
CONDITIONS OF EMPLOYMENT

EMPLOYEE NEGOTIATIONS POLICY

All employee contracts approved by the Board of Directors shall expire on June 30 of the year agreed upon by both parties. On June 1 of the prior year (expiring contract year) the following shall take place:

- Two Operations Employees, One Clerical Staff employee and One employee representing Management shall be selected by their fellow employees to represent their groups and meet with the Personnel Committee of the Authority to commence the employee contract negotiations process. Each group will have their own contract therefore, the meetings shall be conducted separately. Under no circumstance can another department or Management personnel including but not limited to Superintendent and Deputy Executive Director, intercede or negotiate on behalf of another group.
- The Representatives shall meet with the employees no later than June 10th. After the initial meeting, a formal proposal will be prepared by the representatives. The Representatives shall contact the Personnel Committee in writing to submit the proposal and schedule the subsequent meeting. The meeting shall take place no later than July 31st. The Personnel Committee shall contact the Executive Director for any information needed to aid in salary negotiations.
- If the representatives do not receive a timely response from the Personnel Committee, the representatives shall notify the Executive Director in writing regarding the status. The Executive Director shall then contact the Personnel Committee members to schedule the meeting. If for any reason, the committee members fail to agree to a meeting, the Executive Director will notify the Chairman of the Board and consult the Solicitor.
- The entire negotiation process, including the presentation by the Personnel Committee to the remainder of the Board of Directors must be completed no later than December 31st.
- At the time of completion, the representatives shall submit in writing all information relating to the terms of the contract to the Executive Director. The terms of the new employee contracts shall be formally adopted no later than May 31st.
- Once the contracts have been fully executed, all employees will receive a copy.

Employees: Employees of the Monroe Municipal Utilities Authority

Representatives: The employees selected by their fellow co-workers to speak and act on behalf of the employees in salary negotiations.

Personnel Committee: The two Board members that have been appointed by the Chairman of the Board to be the members of the Authority Personnel Committee.

SAFETY POLICY

The Monroe Municipal Utilities Authority will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Monroe Municipal Utilities Authority is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Supervisor or Department Head. Any on-the-job accident or accident involving Monroe Municipal Utilities Authority facilities, equipment or motor vehicles must also be immediately reported to the Supervisor or Department Head.

The Monroe Municipal Utilities Authority has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

REPORTING OF ACCIDENTS

All employees involved in an accident must report the accident/incident immediately to the supervisor in charge. All accidents/incidents must be reported in writing within 24 hours by the department head of the respective department to the Human Resource Department. This includes any accident or incident involving any phase of insured liability, i.e. Automobile Fleet Insurance, Public Liability, or Workmen's Compensation Insurance. Any employee involved in an accident or incident involving an MUA vehicle or equipment must submit to a drug test within 24 hours of said occurrence.

As stated in the policy for injuries on the job, all Workmen's Compensation claims must be reported to the immediate supervisor immediately for the preparation of appropriate accident report forms.

All accidents involving motor vehicles or other equipment on which a liability claim can be lodged against the Authority must be reported immediately to their immediate supervisor by whatever means available and within 24 hours in writing, accompanied by the police report, if necessary or required. This information will be forwarded to the Executive Director immediately upon receipt for further necessary action.

1. It is the responsibility of the Department Head to notify all employees of their obligation to report any accident or incident where the liability of the Authority is at fault.
2. Any employee driving an Authority vehicle involved in an accident must not leave the scene until a police officer arrives to prepare a policy departmental record of the incident.
3. The Department Head will in turn transmit the policy report with departmental report to the Executive Director.
4. Any employee of the Authority involved in any accident or incident not involving an Authority vehicle must report same to their Immediate Supervisor as soon as possible and in no case more than 24 hours from the incident. This includes incidents and/or accidents involving automobile fleet insurance, public liability and workmen's compensation.
5. It is the responsibility of the Department Head to transmit the information and/or reports to the Executive Director within 24 hours of receipt of same, completely filled out. Forms or reports submitted with insufficient information will be returned to Department Heads for completion.
6. The appropriate department will coordinate filing with the insurance carrier.

