

HOLIDAYS

Paid holidays are approved annually by the Board of Trustees. When an approved holiday falls on a weekend day, the office will be closed either on the Friday before or the Monday after, as determined by the Township Officials.

Full-time employees will receive a full day's pay for approved holidays at the same pay rate as a regular work day. Regular part-time employees and other employees are not entitled to paid holidays.

The following holidays will be observed by the Township offices:

New Year's	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Holiday
Memorial Day	Christmas Holiday

The Elected Officials will have the authority to close the offices and general operations in consideration of inclement weather or of any other emergency that would interfere with the practical operation and staffing of Township departments.

JURY DUTY AND WITNESS SUBPOENA

The Township encourages employees to fulfill their civic responsibilities when called upon for jury duty or to serve as a witness. All employees will be given time off under this policy and shall be compensated their regular straight time pay for a normal day.

The employee must notify their immediate supervisor as soon as the employee receives:

- (1) A notice to appear for examination as a juror,
- (2) A summons to appear and actually serve as a juror, or
- (3) A summons to appear as a witness in a court case and furnish a copy of such notice or summons.

A copy of the notice of summons should be forwarded to the Township Official. If no summons is issued, satisfactory proof of the agreement to testify or appear in court should be provided.

The Township will generally not attempt to get an employee released from serving on a jury or appearing as a witness unless such duty would seriously impede or disrupt Township matters or cause it hardship. If the employee's absence will seriously impede or disrupt Township matters or cause some other hardship to the Township, the Township may ask for postponement of such service.

UNPAID LEAVE OF ABSENCE

If an employee anticipates that he or she will be off work and does not have any paid time available, and all federal and state mandated leave is unavailable or exhausted, the employee may be placed on an unpaid leave of absence at the discretion of the Township Official. The absence must be for reasons approved by the Township, and generally an employee should request a leave of absence when he or she can reasonably anticipate such a lengthy absence from work, or request on after paid time has been exhausted. This requirement includes absences for any reasons, including disability and absences due to other personal reasons, as approved by the Township.

Except as required by law, in case of any unpaid leave in excess of thirty (30) consecutive calendar days, the Township will continue to pay the employee's health insurance and other insurance benefits to the end of the 30th day of unpaid leave of absence. Thereafter, the employee can remain on the Township insurance but all premiums for any applicable coverage will be the responsibility of and paid by the employee until the employee returns to work.

Before returning to work after the completion of an unpaid leave of absence, the employee must be able to demonstrate that he or she remains qualified to perform the duties of his or her job. Upon return from an unpaid leave of absence, the Township will attempt to return the employee to his or her position or, if not available, to the first available open position for which he or she is qualified. However, if no position can be located after the conclusion of the employee's unpaid leave, the employee will be terminated from employment. There are no job restoration rights under this policy and the Township is entitled to fill the position of an employee who is on an unpaid leave of absence in its sole discretion.

During a leave of absence of inactive status, an employee is required to keep regular contact (i.e. every 2 weeks) with the Township as to their status, and the employee may be required to verify continued disability and/or unavailability for work to the reasonable satisfaction of the Township. This may include a physician's certification by a physician selected by the Township.

when permitted by law. Accepting employment during a period of inactive status without the Township's approval is deemed inconsistent with the purpose of this policy and will be grounds for immediate termination.

MATERNITY/PATERNITY LEAVE

Maternity or paternity leave is paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with an adoption or foster care by the employee. Unless otherwise provided below maternity or paternity leave is not charged against any other leave credits to which the employee is entitled.

- (A) Maternity or paternity leave is only available to full-time employees who have been continuously employed by the Township for at least 1 year.
- (B) Paid leave is limited to four (4) weeks in a designated 12-month period and need not be taken consecutively. The maternity/paternity allotment is a "rolling" 12-month period measured backwards from the date the employee takes maternity/paternity leave.
- (C) Extended leave beyond four (4) weeks will either be unpaid, or the employee can use other earned and accrued leave (e.g. vacation, sick, personal days) the employee is entitled to receive.
- (D) All other benefits to which the employee is entitled shall continue during maternity or paternity leave; however, if the employee is granted an extended leave beyond 4 weeks, which is unpaid, the employee will be responsible for his or her portion of any insurance or benefit plan contributions,
- (E) The employee must give 30 days prior notice (or as soon as is practical under the circumstances) of his/her intention to take maternity or paternity leave.
- (F) Every effort will be made to protect the employee's job while on maternity or paternity leave. However, if the job duties of the employee are essential to the operation of the Township and if no other arrangements can be made to perform such duties (such as reassignments of other employees, hiring temporary or part time employees, overtime work or the like) then the Township may hire a new full-time employee to replace the employee on leave.
- (G) Nothing in this policy shall be construed as protected leave under the Federal Family and Medical Leave Act.

