

**COUNTY OF CUMBERLAND**  
**EMPLOYEE INFORMATION MANUAL**



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## CUMBERLAND COUNTY - EMPLOYEE INFORMATION MANUAL JANUARY 2018

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**CUMBERLAND COUNTY**  
**EMPLOYEE INFORMATION MANUAL**  
**WELCOME!**

Dear Newly Hired Cumberland County Employee:

The Personnel and Human Resources Department would like to take this opportunity to cordially welcome you to the County of Cumberland. Please be sure to read and understand this manual, as well as all other literature you may have provided to you during this process. This information will provide you with the basis for success with the County and enhance your employment with us. If you have any questions or concerns, please do not hesitate to bring those concerns to your Supervisor or the Human Resources Department. Again, welcome to our organization and we wish you continued good luck and success in your career.

Sincerely,

CUMBERLAND COUNTY HUMAN RESOURCES DEPARTMENT **856-453-2120**

**INTRODUCTION**

Basic rules you should follow for success:

1. Be punctual. Begin and end your work at the designated times
2. Treat property carefully. Don't waste materials and never use supplies or equipment for your own personal business.
3. Keep confidential information to yourself including, but not limited to protected Health and Personnel Information. Don't spread rumors or gossip.
4. Be courteous and considerate to every one you meet personally or talk to on the telephone.
5. Dress appropriately for your job. Be neat, clean, and well-groomed at all times.
6. Develop a team effort and do your part to get the job done.

**COMMITMENT TO SAFETY**

You, as an employee of Cumberland County, should make a personal commitment to safety. If you do, your employment experience will be greatly enhanced making it an enjoyable experience. Following these 10 rules can allow you to make a commitment to safety:

1. Follow established rules and procedures and obey safety signs
2. Know what to do in an emergency
3. Handle hazardous materials according to instructions
4. Wear required personal protective equipment
5. Remove, repair, or report safety hazards when you spot them
6. Operate equipment correctly
7. Avoid taking safety risks
8. Take training seriously
9. Report accidents promptly and cooperate in their investigation
10. Contribute to safety in your personal work area; report all unsafe conditions to your Supervisor

**CUMBERLAND COUNTY**  
**DISCLAIMER**

**The employment policies and procedures outlined in this Employee Information Manual are developed and maintained at the pleasure of the Cumberland County Board of Chosen Freeholders and may be changed at any time. This information manual is not intended to create, nor is it to be construed, as an express or implied contract of employment or agreement of any type between the County of Cumberland and you. The employment relationship between the County of Cumberland and you is either “at-will” which means you may resign from your job or be terminated by the County of Cumberland at any time with or without cause or notice, subject to civil service regulations or a collectively negotiated labor contract, when either or each is applicable. If at any time during your employment with the County of Cumberland, a department head, manager, supervisor, or someone else makes an oral or written statement that is inconsistent with any policy contained in this manual, the manual policy shall take precedence. Also, no other department head, manager, supervisor or representative of the County of Cumberland may make any contract, promise, or commitment contrary to this manual. Therefore, any alleged contract, promise, or commitment made by any of the foregoing identified individuals shall be unenforceable.**

**The policies and procedures described in this manual are not to be considered conditions of employment. Cumberland County Government can modify, revoke, suspend, terminate or change any or all such policies and procedures at any time and without notice, consistent with all applicable laws, regulations, and/or contractual agreements.**

**CUMBERLAND COUNTY**  
**EMPLOYMENT POLICIES**

**COUNTY ORGANIZATION**

Cumberland County, NJ is governed by an elected, seven (7) member Board of Chosen Freeholders. Each Freeholder's term of office is three (3) years with the dates of service being staggered. At an annual meeting of the Freeholder Board each January, a resolution designating departmental responsibilities and liaison assignments to each Freeholder for that calendar year is adopted by the Freeholders.

**EMPLOYMENT**

In order to provide the best possible service to its' residents, Cumberland County Government shall recruit and select the best qualified applicants for employment. Cumberland County Government shall comply with Title 4A, New Jersey Statutes which establishes a personnel system that provides a balance between managerial needs and employee protection for the delivery of public services. Policy 1.02 more fully explains the process.

**INFORMATION FOR NEW EMPLOYEES WHO HAVE BEEN RECEIVING UNEMPLOYMENT INSURANCE BENEFITS**

As a new employee who may be receiving unemployment insurance benefits, it is imperative that you notify the Division of Unemployment and Disability Insurance of your employment status at this time. The New Jersey Unemployment Law provides that benefits are not payable to individuals who are employed on a full-time basis. You should immediately advise your Local Unemployment Claims Office that you have returned to work. Please note that benefits will be computed up to the day you begin working and not the day you receive your first paycheck.

A cross match of all unemployment insurance recipients is made with payroll records to insure that individuals are not receiving unemployment insurance benefits simultaneously. Any employee who is found to be receiving these benefits illegally will be subject to immediate termination. Discharge would not preclude the individual's liability for restitution for any monies collected illegally.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Cumberland County Government to provide equal opportunity to all applicants for employment and to administer all Human Resource policies and practices in a manner which does not discriminate on the basis of race, religion, creed, color, national origin, ancestry, age, marital status, sexual orientation, or sex of any individual, Vietnam-era veterans, service in the Armed Forces of the United States, disability, or any other recognized protected classification. Any employee who believes this policy has been violated should report such violation to the Director of Personnel and Human Resources. Retaliation for filing such a complaint or participating in a resulting investigation will be prohibited.

Cumberland County Government employs personnel exclusively on the basis of organizational needs, budget appropriation and the applicant's qualifications and Civil Service requirements. This policy applies to all phases of employment including: recruitment, hiring, placement, and promotion. Additional Equal Employment Opportunity information is in Policy 1.01.

## **REASONABLE ACCOMMODATIONS**

Subject to being able to perform the essential tasks and functions of your position, certain employees of Cumberland County Government with specific needs are eligible for reasonable accommodations to maintain their employment. Categories of people and situations may include:

ADA – The American with Disabilities Act covers all employees. It requires an interactive process to determine a person to be disabled and what accommodations may be considered. If you believe that you have a disability that may be reasonably accommodated, please disclose to the Cumberland County ADA Coordinator. Additional information located in Policy 1.01.

PWFA – The NJ Pregnant Worker’s Fairness Act protects pregnant women and requires that employers treat them the same as other employees with medical conditions. If you require accommodation, please contact the Director of Personnel and Human Resources.

FLSA – Break Time for Nursing Mothers is NJ State required to be reasonably accommodated. If you require accommodation, please contact the Director of Personnel and Human Resources.

Leaves may be considered as part of reasonable accommodation. The Benefits portion of this manual provides information concerning types of possible leaves.

## **NEW JERSEY CIVIL SERVICE COMMISSION**

Cumberland County operates under the New Jersey Civil Service policies and regulations and under that procedure has established a position classification plan.

County employee job descriptions are kept in the Human Resources Office. Job descriptions and classification matters are regulated by the Civil Service Commission and appear on their web-site. Questions should be addressed to the County’s Human Resources Office.

## **PERSONNEL RECORDS**

An employee’s personnel record contains all information relative to employment, including the application for employment, date of appointment, title changes, notice of commendations, disciplinary actions, etc. This record is kept in strict confidence by the Human Resources Department and is the property of the Cumberland County Government. An employee who wishes to review their personnel record may contact the Personnel and Human Resources Department. If there is a change concerning the employee’s legal name, address, telephone number, or persons to be notified in case of an emergency, the Personnel and Human Resources Office is to be notified immediately.

