

**CREDIT RIVER TOWNSHIP
EMPLOYEE PERSONNEL POLICY
ADOPTED APRIL 27, 2011**

Policy 2011 - 01

I. Purpose of Policy.

It is the purpose of this policy to establish a uniform and equitable system of personnel and administration for employees and management of the Township. The foregoing policies are unilaterally created and implemented by the Township and are intended to serve only as guides for employment. This policy is **NOT** an employment contract but is intended solely to give eligible employees a short description of the working conditions at the Township. All Township employees shall be deemed at will employees. Personnel policies are applied at the discretion of the Township Board and may be withdrawn, applied, or amended at any time. This document is not intended to in any way supersede or replace any applicable State or Federal laws.

II. Personnel Covered.

A. Personnel Covered.

Except as otherwise specifically provided, this policy applies to all employees. Part time employees working less than 10 hours per week are ineligible to receive benefits except those legally required, with the exception of management positions, which are negotiated separately.

Full time employees	40 hours per week and 12 months per year
Permanent part time employees	Minimum of 10 hours per week but less than 40 hours per week and 12 months per year
Seasonal employees	no set hours no benefits

The following are not covered under this policy:

1. All elected officials;
2. Township Consultants;
3. Members of Township Boards, Commissions and Committees;
4. Other volunteer personnel;

5. Emergency employees;
6. Other employees not regularly employed in permanent positions, not including seasonal employees.

B. Provisions Superseded in Certain Cases.

Any employee included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act, Minnesota Statutes Sec. 179A.01 to 179A.25, shall be exempt from any provision to this part, which is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board or civil service commission established under Minnesota Statutes Chapters 44, 419 or 420 is exempt from any provision of this part, which is inconsistent with such statute or rules and regulation adopted hereto. Nothing in this part is intended to modify or supersede any provision of the Veteran's Preference Act, Minnesota Statutes Sections 197.455, 197.46 and 43A.11.

III. Appointments.

A. Appointment Standards.

Every appointment to municipal service shall be made by the Township Board on the basis of merit and fitness for the position. When required by law or by the Board, merit and fitness shall be ascertained by written, oral or other examinations designed to evaluate the ability of the candidate to discharge the position for which the examination is held. Results of any examination will be kept in their personnel files.

B. Criminal Check.

Anyone to be employed at the Township must undergo a Criminal Background Check before being hired. The Town Board Chairman will review the check and will bring any concerns to the Town Board, at which point the Town Board will review the check to determine whether the person is qualified for employment at the Township.

C. Motor Vehicle Record/Driver's License Check.

Anyone to be employed at the Township who will be driving Township vehicles or equipment or who will be driving personal vehicles for Township business must undergo a Motor Vehicle Record/Driver's License Check before being hired. The Town Board Chairman will review the check and will bring any concerns to the Town Board, at which point the Town Board will review the check to determine whether the person is qualified for employment at the Township.

Once employed, every employee at the Township who drives Township vehicles or equipment or who drives personal vehicles for Township business will be subject to annual Motor Vehicle Record/Driver's License Checks. The Town Board Chairman will review the annual Motor Vehicle Record/Driver's License Check, and will bring any concerns to the Town Board, at which point the Town Board may take appropriate action.

D. Drug Tests and Physical.

Anyone to be employed at the Township must undergo a physical and drug/alcohol test. The physical and drug/alcohol test must be performed by a Township approved physician. The Town

Board Chairman will review the physical and drug/alcohol tests and will bring any concerns to the Town Board, at which point the Town Board will review the check to determine whether the person is qualified for employment at the Township.

Once employed, any Township employee shall be subject to drug/alcohol tests, either randomly or due to reasonable suspicion. The Town Board Chairman will review the results of the drug/alcohol tests and bring any concerns to the Town Board, at which point the Town Board may take appropriate action.

Any employee who is: involved in an accident while at work for the Township; involved in an accident while on Township property; or involved in an accident that involves the use of Township vehicles or equipment may be required by the Town Board to submit to a drug test following the accident. The Town Board Chairman will review the results of any such drug tests and will bring any concerns to the Town Board, at which point the Town Board may take appropriate action.