FAMILY LEAVE

Family leave is unpaid leave associated with the care for an employee's spouse, child, or parent who has a serious health condition. Unless otherwise provided below family leave is not charged against any other leave credits to which the employee is entitled.

- (A) Family leave is only available to full-time employees who have been continuously employed by the Township for at least 1 year.
- (B) Unpaid leave is limited to four (4) weeks in a designated 12-month period and need not be taken consecutively. The family leave allotment is a "rolling" 12-month period measured backwards from the date the employee takes family leave.
- (C) Extended leave beyond for (4) weeks: refer to the Township's "Unpaid Leave of Absence" policy.
- (D) All other benefits to which the employee is entitled shall continue during the family leave; however, if the employee is granted an extended leave beyond 4 weeks, the employee will be responsible for his or her portion of any insurance or benefit plan contributions.
- (E) The employee must give 30 days prior notice (or as soon as is practical under the circumstances) or his/her intention to take family leave.
- (F) Every effort will be made to protect the employee's job while on family leave. However, if the job duties of the employee are essential to the operation of the Township and if no other arrangements can be made to perform such duties (such as reassignments of other employees, hiring temporary or part time employees, overtime work or the like) then the Township hire a new full-time employee to replace the employee on leave.

PEASRA AND USERRA LEAVE

Township employees who are in the military reserves are protected by the Illinois' Public Employee Armed Services Act (PEASRA). PEASRA protects the employment status of any public employee who is a member of the National Guard or Reserves who is placed on active duty without regard to his or her length of service and discharge status. Township employees who were not members of the National Guard or Reserves and who volunteer for active duty are protected by the Uniformed Services Employment and Re-employment Rights Act (USERRA).

PEASRA requires that Township employees in Illinois be returned to the employment as though they never left. The Act also provides for the following rights and benefits.

- (1) The provision of insurance coverage and its automatic continuation immediately upon return to Township employment.
- (2) The right to any promotional, employment, contractual or salary benefits, or pension rights or benefits, conferred by operation law existing at the time the Township employee was placed on active duty status or that accrued while the employee was on active duty status.
- (3) Any other right or benefit previously granted to or conferred upon Township employees similarly situated to those Township employees placed on active duty status and conferred during the period of active duty status.

Township employees who were members of the National Guard or Reserves and who volunteered for active military service are protected under USERRA that generally provides that employees who are active duty less than 91 days must be returned to their positions as if they had never left. If the employee is on active duty for more than 91 days, and less than five years, they are to be given a position with similar pay and seniority. There are some exemptions to these general rules and limited protections for those who were absent longer. However, under USERRA, employees are only protected provided: (1) they gave proper notice to the employer prior to being placed on active duty; (2) they were discharged under general or honorable conditions; and (3) they made themselves available to return to work within the allocated time frame.

MILITARY LEAVE OF ABSENCE

In accordance with the Military Leave of Absence Act (5 ILCS 352/0.01 *et seq.*) any full-time Township employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia shall be granted leave from Township employment for any period actively spent in military service including basic training, special or advanced training (whether or not within the State of Illinois and whether or not voluntary), and annual training. During these leaves, the employee's seniority and other benefits shall continue to accrue. During leaves or annual training, the employee shall continue to receive his or her regular compensation as a Township employee. During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his or her compensation as a Township employee, he or she shall receive his or her regular compensation as a Township employee minus the amount of his or her base pay for military activities.

LOCAL GOVERNMENT EMPLOYEES BENEFITS CONTINUATION

A Township employee who is a member of any reserve component of the United States Armed Services, including the National Guard, who is called to active military duty by order of the President of the United States is entitled to receive the same compensation and the same insurance and benefits the employee received from the Township prior to active military duty for the duration of the employee's military service. Employee's compensation will be reduced by the amount the employee receives as base pay for military service. This policy shall not apply if twenty (20) percent or more of the Township employees are called to active military duty.

