

# EMPLOYEE CONDUCT AND WORK RULES

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To ensure orderly operations and provide the best possible work environment, the Township expects employees to follow rules of conduct that will protect the interests and safety of all employees, the Township, as well as any customers, clients, and constituents.

This policy applies to all employees and is meant to assure safe, efficient and secure operations, and to inform all employees of their responsibilities regarding this policy. These standards of conduct are meant as guidelines for all employees. The list of breaches of standards of conduct below is only a partial list. It is impossible to list all breaches of conduct in different circumstances.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- (1) Insubordination or other disrespectful conduct.
- (2) Theft or unauthorized removal or possession of the Township property or the property of anyone in the Township property.
- (3) Intentionally or negligently damaging the Township's property.
- (4) Recording another employee's time and/or falsification or timekeeping records.
- (5) Leaving the premises without proper authorization.
- (6) Reporting of false, untruthful or misleading information.
- (7) Refusal to do work assigned.
- (8) Coming to work while under the suspected use of or influence of alcohol or illegal drugs; drinking alcohol or taking non-prescribed (illegal) drugs during work hours or anywhere on the Township's premises or on worksites.
- (9) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned, rented or leased vehicles or equipment.
- (10) Possession, use or sale of firearms, ammunition, explosives and/or other weapons on the Township's property, including parking lots, as well as at any places where the Township operates.
- (11) Physical or verbal abuse of coworkers, customers or vendors.
- (12) Repeated absenteeism or tardiness.
- (13) Careless, negligent, or improper handling of the Township's property.

- (14) Unauthorized use, copying or misappropriation of computer software or any other confidential documents of the Township or any of its clients.
- (15) Foul, abusive, intimidating, inappropriate or vulgar language.
- (16) Fighting or threatening violence in the workplace.
- (17) Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- (18) Smoking in prohibited areas.
- (19) Sexual or other unlawful or unwelcome harassment, discrimination or retaliation.
- (20) Unauthorized use of telephones, computers, mail system, or other employer-owned or leased equipment.
- (21) Unsatisfactory work performance.
- (22) Misrepresenting or falsifying information on any Township documents.
- (23) Disclosing of confidential information without proper approval.
- (24) Refusal to cooperate in any investigation or inspection being conducted by the Township or any legal authority.
- (25) Violating any federal, state, or local criminal laws on any of the Township's premises or jobsite.
- (26) Unauthorized accessing, copying, disclosing information, etc. of personnel files.
- (27) Any unwanted or inappropriate interference with the performance of other employees.
- (28) Any conduct that the Township interprets to adversely affect either the employee(s) of the Township, its customers or business associates, or any of their reputations.
- (29) Deliberate negligence in observance of the safety rules.
- (30) Failure to observe Township safety rules.
- (31) Unauthorized use of Township supplies and/or equipment.
- (32) Any violation of the rules and policies set forth in this Employee Handbook.

Since no set of rules can cover every conceivable set of circumstances, the Township reserves the right to discipline any employee who has engaged in any behavior which is, in the sole judgment of the Township, as serious as those listed in this Handbook. Nothing in this policy alters the employment-at-will relationship between the Township and its employees.

# POLICY AGAINST SEXUAL HARASSMENT/OTHER HARASSMENT

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## 1. STATEMENT OF POLICY

Lockport Township is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Unfortunately, simply having a policy against sexual harassment does not guarantee that sexual harassment will not occur. Although Lockport Township expects all individuals associated with the Township to follow this policy, it is imperative that perceived violations of this sexual harassment policy are reported in the manner set forth.

## 2. DEFINITIONS OF SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This kind of behavior is unacceptable in the workplace and in any work-related setting outside the workplace such as during business trips and business-related social events.

## 3. INDIVIDUALS COVERED UNDER THE POLICY

This policy applies to all employees, whether related to conduct engaged in by fellow employees, or someone not directly connected to the Township (e.g., an outside vendor or client).

## 4. REPORTING AN INCIDENT OF SEXUAL HARASSMENT

The Township encourages reporting of all perceived incidents of sexual harassment, regardless of the offender's identity or position. Individuals who believe they have been the victim of sexual harassment should discuss their concerns with their immediate supervisor or the Township Official. If the claim involves your immediate supervisor the affected employee should discuss their concerns with the Township Official or with a Trustee. If the claim involves the Township Official, the affected employee should

discuss their concerns with their immediate supervisor or with a Trustee, either of whom must then notify the Township Board to commence an investigation. Please refer to the Complaint Procedure described below for additional information.

