



City of Camden New Jersey Personnel Manual

CITY OF CAMDEN

Municipal Personnel Policies

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THE CONTENTS OF THIS HANDBOOK ARE GUIDELINES ONLY AND SUPERCEDE ANY PRIOR MANUAL AND/OR HANDBOOK. NEITHER THIS MANUAL, NOR ANY OTHER GUIDELINES, POLICIES OR PRACTICES CREATE AN EMPLOYMENT CONTRACT. THE CITY OF CAMDEN HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS AT ANY TIME.

NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND IS SIGNED BY THE CITY OF CAMDEN'S BUSINESS ADMINISTRATOR. UNLESS APPLICABLE LAW OR COLLECTIVE BARGAINING AGREEMENT PROVIDES OTHERWISE, EMPLOYMENT WITH THE CITY OF CAMDEN IS AT-WILL AND MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE BY THE EMPLOYEE OR THE CITY OF CAMDEN.

THIS NOTICE APPLIES TO ALL EMPLOYEES REGARDLESS OF DATE OF HIRE.

GENERAL PERSONNEL POLICY

It is the policy of the City of Camden to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the City of Camden shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees, officers and Department Heads shall be appointed and/or promoted by the Mayor of the City of Camden, except for those officers and employees specifically designated as coming under the authority of the City Council. No person shall be employed or promoted unless there exists a position created by an ordinance adopted by the City Council as well as the necessary budget appropriation and salary and wage ordinance. The employment and promotion of a person by the City will be subject to the current requirements of the Department of Community Affairs, Division of Local Government Services' Memorandum of Understanding with the City, as applicable.

The Business Administrator and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Business Administrator shall also have access to the City's designated labor and employment attorney.

As a general principle, the City of Camden has a "no tolerance" policy towards workplace wrongdoing. City officials, employees and independent contractors are to report anything perceived to be improper. The City of Camden believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, or the Business Administrator concerning any problem.

The Personnel Handbook adopted by the City Council is intended to provide guidelines covering public service by City employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for City personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the City.

To the maximum extent permitted by law, the employment practices of the City shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, and any applicable bargaining unit agreement, the City shall have the right to terminate an employee at any time and for any reason, with or without notice, except the City shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

INTRODUCTION

CHAPTER I: POLICIES RELATING TO EMPLOYEE RIGHTS AND OBLIGATIONS

I.1 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Equal Employment Opportunity, regardless of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law is the law as embodied in Executive Order No. 61 and Executive Order No. 11246. The City ensures the equality of opportunity for all employees and for all applicants seeking employment. Equal Employment Opportunity includes, but is not limited to, the areas of recruitment, selection, hiring, training, promotion, transfer, layoff, return from layoff, compensation and fringe benefits. It includes policies, procedures, programs for recruitment, employment, training, promotion and retention of minority and disabled persons and women. The City will explore innovative personnel policies to enhance the effort to ensure equal employment opportunity and where appropriate, will implement such personnel policies to the full extent of its authority to do so.

To overcome the effects of any past discrimination, affirmative action will be taken. Employment practices will be reviewed to determine whether the protected classes are receiving fair and equal consideration for job opportunity. Affirmative Action will be taken to encourage minorities and women to apply for positions within the city from which they may have been previously excluded.

Steps will be taken to ensure that promotion decisions are based only on valid requirements. Promotional decisions will be made to further the principle of equal employment opportunity.

All personnel actions, such as compensation benefits, transfers, layoffs, returns from layoff, training, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, national origin, affectional or sexual orientation, religion, age, creed, marital status, ancestry, disability, political affiliations, arrest or other non-job-related personal criteria.

In recognition of the fact that all employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure the proper performance of business and service, no city employee's conduct which violates these standards will be condoned. Sexual harassment is a form of employee misconduct, which is prohibited.

This Equal Employment Opportunity and Affirmative Action Policy will be distributed among Administrators, Department Head, Supervisors and all other employees of the Department. All Department employees are accountable for ensuring compliance with this policy and the policy and laws of the State of New Jersey and the Federal Government. Good faith efforts will be made to meet employment and policy goals as adopted.

I.2 POLICY PROHIBITING DISCRIMINATION, HARASSMENT OR HOSTILE ENVIRONMENTS IN THE WORKPLACE

The City of Camden is committed to providing every employee with a workplace free from unlawful discrimination. All forms of unlawful employment discrimination based upon sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law will not be tolerated. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

Unlawful discrimination/harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale and interferes with work productivity.

This policy applies to all employees and applicants for employment. The City will not tolerate harassment or discrimination by anyone in the workplace including supervisors, co-workers, or nonemployees.

This policy applies to conduct which occurs in the workplace and also extends to conduct which occurs at any location that can be reasonably regarded as an extension of the workplace, such as any field location, any off-site business-related social function, or any facility where city business is being conducted and discussed.

This policy also applies to third party harassment. Third party harassment is unwelcome behavior of a sexual, racial or derogatory nature regarding any protected category that is not

directed at an individual but is a part of that individual's work environment. Third party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

I.2.1 ANTI-DISCRIMINATION POLICY

The City of Camden is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the City of Camden discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Business Administrator, Personnel Office or the City Attorney.

I.2.2 GENERAL ANTI-HARASSMENT POLICY

It is the City of Camden's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the City of Camden generally. The City of Camden cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

I.2.3 ANTI-SEXUAL HARASSMENT POLICY

It is the City of Camden's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The City of Camden prohibits sexual harassment from occurring in the workplace or at any other location at which City sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment. For the purposes of this policy, sexual harassment, with or without sexual conduct, is defined, as in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

I. SEXUAL HARASSMENT GENERALLY FALLS INTO TWO

CATEGORIES: QUID PRO QUO AND HOSTILE WORK

ENVIRONMENT HARASSMENT:

A. Quid Pro Quo Sexual Harassment is a form of harassment that may include unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision.

It shall be a violation of this policy for any person to use his or her authority to make any sexual advance toward an individual over whom the person is authorized to make, recommend or otherwise to influence personnel actions; to grant, recommend or refuse to take personnel action on the basis of an employee's gender or sexual or affectional orientation or in exchange for sexual favors; or take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

B. Hostile Work Environment is a form of harassment that may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Gender-based harassment may give rise to a claim of a hostile environment whether or not sexual activity or language is involved, if it has the purpose or effect of abusing, devaluing or subordinating the members of one sex and it adversely affects an individual employment opportunity.

- C. Third party harassment is unwelcome behavior of a sexual nature or based on sex that is not directed at an individual but is part of an individual's work environment.

Behaviors that may constitute sexual harassment include but are not limited to:

- Generalized gender-based remarks and comments
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement. Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, gestures or inappropriate comments about a person's clothing
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals
- Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention

- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior

II. EMPLOYEE RESPONSIBILITIES

Any employee who believes that she/he has been subjected to any form of prohibited discrimination/harassment, including sexual harassment by an employee or non-employee, or who witnesses another being subjected to such harassment or discrimination, including harassment of a non-employee by an employee is encouraged to promptly report the incident(s) to either their supervisor or directly to their respective department head or the Equal Employment Opportunity/Affirmative Action Officer or to any other persons designated by their department head to receive workplace discrimination complaints. All employees are expected to cooperate with investigation undertaken pursuant to Paragraph VI of this policy. Failure to cooperate in an investigation may result in disciplinary action, up to and including termination.

III. SUPERVISOR RESPONSIBILITIES

Supervisors should make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors are expected to take all allegations of discrimination/harassment, including sexual harassment, seriously, and to immediately refer the matter to the individual(s) responsible for receiving such complaints. Those individuals should include persons referenced in this Policy Manual and the Affirmative Action/Equal Employment

Opportunity Complaint Procedure. All complaints will be reviewed and prompt and appropriate remedial action will be taken to address any substantiated claim. All supervisors receiving complaints of unlawful discrimination/harassment must immediately advise If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy.

I.2.4 EMPLOYEE COMPLAINT POLICY

If an elected official, the Business Administrator or the City Attorney is the source of the complaint, the complaint may be brought to the Mayor, Business Administrator or City Attorney as appropriate. If the supervisor is the source of the sexual harassment, the complaint may be brought directly to the Business Administrator or the City Attorney. The employee should report offensive behavior, both verbally and in writing, keeping a duplicate copy of the written complaint. Regardless of who is first made aware of any such complaint, the City of Camden is committed to the following:

1. The complaint will be investigated promptly and thoroughly, and if found to have merit, immediate steps will be taken to end the harassment and appropriate disciplinary action will be taken.
2. The complaint and the complainant's identity will be kept confidential except to the limited extent necessary to investigate the allegations.
3. The complainant will, under no circumstances, be subject to retaliation for having registered the complaint.

When a complaint is made of alleged sexual harassment, the designated independent investigator shall take immediate and appropriate steps to investigate the complaint.

The independent investigator will:

1. Conduct an interview with the employee who made the claim within three (3) business days;
2. Obtain any facts and/or documentation pertaining to the alleged incident;
3. Ensure that the matter will be kept confidential except to the limited extent necessary to investigate the allegations.
4. Notify the immediate supervisor of the employee and the City Attorney of the alleged incident.
5. Conduct a thorough and prompt investigation of the claim, including:
 - A. Checking personnel files of the involved parties for previous complaints or problems;
 - B. Examining the work records of all involved parties;
 - C. Keeping the identity of an alleged offender confidential from any third-party witness;
 - D. Interviewing the alleged offender and any witnesses to the alleged incident.
6. After a thorough investigation is made, the designated independent investigator will prepare detailed written reports of all investigations and shall submit such reports to the Business Administrator.
7. The Business Administrator shall review the reports and make a final determination of whether there is a basis for a claim of sexual harassment. If there is no basis to the claim, the Business Administrator shall so advise the complainant. If the investigation reveals that there is a basis for the claim of sexual harassment, the Business Administrator shall direct the appropriate department head to promptly

institute disciplinary action against the alleged harasser. The following disciplinary actions should be taken in accordance with established disciplinary procedures:

- A. Reprimand and counseling together with demotion and/or reassignment; or
 - B. Reprimand and counseling together with suspension; or
 - C. Termination;
 - D. Such other action as is deemed appropriate.
8. The Business Administrator will prepare a file of the detailed written reports of all investigations. A copy of all reports will be sent to the City Attorney.
9. The complainant will not be informed of the nature of the discipline imposed, except to the extent that the matter has been investigated, action has been taken, and the City expects no reoccurrence.

I.2.5 PROHIBITION AGAINST RETALIATION

Retaliation against any employee who alleges that she/he was the victim of discrimination/harassment, or against any employee who provides information in the course of an investigation into claims of unlawful discrimination/harassment in the workplace is prohibited by this policy. Any employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy will not be subjected to adverse employment consequences based upon such involvement or be the subject of retaliations.

Retaliation in any form against a complainant who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. In addition, the failure by a department head, to promptly initiate disciplinary

action after having been directed to do so by the Business Administrator will also be cause for appropriate disciplinary action.

I.2.6 FALSE ACCUSATIONS AND INFORMATION

If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, such conduct may be ground for discipline. Complaints made in good faith, however, even if found to be unsubstantiated, will not be considered a false accusation.

I.2.7 CONFIDENTIALITY

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstance, confidentiality will be maintained throughout the investigatory process. In the course of an investigation it may be necessary to discuss the claims with the alleged harasser and other persons who may have relevant knowledge. It therefore may be necessary to disclose information to persons with a legitimate need to know about the matter. All persons interviewed will be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with the confidentiality directive may result in disciplinary action.

I.2.8 DISCIPLINARY ACTION

Any employee found to have violated this policy may be subject to appropriate disciplinary action which may include: reprimand, suspension, reassignment, or termination of

employment. Referral to another authority for review for possible violation of State and Federal statutes may also be appropriate.

1.2.9 TRAINING

All departments should make efforts to provide employees with information regarding the prevention of unlawful discrimination/harassment and the complaint procedure to be followed in filing complaints when unlawful harassment/discrimination has occurred. All departments should make efforts to provide supervisors and managers with training that will inform them of the appropriate steps to be taken to address complaints of unlawful discrimination/harassment.

1.3 WHISTLE BLOWER POLICY

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee’s official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The City of Camden shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Department Head, Business Administrator, Mayor or other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Business Administrator or City Attorney. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the City a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy. **CONTACT PERSON:** The City of Camden has designated Michelle Banks-Spearman, City Attorney or her designee, located on the 4th floor of City Hall, phone number 856-757-7170 as the contact person to answer your questions or

provide additional information regarding your rights and responsibilities under the Conscientious Employee Protection Act.

I.4 AMERICANS WITH DISABILITIES ACT POLICY & NEW JERSEY PREGNANT WORKER'S FAIRNESS ACT

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the City does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The City of Camden will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the City to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the City.

The Business Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room

or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Business Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the City to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting City facilities. Any questions concerning proper assistance should be directed to the Business Administrator.

I.5 CONTAGIOUS OR LIFE THREATENING ILLNESSES POLICY

The City encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The City shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that the accommodation does not impose an unreasonable hardship on the City.

The City will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations,

but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

I.6 SAFETY POLICY

The City will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The City is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. All City employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving City of Camden facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Head.

The City has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. The Safety Committee shall be comprised of authorized Officials and Employees-a list of who shall be provided to all Employees at the beginning of the year. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

I.7 SUBSTANCE ABUSE

The purpose of this policy is to make very clear to all City of Camden employees that the use, sale, possession, or involvement with drugs or alcohol while on the job is strictly prohibited. Violation of this policy will result in appropriate disciplinary action up to and including suspension, fines and termination.

As part of any disciplinary action, said employee may be required to satisfactorily participate in a substance abuse assistance or rehabilitation program and aftercare program.

I.8 DRUG AND ALCOHOL SCREENING – STATEMENT OF PURPOSE

The City of Camden will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other City policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers or otherwise accommodated as required by law.

Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their direct supervisor, Risk Management, and Personnel.

The purpose of these guidelines is to establish uniform standards for pre-employment and employment drug and alcohol testing to further ensure confidentiality, reliability, and fairness in drug and alcohol testing. The City of Camden recognizes that a healthy and productive work force, safe working conditions, free from the effects of drugs and alcohol, and maintenance of services rendered are important to employees and the public we serve. The City of Camden further recognizes that the abuse of drugs and alcohol not only creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreases productivity, and a decline in the quality of products and services.

Certain drug and alcohol testing procedures are necessary to protect persons participating in workplace drug and alcohol testing programs. Therefore, in balancing the interests of employees and the welfare of the general public, the City of Camden concludes that fair and accurate testing for drugs and alcohol in the workplace is in the best interest of all.

I.8.1 DEFINITIONS

- “Alcohol” means ethyl alcohol, hydrated oxide of ethyl or neutral spirits from whatever source or by whatever process produced.

- “Alcoholic Beverage” means any fluid or solid capable of being converted into a fluid, suitable for human consumption, and having an alcohol content of more than one half of one per centum (1/2 of 1%) by volume.
- “Designated Employer Representative (DER)” means the City’s Risk Manager.
- “Drug” means any substance other than alcohol capable of altering the mood, perception, pain level, or judgment of the individual consuming it.
- “Employee” means a person, independent contractor or person hired by an independent contractor who performs services for the municipality.
- “Illegal Drugs” mean any substance for which the possession, sale, distribution, manufacture, or use by unlicensed persons is prohibited by law, but not when used pursuant to a valid prescription or when used as otherwise authorized by law.
- “Job Applicant” means a person, independent contractor or person hired by an independent contractor who applies to become an employee of the municipality.
- “Medical Review Officer (MRO)” means the certified physician responsible for receiving laboratory results.
- “Municipality” means the City of Camden.
- “Non-Prescription Drugs” mean substances that are not legally controlled and are available without a medical prescription, but which, when improperly or inappropriately used, may hamper the ability to perform assigned duties or impair judgment, alertness, and any other physical, emotional, and mental capacities.
- “Prescription Drugs” means controlled and non-controlled substances for which possession and use are legal when prescribed by licensed medical personnel.

- “Prescription/Non-Prescription Misuse” means the overuse or inappropriate use of any prescription or non-prescription medication, to include the ingestion of substances prescribed specifically for another individual.
- “Random Selection Basis” means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and (2) does not give the city discretion to waive the selection of an employee selected under the mechanism.
- “Reasonable Suspicion” means an articulable belief based on specific objective facts and reasonable inferences drawn from those facts. Reasonable suspicion of drug abuse or misuse is based upon behavioral and performance factors which include, but are not limited to, decrease in work performance level, willful misconduct, excessive absenteeism and tardiness, history of citizen complaints, excessive use of sick leave, negligent injuries or accidents, poor traffic safety record, and other documentable reasons.
- “Safety-Sensitive Position” means a position, which is directly related to public health and safety, protection of life and property, law enforcement or municipal security. Safety-Sensitive positions can include, but are not limited to, the operation of motor vehicles, heavy machinery, equipment or apparatus.
- “Under the Influence” means having the presence of a drug or alcohol at or above the level of a positive test result.

I.8.2 ALCOHOLIC BEVERAGES

The following are prohibited regarding alcoholic beverages:

- a. No alcoholic beverages will be brought into, possessed, or consumed on the City’s premises, City property or City vehicles

- b. Any employee whose alcohol abuse results in excessive absenteeism or tardiness, or is the cause of accidents or poor work, may be referred to the Employee Assistance Program (EAP) for rehabilitation. If the employee refuses or fails rehabilitation, he or she shall be subject to discipline up to and including termination

I.8.3 PRESCRIPTION DRUGS

The following are prohibited regarding prescription drugs:

- a. No prescription drug shall be brought upon the City's premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and the drug shall be used only in the manner, combination, and quantity prescribed.
- b. Any employee whose prescription drug abuse results in excessive absenteeism or tardiness, or is the cause of accidents or poor work may be referred to the Employee Assistance Program (EAP) for rehabilitation. If the employee refuses or fails rehabilitation, he or she shall be subject to discipline up to and including termination.
- c. Any employee undergoing prescribed medical treatment with a controlled substance including Medical Marijuana, that affects job performance shall report this treatment to his or her supervisor, Risk Management and Personnel. A controlled substance's use as part of a prescribed medical treatment used outside_of the workplace is not grounds, for disciplinary action. Although it is important_for the City to know the use is occurring. It may, however, be necessary to_change an employee's job assignment while the employee is undergoing treatment.