ILLINOIS FAMILY MILITARY LEAVE

Any employee who has worked for the Township at least 12 months and has worked at least 1250 hours in the 12 months preceding the commencement of the requested leave is eligible for Family Military Leave. Under this policy, "Family Military Leave" means leave requested by an employee who is the spouse or a parent of a person called to state or federal military service by order of the Governor or President of the United States that lasts longer than 30 days. The Township will provide unpaid leave to the spouse or parent of an individual deployed for military service while the deployment orders are in effect for a period of up to 30 days if the Township employs more than 50 people. If the Township employs less than 50 people, the Township will provide unpaid leave for a period of up to 15 days.

The employee must give the Township at least 14 days' notice prior to the date the leave will commence if the leave will consist of five or more consecutive work days or as much notice as practicable if the leave is for less than five consecutive days. Where possible, the employee or independent contractor should consult with the Township to minimize disruption to the Township's operations. The Township may require certification from the proper military authority to verify the employee's eligibility for the leave.

Eligible employees are not entitled to leave under this law unless the individual has first exhausted all accrued vacation, personal leave, compensatory leave and all other leaves (except sick and/or disability leave). The employee is entitled to be restored to the same position they held when the leave commenced or to a position with equivalent seniority, benefits, pay and other conditions of employment, unless such restoration is appropriate for reasons unrelated to the leave. The Township will allow for employees to maintain benefits at the employee's expense for the duration of the leave.

ILLINOIS SCHOOL LEAVE

The Township recognizes there may be times when an employee is required, requested, or desires to attend an activity at a child's school. Although Illinois law only requires that employers provide school leave when the employer employs at least 50 or more individuals in Illinois, the Township has adopted the leave policy because the Township believes it is important. The Township will provide up to eight (8) hours of unpaid leave to an employee to attend a child's school conferences or classroom activities each school year. No more than four (4) hours can be taken on any given day. At least two working days' notice must be provided by the employee. The employee can make up the unpaid leave hours if practical for the Township.

This policy is in compliance with the Illinois School Visitation Rights Act (820 ILCS 147/1 *et. seq.*) and is available only to those employees that have worked at least 6 consecutive months for the Township and have worked an average number of hours per week during the 6-month period equal to at least one-half of the regular full-time equivalent position in accordance with the Township's job classifications as set forth above.

Additional requirements for School Leave will be provided at the time the employee requests such leave.

VICTIMS' ECONOMIC SECURITY AND SAFETY LEAVE (VESSA)

The Township's employees working in Illinois only may be eligible for leave under the Illinois Victims' Economic Security and Safety Act ("VESSA").

A full or part-time employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, may take up to a total of 12 weeks of unpaid VESSA leave during a rolling 12-month period and/or receive reasonable accommodations to address such situation. VESSA leave may be taken on an intermittent or reduced work schedule basis.

In order to receive an unpaid or paid leave of absence you must give your supervisor a written notification.

Valid reasons for requesting such leave include:

- (A) To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;

- (B) To obtain services from a victim services organization for the employee or the employee's family or household member;
- (C) To obtain psychological or other counseling for the employee or the employee's family or household member;
- (D) To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; and
- (E) To seek legal assistance or remedies to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

An employee must provide the Township with at least 48 hours advance notice of intention to take a VESSA leave, unless providing such notice is impossible or not practical. The Township requires an employee requesting such leave to provide appropriate certification that the employee or a family or household member is the victim of domestic or sexual violence and that the leave is requested for a VESSA permitted purpose as soon as is practical. An employee may satisfy such a certification requirement by providing a sworn statement of the employee, and upon obtaining such documents the employee shall provide:

- (A) Documentation for a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- (B) A police or court record; or
- (C) Other corroborating evidence.

The Township will maintain the confidentiality of all information pertaining to the use of VESSA leave.

The Township may require an employee on VESSA leave to provide periodic reports on his or her status and intention to return to work.

VESSA leave runs concurrently with other types of leave. Employees may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans. The substitution of paid leave time for unpaid leave time does not extend the 12-week period. In no case can the substitution of paid leave time for unpaid leave time result in the employee's receipt of more than 100% of the employee's salary.

