or businesses or professional associates.
6. To not engage in direct competition with our respective Territory while we are an employee, an appointed official, or an elected official.
7. To support the public's right to know the truth and encourage diverse and civil public debate in the decision-making process.

Fairness/Justice

1. To promote non-discrimination in our decision-making for our respective Territory and to make decisions based upon the merits of the issue at hand.
2. To recognize the function of government to serve the best interests of the citizens.
3. To use our authority to promote the efficient and effective delivery of public services.
4. To refrain from proposing services where adequate resources are not available.
5. To work to remedy the imbalance where inadequate resources adversely affect the best interest of the citizens.

Behavior inconsistent with the values set forth in this code may be redressed by the traditional instruments of governance including state law, ordinances, and work rules.

No employee will use their position with the North Township-LaPaz Fire Protection Territory for personal gain, nor will they engage in any business or transaction, which are in conflict with the proper discharge of their duties.

No employee will accept any valuable gratuity, whether in the form of a service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in manner whatsoever in business dealings with the North Township-LaPaz Fire Protection Territory; nor will employees accept any valuable gift, favor, or item that may tend to influence an employee in the discharge of their duties. No employee will grant any improper favor, service, or item in the discharge of their duty. Therefore, a limit of \$100 per occasion will be considered reasonable for gifts that might consist of luncheons or dinners at various meetings, seminars, or conventions.

All employees are expected to maintain the highest possible ethical, moral, and legal standards, and to perform their duties in compliance with all applicable federal, state, and local laws, the

rules, and regulations continued in this manual, and/or future administrative directives deemed necessary.

No employee will, without proper and legal authorization, disclose confidential information concerning the property, government, or affairs of the Township or North Township-LaPaz Fire Protection Territory.

No employee will engage in, accept private employment, or render services for private interests, when such employment or service is incompatible with the proper discharge of their official duties, or would tend to impair their independent judgment or action in the performance of their official duties.

LATE ARRIVAL

Late arrival on a regular basis is inexcusable and will not be tolerated. Late arrival is defined as any situation where an employee reports to work after 5 or more minutes of their scheduled starting time. Whenever a covered nonexempt employee is late, that employee may be subject to reduction in pay corresponding to the amount of time they were late, unless they offer to the Fire Chief or their designee a written reason for being late which is deemed acceptable by the Territory Board.

No-call and no-shows are strictly prohibited and may result in disciplinary action, up to and including termination.

GROOMING

When appropriate, a clean and neat appearance is required. (It is understood that some employees may become dirty during their work schedule. Every effort should be made to provide the community with a neat and clean appearance when possible.)

DRESS

The North Township-LaPaz Fire Protection Territory is a place of business and staff should dress accordingly. Fire Chief is responsible for their employees' dress.

The Township may provide some of its employees with a clothing allowance. Employees will be required to follow IRS regulations for taxing purposes, if necessary.

BEHAVIOR

Always treat the public with respect. Employees are expected to adopt a friendly, courteous, and service-oriented attitude towards the citizens of the North Township-LaPaz Fire Protection Territory. The possession and use of a firearm, ammunition, or other deadly weapons on

Territory, Township or Town property by Territory employees who are not law enforcement officers is strictly prohibited.

Profane or vulgar language is not permitted while on duty.

Personal telephone calls are acceptable, but should be limited. Receiving personal telephone calls at work should be limited as much as possible. Please inform family and friends concerning this policy. When telephone calls are necessary, please try to limit the length of the call. No long-distance calls may be made using Township property without the Fire Chief's authorization.

Improper use of the Township's computers and any future Township e-mail system will not be tolerated.

Fighting, threats, intimidation, or similar behavior aimed at the public or other employees will not be tolerated.

Visits from family and friends while on duty should be limited.

While not everything can be listed, you should remember that your behavior should reflect the fact that you work for the public and that your behavior could negatively affect the people you meet.

The Fire Chief may have additional behavior policies not referred to in this manual.

FRATERNIZATION

Consensual Relationships

It is in the interest of the North Township-LaPaz Fire Protection Territory to provide clear direction to the employees of the Township regarding the professional risks associated with consensual romantic and/or sexual relationships. These relationships are of concern for two primary reasons:

- Conflict of Interest.

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between coworkers and/or between supervisors and subordinates.

Territory policy and more general ethical principles preclude individuals from evaluating the performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the coworker, subordinate, or prospective employee.

- Abuse of Power Differential.

Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving power differential, the potential for serious consequences remains. Individuals entering into such relationships must recognize that:

- Reasons for entering such a relationship may be a function of the power differential;
- Even in a seemingly consensual relationship where power differential exists, there are limited after-the-fact defenses against charges of sexual harassment;
- The individual with the power in the relationship will bear the burden of accountability.
- Such a relationship in a work situation may affect the employment environment for others by creating an appearance of improper, unprofessional, or discriminatory conduct.