In addition, the Township encourages individuals who believe they are being sexually harassed to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action will resolve the problem. The Township recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable doing so.

## **5. COMPLAINT PROCEDURE**

1. **INFORMAL PROCEDURE** - Lockport Township encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, the individual should notify his or her immediate supervisor or the Township Official, who may, if the individual so requests, talk to the alleged harasser on the individual's behalf or arrange for mediation between the individual and the alleged harasser with a third person acceptable to both. In addition, there may be instances in which an individual seeks only to discuss matters with your immediate supervisor or the Township Official and such discussion is encouraged.

An individual reporting sexual harassment should be aware, however, that the Township may decide it is necessary to take action to address the harassment beyond an informal discussion. The decision will be discussed with the reporting individual, but any action taken by the Township, including approaching the alleged harasser, is at the Township's sole discretion. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the formal reporting procedure.

2. **FORMAL PROCEDURE**

- a. NOTIFICATION OF APPROPRIATE STAFF***

As noted above, individuals who believe they have been victims of sexual harassment or believe they have witnessed sexual harassment should discuss their concerns with their immediate supervisor or the Township Official (or, if appropriate, a Trustee). If their immediate supervisor

receives information regarding sexual harassment, the immediate supervisor is obligated to report it immediately to the Township Official.

***b. TIMELINES IN REPORTING HARASSMENT***

The Township requires the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual harassment.

***c. INVESTIGATORY PROCESS***

Any reported allegations of sexual harassment will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

***d. CONFIDENTIALITY***

The complaint and investigation will be handled with sensitivity and confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. However, confidentiality is not guaranteed.

***e. PROTECTION AGAINST RETALIATION***

Retaliation against an individual for reporting sexual or other harassment or assisting in providing information relevant to a claim or sexual or other harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated. **Proper measures to address misconduct and/or poor performance are not considered retaliation.**

***f. RESPONSIVE ACTION***

Misconduct constituting sexual or other harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or

termination, as the Township may believe appropriate under the circumstances. The reassignment of the complainant will not be an acceptable corrective action unless the complainant consents.

***g. APPEALS PROCESS***

If a party to a complaint does not agree with its resolution, that party may file written comments with Lockport Township Board of Trustees and either deliver such writing on person or mail it to the Township Offices.

***h. FALSE AND MALICIOUS ACCUSATIONS***

Employees who maintain false and/or malicious complaints of sexual harassment, as opposed to complaints which even if erroneous are made in good faith, may be the subject of appropriate disciplinary action up to and including termination.

**6. OTHER HARASSMENT**

The Township's policy equally prohibits any other type of harassment involving a protected category under federal, state and local law. This includes, but is not limited to, harassment on the basis of race, color, religion, natural origin, sexual orientation, age, disability or any other protected classification under federal, state or local law. The reporting procedures set forth in this Policy shall also apply to reporting other types and forms of harassment.

**7. CONCLUSION**

We want all employees to know that they are not required to endure insulting, degrading, or exploitative treatment. The Township requires that each person will exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of every other employee in the Township.

The Township has developed this Policy to ensure that all its employees can work in an environment free from harassment. The Township will make every reasonable effort that its entire population is familiar with this Policy and is aware that any complaint received will be investigated and resolved appropriately. Any employee who has any questions or concerns about this Policy should talk with your immediate supervisor or the Township Official.

# **POLICY AGAINST FRATERNIZATION**

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The Township prohibits elected officials and Township officers and management from dating employees they supervise, or who are otherwise their subordinates. When a supervisor makes a sexual advance to a subordinate, the employee is placed in an uncomfortable position - fearing rejection of the offer may affect his/her job. While we hope that our sexual harassment policy makes clear that harassment and retaliation is strictly prohibited, it is possible that subordinates may nevertheless have a fear of displeasing "the boss", no matter how unfounded the fear may be.

While we do not want to interfere with employees' personal lives, we cannot help but recognize that a supervisor-subordinate romance has a high risk of an adverse effect on the job. Rejection can lead to retaliation, and acceptance can lead to favoritism. Thus, the Township prohibits supervisors from dating, or otherwise making sexual advances toward their workers, even if it is believed that advance is welcomed. Further, any relationship between a supervisor-subordinate must be disclosed and, appropriate action may be taken by the Township, including but not limited to reassignment.