JOB DESCRIPTION POLICY*

A job description including qualifications shall be maintained for each position (pursuant to New Jersey Department of Personnel guidelines if the position is subject to Civil Service). All job descriptions must be approved by the Executive Director. The Human Resource Department will make copies available upon request.

HOURS OF WORK*

The working hours of individuals employed by the Authority are determined by the governing body and in accordance with the requirements of each Department and provisions of any applicable collective negotiations agreement.

Normal working hours are an employee's scheduled work period as prescribed by the Authority by specifying the starting and ending time for each respective job assignment.

- Employees must be present and ready for work at the designated starting time for their operation.
- Employees must not leave work until the designated quitting time.
- Lunch hours are staggered where necessary and employees must return to work at the designated time.

The normal work week shall be Monday through Friday and shall consist of forty (40) hours per week. The employer reserves the right to establish other schedules in addition to those now existing, including any rate changes. If new schedule is not agreeable to employee, they shall comply with schedule but have the right to immediately file an appeal with personnel.

A particular meal time of one-half hour is allowed during these hours.

Time and one-half employee's regular rate of pay shall be paid for work under any of the following, but compensation shall not be paid for the same hours:

Daily – All work performed in excess of eight (8) hours in any work day shall be considered overtime.

Weekly – All work performed in excess of forty (40) hours shall be considered overtime.

Unexcused Absence: Unexcused absence shall include:

- Failing to report to, arriving late to or leaving early from an assignment without the approval of a supervisor.
- Absent without leave or failing to report to work without proper notification (defined as one (1) hour as well as expressed authorization (no call/no show).
- Failure to timely call-out sick before the start of a shift. Employees are required to call-out at least one (1) hour in advance of their scheduled shift or as soon as reasonably practicable, unless not possible due to unforeseeable or emergent circumstances.

Absent Without Leave (AWOL): Any employee who fails to report to work as scheduled without prior management approval will be considered absent without leave (AWOL). No employee will be granted leave time not yet accrued without the prior approval of the Executive Director or his/her management

designee. Being absent for work without authorization for three (3) consecutive days may be cause for dismissal.

Excessive Unexcused Absenteeism: Employees may be subject to disciplinary action, up to and including termination, for excessive unexcused absenteeism as defined and within accordance of all applicable State and Federal Law.

JOB PERFORMANCE EVALUATIONS*

The Department Head will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form. After completing the evaluation, the Supervisor or Department Head will review the results with the employee and return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the form(s) are to be forwarded to the Human Resource Department for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director or the Human Resource Manager.

RESIGNATION POLICY*

An employee who intends to resign must notify the Department Head in writing at least two weeks in advance (defined as “Proper Notice”). After giving notice of resignation, employees are expected to assist their Supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. **During the last two weeks, the employee may not use paid time off except paid holidays.** The Human Resource Manager will prepare an employee action form showing any pay or other money owed to the employee. As practicable, The Human Resource Manager will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee’s home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the employee identification card, MMUA badge, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

All employees who intend to resign from the Authority, as well as all employees about to be discharged, must satisfy their outstanding obligations to the Authority prior to final separation. This is accomplished through the exit interview with the Human Resource Manager.

Employee

1. Inform your immediate supervisor that you are terminating your employment and give termination date at least two weeks in advance of actual termination.
 - A. If an employee resigns without giving required 14 days written notice, said employee shall be held as having resigned not in good standing.
2. Return all department property such as identification card, safety equipment, badges, keys, tools, handbooks such as, employee manual, safety manual, etc. on or before last day of work. Also return all pertinent health benefit cards to the Human Resource Department at the time of the exit interview.
 - A. Failure to return all Authority property will result in your final paycheck being withheld.

Supervisor

1. Advise the Executive Director and Superintendent after receiving notification that an employee intends to resign and arrange an exit interview to determine remaining employee’s eligible unused benefits.

