



*Township of Maple Shade*

HANDBOOK FOR ELECTED OFFICIALS,  
APPOINTED OFFICIALS AND VOLUNTEERS

## **VOLUNTEER HANDBOOK**

### **DISCLAIMER**

The purpose of this Handbook is to acquaint volunteers of the Township of Maple Shade with the policies and practices which apply to a volunteer's position with the Township of Maple Shade. The policies and practices contained in this Handbook are only guidelines and maybe canceled or changed by the Township of Maple Shade at any time with or without notice. This Handbook is not intended to nor does it create an employment contract between the Township of Maple Shade and any of its volunteers.

### **THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.**

**Except as otherwise provided by contract or applicable law, a volunteer's service is at-will. This means that any volunteer may voluntarily terminate his/her service with the Township of Maple Shade at any time, for any reason. It also means that the Township of Maple Shade may terminate any volunteer's service with the Township of Maple Shade at any time, with or without good cause. Nothing contained in this Handbook constitutes a contractual right, express or implied. No provision contained in this Handbook or any other policy or procedure may be changed by any oral statement but must be in writing signed by an authorized representative of the Township of Maple Shade.**

The Township of Maple Shade retains all rights to discharge or discipline volunteers. As a volunteer of the Township of Maple Shade, you agree to conform to all applicable policies, procedures, rules, regulations, statutes and collective negotiations agreements.

This Handbook is not meant to affect, or to be a comprehensive description of local, State or federal statutes, rules or regulations, disciplinary procedures, benefits, workers' compensation, leaves, compensation, the policies, practices and procedures of the Township of Maple Shade, or collective negotiations. The rights and responsibilities of volunteers are always governed by existing law and any applicable agreements or established past practice. Nothing in this Handbook provides legal rights in addition to those, if any, provided to volunteers under local, State or federal statutes, rules, regulations, collective negotiations agreements or established past practice. If any part of this Handbook conflicts with local, State or federal statutes, rules, regulations, executive orders, a collective negotiations agreement or established past practice, the part of the Handbook which conflicts with a local, State or federal statute, rule, regulation, collective negotiations agreement or established past practice will be null and void as it applies to the affected group of volunteers. Likewise, if at any time, any local, State or federal statutes, rules, regulations, executive orders or collective negotiations agreement should be amended, this

Handbook will be deemed to have been likewise amended, even though actual changes to the Handbook have not been made.

Please be aware that this Handbook contains a summary of several laws, rules, regulations, and policies that are applicable to volunteers. However, this Handbook is not intended to be a comprehensive description of every policy that applies to volunteers. The Township of Maple Shade Personnel, Policies and Procedures Manual, a more comprehensive document that is applicable to volunteers, is also available for review.

In the event of a declared State of Emergency or otherwise, if any local, State or Federal statute, rule, regulation or Executive Order temporarily amends, alters, suspends or discharges any of the terms set forth in this Handbook, the terms and provisions herein shall be similarly temporarily amended, altered, suspended and or discharged, without the need for formal written amendment of this Handbook.

This Handbook shall apply to all volunteers of the Township of Maple Shade, including but not limited to volunteer firefighters, first aid squads, and CERT team members.

Volunteers will be notified when any material changes are made to the policies contained in this Handbook.

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## INTRODUCTION

The Township plays an important part of the lives of the citizens it serves. The public expects that its business will be conducted to the highest professional and ethical standards. Public service is an honorable and rewarding endeavor that offers many benefits both personally and professionally.

As a Township volunteer, elected or appointed official, you have certain obligations. Federal and State law, as well as Township policies, cover such important areas as discrimination, safety, violence, harassment and conflicts of interest.

All Township volunteers and elected and appointed officials have a right to a safe workplace free of discrimination, violence, illegal harassment and conflict of interests, and have an obligation to conduct themselves consistent with these policies. The Township has a “no tolerance” policy towards workplace wrongdoing.

This Handbook adopted by the Town Council discusses these issues and many other Township personnel policies. You are urged to read this Handbook and become acquainted with its contents. By its very nature, a Handbook cannot be comprehensive or address all possible situations. For this reason, if you have any questions concerning any Township policy, contact the Township Manager for further information.

Neither this Handbook nor any other Township document confers any contractual right, either expressed or implied. The provisions of this Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Town Council.

All individuals receiving this Handbook are required to sign an acknowledgement of receipt. A copy of this receipt will be maintained in the Township Manager’s Office.

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Susan Danson, Township Manager



## **GENERAL POLICY**

It is the policy of the Township to treat volunteers and elected and appointed officials in a manner consistent with all applicable laws and regulations. The policies and procedures set forth herein shall apply to all volunteers and elected and appointed officials.

The Township Manager and all managerial/supervisory personnel are responsible for administration of these policies and procedures. The Town Council has tasked the Township Manager in implementing these practices.

The Township has a “no tolerance” policy towards workplace wrongdoing. Township employees, volunteers, contractors, vendors and elected and appointed officials are to report anything perceived to be improper to the Township Manager. The Township believes strongly in an Open - Door Policy and encourages individuals to talk with the Township Manager concerning any problem.

This Handbook is intended to provide guidelines covering public service and is not a contract. This Handbook contains many, but not necessarily all the rules, regulations, and conditions of Township service. The provisions of this Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

# RIGHTS AND OBLIGATIONS



## **SELECTION PROCEDURES FOR ELECTED OFFICIALS, APPOINTED OFFICIALS AND VOLUNTEERS**

The selection procedures for appointed officials and volunteers are established based on the individual board and volunteer requirements. For the purpose of this manual, a Volunteer, Appointed Official and/or Elected Official may be any of the following: Firefighters, any individual who sits on a Township Board, i.e., Library Board, Planning Board, Zoning Board, Recreation Board, Environmental Board, Citizen Board, etc., and represents the municipality.