An employee who takes VESSA leave of 12 weeks or less will (i) be restored to the same or an equivalent position with equivalent benefits, pay and other terms and conditions or employment; and (ii) retain all benefits accrued prior to the date leave commences (including

life insurance, health insurance, sick leave, annual leave, educational benefits, and pensions). However, the employee will not be entitled to accrue seniority or additional employment benefits during the leave. The employee is also entitled to continued health insurance during any period of leave on the same terms and conditions as if the employee remained continuously employed.

The Township prohibits retaliation or discrimination against an employee who is a victim of domestic or sexual violence, or who seeks a VESSA leave.

Employee Benefit Programs

HEALTH INSURANCE/OTHER BENEFITS

Health insurance, which includes medical and dental coverage, becomes available at the Townships discretion to regular full-time employees on the first month following thirty (30) days of continuous employment. The Township pays a portion of the health insurance premiums of employees and, if applicable, their eligible family members. The coverage is not available to regular part-time or temporary employees. Plans, plan coverages, contributions and deductibles may change from year to year at the discretion of the Township.

Changes to the health insurance plans by employees can only be made once per year during an open enrollment with the exception of certain "life changing" events. Please see the Office Manager or Township Official for additional information, as well as for eligibility requirements and plan details.

HEALTH INSURANCE CONTINUATION

Employees who participate in the Township medical insurance plan at the time of termination or resignation will be offered the opportunity to continue this coverage for a prescribed amount of time. The employee may be required to pay 100% of the monthly premium by the 10th day of each month of elected coverage. The procedures for continued coverage will be discussed at termination or sent by mail. Questions regarding COBRA or Illinois Continuation should be directed to the Office Manager and/or Township Official.

ILLINOIS MUNICIPAL RETIREMENT FUND

Employees in job classifications deemed to require, as determined by the Board of Trustees, one thousand (1000) or more hours of work per year are covered by the Illinois Municipal Retirement Fund. IMRF is mandatory for all qualified employees. Employee's deduction is currently at 4.5%. Lockport Township will contribute to your pension at the rate of 8.55% (rate changes yearly as determined by IMRF). Employees will have to participate in IMRF for ten years before they become vested in their pension plan.

REIMBURSEMENT FOR EXPENSES

Reimbursement for Expenses:

- (1) Prior authorization to incur a reimbursable business-related expense should be obtained from the Official or Township Board. The Township may, but is not obligated to, reimburse the employee or official if such prior authorization was not obtained.

Request for reimbursement must include:

- (1) Satisfactory proof of expenses for which reimbursement is sought.
- (2) Satisfactory proof of payment, or an obligation to pay on the part of the employee or official seeking reimbursement.
- (3) If the employee or official has incurred but not yet actually paid the expense, (e.g. credit cards, deferred payments), the Township reserves the right to make such payments to the provider rather than the employee or official.

Every effort shall be made to submit requests for reimbursements within 30 days from the date the expense was incurred. Requests submitted more than 7 days after the end of the Township's fiscal year will not be accepted.

Limitations on reimbursement:

- (1) Township officials or designated employees may be reimbursed for expenses incurred for persons or entities who are not Township employees or officials if the expenses further advance the interests of the Township or its constituents. Expenses must be approved by the Township Board or Official.

Standards of Conduct and Employee Corrective Action

DRESS CODE

It is important for Lockport Township employees to be appropriately dressed while at work or away on business travel when you are representing the Township. The manner in which we represent ourselves makes a statement about the Township.

Appropriate Attire: Properly fitted dress slacks, jeans, skirts, dress shirts and blouses and other items such as golf shirts, sweaters and turtlenecks are acceptable. Shoes must be appropriate for the specific duty assigned to the employee.

Inappropriate Attire:

- (a) Midriff tops that stop short of the waist so that the midriff is exposed when standing, sitting, bending or reaching
- (b) Muscle shirts
- (c) Tank tops
- (d) Shirts with slogans, cartoon characters, advertisements and inappropriate pictures
- (e) Halter tops
- (f) Team shirts
- (g) Overly baggy pants, low rise pants, low rise jeans
- (h) Too short skirts or skirts with high slits
- (i) Any garments that would allow exposure of one's undergarments

It is impossible to cover every conceivable question concerning appropriate attire in a written policy. If there are questions and/or concerns about this policy please confer with the Township Official.