## USE OF TOWNSHIP PROPERTY

The Township property refers to anything owned by the Township: physical, electronic, intellectual, or otherwise. The use of the Township property is for business necessity only.

When materials or equipment are assigned to an employee for Township business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Township and is subject to reassignment and/or use by the Township without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voice mail, records and employee files.

The Township has created specific guidelines regarding the use of Township equipment. Below is a list of employee responsibilities and limitations in regards to Township property.

### Personal use of Township Property

Township property is not permitted to be taken from the premises without proper written authority from Township Management.

### Township Tools

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

### Care of Township Property

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft or misappropriation of unauthorized removal, possession, or use of Township property or equipment is expressly prohibited.

Any Action in contradiction to the guidelines set herein will result in disciplinary action, up to and including termination.

## PERSONAL PROPERTY

Employees should use their discretion when bringing personal property into the workplace. The Township assumes no risk for any loss or damage to personal property.

Additionally, Employees may not possess or display any property that may be viewed as inappropriate or offensive on the Township's premises.



# Safety and Health

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## WORKPLACE VIOLENCE PREVENTION

The Township is committed to preventing workplace violence and to maintaining a safe work environment. Given the increase in the overall violence in our society, the Township has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Township.

Conduct that threatens, intimidates, or coerces another employee, vendor, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, disability, veteran status or any characteristic protected by federal, state or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Township will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees, either with or without pay in accordance with the law, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Township encourages employees to bring their disputes of differences with other employees to the attention of their immediate supervisor before the situation escalates into potential violence. The Township is eager to assist in the resolution of employee disputes and will not discipline employees for raising good faith concerns.

## **SAFETY AND ACCIDENT RULES**

Safety is a priority at the Township. The Township strives to provide a clean, hazard-free, and safe environment in accordance with the Occupational Safety and Health Act of 1970. All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the state(s) in which we operate. Any accidents should be reported to the employee's supervisor and/or the Township Official as soon as possible.

## **NO SMOKING POLICY**

Smoking in the workplace or within 15 feet of any Township building is prohibited.

# DRUG FREE WORKPLACE POLICY

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The Township regards substance abuse, including drug and alcohol abuse, as a serious medical, business, social, and economic problem that cannot be tolerated. The health and safety of employees, the community, the Township, and taxpayers are considered in establishing this policy to reduce the potential adverse impact of substance abuse. This policy is implemented to ensure compliance with all federal, state and local laws, regulations, and ordinances.

This policy covers all Township facilities and applies to all employees and prospective employees. It includes Township philosophy about substance abuse and related rules, regulations, responsibilities, testing and penalties for noncompliance. To the extent possible, all contractors, vendors, and visitors will be informed of this policy.

## A. STATEMENT

The response to the problem of substance abuse in the workplace is one that the Township believes to be appropriate and is based on providing a safe and effective workplace.

## B. DEFINITIONS

The following shall apply to words and phrases used in this policy:

“Authorized/unauthorized use”-use of alcohol or controlled substances as determined by the Township.

“Controlled substances” - those drugs that the U.S. Attorney General assigns to certain categories to prevent or regulate their manufacture and distribution, pursuant to the Controlled Substance Act of 1970. (For purposes of this Policy, any reference to “substance abuse” includes drug and alcohol abuse.)

“Drug” - any chemical substance that, when consumed, tends to produce a physical, mental, or emotional change in an individual.

“Drug abuse” - the non-medical use of a drug to produce an effect that impairs the user. For purposes of this Policy, “the drug addiction/dependency” is considered a problem associated with “drug abuse” and has the following meaning: a physical or psychological need for a drug by an individual that drives him/her to keep a minimum quantity of the substance in the bloodstream at all times.

“Illegal drugs” - those drugs listed by the Federal government under the Controlled Substance Act of 1970 and subsequently prohibited under state law. The most common illegal drugs used in the workplace are marijuana, cocaine, crack, heroine, phencyclidine (PCP), and methamphetamine.

“Township premises” - property owned, rented, leased, or used by the Township for business purposes, including parking lots and vehicles, buildings, and undeveloped land.

### **C. USE/POSSESSION**

- The possession, use, sale, distribution or manufacture of illegal drugs and controlled substances for purposes other than their intended use, the paraphernalia associated with such illegal drugs or controlled substances, or the unauthorized use of controlled substance on Township business is absolutely prohibited. Violations may result in disciplinary action, including possible termination of employment. If appropriate, violations will be reported to local law enforcement authorities.
- The unauthorized use of alcohol on Township premises, including parking areas, or outside Township premises while on Township business is absolutely prohibited. Violations may result in disciplinary action, up to and including termination of employment.

