



**City of Camden
New Jersey
Personnel Manual**

CITY OF CAMDEN

Municipal Personnel Policies

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INTRODUCTION:

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.

CHAPTER I: POLICIES RELATING TO EMPLOYEE RIGHTS AND OBLIGATIONS

I.1 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The City 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 (LAD) and all other applicable state or federal laws. Under no circumstances will the City discriminate on the basis of sex, race, creed, color, religion, nation origin, ancestry, age, marital 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/o any other characteristic protected by state or federal law. The term “race” is inclusive of traits historically associated with race, including but not limited to hair texture, hair types and protective hairstyles. “Protective Hairstyles” includes, but is not limited to, such hairstyles as braids, locks and twists. 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.

If any employee or prospective employee feels that they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, their

Department Head, Director of Personnel, the Business Administrator, or any other supervisor with whom they feel comfortable, using the complaint procedure set forth in the Policy Against Harassment set forth in this Manual.

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.

Any employees with questions about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of management through the complaint procedure set forth in the Policy Against Harassment set forth in this Manual.

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. FORMS OF SEXUAL HARRASMENT

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.

D. 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 DISCIPLINE AND TERMINATION POLICY

Corrective disciplinary action, as appropriate, will be taken against any employee found to be in violation of established procedures. All disciplinary action shall be based upon total concern for the employee, the employee's relationship with his/her fellow workers, the employee's relationship with his/her supervisor, and the best interest of the City of Camden. Such disciplinary action shall be of a positive, educational and corrective nature, and shall not be used in an abusive or vindictive manner. 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. **All suspensions are without pay.**

Discipline is considered to be major or minor. Major discipline shall include:

- Removal
- Disciplinary demotion
- Suspension without pay or a fine greater than five (5) days
- Last Chance Agreements as a possible alternative to Removal

Minor discipline shall include:

- Verbal or written reprimand or warning
- Suspension Without Pay or a fine for five (5) days or less.

Procedure in Major Disciplinary Actions

Generally, an employee will be served with a "Preliminary Notice of Disciplinary Action" ("PNDA") setting forth the charges against the employee and affording a hearing opportunity at a specified date, time and location. The employee must respond with a request for a hearing within five (5) days of the receipt of PNDA; otherwise, the hearing is waived. After the hearing (or a waiver of a hearing), a decision is made and within twenty (20) days, unless additional time is agreed to by the parties. Written notification to the employee shall be made by issuing a "Final Notice of Disciplinary Action" form.

An immediate suspension may be imposed prior to a hearing when:

1. The employee is unfit for duty or presents a hazard to any person if permitted to remain on the job or the suspension is necessary to maintain safety, health, order or effective direction of public services. However, a PNDA with opportunity for a hearing must be served in person or by certified mail within five (5) days following the immediate suspension; or
2. The employee is suspected/charged with an act of misdemeanor, felony or any form of malicious mischief which leads to arrest and/or incarceration and fails to notify his Department/Division Head or Designated Superior immediately. This failure could result in disciplinary action, up to and including termination; or
3. The employee has been formally charged with a crime of the First, Second or Third Degree or a crime of the Fourth Degree directly related to the employee's job.

When an employee is suspended the employee will first be apprised either orally or in writing regarding the charges, the reason why a suspension is sought, and a general description of the evidence in support of the charges. The employee will be provided an opportunity to respond to the charges before a representative of the City of Camden. The response may be oral or in writing.

An employee may be subject to discipline, including termination, 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 on the day prior to or following a holiday and/or leave.
- Fighting on City of Camden property at any time.
- Being under the influence of intoxicants (e.g., liquor or recreational marijuana) or illegal drugs (e.g., cocaine) 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 or unauthorized 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.
- Neglect of duty.
- Discrimination that effects equal employment opportunity, including sexual harassment.
- Conduct unbecoming a public employee.
- Violation of City of Camden policies, procedure, rule 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, email, voicemail, telephone, and cellular phones.
- Other sufficient cause.

These are mere examples and not an exhaustive list or binding on the City of Camden.

Additionally, the City of Camden reserves the right to use any and all forms of discipline on a case-by-case basis and may bypass progressive discipline for certain matters.

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.

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.

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.

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.

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. Demotions for economy, efficiency, or other related reasons shall also be considered as layoff actions.

In accordance with N.J.A.C. 4A:8-1.3, the City of Camden may implement pre-layoff actions to lessen the possibility, extent or impact of layoffs.

The New Jersey Civil Service Commission shall determine seniority and shall designate lateral, demotional, and special reemployment rights for all career service titles prior to the effective date of the layoff and have such information provided to affected parties. Grievance

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.

I.3 WHISTLE BLOWER POLICY

As a matter of policy, the City bides by all federal, state, and local laws, rules, and regulations applicable to it and has all its employees do the same. Every employee is responsible for assisting the City to implement this 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.

This policy is important to the City. Each employee should seek to resolve any problem within the City of Camden channels before reporting it to any outside person or entity.

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

The City complies 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 will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability, pregnancy, pregnancy related medical condition or childbirth. The City will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that accommodations do not require significant difficulty or expense. The City's nondiscrimination policy applies to all aspects of the City-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

DEFINITIONS:

I1.4.1.a Disability under the American with Disabilities Act.

The Americans with Disabilities Act defines an individual with a disability as any person who:

- (1) has a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, walking, seeing, hearing or speaking;
- (2) has a record of such an impairment; or
- (3) is regarded as having such an impairment.

An individual must satisfy at least one or the three prongs of the above definition to be considered an individual with a disability under the ADA. Temporary conditions, such as a broken leg, are not disabilities, nor are minor impairments, such as vision problems that are correctable with glasses.

I.4.1.b Disability under the New Jersey Law Against Discrimination (LAD)

The New Jersey Law Against Discrimination defines disability as a physical disability, infirmity, malformation or disfigurement which is caused by bodily injury, birth defect or illness including epilepsy and other seizure disorders, and which shall include, but not be limited to, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a service or guide dog, wheelchair, or other remedial appliance or devise, or any mental, psychological or developmental disability resulting from anatomical, psychological, physiological or neurological conditions which prevents the normal exercise of any bodily or mental functions or is demonstrable, medically or psychologically, by accepted clinical or laboratory diagnostic techniques. Disability shall also mean AIDS or HIV infection.

I.4.1.c. A Qualified Individual

A qualified individual is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position held or sought. An individual who poses a threat to the health and safety of oneself or to others is not qualified.

I.4.1.d. Reasonable Accommodation.

Reasonable accommodation means any change or adjustment to a job or work environment that does not impose an undue hardship on the City, or that permits a qualified applicant or employee with a disability to participate in the job application process, perform the essential functions of the job, or enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. 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.

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.

I.4.1.e. Requesting Accommodation.

Qualified employees or prospective employees with disabilities may request accommodations to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to Business Administrator. In the written request, the employee or prospective employee should identify themselves as a

person with a disability eligible for protection, and identify the nature of the accommodations or consideration desired.

The City may require the employee or prospective employee to provide adequate medical or other appropriate documentation of the disability and the need for the desired accommodation. The City will reasonably accommodate the known physical or mental limitation of an otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the City's business operation.

I.4.1.e.1. To further the City's nondiscrimination policy, the City will:

- Identify the essential functions of a job;
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and
- Determine whether a reasonable accommodation can be made for a qualified individual.

I.4.1.e.2. Possible Accommodations.

Reasonable accommodations that the City may provide in connection with modifications to the work environment or adjustments in how and when a job is performed may include the following:

- Making existing facilities accessible and usable;
- Job restructuring;
- Part-time or modified work schedules;
- Acquiring or modifying equipment or devices;
- Appropriate adjustment or modifications of testing materials, training materials, and/or policies;

- Reassignment to a vacant position.

I.4.1.f. Association with a person with a disability.

The City is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability. If any applicant or employee has questions concerning the City's equal employment opportunity policy, he or she should contact the Business Administrator.

I.4.1.g. Members of the public.

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 of Camden is committed to providing and maintaining a healthy and safety work environment which allows all employees to perform their jobs in a safe and productive manner. The City of Camden respects the dignity and worth of every employee through its Equal Opportunity Employment statement, which explains its policy and practice with respect to prohibiting discrimination in every phase of employment. The City of Camden provides support for individual employees who may be facing the trauma of a life-threatening or catastrophic illness. The purpose of this policy is to support the physical and emotional health of all employees, minimize disruptions of productivity and morale caused by the presence of a worker with a life-threatening illness, and demonstrate the City of Camden's continued commitment to its affirmative action goals related to physically disabled employees.

If an employee has learned that he or she has a contagious or life threatening illness, including but not limited to HIV/AIDS or COVID-19 the employee should take all steps to protect

further spread of the disease or illness. When appropriate, the employee's Department Head and Risk Management should be notified of any illnesses that may affect the health, safety, and welfare of any co-worker or member of the general public. Employees with such conditions, who are able to meet appropriate standards and whose continued employment does not pose a threat to their own health and safety or that of others, are assured equal employment opportunities and reasonable accommodations in their employment. If an employee is able to work, he or she is expected to be productive. If the individual cannot work, then he or she may be eligible for disability benefits.

Consistent with the concern for employees with life-threatening illness, the City of Camden offers the following resources through the Risk Management and the Personnel Office:

- 1) Employee education and information on terminal illnesses and specific life-threatening illnesses.
- 2) Referral to agencies and organizations which offer supportive services for life-threatening illnesses.
- 3) Consultation in assisting employees in efficiently managing health, leave and other benefits.

The City of Camden encourages employees who need these resources to contact the human resources official.

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.
- Notification of exposure may be made to co-workers in the employee's department and/or building.

I.5.a CONFIDENTIALITY OF MEDICAL INFORMATION

Managers and other employees have a responsibility under the Americans With Disabilities Act ("ADA") to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information may violate the terms of the ADA and 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. Failure to do so constitutes grounds for disciplinary action. Employees are encouraged to discuss safety concerns with supervisory personnel.

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 of 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 ALCOHOL AND DRUG-FREE WORKPLACE

All applicants for positions that require a CDL license and all employees whose job requires them to possess a CDL license shall be excluded from this Alcohol and Drug-Free Workplace policy. Instead, these employees are governed by Federal and State regulations, as well as the attached CDL Drug and Alcohol Testing Policy (Appendix A) Employees hired with the understanding that they must obtain a CDL license will be covered under this Alcohol and Drug-Free Workplace Policy until they obtain their CDL license.

YOUR ROLE AND RESPONSIBILITIES

DRUG-FREE WORKPLACE

The City of Camden is committed to maintaining a safe, pleasant, and productive working environment. You have the right to come to work without fear of interacting with someone under the influence of drugs or alcohol. This is considered a Health & Safety Policy of the City of Camden. This Policy highlights the City of Camden's New Jersey Drug-Free Workplace Policy. The City of Camden's Designated Employer Representative ("DER") is Sharon Eggleston and the Alternative DER is Zoraida Pagan.

The City of Camden recognizes the prime importance to the City of protecting the safety, health and welfare of its employees and others with whom we interface such as citizens, contractors and members of the public. The objective of this policy is to maintain a working environment free from the adverse effects of substance abuse. While the City of Camden has no intention of intruding into the private lives of its employees, the City does expect employees to report to work unimpaired and able to perform the duties of their job safely and effectively. In addition to absenteeism and accidents, substance abuse can adversely affect performance, productivity and workplace morale. Co-workers may feel that they have to cover up, or work harder because of someone's substance abuse. Ultimately an employee with an alcohol or drugs problem may lose their job and/or suffer devastating effects on their health. The City of Camden has a duty to safeguard its employees and the public from the risk of harm from employees who work under the influence of alcohol and drugs. Similarly, employees who are working under the influence, and employees who know that a fellow employee is working under the influence, owe such a duty. The failure to honour that duty by taking the right steps to prevent this risk can result in legal liability. All employees and contractors are responsible and accountable for ensuring that they, and their employees, are not under the influence of alcohol or drugs when carrying out work for the City of Camden. Managers and supervisors are responsible for taking appropriate action where they identify individuals who are at work while under the influence of alcohol or drugs. They should also take appropriate action to protect the health and safety of individuals who may be affected.