## **POSITION SPECIFIC CRIMINAL, SEX OFFENDER, CREDIT, MOTOR VEHICLE BACKGROUND CHECKS AND PHYSICALS**

The Township reserves the right to require a criminal, sex offender, credit, fingerprinting and/ or motor vehicle background check or physical as a condition of service dependent upon the specific position or role for which an individual is considered. Such pre-service screenings will be conducted after a conditional agreement of service is made, but before the individual begins service. A signed authorization from the candidate is required before a background check may be requested from an outside reporting agency.

Sex Offender checks are required of all candidates that may work directly with children/youth/minors. Those individuals over the age of 18 will have a Sex Offender check conducted by the Township Manager department or their designee.

If the background check is favorable, the appointing body will be notified that the individual is approved to begin service. The Township Manager and/or the Chief of Police, as appropriate to the role for which the background check is made, shall be informed of any information that would disqualify a candidate from a position and/or working with children/youth/minors. The outcome of the subsequent review will be communicated to the appointing body.

Some Township positions require a job-related physical examination, including a drug screening, to determine whether the candidate can perform essential functions of the position being offered. The Township coordinates the appointment, and the examinations are at no cost to the applicant.

Results of all background checks and physicals will be kept confidential and will not be disclosed to any person except to the extent necessary to administer and enforce this policy, or as required by law or appropriate legal process. Such information will not be deemed a public record under P.L. 1963, C.72 (C:471A-1, et. seq.) as amended and supplemented by P.L. 2001, c.404(C:47:1A-5, et seq.).

Once a candidate has been notified of a disqualifying condition, the candidate has 14 calendar days to file a letter to appeal the decision with the Township Manager. In making a determination on the appeal, the following information will be considered:

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



## **OPEN DOOR POLICY**

The Township encourages all volunteers and elected and appointed officials who feel they have been treated unfairly or contrary to the Township's policies to discuss their concerns with the Township Manager. This includes concerns regarding harassment or discrimination. Please refer to the following policies – *Non-Discrimination*, *Anti-Harassment Policy* and *Complaint Policy* - below as to complaint procedures.



## **EQUAL EMPLOYMENT OPPORTUNITY**

The Township is committed to the principles of Equal Employment Opportunity. Accordingly, the Township will provide equal opportunity to all persons without regard to race, color, sex, religion, creed, national origin, ancestry, affectional and sexual orientation, gender identity or expression, political status, domestic partnership civil union or marital status, atypical hereditary, cellular or blood trait, genetic information, citizenship, veteran status, age, physical or



mental disability, liability for service in the United States Armed Forces or other basis, characteristic, status, or trait protected by applicable federal, state, or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, layoff, compensation, benefits, and all other conditions, terms, and privileges or employment in accordance with federal, state, and local laws.

Any employee or applicant with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of the Township through the complaint procedure as set forth in the Prohibited Harassment and Discrimination Policy in this Manual.



## **PROHIBITED DISCRIMINATION AND HARASSMENT POLICY**

The Township is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Everyone has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other unlawful harassment. Discrimination or harassment based on a person's race, color, sex, religion, creed, national origin, ancestry, affectional and sexual orientation, gender identity or expression, political status, domestic partnership civil union or marital status, atypical hereditary, cellular or blood trait, genetic information, citizenship, veteran status, age, physical or mental disability, liability for service in the United States Armed Forces or other basis, characteristic, status, or trait protected by applicable federal, state, or local laws will not be tolerated by the Township.

### **a. Anti-Sexual Harassment Policy**

It is the Township's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Township prohibits sexual harassment from occurring in the workplace or at any other location at which Township sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

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

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The following are examples of prohibited conduct (this list is not exhaustive and is meant for illustrative purposes only):

- Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly brushing against someone, or impeding the movement of another person.
- Unwelcome sexually offensive comments such as slurs, jokes, epithets, and innuendo.
- Unwelcome sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes".
- Suggestive or obscene written comments in notes, letters, invitations, or e-mails.
- Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions.
- Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons.
- Inappropriate or suggestive comments about another person's physical appearance or dress.
- Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors.
- Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor, e.g., suggesting that an individual will receive a poor performance review or be denied a raise unless he or she goes out on a date with a supervisor; or
- Posting comments or engaging in dialogue on social media or other internet venues that harass, offend, or discriminate against other employees of the Township.

## **b. Other Prohibited Harassment**

In addition to prohibiting sexual harassment, the Township prohibits the harassment of an individual based on his or her race, color, sex, religion, creed, national origin, ancestry, affectional and sexual orientation, gender identity or expression, political, domestic partnership civil union or marital status, atypical hereditary, cellular or blood trait, genetic information, citizenship, veteran status, age, physical or mental disability, liability for service in the United States Armed Forces or other basis, characteristic, status, or trait protected by applicable federal, state, or local laws. In this regard, harassment is defined as verbal, physical, or written conduct, to include posts on social media or other internet venues- including but not limited to slurs, remarks, epithets, jokes, or intimidating or hostile acts- based on an employee's membership in a protected class, when such conduct has the purpose or effect of:

- Substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.
- Otherwise adversely affecting an individual's employment opportunities; or
- Unreasonably interfering with an individual's work performance.

## **c. Applicability of Policy**

The prohibition against unlawful harassment applies to all employees (managers, supervisors, salaried, hourly, and temporary employees, etc.) as well as contractors, residents, suppliers, and guests. Similarly, all Township employees have a responsibility to keep the workplace free of unlawful harassment.