## **UNION DUES**

When authorized to do so, the County Payroll Office may deduct union membership dues or representation fees from an employee’s earnings and forward that amount to the union. The type and amount of the deduction shall be noted on the employee’s paperless pay information.

## **DRESS STANDARDS**

It is the policy of Cumberland County Government that the nature of governmental services requires that employees interface with the public and they therefore must maintain a suitable appearance. All employees shall be reasonably groomed, neatly dressed, and wear clothing that does not present a safety hazard or is in disrepair. Failure to comply with these standards may result in disciplinary action. Individual units or divisions may have particular dress standards which are established with the department head. However, these standards shall be uniformly applied and communicated to any prospective employee at the time of the job offer.

## **GRIEVANCES**

Complaints should first be made to your immediate supervisor. If no satisfactory settlement is made, you may refer your grievance in writing to the next level of Supervision. Grievance procedures have been set up for prompt consideration without reprisal. Please bear in mind, specific grievance procedures may be a portion of collective bargaining agreements. A copy of the union grievance procedure is available upon request, from your Shop Steward.

## **GARNISHMENT**

An employee's earnings are subject to garnishment. When served with a wage execution, the County shall be required by the court order to withhold a court specified amount of the employee's gross earnings. In addition, when directed, the County will deduct child support payments.

## **ORIENTATION**

All new employees of Cumberland County will be oriented into their job position. This orientation includes safety, workplace policies and procedures, responsibilities, etc.

## **PERFORMANCE EVALUATIONS**

All employees are evaluated on their performance after 30, 60, and 90 days of employment. All employees are also evaluated on their performance by their Supervisors on an annual basis. Obviously, each employee is evaluated informally on a daily basis. Performance evaluations are conducted to aid employees in their improvement and development, to create a good working relationship between employees and their supervisors, and to document employee's strengths and weaknesses. Evaluations are discussed with employees and the employees are encouraged to comment on and sign the evaluation.

## **IMMIGRATION REFORM AND CONTROL ACT (IRCA)**

To comply with the law, Cumberland County will verify the citizenship status of work authorization of all new hires, and maintain records attesting that documents proving same were examined by the employer. This law does not apply to employees hired prior to November 7, 1986.

## **SPECIAL RE-EMPLOYMENT LIST (LAY-OFF)**

It is the policy of Cumberland County Government to re-employ people who were the subject of a lay-off. Employees returning from the special re-employment list due to lay-offs will be awarded: 1) Accumulated sick time prior to lay-off, and 2) Vacation time and longevity based on the original date of hire less the length of the lay-off. This section is subject to Civil Service rules and regulations.

## **EMERGENCIES**

The County Administrator or his designee shall determine, declare, and/or announce the existence of any emergency. An emergency closing shall apply only to non-essential personnel. All essential personnel will be required to report to work. Essential employees are those employees whose continued services are essential to the public health, safety and welfare of the County of Cumberland. Employees are reminded that emergencies may be announced on the local radio stations, listed on the County website, or directly notified by their Supervisor concerning details of the emergency. Each department head shall notify these employees who are essential and required to work unless otherwise addressed by a Collective Bargaining Agreement. Subject to Union contracts, those non-essential employees who do not work as a result of the emergency shall not be paid, but shall be permitted to use a vacation, sick, or personal leave day. The essential employees who do work shall be paid their regular wages. Please call 856-453-2125 for additional information regarding weather-related or other emergencies.

## **RESIGNATION/EXIT INTERVIEW**

When employees resign from their employment with Cumberland County, they are requested to provide written notice to their Supervisor in a timely fashion. Hourly, non-Supervisory employees are to give at least 2 weeks (14 calendar days) notice prior to their last day worked. Supervisory and all other salaried employees are to give 3 weeks (21 calendar days) notice prior to their last day worked. Employees at Department Director or above are to give at least 4 weeks (28 calendar days) notice prior to their last day worked. Vacation or non-productive time cannot be scheduled for an individual who has resigned. Employees should arrange through Human Resources to have Exit Interviews prior to their separation from the County. Any/all county-issued equipment such as keys, radios, swipe cards, uniforms, etc. must be returned to your Supervisor on the last day of work.

## **WORK RULES**

Some employees will be on special schedules because of the nature of their work. For further information, refer to appropriate Union Contracts between various labor organizations and the County. Each employee should familiarize themselves with the work rules of the department.

## **MOTOR VEHICLE DRIVERS**

It is the policy of Cumberland County Government to adhere to lawful standards in the hiring process and continued employment of those persons whose primary functions include driving a County-owned vehicle or personal vehicle for County business. Standards for hiring and safe driving definitions have been established for employees operating a County vehicle or personal vehicle for County business. These standards and procedures are available from your Department Head. Any change in your Driver's License status, must be immediately reported to the appropriate Supervisor.

## **EMPLOYEE DISCIPLINE**

Rules and regulations regarding discipline (behavior modification) of permanent employees in the career service or an employee serving a working test period shall be governed by Title 4A of the New Jersey Administrative Code which pertains to Personnel.

- A. Minor discipline is a formal written reprimand or suspension or fine of five working days or less.
- B. Major discipline includes:
  - 1. Removal
  - 2. Disciplinary demotion
  - 3. Suspension or fine of five working days or less where the aggregate number of days suspended or fined in any one calendar year is 15 working days or more
  - 4. Suspension or fine for more than five working days at any one time
  - 5. The last suspension or fine where an employees received more than 3 suspensions or fines of five working days or less in a calendar year.
- C. General causes (not an entire list) for employee discipline are:
  - 1. Incompetency, inefficiency or failure to perform duties
  - 2. Insubordination or failure to perform assigned tasks
  - 3. Inability to perform duties
  - 4. Chronic or obsessive absenteeism or lateness
  - 5. Conviction of a crime
  - 6. Conduct unbecoming a public employee
  - 7. Neglect of duty



### **EMPLOYEE DISCIPLINE** (Con't)

8. Misuse of public property including motor vehicles
9. Discrimination that affects equal employment opportunity including sexual harassment
10. Violation of federal regulation concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles
11. Violation of New Jersey residency requirements
12. Other sufficient cause

Only permanent employees in the career service or a person serving a working test period or as provided in a Collective Bargaining Agreement, has an opportunity for a hearing before the Appointing Authority or right to appeal through the Merit System Board of New Jersey Department of Personnel Civil Service Commission. Departments may also have supplementary disciplinary codes which must be adhered to and may be enforced during employment.

### **OVERTIME**

It is the policy of Cumberland County Government to compensate non-exempt employees who are required to work beyond their normal hours of duty or on non-scheduled work days, at an appropriate rate of pay. Employees covered by a collective bargaining agreement should refer to their respective contract to ascertain the appropriate overtime rates of pay. Additional information at Policy 2.18.

### **BLOOD DRIVE**

It is the policy of Cumberland County Government to cooperate with the American Red Cross in helping to assure that our community has a sufficient, safe supply of blood to meet health needs. The Department of Planning conducts annual blood drives. Employees interested in donating blood during the drive should call the Department of Planning (856) 453-2180 to make arrangements. Employees are encouraged to participate in the blood drives. Increased donations of blood in recent years by County employees have received grateful acknowledgment from the American Red Cross.