To the extent this Policy supplements, and does not conflict with current collective bargaining agreements, it is applicable. However, to the extent this policy may conflict with a current collective bargaining agreement ("CBA"), the CBA shall prevail.

All testing information is considered confidential information by the City of Camden and will be maintained by Risk Management. An employee has the right to inspect and obtain a copy of his or her drug test results. Drug testing information will only be released to those employees of the City of Camden with a job related need to know, the DER and Alternate DER, to defend against any administrative action brought by the employee against the City of Camden, in grievance or arbitration proceeding under the terms of a collective bargaining agreement, in a court of law under subpoena, as released by the employee in writing, the MRO, City of Camden insurers, rehabilitation programs and as otherwise required by law. Our Drug-Free Workplace Policy does not tolerate the abuse of drugs or alcohol in the workplace. Understand that this Policy prohibits illegal drug use on or off the job. We encourage any employee suffering from a substance abuse problem to seek help. If you need help, we can direct you to our Employee Assistance Program (“EAP”) for a confidential evaluation and referral for substance abuse treatment if necessary. Notice of the City of Camden’s New Jersey Drug-Free Workplace testing will be provided on vacancy announcement and is posted in conspicuous locations on City of Camden premises.

Our program can help improve your health and help you avoid trouble with the law. Even if you do not use drugs or alcohol, this program will make your workplace safer and more productive, the City of Camden safer, and will help your friends and co-workers get the help they need. Compliance with this policy is a condition of your hire or continued employment, except to the extent this policy may conflict with a current collective bargaining agreement (CBA), which CBA shall prevail. Violation of this policy will result in appropriate disciplinary action up to and including suspension, fines and termination. This policy does not prohibit employees from the lawful use and possession of prescribed medications. The City of Camden has developed its drug-

free workplace policy in compliance with New Jersey Laws, *and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities.*

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.

WHO DO WE TEST?

All employees performing safety-sensitive functions, and all final applicants for positions where safety-sensitive functions are performed, and all other employees where reasonable suspicion exists. All DOT regulated employees are also subject to testing under this policy. Using the criteria below, the following positions have been classified by the City of Camden as safety-sensitive:

- a. Fire Fighters;
- b. Public Works Safety-Sensitive Personnel;
- c. School Crossing Guards;
- d. Health & Human Services Safety-Sensitive Personnel;
- e. Development & Planning Safety-Sensitive Personnel;
- f. All Municipal Court employees;
- g. Any and all positions which are directly related to public health and safety, protection of life and property, law enforcement or municipal security; and
- h. Any and all positions involving the operation of motor vehicles, heavy machinery, equipment or apparatus.

Elected officials who are not otherwise classified as employees are not subject to testing under this Policy.

Safety-Sensitive Classifications

Safety-Sensitive employees are those employees who discharge duties fraught with risks of injury to others that even a momentary lapse of concentration can have dangerous consequences. Factors which have been considered in determining whether a position is Safety Sensitive include handling of potentially dangerous machinery, sharp objects, working at heights, positions requiring a high level of cognitive function, mostly unsupervised responsibility for children, and handling of hazardous substances in an environment where others could be injured. Positions which have been found to be Safety-Sensitive include Fire Fighters, heavy machinery operators, forklift operators, bus drivers and those involved in security functions. All Department of Transportation (DOT) regulated employees are determined to be safety-sensitive by those regulations. Unless an employee comes under drug testing regulations of some federal agency, each position, job classification or department should be individually evaluated to determine whether the employee is safety-sensitive in accordance with the above guidelines.

HOW DO WE TEST?

Drug and alcohol testing is done through chemical analysis which determines without question if a person has drugs or alcohol in his or her system and in conformity with regulations of the, New Jersey Department of Health. Specimens subject to testing include urine or breath. Specimen collections, chain of custody and drug and alcohol tests will be in substantial compliance with the U.S. Department of Transportation (DOT) procedures if applicable to the type of specimen being tested. To ensure accuracy, urine lab test procedures shall include a preliminary drug screening, two highly sophisticated scientific tests including adulterant detection, and are reported to an independent certified Medical Review Officer prior to being released to the City of Camden. Observed urine collections will only be conducted with the consent of the donor, and the

observer will be by a person whose gender matches the donor's gender as identified by the donor at the beginning of the observed collection. Observed collections will be conducted in a professional manner that minimizes discomfort to the donor, and a medical professional may serve as the monitor, regardless of gender. The Medical Review Officer may recommend the collection of an alternate specimen (e.g., oral fluid) when a donor is unable to provide a sufficient amount of urine specimen at the collection site. The MRO will verify that chain of custody procedures were adhered to, use of a certified laboratory and that the test results were valid. The City of Camden provides reasonable accommodations to employees and/or applicants in the alcohol and drug testing program whose physical condition prevents them from producing a urine specimen suitable for testing. You may contact the DER if you wish to make an accommodation request. In accordance with City of Camden policy, a test result reported by the laboratory as a negative dilute urine test is not considered a negative test but subjects the donor to immediate retesting; and a second negative dilute urine test will render an applicant ineligible for hire and current employees, where a negative test is required, not currently fit for duty. FDA approved on-site screening devices may be utilized with all initial positive results confirmed by laboratory testing.

Breath Alcohol Test

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 the breath analysis test has a reading of less than 0.02%, there shall be no further testing,
- If the breath analysis test has 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 work day, but not less than 24 hours following the

administration of the breath alcohol test. No other action may be taken against the employee based solely upon a test result of 0.04%;

- If the breath analysis test indicates a reading of 0.04% or greater, the test will be construed as positive and the employee will be subject to disciplinary action.

Risk Management will be advised immediately of any breath alcohol test with a reading above 0.00%. Risk Management will immediately advise the Director or immediate supervisor of the test results and what action will be taken.

Substance Test

All positive initial substance tests are confirmed by GC/MS at established DOT cut off levels. The drugs tested for may include all or some of the following: (1) Amphetamines; (2) Cannabinoids; (3) Cocaine; (4) Phencyclidine (PCP); (5) Opioids, designer drugs, or a metabolite of any of the above substances and mind altering synthetic narcotics or designer drugs, or impairing effect medications or substances, taken by employees working in a safety-sensitive classified position, in order for the City of Camden to fulfill its duty to provide a safe place to work as a safety rule. The term “illegal use of drugs” includes any controlled or scheduled drug not used in accordance with a health care provider’s lawful prescription for the user, or any substances banned by Federal or applicable State laws.

WHAT IF YOU TEST POSITIVE?

The Medical Review Officer will contact you confidentially to give you an opportunity to discuss your results before reporting them to the City of Camden as a verified positive. You may discuss the result with the MRO up to seventy-two (72) hours after a positive result and ask questions of the MRO about prescription and non-prescription medications, rebut or explain the test results to the MRO, and provide supporting documentation. During this 72-hour period, any

applicant or employee may request that their split specimen be tested at a second laboratory and if positive, they will be responsible for that expense and that cost may be deducted from their paycheck depending upon the result and, if negative, the employee will be reimbursed by the City of Camden for the cost of the test and any lost time. Under federal regulations, the MRO has the discretionary authority to notify the City of Camden that an employee is temporarily medically disqualified from the performance of Safety-Sensitive work during this evaluation period and also has the duty to notify the City of Camden if the employee is taking an impairing effect medication. A positive drug or alcohol test is classified as willful misconduct and a violation of the City of Camden's Policy.

Any employee who tests positive or refuses to be tested, may be subject to appropriate disciplinary action for engaging in willful misconduct connected with work, up to and including immediate termination, for gross misconduct connected with work, and violation of a safety rule for those employees working in a Safety-Sensitive position and/or forfeit eligibility for Worker's Compensation benefits *N.J. Stat. Ann. § 34:15-7* if post-accident and may adversely affect an employee's eligibility to receive Unemployment Compensation benefits. Any applicant made a conditional offer that tests positive, or refuses to be tested, will be denied employment or have their offer withdrawn.

WHAT IF YOU FAIL TO FOLLOW SAFETY GUIDELINES?

Often times, impairment from drugs or alcohol will cause an employee to fail to adhere to safety guidelines and other common sense safe working practices. Failure to wear a seatbelt, failure to use City of Camden's provided or required safety equipment, failure to follow safety guidelines, or removal (or disabling) of a safety guard will be willful misconduct connected with work, and

subject the employee to discipline, up to and including discharge for violation of City of Camden's Policy.

WHAT ABOUT IMPAIRING EFFECT MEDICATIONS OR SUBSTANCES?

Any employee working in a Safety-Sensitive position as defined by City of Camden Policy is required, as a safety rule, to pre-duty disclose to the direct Supervisor and Risk Management that they are taking or using ANY impairing effect prescription, including medical marijuana, over-the-counter medications, mind altering synthetic or designer drugs or other substance which may have an effect on performance of safety-sensitive duties. This includes medical and recreational Marijuana, the use of which the City of Camden, for safety reasons, will not be able to accommodate employees working in safety-sensitive positions. However, for employees who are qualifying medical marijuana cardholders, may request a reasonable accommodation by contacting the DER and such request will be considered. If the fact that the employee is taking or using an impairing effect medication or substance is not disclosed pre-duty by a Safety-Sensitive employee and the employee tests positive, is otherwise determined to be taking or using such, or is determined by the MRO to be a potential safety risk due to taking or using an impairing effect medication or substance, that employee will be subject to discipline, up to and including termination, for violation of this safety rule. If disclosure is made, the City of Camden reserves the right to send the employee for a Fitness-for-Duty evaluation to evaluate the medication or substance and its effects on the performance of safety-sensitive duties. In advance of testing, employees are encouraged to have their own doctor make an individualized assessment of any safety-related risks of the medications or substances which they are taking or using, providing the doctor a copy of their job description and having the doctor render an opinion on the safety-related risks. The employee need not disclose to the City of Camden the medication or

medical condition involved to fulfill the disclosure obligation of this Policy. All information provided will be kept by Risk Management in a confidential manner. The MRO, or another Medical Professional selected by the City of Camden, will make the final determination on the safety-related risks of any particular medication or substance.

WHAT IF AN ADULTERANT IS FOUND?

The use of an adulterant (something added to a specimen to attempt to hide drug use) is considered a refusal to test and a violation of the Policy. The same would be true if you attempted to substitute a specimen. Any employee who is found to have violated this Policy by attempting to defraud a drug or alcohol test may be subject to appropriate disciplinary action, up to and including termination for willful misconduct connected with work, or withdrawal of a job offer. No last chance opportunity is available under such a circumstance. It is a criminal offense to substitute or adulterate a test specimen. It also is a criminal offense in New Jersey to manufacture, sell, give away, or possess any device or substance designed or commonly used to substitute or adulterate a test specimen. *N.J. Stat. Ann. § 2C:36-10*. The MRO may declare a urine specimen to be adulterated or substituted based on the laboratory report.

WHAT IF I REFUSE?