E. Automobile Insurance.

Any Township employee who uses a personal vehicle for Township business must annually submit proof of insurance to the Town Board. If such proof is not submitted the employee may be prohibited from using a personal vehicle while doing Township business. If the employee's job requires the use of a personal vehicle and the employee fails to annually submit proof of insurance, the Town Board may, at its discretion, terminate the employee for inability to perform the necessary job.

F. Waiver.

The Town Board reserves the right to waive any of these requirements that it deems do not apply to a certain position with the Township.

IV. Probationary Period.

A. Purpose.

The probationary period is an integral part of the selection process-and shall be utilized for observing the employee's work. Performance, skills, and ability demonstrated during the probationary period shall be evaluated by the Town Board to recommend or deny regular employment.

B. Duration.

Every original appointment and every promotional appointment is subject to a probationary period of ninety days from the date of appointment. The probationary period may be extended in certain circumstances to enable further observation of the employee's ability to perform the duties of the position.

C. Termination.

The Town Board may terminate a probationary employee at any time during the probationary period, if in the Town Board's opinion the employee is unable or unwilling to perform the duties of the position satisfactorily or that his/her habits and dependability do not merit continuance in

the position. The employee so terminated shall be notified in writing of the reasons for the termination and shall not have the right to appeal unless he/she is a veteran, in which case the procedure prescribed in Minnesota Statutes Section 197.46 shall be followed.

D. Performance Evaluation.

The Town Board shall prepare a performance evaluation report two weeks prior to completion of the probationary period, and on an annual basis thereafter. Each report shall be reviewed with the employee. Any failure to undertake the requirements of this paragraph shall not invalidate the probationary period.

E. Completion.

Following the probationary period the employee will be reviewed and a pay increase may be considered. (see Section VII (G))

V. Outside Employment.

Employees may hold outside jobs as long as they meet the performance standards of their job with the Township.

If the Township determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Township as they are modified from time to time, the employee may be told in writing to terminate the outside employment if they wish to remain with the Township.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Township organization for materials produced or services rendered while performing their jobs.

VI. Work Hours.

Work schedules for personnel shall be established by the Town Board. The regular work week for employees will be 40 hours Monday through Friday, except as otherwise established by the Township. The Town Board retains the right to schedule work times, duties and locations as necessary. Any days taken as Vacation Days or Sick Days are considered days that were worked for purposes of this policy. Any other days off, paid or un-paid, and any compensatory time taken are not considered worked for purposes of this policy.

VII. Compensation.

A. Amount.

The wage/salary or benefits established by the Town Board is the total compensation for employment, but does not include reimbursement for official travel or other expenses which may be allowed for the conduct of official business. The Town Board reserves the right to withhold a salary increase in individual cases when it can be shown that a demonstrable deficiency in the performance of an individual employee necessitates such action.

B. Other Compensation.

Employees shall be reimbursed for mileage at the Federally recognized rate for use of personal vehicles used in traveling to/from approved meetings, training, or other approved Township business. The employees will also be reimbursed for meetings or training registrations as well as meals and lodging as needed.

C. Temporary and Part-Time Employees.

Temporary and part time employees as defined in Section II are not entitled to sick leave or holidays with pay. The wages of seasonal and part time employees will be set by the Town Board.

D. Overtime.

All employees are considered non-exempt employees under the Fair Labor Standards Act (29 USCS 201-210.) All non-exempt employees will be paid at the rate of 1 1/2 times their regular rate of pay for any hours in excess of 40 hours worked per week. All overtime for non-exempt employees will be computed and distributed in accordance with the Fair Labor Standards Act. Employees may work overtime when it is determined necessary by the Town Board based on the particular situation at the time.

E. Compensatory Time.

Compensatory time off may be used by an employee in lieu of overtime pay. Leave time to be used shall be approved by the Town Board. Compensatory time taken shall not be considered as time worked.

For non-exempt employees, accrued compensatory time is to be earned at time and one half in accordance with the Fair Labor Standards Act. Hours accrued may not exceed 40 hours. If a non-exempt employee accrues more than 40 hours, those hours exceeding 40 hours shall be paid at time and one half at the time of the next payroll. Upon cessation of employment, any accrued compensatory time will be paid out at the employee's current rate of pay.