I.8.4 ILLEGAL DRUGS

The following are prohibited illegal drugs:

- a. The use of an illegal drug, controlled substance, or the possession of one at or outside the workplace is cause for discipline up to and including termination.
- b. The sale, trade, or delivery of illegal drugs or controlled substances or conspiracy in the sale, trade, or delivery of illegal drugs or controlled substances by an employee to another person is cause for discipline up to and including termination.

I.8.5 DRUG AND ALCOHOL TESTING

This policy governs the administration of drug testing procedures for illegal and abusive drugs and alcohol usage by employees of and job applicants for the following safety sensitive positions in the City of Camden:

- a. All non-uniformed safety sensitive personnel working in or assigned by the City to the Camden County Police Department;
- b. Fire Personnel;
- c. Public Works Safety-sensitive Personnel;
- d. Utilities Safety-sensitive Personnel;
- e. School Crossing Guards;
- f. Public Safety Telecommunicators and Public Safety Telecommunicator Trainees;
- g. Health & Human Services Safety-sensitive Personnel;
- h. Development & Planning Safety-sensitive Personnel;
- i. All Municipal Court employees;

- j. Any and all positions which are directly related to public health and safety, protection of life and property, law enforcement or municipal security; and
- k. Any and all positions involving the operation of motor vehicles, heavy machinery, equipment or apparatus.

This policy shall not apply to the City of Camden Arson Investigation Unit, which is established pursuant to N.J.S.A. 40A:14-7.1. et seq. Rather, the members of said Arson Investigation Unit shall be subject to the terms and regulations established under the City of Camden Law Enforcement Drug and Alcohol Screening Guidelines. In the event a member of the Arson Investigation Unit tests positive for drug and/or alcohol usage in violation of the City's Law Enforcement Drug and Alcohol Screening Guidelines, her or she shall be permanently stripped of his or her law enforcement authority, and shall immediately be subject to the policy herein.

I.8.5.1 TYPES OF TESTING

The City of Camden is authorized to conduct the following types of drug and alcohol tests:

1. PRE-EMPLOYMENT TESTING

The City can require all job applicants to submit to a drug and alcohol test as a condition of the employment application and may use a refusal to submit to a test or positive confirmed test result as a basis for refusal to hire.

2. REASONABLE SUSPICION TESTING

Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. Risk management, Personnel, supervisor or the director of operations should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a

reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and Personnel will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and in appropriate discipline up to and including termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

3. POST ACCIDENT TESTING

Employees are subject to testing when they cause or contribute to accidents that seriously damage a City of Camden vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A

circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including but not limited to a City forklift, pickup truck, fire truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in appropriate discipline up and including termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

4. RETURN-TO-WORK TESTING

The City may require all employees of safety-sensitive positions to submit to return-to-work drug and alcohol testing at the discretion of the DER. A return-to-work situation exists where:

- a. an employee has five (5) consecutive unexcused absences; or
- b. an employee has been absent from work due to enrollment in a drug or alcohol rehabilitation program.

5. RANDOM TESTING

The City may require employees of safety-sensitive positions to submit to drug testing on a random basis when the nature of the position would create a health risk to the employee or fellow employees or to the public, or a security risk in the workplace, should the employee be affected by the use of drugs. The City will conduct, every twelve (12)

months, random testing for controlled substances at a rate of fifty percent (50%) of its total employees in safety-sensitive positions. The number of tests conducted under this section for alcohol testing shall be at the rate of fifty percent (50%) of its total employees in safety-sensitive positions.

NOTE: According to federal law, employees that possess a Commercial Driver's License (CDL) as a condition of employment will be selected from a separate pool according to the same percentages set forth above.

6. POST REHABILITATION AND/OR TREATMENT TESTING

An employee who has tested positive and has successfully completed a program of rehabilitation and/or treatment will be permitted to return to work. However, the employee will be required to enter into a two year contract with the City of Camden wherein the employee will be required to test without notice at the discretion of the City of Camden for the term of the contract.

I.8.5.2 REFUSAL

A refusal to provide a specimen will constitute a presumption of guilt and the employee will be subject to termination.

I.8.5.3 PROCEDURE

In order to ensure the full reliability and accuracy of drug tests, the accurate reporting of test results, and the integrity and efficacy of drug testing programs in the City of Camden, definite specimen acquisition procedures will be exercised.

1. COLLECTION SITE

The designated collection site will be at Worknet 300 South Broadway and Benson Streets, Camden, New Jersey, or on such other sites that may be designated by the DER.

2. CHAIN OF CUSTODY FORMS

Chain of custody standardized forms shall be properly executed by authorized collection site personnel.

3. NO UNAUTHORIZED PERSONNEL

No unauthorized personnel shall be permitted in any part of the designated collection site when urine specimens are collected or stored.

4. IDENTIFICATION

With the exception of pre-employment or return-to-work testing, all individuals to be tested pursuant to this policy shall be escorted to the collection site by designated City personnel. When an individual arrives at the collection site the individual shall present photo identification. All individuals regardless of the type of test must present photo identification. If the individual does not have proper photo identification or there are questions as to the validity of the identification, the collection site person shall contact the DER. If the individual's identity cannot be established, the collection site person shall not proceed with the collection.

5. FAILURE TO ARRIVE AT COLLECTION SITE

If the individual fails to arrive at the assigned time, the collection site person shall contact the DER to obtain guidance on the action to be taken.

6. PROCESSING OF URINE SAMPLES

Urine samples will be processed in accordance with the accepted chain of custody procedures.

7. SPECIMEN MAY BE COLLECTED UNDER DIRECT OBSERVATION

The DER shall review and concur in advance with the decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based on a reason to believe that the individual may alter or substitute the specimen to be provided.

I.8.6 LABORATORY REQUIREMENTS

Laboratory Accreditation: All laboratories used to perform urine testing must be accredited by the National Institute on Drug Abuse (NIDA).

I.8.7 LABORATORY TESTING METHODOLOGY

All testing will be performed using the drug test drug cut-off levels (positive or negative decision points) established by the U.S. Department of Health and Human Services' "Mandatory Guidelines for Federal Workplace Drug Testing Programs (53FR11970) and all appendices, supplements and amendments thereto.

1. Urine Testing: All urine specimens are analyzed for the following drugs: (a) Amphetamines; (b) Barbiturates; (c) Benzodiazepine; (d) Marijuana, (e) Cocaine; (f) Fentanyl; (g) Meperidine; (h) Methadone; (i) Nalbuphine; (j) Opiates; (k) Oxycodone; (l) PCP; (m) Pentazocine; (n) Propoxyphene; (o) Ecstasy.
2. Breath Alcohol Testing: The analysis of alcohol content will be determined by a breath analysis test. If the initial test is anything other than 0.00%, a confirmatory test will be performed. If a breath analysis test indicates a reading of less than 0.02%, there shall be no further testing. If a breath analysis test indicates a reading of 0.02% or greater, but less than 0.04%, the employee shall not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following the administration of the alcohol test. No other action may be taken against the

employee based solely upon a test result showing an alcohol concentration of less than 0.04%. If a breath analysis test indicates a reading of 0.04% or greater, the test will be construed as a positive.

3. Prescription and Non-Prescription Medications: If an employee is taking a prescription or non-prescription medication in the appropriate described manner, he/she will not be disciplined. Medications prescribed for another individual, not the employee, shall be considered to be illegally used and subject the employee to discipline up to and including termination.

I.8.8 TEST RESULTS

The designated laboratory shall report test results to the City's Medical Review Officer within an average of five (5) working days after receipt of the specimen by the laboratory. The Medical Review Officer may not disclose quantitative test results to the DER but shall report only whether the test was positive or negative.

The laboratory may transmit results to the Medical Review Officer by various electronic means (for example, teleprinters, facsimile, or computer) in a manner designed to ensure confidentiality of the information. Results may not be provided verbally by telephone. The laboratory must ensure the security of the data transmission and limit access to any data transmission, storage, or retrieval system.

Prior to reporting a positive test result to the DER, the MRO shall review and verify the confirmed laboratory positive. The Medical Review Officer shall also tell the employee that he or she has the option to have the results confirmed at another NIDA certified laboratory. The employee is responsible for the cost of the retest.

I.8.9 CONSEQUENCES OF A NEGATIVE DILUTE RESULT

If the laboratory reports a negative specimen as dilute the employee will be required to retest. If the second test results in a negative dilute the result will be accepted as negative. However, for all additional testing the DER or his designated representative will observe the test being administered.

I.8.10 CONSEQUENCES OF A CONFIRMED POSITIVE TEST RESULT

Upon receipt of a verified or confirmed positive drug or alcohol test result, which indicates a violation of the City's written policy, the City may use that test result as the basis for the following actions:

1. The employee shall be subject to disciplinary action.
2. The employee shall immediately be relieved of duty in accordance with New Jersey Administrative Code Provision N.J.A.C. 4A:2-2.5. Thereafter, the employee shall be directed by the DER to obtain approved treatment and/or rehabilitation under the coordination of the City's Employee Assistance Program (EAP). The EAP coordinator will provide the DER with recommendation as to the course of treatment and/or rehabilitation.
3. The employee's lack of cooperation in addressing rehabilitation and/or treatment with City Officials, EAP program personnel and health care professionals shall result in termination.
4. The employee will be permitted to return to work upon verification of rehabilitation and/or treatment by the DER and the employee successfully completing a drug and/or alcohol screen. Any subsequent positive drug and/or alcohol test shall result in termination.

In addition to the above rehabilitation and/or treatment, the employee shall be required to enter a contract with the City which includes supervision by the EAP program and drug testing without prior notice for a period of two (2) years. The term of the contract shall commence on the date the employee returns to work. Employees who violate the terms of the contract shall be terminated.

I.8.11 GENERAL PROVISIONS

1. Any employee who desires assistance in dealing with an alcohol or drug dependency problem may seek help, voluntarily, in confidence, by contacting the Employee Assistance Program (EAP). These individuals must be capable of performing their assigned duties and must cease all involvement with alcohol and drugs that will impact their job with the City.
2. All information obtained in the course of testing, rehabilitation and treatment of employees with alcohol and drug abuse problems shall be protected as confidential medical information and shall be kept separate from the employee's official personnel file. Only those who have a need to know shall be given access to this information. The importance of this confidentiality to the City and its employees cannot be overemphasized.

I.9 WORKPLACE VIOLENCE PREVENTION POLICY

The City of Camden will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for disciplinary action up to and including immediate dismissal and will be fully prosecuted. This includes any violence or threats made on City property, at City-sponsored events or under other circumstances that may negatively affect the City's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threats which may include but not limited to verbal or physical harassment or abuse, attempts to intimidate others remarks, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs at the workplace or at any City-sponsored functions;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on City property at all times, including City parking lots or City vehicles or while on City business.
- Weapons include, but not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives and other instruments used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.
- Committing acts motivated by, or related to, sexual harassment or domestic violence. All employees are encouraged to partner with management to ensure maximum safety for all.

Any potentially dangerous situations must be immediately reported to the Risk Manager. The City will actively intervene in any potentially hostile or violent situation.

I.10 ACCESS TO PERSONNEL FILES POLICY

The official personnel file for each employee shall be maintained by the Personnel Office. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the City premises in the Personnel Office or the presence of a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the City may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The City of Camden endeavors to maintain the privacy of personnel records. There are limited circumstances in which the City will release information contained in personnel or medical records to persons outside the City. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;

- To an authorized governmental agency as part of an investigation of the City of Camden's compliance with applicable law;
- To the City of Camden's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the City of Camden are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting a verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

I.11 CONFLICT OF INTEREST POLICY

Employees including City officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the City. Violations of this policy will result in appropriate discipline including termination.

The City recognizes the right of employees to engage in outside activities that are private nature and unrelated to City business. However, business dealings that appear to create a conflict between the employee and the City's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the City Clerk a state mandated disclosure form. The City Clerk will notify employees and City officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a City official is in a position to influence a City decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the City may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Business Administrator or the City Attorney to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their City responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using City time, supplies or equipment in the outside employment activities. The Business Administrator may request employees to restrict outside employment if the quality of City work diminishes. Any employees who holds an interest in, or is employed by, any business doing business with the City must submit a written notice of these outside interests to the Business Administrator.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their City duties. Under no circumstances shall an employee accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the City or any person or firm seeking to influence City decisions. Meals and other entertainment are included in then above prohibition. Employees are required to report to the Business Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

I.12 POLITICAL ACTIVITY POLICY

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using City time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Head, Business Administrator, Risk Manager or the City Attorney.

I.13 EMPLOYEE EVALUATION POLICY – PERFORMANCE ASSESSMENT REVIEW (PAR)

- A. All Department/Divisions/Bureaus are to ensure the timely completion of the Progress Review at the six (6) month period and the Final Assessment at the end of one (1) year. Failure of a supervisor to complete a PAR on an employee will result in an Unsatisfactory rating on the Supervisor's PAR
- B. All supervisors are to have at least three (3) formal meetings per year with each individual employee that reports to her/him to discuss the PAR program. This meeting should include a discussion about Supervisor's expectations, the employee's past performance, employee's strengths and perceived areas that need improvement.
- C. It is the responsibility of the supervisor to close out all PARS of employees that are transferred.
- D. It is the responsibility of the supervisor to open a PAR on a newly transferred employee for the remainder of the 6 month or 1 year period.
- E. It is the responsibility of the employee's immediate Supervisor and the Supervisor's immediate Supervisor to develop an Improvement Plan for any employee that receives an Unsatisfactory or Below Satisfactory rating.

- F. In the event that an employee receives an Unsatisfactory or Below Satisfactory rating on their Final Assessment, the employee will be placed on an Improvement Plan for a period of 90 days.
- G. Failure of an employee that has been placed on an Improvement Plan to raise his/her rating to at least a Satisfactory rating during the 90 day period may subject the employee to disciplinary action up to and including termination.
- H. After review by the Supervisor, the form(s) are to be forwarded to the Personnel Office for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Supervisor or Business Administrator.

I.14 EMPLOYEE DISCIPLINE POLICY

All City employees are expected to comply with the rules of conduct described in this manual, with the City Code, and with all lawful orders given by their superiors. Failure to comply will lead to disciplinary action. Should you disagree with an order, refer to the section of this manual entitled GRIEVANCES. However, while your grievance/appeal is pending, YOU MUST CONTINUE TO OBEY THE ORDER to which you object.

An employee may be subject to discipline for any of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the City of Camden, fellow employees, volunteers or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.

- Fighting on City of Camden property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on City of Camden property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on City of Camden property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on City of Camden premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.
- Careless waste of materials or abuse of tools, equipment or supplies.
- Deliberate destruction or damage to City of Camden or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on City of Camden premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other City of Camden's or supplier's property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential City of Camden information.
- Gambling on City of Camden premises.

- Horseplay, disorderly conduct and use of abusive and/or obscene language on City of Camden premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly persons offense.
- Violating any City of Camden rules or policies.
- Conduct unbecoming a public employee.
- Violation of City of Camden policies, procedures and regulations.
- Violation of Federal, State or City of Camden laws, ordinances, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, and email.
- Other sufficient cause.

A department director or supervisor may recommend discipline against any of their workers. Progressive discipline begins with verbal and written warnings, and can lead to the assessment of fines, suspension from duty, with/without pay and termination.

If a permanent employee is: suspended for more than five (5) days at one time, suspended for a total of fifteen (15) days in one calendar year, disciplined on more than three occasions in a twelve (12) month period or terminated, the employee will be given information regarding their ability to appeal the action to the New Jersey Civil Service Commission.

In cases of employee misconduct, the City believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Business Administrator review; written reprimand; suspension; fines, and, dismissal. At the discretion of City, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this manual nor any other City guidelines, policies or practices create an employment contract. Employment with City may be terminated at any time with or without cause or reason by the employee or City.

I.15 RESOLUTION OF PROBLEMS AND/OR COMPLAINTS

We think the City of Camden is a rewarding place to work, and we hope that you share the same enthusiasm we do. Therefore, before action is taken or a new policy is implemented, consideration is given to the impact on a person's job security, earnings potential, privileges, work load, work pace, effort, work habits, safety, personal goals, and work environment.

Although every possible effort is made to assure that action taken by the City of Camden will result in fair and equitable treatment, we realize that there will be some misunderstandings and complaints.

Should you have a problem or a complaint, we will make every effort to clear up all misunderstanding promptly and fairly. Additionally, you are entitled to an answer to any question you have relative to your job, your treatment, or working conditions. To handle your problems or complaints fairly and equitably, we have developed the following Complaint Resolution System:

- Since your immediate supervisor is responsible for assuring that you receive fair treatment, your problem or complaint should first be discussed fully and frankly

with your supervisor. In the majority of cases, complaints can be resolved through an open and candid discussion with your immediate supervisor.

- In those instances where complaints cannot be resolved with your immediate supervisor, you may bring up this matter to your Department Director, who is available to consult with and assist in whatever manner possible.

An appointment should be made with either the Supervisor or Department Director to discuss this matter, and if necessary, he or she will consult with Personnel or Administration.