Consensual Sexual or Romantic Relationships

In general, there are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the North Township-LaPaz Fire Protection Territory context, such positions include, but are not limited to, supervisor and employee or employee and employee. Because of the potential for conflict of interest, exploitation, favoritism and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the work relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. Moreover, such relationships may harm or injure others in the work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or vintage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

The Township desires to avoid misunderstandings, actual or potential conflicts of interest, and complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result romantic relationships involving coworkers and/or supervisor employees in the Township. Accordingly, supervisors and employees are all prohibited from becoming romantically and/or sexually involved with one another or with any other employee, from within their respective departments. Additionally, all employees will be prohibited from becoming romantically or sexually involved with others when, in the opinion of the Township, their personal relationships may create a conflict of interest, cause disruption, create a negative or work environment, or present concerns regarding supervision, safety, security, or morale. An employee involved with a supervisor or fellow employee should

immediately and fully disclose the relevant circumstances to the Fire Chief so that a determination can be made as to whether the relationship violates this policy. If a violation is found, the Fire Chief will make a recommendation to the Territory Board on whatever action appears appropriate according to the circumstances, up to and including termination. Failure to disclose facts may also lead to disciplinary action, up to and including termination. If a relationship exists prior to commencement of employment, the relationship should be disclosed to the Fire Chief or the Territory Board. The Territory Board will make a recommendation to the Township regarding a course of action, if necessary.

OUTSIDE EMPLOYMENT

Employment “conflicts”, as set forth in this policy, are when a second job impairs the employee’s ability to perform the duties of their position.

Full-time employment by the Township will be considered the employee’s primary occupation, taking precedence over all other occupations. “Outside” employment, or moonlighting, will be a concern to the Fire Chief only if it adversely affects the job performance of the employee’s Township job.

Should the Fire Chief feel that an employee’s outside employment is adversely affecting the employee’s job performance, the Fire Chief or their designee may recommend, but may not demand, that the employee refrain from such activity. However, any conflict, policy infractions, or other specific offense which is the direct result of an employee's participation in outside employment will subject to the employee to discipline or termination, in a manner that is otherwise consistent with the policies set forth in this manual.

PROGRESSIVE DISCIPLINARY POLICY

All employees are expected to perform their duties in a competent, efficient, and professional manner. Further, employees are required to act courteously and cooperatively with their fellow employees, Fire Chief and the public. When employee conduct falls below these standards, disciplinary action may be warranted.

In order to promote the common good and welfare of the North Township-LaPaz Fire Protection Territory and Township employees, the Township has established rules of conduct. The Commission of any of the acts listed below will result in disciplinary action ranging from verbal or written warnings, suspension, or immediate termination depending on the act and the circumstances. This list is not exhaustive:

A. Group I Rules

If a violation of a Group I rule occurs, the Fire Chief will use the following procedures:

Step 1. Corrective interview, confirmed in writing.

Step 2. Violation of any Group I rule, within the calendar year, may subject the employee to up to 3 days suspension without pay.

Step 3. Violations of any Group I rule, following a disciplinary suspension, will be subject to termination. (Pending review by a Township Board hearing.)

Step 4. The employee may request to have any written documentation removed from their file at the end of a year if no additional violations have occurred.

The following list provides examples of disciplinary violations. This is not intended to be an exhaustive list.

1. Excessive tardiness or absence.
2. Leaving Township or Town premises during working hours without permission.
3. Failing to report absence within 1/2 hour of starting time.
4. Neglect of duty and/or failure to perform assigned duties.
5. Failure to follow established work procedure and policies.
6. Horseplay or use of machinery, equipment, or tools in a hazardous manner.
7. Creating or contributing to any unsanitary condition.
8. Unauthorized use of bulletin boards.
9. Posting notices in unauthorized places.
10. Restricting one's own production or interfering with the production of other employees.
11. Conducting personal business on Township time without prior approval of the Fire Chief.
12. Abuse of territories cell phone policy.
13. Violating safety regulations.
14. Failing to make an immediate report of an occupational injury.
15. Fighting or committing an assault.
16. Failure to report an accident while on Township time.
17. Failing to report a traffic ticket while driving a Township vehicle.

B. Group II Rules

Any violation of a Group II rule will result in the employee being relieved from duty without pay from 3 to 5 days and may be subject to termination pending a Township Board hearing.

Examples of Group II disciplinary actions include, but are not limited to the following:

1. Absence without notification for three or more consecutive work days.
2. Failing to return from leave of absence as scheduled; Improper use of accident leaves or extended disability leave benefits.
3. Insubordination.
4. Possessing firearms, weapons, explosives, and so forth, on the premises, without the appropriate credentialing.

5. Disclosure of confidential Township, Town or Territory information to outsiders without proper authorization.
6. Completing another employee's time record or allowing another to complete one's time record.
7. Loafing, loitering, or sleeping on the job.
8. Mistreatment of members of the public, fellow employees, personnel, or blatant disrespect of fellow employees, Township Board, Town Council, Territory Board, and/or citizens.
9. Using abusive or threatening language.
10. Using, selling, or being under the influence of illegal substances or controlled substances not prescribed by a physician.
11. Disorderly, offensive, or illegal conduct.
12. Falsifying any Township records or employment application.
13. Stealing or committing any criminal offense on Township property.
14. Damage to or improper use of Territory property either willfully or through gross negligence.
15. Intentional making of scrap or waste.
16. Testing positive for drugs and/or alcohol.
17. Unauthorized use or possession of Territory property.