### **BULLETIN BOARDS**

Bulletin Boards will be made available by the County at various work locations for the use of union postings and announcements. Political or derogatory materials shall not be posted.

### **TELEPHONE/CELL PHONE USAGE**

It is the policy of Cumberland County Government that telephones are provided to enable employees to conduct County business in an efficient fashion. County-issued Cell phones are the property of Cumberland County. Telephones are important to our daily business operations. County employees “meet and greet” the public on the telephone each working day. Although people cannot see you, opinions of County Government can be formed by the manner in which you handle telephone calls. Regarding telephone usage as part of your job, here are a few suggestions which you should observe:

1. Be certain that someone is always in the office to answer the telephone
2. Identify your department and yourself
3. Keep calls as brief as possible
4. Always be courteous and pleasant
5. Please avoid using phones for personal calls

### **VIOLENCE IN THE WORKPLACE**

Violence or the threat of violence will not be tolerated in any Cumberland County work location and will subject employees/offenders to disciplinary action, including termination of employment. Cumberland County Government shall work with law enforcement to aid in the prosecution of anyone outside the organization who commits violent acts against employees. No employee acting in good faith, who reports real or implied violent behavior will be subject to retaliation or harassment based upon their report. County Government is committed to providing a coordinated and rapid response to such incidents. Please reference the Cumberland County Violence in the Workplace Policy when faced with a violent situation.

### **ATTENDANCE/TARDINESS**

Cumberland County Government requires that employees be responsible to report to work and be on time. The County shall strive to reduce excessive absenteeism and tardiness. Unsatisfactory attendance includes abuse of sick leave, patterned absences, and continued or habitual tardiness. When warranted, Department Heads will hold informational sessions with employees when a certain number of separate instances of absenteeism/tardiness have occurred. These informational sessions are not disciplinary or derogatory in any way. They merely inform the employee of their current status under the County’s Absenteeism/Tardiness rules hoping to preclude any disciplinary procedures in the future because of continued absences and/or tardiness.

### **ELECTRONIC MAIL (E-MAIL) AND INTERNET ACCESS**

The County of Cumberland has established policies and procedures for the use of electronic mail (E-mail) and Internet access. For purposes of this document, E-mail means the local County E-mail system and Internet access means accessing the World Wide Web for information and/or the additional ability to have an E-mail connection to communicate with state and local agencies.

County employees may receive authorization to use E-mail and /or Internet access to provide information to the public regarding activities and services available through the County of Cumberland, to further the missions of their respective departments, to discover and review new informational resources that will enhance the County’s ability to provide service, and to readily communicate with other departments and agencies. Please be informed, computers and cell phones are the property of Cumberland County.

Both Internet access and E-mail are County of Cumberland property. Authorized users are expressly prohibited from using County-provided E-mail and Internet access for personal use, or for any non-business purpose. Personal or recreational use of County provided E-mail and Internet access is strictly forbidden. Only County approved Internet providers may be used on County supported computers.

## **ELECTRONIC MAIL (E-MAIL) AND INTERNET ACCESS (Con't)**

As the Internet including E-mail communication is an unsecured network, appropriate measures shall be taken to safeguard all transmissions. Incoming inquiries seeking information via E-mail and/or the Internet shall be handled in the same fashion as unsolicited phone calls seeking information. Personal information about any employee shall not be communicated through any E-mail and shall not be released over the Internet. The use of County provided E-mail and Internet access for non-County business is strictly prohibited. The use of County provided E-mail and the Internet for the transmission of any materials that is in violation of any federal, state, or local regulations including, but not limited to, copyrighted materials, materials protected by a trade secret, any misrepresentation, illegal, threatening, discriminatory, offensive, or obscene purposes, is strictly prohibited. The use of County provided E-mail and/or Internet access by individuals other than authorized County employees is prohibited. Allowing individuals including non-authorized County employees to use any County provided E-mail and/or Internet access is prohibited. Any vandalism defined as any attempt to harm or destroy another computer system, including, but not limited to, uploading or creation of computer viruses, or any attempt to log onto any unauthorized system or site, is prohibited. All E-mail messages sent or received must be retained for 3 years. Do not delete E-mail.

Our world of computers is constantly evolving and changing. Questions and issues relating to computer, internet and E-mail operations and usage should be directed to the Information Technology Director.

Violations of these rules and regulations by County employees shall result in revocation of E-mail and/or Internet privileges, disciplinary action (up to and including discharge from employment), or criminal prosecution in the event of an illegal E-mail or Internet access use. The County of Cumberland shall not be responsible for any abuse of E-mail or Internet access by individual employees and shall not be responsible for any adverse consequences to any individual employee as a result of personal information communicated and/or released via E-mail or over the Internet. The use of County provided E-mail and Internet access, including hardware, software, on-line access, communications, and transmissions by any employee, shall be subject to periodic monitoring by the County of Cumberland in order to preserve the security and integrity of the system, and to assure compliance with E-mail and Internet access policy. It shall be a stated policy of the County of Cumberland to prohibit violations of any laws with respect to use of County provided E-mail and Internet access by any employee, officer, or any other party.

**CUMBERLAND COUNTY**  
**EMPLOYEE RESPONSIBILITIES**

**HARASSMENT**

Cumberland County Government is committed to maintaining a 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 and other unlawful harassment. It is Cumberland County Government's firm policy that all employees are responsible for ensuring that the workplace is free from all forms of harassment, including sexual harassment. Harassment in the workplace is a form of discrimination which violates Title VII of the Civil Rights Act of 1964. Harassment in any form, including sexual, will not be tolerated. The New Jersey State Law prohibiting discrimination in the workplace provides additional information and definitions related to workplace harassment.

Harassment is any verbal or physical conduct related to an individual's race, color, creed, ancestry, religion, sex, age, national origin, marital status, familial status, sexual orientation, veteran's status or disability, source of lawful income used for rental or mortgage payments, or any other classification protected by federal, state, or local law which interferes with or adversely affects an individual's work performance or creates and intimidating, hostile, or offensive work environment.

All employees must avoid any action or conduct which could be viewed as harassment, including unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. This includes sexual flirtations, propositions, and the display of sexually graphic pictures or objects, unnecessary touching, including patting, pinching, repeated brushing against another person's body, unwelcome sexually oriented "kidding" or "teasing" or sexually oriented practical jokes, suggestive or obscene written comments in notes, letters, invitations, e-mail or other electronic media, offensive visual contact such as staring, leering, gestures, or inappropriate or suggestive comments about another person's physical appearance or dress. This includes actions occurring during non-business hours.

Although sexual harassment commonly involves a male supervisor and a female subordinate, it can come from a person of either sex against a person of the opposite or same sex and from peers as well as supervisors and visitors to the workplace. Sexual harassment is that conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment or where the submission to or rejection of such conduct is used as the basis for employment decisions affecting such individuals.

In addition to prohibiting sexual harassment, the County prohibits the harassment or intimidation of an individual based on his or her race, creed, color, religion, national origin, ancestry, marital status, sexual orientation, familial status, sex, age, disability, veteran status, gender identity or expression, source of lawful income used for rental or mortgage payments or any other classification protected by federal, state, or local law. Harassment can be written, verbal, or physical conduct – including, but not limited to slurs, remarks, epithets, jokes, intimidating or hostile acts based on an employee's protected class, when such conduct has the purpose or effect of: 1) Substantially interfering with and individual's work performance, or creating and intimidating, hostile, or offensive work environment; 2) Otherwise adversely affecting an individual's employment opportunities, or; 3) Unreasonably interfering with an individual's work performance. Such behavior is unacceptable in the workplace and anywhere work is conducted, including, but not limited to, business trips, conferences, work-related travel and business related social events. It includes contacts over the telephone, voice mail, regular mail, facsimile machine or any other electronic communication device.