Consistent with our open door policy, you may consult with Personnel; however, experience has shown that questions can be answered and problems solved in the majority of instances at the Supervisory or Department Director level.

I.16 GRIEVANCES

You may bring a grievance if you believe that the agreement between City and the Union which represents your job title has been violated, misinterpreted, or misapplied. For details on the procedure to follow, consult the Union agreement.

Basically, the following should be adhered to:

- You must file and process your grievance within the time limits set forth in the Union Agreement. For example: you must start your grievance within 10 days of the time you learned of the action to which you object.

I.17 RESIGNATION

Your Department Director should be given a written notice of at least (2) weeks before the date on which you anticipate terminating your employment with the City of Camden.

Such proper notification will assure your resigning in good standing and would weigh favorably when references are required for future employment.

NOTE: It is to your advantage to check with the City Personnel Office on what benefits will be affected.

I.18 WORKFORCE REDUCTION POLICY

Pursuant to N.J.A.C. 4A: 8-1.1 the City may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees in Career Service titles will be determined by the New Jersey Department of Personnel.)

I.19 DRIVER'S LICENSE POLICY

Any employee whose work requires that the operation of City of Camden vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a City vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads or Division Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a City vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a City vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance, is subject to disciplinary action, including demotion

or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a City vehicle shall be subject to possible termination.

Any information obtained by the City in accordance with this section shall be used by the City only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.).

CHAPTER II: WORKPLACE POLICIES

II.1 ATTENDANCE/ABSENTEEISM POLICY

- A. It is the policy of the City of Camden to minimize absenteeism and chronic absenteeism.
- B. An employee who has been absent for five (5) or more consecutive working days is required, upon returning to work, to present a note from a licensed physician indicating the nature of the employee's medical condition and any limitations to the Office of Risk Management.

Employee absent due to a non-work related illness or injury may be required to undergo a physical examination or functional capacity examination before returning to their regular duties as determined by the Risk Manager.

Should the return to work date for an employee who has been absent for five or more consecutive working days due to non-work related illness or injury occur on a non-regular workday (i.e., after hours, weekend, holiday), it is the responsibility of that employee to present the Office of Risk Management prior to their scheduled return to work date/time with the appropriate physician's note. Again, the Office of Risk Management will determine whether or not a physical or functional capacity examination is necessary and schedule accordingly.

- C. Unsatisfactory attendance includes but is not limited to, abuse of sick leave, early departures, lateness, or unexcused absences that precede or follow regularly scheduled days off, holidays or sick and vacation leave.
- D. Three unapproved early departures in any two consecutive pay periods, or a total of 8 in a calendar year, regardless of cause, could be considered excessive.

- E. All unauthorized and/or unreported absences shall be considered Absences Without Leave, (AWOL), subject to disciplinary action and the employee shall not be paid for such period of absence. Furthermore absence without leave for five or more consecutive days (unauthorized) shall be grounds for instituting the following disciplinary policy;
- (a) Any employee who is absent from duty for five or more consecutive business days without the approval of his or her supervisor shall be considered to have abandoned his or her position and shall, after Civil Service Commission procedures are followed, be recorded as a Resignation Not in Good Standing.
 - (b) Any employee who has not returned to duty for five or more consecutive business days following an approved leave of absence shall be considered to have abandoned his or her position and shall, after Civil Service Commission procedures are followed, be recorded as a Resignation Not in Good Standing.
- F. It is also the policy of the City of Camden that required time clock and/or swiping/signing in/out procedures be utilized as a means to verify attendance and absenteeism. Employees not following established procedures will be subjected to disciplinary action.
- G. It is the responsibility of the employee to notify his/her supervisor of any absence. Any employee who does not expect to report for work because of personal illness or for any other reasons shall notify his/her immediate supervisor, by telephone or personal message within one half (1/2) hour of the regularly scheduled starting time. Failure to provide the required notice of an absence may result in disciplinary action.

In the event there is a conflict between this policy and the Collective Bargaining agreement, the Collective Bargaining Agreement will prevail.

PROCEDURE:

A. Absences of five or more occurrences in two consecutive pay periods except approved leave other than sick leave, or a pattern of continued absence over a period of time, is considered excessive. Employees exceeding this standard may be subject to disciplinary action as indicated in “E”.

B. If an employee is absent due to illness for five (5) or more consecutive working days, the employee shall upon returning to work submit a licensed physician’s note indicating the nature of the illness and length of time the employee will be absent.

An employee who has been absent on sick leave for more than 15 days in a calendar year shall have his or her sick leave record reviewed and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year. In cases where an illness is of a chronic or recurring nature causing recurring absences of one day or less, only one submission of such proof shall be necessary for a period of six months.

C. Absences of three or more days out of any five consecutive scheduled weekends for employees in City divisions operating on a 24-hour continuous schedule is considered excessive. Employees exceeding this standard shall be sent a letter requiring a doctor’s certificate for all subsequent absences.

D. Each department is to maintain accurate attendance records. These records should be examined regularly to ensure that absenteeism problems do not go unnoticed.

E. Disciplinary action shall be administered in accordance with progressive Disciplinary Procedure:

- i. Documented Verbal Warning
- ii. Warning Letter
- iii. Minor suspension of five (5) days or under
- iv. Request to the Personnel Office to process a Major Disciplinary Action form (DPF-31A) arranging an internal hearing where further disciplinary action is sought which can include suspension (greater than 5 days), fine, demotion and/or possible termination.

F. Prior to any suspensions all disciplinary actions should be reviewed with the Personnel Officer for compliance with the City of Camden procedures.

II.2 PUNCTUALITY

All employees are required to report to work on time, return promptly from lunch and/or breaks, and work diligently and steadily during working hours, with a minimum of time loss.

An employee shall be considered late for work when reporting AFTER the prescribed starting time for his or her department. An unacceptable record of tardiness will result in disciplinary action.

The usual work week for office employees is Monday through Friday, 8:30 a.m. to 4:30 p.m. Some departments have shift schedules and work accordingly.

Your Department Director or Supervisor will explain your hours and work week to you. Your Supervisor will also tell you when you are scheduled to take a lunch period.

II.3 LATENESS

The definition of lateness is reporting to work (swiping in) any time after the individual employee's scheduled start time or reporting back from lunch more than one hour from the start of lunch. For example: An employee who is scheduled to report to work at 8:30 am will be

considered late if the time displayed/registered on the Kronos system is 8:31 am or later. While employees are not to swipe/punch in and out for their lunch break, if an employee reports back from lunch more than one (1) hour from the start of the lunch, the employee will be late. If an employee is late more than six (6) times in a one hundred thirty (130) work day period, the employee may be subject to disciplinary action as provided herein. Whenever an employee is delayed in reporting for scheduled work hours, he/she shall endeavor to contact a supervisor in advance, if possible. An employee who has a reasonable excuse and is less than thirty (30) minutes late shall not be denied the opportunity to work the balance of his/her scheduled shift. After thirty (30) minutes the employee may be directed to return home with loss of a vacation day. If the employee has no vacation days remaining, the employee will be docked a day's pay.

DOCKING:

Docking for lateness may begin after six (6) minutes are accumulated during any one pay period. Docking will be calculated in one (1) minute increments, including the first six (6) minutes. For example, if late for an accumulated seven (7) minutes during any one pay period, the employee may be docked for seven (7) minutes, not one (1) minute.

In lieu of docking the Department Director and/or supervisor may at his/her discretion allow the employee to make-up the time in question during the employee's lunch hour or after normal working hours.

Docking will not preclude the City of Camden from pursuing disciplinary action against the employee as outlined below.

DISCIPLINARY ACTION:

- 1st Occurrence: Informal meeting with employee advising lateness is not acceptable and review the policy with the employee.

- 2nd Occurrence: Official verbal warning.
- 3rd Occurrence: Written warning.

If there is no change in behavior, a two (2) day suspension will be in order. An employee will be advised by his/her Director in writing that further disciplinary action will follow if there is no change. The number of suspension days will increase up to the maximum for a minor disciplinary action of five (5) days. If there is no change, a major disciplinary action will be issued, which ranges from a six (6) day suspension up to and including termination of employment.

A six (6) month review with the employee will occur in order to evaluate their status since the last disciplinary action for lateness. If no further disciplinary action has occurred for lateness for six (6) months from the last lateness occurrence, the employee's personnel file will be expunged.

This policy will not apply if the employee has requested and received written authorization from his/her supervisor, director or designee to report late.

This policy does not supersede provisions allowed by the State and Federal Family/Medical Leave Act.

II.4 DECORUM

The way an employee deals with other associates and the public is important. Because good relations start with YOU and filters to your department through you.

How you conduct yourself reflects not only on you, but the City generally.

This is particularly true for those employees who have contact with the general public.

At all times when dealing with the public, you should be courteous, helpful and

non-argumentative.

If the situation becomes one where, in spite of your best efforts, it cannot be resolved, please ask your immediate supervisor for assistance.

II.5 DRESS CODE

The City of Camden requires all employees to maintain appropriate standards of grooming and dress that are in keeping with the professional stature of the work place. Personal appearance should reflect a professional, business like image. Though it is understood that dress and appearance is often a matter of personal taste, all employees must bear in mind that a professional image must be reflected at all times.

- A. It shall be the policy of the City of Camden that employees report to work properly attired in accordance with their job duties. Uniformed personnel must be dressed in accordance with contract requirements and law.
- B. Whether it is Monday through Thursday or Casual Friday, clothing must be clean and neatly worn.

Under this policy, the following are considered examples of inappropriate (but not limited to) attire at all times: low-cut fronts or backs, halter tops, midriff tops, beach wear, lingerie-like clothing, anything spandex, high splits in skirts, shorts, muscle shirts, concert t-shirts, excessively baggy pants, or extremely tight clothing of any type.

Exceptions to This Policy:

Inclement weather: In the event of heavy rain or snow, employees will be permitted to report to work in casual attire.

Work site: Casual attire will be permitted if your job duties require you to work outside, e.g. Inspectors or twenty-four hour operations with no contact with the public.

Special Assignments or Events: Casual attire will be permitted as required by any special assignments or event, e.g. cleaning up your work area or office, moving files, etc. Casual attire will not be allowed if a meeting is scheduled outside of the office or with the public.

Religious or Ethnic reasons: Employees will be permitted to wear appropriate apparel for Black History Month, St. Patrick's Day, Christmas etc. Those employees whose religion requires them to wear certain apparel will be permitted to do so.

Casual Friday: Casual business wear will be allowed for office workers on Friday. Casual business wear is clothing that allows you to feel comfortable at work yet is appropriate for the office environment.

NOTE: Incidents of non-compliance may result in disciplinary action in accordance with Personnel procedures. This policy will be subject to amendment when necessary.

II.6 PHONE POLICY

All employees should have received introductory instructions on the use of the Phone System. The phone system is a tool for the department to provide a more efficient service to its clients. All employees also should have received a telephone feature guide, which outlines some of the programming features of the phone system. In addition to the telephone feature guide, there are additional policy considerations adopted by the City of Camden that all employees should be aware of.

These phones are being purchased by the City of Camden, not leased. As such, each employee will be responsible for insuring that the phone assigned to that employee is properly maintained. As these phones are the property of the City of Camden, for inventory control purposes, each phone will be assigned in inventory I.D. tag, along with the name of the employee who is assigned to said phone.

Each department is responsible to maintain and provide to the telecommunication office a complete list of employees and the telephones to which they are assigned. Changes due to termination, transfer, reassignments or new hires should be reported immediately to the telecommunication office.

LONG DISTANCE PHONE CALLS

All long distance phone calls shall be related to servicing our clients. All employees are reminded that each employee is responsible to reimburse the City of Camden for personal phone calls made on City phones. Each employee will be responsible for all calls made on their assigned phone that are not business related.

As each employee is responsible for any long distance phone calls on their assigned phone, all departments will be provided with a listing of long distance calls per extension. Each employee will be responsible for reimbursing the City for all personal calls made on their individual phone line. The City will not accept collect calls and employees are instructed to refuse any such calls. Calls accepted will be assumed the responsibility of the individual assigned to the telephone. The City does not allow for third party calling. Again, these charges are not authorized and will be the responsibility of the individual assigned to the phone.

Upon the resignation or termination of any person from the City of Camden, the telecommunications office will reconcile the phone bills for that extension assigned to the employee prior to the final check being processed for said employee.

A. Abuse

The abuse of telephones for personal calls including cell phones will be cause for disciplinary action.

CELL PHONE USE

A. Business Use

- A City Cellular telephone shall be used for appropriate business purposes. Such use is defined to be appropriate when an employee must make a call related to furthering City operations, does not have access to a regular City telephone, and the call cannot or should not wait until returning to the office. The City also encourages employees to be good citizens and use cellular telephones to report emergency situations to appropriate authorities, using free cellular calls whenever possible. (e.g., 911).
- A City cellular telephone may be used for circumstances, in which an employee must make a personal telephone call, does not have access to another City telephone, and such circumstances are at the City's request and/or relate to City business. For example, an employee may need to notify immediate family members that he/she is working past normal working hours and his/her expected arrival time. Other permitted calls would be those directly related to the health, safety, and welfare of the employee. For example, if employees are working in the field past normal working hours for an extended period, it is considered a business call for the employee to call and ask someone to deliver food to the location. Such calls are to be made from a cellular telephone only when a regular City telephone is unavailable.

B. Personal Calls

- The City discourages the use of cell phones for personal reasons. Cost of cell phone calls other than those that directly or indirectly relate to City operations must be reimbursed to the City. Such personal calls must be limited and have no adverse impact on City

operations. Calls will be monitored and excessive personal use of cell phones will be subject to appropriate disciplinary action.

C. Incoming Calls

- The City discourages the disclosure of cellular telephone numbers to members of the public, as the telephones are the property of the City and not of the employee. All incoming calls are discouraged unless the calls are part of the business operations of the employee.
- Employees are expected to reimburse the City for personal incoming phone calls, in accordance with Section II.6(E).

D. Monitoring

- Cellular telephone use and charges shall be monitored by Department Directors and the Business Administrator.
- The Telecommunications supervisor will distribute the detailed cell phone invoices to the appropriate department heads for their review and handling.
- It is the responsibility of the Department Director to review the detailed cellular telephone bills for the department each month. The Director shall note and investigate any unusual or questionable patterns, and shall take any appropriate action based on such investigation. It is also the Director's responsibility to ensure that copies of the telephone bill detail for each telephone is provided to the appropriate employee and, further, that any required reimbursement is made to the City on a timely basis in accordance with the requirements set forth herein.
- The Business Administrator will also review all bills to:
 - Report any abuse to the appropriate Director; and

- Verify that costs do not exceed budget amounts.
- It is the responsibility of the employee assigned a cellular telephone to use such telephone in accordance with this policy.

ASSIGNMENT OF CELL PHONES

- Requesting Cell Phone Use

- A. When requesting a cell phone the following procedures must be adhered to:

Fill out and submit a Telecommunications Request Form with Director's Signature to the Business Administrator or his/her designee for his/her approval.

- B. The request should contain:

Name, Title, Department

Director's Signature

Tier level requested (See section 2.2)

Justification

- C. Approved requests will then be sent to the Telecommunications Supervisor for processing.

Telecommunications supervisor will contact Individual user when phone is ready. If needed, some training on the proper use of phone will be provided.

- D. Users will sign a Statement of Understanding given by the Telecommunications Supervisor, indicating that they have read, Understood and agreed to abide by this cell phone policy.

Cell Phone Bank

A bank of cell phones will be available on a short-term basis through the Office of Telecommunications. Employees requesting a cell phone through the bank must complete a request form, which requires the approval of their director.

Accompanying the request form must be written justification describing the need.

These users may consist of:

- Employees traveling out of the city for business purposes.
- Employees assigned special projects requiring them to spend a significant portion of their workday out of the office.
- Employees temporarily assigned responsibilities whose immediate and direct contact is crucial to the proper performance of their assigned work duties.
- With the approval of the Business Administrator or designee, limited bank phones may be maintained by directors to satisfy communication needs outlined above. Directors who maintain such phones must monitor their use to assure compliance with standard set forth in this document.

Lost Damaged Phones

Proper Care

- The cell phone user is expected to take proper care of the cell phone.
- Phones are to have protective cover over at all time.
- Initially, a cover will be furnished at the time of assignment. If cover is lost or damaged, it is the users responsibility to purchase with his/her own funds another cover.
- Phones are to be kept with the user at all times. It is not permissible to leave phones unattended and phones are not to be loaned out to anyone. It is the responsibility of the user to keep phone charged at all times. A charger will be furnished with phone.

- Employees will be responsible for excessive wear and tear of the phone.
- If determined to be negligent, the employee will be financially responsible for the cost of replacement or repair of the phone.
- Employees will submit a check or money order made payable to the City of Camden to the Tax Office with a receipt from the Telecommunications Officer.
- Users must first acquire a receipt from the Telecommunications Supervisor prior to making any payments.
- Users shall send proof of payments to the telecommunication supervisor.

Lost or Stolen Cell Phones

- Cell phones that are lost or stolen must be reported immediately to the Telecommunications Supervisor.
- Users must fill out a Police Report, describing the details of the incident.
- The Risk Manager will review the incident and a report will be submitted to the Business Administrator for his/her review. If the incident happened as a result of negligence then the user may be required to pay back the cost of the phone.
- Due to processing reasons, there may be a waiting period prior to the issuance of a replacement phone. Users should not expect an immediate replacement. If possible a temporary replacement phone may be issued until the actual replacement phone can be issued.

- Employees will submit a check or money order made payable to the City of Camden to the Tax Office with a receipt from the Telecommunications Officer.
- Users must first acquire a receipt from the Telecommunications Supervisor prior to making any payments.
- User shall send proof of payment to the telecommunications supervisor.

