

October 9, 2020

Dear Township Committee Members:

The next Township Committee Meeting is scheduled for **Monday, October 12, 2020**



**\*\*IF TOWNSHIP COMMITTEE MEMBERS OR STAFF ARE AWARE OF ADDITIONAL EVENTS, PLEASE ADVISE.\*\***

**UPCOMING TOWNSHIP COMMITTEE MEETINGS:**

Monday, October 12, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting  
Tuesday, October 20, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting  
Tuesday, October 22, 2020, 7:00pm Special Meeting  
Thursday, November 5, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting  
Tuesday, November 16, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting  
Tuesday, December 1, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting  
Tuesday, December 15, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting

**REMAINING DATES TOWN HALL ADMINISTRATIVE OFFICES ARE CLOSED IN THE CURRENT YEAR**

Wednesday, November 11, 2020, Veteran's Day  
Thursday, November 26, 2020, Thanksgiving Day  
Friday, November 27, 2020, Day after Thanksgiving (In lieu of Election Day)  
Thursday, December 24, 2020, Christmas Eve (In lieu of Lincoln's Birthday)  
Friday, December 25, 2020, Christmas Day

**WELCOME!!!!**

We want to welcome **Hunter Clements**, Building Permit Expeditor to our Township of Wyckoff family. Hunter is the newest addition to our fabulous Building Department!



**TAX SALE SCHEDULE**

As required by statute NJSA 54:5-19 et seq, the Annual Tax Sale will be conducted by the Tax Collector, Diana McLeod, on Thursday October 29, 2020 at 10:00 a.m.

Property owners who have not paid their tax and/or sewer charges for the prior year (2019) are subject to the annual Tax Sale at which the Tax Collector will auction an interest or lien on the property. Potential bidders attend the tax sale and bid an interest rate or a premium on the unpaid municipal charges in order to secure a lien or Tax Sale Certificate against the property. The lien holder is then required to pay and maintain all subsequent tax and municipal charges to maintain their lien. These charges will get attached to the lien certificate and will be due in full along with additional penalties and interest in order to be redeemed. If the property owner does not redeem the lien against their property within 2 years of the sale, the lienholder has the right to foreclose on the property.

**PROPERTY TAX RELIEF AND BUDGET INFORMATION**

The 2019 Senior Freeze and 2017 Homestead Benefit are New Jersey state-run programs that allow property owners, within certain income restrictions, to apply and receive reductions to their property taxes. These relief programs are paid by the State, either directly to the property owner or to the Tax Collector as credit against the tax bill.

**Property Tax Relief – Budget Information****2019 Senior Freeze (Property Tax Reimbursement)**

The Governor's budget fully funds the 2019 Senior Freeze program. Payments are expected to be paid to eligible taxpayers beginning on October 15, 2020.

**2017 Homestead Benefit**

2017 Homestead Benefit payments will be paid to eligible taxpayers beginning in May 2021.

**OCTOBER IS OPEN ENROLLMENT MONTH FOR HEALTH BENEFITS**

If you need to make changes such as adding or deleting dependents, you must complete an application to do so. Please visit the website [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions) to find more information for the 2021 health benefits such as comparing plans and viewing the premiums for each as well as printing an application. If you are making changes the application must be submitted to Peggy by October 28, 2020. **It is the employees' responsibility to review and insure their health benefit plan options and choices.**

**KNOW ANYONE LOOKING FOR WORK?**

Township of Wyckoff is hiring leaf collection workers.

It is a seasonal position beginning October 19, 2020 and ending December 31, 2020. **Work hours are 7:00AM-4:30PM, with an hourly wage of \$15.00 an hour.** A valid New Jersey license is required.

If you know someone who would be interested, they can apply on our website, [wyckoff-nj.com](http://wyckoff-nj.com); search for the **Bids/Employment** page



**SUGGESTIONS FOR PLANNING AHEAD FOR YOUR HOME IMPROVEMENT**

Please see attached, this week the attachment was "wordsmithed" to help applicants plan ahead for their home improvements. We are experiencing an unprecedented and historic amount of permit applications flowing through the building department in 2020. These suggestions are designed to provide residents, design professionals, and contractors a clear understanding of our Building Department's process when submitting home improvement applications for permits and why an application with multiple technical reviews can take up to 20 business days to issue.