Any employee who feels that they have been the object of sexual harassment or other unlawful harassment or discrimination by anyone, including supervisors, co-workers, or visitors must immediately bring the problem to the attention of their Department Head, Deputy County Administrator, or the Director of Personnel and Human Resources. If the complaint involves someone in the employee's direct line of command, or if the employee feels uncomfortable in doing so, the employee must report the problem to the County Administrator and or County Counsel. An employee may also call Akziom Consulting (856-697-3898) to report complaints of harassment and/or discrimination.

## **HARRASSMENT (Con't)**

No employee is required to directly confront the person(s) who is (are) the source of the harassment before notifying any of the above individuals. No management or other employees may retaliate or discriminate against any employee for filing a complaint. Any employee acting in this manner will be subject to discipline, up to and including, discharge from employment.

All complaints will be taken seriously and promptly investigated. Where an investigation confirms the allegation of sexual harassment, the County will act promptly to eliminate the offending conduct and disciplinary action based on the severity of the findings will be taken, up to and including immediate termination of employment. Cumberland County has adopted a zero tolerance policy concerning this conduct.

To the fullest extent possible, the privacy of all parties involved will be respected. However, the individual accused of sexual harassment may be informed, under certain circumstances, who is making the accusation so that the accused can respond to the allegations. Retaliations or reprisals against anyone for bringing a complaint of sexual harassment in good faith, or participating in the investigation of such a complaint, are strictly prohibited.

## **EMPLOYEE PHYSICAL EXAMINATIONS**

All newly hired employees of Cumberland County are given physical examinations to determine their ability to perform the essential functions of their job. Periodic physical examinations may also be required. Cumberland County will pay for the costs of these company-required physical examinations. The results of these examinations will be kept in strict confidence. Any employee who does not comply with these obligations may be discharged from employment. There may be bona-fide occupational qualifications which must be met in order to be eligible for employment.

## **OUTSIDE EMPLOYMENT**

Outside employment may be permitted provided it does not interfere in any way with job performance at Cumberland County. This includes attendance, availability, overtime, etc. All employees are required to complete a "Request for Outside Employment" form on all outside employment and submit to their Department Head and the Human Resources Department. Outside employment which has an adverse effect upon job performance may result in the employee having to choose between the jobs.

## **IDENTIFICATION BADGES**

Each employee is given an identification badge to identify themselves as a County employee. It must be worn at all times. A fee may be charged for replacement of lost identification badges.

## **ALCOHOL AND DRUGS**

The County of Cumberland promotes a safe and healthy work environment. In order to achieve this work environment, drug and alcohol influenced performance cannot be tolerated nor accepted. Anyone who is unfit for work or is found working under the influence of such substances or involved in any one of the following activities will be subject to disciplinary action, up to and including discharge from employment:

1. The use, sale, transfer, possession, or working under the influence of drugs, alcohol, or controlled substances while on Cumberland County controlled property or engaged in Cumberland County activities. Cumberland County reserves the right to take any and all lawful actions necessary to enforce this substance abuse policy, including, but not limited to, the inspection of the employee's property, desk or office space upon the reasonable suspicion of a violation of this policy.
2. The use of drugs or controlled substances on Cumberland County time, in a manner that could affect an employee's job performance, or present a safety threat to other employees, the public, or Cumberland County equipment or property.

## **ALCOHOL AND DRUGS** (Con't)

3. For purposes of this section, drugs and controlled substances include, but are not limited to, those items which are illegal under federal, state, or local laws, including, among others, marijuana, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for current personal treatment by an accredited physician.
4. Other policies to reference regarding this topic are 4.04 Drug Free Workplace, 4.05 Drug and Alcohol Testing for Safety Sensitive Employees, and 4.19 Controlled Substances and Alcohol Testing.

## **SAFETY PROGRAM**

Safety is of primary concern to Cumberland County Government. All possible steps will be taken to assure a safe working environment. However, the success of our safety program depends on each employee's attention to safe practices. Therefore, as part of their regular duties, employees are expected to accept responsibility for their own personal safety as well as the safety of their co-workers. A few reminders include:

1. Keep informed of the fire rules of the building you occupy.
2. Avoid accidents by observing and eliminating hazards and potential hazards.
3. Report any unsafe conditions to Supervisors immediately.
4. Always be especially alert of potential safety hazards when operating any vehicle
5. Never operate electrical equipment with wet hands or in wet conditions.
6. Inspect all electrical devices for frayed cords.
7. Know and use the proper techniques for lifting.
8. Report all accidents to your supervisor immediately.

The Safety and Accident Review Committee meets regularly and has a goal to provide a safe workplace for all employees. It develops safety partnerships with administration, provides an avenue for safety related items to be discussed, analyzes data on accidents to provide recommendations for safety improvement, and attempts to increase safety awareness among all employees. This Safety Committee is open to suggestions from all employees to improve the health and safety of our workplace.

## **ACCIDENTS/INCIDENT REPORTS**

Any employee involved in a fall, exposure, occurrence which caused injury or had the potential to cause injury, or any other unusual occurrence, whether injury was sustained or not, must report the incident to his/her Supervisor or Department Head immediately. The employee's Supervisor will complete the Occupational Illness/Injury Report at the time of the incident and the employee will complete the Occupational Illness/Injury Employee's Report.

## **SMOKING**

New Jersey currently has several laws that prohibit or restrict smoking for health reasons. The intent of these laws is to reduce the deleterious effects of smoking in the interest of public health. The right of the non-smoker to breathe clean air supersedes the right of the smoker to smoke. Areas designated as "Smoking Permitted" shall be posted with signs containing letters at least one inch in height or with the international symbol indicating smoking permitted. These areas must not be located where seepage of smoke could enter the building nor where employees may walk through on their way into or out of the building. Employees are to assume that all areas in public buildings are "smoking prohibited" unless an approved sign indicates otherwise. Violators are subject to disciplinary action.

## **SWIPE CARDS**

An important function for hourly (non-salaried) Cumberland County employees is to accurately account for time in and time out of work through the use of swipe cards issued by the Human Resources Department. Salaried individuals use their swipe cards to document their daily arrival for duty. Salaried and/or managerial employees do not use swipe cards to document their departure from the work place. Use of daily swipe cards establishes a system for bi-weekly review prior to payroll processing. It assures that appropriate duty and leave time is accurately applied to each employee's attendance and payment record. Prior approval is required before an employee may work overtime or alter his/her routine work schedule. An employee must always keep his/her swipe card in good condition and in his/her possession during the work shift. Immediately report a lost, damaged, or defective swipe card to your Supervisor and promptly arrange for a replacement card at the Human Resources office. A lost or misplaced card shall cost the employee \$5.00 to replace. Defective, damaged, or non-functioning swipe cards should be brought to the Human Resources Department for free replacement. An employee must always seek prior approval from his/her Supervisor before leaving the work place to attend to personal business. Upon permission, the employee shall clock out and then clock in upon returning to duty.