A refusal to provide a specimen for testing, unless the MRO agrees a medically valid reason exists for your inability, will be considered a presumption of positive results and willful misconduct connected with work. Such willful misconduct connected with work will cause an applicant's offer to be withdrawn and will subject an employee to immediate termination for cause. Under New Jersey law, unemployment compensation benefits may not be available in such a circumstance. Failure to report for specimen collection within a reasonable time, two (2) hours, of being directed to do so is also classified as a refusal under the City of Camden's Policy.

Drug Educational Information

Attached to this Policy you will find drug educational information to assist you in recognizing the impairing effects of drug use. The City of Camden will conduct employee education of substance

abuse education and awareness and supervisor training on how to recognize signs of abuse, how to document and collaborate signs of employee substance abuse, and how to refer substance abusing employees to the EAP.

WHAT IF YOU HAVE A SUBSTANCE ABUSE PROBLEM?

The City of Camden will provide support for employees who need support and help with alcohol or drug dependency via confidential Employee Assistance Program (“EAP”) or Medical/Occupational Health support services. Employees who proactively seek treatment will be treated sympathetically and in a confidential manner. In certain cases, this may require a transfer to other duties (e.g. where a person is working in a safety critical role) while the individual is receiving treatment. However, the fact that an employee is seeking or undergoing treatment will not be a defense to a charge of wilful misconduct if the employee reports for work under the influence of alcohol or drugs. Our Policy encourages any employee with a drug or alcohol problem to voluntarily and confidentially seek help through our EAP program. Coming forward after you have been notified to report for testing is not considered a voluntary report. For confidential help with a substance abuse problem, contact the DER or the EAP. Counseling and rehabilitation for alcohol or substance abuse is available through the EAP, and may also be available under the health and welfare benefit program for employees, *only to the extent of the current benefits package*. The City of Camden will assume no direct financial responsibility for counseling or rehabilitation costs of an employee, not covered by the EAP. Any costs in addition to or in excess

of any available health benefits are the employee's responsibility. A list of state and national **Substance Abuse Resources** is a part of this Policy.

WHAT ABOUT A LAST CHANCE OPPORTUNITY?

No last chance opportunity is available to a probationary, part time or temporary employee, or in the case of refusal, attempted adulteration, substitution, switching, tampering with, or diluting of a specimen or attempt to defraud a drug test. Employees who receive an EAP evaluation favorable for rehabilitation may be offered a Last Chance Agreement which will subject the employee to unannounced follow-up testing for a period of up to 2 years, together with other educational and counseling requirements as recommended by the EAP. A negative return to duty test is required to be placed back on active duty. A positive test, refusal or failure to comply with any term of the Last Chance Agreement during this follow-up period will subject the employee to immediate termination.

WHY AND WHEN DO WE TEST?

- Pre-employment: Drug testing will be performed on all final applicants as a condition of their employment.
- Routine Fitness-for-Duty: Safety-sensitive employees may be required to submit to a drug test as part of a routine Fitness-for-Duty examination and may be based on a particular job classification.
- Reasonable Suspicion: All employees will be required to submit to a drug and/or alcohol test if the City of Camden has a reasonable suspicion that an employee is under the influence of drugs or alcohol, which adversely affect or could adversely affect the employee's job performance. Employees selected for testing shall be suspended until a negative drug/alcohol

screen or laboratory test result is received. If a negative result, the employee will not suffer a loss of pay.

Under no circumstances will the employee be allowed to drive herself or himself 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.

- Post-Accident/Incident Testing: Testing of a safety-sensitive employee may be conducted under any of the following circumstances: 1) the employee involved in the incident/accident was actively engaged in the activity which objectively could have caused or contributed to the injury or damage; or 2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or 3) the employee's action or inaction was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current info; or 4) testing is being conducted as part of the City of Camden's Post Incident/Accident Investigation related to possible Workers' Compensation Disqualification; or 5) testing is being conducted for other non-injured employees whose actions, or inaction, could have contributed to the incident/accident as part of a root cause investigation; or 6) post-accident drug testing is required by the Workers' Compensation Carrier or Fund.

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.

- Random: Employees in safety-sensitive positions are subject to random drug testing. Those subject to testing are randomly selected, using scientifically valid methods, from a "pool" of

covered employees. Non-DOT safety-sensitive employees may be included in a Non-DOT testing “pool.” DOT regulated employees should only be placed in a DOT testing “pool.”

The City will conduct, every twelve (12) months, random testing for controlled substances at a rate 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.

- **Post Rehabilitation and/or Treatment Testing**

An employee who has voluntarily requested rehabilitation prior to a positive drug test may be subject to unannounced drug and/or alcohol testing under a work continuation agreement, to determine whether he or she is under the influence of alcohol or drugs after successful completion of the rehabilitation program. The testing will be without notice in conjunction with a referral for treatment.

Policy Prohibitions

Employees, applicants and Contractors for the City of Camden are strictly prohibited from engaging in the following conduct:

1. With respect to illegal drugs, employees and applicants violate this Policy by engaging in the following conduct, whether or not during work time or on City of Camden premises or property and are subject to discipline up to and including discharge, or rejection of the application for employment, or cancellation of contractual agreements:

- a. Testing positive in a confirmed drug or alcohol test, or refusing to be tested.
- b. Bringing and/or storing (including in a desk, locker, automobile, or other repository) illegal drugs or drug paraphernalia on City of Camden premises or

property, including City of Camden-owned or leased vehicles, or vehicles used for City of Camden purposes.

c. Having possession of, being under the influence of, testing positive for, or being in close proximity to persons using illegal drugs, or otherwise having in one's system illegal drugs.

d. Using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling, or dispensing illegal drugs. In addition, the City of Camden will refer such matters to the appropriate police authority.

e. A conviction or plea of guilty relative to any criminal drug offense occurring in the workplace. All employees must notify City of Camden in writing of any criminal drug conviction no later than five (5) calendar days after such conviction.

Drug use off-the-job which adversely affects an employee's performance on the job, or which has the potential to jeopardize the health or safety of other employees, the public or the City of Camden's equipment or function, shall be cause for disciplinary action up to and including dismissal. Action will be taken against employees who are convicted for an off-the job drug offence. In deciding what action will be taken, the incident will be evaluated in terms of the nature of the conviction, the employee's job assignment, the employee's record with the City of Camden and other factors related to the impact of the employee's conviction on the City of Camden.

f. Abuse of prescription drugs which includes exceeding the recommended prescribed dosage or using others' prescribed medications. Such prescriptions

brought to work should remain in the original labeled container and show both the prescribing doctor's name and the prescription's expiration date.

g. Switching, tampering with, diluting, or adulterating any specimen or sample collected under this Policy, or attempting to do so.

h. Refusing to cooperate with the terms of this Policy which includes submitting to questioning, drug testing, medical or physical tests or examinations, when requested or conducted by City of Camden or its designee, is a violation of City of Camden Policy and may result in disciplinary action up to and including termination. A refusal to test includes conduct obstructing testing such as failure to sign necessary paperwork or failing to report to the collection site at the appointed time.

i. Failure to advise pre-duty the City of Camden of the use of a prescription or over-the-counter drug which may alter the employee's ability to safely perform the essential functions of his or her job.

j. Failure of an employee to notify his or her supervisor before reporting to work if he or she believes that he or she is under the influence of drugs.

2. With respect to alcohol, employees violate this Policy by engaging in the following conduct during work time or on City of Camden premises or property:

a. Bringing and/or storing (including in a desk, locker, automobile, or other repository) alcohol on City of Camden premises or property, including City of Camden owned or leased vehicles, or vehicles used for City of Camden purposes.

b. Having possession of, being under the influence of, testing positive for or having in one's system, alcohol. Using, consuming, transporting, distributing or attempting

to distribute, manufacturing, selling, or dispensing alcohol. *Exceptions to the policy concerning alcohol consumption or possession may be made only upon the prior explicit approval of senior management for specifically identified circumstances.*

c. A conviction or plea of guilty relative to any criminal alcohol offense occurring in the workplace. All employees must notify City of Camden in writing of any criminal alcohol conviction not later than five calendar days after such conviction. If an employee's job function includes the use or operation of a City of Camden vehicle, the employee must notify the City of Camden in writing of any conviction for driving under the influence of alcohol or any intoxicating substance. Alcohol use off-the-job which adversely affects an employee's performance on the job, or which has the potential to jeopardise the health or safety of other employees, the public or City of Camden's equipment or function, shall be cause for disciplinary action up to and including dismissal. Action will be taken against employees who are convicted for an off-the job alcohol offence. In deciding what action will be taken, the incident will be evaluated in terms of the nature of the conviction, the employee's job assignment, the employee's record with the City of Camden and other factors related to the impact of the employee's conviction on the City of Camden.

d. Switching, tampering with, or adulterating any specimen or sample collected under this Policy, or attempting to do so.

e. Refusing to cooperate with the terms of this Policy which includes submitting to questioning, alcohol testing, medical or physical tests or examinations, when requested or conducted by City of Camden or its designee, is a violation of the

City's Policy and may result in disciplinary action, up to and including termination.

A refusal to test includes conduct obstructing testing such as a failure to sign necessary paperwork or failing to report to the collection site at the appointed time.

f. Failure of employee to notify his or her supervisor before reporting to work if he or she believes that he or she is under the influence of alcohol.

HOW CAN YOU HELP?

- I. If you are doing drugs – STOP!
- II. If you need help – ASK!
- III. If you know someone at work who is doing drugs – TAKE ACTION!
- IV. Don't let someone else's drug or alcohol problem be the cause of an ON THE JOB INJURY!

Only with your help can we truly have a safe, pleasant, and productive environment at the City of Camden.

Drug Educational Information Alcohol (Depressant)

Common Forms: Beer, wine, hard liquor

How Used: Oral ingestion, patterns of use vary.

Desired Effect: People drink to relax, to socialize, as a part of a religious ceremony, for the control of physical and emotional pain, or for a variety of other reasons. Its depression of the central nervous system is progressive and continuous. It is a mood-modifying drug that usually provides a temporary feeling of mild euphoria and stimulation. This is a result of the initial depression of the higher centers of the brain which control inhibition. The more you drink, the more sedated you then become.

Time in body: Depends on many factors, such as body size, amount of alcohol consumed within an hour, and other individual factors. Performance is effected in relation to the amount consumed. Generally, a medium-sized person eliminates the equivalent of one drink per hour. However, "hangover" effects of alcohol have been documented for as long as 14 hours after consuming an intoxicating dose, well after the blood alcohol levels have returned to zero.

Observable effects: Staggering gait
Slurred speech
Odor of alcoholic beverage
Shaky hands
Poor eye-hand coordination
Slowed reaction time
Eyes react slowly to light - wears sun glasses

Work behavior:	Arrive late, leave early, miss-outs Neglect of physical appearance Restlessness Tremors (hands, face, fingers, lips tongue) Slurred speech Uninhibited - makes inappropriate remarks
Material Indicators:	Empty liquor bottles, cans, often in paper bags Flasks, sometimes disguised as other things
Slang Terms	Booze, juice, hooch, grape, eye-opener, hair-of-the-dog, brew, suds, etc.