Violation of this policy will be handled as follows:

1st violation- A warning is issued

2nd violation- Employee will be sent home to change into appropriate attire. The time lost from work for this reason will not be paid.

3rd violation- Further disciplinary action up to and including termination

OUTSIDE EMPLOYMENT

The Township understands that, for various reasons, employees may seek to hold other jobs while continuing to work for the Township. Outside employment is not prohibited, except where it would create a conflict of interest or interfere with the employee's ability to perform work for the Township in a satisfactory manner. If an employee's outside position interferes with the employee's ability to work at the Township, the employee will be subject to disciplinary action for poor performance or poor attendance in accordance with normal disciplinary policy. Employees will not be permitted to accept a job that has overlapping hours with the hours required by the Township.

ETHICS AND CORPORATE COMPLIANCE

We want our employees to maintain the highest standards of business ethics and to comply with the letter and spirit of all applicable laws. Our Township believes that it has earned a reputation for honesty, integrity, and compliance with the law that has enabled us to build excellent relationships with our community and members of the general public.

Unlawful actions by employees can cost the Township significantly in fines and the loss of the excellent reputation it has earned. Employees who break the law, even if they believe they are benefitting the Township, can be held criminally liable for their actions, resulting in personal fines, attorney's fees and jail sentences. Therefore, the Township policy is that employees and all other representatives of the Township shall not participate in or condone criminal activities. In addition, employees must promptly report any suspected unlawful activity.

In order to carry out this policy the Township has adopted the following policies. They do not, and cannot, address every law in every place in which the Township operates. However, they provide guidance for employees. The State Official Employee Ethics Act shall also apply to this policy. Any questions regarding an employee's responsibility regarding the application of any law to the Township's business should be addressed to the Township Official.

1. General

- (1) Conduct all aspects of Township's business in an ethical and strictly legal matter. Obey the laws of all localities, states, or territories where the Township operates, or where you are conducting business on behalf of the Township.
- (2) You are responsible for your actions. No one will be excused for misconduct directed or requested by another.
- (3) You are also responsible for the conduct of the employees you supervise.
- (4) Your conduct on behalf of the Township with our community and the general public must reflect the highest standards of honesty, integrity, and fairness.

- (5) Promptly alert the Township Official or any member of the Township Board if you observe, are aware of, or suspect in good faith any unlawful activity by an employee or representative of the Township.
- (6) Cooperate fully in any investigation of misconduct.
- (7) Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of the Township, and act accordingly.
- (8) Employees should avoid conflicts of interest. A conflict of interest or violation of trust exists when employees engage in an activity that benefits them personally at the expense of the Township or is harmful to the Township. An action may constitute a conflict of interest without being in violation of any laws, rules, or regulations. Examples of conflicts of interest include but are not limited to:
 - (a) Using Township information in a way that is harmful to the Township.
 - (b) Accepting commissions, services, preferential treatment, excessive entertainment or travel, gifts, a share of profits, or other payments from organizations doing business with or seeking to do business with the Township.
 - (c) Selling or leasing property, facilities, or equipment from or to the Township or any organization or individual doing business with or seeking to do business with the Township.

2. Compliance with Other Laws

- (1) Bribery, or the giving of money or anything else of value in an attempt to influence the action of a public official, is unlawful. No employee is authorized to pay any bribe or make any other illegal payment on behalf of the Township, no matter how small the amount. The prohibition extends to payments to consultants, agents, or other intermediaries when the employee has reason to believe that some part of the payment or "fee" will be used for a bribe or otherwise influence government or private action.
- (2) Illegal or unauthorized use of software or other licensed properties can have severe consequences for the Township and its reputation. Each employee must therefore avoid any such activity.
- (3) Neither the Township nor its employees should assist any third party in violating any foreign or domestic laws.

3. Political Contributions

- (1) Do not make any political contributions, whether directly or indirectly, using Township funds, property, time, or other resources.
- (2) Do not include any expense that could be considered a political contribution in any expense report or in any disbursement or request for disbursement of Township funds.

