

## **Cascade Township Personnel Policy**

***NOTE: Joint Powers Board employees are governed by the Rochester Cascade Townships Joint Powers Board Personnel Policy.***

### **Personnel Policy**

It is the policy of Cascade Township to hire sufficient personnel with the necessary skills to support the township's mission. Every employee's job is essential to achieving the township's mission.

The following policies set forth the general administrative policies of Cascade Township. They apply to all employees and are intended to show the utmost respect to the individual employee and provide excellent service to our constituency while maintaining the highest standards for the safety of our employees and the general public.

No provision in these policies is intended to create a contract between Cascade Township and any employee or to limit the rights of Cascade Township and its employees to terminate the employment relationship at any time.

### **Equal Employment Opportunity**

Cascade Township will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. Cascade Township will make reasonable accommodations for qualified individuals with known disabilities and religious preference, unless doing so would result in an undue hardship. Specifically, Cascade Township will provide equal employment and advancement opportunity on the basis of merit within the context of the township's unique environment, and without regard to legally protected status, except where there is a bona fide occupational qualification.

### **Trial Work Period**

An employee's first 90 calendar days of employment with Cascade Township are considered to be a trial work period. During this time the employee will be evaluated to determine if they should be retained as a regular employee. Completion of this trial period does not imply or guarantee employment for any defined period of time. Cascade Township is an "employment at will" employer, meaning employment can be terminated at any time for any reason by either party.

### **Resignation/Termination**

Employment with Cascade Township is based on mutual consent; both the employee and the Township have the right to terminate employment at will. Employees will receive their final paycheck in accordance with applicable state law. We do request that an exit interview occur before the final day of employment. Suggestions, complaints and questions can also be voiced at this time.

### **Performance Review**

The primary objective of a performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective there needs to be open and ongoing communication between supervisors and staff members. In general, our goals are to

conduct a performance review of each new employee during the third month of employment, after one year of service, and once per year thereafter. The report of this review shall be shared with the employee who will be asked to sign the form signifying their awareness of the review process. A copy of the report will be given to the employee and a copy will be placed in the employee's personnel file. This information may be used for determining future wage adjustments.

### **Board Designated Injury on the Job Protocol**

Any employee who experiences a work-related injury should first be seen through the Occupational Medicine Department of the Olmsted Medical Center or closest emergency service. During evenings, weekends, and holidays, employees should first go to emergency receiving at the Olmsted Community Hospital or St. Mary's.

If a work-related injury occurs:

- 1.) Contact Designated Medical Provider (Olmsted Medical Center) – Make an Appointment (if there is time) or in the case of an emergency, go directly to the Occupational Medicine section at the Olmsted Medical Center. Staff Doctors are the designated physicians who will evaluate the injury.
  - a. On weekends, holidays, or evenings, go to the emergency room at Olmsted Medical Center.
  - b. Identify yourself and state that you are an employee of Cascade/Rochester Townships.
  - c. Describe your injury and what happened to the physician.
  - d. You will receive a "Medical Report." This report must be provided to your supervisor as soon as possible.
- 2.) First Report of Injury – A First Report of Injury Form must be completed and submitted to the Township Clerk within **24** hours.

### **Grievances**

Dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. We believe if an employee has a grievance concerning his/her compensation, hours of work, or other terms or conditions of employment, the matter should receive consideration of all concerned.

An employee who feels aggrieved is urged to take the matter up immediately with his/her supervisor. All management personnel are required to investigate or assist in the investigation of any grievance presented to them. This investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing company policy and any other action necessary to become familiar with the situation.

If an employee is not satisfied with the response/decision they are encouraged to go to the Cascade Township Board of Supervisors, both orally and in writing. It is the policy of this township to respond to any reasonable complaint and take the necessary actions to settle the issue.

### **Drug and Alcohol Policy**

All employees are forbidden to use illegal drugs or misuse legal drugs, including alcohol at any time during the workday or anywhere on Cascade Township property. Employees who are under the influence of alcohol or drugs on the job will be subject to discipline up to and including termination.

Any transaction or sale of illegal drugs during work time or on Cascade Township's property will be treated as gross misconduct and punishable by immediate discharge for the first offense. Any employee who is arrested for selling drugs will be discharged if convicted of a criminal offense.

### **Disciplinary Guidelines**

Violation of any rule of conduct, policy, procedure or any provision of this manual, or for any other employee misconduct or inefficiency is subject to disciplinary action. These actions are considered guidelines and the employee's previous work performance record will be considered when deciding the appropriate action. The most severe form of disciplinary action is termination of employment. Discipline can also be a verbal or written warning and/or suspension (with or without pay). Cascade Township reserves the right to vary or depart from these guidelines at its discretion.

### **Sexual Harassment/Offensive Behavior**

It is the policy of Cascade Township to forbid any practice that may constitute sexual harassment, or that could create an offensive work environment. As a business that serves the public, we will not tolerate any behaviors, actions, publications, posters, or language that is found to be offensive to any employee, citizen, or visitor. This policy not only includes Cascade Township's employees; it also encompasses any vendors and Joint Powers Board employees. Employees are encouraged to inform the perpetrator that they do not appreciate and/or are offended by their behavior and to stop.

Offensive Conduct/Behavior may include insulting or hostile actions toward an individual because of his/her race, color, religion, national origin, age, disability, creed, marital status, status with regard to public assistance or sexual preference. Harassment on the basis of sex is a violation of the law. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature is considered harassment when:

1. Submission to such conduct is a condition of employment,
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual, or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of actions that may create an unacceptable environment might include: descriptive names or titles, slurs, stereotyping, jokes or threatening, intimidating, or hostile acts, written or pictorial material and acts/language that is offensive/harassing and other actions found to be inappropriate by the management of Cascade Township.

Employees who have complaints must report these complaints immediately to their supervisor or to a Township supervisor. A "reasonable person" standard will be applied when investigating complaints. Cascade Townships will investigate all such complaints and take appropriate corrective action, which may include reprimand, reassignment, demotion, suspension, or discharge.

These policies will be reviewed annually by Cascade Township Board of Supervisors and updated as approved.