II.7 CITY PROPERTY

Any employee requiring the use of City property in order to carry out the functions of his or her duties will be held responsible for its safekeeping and continue functioning. Inquire of your Supervisor on the proper usage of any City property assigned to you.

Unauthorized use of property by an employee will subject him or her to disciplinary actions.

The loss of cell phones, pagers, or hand held radios will result in the individual assigned this equipment being charged the cost to the City.

II.8 NO SMOKING AND/OR VAPING

The City of Camden, in compliance with the Government Building Smoking Control Act (P.L. 1985, Chapter 381), supports the principle that “the right of a non-smoker to breathe clean air supersedes the right of a smoker.”

The City of Camden’s City Hall, located at 520 Market St., is a smoke free environment. Smoking and/or Vaping is prohibited in all areas of the City Hall including conference rooms, work areas, private offices, lobbies, elevators, rest rooms, the cafeteria, the loading dock and hallways. Smoking and/or Vaping is also prohibited in front of City Hall. The designated Smoking and/or Vaping Area is located at the North side of City Hall. Smoking and/or Vaping is to be

restricted to the designated area and only during employee breaks and lunch periods during the workday. No additional breaks are granted for smokers. All buildings occupied by city offices or those portions of buildings so occupied will also be smoke and vape free. Smoking and/or Vaping is prohibited in City of Camden vehicles.

Violation of this policy will result in discipline as provided below:

DISCIPLINARY ACTION:

- 1st Occurrence: Informal meeting with employee advising behavior is not acceptable and review of policy.
- 2nd Occurrence: Official verbal warning.
- 3rd Occurrence: Written warning.
- If there is no change in behavior a three (3) day suspension will be in order. An employee will be advised by his or her director in writing that further disciplinary action will follow if there is no change. The number of days of suspension will increase up to the maximum for a minor disciplinary action of five (5) days.
- If there is still no change, a major disciplinary action will be issued ranging from a six (6) day suspension up to and including termination of employment.

II.9 REST BREAK

It is the policy of the City of Camden to provide each employee with a fifteen (15) minute rest break for each half-day period of work. Unused break times will not be credited or accumulated. Breaks are not to be used with lunch breaks, and are to be separate, unconnected periods. Breaks are not to be taken at the beginning of a workday to avoid lateness or at the end of the day for early departure. Break cannot be split up, i.e., three 5-minute breaks, etc., but are to be used as a whole time frame, twice a day.

Procedure:

- The supervisor, or designate, will coordinate one 15-minute break in each half of a scheduled shift.
- The break schedule will be communicated to the appropriate employees.
- Breaks may be taken as scheduled providing service is maintained by the service area.
- Part-time employees would be allowed breaks in proportion to their hours and schedule.

II.10 EMPLOYEES EXPENSES

Employees required to use their personal vehicle in the pursuit of proper and necessary City business, on a daily or special trip basis shall be entitled to either a monthly reimbursement and a weekly gas allotment or reimbursement at a predetermined mileage rate.

When employees are required to use personal vehicles for City business, such employees will declare such use on their application for liability insurance and the difference between their non-business use premium and their business use premium shall be reimbursed.

Please note that requirements for reimbursement of the difference between business and personal use auto insurance are as follows:

1. Individual must be required and authorized by Department Director to use personal vehicle daily for City business.
2. Reimbursement occurs at the end of a policy year upon presentation of:
 - a. Cancelled check or other proof of payment of the full business use insurance premium.

- b. A quotation dated at the beginning of the policy term for both business and personal use premiums detailed by coverage (collision, comprehensive, liability, etc.) signed by the insurance broker.
- c. A copy of the insurance policy showing premium determination and policy number.
- d. A letter from the broker at the end of the policy term indicating that the insurance (by policy number) was in full force and effect throughout the year and showing any credits, rebates or discounts paid in due.

Note that item (b) should be presented with a purchase requisition to encumber the appropriate funds and the other items should be submitted with the advice for payment.

When any class of employment requires the use of specialized equipment such as uniforms, rain gear and safety equipment, these shall be provided and maintained by the employer at no expense to the employee. Outside employee and those wearing work clothes not otherwise covered above, shall receive an annual allowance for the maintenance of clothing used in the course of their duties. Any class of employee not provided with work clothes but required to perform outside work or labor which calls for maintenance of personal work clothes outside of normal wear and tear shall be given an annual allowance. The City shall supply all work clothes and uniforms which employees are required by the City to wear. The employee shall receive an annual maintenance.

Employee using their own tools in the course of their employment shall receive an annual allowance.

II.11 TRAVEL EXPENSES WHILE ON CITY BUSINESS

The purpose is to establish policy guidelines on City reimbursement for expenses while on City Business

It is the policy of the City to reimburse employees for reasonable and necessary expenditures made by employees while on official City business. Mileage will be reimbursed at the IRS mileage rate and all other allowable expenses on actual cost basis. All expenses must be itemized if applicable. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims, except the daily meal per diem as provided thereafter.

TRAVEL WHILE ON CITY BUSINESS

1. Overnight Trips

- a. Lodging. Hotel and Motel expenses will be reimbursed on completion of authorized travel upon submittal of proper claim or through the use of a purchase requisition. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipt.
- b. Meals. Meal reimbursements for all overnight trips are to be itemized on proper Requisition form.
 - i. Breakfast \$6.00
 - ii. Lunch \$8.00
 - iii. Dinner \$15.00

It is recognized that on certain occasions it will be necessary to exceed the above guidelines. Full itemization should be made.

- c. Mileage Allowance. Employees who utilize their personal vehicles on travel assignments will be allowed the IRS mileage rate. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle.

When two or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced. The actual speedometer reading from City Hall to destination and return to City Hall will be used.

If an employee for his or her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any expense involved. Reimbursement for such travel shall be for only the part of the expense as would have been necessary in order to travel.

- d. Out-of-State Travel. Requires prior approval by the Business Administrator.

2. Local Travel and Expenses

- a. Local Mileage. No mileage will be paid for commuting from an employee's personal residence to City Hall or a workstation.
- b. Local Meals. Reimbursement for meals will be allowed only where the employee is attending a seminar or conference as a representative of the City for a specific purpose, or where the employee's attendance will directly benefit the City. No reimbursement will be allowed for meetings that are of a social nature. The request for reimbursement of local meals should include the following information:
 - i. Date
 - ii. Place
 - iii. Meeting Attended
 - iv. Specific Reason for Attendance
- c. Parking Fees will be reimbursed by actual cost and receipts shall be presented.
- d. If an employee reimbursement is necessary, the reimbursement will be handled by the Finance Department after the Requisition form is turned in and approved.

3. Non-Allowable Expenses

- a. Laundry, cleaning, or valet services (except of trips of over one week duration).
- b. Tobacco.
- c. Alcoholic Beverages
- d. Entertainment.
- e. Personal telephone calls to home (limited to one per day).
- f. First class travel accommodation when economy or coach class are available.
- g. Meals and lodging in lieu of other meals and/or lodging the expense of which is included In the Registration fee.
- h. Fines, forfeitures or penalties.
- i. Rental vehicles.
- j. Expenses of a spouse or other non-employee.
- k. Loss or damage to personal property.
- l. Barber, beauty parlor, shoeshine or toiletries.
- m. Personal postage.

II.12 PUBLIC INFORMATION POLICY

The City of Camden is going through many changes in the way we do business. Communication is vitally important during this process and who and how information that impacts our community is shared. It is our objective and intent of sharing data that it is accurate and timely. To facilitate the information process flow, we have developed the following “Public Information Policy.”

I. Purpose:

The goal of this policy is to provide City of Camden personnel with guidelines for dealing with the news media, speeches and public statements, preparing and distributing news releases.

II. Scope:

This policy applies to all agencies/departments of the City of Camden. Individual departments may have additional policies and/or procedures for the release of information.

III. Policy Statement:

It shall be the policy of the City of Camden to maintain and promote open avenues of communication between the City and the news media, and provide accurate, informed, timely and relevant information to the press and to the public.

IV. General Policy:

Media Interaction

1. Prior to any formal speaking engagement or presentation, the employee participating will notify the Public Information Officer's office in writing of the event and its subject matter.
2. Prior to any statement to the media relating to City business, policies, programs or issues, all employees shall notify the Public Information Officer or Business Administrator for review and receive approval for the intended statement.
3. When communicating with the media, City staff should be mindful that they would be perceived to be acting on behalf of the City, whether or not they intend to be doing so. Therefore, staff will always behave professionally and courteously, staying focused on the message they are trying to convey, while avoiding extraneous commentary, speculation, falsification, or drawing of conclusions with incomplete information.
4. While truthfulness is required in all dealings, staff (as representatives of the City of Camden) should work towards the presentation of City issues in a positive manner.

5. The City of Camden is required to be responsive to the media. Directors and other city staff members may also be required to interact with the media, if requested by the Mayor or Business Administrator.
6. Employees, like all citizens, have a First Amendment right of free speech. On occasion, an employee's personal interest in an issue may be different from the City's position. When this occurs, employees are required to clearly state that their position is personal. Notification following a conversation or interview with the news media must be made the same day of the contact. Notification of media contact must be made to the City's Public Information Officer and the employee's immediate supervisor. Notification must be in person, by telephone, or by e-mail.

Records

1. To insure that only accurate and legally open personnel and city government information is released, all requests for City documents, including personnel records shall be treated as public information requests. Public information requests must be made to the Office of the Municipal Clerk.
2. The Public Information Office provides a clipping service for all articles related to the Camden City government that appears in local/area newspapers. On occasion, articles about City government and staff appear in magazines and professional journals. In an effort to archive this information and to generate additional coverage for City staff and activities, staff members are encouraged to send copies of these articles to the Public Information Officer.

News Releases

1. Draft of all news releases developed by an agency or department will be submitted to the Public Information Officer for review, approval and distribution coordination.
2. Once approved, the Public Information Officer will be responsible for distribution to the news media. The initiating department is responsible for sending copies to their personnel.

Press Conferences

Press Conferences will be coordinated and facilitated solely by the Public Information Officer. Departments and agencies desiring to have a press conference will present their request in writing to the Public Information Officer. The Public Information Officer in consultation with the Mayor and Business Administrator will determine if a press conference is warranted.

Publications

All published reports, brochures, fact sheets, etc., are to be sent to the Public Information Office, from the specific sending agency or bureau, to be archived and considered for availability and future use and inclusion on the City's web site. Adherence of this policy is required and expected of all City employees. Failure to comply will result in the administration of disciplinary actions up to and including termination of employment.

II.13 COMMUNICATION MEDIA POLICY/SOCIAL MEDIA POLICY

The City of Camden's Communication Media Policy/Social Media Policy incorporates by reference, Ordinance MC-4706 which is entitled **An Ordinance amending the Camden Code to adopt an On-line Social Network/Personal Web Page Policy for Officers, Employees, and Members of Boards and Commissions** which was adopted on November 13th, 2012.

The City of Camden's Communication Media are the property of the City and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the City, such as

cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the company's Communication Media for personal purposes during company time on company equipment without prior authorization from the Administration to do so.

All data stored on and/or transmitted through Communication Media is the property of the City of Camden. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a City business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the City's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the City's local or wide-area networks."

The City of Camden respects the individual privacy of its employees. However, employee communications transmitted by the City's Communication Media are not private to the individual.

All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the City. The City reserves the absolute right to access, review, audit and disclose all matters entered, sent over, placed in storage in City's Communication Media. By using the City's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by City personnel. The existence of passwords does not restrict or eliminate the City's ability or right to access electronic communications. However, pursuant to New Jersey law the City cannot require the employee to provide the password(s) to his/her personal account(s).

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1).

Employees of the City of Camden are required to use the assigned municipal email account for ALL City business and correspondence. The use of private email accounts for ANY City business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cell phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the employer; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolve workplace grievances internally by discussing issues with their supervisor and/or the Administration, and are asked to refrain from posting comments or materials on Communication Media that can be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

Employees can only use the City's Communication Media for legitimate business purposes. Employees may not use City's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any City rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other

legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether same is performed on the City's equipment or on the employee's own personal Communication Media.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by the City of Camden. Certain data, or applications that process data, may require additional security measures as determined by the City. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the City's information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the City.

All employees may access only data for which the City has given permission. All employees must take appropriate actions to ensure that City data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All City data must be stored centrally as required by the City. This provides greater security, and ensures backup of all City data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the City's computing environment.

Employees may not install, modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the City. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the City, or licensed to the City. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees. Internet security settings (where applicable) must not be changed. The foregoing includes but is not limited to the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses etc.

Social Media and its uses in government and daily life are expanding each year; however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the Administration may engage in social media activity during work time through the use of the City's Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential City information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel

information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No City employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Business Administrator. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the City's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Business Administrator. Except in "emergency situations, "Employees are prohibited from taking digital images or photographs with media equipment not owned by the City.

For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the City's Communication Media. If such situation occurs, employee agrees that any images belong to the City and agree to release the image to the City and ensure its permanent deletion from media device upon direction from the City.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the City of Camden or on behalf of the City, through the use of the City's Communication Media may be issued unless it has first been approved by the City's Administration. Specifically, employees are forbidden from using the City's Communication Media to impersonate the employer; to make statements on behalf of the employer without

authorization; and/or to make statements that can be construed as establishing what the employer's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the employer's Communication Media or the employee's own personal media, either during working or non-working hours, any employer-related confidential, sensitive or other employer information of a proprietary nature, including but not limited to employer records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the employer, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences.

Because (authorized) postings placed on the Internet through use of the City's Communication Media will display on the City's return address, any information posted on the Internet must reflect and adhere to all of the City's standards and policies.

All users are personally accountable for messages that they originate or forward using the City's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Business Administrator is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public City and other third-party rights. Any use of the City's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the City, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide

references to the source(s) of information used and cite copyrighted works identified in online communications.

If employees choose to identify themselves as a City employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the City, as such no employee shall knowingly represent themselves as a spokesperson of the City, post any comment , text, photo, audio, video or other multimedia file that negatively reflects upon the City expresses views that are detrimental to the City's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. City employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as City employees.

To the extent that employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or retaliation for expressing views, opinions, and/or facts surrounding the City's employment policies. For all other communications by employees on personal social media sites in which matters related to the City are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the City, and that the employees are expressing their own personal views. For example: **"The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer."** The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the City or the City's business, with the exception of postings and social media communications by employees engaging in protected concerted activities. Employees are advised that if they post information on social media that is in violation of either the terms and conditions

of the within social media policy, or in violation of federal, state, or local laws, the disclaimer will not shield them from disciplinary action. However, no retaliation or discipline will result if and when employees are engaging in protected concerted activity, and/or choose to report inappropriate social media activities to the City Administration.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All City employees have the right to engage in or refrain from such activities.

II.14 DISCUSSION OF MATTERS WITH ATTORNEYS, INVESTIGATORS, OR LITIGANTS

Due to financial cost associated with unauthorized or unqualified opinions, all employees are prohibited from speaking to attorneys, attorney's secretaries, paralegals or investigators without the express authorization of the Law Department. All litigation and potential litigation must be handled through our City Law Department in order to assure the proper coordination of the City's legal defense or advocacy. All letters or requests from attorneys or adversaries should also be forwarded to the Law Department before a response is supplied. If there is any doubt as to whether or not a matter presents a potential legal obligation, please speak to a supervisor immediately.

Any subpoenas received from a legal authority should be reported to the Law Department. This should be done prior to supplying any City documents to any outside agency or prior to the employee appearing at any deposition trial or other legal proceeding. The employee shall be entitled to utilize leave time for an appearance pursuant to a subpoena unless the Law Department shall determine that the appearance is not related to the duties of the employee's position. Notification of absences shall be reported to the employee's department in accordance with

existing policies. Sworn police personnel shall not be required to report a subpoena before testifying in any criminal, traffic or disorderly persons action pending before the Superior Court or the Camden Municipal Court provided, however, that officer shall be subject to the rules and regulations of the Police Department. Code Enforcement personnel may honor a subpoena in any pending code enforcement prosecution or any landlord-tenant action pending in the Superior Court without prior notice to the Law Department.

II.15 SOLICITATIONS

The purpose is to establish a uniform policy for solicitations by sales representatives or agents in order to alleviate disruption of City employees during normal working hours.

With the exception of United Way and other City-approved activities, peddling or soliciting for sale or donation of any kind on City premises during normal working hours is not allowed.

Working hours include the working time of both the employee doing the soliciting or distributing and the employee to whom such activity is directed.

Employees are free to discuss these matters before or after normal working hours, and during lunch or rest periods in non-work areas.

II.16 TRANING PROGRAMS, INCLUDING SEMINARS & CONVENTIONS

The purpose is to promote and facilitate training and career education, which meets the dynamic needs of the City.

DEFINITIONS:

As addressed by this policy, training is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the City or while the employee is in a paid status with the City.

1. It is the policy of the City to encourage and coordinate training opportunities for employees and supervisors in order that services rendered to the City will be more efficient and effective.
2. Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job related courses with prior approval of the Department Director, provided funds have been budget for such reimbursement. Any reimbursement shall only be after successful completion of the course/program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system). Approval for tuition reimbursement shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes. Request for reimbursement must be made within 30 days following the completion of the course of study. Training reimbursement is generally available to only those employees who have successfully completed the employee's designated probation period. Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of that employee's Department Head. Time spent in attendance at these courses does not count as time worked for purposes of overtime calculation.