#### **d. Complaint Reporting Procedure**

If an employee believes that he or she has been subject to sexual or other unlawful harassment or discrimination, he or she should immediately report the behavior to the employee's immediate supervisor, Department Head, or the Township Manager. The failure of an employee to report conduct that reasonably appears to violate the Township's unlawful workplace harassment or discrimination policy negatively impacts the Township's ability to identify and eliminate unlawful workplace harassment and/or discrimination. Therefore, it is imperative that every employee report conduct he or she reasonably believes may violate the Township's unlawful workplace harassment or discrimination policy even if he or she is not a target or victim.

All complaints of harassment or discrimination will be promptly and thoroughly investigated. To the extent practicable under the circumstances, the investigation will be conducted in such a way as to maintain confidentiality.

If it is determined that inappropriate conduct has occurred, the Township will act promptly to eliminate the offending conduct, which may include disciplinary action as is appropriate under the circumstances. Such an action may range from counseling to termination of employment and may include such other forms of disciplinary action as the Township deems appropriate to prevent future harassment or discrimination.

Where it is determined that an individual has made knowingly false or misleading claims and/or statements with the intent to deceive the Township in connection with a harassment complaint, that individual may be subject to disciplinary action, up to and including termination.

#### **e. Protection from Retaliation**

The Township will not retaliate against anyone for reporting or complaining about unlawful harassment or discrimination in good faith, or for participating in an investigation of alleged harassment, nor will it tolerate retaliation by supervisors, managers, co-workers, or anyone else.

#### **f. Prompt Reporting of Complaints**

It is essential to the Township, your co-workers and yourself that complaints are raised promptly pursuant to the Township's Complaint Reporting Procedure (above). The Township requires and relies upon all employees to do so. Failure to do so can result in a loss of evidence such as document, unavailability of witnesses, faded memories, the inability to conduct a meaningful and/or impartial investigation, a continuation of the conduct as well as fostering an environment contrary to the Township policy which, but for the delay, could have been investigated and resolved by the Township.

***Department Heads, supervisors and other managers must immediately report any allegation or complaint of unlawful discrimination, harassment or retaliation made by an employee, volunteer, resident, guest, vendor, or supplier to the Township Manager, or in his/her absence to the Chief Financial Officer and provide complete cooperation. Failure to maintain***

*strict compliance with this policy and your obligations under this policy is grounds for discipline, including but not limited to termination.*

*As a Department Head, supervisor or manager, your conduct, and supervision must reflect the Township's strong prohibition of unlawful harassment, discrimination, and retaliation. This includes encouraging the prompt reporting of any unlawful harassment, discrimination, retaliation, and threats or acts of intimidation.*



## COMPLAINT POLICY

To foster sound relations through communication and reconciliation of problems, the Township provides employees, volunteers, and elected and appointed officials with an established procedure for expressing Township-related concerns. **If a complaint is one of discrimination or harassment, please go to the policies on Non-Discrimination and Anti-Harassment and follow the procedures noted there.**

In situations where a complaint is filed, the following steps should be taken:

1. If the individual believes that he/she has a legitimate Township-related complaint, the individual is encouraged to first attempt to resolve the issue(s) through discussions with the individual in charge of the individual's work for the Township.
2. If the situation is not satisfactorily settled verbally, the individual may meet with Township Manager.
3. If the matter of complaint cannot be satisfactorily settled in discussions with Township Manager, the individual may, with prior notice to Township Manager, request in writing a meeting with the Township Council.

The Township will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.



## VIOLENCE

Township of Maple Shade maintains the policy that any violent acts or threats of the same, made by any volunteer or elected or appointed official against another person's life, health, wellbeing, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for immediate action, including, where appropriate, termination of the relationship with the Township. This policy applies to any threats made on Township property, at Township events or under other circumstances that may negatively affect the Township's ability to conduct business. Such acts or

threats of violence whether made directly or indirectly, by words, gestures or symbols, infringe upon the Township's right or obligation to provide a safe workplace.

Any individual who believes that he or she has been the target of violence or threats of violence or intimidation or has witnessed or otherwise learned of violent conduct by another in the capacity described above, should contact the Township Manager and/or the Police, as appropriate to the situation, immediately.

### **Prohibited Conduct**

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- a) Causing physical injury to another person;
- b) Making threatening remarks;
- c) Aggressive, hostile or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
- d) Intentionally damaging employer property or property of another;
- e) Possession of a weapon while on Township property or while on Township business;
- f) Committing acts motivated by, or related to, harassment or domestic violence.

### **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to the Police and/or the Township Manager's office, as appropriate to the situation. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Township will actively intervene at any indication of a possibly hostile or violent situation.

### **Enforcement**

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any individual determined to have committed such acts will be subject to immediate discipline or other action, including, where appropriate, termination of the relationship with the Township. Individuals engaged in violent acts on Township premises will also be reported to the proper authorities.



## **DOMESTIC VIOLENCE LEAVE POLICY**

The Township of Maple Shade hereby adopts the Statewide Domestic Violence Policy for Public Employers released by the New Jersey Civil Service Commission, which is applicable to all public employers pursuant to N.J.S.A. 11A:2-6a. Such policy requires that the Township of Maple Shade designate a Human Resources Officer ("HRO") to assist volunteers who are victims of domestic violence. The HRO must receive training on responding to and assisting volunteers who are domestic violence victims in accordance with the policy. Volunteers who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. The [Public

Entity] will develop a plan to identify, respond to, and correct performance issues that may be caused by a domestic violence incident.

The full policy is available for review in the [Public Entity's] Personnel, Policies and Procedures Manual.



## **AMERICANS WITH DISABILITIES ACT POLICY**

The Township is committed to complying with all relevant and applicable laws, including the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination. The Township will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known physical or mental disability. The Township will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that the accommodation does not impose undue hardship on the Township or if a direct threat of substantial harm to the health and safety of the employee or others would result.