## **CODE OF ETHICS FOR OFFICIALS AND EMPLOYEES**

Service in the administration of Cumberland County carries with it grave responsibilities to all citizens of the County. It is imperative that the people be served impartially, fairly, and with their best interests always foremost in mind.

1. **PURPOSE.** The purpose of this code is to establish ethical standards of conduct for all officials, elected or appointed, as well as all employees of Cumberland County, in order that the citizens of Cumberland County be served with integrity, honor, and with the highest standards of conduct.
2. **RESPONSIBILITIES OF PUBLIC OFFICE AND EMPLOYMENT.** Public officials and employees are bound to uphold the Constitution of the United States and of the State of New Jersey. It is incumbent upon them to carry out, fairly and impartially, the laws of the United States, the State of New Jersey and Cumberland County.

Public officials and employees are bound to discharge faithfully, the duties of their office, regardless of personal consideration.

Public officials and employees shall perform their duties in such a manner to render fair and equal treatment to all, regardless of race, religion, national origin, or political preference.

3. **DEFINITIONS:**
  - A. "County official or employee" means any County elected official, appointee, or employee whether paid or unpaid, including a member of any board, commission, agency, authority or other body who are appointed by the Board of Chosen Freeholders. As used herein, "County official or employee shall include any member of an advisory committee.
  - B. "County Agency" means the County of Cumberland or any agency, authority, board, bureau, commission, committee, council or department, whether created by status or resolution of the Board of Chosen Freeholders.
  - C. "County matter" means any application, award, bid, claim, contract, license, permit, proceeding, prosecution, resolution, or transaction made by, to, against or with County Government or any County official or employee, as well as all actions by personnel in carrying out their responsibilities.
  - D. "Financial interest" means any partnership, association, joint venture, proprietorship, or corporation in which a County official or employee, or his/her spouse or child has ownership or control or a greater than 10% interest, or has ownership or control of more than 10% of the stock, or is a director or officer.
  - E. "Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

- F. "Child" means any dependent child as defined by Internal Revenue Service regulations.

## **CODE OF ETHICS FOR OFFICIALS AND EMPLOYEES (Con't)**

### **PROCEDURE**

- A. No County official or employee shall accept from any person whether directly or indirectly and whether it be himself/herself or through any member of his/her immediate family, or any member thereof, any gift, favor, service, employment or offer of employment or any other thing of value under circumstances from which it might be easily inferred that such gift, service, or other thing of value is given or offered for the purpose of influencing him/her in the performance of his/her official duties with the Board or County, excepting that nothing in this section shall preclude any elected official from accepting a lawful contribution to his/her campaign for elected public office. This section shall not apply to reasonable fees for speeches or published works nor to campaign contributions accepted by an announced candidate for elective public office.
- B. No County official or employee shall disclose confidential information acquired by him/her in the course of his/her official duties or acquired by him/her while employed by the County or use such information to advance the financial or personal interest of himself/herself or any other person.
- C. No County official or employee shall willfully disclose to any person, nor use for the purpose of pecuniary gain, any information not generally available to members of the general public which he/she received or acquires in the course of and by reason of his/her official duties.
- D. No County official or employee shall represent any private interests for the purpose of personal gain in any cause, proceeding, or application before any County agency or department or in any litigation to which the County is a party.
- E. No County official or employee shall accept employment, engage in any business transaction or make any investment which will be detrimental to the County, in the exercise of his/her official duties, or which will interfere in any manner whatsoever with the discharge of his/her official duties.
- F. To the extent that he/she knows thereof, any County official or employee who participates in the discussion or gives official opinion to the Cumberland County Board of Chosen Freeholders or any board, commission, agency, or other body, or other motion, resolution or ordinance before said Board of Chosen Freeholders, board, commission, agency, or other body, shall publicly disclose on the official record the nature and extent of any former and present direct or indirect financial or personal interest he/she has in such official action, and, when applicable, that he/she, notwithstanding such interest, is able to cast a fair and objective vote and otherwise participate in connection therewith.
- G. A person subject to the restrictions set forth in Paragraph F, shall be deemed to have a personal interest in a resolution, ordinance, or other matter required to be voted upon or approved, if by reason of the enactment or defeat thereof he/she or his/her spouse or children shall derive a direct monetary gain, or suffer a direct monetary loss. No such person shall be deemed to have such a personal interest if, by reason of his/her participation in the adoption or defeat of such resolution or other matter required to be voted upon, if no monetary gain or loss could reasonably be expected to accrue to him/her or his/her spouse or children as members of a business, profession, occupation, or group, greater than other County residents or County taxpayers.



## **CODE OF ETHICS FOR OFFICIALS AND EMPLOYEES (Con't)**

- H. No County official or employee shall knowingly himself/herself, or by his/her partners or through any corporation which he/she controls or in which he/she owns or controls more than 10% of the stock, or by any other person for his/her use or benefit or on his/her account, undertake or execute, in whole or in part, any contract, agreement, sale or purchase made, entered into, awarded to or granted by the County, unless such contract, agreement, or sale was made or let after public notice and competitive bidding, provided, however, that the provisions of this section shall not apply to purchases, contracts, or agreements which by law are not required to be made, negotiated or awarded with public advertising or bids if such purchases, contracts, agreements shall have received a prior advisory opinion of the County Ethics Board.
- I. No County official or employees shall engage in, solicit, negotiate for or promise to accept private employment or render service to private interests when such employment or services creates a substantial conflict with or substantially impairs the proper discharge of his/her official duties. No County official or employee shall use County office facilities other than in the proper discharge of his/her official duties.
- J. No former County official or employee shall represent, appear for or negotiate on behalf of, or agree to represent, whether by himself/herself or through any partnership, firm, or corporation in which he/she has an interest or through any partner, officer, or employee thereof, any person or party other than Cumberland County or an agency or instrumentality thereof in connection with any cause, proceeding, application or other matter with respect to which such former officer or employee shall have made any investigation, rendered any ruling, given any opinion or been otherwise directly involved at any time during the course of his/her office or employment for a period of six months after termination of that employment.
- K. No County official or employee, in the exercise of his/her authority, shall participate in the approval, enactment or defeat of any ordinance or resolution or other decision of any County agency in which he/she has a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest.
- L. No person shall be appointed to, or removed from or favored or discriminated against in any way with respect to appointment or employment within the County administration. This, however, does not impair administrative discretion or judgment in determining the requirements for any position or job assignment with the County administration nor in evaluating a prospective appointee or employee.
- M. Nothing in this Code of Ethics shall be construed to impair or abridge any constitutional or civil right to which any public official or employee may be entitled.

Any and all ethics complaints should be filed in accordance with the requirements of N.J.S.A. 40 A:9-22.1 et seq. and N.J.A.C. 5:35-1.1 et seq. Complainant can file directly with the New Jersey Department of Community Affairs, Division of Local Government Services, Attention: Local Finance Board at [dLgs@dca.state.nj.us](mailto:dLgs@dca.state.nj.us) or their mailing address of P.O. Box 803 Trenton NJ 08625-800.

**CUMBERLAND COUNTY**  
**BENEFITS**

**DEFERRED COMPENSATION**

Cumberland County Government offers its employees 2 deferred compensation plans. The plans are open to all County employees. Specific details regarding enrollment in the plan may be obtained from the Payroll Office.