Amphetamines (Amphetamine and Methamphetamine) Stimulant

Common forms:	Amphetamine - usually capsules or white, flat, double-scored pills. Methamphetamine - white or granular powder, often packaged in aluminum foil or plastic bags.
How used:	Orally, sniffed up the nose, or injected.
Desired effects:	Most commonly sought after effects include euphoria, postponement of fatigue, increased energy, alertness and feelings of personal power. Repeated or chronic use often causes a strong dependence reaction and a schizophrenic loss contact with reality. Users coming off the drug experience extreme fatigue-induced sleep ("crash"), often followed by continued fatigue and depression.
Time in body:	Injection or sniffed up the nose; "rush" felt within 1 minute. Orally, effects felt within about ½ hour. Single doses detectable for about 48 hours.
Observable effects:	Dilated pupils. Flushed face, rapid respiration, profuse sweating. Hyper-excitability, talkativeness, restlessness. "Stereotypic" behavior often seen: person engages in repetitive tasks or mannerisms for extended periods of time. In large doses, inability to concentrate, confusion, panic.
Work behavior:	Try to do job beyond competence level. Impaired ability to operate equipment. Takes chances, risks.
Material Indicators:	Pills, capsules, white powder, granular crystals Foil wrapped tubes, baggies. Hypodermics and paraphernalia for injections
Slang terms:	Defies, bennies, speed, crank, ice, crystal, white crosses, black beauties
Common forms:	Amphetamine - usually capsules or white, flat, double-scored pills. Methamphetamine - white or granular powder, often packaged in aluminum foil or plastic bags.
How used:	Orally, sniffed up the nose, or injected.
Desired effects:	Most commonly sought after effects include euphoria, postponement of fatigue, increased energy, alertness and feelings of personal power. Repeated or chronic use often causes a strong dependence reaction and a schizophrenic loss contact with reality. Users coming off the drug experience extreme fatigue-induced sleep ("crash"), often followed by continued fatigue and depression.
Time in body:	Injection or sniffed up the nose; "rush" felt within 1 minute. Orally, effects felt within about ½ hour. Single doses detectable for about 48 hours.

Observable effects:	Dilated pupils. Flushed face, rapid respiration, profuse sweating. Hyper-excitability, talkativeness, restlessness. "Stereotypic" behavior often seen: person engages in repetitive tasks or mannerisms for extended periods of time. In large doses, inability to concentrate, confusion, panic.
Work behavior:	Try to do job beyond competence level. Impaired ability to operate equipment. Takes chances, risks.
Material Indicators:	Pills, capsules, white powder, granular crystals Foil wrapped tubes, baggies. Hypodermics and paraphernalia for injections
Slang terms:	Defies, bennies, speed, crank, ice, crystal, white crosses, black beauties

Cocaine - A Stimulant

Common forms:	Cocaine - White crystalline powder. Free-base cocaine (crack) - white granular "rocks"
How used:	Cocaine--usually snorted up the nose through a straw or from a "coke spoon" after being chopped to a fine powder with a razor blade. "Crack" -- freebase cocaine--is a processed version which is vaporized in a pipe and inhaled. Either form may also be injected.
Desired effect:	Most commonly sought after effects are euphoria, stimulation, postponement of fatigue and feelings of personal power. The "high" lasts approximately one hour, with a "down" follow-on period. Psychological and physical dependence to "crack" after one to two uses; dependency to snorted coke takes longer to develop.
Time in Body:	Single doses detectable for 12-24 hours
Observable effects:	Dilated pupils. Talkativeness, restlessness. Sniffing, runny nose, irritated or bloody nose. Dramatic mood swings, from "down" to "up" in minutes. Sense of power sometimes manifested in aggressiveness
Work issues:	Frequent trips "to the restroom"—secluded place. Frequent sick-outs and unexplained absences. Hyper-excitability and over-reaction to stimulus. Isolation/withdrawal from friends and activities. Financial problems--borrows, steals and/or sells to support habit. Insomnia, restlessness, lack of sleep
Material Indicators:	Small folded paper envelopes (bindles), plastic bags, small vials used to store drug. Razor blades, mirrors, cut off straws, coke spoons. Small glass pipes, and heat sources used to volatilize crack.
Slang terms:	Coke, snow, toot, crack, blow, happy dust, "C"

Opioids (Morphine and Codeine)--Narcotic Depressants

Common forms:	Street forms are pills, liquids and powders. Morphine is derived from opium. Opium dissolved in alcohol, containing 10% morphine, is legally available in many states as "paregoric."
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Morphine and codeine are widely used medicinally. Morphine is a naturally occurring alkaloid, and is also found in products containing poppy seeds. Heroin is a semi-synthetic derivative of morphine.

How used: Opium is usually smoked. Codeine is most commonly taken orally. Heroin and morphine are injected; powders can be snorted; cigarettes can be dipped in paregoric and smoked.

Desired effects: Most common effects include euphoria, relief from pain, and a feeling of dissociated well-being. Low maintenance doses allow the addict to function on a daily basis. The heroin user experiences a "rush" described as a very pleasurable whole body reaction lasting 5-10 minutes, followed by several hours of mental and physical relaxation.

Time in body: Single doses are usually detectable for 48-72 hours.

Observable effects:

Pinpoint pupils. Sweating, nausea, vomiting in novice users. "Nodding off"--the head drooping toward the chest, then bobbing up. Overly calm, detached facial expression. Confusion, mental dullness and slurred speech. Needle marks over veins.

Work issues: Increased sick-outs, miss-outs. Lack of interest in work, no attention to detail. Sharing of needles brings a high risk of contracting hepatitis and/or AIDS. High cost of the addiction may lead to borrowing money, stealing and selling (on or off the premises).

Material indicators:

Foil or paper "bindles" for holding the drug. Charred spoons or bottle caps, used to cook the drug. Multiple burned matches used to cook the drug. Needles, syringes, eye droppers used for injection. Balloons or prophylactics used to hold drug. Bloody tissue papers, blood on shirt sleeves.

Slang terms: Heroin, dope, smack, shit, hard stuff, "H", china, monkey dust, china white, etc.

Phencyclidine (PCP)

Common forms: Pills, liquid, powder, and PCP cigarettes

How used: Usually smoked with tobacco or marijuana, but may be injected, swallowed, eaten or snorted.

Desired effects:

Users report desirable feelings of immobility, numbness, and detachment. Other sought-after effects include feelings of strength, power, and invulnerability, a dream-like detachment from reality (often coupled with lack of coordination).

Time in body:

Usually detectable 1- 8 days, but chronic users may test positive for several weeks following the last dose.

Observable effects:

Low doses: Sedated, euphoric, uncoordinated behavior. Wide mood swings. Sparse and purposeless speech. Muscle rigidity and jerky eye movements (nystagmus).

High doses:

Coma-like states with muscle rigidity and staring, half-closed eyes. Sudden stimuli may send the user into a psychotic state, with extreme agitation, violent behavior, abnormal strength, and inability to speak or comprehend.

Work issues:

Wide mood swings, unpredictable behavior, aggressive. Tremendous liability in the work force.

Material

indicators: Cigarettes that look as if they have been wet. Crystals, liquids or powders in small vials. Folded aluminum foil or paper packets.

Slang terms: PCP, angel dust, hog, dust, DOA, shermans, sherms, peace pills, dummy, etc.

Substance Abuse Professionals

NATIONAL RESOURCES

A2Z Alcohol & Drug Abuse-Addiction..... 1-800-274-2042

Al-Anon/Alateen Family Group Headquarters 1-800-356-9996

Alcoholics Anonymous World Service..... 1-212-870-3400

American Council on Alcoholism Helpline..... 1-800-527-5344

800 Cocaine--An Information and Referral Hotline 1-800-262-2463

Nar-Anon Family Group Headquarters..... 1-310-547-5800

Narcotics Anonymous..... 1-818-773-9999

National Association of Alcoholism (NAADAC) 1-800-548-0497
www.naadac.org Fax: 1-800-377-1136

National Association of Addiction Treatment Professionals 1-717-581-1901
www.naatp.org

National Council on Alcoholism and Drug Dependence, Inc. 1-212-269-7797
www.ncadd.org

Hope Line (24-hour affiliate referral) 1-800-NCA-CALL

Center for Substance Abuse Prevention's Workplace Hotline 1-800-WORKPLACE

National Clearinghouse for Alcohol & Drug Information..... 1-800-729-6686

Center for Substance Abuse Prevention's Drug Information,
Treatment & referral Hotline 1-800-662-HELP
(Spanish-Espanol) 1-800-66-AYUDA

EMPLOYEE ASSISTANCE PROGRAM

1-856-342-2280

CITY OF CAMDEN
ALCOHOL AND DRUG-FREE WORKPLACE POLICY
NEW JERSEY NON-DOT

NOTICE TO ALL EMPLOYEES AND APPLICANTS

DRUG-FREE WORKPLACE

The City of Camden is committed to maintaining a safe, pleasant, and productive working environment. You have the right to come to work without fear of interacting with someone under the influence of drugs or alcohol. This Policy highlights the City of Camden's New Jersey Drug-Free Workplace Policy. The City of Camden's Designated City of Camden Representative (DER) is Sharon Eggleston and the Alternative DER is Zoraida Pagan.

The City of Camden recognizes the prime importance to the City of Camden of protecting the safety, health and welfare of its employees and others with whom we interface such as citizens, contractors and members of the public. The objective of this policy is to maintain a working environment free from the effects of substance abuse. While the City of Camden has no intention of intruding into the private lives of its employees, or preventing them from taking the medicine that they may need to stay safe and healthy, the City of Camden does expect employees to report to work unimpaired able to perform the duties of their job safely and effectively. In addition to absenteeism and accidents, substance abuse can adversely affect performance, productivity and workplace morale. Co-workers may feel that they have to cover up, or work harder because of someone's alcohol or drug use. Ultimately an employee with an alcohol or drugs problem may lose their job and/or suffer devastating effects on their health. The City of Camden has a duty to safeguard its employees and the public from the risk of harm from employees who work under the influence of alcohol and drugs. Similarly, employees who know that a fellow employee is working under the influence, owe a similar duty. The failure to honour that duty by taking the right steps to prevent this risk can result in legal liability.

To the extent this Policy supplements, and does not conflict with current collective bargaining agreements, it is applicable. Notice of the City of Camden's New Jersey Non-DOT Drug and Alcohol testing will be provided on vacancy announcement and is posted in conspicuous locations on City of Camden premises.

Our program can help improve your health and help you avoid trouble with the law. Even if you do not use drugs or alcohol, this program will make your workplace safer and more productive, the City of Camden safer, and will help your friends and co-workers get the help they need. Compliance with this policy is a condition of your hire or continued employment. The City of Camden has developed its drug-free workplace policy in compliance with New Jersey Laws, *and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities.*

CITY OF CAMDEN

I.8 POLICY PROHIBITING WORKPLACE VIOLENCE

The City has adopted this Zero Tolerance Policy for workplace violence, because it recognizes that workplace violence is a growing problem nationally that needs to be addressed by all City of Camden. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City, its employees or which occur on the City's property will not be tolerated.

Threats or Acts of Violence Defined: "Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions with the City, or to create a hostile, abusive, or intimidating work environment for one or more employees.

Examples of Workplace Violence: General examples of prohibited workplace violence include, but are not limited to the following:

- All threats or acts of violence occurring on City property, regardless of the relationship between the City and the parties involved in the incident.
- All threats or acts of violence not occurring on City property, but involving someone who is acting in the capacity of a representative of the City.
- All threats or acts of violence not occurring on City property involving an employee of the City if the threats or acts of violence affect the legitimate interest of the City.
- Any threats or acts resulting in the conviction of an employee or agent of the City, or of an individual performing services on the City's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City.

Specific Examples of Prohibited Conduct: Specific examples of conduct which may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to:

- Hitting, fighting, pushing, or shoving an individual or throwing objects.
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of Camden.
- Making harassing or threatening telephone calls, letters, or other forms of written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
- Harassing surveillance, also known as “stalking”, the willful, malicious, and repeated following of another person, and making a credible threat with intent to place the other person in reasonable fear of his/her safety.
- Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation occurs.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property. Weapons include, but are not limited to, handguns, components of 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.