An applicant or employee who requires an accommodation in order to perform the essential functions of the job he or she holds, or desires should contact the Township Manager and request such accommodation. The accommodation request can be written or oral and can be made by the employee or by someone else on the employee's behalf. The accommodation request should specify the accommodation the employee needs to perform the job. If the requested accommodation is reasonable and will not impose an undue hardship to the Township or a direct threat of substantial harm to the health and safety of the employee or others, the Township will make the accommodation in accordance with applicable law. The Township may propose an alternative to the requested accommodation or substitute one reasonable accommodation for another, but the Township retains the ultimate discretion to choose between reasonable accommodations.

Employees are expected to fully cooperate in the accommodation process, including making every effort to provide the Township with current medical information. Employees who do not meaningfully cooperate in the accommodation process will waive the right to accommodation. Any questions concerning proper assistance should be promptly directed to the Township Manager.





## **DRUG AND ALCOHOL POLICY**

The possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees and volunteers. To that end, the Township of Maple Shade has adopted a Drug and Alcohol-Free Workplace Policy and all volunteers are subject to the rules and regulations set forth in that policy. Specifically, the manufacturing, distribution, dispensing, and/or use of alcohol or unlawful drugs on the Township's premises, or during work hours, by volunteers is strictly prohibited.

Any volunteer who is observed by a supervisor or Department Head to be intoxicated or under the influence of alcohol and drugs during working hours, or is under reasonable suspicion of same, shall be immediately tested and is subject to discipline, up to and including termination. Volunteers who are required to maintain a Commercial Driver's License ("CDL") are subject to random drug testing as required by the federal government. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination.

As a condition of working in safety-sensitive volunteer positions, such as volunteer firefighters and first aid workers, all final applicants for such positions shall be subject to drug testing.

The full Drug and Alcohol-Free Workplace Policy and the CDL Drug and Alcohol Testing Policy are both available for review in the Township's Personnel, Policies and Procedures Manual.



## **ETHICS POLICY**

Township of Maple Shade conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

Township of Maple Shade is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers, and communities, and among Township personnel. The highest standards of ethical business conduct are required of Township officials and volunteers in performance of their responsibilities.

Officials and volunteers will not engage in conduct or activity that may raise questions as to the Township's honesty, impartiality or reputation or otherwise cause embarrassment to the Township. Officials and volunteers will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using public office or public position for private gain;
- Giving preferential treatment to any person or entity;

- Losing impartiality;
- Adversely affecting the confidence of the public in the integrity of Township of Maple Shade.

Every official and volunteer has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. Concerns should be directed to the Township Manager or the Township Manager office for review and investigation. Retaliation against officials and volunteers who use this reporting mechanism to raise genuine concerns will not be tolerated.



## **CONFLICT OF INTEREST STATEMENT**

Township of Maple Shade conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. Volunteers and elected and appointed officials must conduct business according to the highest ethical standards of public service.

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

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



## **SAFETY POLICY**

The Township will provide a safe and healthy work environment and shall comply with the *Public Employees Occupational Safety and Health Act* (PEOSHA). The Township is equally concerned about the safety of the public. Volunteers and appointed and elected officials are responsible for observing safety rules. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Township Manager office. Any on-the-job



accident or accident involving Township facilities, equipment or motor vehicles must also be immediately reported.

The Township has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems.



## **PUBLIC RECORDS**

Township of Maple Shade public officials at all levels must ensure that public records are protected from unauthorized alteration, defacement, transfer or destruction.

NJSA 47:3-16 defines a public record as: *“... any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound-recording or similar device, or any copy thereof which has been made or is required by law to be received for filing, indexing, or reproducing by any officer, commission, agency or authority of the State or of any political subdivision thereof, including subordinate boards thereof, or that has been received by any such officer, commission, agency or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.”*

Information that a public agency generates or receives in the transaction of its official duties is a public record. This is true regardless of the medium used to store the information – e.g., paper, microfilm, or digital copy, or in the case of digital copy and email, on the computer or hand-held device from which it is sent or received. E-mails regarding Township of Maple Shade business sent and received via personal e-mail addresses are still considered government records.

Not all public records are subject to access by the public (*the deciding factor is if the record serves to document the organization, functions, policies, decisions, procedures, operations or other activities*); but all public records must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record may be destroyed without prior consent of appropriate Township of Maple Shade officials, as well as the NJ Division of Revenue & Enterprises Systems, Records Management, even if the retention period for the record has expired. All record retention schedules and disposal requests must be processed through the NJ State Artemis System. Questions regarding this process should be directed to the Municipal Clerk.

*Note: So much of the township’s business dealings are done through e-mail, public officials and volunteers must read and understand the township’s policy specifically concerning the management of e-mail found in handbook section below. Although the IT Department routinely backs up its E-mail servers, each back-up is maintained only briefly for disaster recovery purposes and therefore cannot be regarded as a tool for meeting public records retention requirements with regard to e-mail.*



## **E-MAIL POLICY**

Access to the Internet may be provided to volunteers, contractors, vendors, elected and appointed officials for the benefit of Township of Maple Shade and its residents. All such Internet users have a responsibility to maintain and enhance the Township's public image and to use the Internet in a productive manner. To ensure that all Internet users are protecting the Township's public image, the following guidelines have been established for using the Internet.

### **Confidentiality, Privacy and Monitoring**

All Township computer systems, including e-mail and Internet connections, are the property of the Township. All documents, information and data created, stored and/or copied to the Township's computer system are the property of the Township and may not be copied or in any form transmitted to any third party other than in the ordinary course of business on behalf of the Township. Anyone using the Township's computer systems is cautioned that e-mail and Internet systems do not provide complete confidentiality and no Township Internet user has any right to privacy when they use Township systems. The Township has the right to access, monitor and disclose the contents of any file or electronic message composed, sent received or viewed on Township computer systems, including but not limited to breaches of security, violations of Township policy or other computer system or e-mail misuse.