**PENSION SYSTEM**

A. Retirement:

All eligible employees are required to enroll in the PERS upon permanent appointment or 1 year anniversary if provisional and PFRS upon graduation from the Academy for those with Police and Fire titles. This plan provides benefits for retirement, death and disability and is partially supported by Cumberland County Government. Employee contributions are deducted from the employee's paycheck and are based on annual salary.

All appointed and elected officials and those employees ineligible for PERS enrollment based on regularly scheduled hours (<32/week) hired after 1/1/08, unless otherwise deemed to be eligible, must join the Defined Contribution Retirement Program (DCRP) upon their employment with Cumberland County Government. These employees may reference the NJ Division of Pensions and Benefits regarding the particulars of this program.

If an employee leaves County employment before reaching retirement age, applications may be made for the return of salary deductions through Member Benefit On-Line System (MBOS).

Retirement allowance is based on years of service and salary level. There are several options available to any employee. Requests for retirement estimates may be made through the County Payroll Office or New Jersey Division of Pensions.

Further information about retirement benefits is provided in the booklet "Public Employees Benefits in New Jersey," available in the Payroll Office. Employees may access the website [www.state.nj.us/treasury/pensions/](http://www.state.nj.us/treasury/pensions/)

If you anticipate retiring from the County, you should notify your Department Head and Payroll Office six (6) months in advance to have enough time for all the paperwork to be approved by the Division of Pensions.

B. Life Insurance:

During a member's first year of membership in the system, he/she normally will be required by statute to participate in the system's group life insurance plan. The life insurance benefits are equal to 3 times your annual salary, with 1/2 being contributory and 1/2 being non-contributory. The employee may cancel the contributory coverage after one year if he/she desires by filing an appropriate notice of withdraw form with the system in advance of the desired termination date. Once canceled, however, it cannot be reinstated. Upon termination of employment, the policy may be converted to an individual plan within 30 days. The individual employee must pay for this coverage.

C. Pension Loans

If an employee has been a member of the system for three years, he/she may borrow, at low interest, up to half of the total amount contributed. The loan must be greater than \$50.00. An employee desiring such a loan should contact the Payroll Office or complete the appropriate form.

## **SOCIAL SECURITY**

It is the policy of Cumberland County Government to deduct Social Security amounts from employee's pay as required by Federal Law. The percentage required by law is deducted from the employee's gross salary each pay period to the maximum stipulated by law. The County pays an equal amount on your behalf. See Policy No. 2.12 for additional information.

## **HEALTH BENEFITS INSURANCE**

It is the policy of Cumberland County Government to provide health insurance benefits coverage to eligible County employees and their dependents. Specific procedures are contained in the plan documents and contracts pertaining to the program.

The Cumberland County Government Policy and Procedure Manual Policy No. 2.11 is available on-line and provides additional information concerning Health Benefits Insurance. Areas covered include definitions, procedures, leave rights, retiree benefits, and COBRA coverage.

Plan documents describing health insurance, dental insurance, vision, etc., may be obtained from the Human Resources Department.

## **COUNTY LIFE INSURANCE**

The Cumberland County Government provides life insurance coverage for all eligible employees. This insurance is provided to all eligible employees on the first day of the month following 60 days of continuous employment at no cost to the employee. Information regarding this benefit may be obtained through the Human Resources Department.

## **LEAVES**

The definition of 'leave' in this manual is very broad. Leave is a period of time when an employee of Cumberland County Government has special permission to be away from the job for which they are employed. Leave provisions may include factors such as paid or unpaid, job protected, approved, required, requested, premium pay, time provisions and other relevant information.

The leave rights and obligations of Cumberland County Government employees are complex and impacted by various laws, rules, contracts, regulations and exigent conditions. This Employee Information Manual does not cover all qualifications and details covering leaves. Other sources of information may include applicable union contracts and agreements, U.S. or federal laws, New Jersey or other state laws and Cumberland County Government rules and regulations. Leave programs and information sources may include:

- FMLA – FAMILY MEDICAL LEAVE ACT
- NJ FLA – NEW JERSEY FAMILY LEAVE ACT
- LEAVE OF ABSENCE WITHOUT PAY (LAWP)
- NJ TEMPORARY DISABILITY INSURANCE (TDI)
- NJ FAMILY LEAVE INSURANCE
- NJ SAFE ACT
- WORKER COMPENSATION INSURANCE AND LEAVE
- SICK LEAVE
- VACATION LEAVE
- HOLIDAYS
- LEAVE FOR JURY DUTY
- FUNERAL LEAVE
- MILITARY LEAVE

## LEAVES (Con't)

- PERSONAL LEAVE
- APPLICABLE UNION CONTRACTS
- NJ CIVIL SERVICE
- DONATED LEAVE PROGRAM
- CUMBERLAND COUNTY GOVERNMENT POLICY AND PROCEDURE MANUAL
- NOTICES AND POSTINGS (LEAVES)

An employee entitled to paid or unpaid leave under another benefit plan or policy must use the paid or unpaid leave in conjunction with FMLA, NJ FLA, or other government protected leave.

### **FMLA – FAMILY MEDICAL LEAVE ACT**

FMLA - A federal law that entitles eligible employees of covered employers to take job-protected leave for time off due to specified medical reasons of the employee and the employee's family.

**SERVICE REQUIREMENT** - A person employed by the County of Cumberland Government for at least one year with at least 1,250 hours of paid service in the previous 12 month period may be eligible for FMLA.

**LEAVE ENTITLEMENT:** Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or called to covered active duty status.

An employee may request up to twelve (12) weeks of leave for a family and/or medical leave of absence in each twelve (12) month period. Any employee granted family and medical leave will be provided with group health insurance at the same level and under the same conditions as before the leave commenced. This situation will remain consistent for a 12 week period. Other applicable benefits do not accrue while on an unpaid leave. An employee on family and medical leave may not engage in other full-time employment during the term of the leave, unless such employment commenced prior to his/her leave and is not otherwise prohibited by law.

If possible, employees requesting family and medical leave of absence shall notify their Department Head at least 30 days in advance of the effective date of the leave. Employees are required to submit medical certifications to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. At its discretion, the County may require a second medical opinion and periodic re-certification of the serious medical condition at its own expense. If the opinions differ, the County (at its own expense) may require the binding opinion of a third health care provider, approved jointly by the County and the employee.

**Special Note:** Spouses who are both employed by the County are entitled for a total of twelve (12) weeks family leave combined (rather than twelve (12) weeks each) for the birth or adoption of a child, or to care for seriously ill children or parent.

Employees should reference Policy 2.07 of the Cumberland County Government Policy and Procedure Manual and the required posting for details regarding this benefit.

To apply for FMLA, an employee must complete a "Request for Family and Medical Leave of Absence" form supplied by the employee's Department Head. For further information, please contact the Human Resources Department.

### **NJ FLA – NEW JERSEY FAMILY LEAVE ACT**

A state of New Jersey law that entitles eligible employees of covered employers to take job-protected leave for specified family reasons. An employee may not take NJ FLA for their own serious health condition.

Leave to care for and bond with a child does not cover children placed in foster care arrangements.

**SERVICE REQUIREMENT** - A person employed by the County of Cumberland Government working at least one year who has worked at least 1,000 hours during the 12 months immediately prior to taking leave may be eligible for NJ FLA.