F. Pay Days.

Employees shall be paid for the hours worked the preceding month at the regular monthly Town Board meeting normally scheduled for the first Monday of the month.

G. Wage and Performance Reviews.

A wage increase may take place after the Performance Evaluation at the end of the employee's probation period. Future wage increases may take place following the annual Performance Reviews. All wage increases shall be determined by the Town Board. The increases may be based on performance, current cost of living, experience, attitude, ability and length of service.

Following the Performance Evaluation at the end of the probationary period, every employee will undergo an annual Performance Review. The reviews will be scheduled and conducted by the Town Board.

VIII. Vacation Leave with Pay.

A. Eligibility.

All permanent full time employees are entitled to paid vacation leave. The employee's most recent annual review shall be used as the anniversary date for determining the vacation leave accumulation level.

B. Length of Vacation Eligibility.

Employees will not earn or be allowed to take paid vacation until they have completed the first six months of employment. Once the ninety (90) days of employment has been completed, the employee will receive 10 hours vacation time for the next six months.

Once the employee has reached their one year anniversary date, they will receive vacation from the date of their one year anniversary to the next annual review date. The vacation earned will be pro-rata based on 40 hours earned per year.

At each following annual review date, once an employee has worked for the Township for over a year, employees will receive the following vacation hours:

COMPLETION OF:

First Year	40 hours
Second Year	80 hours
Third Year	80 hours
Fourth Year	80 hours
Fifth Year	80 hours
Sixth Year	88 hours
Seventh Year	96 hours
Eighth Year	104 hours
Ninth Year	112 hours
Tenth Year	120 hours
Eleventh Year	128 hours
Twelfth Year	136 hours
Thirteenth Year	144 hours
Fourteenth Year	152 hours
Fifteenth Year	160 hours
Sixteenth Year	168 hours
Seventeenth Year	176 hours
Eighteenth Year	184 hours
Nineteenth Year	192 hours
Twentieth Year	200 hours
Twenty First Year	208 hours
Twenty Second Year	216 hours
Twenty Third Year	224 hours
Twenty Fourth Year	232 hours
Twenty Fifth Year	240 hours

C. Accrual.

An employee may not carry over more than 120 hours of vacation beyond the employee's annual

review date.

D. When taken.

The Town Board is responsible for the leave schedule of Township employees. Leaves of one week or more shall be scheduled with no less than two weeks notice. Employees wishing to use vacation time are to submit a leave request in writing to the Town Board.

E. Cessation of Employment.

Upon leaving employment with the Township of Credit River unused vacation time that has been accrued up to the date of cessation shall be paid out at the employee's current rate of pay.

IX. Sick Leave.

A. Purpose.

Regular Sick leave may be granted to employees not on personal leave when the employee is unable to perform work duties due to illness or disability, which prevented the employee's attendance and performance of duties on that day or days.

B. Pro-rated.

All full time employees shall earn regular sick leave at the rate of eight hours leave per month; part time employees shall not be eligible to earn regular sick leave.

C. Accumulate.

Unused regular sick leave days may accumulate to a maximum credit of 480 hours of regular sick leave per employee. After an employee has accumulated 480 hours of regular sick leave, the employee will stop earning sick leave until the total hours have decreased below the 480 maximum.

D. Cessation of Employment

Upon cessation of employment one-third of an employee's accumulated sick time will be paid out to them directly.

E. Utilization.

Medical appointments shall be considered as eligible for utilization of accumulated sick leave. In the case of a sick child, the employee shall be allowed to use sick leave.

F. Approval.

To be eligible for sick leave with pay, employees shall contact the Town Board Chairman as soon as possible stating the reason for absence. The employees shall keep the Town Board Chairman informed as to their condition. Absence of more than three (3) days may require documentation from a medical professional.

G. Deduction.

Any Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

H. Accrual During Leave.

For the purpose of accumulation of additional vacation or sick leave, an employee using earned vacation or sick leave is considered to be working.