PROCEDURE:

1. Attendance at training programs will be approved at the Department Head level, except as follows:

- a. Attendance at a training program involving out-of-state travel by an employee requires approval by the Business Administrator prior to registration.
 - b. Attendance at any program or course work, the cost of which exceeds \$200.00 (in registration, travel, meals and lodging cost) requires approval by the Department Director prior to registration.
2. All outside training and conference attendance shall be processed on City Requisition with original receipts attached.
3. Employees who acquire training on their own time and expenses are encouraged to notify the Personnel Officer so the information can be noted in the employee's personnel file.
4. The Personnel Office shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

It is assumed attendance for special training leading to certification in a field requiring such training that the benefits of that training will be utilized to the benefit of the City. If the employee leaves before one year of training has ended before the City has paid, the City reserves the right to reimbursement.

II.17 SPECIAL LICENSES & MEMBERSHIP FEES

The purpose is to establish guidelines for the request and approval of special licenses and membership fees.

The City will pay the current annual dues or fees for each department who is required by ordinance, or state or federal law to be a member of a professional organization or who must maintain current a particular certification or license as a condition of employment. Payment will be made upon approval by the employee's Department Head.

Employees who belong to professional organization that promote individual professional growth, competence and effectiveness in functioning as City employees will be allowed time off with pay to attend local, state and national meetings subject to approval by the governing body and budgetary limitations. Collective bargaining units that negotiate for City employees are excluded from coverage under this policy.

Membership in outside organizations shall be in the name of the City, if possible.

II.18 CREDIT UNIONS

The purpose is to outline procedures for the administration and eligibility of the employee credit union.

City employee and their family members are eligible to participate in the South Jersey Federal Credit Union. The credit unions offer a number of services to members, including savings programs, share draft checking, money market accounts, certificates of deposit, individual retirement accounts (IRA's), loans, check cashing, loan protection insurance, and member account insurance. All contributions are financed 100% by the employee.

Employee may arrange to have payroll deduction from their paycheck or they may make a direct deposit or payment to their credit union account. There is a one-time fee to cover the participant's credit union entry fee; however, once an individual is a member, they will remain a member provided a minimum deposit is maintained in their account.

City employees who are members, officers, board members, or committee members of any Credit Union and attend local or state credit union meetings or functions relating to credit union business will not be compensated for the time spent away from their regularly scheduled work. Time off for these meetings may be charged to vacation, compensatory time, other compensated time, leave without pay or the time worked back, subject to Department Head approval.

For more information or enrollment forms, contact the Payroll Supervisor.

II.19 OPEN PUBLIC RECORDS ACT (OPRA)

POLICY:

New Jersey law relating to the public's right to access government records has been expanded under the Open Public Records Act (hereinafter OPRA) which was enacted on January 8, 2002 and became effective on July 8, 2002. Members of the general public will be granted access to all records maintained by the City of Camden unless specifically exempted by OPRA, other state or federal law, regulation or order. Such access shall be through the custodian of department records.

This policy will establish procedures for the receipt and processing of requests for access to department records. This policy and procedure is not applicable to any general rules of Discovery under New Jersey Rules and Court; Rule 7:7 Pretrial Procedure.

PROCEDURE:

1. CUSTODIAN OF RECORDS

The Municipal Clerk shall serve as the custodian of all records maintained by the City of Camden. The Municipal Clerk shall be assisted by the staff of the Clerk's Office and all Department Heads in fulfilling the obligation under this law.

- A. Responsibilities: The custodian of records shall have the following responsibilities:
 - i. The custodian shall ensure that procedure are in place so that requests for department records are received, reviewed and filled, if appropriate, as required by the law.

- ii. The custodian shall review all requests for access to department records that are held and maintained by the City of Camden and make certain that requests are appropriately acted upon within the time prescribed by law.

2. DEPARTMENT RECORDS DEFINED

A department record shall be interpreted to mean any written or printed document, drawing, map, plan photograph, microfilm, data processed or image processed document, and any information stored electronically or by sound-recording or similar device unless exempt from definition under the law.

A department record shall not include:

- Inter-agency or intra-agency, consultative or deliberative material.
- Emergency or security information or procedures for building or facilities.
- Administrative or technical information regarding computer hardware, software and networks, which if disposed, would jeopardize computer security.
- Information regarding labor-management negotiations including statements of strategy or negotiating position.
- Pension or personnel records in possession of the department.
- Information generated by or on behalf of the police department or any of its employees in connection with any sexual harassment complaint filed with the City of Camden or with any grievance filed by or against any individual.
- Information which is to be kept confidential pursuant to court order.
- That portion of any document which discloses the social security number, credit card number, unlisted telephone number, driver's license and any personal identifying information of any person.

- Security measures and surveillance techniques which if disclosed would create a risk to the safety of persons, property, electronic data or software.

3. PUBLIC REQUESTS FOR RECORDS

- A. Times During Which Records May be Requested: Any person making a request for department records must do so during regular business hours between 8:30 a.m. and 4:30 p.m. Monday through Friday.
- B. Records Request Form: All requests for access to records shall be in written format and on the Records Request Form provided by the Municipal Clerk's Office. The request form must be completed, signed, dated and delivered in person to the Municipal Clerk or his/her designee.
- C. Delivery of Records: The custodian of records must respond within seven (7) business days of the original request. If the record requested is not currently available or is in storage or archived, the person making the request will be advised of when the record will be made available and any estimated fees that will be applicable.
 - i. The person requesting the records must personally take delivery of those records once copies are made available.

4. DENIAL OF A REQUEST FOR RECORDS

- A. A records custodian must deny access to any person who has been convicted of an indictable offense in New Jersey or any other state who is seeking department records containing personal information pertaining to the person's victim or the victim's family.

- B. The custodian may deny access to records if the request would substantially disrupt the department's operation and the custodian is unable to reach a reasonable solution with the person requesting access that would accommodate the interest of both parties.
- C. If the City of Camden is unable to comply with a request for access to records, the custodian will indicate the reason for the denial on the request form and provide the person making the request with a signed and dated copy.
 - i. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record fails to respond to the requester within seven (7) business days of receiving the written signed request form, the failure to respond will be considered a denial of the request.

5. RIGHT TO APPEAL A DENIAL OF ACCESS

- A. If a request for access to a department record is denied, or has been unfulfilled with the time permitted by law, that person making the request has a right to challenge the decision by the Municipal Clerk to deny access. The person requesting the record may either;
 - Institute a proceeding in the Superior Court of New Jersey; or
 - File a complaint in writing with the Government Record Council (GRC) located in the Department of Community Affairs.

II.20 VEHICLE USAGE POLICY (REVISED NOVEMBER 2003)

PURPOSE

The maintenance of a municipal vehicle fleet is necessary to effectively deliver local governmental services is necessary for the City of Camden. This policy will establish

comprehensive procedures outlining the authorized usage of municipal vehicles and will be implemented by all departments.

BASIS AND BACKGROUND

The City of Camden maintains a vehicle fleet to assist employees in the performance of their duties and in the timely delivery of local government services. This fleet consists of a wide variety of vehicles and equipment that are utilized in a number of different and unique circumstances. With an estimated replacement value of over ten (10) million dollars, city officials must be diligent and exercise due care to ensure adequate availability of vehicles and the effective use of all municipal vehicles on a consistent basis.

The majority of municipal vehicles are highly visible and often subject to public observation and scrutiny. As a result, criticism is frequently received from the general public concerning improper or unethical use of municipal vehicles. With the adoption of a policy on municipal vehicle use, accountability surrounding vehicles will increase, therefore, placing city officials in a strong position to justify and defend usage of municipal vehicles on a uniform basis.

The classes of vehicles are identified by the city with restrictions imposed on usage.

The Risk Management Office will be responsible for insuring appropriate coverage for operators and passengers during the time that vehicles are used for city business. Additionally, the Risk Manager will recommend to the Business Administrator and the Insurance Commission cost effective measures that mitigate risks to the City of Camden.

The Department Head is responsible for the implementation, monitoring and enforcement of the vehicle usage policy. Professional discretion must be exercised by the Department Heads in the execution of the policy, with written notification to the City Business Administrator when needed. Presented below are detailed procedures for correct utilization of municipal vehicles.

CLASSIFICATION CATEGORIES

Certain city employees may be extended the privilege of taking municipal vehicles to their residence during non-working hours. This privilege can be offered on an emergency, temporary, or long-term basis, contingent upon the satisfaction of an evaluation criteria for such special usage of municipal vehicles. Factors to be addressed and assessed to establish justification for this special municipal vehicle usage are as follows:

1. Scope of work responsibilities and duties;
2. On call status;
3. Place of residence;
4. Assignment of work responsibilities and duties due to weather conditions;
5. Assignment of work duties associated with a particular job or project; AND
6. Planned attendance of an out of town, work related event, meeting, seminar, or sanctioned program.

The Policy of the City of Camden is that it shall maintain three (3) categories of vehicles. These categories are defined by the position and responsibilities of the person to whom the vehicle is issued.

CLASS A:

Description: Vehicles assigned to Directors, Assistant Directors, the Fire Chief and Deputy Fire Chief(s), the Police Chief and Deputy Police Chief along with designated managerial positions.

Authorization: Chief Operating Officer and Mayor.

Restrictions: Permitted for business use and commuting. Incidental stops within a reasonable distance of route to and from work site are permitted. No unofficial passengers

are authorized. Restricted to travel within a two hundred (200) mile radius of the City of Camden.

CLASS B:

Description: Vehicles assigned to individuals with 24-hour on-call responsibilities.

Authorization: Business Administrator.

Restrictions: Permitted for business use and commuting. Incidental stops within a reasonable distance of route to and from work site are permitted. No unofficial passengers are authorized. Restricted to travel within a two hundred (200) mile radius of the City of Camden.

CLASS C:

Description: Work vehicles.

Authorization: Department Heads, Managers, Supervisors.

Restrictions: Permitted for work only. Vehicles will be picked up and properly dispatched from the appropriate central facility and returned and end of assignment/day/shift. No unauthorized/non-work related passengers.

Memoranda authorizing individuals authorized under Categories A and B will be forwarded to the Office of the Business Administrator. Individuals authorizing individuals the use for vehicles under Classes A and B are responsible for ensuring that the individual is properly licensed to operate the assigned vehicle under New Jersey State Law.

Additionally, provisions exist for the assignment of vehicles on a temporary and emergency basis.

EMERGENCY VEHICLE ASSIGNMENT

The Department Head may direct assignment of a municipal vehicle during non-working hours for the timely handling of an unforeseeable situation or emergency condition. Written notification to the Business Administrator is not required. An emergency vehicle assignment may be exceed five (5) working days.

TEMPORARY VEHICLE ASSIGNMENT

Assignment of a municipal vehicle during non-working hours on a temporary basis for the proper handling of a short-term event, job or occurrence, may be authorized by the Department Head. The Department Head must provide written notification to the Business Administrator of this temporary assignment prior to extending the privilege. A temporary assignment may not exceed thirty (30) working days.

Annual evaluation of the long-term municipal vehicle assignment shall be performed to determine if acceptable assignment criteria still exist.

Assignment of municipal vehicle during non-working hours, whether on a temporary or long term basis, shall be at the discretion of the Business Administrator.

Violations of this policy may subject the employee to disciplinary action. Any and all disciplinary action taken will be handled consistent with current contractual agreements, departmental corrective action programs, and the New Jersey Department of Personnel regulations.

APPLICATION OF POLICY

City employees must follow and adhere to all applicable motor vehicle and traffic control laws while operating a municipal vehicle. All City employees who operate municipal vehicles and/or equipment must possess valid licenses, certifications and endorsements issued by the appropriate governmental agency, exercising jurisdiction in this area. Operators of City of Camden

vehicles are expected to comply with all operating and licensing requirements. Individuals whose licenses have been suspended or expired are not to operate City vehicles until their licenses have been restored. Employees whose operator's licenses have been suspended or expired must report this to their immediate supervisor. These individuals will not operate City vehicles until their driver's licenses have been restored. Failure of an employee to inform his supervisor and to operate a City vehicle without a valid license may result in disciplinary action. No city employee shall operate a municipal vehicle while under the influence of alcohol, illegal drugs, chemicals or mind-altering substances. Any city employee who is under the care of a medical professional and is being administered prescriptions drugs that might hinder the ability of the employee to safely operate a municipal vehicle, shall notify their direct supervisor immediately to determine future action, if needed.

All municipal vehicles shall have affixed state issued municipal government license plates and a city issued decal permanently applied on both sides of the municipal vehicle. Exceptions to this requirement will be permitted based on the following justification:

1. Law enforcement usage;
2. Intended usage by administration/management; or
3. Any other appropriate reason approved by the Business Administrator.

All municipal vehicles shall be used in strict adherence with assigned instructions and direction provided by authorized supervisory and management staff.

All instructions shall be consistent with the city's position that all municipal vehicles must be utilized for the delivery of local government services that directly benefit the City of Camden.

Municipal vehicles can be utilized to attend work related events such as meetings, educational seminars, professional conventions and other sanctioned and approved events.

Individual employees will be held personally responsible for any moving motor vehicle violation issued while operating a municipal vehicle. This shall also include any parking summons.

Any city employee involved in a motor vehicle accident, no matter how minor, must report the incident to their direct supervisor immediately and in accordance with established city policy on reporting accidents. This shall include the timely completion and submittal of all necessary documentation generated as a result of the accident.

Procedures regarding motor vehicle accidents involving are included in Appendix A.

AUTHORIZED DRIVERS

The City must be assured that all city employees who operate city vehicles have a current Vehicle Operators License valid in the State of New Jersey, appropriate to the type of vehicle employee is responsible for operating. Additionally, the operator of a vehicle will be required to perform certain safety checks on vehicle before it is driven and when assigned a particular vehicle employee is responsible to ensure that it is kept in good repair and operated accordingly.

By requiring written authorization for vehicle use, the city will be able to achieve greater accountability in the use of the vehicle and successfully discipline those who abuse any city vehicles.

To accomplish this the city will required each department/division head to maintain a current listing of eligible vehicle operators, and a list of departmental vehicles with assigned “primary operator/s” of each vehicle. The list is also to include names of those individuals who receive an “auto allowance”. This list shall be submitted to the Business Administrator, who will distribute it to the appropriate individuals (including, Office of Risk Management, Police Department and Fleet Management).

The Business Administrator may, after review of driving records and consultation with the Insurance Commission, remove authorization to operate a City of Camden vehicle from any employee.

IMMEDIATE IMPLEMENTATION:

All agency heads and Directors, along with the Fire Chief will be required to submit a list of authorized drivers and the operator's license numbers to the Business Administrator. Where appropriate, the list shall include the particular vehicle the individual is assigned to as primary operator.

Any person other than the primary operator who is to operate the vehicle must be authorized to do so by the Business Administrator or his designees, in writing. This written authorization is to include the destination, purpose and approximate duration of use. Upon return, the written request must be updated with the mileage and the time of return.

The information must be kept on file within the department. It will be subject to audit by the Business Administrator, Fleet Manager, Insurance Commission or their designees.

APPENDIX A: MOTOR VEHICLE ACCIDENT PROCEDURES:

PROCEDURE MANUAL

Motor Vehicle Accidents Involving City-Owned Vehicles.

In the event that an employee is involved in a motor vehicle accident while operating or riding in a City-owned vehicle, the following procedures will apply:

1. Drivers of City-owned vehicles are responsible for the safe operation of those vehicles and complying with this policy.
2. Remember, operators and occupants of City-owned vehicles are obligated to obey all laws pertaining to the operating of motor vehicles and accident reporting requirements.

3. The first priority should be to ensure the safety of all parties who may have been involved in the accident and to summon medical assistance for anyone who might be injured.
4. All accidents will be reported to the appropriate police department (within or without the City of Camden).
5. The operator or crew's supervisor will be contacted as soon as possible. The supervisor is responsible for ensuring that the appropriate departmental incident reports are completed and that the vehicle is recovered and taken to a repair facility. If possible, photographs of the vehicle should be taken.
6. In the event that a City vehicle strikes an unoccupied vehicle, the above procedures are still in force. Additionally, every effort shall be made to contact the owner.
7. Copies of all incident reports and police reports should be provided to the Office of Fleet Management as soon as possible.

II.21 FAMILY MEMBERS & GUESTS

Employees shall not bring family and guests to work for any length of time without prior approval of the employee's department director. Failure to comply with this policy will result in disciplinary action as provided below.

The purpose of this policy is to ensure employees are devoting their time and attention to work instead of entertaining and providing childcare. The city is also concerned with potential liability exposure.

DISCIPLINARY ACTION:

1st Occurrence: Informal meeting with employee advising behavior is not acceptable and review of policy.

2nd Occurrence: Official verbal warning.

3rd Occurrence: Written warning.

If there is no change in behavior a department two (2) day suspension will be in order. An employee will be advised by his or her director in writing that further disciplinary action will follow if there is no change. The number of days of suspension will increase up to the maximum for a minor disciplinary action of five (5) days.

II.22 CUSTOMER SERVICE STANDARDS

PREAMBLE:

Customer service is a vital part of our duties as City employees. It is our responsibility to provide assistance to all customers in a polite, respectful manner. Our customers are all persons or businesses, internally and externally, with whom we, as City employees, interact.

We value our customers' questions, comments and concerns, and their confidence in our ability to provide services. City employees recognize and understand the intrinsic importance of the customer. Our customers should feel comfortable, respected, and satisfied as we do our best to serve them.

It is therefore incumbent on each City employee to provide a high level of service to our customers.

PERSONAL CONTACT – ONE ON ONE

Customers have a right to expect:

1. That customers will receive prompt recognition with a greeting or immediate eye contact.
2. That employees ask for appropriate contact information: name, address, phone #, and nature of complaint or inquiry.
3. That employees respond to customers in a courteous manner.

4. That employees provide accurate and understandable answers to customers' requests or direct the customer to the appropriate department or person who may have knowledge in the subject matter.
5. That the City of Camden provide service throughout regular business hours.