- While employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, employees are to use them only in accordance with departmental operating procedures, and all applicable State and Federal laws.

Application of Prohibition: The City's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including, but not limited to City personnel, volunteer, contract and temporary workers, and anyone else on City of Camden property. Violation of this policy by any individual on City property, or any individual acting off of City property when his/her actions affect the public interest of the City's business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy may lead to disciplinary action up to and including termination.

Warning Signs, Symptoms and Risk Factors: The following are examples of warning signs, symptoms, and risk factors which MAY indicate an employee's potential for workplace violence:

- Dropping hints about a knowledge of firearms;
- Making intimidating statements like: "You know what happened at the Post Office", "I'll get even", or "You haven't heard the last from me";
- Possessing reading material with themes of violence, revenge, and harassment;
- Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, and fast profane speech;
- Acting out either verbally or physically;
- Disgruntled employee or ex-employee who is excessively bitter;
- Being a loner;
- Having a romantic obsession with a co-worker who does not share that interest.;

- History of interpersonal conflict;
- Intense anger, and lack of empathy;
- Domestic problems, and/or unstable/dysfunctional family;
- Brooding, depressed strange behavior, “time bomb ready to go off”.

Supervisors should be alerted to and aware of these indicators. If an employee exhibits such behavior, the employee should be monitored, and such behavior should be documented.

Procedures for Dealing with Acts of Workplace Violence When a Violent Act Occurs in the Workplace: If a violent act or altercation constitutes an emergency, call 9-1-1 or the local police department. In instances that are not emergency situations, contact your Department Head or the Risk Manager. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or if it would be too dangerous for the employee to separate the parties, call 9-1-1 or the local police department, and contact your Department Head or the Risk Manager. The Department Head will contact the Risk Manager, who will take responsibility for coordinating a response to the incident.

In instances that involve criminal situations, the Risk Manager will contact the appropriate local police department for assessment, and if necessary, a criminal investigation.

Employee Reporting Obligations and Procedure: Each employee and every person on City property is encouraged to report incidents, threats, or acts of physical violence of which he/she is aware. In cases where the reporting individual is not an employee, the report should be made to the local police department. In cases where the reporting individual is an employee, the report should be made to the employee’s Department Head or the Risk Manager. Each Department Head shall promptly refer any such incident to the Risk Manager. The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and/or suspicious individuals or activities.

Any individual determined to be responsible for conduct in violation of this policy will be subjected to disciplinary action up to and including termination of employment, arrest, and prosecution.

Nothing in the policy alters any other reporting obligation established in the City's policies or in state, federal or other applicable law.

Confidentiality and Retaliation: This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort to the extent practicable will be made to protect the safety and identity of anyone who comes forward with concerns about a threat of act of violence. Employees shall refer any questions regarding his/her rights and obligations under the policy to the Risk Manager.

I.9 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 City of Camden or other person requesting a verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

I.10 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 the 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.11 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.12 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.13 PROTECTION AND SAFE TREATMENT OF MINORS

Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone “under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor.” A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child’s basic needs, physically or emotionally, which is called *neglect*.
- The intentional use of physical force that results in injury, which is called *physical abuse*.
- The practice of any behaviors that harm a child’s feelings of self-worth or emotional well-being, which is *emotional abuse*.

- Engaging in sexual acts with a child including pornography, which is *sexual abuse*.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to *sexual abuse* are sobering and equally as disheartening:

- ✓ “*Peer-to-Peer*” abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, “*adult-to-child*” abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are

attributed to individuals with pedophilia. *Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*

It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.

- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.
- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ✓ Molesters have behavioral patterns that can be identified as “*grooming*” their victims.

Sexual abuse is rarely violent. The molester’s goal is to solicit compliance by beginning to win the victim’s trust. There might be pet names, gifts to foster exclusivity and encouragement to “keep secrets.” The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

 - At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations

- The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - The role of Police and law enforcement agencies is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or

caregivers without a court order if necessary to prevent imminent danger to a child. Under the Prevention of Domestic Violence Act, a law enforcement officer must make an arrest when the officer finds “probable cause” that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed.

Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The City of Camden is committed to the safety of all individuals in its community, however, the City has particular concern for those who are potentially vulnerable, including minor children. The City of Camden regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have

any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The City of Camden is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the City to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the City of Camden or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the City of Camden or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

I. Definitions:

- **Authorized Adult** - Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads** - Appointed department heads of the City of Camden, including the Business Administrator, and any assistants.

- Direct Contact - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.
- Dual Reporting – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the City of Camden to report all possible cases of abuse.
- Employees, Staff, or Counselors – persons working for the City of Camden on a full-time or part-time basis, and compensated by the City.
- Facilities - Facilities owned by, under the control of, or rented or leased to the City of Camden.
- Grooming - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- NJMEL JIF - New Jersey Municipal Excess Liability Fund Joint Insurance fund.
- Officials – Elected officials of the City of Camden, appointed Board members, and Authority Commissioners.
- One-On-One Contact - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- Programs - Programs and activities offered or sponsored by the City of Camden.
- Volunteers - Individuals volunteering their time to provide services to the City of Camden who are not on the payroll and receive no compensation.

II. Policy:

The City of Camden is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the City of Camden is firmly committed to protecting children under the care and supervision of the City from all forms of physical, mental, sexual, and emotional abuse. The City of Camden is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the City. The procedures outlined below shall apply to all officials, employees, and volunteers of the City of Camden.

III. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including the following:
 1. For part-time summer employees who will be interacting with minors, including but not limited to lifeguards, camp counselors, coaches, and instructors:
 - a. National Database Criminal History Search
 - b. National Sex Offender Search
 - c. Social Security Trace/Validation
 2. For full-time employees in supervisory positions involving minors:
 - a. National Database Criminal History Search
 - b. National Sex Offender Search
 - c. Social Security Trace/Validation
 - d. Education Verification

- e. Employment Verification
- f. Credit Check
- g. Motor Vehicle Record
- h. Reference Check

Many local governments hire minor children to work in their summer or seasonal programs. It may be difficult to obtain any background information for minors. It is recommended that the local government attempt to verify any past employment for minors between 16 and 18 years of age, with the consent of the parents or guardians.

Written documentation of the background check shall be maintained by the City of Camden in perpetuity.

- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Business Administrator prior to the individual being hired and/or working with minors. Provisional hiring should not be permitted.
- iii. All prospective employees and volunteers must complete the training adopted by the City of Camden PRIOR TO starting employment or volunteer service. In addition to completing the training course adopted by the City, it is highly recommended that all volunteer coaches complete the Rutgers SAFETY Clinic course (Sports Awareness for Educating Today's Youth™), which is a three-hour program that meets the "[Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs](#)" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "[Little League Law](#)" (2A:62A-6 et. seq.) The current Rutgers Safety Clinic Course includes a

module on the sexual abuse of minors. If coaches completed the Rutgers course more than five years ago and it did not have any training on the sexual abuse of minors, it is highly recommended that the coaches be required to watch the video on the MEL website. Documentation verifying that the coaches watched and understood their responsibilities must be kept to confirm that the training was completed.

- iv. The City of Camden shall periodically re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, authorized Adults who are employed are required to notify their Supervisor or Director of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction in order to ascertain the fitness of those employees and volunteers to interact with children.

IV. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the City of Camden. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies

and procedures designed to safeguard minors entrusted to the care of the City of Camden.

Officials of the City of Camden are required to:

- i. Complete the initial training course adopted by the City, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the City of Camden adhere to all policies and procedures as adopted.
- ii. Meet annually with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the City of Camden to implement whatever changes are necessary as soon as possible to make certain the policy is followed.

- iii. Conduct random and unannounced visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the City of Camden.

V. Program Procedures:

All City of Camden programs operated by, sponsored by, or affiliated with the City shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could potentially interact with minors, shall adhere to the following policy.

The following policies shall apply to all programs offered by, sponsored by, or affiliated with the City of Camden. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the City of Camden shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the City of Camden shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a [Medical Treatment Authorization form](#) annually to the City of Camden.
- c. Implement and adopt a "Code of Conduct" for volunteer and paid staff members, which, at a minimum, will include the following:

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Director of Human Services.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of

communicating with another staff member or parent regarding a programmatic issue pertaining to a child.

- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- The City of Camden shall set forth rules and procedures governing when and under what circumstances participants may leave the City's property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyberbullying is prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of the City of Camden's property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited, including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the City of Camden to be shared on any

social media platform without the expressed written consent of a parent or legal guardian.

- If possible, the City of Camden shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.
- Take appropriate steps to ensure that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. This shall include annual written authorization on file in advance.
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with the rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17
- The Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all of the rules and must be able to provide

information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to ensure that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make sure that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- For field trips, staff members must monitor bathroom use by minor children and shall not permit a child to enter a restroom alone.

VI. Training Requirements:

Individual training courses have been designed for each of the following categories, and all officials, employees, and volunteers of the City of Camden are required to complete training (and refresher course training) adopted by the City. ALL employees of the City of Camden shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that trainees also keep copies of their own training records.

a. Elected Officials, Appointed Officials, Department Heads, and Supervisors:

All elected officials, appointed officials, department heads, and supervisors shall complete the initial virtual training course offered by the NJMEL, "PROTECTING CHILDREN FROM ABUSE" and adopted by the City of Camden, and any

updated/refresher course in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The course includes the following:

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the City of Camden adhere to all policies and procedures as adopted.

b. Volunteers and Employees of the City of Camden

All employees and volunteers (regardless of whether they will be working with children or not) shall complete training provided by the NMEL in the form of the “PROTECTING CHILDREN” video on protecting children on the MEL website and found at:

<https://njmel.org/mel-safety-institute/model-policies/protecting-children-videos/>

- i. Course Content shall include:
 1. Current State NJ State Law pertaining to Sexual Abuse of Minors,
 2. Recognizing the signs of abuse and neglect,
 3. Different types of abuse (i.e., Peer to Peer, Adult to Child, etc...),

4. Your legal responsibility for implementing and monitoring procedures and employees,
5. Reporting cases of abuse.

VII. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.

The following procedures shall be utilized in reporting suspected cases of abuse. The City of Camden shall also train officials, department heads, employees, and volunteers in the concept of "dual reporting," which involves reporting the suspected abuse to local law enforcement in addition to reporting the abuse to the Department of Children and Families. Reporting suspected abuse to local law enforcement is critically important in cases where there is the potential for violence.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to show calm reassurance and unconditional support. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. Do not "investigate" an abuse situation. Do not interrogate the child. The

investigation will be undertaken by those who are trained to undertake that critical task.

Instead report it immediately, as shown below. And finally, keep safety as the priority.

If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible, and report the abuse to local law enforcement.

As noted above, it is highly recommended that, whenever possible, officials, employees, and volunteers report the suspected abuse to both the N.J. Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For ALL elected officials, appointed officials, supervisors, department heads, full or part-time employees or volunteers of programs conducted by the City of Camden:

- Report the suspected abuse to the New Jersey Department of Children and Families. Please be prepared to include the following information to the extent the information has been told to you.
 - a. Who: The child and parent/caregiver's name, age, and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. What: Type and frequency of alleged abuse/neglect, current or previous injuries to the child, and what caused you to become concerned.
 - c. When: When the alleged abuse/neglect occurred and when you learned of it.
 - d. Where: Where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
 - e. How: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

- Call the Hotline established by the N.J. Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to decide whether a case should be reported. All cases shall be reported.

VIII. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The City of Camden encourages all officials, employees, and volunteers in programs operated by the City or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. *Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. *However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions is a disorderly person.*
- iii. *When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

IX. Acknowledgment of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgment form that confirms they have received and reviewed the Policy

Addressing the Protection and Safe Treatment of Minors, issued to them by the City of Camden. The same process shall be used for any revised policy issued in the future.