***Each individual elected or appointed to any board, committee, or commission in Township of Maple Shade understands that the use of personal e-mail accounts to engage in Township business may result in those personal accounts being subject to the provisions of the Open Public Records Act (OPRA) and/or other statutes pertaining to access to government records.***

### **Acceptable Uses of the Internet**

Individuals accessing the Township's Internet systems are representing the Township. All communications should be for Township Business reasons. Users are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Databases may be accessed for information as needed for Township business. E-mail may be used for business contacts.

### **Unacceptable Uses of the Internet**

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Township business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Township network or the networks of other users.

### **E-Mail Communications**

All Township Internet users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message.

A generic signature of name, title, and contact number should be included in e-mail communications. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Township Internet users are prohibited from expressing personal opinions through use of the Township's Internet names and connections.

Notwithstanding the Township's right to read and retrieve any electronic mail messages, such messages should be treated as confidential and accessed only by the intended recipient. Users are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the Information Technology Director. Users should not attempt to gain access to another user's messages without the latter's permission. All computer passwords and login names must be submitted to the Information Technology Director. No codes may be used that are unknown to the Information Technology Director.

### **Instant Messaging**

All users of instant messaging in any form (web-based, application, mobile), on any Township owned equipment must have approval of the Town Council.

### **Work Product Ownership**

The Township retains legal ownership of the work product of all Elected Officials. Work product includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for Township of Maple Shade regardless of whether the intellectual property is actually used by the Township.

No work product created while an individual is elected to office in Township of Maple Shade can be claimed, construed, or presented as their property, even after their commission with the Township is terminated or the relevant project completed. If any individual requests use of a document created by them, the release of said document shall be with the written authorization of the Information Technology Director and Township Manager.

### **Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the Information Technology Director, or someone authorized to do so by the Information Technology Director.

### **Copyright Issues**

Copyrighted materials belonging to entities may not be transmitted on the Internet. One copy of the copyrighted material may be downloaded for personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in legal action by the copyright owner.

### **Security**

All messages created, sent or retrieved over the Internet are the property of Township of Maple Shade. The Township reserves the right to access and monitor all messages and files on the

computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Computer documents, including email, and instant messages are considered Township documents and may be disclosed under the Open Public Records Act (OPRA).

### **Harassment**

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual preference may be transmitted.

### **Violations**

Violations of any guidelines listed above will be presented to Township Manager officer or Township Manager. If necessary, the Township will advise appropriate legal officials of any illegal violations.



## **SYSTEMS, COMPUTER AND INTERNET POLICIES**

### **Systems Privacy, Including E-mail, Voicemail, Computer and Internet Usage**

Township of Maple Shade respects the individual privacy of its volunteers and officials; however, e-mail, voicemail, Internet, Township-issued cellular devices, and the computer network are for official business. All e-mail, voicemail, and internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act ("OPRA"), unless an exception applies.

E-mail messages created and transmitted on Township of Maple Shade computers or using Township of Maple Shade E-mail servers are the property of Township of Maple Shade. Township of Maple Shade reserves the right to monitor all e-mail transmitted via the Township's computer system. Volunteers and officials have no reasonable expectation of privacy when it comes to use of Township of Maple Shade's e-mail system.

Notwithstanding the Township's right to read and retrieve any electronic mail messages, such messages should be treated as confidential by other individuals and accessed only by the intended recipient. Volunteers and officials are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the Township Manager or Information Technology Director or his/her designee. Volunteers and officials should not attempt to gain access to other Township personnel's messages without the latter's permission.

All computer passwords and login names must be submitted to the Information Technology Director. No codes may be used that are unknown to the Information Technology Director.

Township of Maple Shade may monitor, inspect, copy, review, and store any files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored through the Township of Maple Shade's communications system.

By using Township e-mail, computer systems, voicemail and the Internet, each user agrees that the Township of Maple Shade has unrestricted access and the right to disclose all information communicated or stored on the e-mail, computer systems, cell phones, voicemail, and the Internet.

### **Care In Use of E-mail, Voicemail, Internet and Computer Network Systems**

Volunteers and officials must exercise a greater degree of caution in transmitting the Township's confidential information on the e-mail, voicemail, Internet and computer network systems than they take with other means of communicating information, because of the ease with which such information can be redistributed and the public access to such information through the Open Public Records Act. Volunteers and officials must take care to ensure all addressees are appropriate recipients of the information to be distributed via e-mail, voicemail, Internet, text message or other electronic forms of communication, especially when distributing information to a list of recipients.

Except in emergency situations or as part of their officially assigned or regular or permitted duties, volunteers and officials are prohibited from taking any photographs, pictures, digital images or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people, job related incident or occurrence, or Township data and information with any personal analog or digital device, camera, imaging device, audio recorder or cellular telephone.

This section also applies in off duty scenarios regarding any law enforcement and emergency response related activities. Any photographs, images or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, code guideline or directive concerning storage release and disposal. Volunteers and officials who have recorded any photographs, images or recordings with any personal device shall notify their supervisors as soon as practical. For the purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes.

Volunteers and officials are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incident or occurrence taken with a personal or agency analog or digital device, camera or cellular phone to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Township Manager or appropriate functional head.

### **Personal Use of E-mail and Internet Access**

Incidental and occasional personal use of e-mail and Internet access is subject to the same policies, procedures and legal considerations that apply to business-related e-mail and Internet use. Incidental and occasional personal use must be done on time such as during lunch or breaks. Such

personal use is permissible so long as the incremental cost is negligible, no Township business activity is preempted by the personal use, and no Township policies or laws are violated. Excessive personal use and personal use in violation of this policy can be grounds for discipline up to and including termination. Personal use of the Township's Internet access and e-mail constitutes the user's consent to the Township to monitor, read, and use in any way any message, record, or other information created by the personal use.