TELEPHONE

Customers have a right to expect:

1. That their call will be answered within a reasonable amount of time (3-4 rings).
2. That the employees will answer their call by stating what department they have reached.
3. That the person answering the phone will speak clearly and courteously.
4. That the employee will ask how they can help.
5. That the employee will listen carefully and attentively.
6. That the employee will offer to take an accurate message, transfer to an appropriate voicemail, or offer assistance if the person they request is not available.
7. That they will receive an explanation if they need to be placed on hold (i.e. calls will be answered in the order in which they were received) or transferred to another person or department.
8. That the phone messages left shall be responded to in a timely manner, 24 hours, even if just to acknowledge receipt.
9. A return call if their requested information is not immediately available.

CORRESPONDENCE

Customers have a right to expect:

1. Correspondence that will provide specific information and details in a courteous manner.
2. Correspondence to be distributed to all appropriate individuals.

3. Any correspondence, notifications, and/or replies to inquiries in a timely fashion.
4. The content or correspondence will be correct as to spelling and grammar, including name and address.

EMAIL

Customers have a right to expect:

1. That their emails will be responded to within 24 hours, when appropriate.
2. City employees to be properly trained on email correspondence and etiquette.

MEETINGS

Customers have to right to expect:

1. Postings that include accurate information as to dates, times, and locations of a meeting.
2. City representatives will conduct themselves in a professional manner.
3. Inquiries will be responded to in a timely manner.
4. Employees will be prepared to begin and end meetings as scheduled.
5. Employees will arrive at meetings on time.

BILLS

Customers have a right to expect:

Timely and accurate bills that include detailed information, procedures for payment, and contact information.

Events

Customers have a right to expect:

1. That employees provide well planned and organized events to customers staffed by knowledgeable individuals.
2. That the City provides appropriate advertisement/literature about an event(s).

PUBLICATIONS

Customers have a right to expect:

1. City publications will be grammatically and contextually correct.
2. City publication will be timely and provide accurate contact information.

NEWS RELEASES

Customers have a right to expect:

That news releases will be accurate as to spelling, grammar and content, and pre- approved by the department head and by the City Manager when appropriate.

Internet

Customers have a right to expect:

That all information contained on the web site is accessible, current and accurate.

II.23 NO TIPS OR GRATUITIES

All employees are prohibited from soliciting or accepting tips and gratuities of any type regardless of value.

Violation of this policy will result in discipline up to and including termination.

II.24 PERSONAL MAIL AND PACKAGES; CITY MAIL ROOM

All City Employees are prohibited from sending and/or receiving personal mail and packages via the City's Mail Room and any other City facility. The City Mail Room and other City facilities are only responsible for mail and/or packages relating to official City of Camden business. The City is not responsible for loss or damage to personal mail or packages addressed to any City Employees at any City facility. It is impermissible for personal mail to be posted through any City postage machine. No City-purchased stamps, City envelopes, or labels are to be used for

sending personal mail or packages. Employees who violate this policy shall be subject to appropriate disciplinary action.

For employees who need to mail a personal letter or package, there is a mailbox located outside of City Hall: exiting from the Camden County side of City Hall, adjacent to the handicapped ramp. There are also full service U.S. Post Office locations at 401 Market Street and Malandra Hall Community Center, New Jersey Road and S. Merrimac Road.

II.25 USE OF TIMECARDS AND THE ATTENDANCE SYSTEM

- A. This policy applies to the use of swipe cards for the automated electronic attendance system and the use of punch cards for the time card system, whichever is applicable due an employee's primary work location.
- B. All Department/Divisions/Bureaus are to ensure accurate attendance records. All employees are required to swipe/punch in (or sign in in those special cases determined and approved by the Business Administrator) at the time of arrival and at the time of departure. It is not necessary to swipe/punch in and out for meals. The automated attendance system will automatically subtract the employee's meal time in accordance with the employees collective bargaining agreement, where applicable. Department directors have the discretion to require employees to swipe in and out for meals in those circumstances where an employee abusing the meal time.
- C. Swiping/punching in an advance of your starting time or long after your ending time will not result in extra pay. Only pre-approved overtime authorized by a Director will be recognized.

- D. Employees are strictly prohibited from swiping/punching in or out for another employee. Employees are also strictly prohibited from signing in and out for another employee for break and lunch times. Any employee who is found to be in violation of the policy will be subject to disciplinary action up to and including termination.
- E. An employee who loses his or her swipe card will be charged \$5.00 for a replacement card. Replacement fees will be deducted from the employees pay. Replacement cards will be issued by the Business Administrator.
- F. It is the responsibility of the employee to notify his or her supervisor that they have, for some reason, forgotten to swipe/punch in. Repeated occurrences of this nature may result in disciplinary action.
- G. It is the responsibility of those designated by the Director of each department to make adjustments to time and attendance as suggested by the employee's supervisor and finally approved by the Director of the Department. Any unauthorized adjustment will subject those designees to possible disciplinary action.
- H. Failure of an employee to use the time clock in the applicable manner may subject the employee to disciplinary action up to and including termination.
- I. These policies do not replace any other existing policies regarding time and attendance, but are supplements.

II.26 BULLETIN BOARD POLICY

The bulletin boards located in City Hall and other City of Camden facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Business Administrator may post, remove, or alter any notice.

CHAPTER III: PAID AND UNPAID TIME OFF POLICIES

III.1 CHANGE OF ADDRESS AND OTHER PERTINENT DATA

All employees must promptly report in writing any change of their address, telephone number, marital status, etc. to the City Personnel Office, within fifteen (15) calendar days of a change.

You should also promptly inform the payroll office of any changes that may affect your paycheck or health benefits, such as marital status, number of dependents, etc. Failure to supply the City Personnel Office with this information may result in incorrect information in the personnel file.

III.2 SICK DAYS

New employees shall only receive one working day sick leave for the initial month of employment if they begin work on the 1st through the 8th day of the calendar month and one-half working day if they begin on the 9th through the 23rd day of the month, no sick leave accrues to that employee for that month.

After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with 15 working days sick leave.

If any such employees require none or a portion of such allowable sick leave for any calendar year, the amount of such leave not taken shall accumulate to his/her credit from year to year, and he/she shall be entitled to such accumulated sick leave with pay if and when needed.

Permanent part-time employees earn sick on a prorated basis. The amount of sick leave which you have accumulated is posted annually. Sick leave may be used for genuine illness or accidents which prevent you from working.

If an employee is absent for five (5) consecutive working days, the appointing authority shall require acceptable evidence on the form prescribed. The nature of the illness and length of time the employee will be absent should be stated in the doctor's certificate.

An employee who has been absent on sick leave for a period totaling more than fifteen (15) days in one calendar year consisting of periods of less than five (5) days shall have his/her sick leave record reviewed by the respective appointing authority and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year.

***Note:** The City may require an employee who is absent because of personal illness, as a condition of his or her return to duty, to be examined by a physician. Such examination is capable of performing his/her normal duties and that such return will not jeopardize the health of other employees.*

It is to your advantage to accumulate your sick leave. Not only will you have a "bank" upon which to draw if you should become ill, you may also obtain partial payment for unused time when you retire. Upon retirement, employees are entitled to receive fifty percent (50%) of unused sick time as additional severance pay up to a maximum payment of \$15,000.

Uniform Fire Department Employees, hired before June 1, 2014, upon retirement, are entitled to receive fifty percent (50%) of unused sick time as an additional severance payment. Uniform Fire Department Employees hired after June 1, 2014, upon retirement, are entitled to receive fifty percent (50%) of unused sick time as additional severance pay up to a maximum payment of \$15,000.

Please refer to ABSENTEEISM for abuse of Sick Time.

III.3 VACATION TIME

Full time employee (including regular per diem employee) in City service shall be entitled to vacation with pay.

- A. New employees shall only receive one working day for the initial month of employment if they begin work on the 1st through the 8th day of calendar month and one-half working day if they begin on the 9th through the 23rd day of the month.

After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, employees shall receive paid vacation leave as follows:

- After 1 year and up to 10 years of service – 15 days vacation
 - After 10 years and up to 15 years of service – 18 days vacation
 - After 15 years and up to 20 years of service – 20 days vacation
 - After 20 years and up to 23 years of service – 23 days vacation
 - After 23 years of service, additional working days vacation per year not to exceed 30 working days vacation total. (Part-time permanent employees are entitled to pro-rated vacation.)
- B. Vacation days earned in the current year may be carried into the succeeding year without requiring approval. However, carried over days must be scheduled by March 31st of the succeeding year to avoid loss of those days.

III.4 FLEX TIME

Definition:

Flex time is defined as the practice of permitting employees to choose, with certain limitations, their own working hours. It is the time period within which employees may vary their schedules. An example of a flexible schedule is beginning the workday at 8:00 a.m. and ending at 4:00 p.m.

Objective:

The objective of the Flex Time Policy is to offer and provide employees of the City of Camden the option to change their work hours from the regular hours established by the City to those that will not cause a burden on the employee to keep. By implementing this policy, the city will not suffer a loss of productivity, since those employees opting to use the policy will continue to work the same number of hours per day. In addition, employees will have the opportunity to address issues that would normally make it difficult to work the established work hours.

- A. In a flex time system, employees work the same number of hours as on a standard schedule. However, they are permitted to acquire these hours within what is called a band width, which is the maximum length of the workday. The recommended band width for employees of the City of Camden is from 7:30 a.m. to 5:30 p.m. Employees will not be permitted to begin their workday before 7:30 or end their workday after 5:30.
- B. Core time is that part of the day when all employees must be present. The suggested core time for city employees is between 10:00 a.m. and 3:30 p.m.
- C. Employees wishing to use flex time must submit their request in writing to the supervisor. The consent of the supervisor and department director must be obtained prior to the use of flex time.

- D. Once the employee, the supervisor and the department director have agreed on a beginning and ending time, the employee is expected to work the schedule every day.
- E. The supervisor and department director will make reasonable efforts to accommodate the employees' preferences. However, no request for a change in work hours shall be approved if the change would diminish the effectiveness of the employees' functions or units.
- F. If the new schedules do not work well for the individuals, the supervisor and department director will have the authorization to return the employees to their previous work schedule. Employees will receive at least one week's notice of the changes.
- G. This policy is not meant to permit employees to work during lunch and end their workday earlier than they should.
- H. All approvals of flexible schedules must be forwarded to the Timekeeper in the Personnel Office prior to the start of the new schedule.
- I. This policy may be revised to address future issues that will impact on the objectives of the policy.

III.5 HOLIDAYS

Holidays to which actively working (on the payroll and not on leave of absence without pay) employees are entitled to observe and be paid for throughout the year are as follows:

- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Election Day (General Election)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

NOTE: Should a holiday fall on a Sunday, it is observed on the following Monday. Should a holiday fall on a Saturday, it is observed on the preceding Friday.

The days and dates on which such holidays occur should be provided to all full time employees at the beginning of the year.

Any employee required to work on one of the above mentioned holidays shall receive overtime pay at time and one-half.

III.6 DONATED LEAVE

It is the policy of the City of Camden, in accordance with N.J.A.C. 4A:6-1.22, that employees may donate time to other employees who have catastrophic illnesses and have exhausted their accrued time.

Procedure:

- A. A City employee shall be eligible to receive donated leave if the employee:
 - 1. Has completed at least one (1) year of continuous City service;
 - 2. Has exhausted all accrued sick, vacation, compensatory and holiday time;

3. Has not, in the two-year period immediately preceding the employee's need for donated leave, been disciplined for chronic or excessive absenteeism, chronic or excessive lateness or abuse of time; and
 4. Either:
 - i. Suffers from a catastrophic health condition or injury;
 - ii. Is needed to provide care to a member of the employee's immediate family, as defined in N.J.A.C. 4A:1-1.3, who is suffering from a catastrophic health condition or injury; or
 - iii. Requires absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow.)
- B. For purposes of this section, a "catastrophic health condition or injury" shall be defined as follows:
1. With respect to an employee, a "catastrophic health condition or injury" is a life-threatening condition or combination of conditions; or

A period of disability required by his or her mental or physical health or the health of the employee's fetus which requires the care of a physician who provides a medical verification of the need for the employee's absence from work for sixty (60) or more workdays.
 2. With respect to an employee's immediate family member, a "catastrophic health condition or injury is:
 - i. A life-threatening condition or combination of conditions;

- ii. A period of disability required by his or her mental or physical health which requires the care of a physician who provides a medical verification of the need for the family member's care by the employee for sixty (60) or more work days.
 - 3. With respect to an employee, a "catastrophic health condition or injury" is:
 - i. A life-threatening condition or combination of conditions; or
 - ii. A period of disability required by his or her mental or physical health or the health of the employee's fetus which requires the care of a physician who provides a medical verification of the need for the employee's absence from work for sixty (60) or more workdays.
 - 4. With respect to an employee's immediate family member, a "catastrophic health condition or injury is:
 - i. A life-threatening condition or combination of conditions;
 - ii. A period of disability required by his or her mental or physical health which requires the care of a physician who provides a medical verification of the need for the family member's care by the employee for sixty (60) or more work days.
- C. A City employee may request that the Appointing Authority approval of his or her participation in the program, as a leave recipient or leave donor. The employee's supervisor may make such a request on behalf of the employee for his or her participation in the program as a leave recipient.
- 1. The employee or supervisor requesting the employee's acceptance as a leave recipient shall submit to the Appointing Authority medical verification from a physician or other licensed health care provider concerning the nature and anticipated duration of the

disability resulting from either the catastrophic health condition or injury, or the donation of an organ, as the case may be.

2. When the Appointing Authority has approved an employee as a leave recipient, the Appointing Authority shall, with the employee's consent, post or circulate the employee's name along with those of other eligible employees in a conspicuous manner to encourage the donation of leave time, and shall provide notice to all negotiations representatives.

- i. If the employee is unable to consent to this posting or circulation, the employee's family may consent on his or her behalf.

D. A leave recipient must receive at least five (5) sick days or vacation days or combination thereof from one or more leave donors to participate in the Donated Leave Program. A leave donor shall donate only whole sick days or whole vacation days and may not donate more than thirty (30) such days to any one recipient.

1. A leave recipient shall receive no more than 260 sick or vacation days.
2. A leave donor shall have remaining at least twenty (20) days of accrued sick leave if donating sick leave and at least twelve (12) days of accrued vacation leave if donating vacation leave.
3. A leave donor shall not revoke the leave donation.
4. If a leave donor is not in the same department as the leave recipient, appropriate arrangements shall be made between the affected departments to verify donor eligibility and adjust leave records.

E. While using donated leave time, the leave recipient shall accrue sick leave and vacation leave and be entitled to retain such leave upon his or her return to work.

1. Any unused donated leave shall be returned to the leave donors on a prorated basis upon the leave recipient's return to work, except that if the proration of leave days results in less than one (1) day per donor to be returned, that leave time shall not be returned.
 2. Upon retirement, the leave recipient shall not be granted supplemental compensation on retirement for any unused sick days that he or she had received through the Donated Leave Program.
- F. An employee shall be prohibited from threatening or coercing or attempting to threaten or coerce another employee for the purpose of interfering with rights involving donating, receiving or using donated leave time. Such prohibited acts shall include, but not be limited to, promising to confer or conferring a benefit such as an appointment or promotion or making a threat to engage in, or engaging in, an act of retaliation against an employee.
- G. All donations shall remain confidential and employees shall refrain from discussing who donated or the amount of time donated. Violation of confidentiality shall be subject to disciplinary action.

III.7 LEAVE OF ABSENCE POLICY

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Business Administrator if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Business Administrator may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the City of Camden.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month.

Health benefits including medical and prescription drug coverage will be terminated according to the following:

Timetable for Termination specified in the SHBP/SEHBP for Local and State

Monthly Employers.

<u>Date of Termination</u>	<u>Date Forms must be received at the Division of Pensions and Benefits</u>	<u>Date Coverage Ends</u>
January 6-February 6	February 5	March 1
February 6-March 5	March 5	April 1
March 6-April 5	April 5	May 1
April 6-May 5	May 5	June 1
May 6-June 5	June 5	July 1
June 6-July 5	July 5	August 1
July 6-August 5	August 5	September 1
August 6-Sept. 5	September 5	October 1
Sept. 6-Oct. 5	October 5	November 1
October 6-Nov. 5	November 5	December 1
Nov. 6-December 5	December 5	January 1
Dec. 6-January 5	January 5	February 1

Upon return to work, an employee will be reinstated into the health benefits plan he/she had prior to the leave.

A personal leave is granted with the understanding that the employee intends to return to work for the City. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

III.8 DEATH IN FAMILY

- A. All full time employees hired before March 1, 2013, shall be granted a leave of absence, not exceeding ten (10) days for the death of the employee's spouse, child or parent.
- B. All full time employees hired after March 1, 2013, shall be granted a leave of absence not exceeding five (5) days for the death of the employee's spouse, child or parent and are eligible to use five (5) days vacation for this purpose.

Step-child shall be considered the same as a child for the purposes of bereavement leave and the corresponding days of leave shall be granted.
- C. All full time employees shall be granted a leave of absence not exceeding five (5) days for the death of the employee's brother or sister.
- D. All full time employees shall be granted a leave of absence not exceeding three (3) days for the death of their mother-in-law, father-in-law, grandparent, grandchild, son-in-law, daughter-in-law.
- E. All full-time employees shall be granted a leave of absence not exceeding one day for the date of interment or date of service of that employee's aunt or uncle, brother-in-law or sister-in-law.

The above leaves must be taken in close proximity to the date of death, and reasonable proof may be required (i.e. newspaper announcement, etc.).