Human Resource Department

1. Calculate any remaining fringe benefits division and inform employee and Executive Director of remaining benefits.

2. Schedule & Organize the Exit Interview.

If employee has failed to return all Departmental Property:

Supervisor

1. If an employee has failed to return all Departmental Property and upon notice to the employee, we will advise the employee that his final paycheck will be withheld until he returns or pays for all departmental property.
2. If the Authority departmental property has been lost, request immediate supervisor to ascertain the cost of the item(s) by contacting the purchasing agent or other appropriate person(s).
3. After the cost of the item(s) has been determined, the employee will be notified of the amount due and payment will be presented to the supervisor who will in turn submit the payment made to the department of finance, comptroller's office, either in person or by mail, certain that all necessary information is provided for proper identification and credit.
4. Notify the Human Resource Department that the matter has been resolved.

Personnel

1. Human Resource is to notify payroll office to release final paycheck.

Note: The employee is responsible for appearing for his appointment for his exit interview, as all appropriate documents must be signed before clearance of final paycheck.

RETIREMENT POLICY

Purpose

To assist employees if they so desire in arranging their retirement and to make certain that all employees understand the benefits to which they are so entitled.

Authority

N.J.S.A. Title 43

Responsibility

The Human Resource Manager shall have the responsibility to counsel and arrange for an employee's retirement.

The immediate supervisor shall be responsible for advising the employee to contact the Human Resource Manager for retirement assistance.

Procedure

The following action should be taken by the immediate supervisor:

1. Notify employees to contact the Human Resource Department when:

They want to request a "quotation" of their retirement benefits from their pension program. It will take approximately three to four months to obtain this information. Retirement benefits cannot be paid until an employee has chosen the option outlined in their proposal estimate. Retirement benefits are not normally paid until 30 to 60 days after the choice of said option.

2. Arrange with the employee for a pre-retirement counselling session immediately upon receiving notification of employee's intention to retire.
3. Assist the employee in terminating his or her affairs in the department.
4. Arrange for the final exit interview.

Health Benefits/PERS

(Public Employees Retirement System)

The Monroe Municipal Utilities Authority has previously adopted the provisions of Chapter 88, public laws that permit local public employers to pay the premium charges for eligible pensioners covered by the New Jersey State Health Benefits Program. This is an extension of the following benefits:

Health Insurance

- Dental
- State Health Benefits Plan/Prescription
- Eye Glass Plan
- Life Insurance

The employer agrees to provide retirement benefits (PERS) in accordance with applicable New Jersey Statutes.

PERSONNEL RECORDS*

The official personnel file for each employee shall be maintained by the Human Resource Department. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Monroe MUA premises in the presence of the Human Resource Manager or a designated Supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Monroe Municipal Utilities Authority may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Monroe Municipal Utilities Authority endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Monroe Municipal Utilities Authority will release information contained in personnel or medical records to persons outside the Monroe Municipal Utilities Authority. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Monroe Municipal Utilities Authority's compliance with applicable law;
- To the Monroe Municipal Utilities Authority agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Monroe Municipal Utilities Authority are parties;
- In a worker's compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

*Personnel files are the property of the Monroe MUA.

APPEARANCE POLICY*

Clothing, grooming, personal hygiene, and general appearance are expected to be appropriate for a professional business environment. Each employee must maintain a neat, clean appearance and avoid extremes that could have a negative impact on the business.

The Executive Director and/or Superintendent have the right to set standards of dress for their employees, dependent upon the nature of job responsibilities. Employees are expected to be mindful of how their appearance affects the public image of the Authority, workplace safety, and the comfort and productivity of their colleagues.

The Authority will furnish appropriate uniforms to Operations employees. Operations employees must wear the uniforms supplied by the Authority at all times. **Employees who are issued company uniforms are required to wear clothing that clearly identifies them as Monroe MUA employees. Plain, unbranded Carhartt apparel may be worn as supplemental items only. Plaid shirts are not permitted.** All other employees are required to dress in a manner consistent with what is acceptable in similar business settings.