### **D. PERFORMANCE-RELATED PROBLEMS**

Employees are expected to report to work unimpaired by substance abuse. When it is reasonably suspected that a Township employee may have a drug or alcohol dependency resulting in poor job performance, lost productivity, compromised safety, errors, or poor attendance, the employee will be approached by the supervisor or someone else in management and asked to explain the problem. The Township will evaluate the situation and take the appropriate action including but not limited to requesting that the employee submit to a drug and alcohol screening procedure. An employee’s refusal to promptly submit to a drug and alcohol test will be deemed to be a positive result and may lead to the employee’s termination.

### **E. INCIDENT ON DUTY**

Any employee who becomes involved in any incident involving a fatality, injury or damage to Township property while on Township business may be asked to submit to a drug and alcohol laboratory screening procedure. If appropriate, the employee will not be allowed to return to

his/her job until receipt of the test results by the Township. Such screening will be paid for by the Township. An employee's refusal to promptly submit to a drug and alcohol test will be deemed a positive result and may lead to termination of employment.

Employees convicted of any criminal drug violation in the workplace, on Township premises or while on Township business must report such conviction to their immediate supervisor or the Township Official within three (3) calendar days of such conviction.

## **F. UNFIT CONDITION**

If an employee is observed to be in an apparent unfit condition (i.e. inebriated appearance, affected speech, suspicious breath, abnormal behavior, or appearing to be incapable of performing work in a safe or productive manner) while in the workplace, on Township premises or on Township business, the employee will be immediately removed from the job by that employee's supervisor and may be asked to complete a drug and alcohol laboratory screening procedure. If appropriate, the employee will not be allowed to return to his/her job until the receipt of the test results by the Township. At the Township's discretion, the Township may take disciplinary action against the employee for appearing at work in an unfit condition, up to and including termination of employment, without requesting a laboratory screening. An employee's refusal to promptly submit to a drug and alcohol test will be deemed a positive result and may lead to termination of employment.

## **G. SUPERVISORY RESPONSIBILITY**

Supervisors are expected to enforce this policy. A supervisor who knowingly fails to take appropriate action when an employee is in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## **H. PRESCRIBED/OVER THE COUNTER MEDICATIONS**

Use and possession of a reasonable amount of legitimate and prescribed medications on the Township premises or while on Township business is permissible provided that such medications are used as medically recommended. However, prescribed medications taken without authorization from the physician, or prescribed medications and over-the-counter medications not used for their intended purposes are not permitted. Proof of legitimate use of medications may be required. It is the responsibility of the employee to notify his/her supervisor of any work restrictions related to taking the medications.

## **I. CONTRACTORS, VENDORS, and VISITORS**

Every effort will be made to notify contractors, vendors, and visitors of this policy, and all persons so notified will be expected to comply with this policy while on the Township premises.

## **J. CONFIDENTIALITY**

Results of drug and alcohol laboratory screenings will, at all times, remain confidential; provided, however, if required by law, the results of such screenings may be disclosed to a third party.

## **K. TERMINATION**

At the Township's discretion, an employee may be immediately terminated for violation for the Drug Free Workplace Policy.

**EXHIBIT A**

**EMPLOYEE'S REPORT OF INCIDENT**

Property: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Details of Physical Condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date first noticed: \_\_\_\_\_ Time of day: \_\_\_\_\_

What were you doing? \_\_\_\_\_

How did you feel then? \_\_\_\_\_

How do you feel now? \_\_\_\_\_

Did you report the injury when it happened? If so, to whom? \_\_\_\_\_

Have you received medical care for this condition? \_\_\_ Yes \_\_\_ No

If yes, provide physician's name and address:

\_\_\_\_\_  
\_\_\_\_\_

I have read this statement and it is true to the best of my knowledge.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT B

### SUPERVISOR'S INVESTIGATIVE REPORT OF EMPLOYEE ACCIDENT

#### General Information

Employee's name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date of accident: \_\_\_\_\_

#### Employee Data

Job title: \_\_\_\_\_

#### Accident Data

Time and place of accident: \_\_\_\_\_

Reported by employee? \_\_\_\_\_ Yes \_\_\_\_\_ No

Witnesses:

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#### Injury Data

Seriousness of injury: \_\_\_\_\_ No injury \_\_\_\_\_ First Aid \_\_\_\_\_ Offsite Care

Injury description: \_\_\_\_\_

Property damage: \_\_\_\_\_

#### Narrative of the incident (state facts and circumstances)

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## EXHIBIT C

### REPORT OF UNSAFE CONDITION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please describe the unsafe or dangerous condition in detail, including exact location:

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What actions, if any, did you take as a temporary corrective measure?