I. Bereavement Leave.

Full time employees shall be allowed up to three (3) days with pay may be taken in the case of serious illness or death in any employee's immediate family. Immediate family includes: spouse, children, grandchildren, parents, grandparents, siblings (including any step- or in-law in the preceding list.) Additional days may be allowed, but will be considered as unpaid leave. Accumulated sick leave, vacation, or compensatory time may be used for unpaid days.

Full time employees may be allowed one-half day off and may utilize sick leave, vacation, or compensatory time to attend the funeral of a friend or acquaintance other than a member of the employee's immediate family.

X. Military Leave.

Every employee to whom Minnesota Statutes Section 192.26 or 192.261 or U.S.C.A., Title 38, Section 2021 applies is entitled to all benefits afforded by those sections subject to the conditions therein prescribed

XI. Uncompensated Leave.

A. Family Care Leave.

As permitted by Federal law employees may take a leave for family care. The affected employee shall update the Town Board when possible.

1. **Written Application.** An employee requesting a family care leave of absence shall submit a written notice for such leave to administration. Whenever possible, the leave request shall be submitted 30 days prior to the commencement of the intended leave except in cases of emergency. Such notice shall include the date of the intended return. The intended return date shall not exceed Federal guidelines without approval of the Town Board.
2. **Reinstatement.** Upon signifying his/her intent to return to work at least two (2) weeks prior to the expiration of the family care leave, the employee shall be reinstated to his/her original or an equivalent job. It is understood that family care leave will be without pay or benefits unless otherwise determined by Federal law.

B. Leave Without Pay.

The Town Board may grant employees a leave of absence without pay for a period not to exceed thirty (30) days. Such leave may be extended to a maximum period of one (1) year upon further Town Board consideration for extraordinary circumstances. No benefits shall accrue or be

granted during a leave of absence with out pay.

XII. Jury or Witness Duty.

When an employee performs jury duty or is subpoenaed as a witness in court the employee is entitled to compensation from the Township equal to the difference between his/her regular pay and the amount received as a juror or witness.

XIII. Rest Periods.

A. Rest Periods.

Every regular employee when working under conditions where a break period is practical, shall be granted a 15 minute rest period for each four (4) hours worked. Rest periods should be scheduled so as not to interfere with work requirements. Rest periods can be taken at the end of the first four hours of the workday and at the beginning of the last four hours of the workday, thus creating a 1-hour lunch period for employees who wish to do so.

B. Lunch Rest Periods.

A lunch rest period not to exceed one half hour unless it used in conjunction with the two daily 15-minute rest periods for each shift of eight (8) consecutive hours will be allowed. The lunch period will not be paid and shall be taken as close to the middle of the shift as possible.

XIV. Holidays

The following calendar days and such other days as the Town Board may fix are paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the Friday after Thanksgiving in lieu of Columbus Day; and Christmas Day. All full time employees are entitled to paid time off for normal hours worked for the respective day of the work week the holiday falls on. The Township shall be closed for business on each such holiday.

Employees may be required to work on paid holidays when the nature of their duties or other conditions require. An employee required to work on a holiday shall receive time and one-half for hours worked.

When a holiday falls on Sunday, the following Monday is a paid holiday, and if any such Holiday falls on a Saturday, the preceding Friday is the holiday. When a recognized holiday falls on a day the employee has been excused with pay, they shall have the last day in the preceding or the first day of the following week as a replacement day for said holiday.

XV. Insurance Benefits.

Dental, medical, and life benefits coverage will be provided for regular full time employees. The Township will contribute an amount determined by the Town Board toward dental, medical, and

life premiums.

XVI. PERA.

All employees who meet the eligibility requirements shall participate in the Public Employees Retirement Association (PERA) as required under Minnesota Law.

XVII. Resignation.

For purposes of clarity Voluntary Resignation is the resignation of a satisfactory employee.

Any employee wishing to leave municipal service in good standing shall file with the Town Board Chairman at least fourteen (14) days before leaving, a written notice of voluntary resignation stating the effective date of resignation and the reason for leaving.

XVIII. Lay-Offs.

After at least two weeks notice to the employee, the Town Board may lay off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization. No permanent or probationary employee shall be laid off while there is a temporary employee serving in the same class of position for which the permanent or probationary employee is qualified, eligible, and available.