GRIEVANCE PROCEDURE

It is inevitable that misunderstandings and differences will arise when employees of the Township are working together on a day-to-day basis. In order that employees have a formal process in which to have their problems and questions heard and appropriately resolved in a timely manner, the following grievance procedure is hereby established:

1. The employee will submit an oral grievance to the Fire Chief or their designee in writing within three working days of the action's occurrence. The Fire Chief or their designee will meet with the employee and make every effort to resolve the grievance within three working days of the date of the presentation of the grievance.
2. Failure of the employee to submit their grievance within the time limits specified will result in the Township considering the matter settled and closed.
3. The time limits in the grievance procedure may be extended only by mutual written agreement of the parties due to extenuating circumstances.
4. A grievance will be considered resolved if, at any point, the grievant withdraws his or her grievance in writing, or fails to process the grievance within the specified time limits.
5. If the employee disagrees with the resolution of the grievance, they may submit an appeal to the Township Board President, who will have the discretion to set an Executive Session with the remaining Board Members to address the matter with the involved parties.

TRAVEL AND EXPENSE REIMBURSEMENT

An employee may be reimbursed for mileage at the federal rate per mile if approval is pre-approved for personal vehicle use by the Territory Board. However, such reimbursement may be made only if the employee carries motor vehicle liability insurance as required by law, and demonstrates proof if requested.

The employee must file all receipts on a claim form. Paid receipts for meals of no greater than \$75 per day, including tip, will be reimbursed after approval by the Fire Chief.

If the employee will be attending a conference in an area of the country where meals are more expensive, they may submit a request in writing to the board for their approval for increasing the daily meal allotment. This must be done prior to the event they will be attending.

Employee must state origin and destination of each trip in sufficient detail to account for the mileage claimed. No reimbursements are payable for travel between home and office.

Travel expense reports, which include travel expenses, incurred more than 30 days before the voucher date must be accompanied by a letter of explanation detailing the reason. Claims must be turned into the Trustee's office within seven days of the trip.

Charges for parking are reimbursable on any day when an employee is entitled to claim reimbursement for mileage.

Personal expenses incurred in traveling are not reimbursable, including but not limited to, personal telephone calls, laundry, entertainment, and alcoholic beverages.

HEALTH/SAFETY

In accordance with the Occupational Safety and Health Act of 1970, the Township has established that as a matter of policy, a safe and healthful workplace will be provided for all employees. The Fire Chief has the ultimate responsibility and authority for compliance with the federal and state laws pertaining to Occupational Safety and Health.

Each employee is to work in a safe manner, and observe the safety procedures as instructed by the Township Board.

Any accident hazards or unsafe conditions of equipment are to be corrected or reported to the Fire Chief or their designee immediately for its action. The Trustee has been designated the central point of contact for OSHA/IOSHA issues. They will be responsible directly to the Territory Board for implementation for the OSHA/IOSHA safety programs and standards. Nothing in this appointment will reduce the responsibility or authority of Fire Chief and/or Territory Board from the effective and ongoing performance of OSHA/IOSHA.

If an employee is involved in an accident while working, or witnesses an accident by another employee, it is to be reported immediately to the Fire Chief or their designee.

Worker's Compensation forms will be filed for all injuries. All employees will file their report on the day the accident occurred. The degree of injury does not matter. If the employee has complications later, a properly completed form will allow the treatment to be covered by Worker's Compensation.

If an employee is injured and physically unable to complete the balance of the workday, they will be paid for the remainder of that day. Further absence may require the employee to apply for benefits pursuant to Worker's Compensation.

The Township's compliance with applicable OSHA/IOSHA laws, standards, policies, etc. will be monitored, documented and reviewed by the Trustee. The Trustee is authorized to establish such administrative and record-keeping procedures as may be necessary to effectively evaluate and respond to the safety and health of Township workplaces and safe working standards and training, which involves all Township employees regarding effective compliance with OSHA/IOSHA.

MATERIAL SAFETY DATA SHEET (M.S.D.S.)

The Township will maintain and utilize appropriate material safety data sheet on any products, chemicals, or substances used in the Territory operation that is required by federal law.

In cases where an employee may encounter said substance and medical treatment is necessary, a copy of the material safety data sheet must accompany the employee to the medical facility.

BLOOD BORNE PATHOGENS

The Township employees may have occupational exposure to blood or other potentially infectious material.

1. Universal precautions will be observed at the North Township-LaPaz Fire Protection Territory in order to prevent contact with blood or infectious materials. All blood and potentially infectious material will be considered infectious regardless of the perceived status of the source of the individual.
2. Employees should not compress trash in waste cans, as it would be easy to be stuck by a needle or other sharp object. Employees should also not place their hands on the bottom of trash bags for support as they could be stuck by sharp objects in the bag. Employees should examine the bags before picking them up to be sure there are no sharp objects sticking out of the bag.
3. Hand-washing facilities are also available to employees who incur exposure to potentially infectious materials. Employees should wash as soon as possible.
4. Proper personal protective equipment should be worn as the situation dictates.
5. Do not reuse gloves, face guards, or other protective equipment.

6. The Township will provide all employees with a hepatitis shot. The employee will have the right to refuse the immunization.

HIPAA PRIVACY

The HIPAA Privacy Rule (Standards for Privacy of Individually Identifiable Health Information) provides national standards for protecting the privacy of health information. The Privacy Rule regulates how certain entities, called covered entities, use and disclose certain individually identifiable health information, called protected health information (PHI). PHI is individually identifiable health information that is transmitted or maintained in any form or medium (e.g. electronic, paper, or oral), but excludes certain educational records and employment records.