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Employee's signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Corrective action taken:

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By whom: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Additional actions required:

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Signature: \_\_\_\_\_

## **EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND CONSENT**

**The Handbook is A Guide.** By signing this statement, I acknowledge I have read all the policies and procedures outlined in the Lockport Township Employee Handbook, and I agree that I must adhere to all of them. I understand that the policies stated in the Handbook are intended to be guidelines and do not constitute a contract or describe how every situation will be handled. I further understand that the Township may unilaterally modify, amend or eliminate any of its policies, procedures and/or benefits at any time, with or without notice

**Employment-At-Will.** I further understand that employment at the Township is “at-will”. This means that at any time either I or the Township may end my employment, with or without cause. No one connected with the Township, other than in writing signed by the Township Official, has any authority to make any promises or agreements contrary to my at-will employment relationship.

**Prior Handbooks Rescinded.** I acknowledge that this Handbook supersedes and rescinds all prior handbooks, policies, or other communications on the subjects covered in this Handbook. I agree that the Township’s hiring and/or continued employment of me constitutes sufficient consideration to rescind all prior handbooks, policies, and communications.

**Computer Usage and Monitoring.** I acknowledge that I have read and agree to comply with the terms of the Township’s policies on computer usage, internet access and e-mail. In particular, I consent to the Township monitoring my use of the Township’s computer systems at any time and for any reason.

**Consent to Background Check.** In consideration for the Township considering my application and/or continuing my employment, I consent to the Township conducting background checks (which may consist of prior employment verification, reference checks, education confirmation, a credit history, criminal records check, drug/alcohol screening and/or driving record history) and I release the Township and its employees, agents, sources of information, and persons to whom information may be disclosed from any liability or damage incurred in connection with the preparation or use of any background check. I understand that the Township may conduct background checks during the application process or at any time after I become an employee.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION** 2018-1  
**LOCKPORT TOWNSHIP, WILL COUNTY, ILLINOIS**

**WHEREAS**, Lockport Township (“Township”) is authorized to employ individuals to perform various jobs and functions to provide assistance to residents of Township; and

**WHEREAS**, the Township desires to create an Employee Handbook for use in explaining the work expectations of said employees of Township; and

**WHEREAS**, Township had approved a revised Handbook that was effective January 1, 2018; and

**WHEREAS**, Township desires to create classifications of employees based on services provided as well as tenure with the Township; and

**WHEREAS**, Township desires to increase its normal hours of operation to include Monday through Friday from 9:00 a.m. to 4:00 p.m.

**NOW WHEREFORE**, be it resolved as follows:

- A. The Employee Handbook, effective January 1, 2018 (see Handbook attached as Exhibit A), is to be amended as follows:
  - 1. Throughout the document, headers and a table of contents are to be included as provided on the attached.

2. The classification of employees, establishing four (4) categories of full-time employees, and explaining all other types of employees shall be amended as provided in the attached agreement on Page 4.
3. Under the Heading: "Hours of Work and Payroll," the Normal Hours of Operation shall be Monday through Friday from 9:00 a.m. to 4:00 p.m. as provided on Page 9.

B. In any and all other respects, any prior Employee Handbook shall be rescinded and hereafter, deemed ineffectual.

C. In any and all other respects, the attached Handbook, as amended, shall serve as the Lockport Township Employee Handbook.

Passed this 12th day of June, 2018

With \_\_\_\_\_ members voting AYE,

With \_\_\_\_\_ members voting NAY,

And with \_\_\_\_\_ members voting ABSENT.

Trustee Gregg Bickus \_\_\_\_\_

Trustee Barb Boyce \_\_\_\_\_

Trustee Barb Delany \_\_\_\_\_

Trustee Dean Morelli \_\_\_\_\_

Supervisor Ron Alberico \_\_\_\_\_

**WITNESS:**

\_\_\_\_\_  
Lockport Township Clerk

\_\_\_\_\_  
Lockport Township Supervisor