The following attire is **not permitted**:

- Suggestive or revealing clothing- (ex: spaghetti straps, strapless, crop tops)
- Flip-flops .
- Sneakers (except on designated days)
- T-shirts (unless Authority-issued or approved)
- Hats or head coverings not worn for religious or medical reasons
- Shorts
- Athletic clothing
- Ripped or torn clothing of any kind
- Leggings may be worn in the workplace only when paired with a long cardigan, dress, tunic, or jacket that fully covers the backside. Clothing that does not provide sufficient coverage is not considered appropriate business attire.

Hair, sideburns, mustaches, and beards must be clean, combed, and neatly trimmed. Unkempt or shaggy hairstyles are not permissible, regardless of length.

Relaxed Dress Days

Management reserves the right to designate specific days as **Relaxed Dress Days**. On these days, employees may wear more casual clothes such as jeans, Authority-logo T-shirts, and sneakers, provided the clothing remains appropriate for the workplace. Clothing that is excessively revealing, offensive, or otherwise inappropriate is still not allowed. **Shorts and ripped clothing always remain prohibited.**

Religious Accommodations

With prior approval from the Executive Director, the employer will make reasonable accommodations for religious practices, provided they do not conflict with workplace safety standards.

Policy Enforcement

Failure to comply with this Appearance Policy, including on Relaxed Dress Days, may result in disciplinary action. Employees in violation may be required to take immediate corrective action or may be sent home without pay.

UNIFORM POLICY

Work Uniforms

Proper clothing shall be worn at all times as required. The employer shall at its sole expense, furnish uniforms to all permanent employees covered by this agreement as follows:

Operations Department

- Tee shirts
- Pants
- Shirts
- Winter coverall
- Spring coverall
- Spring jacket
- Winter jacket with or without hood
- Gloves
- Safety work boots
- Pair of rubber hip boots
- Sweatshirt

Items will be replaced as needed.

Clothing provided herein by the Employer shall be worn in the ordinary course of employment with the Employer as well as to and from said employment. Violation hereof shall be cause for disciplinary action. The Employee must report to work in a presentable fashion and be clean and neat. During the probationary period of employment, Operations personnel will receive an adequate number of Authority T-shirts as assigned by the Assistant Superintendent or Superintendent. Upon completion of the ninety (90) day probational period, employee will receive the remainder of the Operations uniforms that are supplied to all permanent employees of the Authority.

VEHICLE USAGE POLICY*

Employer vehicles are assigned to employees for use during the performance of official Employer business only. Any employee who utilizes an Employer-assigned vehicle for personal use may be subject to disciplinary action. Additionally, the employee to whom a vehicle is assigned is the party responsible for its security and maintaining it in a safe operating condition. Vehicles may only be taken home with the advance approval of the Employer.

DRIVERS LICENSE POLICY

Any employee whose work requires that the operation of the Monroe Municipal Utilities Authority vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of the Monroe Municipal Utilities Authority vehicle will be required to submit to a 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.

Periodic checks of employee's driver's licenses' through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads or Division Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a Monroe Municipal Utilities Authority vehicle until such a time as valid driver's license is obtained.

Any employee performing work which requires the operation of a Monroe Municipal Utilities Authority vehicle must notify the immediate supervisor 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 that fails to report such an instance is subject disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Monroe Municipal Utilities Authority vehicle shall be subject to possible termination.

Any information obtained by the Monroe Municipal Utilities Authority in accordance with this section shall be used by the Monroe Municipal Utilities Authority 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. s 2721 et seq.)

Employees who drive their own vehicle for Employer business must provide the Employer with a copy of their current Certificate of Insurance. Drivers are required to notify their immediate supervisor in those cases where a license is expired, suspended, or revoked for any reason. Failure to report such an instance subjects the employee to disciplinary action, up to and including termination. Any employee who does not hold a valid New Jersey Driver's License shall not be allowed to operate an Employer-assigned vehicle until such time as a valid license is obtained.

COMPUTER USAGE POLICY*

The Monroe Municipal Utilities Authority's Communications Media are the property of the Monroe Municipal Utilities Authority and, as such are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communications Media" includes all electronic media forms provided by the Monroe Municipal Utilities Authority, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, e-mail and fax.