Protected Health Information Privacy Rule protects certain information that covered entities use and disclose. This information is called protected health information (PHI), which is generally individually identifiable health information that is transmitted by, or maintained in, electronic media or any other form or medium. This information must relate to 1) the past, present, or future physical or mental health, or condition of an individual; 2) provision of health care to an individual; or 3) payment for the provision of health care to an individual. If the information identifies or provides a reasonable basis to believe it can be used to identify an individual, it is considered individually identifiable health information.

The Township will maintain the employee's health and medical records in accordance with the requirements of HIPAA.

TOBACCO POLICY

Use of tobacco products by an employee or non-employee is not permitted in any Township facility, vehicle or equipment.

Contact the Fire Chief or their designee for designated areas.

TOOLS, EQUIPMENT, AND VEHICLES

Employees will not be allowed to use Township materials, tools or equipment for personal or private use.

Employee will not use the Township station and/or the equipment located in the Township station for personal use.

Any employee of the Township who is required to operate a Township vehicle in the course of their employment will be subject to the following conditions and restrictions:

1. Periodic record checks at the Bureau of Motor Vehicles at least annually;

2. Use of seat belt by all passengers; and
3. Reassignment or other appropriate personnel action in the event of license revocation, suspension, or conviction for a DUI.

Employees who are required to operate Township vehicles during the course of their employment must immediately report any condition that adversely effects their ability to operate such vehicles and/or equipment.

1. Must be able to meet insurability standards/requirements of the Township's liability insurance provider.
2. Maintain a valid driver's license.

In addition, employees must use assigned Township vehicles, when available, for the purpose(s) authorized and must not permit unauthorized passengers in the Township vehicles.

In the event of an accident, employees must do the following:

1. Assist any injured party if possible and call (574) 784-3878 or 911.
2. Do not move any vehicles unless instructed to do so by proper police authority.
3. Write down all pertinent facts such as the other drivers name, address, telephone number, license plate number, driver's license number, and name of insurance, policy number, name, address, and telephone number of any injured party or witnesses.
4. Do not admit any fault or make any oral or written statements, but give your name, address, telephone number, etc. as required; and
5. Notify the Fire Chief or their designee and submit a written report as soon as possible.

SOLICITATION AND DISTRIBUTION

Solicitation for any cause during working time and in working areas is not permitted. The employee is not permitted to distribute literature that is not Territory-related in any work areas at any time during working times. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and mealtimes. Working areas do not include the lunchroom or parking areas. Solicitation during authorized meal and break periods is permitted so long as it is not conducted in working areas.

HOURS OF WORK

The North Township-LaPaz Fire Protection Territory will establish the standard workday, workweek, and starting and quitting times, taking into account current and anticipated workloads, public service needs, and other factors. No established schedule will be construed as a guarantee of work hours or as a restriction of the North Township-LaPaz Fire Protection Territory's right to restructure the workday or workweek.

The work schedule of staff will be determined by the Fire Chief and approved by the Board. The Fire Chief will attempt to maintain staff on duty at all times in accordance with Indiana administrative laws governing ambulances.

Operational needs and/or emergencies, however, may necessitate the establishment of other work hours, days, or weeks on a temporary or permanent basis.

RECORDING WORK HOURS

Timesheets must be kept current period they are to be completed weekly by the individual member after work is performed. When recording the work day or time worked not on your regular shift, you must record who you worked for and the reasons for the time worked.

Only training classes specifically required and approved by the Fire Chief are eligible for overtime period this does not include any position requirements and/or prerequisites.

All employees must complete and submit a timesheet for approved hours worked.

With the exception of the Fire Chief, EMS employees are considered non-exempt employees and therefore subject to the FLSA 212-hour exemption. Hours worked over 106 hours per 14-day pay period are considered overtime, paid out at 1.5 times the normal rate of pay as money or accumulated time up to stated limits.

Volunteer firemen pay: Refer to the LaPaz-North Township Volunteer Fire Department By-laws

COMMUNICATION EQUIPMENT

The Township provides a wide array of computing and networking resources to the Fire Chief and employees of the Township. These resources are intended to advance the abilities and services provided to our community. This document is a list of general computer use policies and security rules that apply to all users of the Township computers and/or network resources.

By accepting and/or using any Township computer or network resources, the user understands and agrees to the following:

1. Users are responsible for all use of computers and network resources provided to them by the Township.
 - a. Responsible use includes, choosing passwords that are not easily deduced by others, and should be as follows: passwords must contain at least eight non-blank characters, numbers, and at least one special character within the first seven positions, must contain a non-numeric letter or symbol in the first and last positions, must not contain the user login name, must not include common words from a dictionary, must not contain commonly used proper names, friends or relatives' names or any information about them that the user believes could readily be learned or guessed. **Passwords must not be shared with any other**