**LEAVE ENTITLEMENT** - Eligible employees may take up to 12 workweeks of leave in any 24-month period for one or more of the following reasons:

- For the birth or adoption of a child (must begin leave within 1 year after date of birth or placement); or
- To care for, or arrange for a change in care for, a child, parent (including step-parents and parent-in-law), or spouse with a serious health condition. An employee's partner in a same sex civil union is covered by NJ FLA.

NJ FLA and FMLA are very similar. Employees should consult with their Department Head for further information and/or contact the Human Resources Department for additional information.

### **LEAVE OF ABSENCE WITHOUT PAY (LAWP)**

Cumberland County Government employees may be covered by NJ State law and other rules and regulations related to a leave of absence without pay. Further details may be found in Policy and Procedure 2.08. Questions concerning your needs and rights should be referred to Cumberland County Government Human Resources Office.

### **NJ TEMPORARY DISABILITY INSURANCE (TDI) (PAID LEAVE-NJ)**

TDI is a New Jersey state-run temporary disability program covering you as an employee that is financed primarily by Cumberland County Government and secondarily by employee contributions. The program provides replacement income for employees temporarily disabled due to non job related accident or illness.

**ELIGIBILITY AND SERVICE REQUIREMENTS** – Are determined by the NJ Department of Labor and Workforce Development.

**BENEFITS(s)** – Are determined by the NJ Department of Labor and Workforce Development.

Employees should reference Policy 2.21 of the Cumberland County Policy and Procedure Manual for additional details regarding this benefit.

Application for and questions concerning TDI benefits should be referred to Cumberland County Human Resources Office.

### **NJ FAMILY LEAVE INSURANCE (PAID LEAVE-NJ)**

Under the Family Leave Insurance provision of the New Jersey Temporary Disability Benefits Law, cash benefits may be payable for up to six (6) weeks to bond with a newborn or newly adopted child or to provide care for a seriously ill family member. NJ Family leave Insurance is a New Jersey state-run program that is financed by employee contributions.

Questions concerning Family Leave Insurance benefits should be referred to Cumberland County Human Resources Office.

## **NEW JERSEY SAFE ACT**

The New Jersey Security and Financial Empowerment Act (“NJ SAFE Act”), P.L. 2013, c. 82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12 month period.

Leave under the NJ SAFE ACT may be taken by an employee who is the victim of domestic violence, as that term is defined in NJSA 2C:25-19, or a victim of a sexually violent offense, as that term is defined in NJSA 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE ACT may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- 1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner.
- 2) Obtaining services from a victim services organization for the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner.
- 3) Obtaining psychological or other counseling for the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner.
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner.
- 5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee’s child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE ACT must be used in the 12 month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE ACT and the Family Leave Act, NJSA 34:11B-1 et seq., or the Family and Medical Leave Act, 20 USC 2601 et seq., the leave shall count simultaneously against the employee’s entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE ACT must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest of confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a Federal or State law, rule, or regulation.

The NJ SAFE ACT also prohibits an employer from discharging, harassing, or otherwise discriminating or retaliating or threatening to discharge, harass, or otherwise discriminate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE ACT, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE ACT.

## **WORKERS' COMPENSATION INSURANCE AND LEAVE**

Workers' compensation provides medical treatment, wage benefits and permanent disability compensation to employees who suffer job-related injuries or illnesses, and death benefits to dependents of workers who have died as a result of their employment. The rules and regulations are proscribed by the New Jersey Division of Workers' Compensation. Cumberland County pays the full cost of the Workers' Compensation Insurance.

In the event you are injured in the course of your assigned job duties, **YOU MUST IMMEDIATELY REPORT YOUR INJURY TO YOUR SUPERVISOR.** Following verbal report to your Supervisor, it is mandatory that all necessary Worker's Compensation Claim forms and incident reports are completed. If you require medical treatment for the injury, **this treatment must be rendered by a Cumberland County Government authorized physician.** Your Department Head or designee must make the appointment for your initial medical treatment. If you receive **medical treatment by a non-authorized facility or physician, the medical bills will be your responsibility**

Employees should reference Policy No. 4.12 & No. 4.18 of the Cumberland County Government Policy and Procedure Manual and the required posting for details regarding this benefit and protection.

## **SICK LEAVE**

It is the policy of Cumberland County Government to provide sick leave so that employees may, under the proper circumstances, have wage continuation when he/she is unable to perform his/her duties.

**Sick leave shall not be considered as "additional days off" earned by employment.** The County may require proof of illness for an employee on sick leave. Abuse of sick leave shall be cause for disciplinary action.

Sick leave shall not be recorded in denominations of less than ½ day with the following exceptions:

1. Medical or dental treatment that cannot be scheduled during non-working hours
2. Medical emergencies of the employee or an immediate family member
3. When addressed by a Collective Bargaining Agreement

Because sick time allotments are credited to employees at the beginning of each calendar year in anticipation of continued employment, any employee who does not remain as an active employee for the entire year, or is on an unpaid leave of absence or suspension, shall be liable (on a pro-rated basis) for any sick time used, but not earned, for that calendar year.

Sick leave time not used in any calendar year shall accumulate to the employee's credit from year to year to be used when needed for such purpose. An employee who retires from County Government on a bona-fide retirement basis via P.E.R.S or P & F will be reimbursed for 50% of accrued sick leave up to maximum amounts as set forth in collective bargaining agreements of the appropriate benefits programs. Non-affiliated staff, who retire on a bona-fide retirement basis, will be reimbursed per County policy.

An employee leaving employment prior to retirement and defined by the NJ Division of Pension and Benefits is not reimbursed for unused sick leave.

Employees should reference Policy 2.04 of the Cumberland County Government Policy and Procedure Manual for details regarding this benefit.

## **VACATION LEAVE**

Full time County employees receive paid vacation time in accordance with negotiated collective bargaining agreements or applicable benefit package. Permanent part time employees will be granted a pro-rata share of vacation, based on the work week of the comparable full time position. Under normal circumstances, vacation leaves are granted in accordance with the bargaining unit; and must be approved **AT LEAST TWO (2) WEEKS IN ADVANCE** by the employee's Department Head. Within certain departmental units, the advance time required may be more than two weeks.

Vacations will be scheduled and granted, subject to management's responsibility to maintain efficient operations. If the nature of the work makes it necessary to limit the number of employees on vacation at any given time (this will be Management's right), employees with the greatest seniority (as it relates to total years of service with the County) shall be given preference in vacation scheduling.

Vacation will not be granted for periods less than ½ day, unless otherwise stipulated by a Collective Bargaining Agreement. **Requests for one (1) day vacation leave must be approved at least forty-eight (48) hours in advance by the employee's Department Head. (The same employee request form procedure will apply).** Unearned vacation cannot be used in lieu of sick time unless otherwise provided by contract.

Earned vacation leave must be taken in conjunction with any leave of absence involving personal or family illness or injury with the exception of worker's compensation situations.

Employees should reference Policy 2.03 of the Cumberland County Government Policy and Procedure Manual for details regarding this benefit.

## **HOLIDAY LEAVE**

It is the policy of Cumberland County Government to observe twelve (12) recognized holidays during the year. Employees become eligible for holidays on their first day of employment. Holidays that fall on Saturday are celebrated on the preceding Friday. Holidays falling on Sunday are celebrated on the following Monday. Payment for work performance on the holiday will be in accordance with the applicable benefits package or collective bargaining agreement.