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• Unexplained bruises and welts:<ul style="list-style-type: none">• On face, lips, mouth• On torso, back, buttocks, thighs• In various stages of healing• Cluster, forming regular patterns• Reflecting shape of article used to inflict (electric cord, belt buckle)• On several different surface areas• Regularly appear after absence, weekend or vacation• Unexplained burns:<ul style="list-style-type: none">• Cigar, cigarette burns, especially on soles, palms, back or buttocks• Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)• Patterned like electric burner, iron, etc.• Rope burns on arms, legs, neck or torso• Unexplained fractures:<ul style="list-style-type: none">• To skull, nose, facial structure• In various stages of healing• Multiple or spiral fractures• Unexplained laceration or abrasions:<ul style="list-style-type: none">• To mouth, lips, gums, eyes• To external genitalia	<ul style="list-style-type: none">• Wary of adult contacts• Apprehensive when other children cry• Behavioral extremes:<ul style="list-style-type: none">• Aggressiveness• Withdrawal• Frightened of parents• Afraid to go home• Reports injury by parents

Physical Neglect

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> • Consistent hunger, poor hygiene, inappropriate dress • Consistent lack of supervision, especially in dangerous activities or long periods • Constant fatigue or listlessness • Unattended physical problems or medical needs • Abandonment 	<ul style="list-style-type: none"> • Begging, stealing food • Extended stays at school (early arrival and late departure) • Constantly falling asleep in class • Alcohol or drug abuse • Delinquency (e.g. thefts) • States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> • Difficulty in walking or sitting • Torn, stained or bloody underclothing • Pain or itching in genital area • Bruises or bleeding in external genitalia, vaginal or anal areas • Venereal disease, especially in pre-teens • Pregnancy 	<ul style="list-style-type: none"> • Unwilling to change for gym or participate in P.E. • Withdrawn, fantasy or infantile behavior • Bizarre, sophisticated or unusual sexual behavior or knowledge • Poor peer relationships • Delinquent or run away • Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> • Habit disorders (sucking, biting, rocking, etc.) • Conduct disorders (antisocial, destructive, etc.) • Neurotic traits (sleep disorders, speech disorders, inhibition of play) 	<ul style="list-style-type: none"> • Behavior extremes: • Compliant, passive • Aggressive, demanding • Overly adoptive behavior: • Inappropriately adult • Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs, including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also, look for cuts and scratches or other self-inflicted injuries.

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.

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.

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. Employees are expected to conduct themselves in a manner which exhibits a respect for the rights and property of the City, fellow employees, and residents. While many of these behaviors are addressed under specific

policies, the following list, while not all inclusive, further identifies examples of inappropriate behavior.

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 user's 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.

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 CHANGING VITAL INFORMATION

It is the responsibility of each employee to notify your Director, Personnel and Payroll promptly, in writing, of any changes of vital information including but not limited to:

- Name
- Address
- Telephone Number
- Email
- Marital Status
- Dependent Children
- Change in status for health care programs
- Change in status for dental coverage
- Change of beneficiary on pension or life insurance policies
- Change in tax status for tax withholding purposes
- Persons to notify in case of emergency

Changes may be accomplished by completing and filing an Employee Information Change Form with the personnel office and your department Director. Employees must update the necessary insurance and pension forms with the payroll office. When necessary, the payroll

office will provide the employee with additional proper forms to change beneficiary, income tax deductions, etc. The Employee Information Change Form may be found in Chapter 7, Model Forms.

II.11 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 City of Camden 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.12 TRAVEL EXPENSES WHILE ON CITY BUSINESS

The purpose of this policy 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 State of New Jersey mileage reimbursement 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.

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. Mileage Allowance. Employees who utilize their personal vehicles on travel assignments will be allowed the State of New Jersey mileage reimbursement 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.

- c. 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.13 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.

7. Media Interaction concerning City operations, projects and personnel matters shall be approved by the Administration, except Personnel Matters related to the election, appointment, setting of salaries and removal of officers and employees of City Council as specified in N.J.S.A. 40:69A-36, which must be approved by City Council.

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.
3. News Releases or Press Communications concerning City Operations, Projects and Personnel Matters shall be approved by the Administration, except Personnel Matters related to the election, appointment, setting of salaries and removal of officers and employees of City Council as specified in N.J.S.A. 40:69A-36, which must be approved by City Council.

4. 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.14 Computer Use, Electronic Mail and Internet Policy

The City of Camden's Computer Use, Electronic Mail, and Internet Policy incorporates by reference, Ordinance Municipal Code §103-15 and §103-16 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, as Ordinance MC-4706

The City of Camden's e-mail, voicemail, computer systems and Internet service are for official City of Camden business and use for all other non-business purposes during working time is prohibited. "Working time" shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the City of Camden. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times. This includes, but is in no way limited to, the use of computers or City of Camden-issued mobile devices, use of social networking, gaming or TV/video.

Note: All e-mail, voicemail, text, and internet messages are official documents subject to the provisions of the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq.

The City of Camden operates in an environment where the use of computers, e-mail and the Internet are essential tools for certain employees. Those employees are encouraged to use computers, e-mail and the Internet; however, it is the responsibility of the employee to guarantee that these systems are solely used for City of Camden business-related purposes during working time, (as defined above) and are used in a proper and lawful manner at all times.

- Employees are advised that all computers owned by the City of Camden are to be used for business purposes only during working time (as defined above), and that employees have no expectation that any information stored on a City of Camden computer is private. Because e-mail messages are considered as business documents, the City of Camden expects employees to compose e-mails with the same care as a business letter or internal memo.
- Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements.

- Personal use of any computer during working time (as defined above) is prohibited, unless expressly authorized by the employee's supervisor.
- The City of Camden reserves the right to block or cancel an employee's access to Internet sites or the Internet as a whole while using City of Camden's computers or on the City of Camden's time.
- The e-mail, telephone, and Internet systems, as well as the messages thereon, are the property of the City of Camden.
- The City of Camden reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the City of Camden's discretion. The City of Camden also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmissions made or received using City of Camden computers or email accounts.
- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.
- 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 existence of personal access codes, passwords and/or "message delete functions," whether provided by the City of Camden or generated by the employee, do not restrict or eliminate the City of Camden's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.
- Because postings placed on the Internet may display the City of Camden's address or other City -related information, and thus reflect on the City of Camden, make certain before posting such information that it exhibits the high standards and policies of the City of Camden. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.
- If you identify yourself as an employee in any manner on any internet posting or blog, comment on any aspect of the City of Camden's business or post a link to the City of Camden and are personally commenting, you must include the following disclaimer in an openly visible location:
"The views expressed on this post are mine and do not necessarily reflect the view of the City of Camden, City of Camden Council, or anyone associated/affiliated with the City of Camden." This paragraph shall not apply to elected officials.
- Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by City of Camden. Any other subscriptions are prohibited.
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with the InfoTech before downloading.

- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using a City of Camden computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination based material; attempting to disable or compromise the security of information contained on the City of Camden's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination based messages. If an employee receives a message that is representative of an "unauthorized use" of the City of Camden's electronic media from someone outside of the City of Camden, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.

- Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE CITY OF CAMDEN POLICY, including, but not limited to, the following: the City of Camden's Anti-Harassment and Discrimination Policies.
- City of Camden business which is conducted by an employee on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA. Also, employees are 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.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. This policy shall not be construed to restrict employees' rights to share information about their employment terms and conditions communicate with each other; or engage in other concerted activities for their mutual aid and protection.

Social Network Postings

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the City of Camden and its relationship with the community. This provision identifies prohibited activities by employees on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the City of Camden reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the City of Camden by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them. Social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by employees engaging in protected

concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey City of Camden-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

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 City of Camden; to make statements on behalf of the City of Camden without authorization; and/or to make statements that can be construed as establishing what the City of Camden's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the City of Camden's Communication Media or the employee's own personal media, either during working or non-working hours, any City of Camden-related confidential, sensitive or other City of Camden information of a proprietary nature, including but not limited to City of Camden 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 City of Camden, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences.

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 post are mine and do not necessarily reflect the views of the City of Camden, City of Camden Council, or anyone associated/affiliated with the City of Camden.**". 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. This paragraph shall not apply to elected officials.

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.15 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 Municipal Clerk. 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. 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.16 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.17 TRAINING PROGRAMS, INCLUDING SEMINARS & CONVENTIONS

The purpose is to promote and facilitate training and career education, which meets the operational 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 budgeted 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 require approval by the Department Head.
2. All outside training 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.18 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.19 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 a 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 deductions 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.20 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, Daniel's Law, 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 Deputy Custodian of record who shall be Department Heads, the Tax Assessor and the Tax Collector, as their designees, the staff of the Clerk's Office in fulfilling the obligation under this law.

A. Responsibilities: The custodian with deputy custodians of records shall have the following responsibilities:

- i. The custodians 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 custodians 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 those records identified in N.J.S.A. 47:1A-1.1, records that are privileged or confidential and other records as determined by New Jersey law.

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 or via U.S. mail or e-mail to the Municipal Clerk or his/her designee.
- C. Delivery of Records: The custodian of records must respond within the time frame required by law. If the record requested is not currently available or is in storage or archived, the person making the request will be advised when the record will be made available and any fees or special service charges that will be applicable.
 - i. The person requesting the records must personally take delivery of those records once copies are made available either personally or through another available means.

4. DENIAL OF A REQUEST FOR RECORDS

- A. Records custodians must deny access to any person when the record being sought are exempt from disclosure pursuant to N.J.S.A. 47:1A-1.1, Daniel's Law, other New Jersey law or are privileged or confidential.

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 custodians 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 the timeframe established by law, 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.21 VEHICLE USAGE POLICY

The City of Camden owns and maintains a fleet of vehicles ("City Vehicles") that are used in furtherance of the business of the City of Camden. The following policy governs the use of all City Vehicles and supersedes all other vehicle policies previously in effect. Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including

termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the City of Camden to the employee in any civil or criminal matter brought in any Court arising from improper use of a City vehicle. The City of Camden also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

City of Camden owns and maintains a fleet of vehicles ("City Vehicles") that are used in furtherance of the business of the City of Camden. The following policy governs the use of all City Vehicles and supersedes all other vehicle policies previously in effect. Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the City of Camden to the employee in any civil or criminal matter brought in any Court arising from improper use of a City vehicle. The City of Camden also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

Driving Privileges and Licensure

The use of a City Vehicle by an employee is subject to the approval and discretion of the Business Administrator. Any employee operating a City Vehicle must have, in his or her possession, a valid driver's license issued by a state regulatory body within the United States. Licenses issued by any territory or possession of the United States, the District of Columbia, or any international agency (including any province of the Dominion of Canada) must be expressly approved by the City of Camden's insurance carrier before an employee will be permitted to operate a City Vehicle.

A. Employees are required to file a copy of a valid driver's license with the employee's supervisor prior to the use of a City Vehicle.

1. Upon request, an employee must provide a copy of their driver's license or other required documents within twenty-four (24) hours of said request.

2. Employees shall inform their supervisor within twenty-four (24) hours of any changes in the status of their driving privileges.

3. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate a City Vehicle and may also result in the denial of indemnification and/or defense by the City of Camden to the employee in any civil or criminal matter brought in any Court arising from the use of a City Vehicle while said employee's driving privileges were suspended or revoked.

B. The City of Camden reserves the right to obtain a driving abstract record from the New Jersey Motor Vehicle Service Commission or other regulatory and law enforcement agencies.