- person.** The password must be changed as soon as possible after an unacceptable exposure or suspected compromise.
- b. Voluntary unauthorized disclosure of a password may result in suspension, revocation, and/or denial of computing privileges.
 - c. Users who suspect that the Township- provided computers and network resources have been accessed without their permission are required to report the suspected activity to their Fire Chief.
 - d. Township provided computers and network resources may only be used by the user to whom they are assigned and the computer and/or network resources are not allowed to be utilized by persons not employed directly by the Township. Employees are accountable for how they use time and equipment while at work period just like a telephone, an Internet connection at an employee's desk does not automatically confer permission to use it for personal purposes or entertainment.
2. The Township will seek to maintain system security, but users are required to address, safeguard against, and report misuse, abuse, and criminal activities. Misuse of Township resources can lead to temporary or permanent disabling of accounts, loss of computer privileges and administrative or legal actions.
- a. As part of its necessary routine operations, the Township occasionally gains access to network resources and accounts and other computing services it makes directly or indirectly available to the employees. Suspected policy violations discovered during such routine operations will be reported to the Territory Board and/or law enforcement. All other information accessed during such routine operations will be treated as confidential, except as otherwise required by this policy or law.
3. Users agree not to violate system security; Interfere with system performance or other users use of the system; Or access network accounts, files, or passwords intentionally and without authorization.
- a. Users may not intentionally send e-mail or develop other electronic information inaccurately attributed to another person.
 - b. Users are not to attempt to receive the unintended messages or access information by some unauthorized means, such as imitating another system, impersonating another user or other person, misuse of legal user credentials (usernames, passwords, etc.), or by causing some system component to function incorrectly.
 - c. Users are prohibited from changing or circumventing access controls to allow themselves or others to perform actions outside their authorized privileges.
 - d. Users may not deliberately interfere with other users accessing the system resources.

- e. Computers and printers that are not part of the Township's inventory list may not be attached to the Township network without explicit permission period to safeguard network security and performance, no other device or network service, such as routers, hubs, sniffers and wireless access points, may be placed on the network without approval and direction from the users Fire Chief.
 - f. All software used on the Township-provided equipment must be appropriately acquired and used according to the appropriate licensing. Possession or use of illegally copied software is prohibited. Likewise, users will not copy, store or transfer copyrighted software or data, except as permitted by the owner of the copyright.
 - g. Users are not allowed to reconstruct or recreate information or software for which they are not authorized.
 - h. Users are prohibited from taking unauthorized actions to intentionally modify or delete information or programs.
 - i. Users must not intentionally introduce or use malicious software such as computer viruses, Trojan horses, worms, adware, spyware, or malware.
 - j. Users must notify their Fire Chief when they become aware that any of the accounts used to access computer resources have been compromised. The Fire Chief will then immediately notify the board president.
 - k. Fire Chief will grant authorization to each user for specific software programs, Internet accessibility, and other appropriate uses of computer and network resources.
4. Users agree to use the computers and network resources only for lawful purposes, which are consistent with the Township's policies and procedures.
- a. Unlawful use of computers or network resources and accounts includes, but is not limited to, defamation; Obscenity, discrimination, violation of copyrights, trademarks and/or licenses, and/or violation of other rights arising under the law.
5. Computers, software, and communications systems provided by Township are to be used only for work, related to the North Township-LaPaz Fire Protection Territory.
- a. The use of Township computer network resources for personal or non-work-related activity is prohibited.
 - b. The use of the Township systems are provided to users without any warranty, express or implied.
 - c. The Township will not be held liable in the event of any system failure or loss of data.
6. Township employees understand that violation of this policy may result in suspension or termination of computer privileges, network resources, or accounts and other access

and, depending upon the circumstances, may result in disciplinary action, up to and including suspension or termination. Policy violations will be processed through normal Township procedures. If the activity is also unlawful, it may result in criminal prosecution.

7. Users agree to read and abide by this policy and its administrative interpretation as they may be amended from time-to-time. The Fire Chief is responsible for providing administrative interpretation, which will be modified periodically considering experience gained and legal and administrative developments. Users are responsible for reviewing this policy and its administrative interpretation on a routine basis.

HANDLING CITIZENS' QUESTIONS AND COMPLAINTS

All citizens should be treated with respect and courtesy. Employees should not engage in arguments, debates, or lengthy discussions with private citizens regarding the Township's policies, procedures, or services.

Any employee who receives a complaint from a private citizen should refer that individual to the Fire Chief or their designee.

Any citizen complaint against a territory employee should be made in writing and presented to the Fire Chief and immediately passed to the Board President who will share with the Board.

DEFINITIONS

1. Distribution: As used in this policy includes the passing out of any type of literature, advertising, handbills, circulars, forms, or any other memorabilia.
2. Employee: Any person in the employ of the Township in any status, regardless of whether the language can be inferred to represent that they are an employee of the North Township-LaPaz Fire Protection Territory.
3. Exempt: Employee classified as executive, administrative, or professional according to provisions of the Fair Labor Standards Act (FLSA), plus any elected official.
4. Hourly: Employee paid an hourly rate.
5. Non-Exempt: all employees who do not meet the Fair Labor Standards Act (FLSA) exempt provision.
6. Non-Work Area: Is any area on or off the Township/Town of LaPaz/North Township-LaPaz Fire Protection Territory's premises not designated as a work area.
7. Non-Work Time: as used in this manual includes, anytime during an employee's work day where the employee is completely relieved of work duties, such as breaktime and lunchtime. Whether an employee is in paid or unpaid status during these times is immaterial to the designation of non-work time.