Since the contents of e-mail and voicemail may be accessed by the Township without prior notice to volunteers and officials, and since Township of Maple Shade can monitor volunteers' and officials' use of its computer network systems, they should not use any of the systems to transmit any messages they would not want to disclose to a third party.

Volunteers and officials who maintain personal web pages and web sites, including but not limited to Facebook, YouTube, Myspace, Twitter, etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Township if expressed or published using any other medium or in any other manner. The posting of words, phrases, photographs, images or any kind of information on a personal web site may be grounds for disciplinary action if the words, phrases, photographs, images or information adversely reflects on the volunteers and officials' fitness for duty or constitutes a violation of the policies of the Township. Moreover, volunteers and officials should not use these systems during the workday or their work hours for soliciting or advocating with others for commercial ventures, religious or personal causes, outside organizations or other similar, non-job-related solicitations.

### **Forbidden Content of E-mail, Voicemail, Internet and Computer Network Systems Communications**

Volunteers and officials may not use the e-mail, voicemail, Internet computer network systems, or Township-issued cell phones or any other Township-issued electronic devices in any way that may be seen as insulting, defamatory, obscene, harassing, disruptive, or offensive by other persons. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived sex, sexual orientation, gender, gender identity, transgender, race color, national origin, citizenship status, ancestry, age, marital status, medical condition, mental or physical disability, veteran status, religious or political beliefs, or any other characteristic protected by federal, state, or local law, ordinance or regulation.

### **Unauthorized Access**

Volunteers and officials are prohibited from the unauthorized use of the password(s) of other township personnel to gain access to another individual's messages in the e-mail, voicemail, Internet or computer network systems including but not limited to all secured access software that volunteers and officials may have access to.

### **Mobile Devices**

Volunteers and officials whose devices with mobile access to the Maple Shade.org mail server are subject to the following requirements to protect the security and integrity of Township data. This applies to personal devices and Township-issued devices.



The Township is authorized to monitor, filter and inspect Township information accessible via the device. The Information Technology Director has the authority to clear any device that has established a connection to the Maple Shade.org mail server. Volunteers and officials with remote access to the server release the Township from liability for the destruction and/or viewing of any personal information by the Information Technology staff when such action is taken on behalf of the Township's interests.

The Information Technology Director must be notified immediately in the event a device with remote access to the Maple Shade.org mail server is lost, stolen, or compromised. If a Township-issued phone is replaced, the original phone must be returned to the Information Technology Director.

Volunteers and officials must abide by the privacy, security and other relevant procedures and policies established herein for their mobile device access and usage. Volunteers and officials with Township-issued mobile devices must have approval of the Information Technology Director to load any applications onto the devices.

At termination, Township personnel must identify all devices for which a volunteer or official has access to the Maple Shade.org mail server. The Information Technology staff will remove such access. If necessary, this may include wiping the device clear of all applications.

### **Instant Messaging**

All users of instant messaging in any form (web-based, application, mobile), on any Township owned equipment must have approval of the Town Council.

Any personal use of the Internet and or the Township's computer system may not interfere with the conduct of the Township's business or interfere with a volunteer and officials' performance of their job duties.

Volunteers and officials who have Township issued mobile devices must follow the guidelines for communications as explained under Internet Code of Conduct, and Instant Messaging.

Misuse of Instant Messaging, the Township's computer system, and Township-issued mobile phones is grounds for disciplinary action up to and including termination of appointment or service.

### **Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done directly through the Information Technology Department, whether from the IT Director or an active employee within the IT Department, as authorized by the Director. All requests are to be submitted via E-mail to the IT Department. Use of personal e-mail software (e.g., Gmail, Yahoo, etc.) can also bring computer viruses into the system.

### **Copyright Issues**

Copyrighted materials belonging to entities may not be transmitted on the Internet. One copy of the copyrighted material may be downloaded for an individual's own personal use in research.

Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action or legal action by the copyright owner.

### **Work Product Ownership**

The Township retains legal ownership of the work product of all volunteers and officials working on Township work products. Work product includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for Township of Maple Shade regardless of whether the intellectual property is used by the Township. No work product created while an individual is appointed by Township of Maple Shade can be claimed, construed, or presented as their property, even after their appointment or service with the Township is terminated or the relevant project completed. If a volunteer or official requests use of a document created by them, the release of said document shall be with the written authorization of the Information Technology Director and Township Manager.

### **Security**

All messages created, sent, or retrieved over the Internet are the property of Township of Maple Shade. The Township reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

### **Policy Violations**

Violations of the Township policy of the use of e-mail, voicemail, Internet, complete network systems and Township-issued cell phone or any other Township-issued electronic device will subject the individual to discipline, up to and including termination or appointment or service.

If necessary, the Township will advise appropriate legal officials of any illegal violations.



## **PERSONAL BLOGGING AND SOCIAL NETWORKS POLICY**

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also create new responsibilities for those who engage in social networking. Volunteers and officials who choose to use or contribute to online media are not only impacting their personal image but may be potentially impacting the image of the Township. The purpose of this policy is to provide reasonable guidelines for online behavior for volunteers and officials of the Township.