XIX. Grievance Policy.

A. Policy Statement.

It is the policy of the Township insofar as possible to prevent the occurrence of grievances and to deal promptly with those which occur. When any employee grievance comes to the attention of the Town Board, the Town Board Chairman or other designee of the Town Board shall discuss all relevant circumstances with the employee and their representative if he/she so desires, consider and examine the causes of the grievance, and attempt to resolve it to the extent authorized to do so.

B. Grievance Procedure.

Any Grievance arising in reference to this policy which cannot be resolved between the employee and the Town Board Chairman, must be taken in writing to the Town Board within thirty (30) calendar days of the aggrieved event.

The employee shall inform the Town Board Chairman that a review by the Town Board is desired, a review by the Town Board shall occur within thirty (30) days of such request. The employee shall be responsible to present in writing all the facts pertaining to the grievance. The Town Board shall have fourteen (14) days in which to respond to the employee after this procedure.

XX. Discipline.

A. In General.

The Township organizational mission is to professionally provide quality services. Professionalism includes action in a way that shows pride in one's work, projecting a positive image and maintaining integrity. Employees will be subject to discipline when they fail to fulfill their duties and responsibilities or violate this policy or established work rules. It is the policy of the Township to administer discipline fairly, without discrimination, and for just cause. To help assure this fairness, employees may use the grievance procedure set forth with respect to any disciplinary action believed to be unjust or disproportionate to the alleged offense.

B. Just Cause.

An adequate reason or "just cause" for a disciplinary action shall include, but not be limited to the following:

1. Incompetence or inefficiency in the performance of duties.
2. Negligence or carelessness in the performance of a duty, such as in the handling or control of municipal property, equipment, or funds.
3. Offensive or inappropriate conduct or language toward Township employees or other persons.
4. Violation of any provisions of this policy, personnel ordinances, order of the Town Board or any adopted Township administrative policy.
5. Failure to obey any lawful and reasonable direction given by the Town Board.
6. Acceptance of a fee, gift or other valuable item or benefit in the course of, or as the result of, the employee's work: this limitation is not intended to prohibit the acceptance of articles or courtesies of less than \$10.00 which are distributed generally. This prohibition is intended to prevent or discourage relationships.
7. Conviction of crime, which affects or relates to the performance of assigned duties.
8. Falsification of documents used to gain employment.
9. Failure to maintain necessary professional requirements of the position, including licenses.
10. Using, threatening or attempting to use political influence or other unethical pressure to influence a decision on a promotion, transfer, leave of absence,

increased compensation, other benefit, or any other matter in which the employee has an interest. Unethical pressure shall include, but not be limited to, gifts, special benefits, coercion, collusion, blackmail or other threats.

11. Absence from work without prior approval in accordance with this policy.
12. While at work for the Township of Credit River consuming or being under the influence of alcoholic beverages or controlled substances (other than one prescribed by a physician which does not impair the ability to perform assigned duties).
13. Habitual tardiness or abuse of sick leave privileges.
14. Theft of public property, pilferage, or unauthorized use of public property.
15. Discrimination or harassment of any Township employee or any other person based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age.
16. Engaging in a conflict of interest.
17. Making any false statement or material omission in any matter relating to the employee's duties or employment, including employment and promotion applications and work undertaken in the scope of employment.
18. Acting or failing to act in a manner otherwise specified that tends lower discipline or moral among Township employees, that brings or tends to bring discredit to the Township, its elected officials or employees.
19. Failure to report damage of Township or private property to a supervisor immediately upon occurrence. In the case of any motor vehicle crash the police must be notified and a report written.
20. Unauthorized use of Township vehicles, property or equipment for personal reasons.
21. Misuse of Township property, vehicles or equipment.

C. Disciplinary Action Steps.

Except for severe infractions, disciplinary action against any employee shall be progressive and follow the steps listed below in numerical order:

1. STEP 1: Oral reprimand.
2. STEP 2: Written reprimand. A written reprimand shall state that the employee is being warned for misconduct; describe the misconduct; describe

past actions taken by the supervisor to correct the problem; urge prompt correction or improvement by the employee; include timetables and goals for improvement when appropriate; and outline future penalties should the problem continue.