4. Township Books and Records

- (1) Prepare all Township business documents as completely, honestly, and accurately as possible.
- (2) Record all Township transactions fully and accurately where applicable. Keep records that accurately and fully reflect the financial affairs of the Township.
- (3) Properly and promptly record all disbursements and receipts of funds.
- (4) Do not allocate costs to contracts contrary to applicable contractual provisions, laws, or regulations, or generally accepted accounting practices.
- (5) Do not fail to record any transactions. Do not falsify records to conceal any transactions. Do not prepare records that accurately reflect the existence of a transaction, but which conceal an improper purpose.
- (6) Do not provide false and misleading information to anyone within the Township or to a third party.

CONFIDENTIALITY AND NON-DISCLOSURE POLICY

As a result of the expenditure of substantial time, effort and money, as well as the type of customers that the Township maintains, the Township has developed a substantial body of trade secrets and confidential information. The continued success of the Township's business depends, in part, upon the maintenance of strict secrecy concerning the Township's trade secrets and confidential information. The Township considers all such confidential information to include, embrace or to constitute an integral part of its legally protectable trade secrets and confidential information, all of which constitutes the property of the Township, solely and exclusively.

In the Course of your duties as an employee of the Township you may receive or have access to and become acquainted with such trade secrets or confidential proprietary information. Because of the importance of such trade secrets and confidential proprietary information, the management of the Township requires as a condition of your employment, and in consideration of your continued employment, that you not disclose or misappropriate such trade secrets or confidential information, either directly or indirectly, to any person or business entity outside the Township without the express written consent of the Township, except as such activities on behalf of and for the benefit of the Township may specifically require.

Without limiting your obligations under any separately executed Confidentiality Agreement or provision, both during the course of your employment with the Township and after its termination you must:

- (1) Guard and protect the foregoing trade secrets and/or confidential information so that it does not fall into the hands of the general public and/or outside the Township.
- (2) Not disclose, use or memorize the foregoing trade secrets and/or confidential information personally or through a third party for any purpose other than for the benefit of the Township.

Upon the termination of your employment with the Township, for any reason, you shall immediately return to the Township any and all of the trade secrets and/or confidential information, and all copies thereof in your possession and/or control.

Any questions concerning this policy, including what constitutes a trade secret or confidential information, should be promptly referred to your immediate supervisor or the Township Official.

ATTENDANCE AND ABSENTEEISM

Regular attendance is everyone's responsibility. Employees are expected to report to their assigned work area at the start of his/her scheduled shift and be prepared to work. Irregular attendance is costly for the Township and the disruptions due to such absences affect the competitiveness of the Township, the quality of the services provided, and the morale of all employees.

Excused absences include the following:

- Pre-approved vacation
- Bereavement leave
- Jury duty
- Witness duty where a subpoena has been served (or, at the sole discretion of the Township Official, where no subpoena is served but the employee offers proof of a necessary appearance in court as a witness)
- Military duty including active and reserve duty
- Approved leave of absence
- Township approved sick and emergency absences

All other absences will be considered unexcused. Where possible, the employee should inform their immediate supervisor or the Township Official as soon as an excused absence is known. If the absence is the result of sickness or an emergency, the employee must contact his or her supervisor in conformity with the below to have the absence considered excused. For each unexcused absence the Township will take appropriate disciplinary action, up to and including termination of employment.

1. Attendance Problems

The Township expects all employees to be performing their work at the start of their shift and to remain working except during break or meal periods. Failure to arrive promptly or leaving early without authorization constitutes grounds for discipline up to and including termination.

Employees with attendance problems will be counseled about their attendance by their supervisors. When an employee misses work, is late or must leave early, he or she is encouraged to discuss the absence with his or her supervisor. The Township recognizes that some absences are legitimate and do not support the issuance of corrective action. In those instances where corrective action is warranted, the Township may enforce such discipline as it deems necessary, including termination.

2. Measuring Period

Attendance records will be maintained on a rolling twelve-month basis for all employees. At the time of the last occurrence the Township will look back twelve months to determine the total number of occurrences for that period of time. Occurrences older than twelve months will not be used in evaluating appropriate disciplinary action.

3. Illness and Emergency

If an employee is unable to report to work due to illness or for emergency reasons he or she is expected to personally call their immediate supervisor within two (2) hours of time the employee is to report for work. Emergency situations must be true emergencies and determination of whether the employee should receive emergency time off is within the sole discretion of the Township Official.