## **General Rule**

When communicating in social media, volunteers and officials act at their own peril. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of employees or otherwise adversely affects clients, people who work on behalf of the Township or the Township's legitimate business interests may result in disciplinary action up to and including termination. Volunteers and officials must never engage in communication which injures the reputation of the Township or its clients or which discloses confidential information. Also, remember that the volunteers' and officials' own reputation is at risk – what is said or done, even if not otherwise connected to the Township, may be seen by others who will make judgments about the individual based upon what they place online. The volunteer's and official's positions in the Township could thus be impacted by their personal internet activities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including, but not limited to:

- Social networking or affinity web site such as, but not limited to, Facebook, Twitter, MySpace, LinkedIn, You-Tube, Instagram, Tik-Tok, Snapchat, etc.
- Websites, one's own or someone else's Web Log, and Blog Site(s) Journal or Diary, including Personal Websites or Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted
- Social bookmarks such as Digg and Delicious
- Web bulletin board or a chat room

All these activities on these sites are referred to as "Internet postings" in this Policy. This Internet Postings Policy applies, but is not limited, to all the Internet Postings on social media whether or not associated or affiliated with the Township, as well as any other form of electronic communication.

## **Know and follow the rules**

Carefully read these guidelines and ensure postings are consistent with this policy. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination of appointment or service by the Township.

If volunteers or officials are unsure about information disclosed in any posting, they should contact the Township Manager or Township Manager.

**Be respectful**

Always be fair and courteous to employees, clients, management, and people who work on behalf of the Township. Try to resolve work-related complaints by speaking directly with co-workers or management rather than by posting complaints to a social media outlet. If complaints or criticism are posted, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, clients, management or people who work on behalf of the Township, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or Township policy. Remember that harassment, bullying, discrimination and retaliation that would not be permissible in the workplace is not permissible between employees online, even if done after hours, from home and on home computers.

**Be honest and accurate**

Always be honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about employees, clients, the Township and employees of the Township, including members of management and the governing body.

**Post only appropriate and respectful content**

1. Maintain the confidentiality of the Township's private or confidential information and attorney-client privileged information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
2. Do not create a link from a blog, website or other social networking site to a Township website without identifying oneself as a spokesperson of the Township.
3. Express only personal opinions. No individual should represent themselves as a spokesperson for the Township unless they have been specifically authorized to do so. If the Township is a subject of the content being created, be clear and open about the fact that they are speaking as a volunteer or official and make it clear that the views do not represent those of the Township, the governing body or employees of the Township. If publishing a blog or post online related to the work one does or subjects associated with the Township, make it clear that you are not speaking on behalf of the Township or the governing body. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Township of Maple Shade."

Please be aware that the term "internet postings" is not limited to blog postings, it also includes comments, videos and images. When posting a point of view, an individual should neither claim nor imply they are speaking on behalf of Township behalf, unless they are authorized in writing by Township Manager to do so.

4. Do not represent any opinion or statement as the policy or view of the Township or of any individual in their capacity as an employee or otherwise on behalf of the Township.

5. Do not post any disparaging or defamatory statements about the Township, including members of management and the governing body, its product or services that are unrelated to specific terms and conditions of appointment or service.
6. Respect all copyright, privacy, fair use and other intellectual property laws. For the Township's protection as well as your own, it is critical that all show respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Township's own copyrights and trademarks.

**Do not use the Township's logos or trademarks in postings without express permission from the Township.**

7. Avoid harming the image and integrity of the Township by posting content that would be considered harassment, bullying, discrimination or retaliation and would not be deemed permissible if said and/or done in the workplace. Internet postings should not violate any other applicable Township policy, including, but not limited to, the following: Anti-Harassment Policy, Non-Discrimination and Equal Employment Opportunity Policy, and E-Mail and Internet Code of Conduct Policy.
8. Ensure that any posts comply with the FTC "endorsement" guidelines.
9. If a member of the news media or blogger contacts a volunteer or official about an Internet posting that concerns Township's business, immediately bring this to the attention of the Township Manager. Also, please be respectful when responding to negative posts.

Volunteers and officials agree that the Township shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any Internet postings.

**Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by their supervisor or the individual in charge of their work for the Township. Do not use a Township email address to register on social networks, blogs or other online tools utilized for personal use.

Volunteers or officials may, as part of their job responsibilities, be required to use social media for public relations, recruitment, Township communications or other business purposes. The Township owns all social media accounts used on behalf of the Township or otherwise for business purposes, including all log-in information, passwords and content associated with each account, such as followers and contacts. The Township owns all such information and content, regardless of the individual that opens the account or uses it and will retain all such information and content regardless of separation of any service or appointment with the Township.

If a volunteer's job duties require that they to speak on behalf of the Township in a social media environment, they must still seek approval for such communication from their supervisor, who may require them to receive training before they do so and impose certain requirements and restrictions regarding their activities. Likewise, if a volunteer or official is contacted for comment about the Township for publication, including in any social media outlet, the inquiry should be directed to the Township Manager and the individual should not respond without approval of the content and response.

The Township may request, in its sole and absolute discretion, that a volunteer or official temporarily or permanently confine their website, web log or other commentary to topics unrelated to the Township if it believes this is necessary or advisable to ensure compliance with laws or regulations.

Failure to comply may lead to discipline up to and including termination of appointment or service, and if appropriate, the Township will pursue all available legal remedies.

### **Retaliation is prohibited**

The Township prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.



### **SMOKING POLICY**

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Township has adopted a smoke-free policy for all buildings. Township facilities, vehicles, buildings and grounds shall be smoke-free and no one will be permitted to use electronic cigarettes, smoke or chew any tobacco products anywhere in Township buildings or Township vehicles.

This policy shall be strictly enforced. As with any policy, elected and appointed officials and volunteers are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind elected or appointed officials or volunteers of their responsibilities in complying with this policy.



### **ELECTRONIC RECORDING POLICY**

The Township hereby directs as policy that no electronic recording, whether audio or video recording, of Township Departmental meetings shall occur without the permission of the Township Manager and the organizational head conducting the meeting.