3. STEP 3: Suspension without pay. Prior to the suspension, the employee shall be notified in writing of the reason for suspension and its length. Upon the employee's return to work, they shall be given a written statement outlining further disciplinary actions should the misconduct continue.
4. STEP 4: Involuntary Demotion, Forced Transfer to a Comparable Position, Withholding of Salary Increase, Dismissal. The Town Board may dismiss any employee, with written notice for just cause.

D. Disciplinary Action Process.

All discipline will be initially handled by the Town Board as follows:

1. If the employee is on Step 1, oral reprimand, or Step 2, written reprimand, the Town Board Chairman shall enforce the appropriate discipline. At the next Town Board Meeting the Town Board Chairman will report on any discipline imposed as allowed by the Minnesota Data Practices Act.
2. If the employee is on Step 3, suspension, or Step 4, demotion, forced transfer, withholding of salary increase or dismissal, the Town Board Chairman will forward a report to the Town Board. The report shall include the alleged infraction, the suggested discipline, and the supervisor's recommendation for action. The Town Board shall hold a hearing on the possible discipline at which hearing the Town Board will review the report, hear from the employee and Town Board Chairman if they desire to speak, and make a final determination on discipline. The employee must be provided with written notice of: 1) the possible discipline and the reasons for the discipline; 2) that the employee may respond to the charges either orally or in writing; and 3) that he/she may appear personally before the Town Board at the hearing. Any such hearing shall be held in accordance with the Minnesota Data Practices Act and Minnesota Open Meeting Law.
3. The steps must be followed in numerical order, unless the Town Board Chairman believes that the infraction is serious enough to warrant more serious discipline than the current step would suggest. In such cases, the Town Board Chairman must forward a report to the Town Board. The report shall include the alleged infraction, the suggested discipline, the supervisor's recommendation for action, and an explanation of why a more serious step is warranted. The Town Board will review the report, hear from the employee and Town Board Chairman if they desire to speak, and make a final determination on discipline. The employee must be provided with written notice of: 1) the possible discipline and the reasons for the discipline; 2) that

the employee may respond to the charges either orally or in writing; 3) why the steps are not being followed in order; and 4) that he/she may appear personally before the Town Board at the hearing.

4. If the disciplinary action involves the removal of a veteran, the hearing shall be held in accordance with Minnesota Statutes Section 197.46.

XXI. Unlawful Acts

A. Falsification of Records.

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held or made under the Township Personnel System, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this ordinance.

B. Rendering of consideration.

No person seeking employment to or promotion in Credit River municipal service shall either directly or indirectly give, receive, or pay any money, service or other valuable consideration to any person, or on account of, or in connection with, any test, appointment, promotion, or proposed appointment or promotion.

C. Discrimination.

No person shall be employed, promoted, demoted, or discharged by the Township or in any way favored or discriminated against because of race, color, creed, national origin, religion, sex, marital status, status with regard to public assistance, membership or activity in a local commission, sexual orientation, age, or disability, or because of exercise of rights under provisions of the Public Employment Labor Relations Acts, Minnesota Statutes Section 179A.01 to 179A.25. No person shall be discriminated against with reference to Township employment in any way forbidden by federal or state law.

D. Harassment, Respectful Workplace

Purpose: The Township of Credit River's work force environment and all Township employees will be free from sexual harassment as well as any other harassment. All individuals will be treated with respect.

Policy: Harassment of employees is prohibited! This policy applies to all officials and employees of the Township of Credit River, whatever their capacity with the Township.

Sexual Harassment includes, but is not limited to: sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis

for an employment decision affecting that individual's employment.

3. Such conduct has a purpose or effect of substantially interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.

Behavior which may constitute sexual harassment includes, but is not limited to:

1. Verbal harassment (e.g. epithets, derogatory remarks, or slurs)
2. Physical harassment (e.g. touching, gestures, assault, impeding or blocking movement, or any physical interference with normal work or movement)
3. Visual forms of harassment such as posters, letters, poems, graffiti, cartoons, or drawings
4. Requests for sexual favors or unwelcome sexual advances.