III.9 FAMILY AND MEDICAL LEAVE ACT POLICY/NEW JERSEY FAMILY LEAVE ACT POLICY

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act (“FMLA”). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act (“FLA”). In order to be eligible for such leave, employees must have: one (1) year of service with [the local unit type]; and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee’s health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member, including civil union partner, or for the employee’s own serious health condition that makes the employee unable to perform the functions of the employee’s position. Eligible employees who take leave under this policy must use all accrued available vacation and personal

days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

The period of leave must be supported by a physician's certificate. An extension past twelve weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The City of Camden reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the Personnel Office.

Commencing July 1 2009, Family Temporary Disability ("FTD") payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$677 per week or as provided by statute. FTD will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period. Employees may also be required to use accrued sick, vacation or personal leave for up to two weeks.

Employees taking paid family leave in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent paid family leave is required to provide the City of Camden with 15 days' notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner.

Employees requesting such leave shall provide the City of Camden with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- approximate date on which the qualifying exigency commenced or will commence;
- beginning and end dates for leave to be taken for a single continuous period of time;
- an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- if the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

III.10 DOMESTIC VIOLENCE LEAVE POLICY

The New Jersey Security and Financial Empowerment Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis, but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave act. If so, the City will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The City shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence."

The City shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

III.11 MILITARY LEAVE POLICY

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the leave shall be without pay but without loss of time.) or (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the New Jersey State Health Benefits Program by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for

commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

III.12 JURY DUTY

Any employee who receives an order to serve as a juror must submit a copy of such order to his/her Department Head, whereupon notification of anticipated absence will be forwarded to the Personnel Office.

Said employee will be excused from work duty for the period of time said order so states. However, in the event required jury service is reduced or cancelled (excused), the employee shall report to work.

CHAPTER IV: COMPENSATION & EMPLOYEE BENEFITS POLICIES

IV.1 SALARIES

Title classifications, established by the Civil Service Commission (CSC), have a minimum and maximum salary, developed by the City of Camden and Communications Workers of America, Local 1014, whereby employees advance over a period of seven (7) years to the top of the salary range.

The salary range is also affected by increases awarded through contract negotiations.

IV.2 EXEMPT & NON-EXEMPT

You will frequently see and hear the terms exempt and non-exempt referred to in reference to pay and benefits of the City. Your position is classified according to duties and skill requirements as exempt or non-exempt from overtime pay under the provision of the Fair Labor Standards Act (FLSA). You will be informed if your position is nonexempt and eligible for overtime pay. Otherwise, you hold an exempt position which does not receive overtime pay.

IV.3 PERMANENT STATUS

After an employee successfully completes the (mandatory) Civil Service Three Month Working Test Period, he/she becomes a permanent employee. All full-time employees shall be assigned to a thirty-five (35) hour work week. Part-time employees shall be assigned and paid at the rate for a maximum of twenty (20) hours per week.

A permanent employee has job security, subject to good behavior, satisfactory job performance, attendance and availability of funds, and cannot be removed from his/her position except for “just cause”. For more information on “just cause”, please refer to the section on DISCIPLINE.

Temporary and provisional (new hire) employees should be aware that they can be terminated at any time.

IV.4 PAY DAY

Employees of the City of Camden are paid on a biweekly (every 2 weeks) basis, and the following mandatory payroll deductions are made:

- Federal Withholding Tax
- F.I.C.A. (Social Security)
- N.J. State Employment Insurance
- N.J. State Income Tax
- State Temporary Disability (Attachment through Legal Action where applicable)
- P.E.R.S. (Pension Plan) or
- D.C.R.P. (Defined Contribution Pension Plan) for local officials, elected or appointed on or after July 1, 2007; Unclassified Employees hired on or after July 1, 2007 or Employees who work less than 32 hours per week and were hired after May 21, 2010 or
- P.F.R.S. (Pension Plan)
- Life Insurance (Optional after 1-year mandatory enrollment)

Optional deductions are:

- U.S. Savings Bonds
- United Way Contributions
- Credit Union
- Deferred Compensation
- If you are a Union member and authorize it, arrangements will be made by the Payroll Office to deduct Union dues from your pay.

IV.5 PAY ADVANCES

The purpose is to establish a uniform policy for City employees regarding pay advances.

Requests for paychecks in advance of the regular pay date cannot be granted except for vacation pay.

An employee leaving on vacation may request an advance on payroll by:

1. Providing his/her Department Director with a written request.
2. Department Director will approve or disapprove request. Approved requests will be forwarded to the City Personnel Office for the Business Administrator's approval.

Those who are away on the regular pay date may have their checks mailed to them upon request. In the absence of specific instructions, checks will be held in the safe by the Payroll Clerk until the employee returns to work.

Pay advances for vacation pay may be granted provided the City Business Administrator is provided with sufficient notice prior to the beginning of the vacation.

Payment for accrued benefits will be made only upon termination of employment or consistent with the applicable labor agreement.

IV.6 OVERTIME

Overtime payments shall be made in accordance with the Fair Labor Standards Act unless otherwise stated.

Overtime refers to any time worked beyond the regular hours of duty, as presently scheduled, and is granted only when the employee is ordered to work by a supervisor. Overtime worked will be paid at the rate of time and one-half for holidays and Sundays or the seventh day when these days are not part of the employees regular work weeks. Said overtime must be granted

in writing by the Supervisor directing the same prior to the employee commencing work or in case of emergency, as soon thereafter as possible.

Overtime work will be distributed as equally as possible, among employees with the same classification. A list of employees will be maintained showing overtime offered by the City to the employees in a given title. If overtime is worked the employee at the top of the list working the overtime will go to the bottom. Anyone offered overtime who is excused from such work shall have his name placed at the bottom of the list. Nothing in the Article shall impair the right of the City to require an employee to work overtime and an employee shall not, without reasonable justification, be permitted to refuse to work overtime when requested.

IV.7 COMP-TIME

The City and Non-Uniformed Collective Bargaining Unit agree that in lieu of cash payment for overtime provided in their agreement, employees who are not exempt from the Fair Labor Standards Act (FLSA) may opt to accept comp-time. The comp-time shall be accumulated at straight time for those hours up to forty (40) hours per week and any hours over (40) hours in that week shall be at one and one-half (1 1/2) times.

In no case shall comp-time accumulated exceed 240 hours. Any time accumulated shall be utilized by the employee as approved by the department head within two years. Any time not used or still to the employees' credit when they leave the City employment shall be paid at the higher of either the employee' rate at that time or the average three year rate prior to payment.

Regardless to other provisions of the agreement, the City and any employee shall have the right to utilize a time off plan for work needed beyond the normal schedule work day. This plan shall enable employees to work special assignment provided that such time worked will be taken off from the regular scheduled work hours within that same pay period. Any such hours which

may cause the employee to work more than 40 hours per week shall be taken off at time and one-half.

Employee who are exempt as per the FLSA shall be entitled to work as stated in Section A of the Non-Uniform Bargaining Agreement or opt to work for straight time for comp-time or for time off plan, unless otherwise agreed to by the Collective Bargaining Unit and the City.

IV.8 PROMOTIONS

Promotions into positions which the NJDOP has classified as competitive are made by promotional examination. The City of Camden may make a “provisional” or “temporary” appointment if a position must be filled before the NJDOP publishes a list of persons who passed the examination. The person so appointed must take the promotional examination in order to be considered, along with the other persons interested in the available position.

Among the factors considered in promotions are the candidates’ performance ratings, attendance records, and seniority. Refer to the NJDOP Rules and Regulations for details.

IV.9 SENIORITY

Except where NJDOP regulations require otherwise, seniority shall prevail as it pertains to demotions, layoffs, recalls, vacation schedules, shift assignments, sectional assignments and holidays. Your seniority, or length of service with the City of Camden, is computed in accordance with State Law. Seniority is an important consideration in making personnel decisions, including promotions, lay-offs, assignments, and allocation of overtime.

IV.10 TRANSFER

The City recognizes that there are times that a transfer of an employee from one Department to another should be in the best interest of both the employee and the City.

However a transfer should not be made just to alleviate a problem from one Department to another.

When an employee requests a transfer every effort should be made to ascertain whether the problem could be dealt with, prior to the request be entertained.

The first step of the process is a written request by the employee to his/her Department Director citing the reason for the transfer.

The second step is for the Department Director to evaluate the request, in terms of resolving a possible problem to the employee satisfaction, replacement if the transfer is in everyone's best interest, and if the employee has a title that is appropriate in another department.

If the Department Director establishes that the transfer is in everyone's best interest, then the approval of the Business Administrator and the other Department Director is required.

Budgetary considerations will be taken into account, when considering Transfer Requests.

Employees are transferred in their permanent title. Therefore, if an employee is serving in a provisional title at the time of request, he/she will revert back to the last permanent title. NJDOP will not permit transfers of provisional titles.

IV.11 HEALTH BENEFITS

Permanent employees have the following health benefit coverage's through the New Jersey State Health Benefits Program ("SHBP"):

1. a. Aetna (Self-Insured)

This is a Self-Insured program administered by Aetna.

- b. Aetna Managed Care

- c. Horizon Blue Cross Blue Shield of NJ

2. Dental Coverage

3. Prescription Plan – which covers eligible spouse and dependent children.

IV.12 PENSION/LIFE INSURANCE

Pension (retirement) benefits are provided through the N.J. Public Employee's Retirement System. All permanent employees are automatically required to join the system. It is mandatory that provisional employees join the system after one year of employment.

The system provides a guaranteed retirement income, for life, based on the total years of service credit established in the system and final average salary; liberal financial protection in case of disability or death; and benefits in addition to Federal Social Security Coverage.

The entire system – what it is, how it works, etc. is explained in the N.J. Division of Pensions' pamphlet.

The Municipal Personnel Office processes and monitors this system.

IV.13 INJURED ON DUTY

Any employee who suffers an injury which is certified by the City Office of Risk Management as having arisen out of or in the course of employment, shall be granted, for the period of such disability, a temporary leave of absence with pay, such leave not to extend beyond one (1) year from the date of injury or illness, for uniform employees and ninety (90) days from the date of injury for non-uniform employees.

CHAPTER V: MANAGERIAL/SUPERVISORY POLICIES

V.1 EMPLOYMENT PROCEDURE

Recruitment:

All job openings and promotional announcements are posted on bulletin boards located outside of the Personnel Office on the 4th floor, room 405, of City Hall. The Business Administrator in conjunction with the Personnel Office will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, Civil Service and Equal Employment Opportunity Commission (“EEOC”) requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Personnel Office who will distribute notification of the vacancy to all departments or as may be otherwise required by Civil Service Rules and Regulations. The Personnel Office will undertake to recruit qualified applicants in accordance with applicable Federal and State law (including New Jersey Department of Personnel regulations if the position is subject to Civil Service.) Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the City of Camden is an equal opportunity employer.

Applications:

All prospective candidates applying for City positions which do not require testing by the Civil Service Commission must submit a completed City employment application form directly to the City Personnel Office. A resume will not be considered as a substitute for this form. Applications are kept on file for three years. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.

All New Jersey Civil Service Commission (CSC) Open-Competitive and Promotional applications must be sent directly to the Civil Service Commission, as per the directions on the application, and NOT to the City Personnel Office.

Interviews:

The Business Administrator or Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The City will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the City.

Physical Examinations:

Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Personnel Office may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Personnel Office may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the City at the expense of the City. All medical records of employees and prospective employees are confidential and are to be maintained by the Personnel Office separate from the employee's official personnel file.

Medical exams will include tests for drug and alcohol use. In the event a prospective employee is disqualified from hire, in a non-public safety title, as a result of a failure to pass the

drug and/or alcohol test and wishes to reapply to the City for employment, the applicant must repeat the employment process and be responsible for the non-refundable cost to the City of the drug and/or alcohol test in advance of testing.

Individuals applying for entry level public safety positions, i.e., Fire positions, must also pass a psychological examination. Medical exams may include tests for drug and alcohol use.

Criminal Background Checks:

Criminal background checks are required of all candidates, 18 years old and older, whether paid or volunteer—particularly those persons who may work directly or indirectly with children/youth/minors—in accordance with the procedures outlined in the **Section 192-3** of ordinance **MC-192** which is entitled “**CRIMINAL HISTORY BACKGROUND CHECK.**”

Job Offers:

The final decision will be made by the Business Administrator after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the City. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

Acceptances and Rejections:

If the first offer is rejected, the City of Camden Business Administrator will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.

Employability Proof:

After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

Record Retention:

All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Personnel Office. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

V.2 BACKGROUND CHECKS & PROCEDURES FOR CANDIDATES, EMPLOYEES & VOLUNTEERS

Background checks required:

Criminal background checks are required of all candidates over the age of 18 yrs. Criminal background checks will also be performed every three (3) years for each employee or volunteer that works directly or indirectly with children/youth/minors.

Background check procedure:

The Personnel Office will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited, to court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Personnel Office will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is

disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a “Request for Criminal History Record Information For A Noncriminal Justice Purpose” will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the employer’s “targeted screening process” described below, the Business Administrator will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the City of Camden contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer’s targeted screening process should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the employer shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Business Administrator.

Conditions Under Which an Employee Will Be Disqualified from Working with Children/Youth:

A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses as a result of the employer's targeted screening process, by which the employer has taken into account the following factors: (a) the nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) the time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) the nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others,

especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the employer may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

Appeal Process:

The Appeals Committee will be comprised of a Business Administrator and Personnel Representative.

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has 14 calendar days to file a Notice of Appeal with the City of Camden. Such Notice of Appeal must be sent in writing to the Business Administrator. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.

3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The City of Camden will issue a written determination on the employee's appeal of their disqualifying conviction, setting forth the reasons for the determination.

V.3 NEPOTISM POLICY

Unless otherwise provided by law (or New Jersey Department of Personnel rule if the position is subject to Civil Service) or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

V.4 OPEN PUBLIC MEETING ACT PROCEDURE CONCERNING PERSONNEL MATTERS

Discussions by the governing body or any public body of the City of Camden concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, with the right of the employee to be present, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or anybody of the City concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

Additionally, whenever the governing body or any public body of the City intends to act on a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employees employed or appointed by the governing body or any public body of the City, then that governing body or that public body of the City must provide notice of said intended action to said prospective public officer or employee or current public officer or employees. Prior to the matter being acted on, the

Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed.

V.5 PROCESSING AND ORIENTATION OF NEW EMPLOYEES PROCEDURE

All new regular full-time and regular part-time employees will be scheduled to meet with the Personnel Office and Department Head on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Personnel Office for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual if the employee is a manager or supervisor and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

V.6 INITIAL EMPLOYMENT PERIOD PROCEDURE

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of not less than 3 months—a three-month working test period (Initial Employment Period), as administered by the Business Administrator in conjunction with the Personnel Office. During this initial employment period, the new employee or transferee will be provided with training and guidance from the

supervisor. At the end of the Initial Employment Period, the supervisor will conduct an employee evaluation of the employee's performance, behavior, and ability to perform the duties of the job title (see Performance Evaluation Procedure). Failure of a new employee to successfully complete the Initial Employment Period will result in termination of employment. In the case of a promotion, the employee who fails to successfully complete the Initial Employment Period will be returned to their last permanent title. Any permanent employee who is terminated or returned to their last permanent title due to their inability to successfully complete the Initial Employment Period will be notified of their appeal rights to the Civil Service Commission. Under appropriate circumstances, the Business Administrator may extend the Initial Employment Period. Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their Initial Employment Period.

Nothing in the procedure set forth in this section shall alter City's employment at will policy. Employment with the City of Camden is at will and may be terminated at any time with or without cause or notice by the City or the employee.

V.7 EMPLOYEE HANDBOOK PROCEDURE

The Business Administrator with the assistance of the City Attorney shall draft an Employee Handbook for the approval of the City Council. A separate version of the Handbook will be drafted for part-time and seasonal employees as well as for major bargaining groups if appropriate. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two years.

V.8 PERFORMANCE EVALUATION PROCEDURE

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors or Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.
- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be

evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.

- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.
- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

- *Exceeds Expectations* means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.
- *Meets Job Requirements* means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

- *Needs Improvement* means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
- *Does Not Meet Minimum Standards* means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Personnel Office. After review by the Business Administrator, the form(s) are to be forwarded to the Personnel Office for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Business Administrator or Personnel Office.

V.9 DISCIPLINARY ACTION PROCEDURE

All employees are expected to meet the City's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the City of Camden's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the City of Camden's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the

supervisor and the Business Administrator, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Personnel Office for the employee's official personnel file.
- **Business Administrator Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Business Administrator, the employee will be so advised, and a meeting arranged with the Business Administrator at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Business Administrator. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Personnel Office for the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Business Administrator will make the decision and may seek the advice of the City Attorney if

appropriate. Suspended Employees may request a hearing under the applicable grievance procedure and/or Civil Service procedure.

- **Dismissal:** Whenever an employee is recommended for dismissal, the Business Administrator will make the decision only after seeking the advice of the City Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure and/or Civil Service procedure.

V.10 PERSONNEL FILE PROCEDURE

The official personnel files shall be maintained by the Personnel Office and employee medical information will be maintained in a separate file. At least annually, the Personnel Office will review files to make sure they are up-to-date and will follow-up with the Department Heads as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;

- Counseling Action Plans;
- Records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts; and
- Any other pertinent information.

V.11 EMPLOYEE COMPLAINT INVESTIGATION PROCEDURE

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The supervisor, Department Head, Business Administrator or City Attorney must report all written or verbal complaints to the Business Administrator unless the complaint is against the Business Administrator. Upon receipt, the Business Administrator will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Business Administrator or investigator appointed by the Business Administrator will interview the employee. If the employee is reluctant to sign a written complaint, the Business

Administrator or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- **Investigation:** The Business Administrator will seek the advice of the City Attorney when planning the investigation. The investigation should be conducted by the City Attorney or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Business Administrator will discuss the conclusions with the City Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the City is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint,

and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Business Administrator will formulate with the advice of the City Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

V.12 REQUESTS FOR EMPLOYMENT VERIFICATION AND REFERENCE PROCEDURE

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Personnel Office. No employee may issue a reference letter without the permission of the Personnel Office. Under no circumstances should any information be released over the phone.