If a holiday falls during a vacation leave, you receive holiday pay for that day and the employee may take a vacation day at a later date. In order to receive holiday pay, the employee must have worked the scheduled work day before the holiday and the day after the holiday, unless excused by illness supported by a doctor's excuse or other justifiable cause.

Holidays are a negotiated item; therefore, please refer to your applicable union contract for a list of the holidays that are observed and other differences.

Employees should also reference Policy 2.02 of the Cumberland County Government Policy and Procedure Manual for details regarding holidays.



**JURY DUTY**

An employee who is subpoenaed to attend court as a juror shall submit evidence of his/her attendance.

The County will pay the employee's full salary when subpoenaed for jury duty. An employee who is notified in advance by the court that he/she need not be present in court on any specific working day is required to report for work that day. An employee dismissed from jury duty with a minimum of 1/2 of their shift (including lunch hour) remaining must report back to work for the rest of the day. An employee who is summoned to appear as a witness before a court, Legislative Committee, or Judicial or Quasi-Judicial body as a summoned witness on behalf of the County will also receive his/her full salary. However, an employee who serves as a witness in his/her own behalf must utilize available vacation time or personal time.

Employees are required to notify their Department heads as soon as possible after receipt of notices of obligations. Cumberland County Government shall provide for paid leave for jury duty service as further described in Personnel Policy No. 2.10.

**FUNERAL LEAVE**

Full-Time employees shall be granted a leave of absence not exceeding three (3) days from the date of death to the date of the funeral because of the death of a member of their immediate family. Immediate family is defined as father, mother, son, daughter, husband, wife, civil union partner, grandmother, grandfather, brother, sister, mother-in-law, father-in-law, grandchild and members of the family living in the same household with the employee. Proof of death may be required. A Collective Bargaining Agreement may supersede this policy. Additional information found at Personnel Policy No. 2.16.

**MILITARY LEAVE**

Cumberland County Government shall allow for active military leave in compliance with federal and state laws. In addition, Cumberland County Government shall provide differential pay, benefits and information as set forth in Personnel Policy No. 2.06.

**PERSONAL LEAVE**

It is the policy of Cumberland County Government to provide leave for an employee's personal use. New full time employees hired in the first month of the calendar year are entitled to the full amount of time as stated in the applicable negotiated collective bargaining agreement or benefit package. All non-affiliated new full time employees hired after the first month of the calendar year will earn time based on the following schedule:

40 hour work week	earns 2.67 hours/month
35 hour work week	earns 2.33 hours/month

During all subsequent years, employees are entitled to the full amount as stated in said agreements. Non-affiliated personnel will be provided 4 personal days annually. Adjustments shall be made to the personal time for any full months in which an employee's name does not appear on the payroll. Eligible Part time employees will receive a pro-rata share of personal time based on the work week of the comparable full time position. Under normal circumstances, personal time should be scheduled in advance. The employees must notify his/her supervisor at least forty-eight (48) hours in advance except in extreme emergencies, whereby the supervisor may waive this requirement. A personal day may be granted if there is no undue burden upon work requirements. The County will make every reasonable effort to grant employees days off as requested. Personal leave shall not be cumulative and any such leave credit remaining unused by an employee at the end of the calendar year or upon separation shall be canceled. Priorities for granting personal leave are:

- A. Emergencies
- B. Observation of religious or other days of celebration
- C. Employee's personal business

#### PERSONAL LEAVE (Con't)

Personal leave may be taken in conjunction with other types of paid leave. Personal leave will not be granted for periods of less than ½ day, unless otherwise stipulated by a Collective Bargaining Agreement. Personal Leave must be used in conjunction with any leave of absence involving personal or family illness or injury with the exception of worker's compensation situations.

Earned Personal Leave must be taken in conjunction with any leave of absence involving personal or family illness or injury except for Worker Compensation situations.

Additional Personal Leave information is found at Personnel Policy No. 2.05.

#### **APPLICABLE UNION CONTRACTS**

Collective Bargaining Agreements (Union Contracts) may stipulate different details as it relates to specific Cumberland County Government employees. Employees covered by such agreements should refer to them when considering eligibility for their leave.

#### **NJ CIVIL SERVICE**

Cumberland County Leave Policies incorporate many NJ Civil Service elements that may impact your leave requests. There may be specific situations where employees have a question on such matters. Please refer the question to the Cumberland County Personnel & Human Resources Office. If any Civil Service rule, law, or regulation conflicts with any rules, regulation, policy, etc. of Cumberland County, the Civil Service rule, law, or regulation shall take precedent.

#### **DONATED LEAVE PROGRAM**

Cumberland County Government shall provide for a donated leave program that may allow eligible County employees to remain on leave with continued salary and health benefits. With respect to an employee seeking donated leave, a catastrophic health condition or injury must be documented. This 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 and requiring the care of a physician who provides a medical verification of the need for the employee's absence from work for at least 60 work days. With respect to an employee's immediate family member, 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 and requiring the care of a physician who provides a medical certification of the need for the family member's care by the employee for at least 60 work days. The County reserves the right to verify any employee's claim of catastrophic illness or injury by either seeking updated medical certification every 20 work days if deemed necessary by management and/or referring the employee to a County-appointed physician for verification of the catastrophic illness or injury.

To qualify as a leave donor, the proposed donor must be earning a salary that is comparable to the salary of the person requesting leave donation. The donor's salary must be within \$10,000 of the recipient's salary or greater than the recipient's salary. Employees should reference Policy 2.23 of the Cumberland County Government Policy and Procedure Manual for particulars regarding this procedure.

#### **CUMBERLAND COUNTY GOVERNMENT POLICY AND PROCEDURE MANUAL**

The Cumberland County Procedure Manual is available on-line and provides additional information concerning employee leave rights.

## **NOTICES AND POSTINGS**

Employee leave rights are subject to changes that can occur at any time. Please look for changes by monitoring all forms of Cumberland County communications including notices, posting, intranet or any like systems in the future.

## **TUITION REIMBURSEMENT NON-UNION EMPLOYEES**

In an effort to encourage its employees to continue their professional development, the County shall provide for a tuition reimbursement assistance fund. An employee must have at least one full year of full time service to be eligible and the course must be taken at an accredited school approved by the County before tuition costs are incurred. The course must be directly related to an employee's current job duties. Employees shall file applications to receive reimbursement with their department head at least 60 days prior to the start of the semester. Once approved by the department head, the application shall be forwarded to the Director of Personnel and Human Resources for approval. Employees should reference Policy 2.09 of the Cumberland County Policy and Procedure Manual for additional information regarding this benefit.

### IMPORTANT WEBSITES:

Pension and Benefits:	<a href="http://www.state.nj.us/treasury/pensions/">www.state.nj.us/treasury/pensions/</a>
County Website:	<a href="http://www.co.cumberland.nj.us">www.co.cumberland.nj.us</a>
County Intranet:	<a href="http://intranet.cumberland.local/">intranet.cumberland.local/</a>
NJ Labor/Workforce Development:	<a href="http://lwd.dol.state.nj.us">lwd.dol.state.nj.us</a>
NJ Civil Service:	<a href="http://www.state.nj.us/csc/">www.state.nj.us/csc/</a>
Social Security:	<a href="http://www.ssa.gov/">www.ssa.gov/</a>
Beneportal:	<a href="http://www.hrconnection.com">www.hrconnection.com</a>