8. Salaried: Employee paid a predetermined amount of compensation. This will only be applicable to the Fire Chief.
9. Solicitation: as used in this policy includes, but is not limited to, an act which requests, urges, or seeks to induce an employee to give or obligate them to pay money for any cause, and for any reason or to sign any document indicating membership in any obligation, association, or group, or indicating support for a pledge to any such organization, association, or group.
10. Township: North Township.
11. Territory: The North Township-LaPaz Fire Protection Territory.
12. Town: Town of LaPaz.
13. Work Area: as used in this policy includes, but is not limited to, offices, work sites, locations, conference rooms, common areas, and corridors leading directly there too, and such other areas which are essential to the performance of an employee's duties.
14. Work Time: As used in this policy includes, all of the time when an employee's duties require that they be engaged in work tasks, but does not include the employees own time such as meal periods, scheduled breaks, and time before or after a work shift.
15. Work Day: 24 hour shift from 0800 hours one day to 0800 hours the following day or as otherwise determined by the Fire Chief.
16. Half Day: 12 hours of a work day.

PAYROLL

Payroll is paid on a biweekly basis. All required deductions will be made according to the law.

All non-elected personnel will be required to maintain a timesheet.

All work hours will be paid in accordance with the current FLSA rules and regulations. Benefit hours (vacation, PTO, and holiday pay, etc.) are not considered time worked for computing overtime.

OVERTIME

The Fire Chief or their designee will attempt to distribute overtime is equally as practicable to qualified employees within those classifications in which overtime is required.

The Township reserves the right to require employees to work overtime when necessary. Refusal of overtime will be viewed as insubordination.

Any employee may be required to work in excess of the normal work day or work week to meet operational demands. Overtime will be paid under the guidelines set out by the FLSA and paid accordingly. Eligibility for overtime will be based upon all actual hours worked.

Employees may earn “compensation time” in lieu of being paid overtime period eligibility for compensation time will be based upon all actual hours worked. Compensation time will be under the guidelines set out by the FLSA for overtime period employees may carry no more than 48 hours at one time for compensation time accrued. Any hours in excess of 48 hours will be paid at the employees overtime rate.

Non-exempt employees of the Township (see provisions of the Fair Labor Standards Act (FLSA)) will receive overtime pay for all time authorized and actually worked in excess of 106 hours per 14 day pay cycle.

Exempt Fire Chief's positions will not be paid overtime period these positions are expected to work “overtime” as part of their appointed position.

PAY IN EMERGENCY WORK SITUATIONS

If an employee with part time status is called into work after hours, they will be paid according to the hours on the call slash event or according to the revised second rig policy.

Employees must document this time on a timesheet in order to receive such pay.

PENSION PLAN

All full-time employees are covered by the Public Employees Retirement Fund (PERF).

GARNISHMENTS

A court-ordered Legal claim against the wages of an employee by a creditor for non-payment of a debt by legal authority is a garnishment and will be recognized and executed by the Township. When a garnishment is received for an employee, the Trustee's office will notify employee.

HOLIDAYS

All employees are entitled to the following holidays (Subject to change yearly):

- | | |
|---------------------------|-----------------------------|
| 1. New Year's Day | January 1 |
| 2. Easter Sunday | |
| 3. Memorial Day | Last Monday in May |
| 4. Independence Day | July 4 |
| 5. Labor Day | First Monday in September |
| 6. Veteran's Day | November 11 |
| 7. Thanksgiving Day | Fourth Thursday in November |
| 8. Day after Thanksgiving | Fourth Friday in November |
| 9. Christmas Eve | December 24 |
| 10. Christmas Day | December 25 |

****During election years when there is no town election, there will only be 11 holidays.**

1. All holidays are approved by the Territory Board.
2. The holiday schedule may be amended by the Township Board, with written notice, and distributed to all employees within Township government.
3. Because of the nature of the work shifts in the fire territory, EMS employees are expected to work their normally scheduled shift if their shift falls on a holiday mentioned above.
4. Full-time EMS employees who work on a recognized holiday mentioned above will receive an additional \$200. However, if an employee works only a half shift, that employee will only receive an additional \$100.00 of holiday pay. Part-time employees will be paid an additional \$100 if they work on a recognized holiday. If they only work part of a shift, they will receive a pro-rated amount.
5. If any shift personnel trades time on a holiday, the employee who actually works the day of the holiday will receive the holiday compensation. The trade, however, must be a minimum of half of the shift in order to receive holiday compensation.

VACATION

A full-time employee will be entitled to annual vacation leave with pay according to:

1. Length of Service and Vacation Benefit.
2. New employees will earn one shift of vacation time at the end of each quarter during their first year of employment.
 - a. At the beginning of your 3rd year of employment, you will earn an additional 4 shifts of vacation time.
 - b. At the beginning of your 5th year of employment, you will earn an additional 4 shifts of vacation time.
 - c. At the beginning of your 10th year of employment, you will earn an additional 4 shifts of vacation time.
3. For any individual who has served as a volunteer firefighter on any department who comes on as a full-time employee, they will receive the following vacation time in addition to what is earned for each year of employment. You may only receive your level of service category (not each). Vacation time will be available after 6 months of continuous employment, but may be made available earlier if conditions are met. Employees who qualify for these additional shifts should speak to the Fire Chief if they would like to obtain the days prior to the 6 months of employment.
 - a. 0-5 years' service: 1 shift of vacation time
 - b. 6-10 years' service: 2 shifts of vacation time
 - c. 11-15 years' service: 3 shifts of vacation time
 - d. 16-20 years' service: 4 shifts of vacation time