Any official or volunteer who violates this policy will be subject to discipline, up to an including termination of appointment or service.



## **FIRST RESPONDER PHOTOGRAPHY PROHIBITION**

In accordance with New Jersey law, a first responder shall not disclose any photograph, film, videotape, record, or other reproduction of the image of a person being provided medical care or other assistance at the scene of a motor vehicle accident or other emergency situation without the prior written consent of the person, or the person's next-of-kin if the person cannot provide consent, unless that disclosure was for a legitimate law enforcement, public safety, health care, or insurance purpose or pursuant to a court order.

Any official or volunteer who violates this policy will be subject to discipline, up to and including termination of appointment or service.



## **DRIVER'S LICENSE POLICY**

Any employee/volunteer whose work requires the operation of Township of Maple Shade vehicles must hold a valid Driver's License.

All employees/volunteers who will be assigned work entailing the operation of a Township of Maple Shade vehicle will be required to submit to an annual review of Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment/association with the Township.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Township Manager. Any employee/volunteer who does not hold a valid driver's license will not be allowed to operate a Township of Maple Shade vehicle until such time as a valid license is obtained. Any employee/volunteer performing work that requires the operation of a Township of Maple Shade vehicle must notify their immediate Supervisor/Township Manager in those cases where a license is expired, suspended, or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee/volunteer who fails to immediately report such revocation or suspension to their Supervisor/Township Manager and continues to operate a Township of Maple Shade vehicle shall be subject to discipline, up to and including termination of appointment or service.

Individuals working/volunteering for the Township are required to report all vehicular accidents and any serious moving violations including, but not limited to those listed below (whether incurred on the job or not) to their supervisor and/or Township Manager within forty-eight (48) hours of the accident or receipt of the violation notice. Failure to report accidents and/or moving violations will result in disciplinary action.

- Driving while intoxicated

- Driving under the influence of drugs
- Negligent homicide arising out of the use of a motor vehicle
- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without owner's authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest
- Hit and run driving

A finding of guilty by a court of competent jurisdiction of any of these offenses will result in the immediate suspension of driving privileges for the Township for a period of six (6) months. A Volunteer, Appointed or Elected Official that fails to report when their license has expired, been suspended or revoked or other serious violation will be subject to disciplinary action, including demotion or termination from their position. Driving privileges apply to the authorized use of Township vehicles owned, leased, or controlled by Township of Maple Shade or an individual's use of a personal vehicle while conducting business on behalf of the Township.

Following a finding of guilty by a court of competent jurisdiction of any one of the offenses identified above, progressive discipline will be instituted beginning with a six-month suspension of Township driving privileges/responsibilities. Additional offenses in violation of this policy will result in additional and more significant penalties at the discretion of the Township up to and including termination.

Individuals who are in driving positions on behalf of Township of Maple Shade will be automatically terminated upon receipt of a third serious moving violation within a three-year period.

Prior to reinstatement of driving privileges, a confidential motor vehicle record check will be completed.

In addition, an employee/volunteer who has been arrested and/or charged with an offense of either driving while under the influence of drugs or alcohol or refusal to take a breathalyzer must notify the immediate Supervisor/Township Manager immediately upon reporting to Township work. An employee/volunteer who fails to report such an instance is subject to disciplinary action, including demotion or termination.

Any information obtained by Township of Maple Shade in accordance with this section shall be used by Township of Maple Shade only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C.2 2721 et seq.).



## **Conferences, Education, Meetings, Seminars**

All newly elected Town Council members shall be required to attend, at a minimum three (3) educational conferences, seminars, or meetings to be completed no later than June 30th of the year their term begins. The conferences, seminars or meetings should at a minimum address the following:

- Ethics
- Municipal Finance
- Newly Elected Officials Training

Township of Maple Shade shall be responsible for the cost or reimbursement of such program. Newly Elected Officials should discuss the classes available with either the Township Clerk or Township Manager and request to be registered on the first available date.

Newly appointed board members shall confer with the appropriate department head of their board to find what classes or seminars may be available and register to attend as well.

Town Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month, except for November and December when the schedule is adjusted for the holidays. Elected officials are expected to attend both. If an elected official cannot attend for any reason, notification should be made at least 48 hours in advance of the meeting, except for emergencies. The first meeting of each month is a Business Meeting and is televised on local cable channels and broadcasted live through our Livestream online video account. Officials should attend these meeting in business appropriate attire.

On occasion, elected, appointed and/or volunteers may be provided clothing that includes the township logo. If an individual chooses to wear the clothing outside of normal working duties, then the individual will be representing the municipality regardless of if the event is official in nature or not. Any actions, comments or behaviors that are unbecoming of an elected, appointed or volunteer while wearing clothing that represents the municipality, may be subject to discipline.





## RECEIPT OF HANDBOOK

I acknowledge that the Township of Maple Shade Handbook for Elected Officials, Appointed Officials and Volunteers is posted on [www.mapleshade.com](http://www.mapleshade.com) under the Township Manager Department tab or that I may request a copy of it. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Township Manager.

I understand that the purpose of this Handbook is to inform me about the Township's current policies and procedures, and that nothing in this Handbook constitutes a contract. I further understand that this Handbook is meant as a guideline only and does not create a binding contract with Township of Maple Shade for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without prior notice to me.

I understand that as an Elected Official, Appointed Official and/or Volunteer, I am representing the Township. I understand that I am bound by the policies and practices herein established and that my appointment or volunteer service may be terminated for failure to follow the policies and practices set forth herein.

Please sign and date this receipt and return it to the Township Manager's Office, Township Clerk or appropriate representative of your appointing body.

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

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

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Board/Committee/Volunteer Organization: \_\_\_\_\_