INTERNET AND TELEPHONE USAGE

The Township may provide certain employees with computer equipment and a variety of technologies, including the capability to send or receive voice mail and electronic mail (E-mail) and access to online services and other external resources. The Township's voice mail, computer equipment, computer software, and peripherals are to be used for business purposes only. Unauthorized use of computer equipment can threaten the ability of the system to operate properly and potentially subject the user and the Township to certain liabilities.

Employees may not use the Township's equipment to send or receive messages in violation of federal and state law, in violation of Township policy, in violation of the property of copyright interests of another, or in any inappropriate, discriminatory, or unauthorized manner. Use of Township-provided resources in violation of this policy will result in disciplinary action up to and including termination.

1. TOWNSHIP'S RIGHT TO ACCESS INFORMATION

The Township reserves the right to access, search, inspect, and disclose any message, communication, or file on a voice mail or computer system owned or operated by the Township at any time or for any reason. The Township also retains the right to access, search, inspect, and disclose any file contained on any drive or other source located on Township property or kept with files or equipment that belongs to or are provided by the Township at any time for any reason. All equipment, software, files, disks, drives, communications, or messages created, maintained, or sent or received on any system provided by the Township are considered Township property. **Computer and email use from any resource owned or operated by the Township is not private and may be monitored by the Township or its agents. You should have no expectation of privacy or confidentiality in any message or file that is created, stored, sent or received using any technology resource owned or operated by the Township.**

2. INSTALLATION/MODIFICATION OF SOFTWARE

To ensure system compatibility and the security of data files maintained on Township property, no one may install or modify software on any computer provided by the Township unless express approval is provided by the Township Official. His/her approval must be obtained for each installation or service.

3. EXTERNAL SUBSCRIPTIONS

To ensure appropriate security measures, and that affected equipment can be safeguarded to avoid the downloading of computer viruses, permission from the Township Official must

be obtained before subscribing to or using any program that accesses information from external sources, including the use of any communications software, accessing any bulletin board or online service, or use of the internet.

4. PASSWORD AND ENCRYPTION KEY SECURITY AND INTEGRITY

No one should use password protection or encryption (coding) software or similar protections on any system or file without approval of the Township Official. Where permission is provided, the password must be provided to the Township Official. The use of a password, whether or not authorized, in no manner restricts the rights reserved by the Township as described above.

Where password and sign-on codes are in place users should not share their passwords except to the extent required to comply with this policy. Passwords should be guarded and not written or accessible on or near equipment. Users who have access to Township systems through remote technology should take special precautions to ensure that their equipment is not used in an unauthorized manner or in contravention of this policy.

5. VIRUS PROTECTION

To ensure system security and guard against viruses the following measures are required: (1) all computer users must have both virus scans and system backups performed on their computers on a regular basis- Hard drives should be scanned for viruses prior to performing a backup; (2) resources (such as USB drives and CDs) should not be used in Township computers that were not formatted with Township equipment; (3) never use a resources that has been in a computer not provided by the Township without first checking the resource with an anti-virus detector software provided by the Township; (4) never leave a resource in a computer for longer than necessary; and (5) do not download from a commercial bulletin board or online service.

6. EXTERNAL DATA COMMUNICATIONS

Whenever information is provided to anyone outside the Township on a computer resource, only new resources may be used. Employees are advised that files that are merely "deleted" on resources and hard drives are still capable of being retrieved. As such, used resources should never be provided to anyone outside the Township since they may contain retrievable confidential information. Any used resource or drive containing deleted or undeleted files must be completely destroyed before being discarded.

7. ADDITIONAL GUIDELINES

To ensure that the use of electronic and telephone communication systems and business equipment is consistent with the Township's legitimate business interests, the following guidelines will be followed:

- The electronic mail system is not to be used in ways that are disruptive or offensive to others, or in ways that are inconsistent with the professional image of the Township.
- Display or transmission of sexually explicit images, messages, cartoons or any communication which can be construed as harassment or disparaging of others based on their race, national origin, sex, age, disability, or any other protected class will not be permitted.
- The information systems will be used exclusively for the transmittal of business-related information. The systems will not be used to solicit or address others regarding commercial, religious, or political causes, or for any other solicitations that are not work-related.
- All such messages are the records and property of the Township. The Township reserves the right to access, monitor, and disclose all messages for any purpose, including those subpoenaed for court cases.

Any violation of this policy will result in appropriate disciplinary action up to and including termination.