- e. 21+ years' service: 5 shifts of vacation time
- 4. Vacation days may be taken in 1/2 day increments.
- 5. Vacation leave is credited for all continuous service and active pay status. Vacation is not earned while an employee is in a non-paid status (i.e. leave of absence without pay, disciplinary suspensions).
- 6. Vacations are scheduled in accordance with workload requirements of the individual department or office. For this reason, it is essential that vacation requests be made at least a minimum of two weeks in advance of their proposed starting date. The Fire Chief will do as much as possible to grant you vacation on your preferred dates. Seniority will govern when vacation conflicts arise because of production requirements.
- 7. Due to the nature of the workshops in the fire territory, employees are expected to work their normal scheduled shift if their shift falls on a holiday.
- 8. Each employee may carry forward no more than 48 hours of unused vacation time per year. In no circumstance will unused vacation time be paid out at the end of the year. Any unused vacation time above 48 hours at the end of the year is forfeited. The board reserves the right to waive this rule if the employee has been unable to use their available vacation time due to the needs of the department.

BEREAVEMENT LEAVE

Bereavement leave must be arranged with the Fire Chief through a written request. The request must be executed by the employee. It must state the relationship between the deceased and the employee, and the length of time needed for the requested absence. The Township may request a statement from the Funeral Home or the obituary indicating the name of the deceased, location of funeral, and the date of the funeral.

All regular, full-time employees may be granted a paid leave of up to two days in the event of the death an employee's immediate family. "Employee's immediate family" For purposes of this section will mean an employee's spouse, child, parent, grandparent, stepparent, corresponding in-laws, stepchild, brother, stepbrother, sister, stepsister, grandchild, and other residents residing in the household of an employee.

Employees may receive one day's paid leave, with Fire Chief's authorization, upon the death of an aunt, uncle, niece, nephew, or first cousin.

If the funeral is outside a 200-mile radius, the employee will be allowed one extra day for travel.

In the event of the death of a person not listed above, an employee should use accrued time. If an employee has no paid time available, the employee will have the right to attend the funeral; however, they will not be paid for time off.

COURT LEAVE

Employees who are called for jury duty or subpoenaed to testify in a court of law will be granted necessary time off for regularly scheduled work days to serve.

Employees who are forced to lose wages because of serving on a jury, will be entitled to compensation at their straight time hourly rate, less monies and fees that the employee is titled to receive for jury service.

The employee will be expected to report for work following jury duty, if a reasonable amount of time (2 hours or more) remains during their scheduled work day. If an employee is called for court jury duty outside of their regularly scheduled working hours, all compensation received for such court service will be retained by the employee.

Employees will furnish the Township Trustee evidence from the clerk of the court the amount of monies and fees received and the precise days and hours their services were required.

The Township will not reimburse employees when appearing in court for criminal or civil cases, when the case is being heard in connection with the employee's personal matters, such as traffic court, divorce proceedings, custody, appearing as directed juvenile, etc. These absences would be leave without pay, vacation, paid time off (PTO), or compensatory leave.

MILITARY OR RESERVE SERVICE

Reserve Training: I.C. Sections 10-5-8-1, 10-5-8-2, and 36-8-5-8 require that Indiana National Guard, Defense Corps, Naval Militia, and all U.S. Armed Forces reserve component members be authorized up to fifteen (15) working days leave with pay per calendar year for training purposes.

Along with requests for such leave, employees are required to submit the published order authorizing the military duty or a written statement from the appropriate military commander authorizing such duty. Employees requesting such leave will also be required to complete the necessary leave papers.

Upon receipt of a military pay voucher, the Trustee will pay the employee the difference between that amount and the employee's regular pay. After the 15 days paid per calendar year, any further pay will require authorization from the Territory Board.

An employee will not be entitled to holiday pay, paid time off (PTO), or vacation pay while they are on active military leave.

Active duty: A full-time employee who is drafted or is called for active duty in the Armed Forces of the United States, the Coast Guard, Public Health Service, Civil Defense, or is drafted in the

Merchant Marine Service will, in accordance with existing law, be entitled to re-employment after honorable discharge or discharge under honorable conditions from such services, provided the employee is physically and mentally able to do the work required and reports for work within 90 days of such discharge, or within 90 days after they are released from hospitalization continuing after discharge for a period of not more than one year. They will be employed in the position or a similar position to the one held at the time of entry into the Armed Forces. All salary adjustments or position upgrades will be granted to the employee upon reinstatement. In the event their former job no longer exists, they will be employed in a position for which they are qualified at a salary comparable with the one they formerly received.

LEAVE OF ABSENCE WITHOUT PAY

It is the policy of the Township to review each request for a leave of absence individually and to decide to grant or deny a request for leave based on factors affecting the particular request.

Leave of absence without pay may generally be granted for the following reasons:

1. For educational purposes where the education will be beneficial to both the employee and the North Township-LaPaz Fire Protection Territory.
2. For personal reasons, such as illness in the family, personal problems, and legal difficulties, when there is such urgency that no other alternatives are available.

For personal reasons when the granting of the leave will not be disruptive to department operations, such as for travel or for highly unusual personal requirements.

Factors to be weighed in considering a request for a leave of absence are:

1. Time employed by the North Township-LaPaz Fire Protection Territory.
2. Effect upon departmental performance.

Requests for leave of absence without pay for a period of 30 days or less may be approved by the Fire Chief. The Fire Chief will notify the Township and Territory Board before the leave of absence takes effect. Requests for a leave of absence for a period of more than 30 days must be approved by the Township Board. Where the leave of absence in excess of 30 days is approved, the employee requesting such leave may continue their various insurance coverage by pre-paying the entire insurance premium for the period they are to be absent. Such arrangements may be made in the payroll department.