All data stored on and/or transmitted through Communication Media is the property of the Monroe Municipal Utilities Authority. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Monroe Municipal Utilities Authority business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Monroe Municipal Utilities Authority's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Monroe Municipal Utilities Authority's local or wide-area networks.

The Monroe Municipal Utilities Authority respects the individual privacy of its employees. However, employee communications transmitted by the Monroe Municipal Utilities Authority's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Monroe Municipal Utilities Authority. The Monroe Municipal Utilities Authority reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Monroe Municipal Utilities Authority's Communications Media. By using the Monroe Municipal Utilities Authority's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Monroe Municipal Utilities Authority personnel. The existence of passwords does not restrict or eliminate the Monroe Municipal Utilities Authority's ability or right to access electronic communications. However, the Monroe Municipal Utilities Authority cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (N.J.S.A. 47:1A-1).

Employees and Board Members of the Monroe Municipal Utilities Authority are required to use the assigned municipal email account for ALL Monroe Municipal Utilities Authority business and correspondence. The use of private email accounts for ANY Monroe Municipal Utilities Authority business or during business hours is strictly prohibited.

Employees and Board Members can only use the Monroe Municipal Utilities Authority's Communication Media for legitimate business purposes. Employees and Board Members may not use Monroe Municipal Utilities Authority's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Monroe Municipal Utilities Authority rules or policy. 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 age, race, religion, sex, sexual orientation, gender identity or expression, genetic

information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees and Board Members who have been granted access to electronically-stored data, must use a logon ID assigned by Monroe Municipal Utilities Authority. Certain data, or applications that process data, may require additional security measures as determined by the Monroe Municipal Utilities Authority. Employees and Board Members must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees and Board Members may access only data for which the Monroe Municipal Utilities Authority has given permission. All employees and Board Members must take appropriate actions to ensure that Monroe Municipal Utilities Authority data is protected from unauthorized access, use or distribution consistent with these policies. Employees and Board Members may not access or retrieve any information technology resource and store information other than where authorized.

Employees and Board Members must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Monroe Municipal Utilities Authority's computing environment.

Employees and Board Members may not install or modify ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Monroe Municipal Utilities Authority. Employees and Board Members may not upload, download or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Monroe Municipal Utilities Authority, or licensed to the Monroe Municipal Utilities Authority. Employees and Board Members shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

The Monroe Municipal Utilities Authority encourages employees and Board Members to share information with co-workers and with those outside the Monroe Municipal Utilities Authority for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the Monroe Municipal Utilities Authority. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees and Board Members must adhere to the following guidelines for their participation in social media. Employees and Board Members may engage in social media activity during work time through the use of the Monroe Municipal Utilities Authority's Communication media, provided that it is directly related to their work and it is in compliance with this policy.

Employees and Board Members must not reveal or publicize confidential Monroe Municipal Utilities Authority information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

Employees and Board Members 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 the Monroe Municipal Utilities Authority's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission from the Executive Director. Except in "emergency situations", employees are prohibited from taking digital images or photographs with media equipment not owned by the Monroe Municipal Utilities Authority. For 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 and the employee does not have access to the Monroe Municipal Utilities Authority's Communication Media. If such situation occurs, employee agrees that any images belong to the Monroe Municipal Utilities Authority and agree to release the image to the Monroe Municipal Utilities Authority and ensure its permanent deletion from media device upon direction from the Monroe Municipal Utilities Authority.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the Monroe Municipal Utilities Authority or on behalf of the Monroe Municipal Utilities Authority, whether through the use of the Monroe Municipal Utilities Authority's Communication Media or otherwise, may be issued unless it has first been approved by the Executive Director of the Monroe Municipal Utilities Authority. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Monroe Municipal Utilities Authority.

Because (authorized) postings placed on the Internet through use of the Monroe Municipal Utilities Authority's Communication Media will display the Monroe Municipal Utilities Authority's return address, any information posted on the Internet must reflect and adhere to all of the Monroe Municipal Utilities Authority's standards and policies.

All users are personally accountable for messages that they originate or forward using the Monroe Municipal Utilities Authority's Communication Media. Misrepresenting, obscuring, suppressing or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) is prohibited.