Behavior which may constitute harassment contrary to a respectful workplace includes, but is not limited to, intentional conduct which the actor knows or has reason to know would cause the victim under the circumstance to feel frightened, threatened, oppressed, persecuted or intimidated and causes this reaction on the part of the victim.

Any employee who feels he or she is being subjected to harassment in any form, or who believes he or she has witnessed harassment in any form, must immediately contact the Town Board Chairman.

If allegations are made against any elected official they shall be brought to the Town Board through the Town Board Chairman or a member of the Town Board who is not the subject of said allegations. Only persons with a need to know of the allegation or its resolution will be made aware of the issue.

Any complaints which are made will be investigated in a timely fashion. All employees shall cooperate in any investigation of such a complaint. If the facts support the allegations, the perpetrator of the harassment in any form will be subject to disciplinary action.

Any employee found to have made a false complaint of any harassment or found to have given knowingly false information during an investigation of such a complaint will also be subject to disciplinary action.

Disciplinary action: Employees shall be subject to disciplinary action pursuant to Section XIX. The Township will administer disciplinary action uniformly and without discrimination. Disciplinary action may include action up to and including termination. Discipline will be based upon the nature and severity of the infraction and the conditions surrounding the incident.

E. Conflict of Interest.

The credibility of local government rests heavily upon the confidence citizens have in public employees to render fair and impartial services to all, without regard to personal interest and/or political influence. The delivery of public services to our citizens requires that Township employees scrupulously avoid any activity which suggests a conflict of interest between their private interest and Township responsibilities. Employees of the Township shall not engage or have financial interest in any business or other activity which is a conflict of interest with the employee's Township responsibilities.

F. Drug Free Workplace.

No employee of the Township of Credit River shall manufacture, distribute, dispense, possess, or use alcohol or a controlled substance in the work place. Medically prescribed items may be used if their use in no way prohibits the normal function of an employee's job. Violation of this provision may result in immediate termination of employment or other disciplinary action as determined by, and at the sole discretion of the Credit River Town Board.

XXII. Whistleblowers.

Pursuant to Minn. Stat. 181.932, the Township of Credit River will not discharge, discipline, threaten or otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because an employee, or person acting on behalf of an employee, in good faith, reports to the Township (or any other official) a violation or suspected violation of any federal or state law or rule adopted pursuant to law. No Township official or law enforcement official will disclose, or cause to disclose, the identity of any employee making a report or providing information under Whistleblower provision without the employee's consent unless the investigator determines that disclosure is necessary for prosecution. If the disclosure is necessary for prosecution, the employee will be informed prior to the disclosure.

XXIII. Officials Under Workers Compensation Act.

Pursuant to Minnesota Statutes Section 176.011, Subd. 9, clause 5, the Elected Officials of the Township and those Township Officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Workers Compensation Act.

XXIV. Exposure to Hazardous Substances.

Any employee routinely exposed to hazardous substances or harmful physical agents defined in the Minnesota Employee Right to Know Act of 1983 (Laws 1983, Ch. 316, Minnesota Statutes Section 182.65-182.675s updates) shall be trained before being assigned or reassigned work exposing him/her to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the work place, how the hazards are labeled, and where to obtain specific information. The Township Safety Coordinator shall provide for such training and for compliance with the Minnesota Employee Right to Know Act, including the establishment of specific policies to ensure compliance with state law and regulations. An employee acting in good faith has the right to refuse work under conditions which the employees reasonably believe presents imminent

danger of death or serious physical harm.

XXV. Employee Safety Program.

All Township of Credit River employees are required to comply with the Credit River Safety Program if adopted by the Town Board.

In the case of non-compliance, disciplinary will be enforced.

XXVI. Administration.

A. Other Personnel Rules.

The Town Board may establish such other administrative policies as may be necessary to properly administer municipal employment. Upon adoption of those policies, the Town Board shall advise employees of their content.

B. Administrative Personnel.

The Town Board may enter into a contractual agreement with a Township Administrator, which contains provisions different from this policy.

XXVII. Effective Date.

This Credit River Township Personnel Policy and its provisions shall be in full force and effect on April 27, 2011.