INSURANCE COVERAGE

North Township does not provide a group policy. Employees may obtain individual coverage independently. Should the employee elect an 'HSA-eligible' plan as defined by the Centers for Medicare & Medicaid, North Township will aid in funding that HSA account in an amount to be

determined annually. North Township may utilize an independent company to administer those funds which would require each employee to sign off acknowledgment for that purpose.

WHISTLEBLOWER PROTECTIONS

North Township will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Township Trustee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

Individuals protected include a. the employee, or a person acting on behalf of the employee, who reports to a public body or is about to report to a public body a matter of public concern; or b. the employee who participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.

North Township may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.

North Township may not disqualify an employee or other person who brings a matter of public concern, or participates in a proceeding connected with a matter of public concern, before a public body or court, because of the report or participation, from eligibility to bid on contracts with North Township; receive land under a district ordinance; or receive another right, privilege, or benefit.

The provisions of this policy do not a. require North Township to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body; b. prohibit North Township from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body; c. authorize the disclosure of information that is legally required to be kept confidential; or d. diminish or impair the rights of an employee under a collective bargaining agreement.

A person is not entitled to the protections under this policy unless he or she reasonably believes that the information reported is, or is about to become, a matter of public concern; and reports the information in good faith. A person is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by his or her employer. Before an employee initiates a report to a public body on a matter of public concern

under this policy, the employee shall submit a written report concerning the matter to North Township's chief executive officer. However, the employee is not required to submit a written report if he or she believes with reasonable certainty that the activity, policy, or practice is already known to the chief executive officer; or that an emergency is involved.

If an employee has knowledge of or a concern of illegal or dishonest/fraudulent activity, the employee is to contact his/her immediate supervisor or the Township Trustee. All reports or concerns of illegal and dishonest activities will be promptly submitted by the receiving supervisor to the Township Trustee, who is responsible for investigating and coordinating any necessary corrective action. Any concerns involving the Human Resource Director should be reported to the chief executive officer. II. The whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. III. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action. Supplemental information

Definitions

1. "Whistleblower" is defined by this policy as an employee who reports, to one or more of the parties specified in this policy, an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.
2. "Employee," or "public employee," means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for the district.
3. "Matter of public concern" means a. a violation of a state, federal, or municipal law, regulation, or ordinance; b. a danger to public health or safety; and/or c. gross mismanagement, substantial waste of funds, or a clear abuse of authority.
4. "Public body" includes an officer or agency of a. the federal government; b. the state; c. a political subdivision of the state including a municipality or a school district; and d. a public university in the state.

WORKERS' COMPENSATION

Workers' Compensation Insurance provides coverage for work-related injuries and illnesses as required under the Workers' Compensation laws of the State of Indiana. Workers' Compensation Insurance covers all authorized expenses related to the treatment of a work-related illness or injury and provides "lost time benefits" when an employee must be absent from work on a Workers' Compensation Disability Leave.

A. Reporting a Work-Related Injury or Illness.

1. Any illness or injury related to an employee's work assignment must be reported to the Trustee so that necessary forms can be completed and sent with the employee prior to evaluation and treatment, if possible. The Township will inform an injured employee of its approved medical facility at the time of injury.
 - a. In the event an employee requires emergency care after hours and other medical services are used, the employee must follow up for a post-accident evaluation by the Township's Occupational Health Care Provider the next business day.
2. The Fire Chief or their designee, or injured employee, must notify the Trustee within 24 hours (or as soon as possible) so that all claims and compensation can be administered properly and in a timely manner.

B. Compensation and benefits for an absence resulting from a work-related injury or illness and a workers compensation disability leave

- a. Lost time benefits due to a work-related injury or illness begin on the 8th calendar day following an employee's absence because of a work-related injury or illness. If an employee wishes to be paid for work missed during the first 7 calendar days, they must use any accrued PTO time.
- b. If the absence from work extends longer than 21 calendar days, the initial 7 day waiting period will be retroactively paid by the Worker's Compensation Insurance Carrier.

C. Insurance Coverage: Group health insurance coverage and other insurance benefits will continue on the same basis, as coverage would have been provided had the employee been continuously employed during the period of a workers compensation disability leave as long as the employee pays their regular portion of the premium on a timely basis. Employees must arrange with the Trustee's office to pay their portion of this insurance coverage.

LONGEVITY PAY

After completion of three years of uninterrupted employment, each full-time employee of the Township will receive an additional stipend of \$250 per additional year employed. This amount will be calculated per pay period and added to the employee's current hourly rate. The maximum years an employee may receive longevity pay is 15 years. (i.e. At the end of year three, they will receive a \$750 stipend. At the end of year four, the stipend will be \$1,000, etc.)

PERSONAL TIME

Each full-time employee will receive 2 shifts of personal time annually. This time is credited at the beginning of the year. Any unused personal time at the end of the year is forfeited.

SICK TIME

Each full-time employee will receive 2 shifts of sick time annually. This time is credited at the beginning of the year. Sick time may accumulate from year to year, with a maximum accrual of 8 shifts. Any sick time over and above 8 shifts at the end of the year is forfeited.

SECOND RIG STIPEND

To be determined