1. The City of Camden reserves the right to suspend an employee's City Vehicle driving privileges if the City of Camden deems necessary based on the employee's driving record.

2. The City of Camden shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this Policy and for no other reason, and will not reveal personal or other information contained in an employee's driving abstract record to any party except where required by applicable law.

C. The City of Camden provides access to safe driving courses and reserves the right to compel employee attendance at such courses.

D. If requested by the Business Administrator or Risk Management, the employee must agree to consent to a simulated road test to determine his/her fitness to safely operate a vehicle.

E. In the event that the employee is under the influence of any medication (prescribed or over-the-counter) that might impair his/her ability to safely operate a vehicle, he/she must refrain from driving until he/she notifies the Supervisor and/or Director and awaits clearance from Risk Management to resume driving.

Official Use Only

The use of City Vehicles is restricted to official City of Camden business only. Employees shall not be permitted to use City Vehicles for travel or activity unrelated to City of Camden business. Likewise, no supervisor may authorize such use or any use of a City Vehicle for other than City of Camden business or use which is otherwise inconsistent with this policy.

City Vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of their employment. No employee shall authorize or permit any other non-City of Camden employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned City Vehicle, unless said passengers are assisting in the official business of the City of Camden.

Location of Vehicles

Employees who are assigned the regular use of a City Vehicle for official business may, with written permission of the Business Administrator, take the City Vehicle home at night and keep said vehicle at home while off duty.

If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, he/she must surrender the City Vehicle to his/her direct supervisor unless directed otherwise. An employee storing the vehicle at his residence must provide safe parking for the vehicle at all times.

Commuting

The use of a City Vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.

Accidents and Incidents

Prior to operation of any City Vehicle, employees must consult their Department Head as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.)

- A. In the event of an incident or accident involving the use of a City Vehicle, employees must immediately contact their supervisor and/or Department Head.

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.

All required reports and documentation must be submitted to the Fleet Maintenance and Risk Management within two (2) business days of receipt.

- B. An employee may be required to submit to an alcohol or drug screening test following an accident when the employee cause or contributes to accidents that seriously damage a City Vehicle or result in an injury to themselves or another employee requiring offsite medical attention. An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is a reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the City of Camden.

Citations and Violations

Operators of City Vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and MUST notify the City of Camden of said violations within forty-eight (48) hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court). Drivers are responsible for paying all parking tickets incurred. The City of Camden should be notified of the receipt of a parking ticket within 48 hours of receipt of said ticket.

Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ-Pass). Upon having been notified of said violation, either by direct mail or notice from the City of Camden, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the City of Camden that the outstanding toll and any related fees have been paid.

General Policies and Procedures

Employees authorized to use a City Vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

- A. Drivers must ensure that all required documents (driver's license, LD. badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.
- B. Employees assigned exclusive use of a City Vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance with the City of Camden, in order to maintain all manufacturers' warranties (including routine oil changes).

C. Vehicles are to be kept clean at all times, and should be washed and vacuumed regularly (unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body).

D. No smoking is allowed in City Vehicles at any time.

E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving City Vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.

F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safe rules and regulations, such as "Wipers On, Lights On."

G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

Violation of this policy may result in disciplinary action up to and including the suspension of the employee's privilege to operate a City Vehicle and/or termination.

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 City 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 City Vehicles. Factors to be addressed and assessed to establish justification for this special City 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), 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 at 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 and Risk Management. 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 City 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 City 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 City Vehicle assignment shall be performed to determine if acceptable assignment criteria still exist.

Assignment of City 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.

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 and Risk Management. Where appropriate, the list shall include the particular vehicle the individual is assigned to as primary operator.

II.22 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. The purpose of this policy is to ensure employees are devoting their time and attention to work instead of entertaining and providing childcare and to limit potential liability exposure. Failure to comply with this policy may result in disciplinary action.

II.23 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 a 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 Business Administrator when appropriate.

Internet

Customers have a right to expect:

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

II.24 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.25 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.26 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.27 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

A. 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.

B. **PART TIME MUNICIPAL COURT JUDGES**

In 2019 Part Time Municipal Court Judges started accruing sick time at the rate of one (1) hour per thirty (30) hours worked in accordance with the New Jersey Paid Sick Leave Law. When a Part Time Judge is absent on their scheduled day they must use their accrued Sick me to receive compensation.

C. 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.

D. If an employee is absent for five (5) consecutive working days, the City shall require a doctor's note which states the length of time the employee was absent.

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 Bureau of Personnel and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year.

The City may require a-Safety Sensitive Employee who is out sick for five days or more, as a condition of his or her return to duty, to be examined by the City Doctor. Any Fire Fighter who is out sick for five 12-hours shifts in a row will have to have a return to duty exam by the City Doctor. The Return to Duty Examination is to determine that the employee 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.

E. 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 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. All newly appointed directors shall be entitled to a minimum of 15 vacation days upon appointment. If the Director leaves employment prior to December 31 of the year of appointment, then the director's vacation days shall be prorated.
- C. Any newly appointed Business Administrator shall be entitled to a minimum of 20 vacation days upon appointment. If the Business Administrator leaves employment prior to December 31 of the year of appointment, then the Business Administrator's vacation days shall be prorated.
- D. Part Time Municipal Court Judges do not accrue vacation time.
- E. 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
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- 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 PERSONAL 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. Any portion of the personal leave that extends beyond the accrued 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 City of Camden, 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.

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 ('FMLA')

In accordance with the federal Family and Medical Leave Act ("FMLA"), the City of Camden provides eligible employees with up to twelve (12) weeks of unpaid medical and family leave during any twelve (12) month period and up to twenty-six (26) workweeks to care for a Covered Service member. At the conclusion of the leave, subject to some exceptions, an employee

generally has a right to return to the same or an equivalent position. The following outlines employees' rights and obligations under the FMLA and the City of Camden's policies implementing the FMLA.

Leave Available. Eligible employees may take up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for any one or more of the following reasons:

- The birth, adoption or placement for foster care of the son or daughter of an employee, and to care for such child;

- A serious health condition of a spouse, son, daughter or parent of an employee if the employee is needed to care for such family member; or

- A serious health condition of an employee that makes an employee unable to work.

Generally, the incapacity must result in the employee's inability to work for more than three (3) consecutive days (although there are certain exceptions to this rule);

- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Regular Armed forces, National Guard or Reserves on active duty status during the deployment to a foreign country, and or has been notified of an impending call to active duty status as such in support of a contingency operation.

In addition, eligible employees who are either spouse, son, daughter, parent or next of kin of a Covered Service member shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Service member. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Service member shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

Definitions.

“Covered Service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five years preceding the family member’s initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

“Eligible Employee” means an individual who has been employed by the City of Camden for at least twelve (12) months, has worked at least 1,250 hours during the preceding twelve (12) month period, and is employed at a worksite with at least fifty (50) employees within seventy-five (75) miles of that worksite.

“Next of kin” means the nearest blood relative of the individual.

“Qualifying Exigency” covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the City of Camden and the employee.

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. It generally includes a period of incapacity due to pregnancy, prenatal care, a chronic health condition, a permanent or long-term health condition, or restorative or preventive treatment.

“Serious Injury or Illness” means an injury or illness incurred by a Covered Service member in the line of duty or on active duty in the Armed Forces, National Guard of Reserves, incurred in the line of duty on active duty or whose pre-existing condition has been aggravated by

his/her active duty service, that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.

Eligibility. Any employee who has been employed by the City of Camden for twelve (12) months or more and worked 1,250 hours or more in the twelve (12) month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period.

The twelve (12) month period shall be determined by using a rolling twelve (12) month period that commences with the first day of leave taken.

Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the City of Camden, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition and a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee's own illness or for the serious illness of the employee's child.

Notice. When the leave is foreseeable, at least thirty (30) days' advance notice to the City of Camden, in writing, is required. If thirty (30) days' notice cannot be provided, as much notice as is practical should be provided. Failure to give reasonable notice may delay the availability of the leave.

Certification. Where leave is taken to care for a family member with a serious health condition or because of the employee's own serious health condition, medical certification is required and periodic recertification may be required. In addition, where the leave is taken because

of the employee's own serious health condition, a certification of fitness to return to work will be required.

The City of Camden, at its expense, may require an examination by a second healthcare provider designated by the City of Camden. If the second healthcare provider's opinion conflicts with the original medical certification, the City of Camden, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

For military exigency leave, an employee may be required to provide certification that the covered military member is a member of the regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation, as well as certification from the employee about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. For military caregiver leave, the employee may be required to provide information from the health care provider and employee and/or Covered Service member to support such leave.

Absent unusual circumstances, medical certifications must be provided within fifteen (15) days. The City of Camden will also require periodic status reports from employees concerning their intended return date.

Failure to provide requested documentation may result in denial of leave. The City of Camden may attempt to clarify or authenticate the certification or may require additional certifications to support the need for leave. When leave is taken to care for a family member, the City of Camden may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document) and proof of the need to care for the family member.

Utilization of Paid Leave. Generally, FMLA leave is unpaid. However, depending upon the circumstances, employees may be entitled to receive short-term disability, workers' compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated paid leave during their approved unpaid leave. Employees may not receive more than 100% of salary at any time.

Coordination with other Leave Policies. The period of time attributable to the employee's absence due to any workers' compensation, disability, or sick leave, will be counted against available leave under this policy to the extent permitted by law. In the event that additional family, medical or sick leave is available pursuant to state laws, this leave will also run concurrently with FMLA leave to the extent permitted by law.

Intermittent Leave. When medically necessary, leave taken because of a serious health condition of an employee or family member or to care for a Covered Service member may be taken on an intermittent or reduced work schedule basis. The employee and City of Camden shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the City of Camden's operations, subject to the approval of the employee's health care provider. The City of Camden may require an employee taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to the leave schedule.

Employment and Benefits Protection. During the leave, health benefits will continue for up to twelve (12) weeks in each rolling twelve (12) month period under the same conditions as if the employee continued to work. Employees must, however, pay the same amount for any benefits

continued as they do prior to the leave. Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If paid leave is substituted for unpaid FMLA leave, the City of Camden will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee must pay his/her portion of the premium in accordance with a payment method that is devised and mutually agreed upon between the employee and the City of Camden.

Employees should consult with their Department Head and human resources official prior to taking an approved leave. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums. With regard to the employee's contribution portion of his/her health benefits pursuant to Chapter 78, P.L 2011 and any voluntary supplemental benefits that the employee may have, the employee is solely responsible for making payment arrangements with the City or for any voluntary benefits, to the respective insurance company. Your healthcare coverage may cease if your premium payment is more than thirty (30) days late. With regard to any pension contribution that you may have, you must contact the human resources official to make payment arrangements concerning contributions or credits paid toward your pension benefits. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

Before returning to work following a medical leave (except for intermittent or reduced schedule leave) due to the employee's own serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider that he/she is medically able to resume work. If the date on which the employee is scheduled to return to work from FMLA

leave changes, the employee is required to give notice of the change, if foreseeable, to the City within two (2) business days of the change.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment. Individuals identified as “key employees” (the highest paid 10% of salaried employees at the work site or within a seventy-five (75) mile radius of that work site) at the beginning of their leave may not be returned to their former or equivalent position if restoration will cause substantial economic injury to the City. Employees will be informed of their key employee status at the beginning of the leave period.

A failure to return from FMLA leave for reasons other than the employee’s own serious health condition may result in termination of employment. In the event that an employee cannot return to work at the end of FMLA leave due to a continuation of his/her own serious health condition, they must contact the City before the expiration of the leave to discuss their options under state and federal law. State leave laws may provide additional leave similar to that provided under the FMLA. The City of Camden will comply with these state law provisions to the extent they provide for more generous benefits. State leave law benefits will run concurrently with FMLA benefits to the extent permitted by law.