In response to a request for information, the Personnel Office will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the City is required to release the information by law or (2) the employee or former employee authorizes the City in writing to furnish this information and releases the City from liability.

V.13 CONTINUING EDUCATION PROCEDURE

The City of Camden, in conjunction with the City Attorney will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The City will

also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as City employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights

CHAPTER VI: EMERGENCIES

VI.1 PROCEDURE IN CASE OF FIRE

Upon the discovery of a fire, all personnel shall take the following steps:

1. Transmit the alarm by activating the nearest manual pull station.
2. Telephone call to Security Booth. They will call Fire Department. Give Security Booth the following information – Dial 9-580-5700
 - a. Fire location
 - b. Floor
 - c. Room/Office Number or Name
 - d. What is burning
 - e. Your name
 - f. Telephone number calling from
3. Evacuate using the fire stair tower NOT the elevators.
4. The verbal code phrase for fire is “Code Red.”
5. When you leave the building, report to pre-assigned evacuation areas.
6. If any person is involved in the Fire, the person discovering the Fire shall go to the aid of that person and shall call aloud the established code phrase. The use of the code will provide for both immediate aid of the endangered person or persons and the transmission of the alarm of FIRE.
7. Any person who is unable to evacuate because of physical disability or mobility impairment is to be assisted to designated Areas of Refuge (stair towers) and their locations reported to the Fire Officer and Security Desk.

8. Any person in the immediate area, upon hearing the code phrase being called aloud, shall immediately execute their duties and evacuation procedures as outlined in the response to alarms section of the plan.
9. All personnel and public, upon hearing the alarm signal and code phrase, shall immediately execute their duties and evacuation procedures as outlined in the response to alarms section of the plan.
10. Under no circumstances is an employee to attempt to extinguish the fire.
11. Do not lock the office door.

VI.2 ALL EMERGENCIES

Police * Fire * EMS

Camden City Offices

Dial 9-580-5700

Calling the above numbers will directly access the Security Booth who will quickly initiate measures to render assistance. When dialing 9-911 you will receive the Camden County Dispatch.

9-580-5700 – EMERGENCY – SECURITY BOOTH

9-225-5438 – NON-EMERGENCY – SECURITY BOOTH

9-225-7761 – MAIN LOBBY – SECURITY

VI.3 COMMAND CENTER

CHAIN OF COMMAND – FIRE

CITY HALL

1. When the Senior Fire Department Officer arrives on location, he/she will assume command of the fire incident. All county and city employees shall follow the directions and orders given by the Senior Fire Officer.

2. Prior to the arrival of the Senior Fire Department Officer, the County Administrator or her/his designate shall have charge of the building.
3. All County and City employees shall the directions or orders given by the County Administrator or his designate.

CHAIN OF COMMAND

Fire Department Officer

County Administrator

City Administration

Director of Buildings & Operations

4. After the arrival of the Fire Department and the transfer of command, the County Administrator and City Business Administrator or their designate shall remain at Command Post. Members of the Buildings and Operations may be instructed to remain at an area accessible to the Incident Commander and Administrator in order to safely assist with the building resources. All personnel at the Command Post shall:
 - a. To assist the Fire Department Officer in building evacuation.
 - b. Shall provide the information to senior Fire Officer as may be required.
 - c. To receive information from Department/Division Supervisors concerning employee/public evacuation progress, injuries, or other pertinent information.
 - d. To provide information to the employees through the Department/Division heads concerning pertinent matters including the return to work order, relocation of offices, etc.

- e. To provide security to the building which includes preventing employees or non-emergency service personnel from re-entering the building during emergency operations.
 - f. Casualties: It will be the responsibility of the County Administrator/City Business Administrator or her/his designate to insure to the wellbeing of injured employees or the public. He/She shall also insure the notification of their next of kin.
- 5. After the emergency is under control and the building command is returned to the County Administrator and City Business Administrator or their designate, he shall:
 - a. Insure that necessary building utilities are operational prior to permitting occupancy.
 - b. Insure that building safety equipment, fire alarms, sprinkler system, etc., has been restored to normal operations.
 - c. Insure that all employees return safely to their respective areas.
- 6. The County Administrator prior to the implementation to this plan, shall assemble and train adequate Staff Assistants to insure that the Command Post responsibilities are carried out.

Staff shall include but is not limited to the Director and Superintendent of Buildings and Operations, Security Officer in charge, Safety Director, Electrician Foreman, Plumbing Foreman and their designates and the County Paramedic.

VI.4 FIRE DRILLS

General Information

1. Fire exit drills shall include the transmission of a FIRE ALARM SIGNAL and simulation of emergency fire conditions. Drills shall be conducted at irregular intervals to familiarize the building personnel with signals and emergency actions required under varied conditions.
2. A drill shall be at least two (2) times a year and a record kept of each drill. A copy of each drill report shall be sent to the Camden County and Camden City Fire Marshal's Office.
3. Drills shall be conducted from various locations within the building.
4. Notification in advance of all drills using the FIRE ALARM SYSTEM, must be made to the County Fire Marshal, Fire Communication Center in Lindenwold, Camden City Fire Department, Camden City Risk Management to prevent a needless call of emergency fire equipment. When the fire drill is completed, all parties mentioned above must be notified that the alarm system has been restored to its normal operating position.
5. It is recommended that several drills be conducted in addition to those that are required, so as to acquaint all personnel with the alarm system.
6. During ALL FIRE DRILLS, either by automatic alarm or voice code over the Public Address System, all personnel will conduct themselves as if a real emergency was taking plan.

VI.5 COMMAND CENTER

CHAIN OF COMMAND – BOMB THREAT/EXPLOSIVE POLICY

CITY HALL AND ADMINISTRATIVE BUILDING

1. Prior to the arrival of the B.T.T.F., Office of the Sheriff's Technical Services and K-9 Units, the person receiving the phone call shall:
 - a. Place the phone on hold/or leave the phone off the hook on a multiple phone trunk line system.
 - i. If the phone threat is received on a singular line system, leave the phone off the hook and utilize a different phone.
 - ii. Record all the information concerning the phone call. The information concerning the call shall be completed on the "Office of the Sheriff Bomb Threat Form."
 - b. The person receiving the phone threat should call his/her supervisor on a different line, and make themselves available for questioning at the command post.

Command Post

Primary – Ground floor at the Security desk. (This area is utilized only for a received threat without a found suspicious item.)

Alternate – The Administrative Building. (This area is utilized in the event a suspicious item was received or found in the course of a search.

- c. The Command post should be manned by the County/City Administrator, City Risk Manager, or Director of Buildings and Operations, representatives from the Office of the Sheriff, representative from Security, members of Camden City Police and members of the Technical Services and K-9 Unit.
2. Prior to the arrival of the B.T.T.F., the County Administrator/City Business Administrator or his designate shall have charge of the building.

All County and City employees shall follow the direction or orders given by the County Administrator or her/his designate.

VI.6 EMPLOYEE RESPONSIBILITIES (BOMB)

ALL EMPLOYEES

Anyone who receives a report that a bomb has been placed in the building shall:

1. Record all information at stated above, and notify their immediate supervisor.
2. No explosive or potential explosive device will be permitted inside any County/City installation.
3. All employees shall take precautions within their respective work areas.
 - a. Employees should prevent unauthorized entry into areas that are not open to the general public. Contact Security immediately.
4. Employees in their own work areas are more aware of what constitutes a suspicious item or situation. Your help in identifying these objects is expected and appreciated.

CHAPTER VII: Model Forms

The following Forms are only for informational purposes:

- Notice of Personnel Discussion
- Employee Letter Concerning Employee Complaint Procedure
- Sample Notices Concerning Whistleblower Act
- Application for Employment
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries
- Performance Appraisal
- Counseling Action Plan
- Employee Evaluation Checklist
- Fingerprint and Background Check Consent Form For Employees, Job Applicants, and Volunteers That May Work or Have Contact with Minors
- Paid Time Off Form

NOTICE OF PERSONNEL DISCUSSION

To: _____

Address: _____

This is to notify you, pursuant to the Open Public Meeting Act, that the City of Camden plans to discuss the subject matter(s) checked below relating to your employment.

- ☐ Application for Employment
- ☐ Promotion or Transfer
- ☐ Compensation
- ☐ Performance Evaluation
- ☐ Special Leave Request
- ☐ Grievance
- ☐ Discipline
- ☐ Possible Termination
- ☐ Other (Specify): _____

The discussion will take place at the following meeting(s):

Date of Meeting(s): _____

Time: _____

Location: _____

The discussion will be in closed session, not open to the public, unless before the meeting the City of Camden Municipal Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Notice Date: _____ Signed: _____ (title) _____

City of Camden Employee Complaint Form

Date _____

Attach additional sheets if necessary to fully complete all questions

NAME: _____ DEPARTMENT: _____

TITLE: _____ SUPERVISOR: _____

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____ DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

Conscientious Employee Protection Act "Whistleblower Act"

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: _____

Address: _____

Telephone Number: _____

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.



La Ley de protección al empleado consciente

"Ley de protección del denunciante"

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
 - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Ofrece información concerniente al engaño o la tergiversación con accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - d. Ofrece información con respecto a toda actividad que se pueda percibir como delictiva o fraudulenta, toda directiva o práctica engañosa o de tergiversación que el empleado tenga motivos fundados para pensar que pudieran estafar a accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - e. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado en cuidado de la salud que tiene motivos fundados para pensar que constituya atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

Su empleador ha designado a la siguiente persona para recibir notificaciones de acuerdo al parafo 2, de la ley (N.J.S.A. 34:19-4):

Nombre: _____

Dirección: _____

Número de teléfono: _____

Este aviso se debe exponer a la vista de todos.

Anualmente, patronos con 10 o más empleados, deberán distribuir notificación de esta ley a todos sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832.



CITY OF CAMDEN

520 Market Street,
PO Box 95120
Camden, NJ 08101-5120
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

All prospective employees will be required to pass a criminal background check and physical examination including urinalysis to test for the presence of drugs and alcohol.

All questions must be answered carefully and completely.

If you have a resume, attach it to the application. PLEASE TYPE OR PRINT.

**THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY AND SHOULD NOT
BE CONSIDERED AN OFFER OR INTENT OF EMPLOYMENT**

Date _____ Position Seeking _____

Name _____
Last First MI

Social Security No. _____

Address _____
Number & Street City State Zip

Home Telephone No. _____ Business No. _____

EDUCATION & TRAINING

Name and Location of College _____ Date Attended _____

Year of Graduation _____ Degree _____ Discipline _____

Name & Location of High School _____ Year of Graduation _____

List any other specialized training which qualifies you for the position seeking:

Military Branch of Service: _____ Dates of Service: _____

List duties in the service, including schools and training: _____

WORK EXPERIENCE:

Present/Last Employer: _____

Address: _____

Date of Employment: _____ Title: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____

Date of Employment: _____ Title: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____

Date of Employment: _____ Title: _____

Reason for Leaving: _____

Are you a citizen and legally able to work in the U.S.? _____

VISA status, if applicable: _____

Are you physically capable of performing the duties of the position applied for? _____

If no, please explain: _____

Do you have a valid NJ Driver's License? _____ License No. _____

ALL NEW HIRES MUST BE APPROVED BY THE STATE OF NEW JERSEY. ALL INFORMATION PROVIDED ON THIS APPLICATION AND ALL SUBSEQUENT INFORMATION PROVIDED TO OBTAIN EMPLOYMENT WITH THE CITY OF CAMDEN WILL ALSO BE SUBMITTED TO THE STATE OF NEW JERSEY.

I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I understand that upon an offer of employment, I will be requested to pass a physical examination, inclusive of drug screen, prior to employment.

Signature

Date

RETURN COMPLETED APPLICATION TO THE PERSONNEL OFFICE (RM. 405)

NJ DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	<ul style="list-style-type: none"> a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name 	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	<ul style="list-style-type: none"> a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents e) Citizenship 	<ul style="list-style-type: none"> a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	<ul style="list-style-type: none"> a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant 	
Race or Color	<ul style="list-style-type: none"> a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number 	
Photographs	<ul style="list-style-type: none"> a) Photographs with application b) Photographs after interview, but before a hiring 	
Age	<ul style="list-style-type: none"> a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number 	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	<ul style="list-style-type: none"> a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language 	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	<ul style="list-style-type: none"> a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and type of discharge 	<ul style="list-style-type: none"> a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background

CITY OF CAMDEN PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ SUPERVISOR: _____

DEPARTMENT/JOB TITLE: _____ DATE OF HIRE: _____

PRESENT REVIEW DATE: _____ LAST REVIEW DATE: _____ TIME IN POSITION (YRS.): _____

Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 – Does not meet minimum standards 2 – Needs Improvement 3 – Meets Job Requirements 4 – Exceeds Expectations

TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

☐ Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job.

☐ New in a position and still learning. Often requires instruction. Making progress, but not fully proficient in certain skills or job knowledge.

Comments:

PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

☐ Frequently damages government property and/or equipment. Work not up to expectations.

☐ Needs a better grasp of job. New employee not yet proficient. Not always as productive.

Comments:

WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

☐ Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers.

☐ Occasionally has disciplinary problems and pleasant manner.

Comments:

COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

☐ Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances.

☐ Slow to help others. Does not readily assist. Lack of tact or consideration for others.

Comments:

SAFETY: *Consider the respect shown for self, co-workers and public.*

☐ Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions.

☐ Sometimes disregards safety procedures or misuses equipment.

Comments:

CUSTOMER SERVICE: Consider responsiveness to public the needs and requests.

☐ Responds inappropriately to questions, requests, or situations.

☐ Occasionally does not respond tactfully.

Comments:

JUDGMENT: Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

☐ Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision.

☐ Often afraid to make and take responsibility and communicate problems.

Comments:

ATTENDANCE: Consider absenteeism and punctuality.

☐ Frequently arrives to work late. Excessive absenteeism beyond allotted time.

☐ Occasionally arrives late. Uses near

Comments:

VOLUNTEER : Consider willingness to volunteer at work and in the community.

☐ Never volunteers to help. Puts down others who do volunteer work.

☐ Usually not interested in volunteering for projects, teams, etc.

Comments:

DIRECTING WORK: Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

☐ All the time as part of job requirement.

☐ Supervises on an as needed basis.

☐ Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly.

☐ New supervisor and still learning. Not proficient. Having trouble making

Comments:

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

CITY OF CAMDEN COUNSELING ACTION PLAN

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____ POSITION: _____

I met with the above employee to discuss performance regarding the following problem(s):

This is a ☐ *verbal*, ☐ *written*, ☐ *final* meeting with this employee concerning this matter.

State the reason for the counseling session:

Employee's performance is not acceptable for the following specific reasons:

Employee must achieve the following goals in order to reach acceptable standards:

Employee should reach these goals by:

- ☐ Immediately
- ☐ Employee is on a probationary status and will be re-evaluated on _____
- ☐ Employee is Suspended: Dates: _____

Consequences of failure to improve or achieve goals:

- ☐ May result in further disciplinary action, up to and including termination.
- ☐ Termination.

Employee's Comments:

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: _____ **Date:** _____

Department Head Signature _____ **Date:** _____

Business Administrator Signature: _____ **Date:** _____

CITY OF CAMDEN EMPLOYEE EVALUATION CHECKLIST

☐ **BE PREPARED**

- Know the objectives and goals of the meeting.

☐ **TIME AND PLACE**

- Choose a quiet, private spot with as few interruptions as possible.

☐ **CONDUCTING THE INTERVIEW**

- Create a positive environment and help the employee feel at ease.
- Give balanced feedback, both positive and negative, but start with the positive.
- Focus on the job, NOT the person.
- Ask questions and allow the employee to provide feedback.
- When discussing areas for improvement, discuss methods and objectives for improving.
- Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

☐ **CONCLUSION**

- Summarize and review the important points of the discussion.
- Restate the action steps that have been recommended and provide a time frame for completion.
- Make sure employee reviews the appraisal and provides comments.
- Have employee sign the acknowledgement that the employee has read the appraisal (does not signify agreement with the content).

☐ **FOLLOW-UP**

- Follow-up with the employee to see how plans are proceeding within the given time frames.
- Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles.

For Employees, Job Applicants, and Volunteers That May Work or Have Contact with Minors

In accordance with City of Camden Ordinance No. 192 and N.J.S.A. 15A:3A-1 et seq, I understand that, as a condition of continued employment, new employment, or my volunteer service, the (local unit type) requires background checks on all individuals who will be working with children. .

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2C:14 SEXUAL OFFENSES all offenses

2C:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS
all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES
all offenses **except** paragraph (4) of subsection a. of NJS.2C:35-10

Name (please print)

Applicant's signature

Date

Parent's signature (if applicant is under 18)

Date



CITY OF CAMDEN
REQUEST/NOTIFICATION OF TIME OFF FORM

NAME: _____ DEPT: _____

NUMBER OF HOURS: _____ DATES REQUESTED: _____

TYPE OF LEAVE (CHECK ONE)

_____ Vacation Time

_____ Compensation Time

_____ *Sick Leave (for anticipated appointments)

_____ *Jury Duty (must provide proof of attendance)

_____ *Family & Medical Leave (for anticipated appointments)

SIGNATURE: _____ DATE: _____

IMMEDIATE SUPERVISOR _____ DATE: _____

☐ Approved

☐ Denied

APPROVED: _____ DATE: _____

DEPARTMENT HEAD SIGNATURE

☐ Approved

☐ Denied

COMMENTS: _____

* Does not require Department Head Approval