Employees and Board Members must respect the laws regarding copyrights, trademarks, rights of public Monroe Municipal Utilities Authority and other third-party rights. Any use of the Monroe Municipal Utilities Authority's name, logos, service marks or trademarks outside the course of the employee's employment, without the express of consent of the Monroe Municipal Utilities Authority, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

To the extent that employees and Board Members use social media outside of their employment and in so doing employees identify themselves as a Monroe Municipal Utilities Authority employees, or if they discuss matters related to the Monroe Municipal Utilities Authority on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Monroe Municipal Utilities Authority, and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Please the disclaimer in a prominent position and repeat it for each posting that is expressing

an opinion related to the Monroe Municipal Utilities Authority or the Monroe Municipal Utilities Authority's business. Employees and Board Members must keep in mind that, if they post information on a social media site that is in violation of the Monroe Municipal Utilities Authority policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Monroe Municipal Utilities Authority employees have the right to engage in or refrain from such activities.

SOCIAL NETWORKING POLICY*

The Authority understands that social media may be a fun and rewarding way to share your life and opinions with people around the world; however, the use of social media also presents risks and carries with it certain responsibilities. The Authority's Social Media Policy is to assist you with guidelines for appropriate use of social media.

The same principles and policies found in the Authority's Board of Directors Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, you must consider the risks and rewards that are involved. You should ensure that your postings are consistent with this Social Media Policy and all other policies contained in this Handbook, including but not limited to the Anti-Discrimination and Harassment policies. Inappropriate postings that may include discriminatory racial remarks, sexual harassment, or other unlawful harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

What is Social Media?

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 the following:

- Social networking sites (e.g. Twitter, Parler, Facebook)
- Micro-blogging sites (e.g. Twitter, Snapchat)
- Blogs (e.g. personal blogs, Authority blogs, weblogs, journal or diary sites)
- Online Encyclopedias (e.g. Wikipedia)
- Sites that allow for sharing of video and photographs (e.g. YouTube, Instagram)
- Websites (e.g. comments posted on on-line newspaper publications or postings on personal, news or Authority websites)

Be Respectful

We encourage you to always be fair and courteous to others, including but not limited to other Board Members, MMUA staff, employees, rate-payers, vendors, colleagues or others who work on behalf of or are otherwise associated with the Authority. If Board Members decide to post statements, photographs, video or audio that reasonably could be viewed as obscene, pornographic, threatening or intimidating, which disparage others, or constitute harassment or bullying, they may be subject to censure or removal. 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 on the basis of race, sex, disability, religion or any other protected category or characteristic.

Be Honest and Accurate

You are encouraged to make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Never post any information or rumors that you know to be false about the Authority, Board Members, staff, rate-payers, co-workers, clients, vendors or others who work on behalf of the Authority or are associated with the Authority. Those found to have violated defamation laws are subject to personal liability.

Maintain Confidential and Proprietary Information

Board Members should protect information regarding the Authority and its clients and rate-payers, which is confidential, private and otherwise proprietary, including but not limited to trade secrets. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other business-related confidential communications.

Ensure Compliance with Intellectual Property Laws

You must ensure that any social media postings do not violate copyright, trademark or other intellectual property laws.

Not Authorized to Speak on Behalf of the Authority

Express only your personal opinions. Never represent yourself as a spokesperson for the Authority, unless you are authorized by the Board of Directors to do so. If the Authority is a subject of the content you are creating, you must be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Authority. If you do publish a blog or post online related to the work you do or subjects associated with the Authority, you must make it clear that you are not speaking on behalf of the Authority. It is best to include a clear and conspicuous disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Authority.”

Authority Social Media Accounts/Posts

Any social media accounts that are created on behalf of the Authority or which otherwise contain postings on behalf of the Authority remain the property of the Authority. The account, including the login and password information associated with the account, remains the property of the Authority. You are prohibited from sharing the login or password associated with the Authority’s account to anyone other than Authority management, and employees of the Authority who are made aware of such a login or password information must return such information to a member of management upon request or at the end of their employment. You are prohibited from accessing any on-line accounts created on behalf of the Authority or using the Authority’s account to post online information unless provided permission from the Executive Director.