NEW JERSEY FAMILY AND MEDICAL LEAVE ACT (“NJFMLA”)

The City of Camden provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

Eligible Employees. To be eligible for NJFLA leave, an employee must have worked at least twelve (12) months for the City and have worked at least 1,000 hours for the City over the previous twelve (12) months.

Qualifying Reasons for Leave. An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.

- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.

Leave taken for reasons above must be consecutive and must begin by the end of the twelve (12) month period after the birth or placement for adoption or foster care.

Leave Benefits. An employee may take up to a maximum of twelve (12) weeks of NJFLA leave in a twenty-four (24) month period, which is measured as a rolling twenty-four (24) month period that commences with the first day of NJFLA leave taken.

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.
- By reducing your normal weekly, [but not daily,] work schedule for no more than twenty-four (24) consecutive weeks in a twenty-four (24) month period.
- Intermittently in increments lasting at least one week, but less than twelve (12) weeks in a consecutive twelve (12) month period, when medically necessary.

Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the City 's operations. The total time within which an intermittent leave is taken may not exceed a twelve (12) month period, if such leave is taken in connection with a single serious health condition.

Intermittent leaves taken in connection with more than one serious health condition episode must be taken within a consecutive twenty-four (24) month period, or until such time as the employee's twelve (12) week family leave entitlement is exhausted, whichever is shorter. An employee taking a family leave on a reduced leave schedule shall not be entitled to such leave for more than a consecutive twenty-four (24) week period. An eligible employee shall be entitled to only one leave on a reduced leave schedule during any consecutive twenty-four (24) month period. Any remaining family leave to which the employee is entitled subsequent to the expiration of a leave taken on a reduced leave schedule may be taken on a consecutive or intermittent basis.

Depending on the purpose of the employee's leave, the employee may choose to use accrued paid leave, concurrently with some or all of his/her NJFLA leave. The employee will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of NJFLA leave. The City of Camden will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

Required Notice and Certifications. When requesting NJFLA leave, an employee must provide the City of Camden thirty (30) days' advance written notice. If advance written notice is not possible because of an emergency, the employee must provide the City with reasonable oral notice and then follow up with written notice.

The employee also must give the City of Camden a medical certification supporting the need for leave. The City of Camden reserves the right to require second or third medical opinions and periodic re-certifications. The employee must also provide periodic reports during his/her leave regarding the employee's status and intent to return to work as deemed appropriate by the City. If an employee fails to provide the required documentation, the City may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in

which case the employee's absences will be treated in accordance with the City 's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

Benefits Protection. During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the City for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the human resources official to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the City prior to taking an approved leave.

Returning to Work after NJFLA Leave. On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the City 's standard leaves of absence and attendance policies. This may result in

termination if the employee's continued absence is unauthorized (for example, if the employee has no other City of Camden-provided leave available to him/her).

Retaliation Prohibited. The City of Camden and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The City of Camden encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the human resources official.

FAMILY LEAVE INSURANCE (“FLI”)

Family Temporary Disability. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to six (6) weeks (twelve (12) weeks, effective July 2020) of Family Leave Insurance (“FLI”) payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

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 service member unable to perform the duties of the service member'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 City '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 City '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 City '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

PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers(herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is

pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

Human Resources Officer (HRO) –An employee of a City of Camden with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the City of Camden as the primary or secondary contact to assist employees in reporting domestic violence incidents.

Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

Temporary Restraining Order (TRO) - A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's

home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

Workplace-Related Incidents - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the City of Camden. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All employees are covered under this policy, including full and part time employees, seasonal employees, interns, volunteers and temporary employees at any City of Camden workplace location.

RESPONSIBILITY OF CITY OF CAMDEN TO DESIGNATE A HUMAN RESOURCES OFFICER

The City of Camden hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence:

Primary HRO: Sharon Eggleston, Asst. City Attorney, Risk Management
shmoore@ci.camden.nj.us; Cell 856-571-9537

Secondary HRO: Zoraida Pagan, Workers Compensation Claims Examiner
zopagan@ci.camden.nj.us

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

The name and contact information of the designated HRO will be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in

this policy.

- E. In cases where domestic violence involved a sexual touching or sexual assault between city employees, the HRO is also required to report the incident to the Business Administrator.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the EAP.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy.
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must

be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act.

See N.J.S.A. 47:1A-10.

The New Jersey Security and Financial Empowerment Act

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. This leave can be taken intermittently in days, but not in hours. Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding

relating to an incident of domestic or sexual violence.

CITY OF CAMDEN DOMESTIC VIOLENCE ACTION PLAN

The City of Camden has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the City of Camden.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the City of Camden will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim

provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.

- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. City of Camden, its designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms and where other resource information is located.

RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

DISTRIBUTION OF POLICY

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute this policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to this policy, as changes occur,

Other Applicable Requirements

In addition to this policy, the HRO and City of Camden must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

POLICY MODIFICATION AND REVIEW

The City of Camden may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this Policy. The Civil Service Commission will review and modify this policy periodically and as needed.

POLICY ENFORCEABILITY

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

POLICY INQUIRIES & EFFECTIVE DATE

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on 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.1.a. Part Time Municipal Court Judges

Part Time Municipal Court Judges' salaries are governed by the City of Camden's Salary Ordinance and their work schedules are regulated by the Chief Municipal Court Judge.

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 employee's 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

Active Employees

Permanent

Full-time employees working (thirty-five) 35 hours per week and, if applicable, their eligible dependents become eligible to participate in the New Jersey State Health Benefits Program (“SHBP”) (sixty) 60 days after the date of hire.

1. Failure to complete all necessary paperwork in accordance with the time frames advised by the City of Camden will result in a delay of coverage. Additionally, failure to enroll dependents or to make other changes or corrections in coverage may jeopardize available benefits. All employees must notify the City of Camden of any change in status (i.e., marriage, divorce, birth, adoption, death) within the time frame designed by the health benefit plan that would affect any City of Camden-provided health insurance. The City of Camden reserves the right to conduct a coverage audit to verify proper coverage for employees and eligible dependents.
2. Dependent Defined. The City of Camden defines “dependents” as used in this policy as it is defined under the State Health Benefits Program. Dependents means an employee’s spouse and the employee’s unmarried children under the age of twenty-six (26) years who live with the employee in a regular parent-child relationship. “Children” includes stepchildren, legally adopted children and foster children
3. Dental Coverage. You may select either the Closed Dental Plan (for which dental services are provided only through Dr. Kernan) or the Open Dental Plan (for which you may use the dentist of your choice.)

Employees who terminate employment will have their SHBP coverage terminated the first of the month immediately following termination.

Continued Health Benefits After Retirement

Retiree Health Insurance. The City of Camden provides post-retirement medical health insurance benefits and prescription benefits, provided the employee qualifies for and has retired through the New Jersey Division of Pensions and Benefits under the Police and Fireman's Retirement System ("PFRS") or the Public Employees Retirement System ("PERS") and meets at least one of the following requirements:

- (a) Retired on a disability pension
- (b) Nonuniformed employees who have retired after 25 years or more of service credit in a State of New Jersey or locally administered retirement system and a period of service to the City of Camden of not less than 25 years
- (c) Uniformed employees with 25 or more years in the PFRS and 20 years of service with the City of Camden

Notwithstanding any other provision, employees (uniformed and nonuniformed) are not entitled to continued health benefits if the employee is separated for cause by the City of Camden for an incident that took place prior to the approval date of his/her retirement or disability pension.

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 Personnel Office processes and monitors this system.

IV.13 Workers' Compensation

Employees who suffer job-related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers' Compensation Act. Any occupational injury or illness must be immediately reported to the supervisor or Department Head and Risk Management. All required medical treatment must be performed by a workers' compensation physician appointed by the City of Camden or workers' compensation carrier. Workers' Compensation is not a leave entitlement but only a wage replacement arrangement.

Payment for unauthorized medical treatment may not be covered. No temporary Workers' Compensation benefits other than the payment of medical bills shall be paid until the employee has been disabled for a period of seven (7) calendar days from the work-related injury, unless otherwise required by law.

While receiving workers' compensation benefits, the pension portion of an employee's benefits will still be paid by the City of Camden. If, however, an employee is receiving workers' compensation with pay, (which is defined as one hundred (100%) percent compensation of salary) the employee is responsible for all deductions, including pension.

The City of Camden will not tolerate retaliation or discrimination against an individual because the individual has filed a claim for workers' compensation benefits. This prohibition

includes denying or limiting any request for leave because an individual asserted a claim for workers' compensation benefits.

Workers' Compensation Light Duty Policy

The City of Camden will endeavor to bring employees with temporary work-related injuries or illnesses back on the job as soon as possible. The City of Camden may recognize a special obligation arising out of the employment relationship and create a temporary light duty position for an employee when s/he has been injured while performing work for the City of Camden and, as a consequence, is unable to perform his/her regular job duties.

The City of Camden will not treat an employee with a disability less favorably than an individual without a disability or screen out an individual on the basis of disability in granting such requests for light duty. The City of Camden will grant such request, at its sole discretion, and on a case-by case basis in consideration of the medical report submitted by the workers' compensation physician, the recommendation of the insuring entity, and staffing needs and requirements. The City of Camden reserves the right to grant, refuse or terminate a light duty assignment at any time without cause unless it is in conflict with the mandates of the ADA, FMLA, or NJFLA or other state or federal leave laws, where applicable.

The City of Camden and/or the Third Party Administrator ("TPA") are obligated to inform the City of Camden of the employee's medical progress and the City of Camden shall have the right to review same periodically. Light duty assignments may be in any department and not just the employee's normal department. Employees on light duty will receive their regular salaries. If light duty is approved, the employee or TPA must keep the Chief Administrative Officer and/or designated human resources official informed of the medical progress. If, at the end of light duty

period the employee is not able to return to work without restrictions, the employee should contact the Personnel Office to discuss his or her options under state or federal law.

This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy, or other Federal or State law.

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 City of Camden.

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 City of Camden’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, 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 City of Camden’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 City of Camden 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 City of Camden's targeted screening process, by which the City of Camden 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 City of Camden 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. Barring conflicts of interest, the City of Camden may "grandfather" employees from this policy that were hired prior to the date of the "Original Memorandum, with the understanding that if an employee is separated and re-hired, they must adhere to the new policy.

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

V.7 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.8 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.9 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.10 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.11 REQUESTS FOR EMPLOYMENT VERIFICATION AND REFERENCE PROCEDURE

To ensure that individuals who work for the City of Camden are well-qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all applicants at the City's discretion.

Employees should not, under any circumstances, provide another individual with information regarding a current or former employee. Any employee, including Department Heads, who receives a request for reference information should forward the request to the Personnel Office, unless otherwise required by law, the City of Camden will only confirm employees' name, title, salary, compensation, dates of service, reason for separation, if applicable, and specific educational or medical qualifications required for employment. The City of Camden's response to a request for reference information shall be communicated in writing only. The City of Camden does not honor oral requests for employment references.

A current or former employee may also authorize the City of Camden to release additional information. Unless otherwise required by law, the City of Camden will only release additional information if the current or former employee provides authorization, in writing.

V.12 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 City of Camden-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 (856) 225-5438
 - 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 (856) 225-5438

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.

(856) 225-5438 – EMERGENCY – SECURITY BOOTH

(856) 225-5438 – NON-EMERGENCY – SECURITY BOOTH

(856) 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 place.

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.