EQUAL PAY POLICY

The Authority prohibits employee compensation and benefits discrimination based on sex, race, age and any other legally protected classification. The Authority strives to provide equal pay for substantially similar work, when viewed as a composite of skill, effort and responsibility. Factors taken into consideration when setting pay for employees at the Authority include job title, job description, job responsibilities, managerial/supervisory status, seniority, performance, merit, productivity, disciplinary history, experience, training, education, ability and physical or mental exertion requirements. Pay differentials based on lawful factors other than sex, race, age or other protected classification shall not constitute a violation of this policy.

PERSONAL INFORMATION POLICY

No employee of the Authority shall discuss any employee's personal information during working hours at any Authority facility, unless conducting official Authority business. As some information is open to the public, the Authority deems this practice unacceptable for conversation in the workplace.

If an employee is found to be disregarding this policy, immediate disciplinary action shall commence.

ID CARDS

All employees who, in the course of their normal work-related activities may on occasion have to enter any premise or property of the Authority, any Public building or customer's residence, will be required to have on their person during working hours an I.D. card.

I.D. cards are made available to Authority employees; these I.D. cards are to be carried by the employee at all times and utilized when necessary.

I.D. cards are to be returned to the Authority upon termination of employment.

SENIORITY POLICY

Upon the Employee's hire, the Employee shall be considered a "Probationary Employee" for a three (3) month period. In accordance with N.J.A.C. 4A:2-4.1, during the probationary period, the Employee may be terminated at any time without any recourse under this agreement. Upon successful completion of the probationary period, the Employee's seniority shall be his date of commencement of employment, including the probationary period for purposes of benefits, provided such employment is continuous, with the exception from the continuous requirement for time spent in military service. Employee shall cease to have seniority rights upon one or more of the following events: voluntary resignation, discharge for cause, or unauthorized absence for more than five (5) work days.

In all applications of seniority, where ability to perform work and physical fitness are equal, seniority shall be given preference in promotions, demotions, layoffs, recall and vacation schedules, where there is no conflict with the Civil Service Department. An employee possessing a special skill or skills required for a particular position will be given preference for promotion to such positions as determined by that employee's immediate supervisor. Employees having equal qualifications will be selected for promotion on the basis of length of service and in accordance with the regulations of the Civil Service Department.

UNAUTHORIZED USE OF MUNICIPAL EQUIPMENT

No Authority employee or board member shall use or attempt to use his privileged access to Authority equipment, services or information for his own benefit or the benefit of others.

No Authority employee or board member shall remove or in any way aid and abet the removal of any supplies, materials, goods or equipment belonging to the Authority from its offices, garages, maintenance buildings or storage locations, unless such removal has been authorized.

Authority vehicles cannot be used for personal use except for commuting purposes by those employees who are authorized to take Authority vehicles home.

Violation as herein set forth shall be cause for removal from office, suspension, demotion or other disciplinary action as deemed fit.

SCRAP POLICY

All Supervisors will fill out an Asset Disposal Form for any items that will be placed in the scrap pile. The Asset Disposal Form will then be given to employee performing this duty. The employee will sign off when done and will give it to Superintendent, Assistant Superintendent or Executive Director. This form will be approved by Superintendent, Assistant Superintendent or Executive Director. This signed form will then be returned to the Comptroller.

Two employees (appointed by Superintendent/Assistant Superintendent) will take scrap metal to scrap yard on a quarterly basis, or sooner if needed at Superintendent/Assistant Superintendent's discretion. (Quarters ending March 31, June 30, September 30, and December 31. These two employees will then take the receipt directly to the comptroller where she will receive a mailed check. If there is no scrap to be taken to the scrap yard, the Superintendent or Assistant Superintendent will notify the Comptroller by email.

Procurement for Scrap Metal Collection and disposal services will be done through RFP. If proposals are not received, selection will be done via the Authority's QPA by obtaining quotes.

Comptroller will keep a log of date, employees, amount, and the name of the scrap yard.