**OCTOBER IS BREAST CANCER AWARENESS MONTH**

At the end of last week, Mary Ellen and Anna from the Clerk's Office were seen installing pink ribbons on the lamp posts and trees surrounding Town Hall in recognition of Breast Cancer Awareness Month. Each year, Mary Ellen is committed to placing the pink ribbons as a reminder to all women to be screened annually for breast cancer in order to reduce their risk. The pink ribbons also honor those of us with family members and friends who were lost to this type of cancer.



**THE OCTOBER 5, 2020 FLU CLINIC WAS A SUCCESS**

A special thanks to Cindy Risseuw for organizing and executing our successful flu clinic. Our Board of Health and Township Committee, partnering with the Walgreens in Wyckoff administered 67 flu vaccinations to our employees and volunteer first responders. Thanks to all to came out, together we can fight the flu! ***Thank you to the Township Committee for paying for the flu vaccines for our first responders without health insurance.***



**FLU STOPS HERE**

**TOWNSHIP POLICIES, PROCEDURES AND INFORMATION ARE ATTACHED:**

1. **POLICIES ESTABLISHING A PRODUCTIVE WORKPLACE**
  - Township's Civil Rights Policy
  - Anti-Sexual Harassment Policy
  - Harassment Prevention training offered – Online Video: Rights & Duties of an Employee in Local Government
  - Anti-Hostile Workplace Policy"
  - "Whistle Blower Act – Conscientious Employee Protection Act (CEPA)
  - Public Interaction Policy
  - Gender Equity Notification
  - Employee Complaint Form
  - ADA Policy
  - Notification of Off-Duty Employment
  - Change in Vital Information Form
  - Rumor Prevention Policy
  - Domestic Violence Policy for Public Employees
2. **MAINTAINING WELLNESS & BENEFIT INFORMATION**
  - Health Benefits Waiver Program
  - Sick Leave Policy
  - New Jersey Earned Sick Leave Law
  - Overtime and Compensation Time
  - Smoking Policy
  - Safety Procedure in the Event of an Act of Terror
  - Employee Assistance Program
3. **STEWARDSHIP POLICIES AND PROCEDURES**
  - Wyckoff Ethics Policy
  - Training Guide Municipal Liability
  - Procedure for Receiving Deliveries
  - Township's Fraud Prevention Program
  - Attorney General Stop Corruption Whistle Blower bulletin
  - Attorney General Stop Corruption 866-TIPS-4CJ bulletin
4. **TECHNOLOGY TO HELP US WORK EFFECTIVELY & EFFICIENTLY**
  - Off-Site office work & remote computer access
  - Procedure for acceptance of Online Forms & Online Payments
  - Social Media Policy
  - Communication Media Policy
  - Voice Mail Policy
  - Telephone Policy & Cell Telephone Use
  - Internet Usage Policy
  - Technology Risk Tips
  - Email Accounts Authorized for Township Use
5. **DISCRIMINATION OF ANY KIND IS PROHIBITED ON MUNICIPAL PROPERTY**
  - Poster at entrances to Town Hall
  - Proud to be Stigma Free
  - Policy of Inclusiveness

**SAFETY PRECAUTIONS TO COMBAT COVID-19 VIRUS**

1. Employees shall not share **PHONES** or **COMPUTERS**. Each employee, as an added level of precaution is responsible for "wiping down" their keyboard, mouse, and phone before and after each work day with the sanitizing wipes.
2. Employees will use printers in their office workspace and avoid using Town Hall copier for routine printing. If the use of the Town Hall copier is necessary it is to be "wiped down" with sanitizing wipes after use.

**TUTU EVENT RESULTS WITH HISTORIC PARTICIPATION LEVELS**

- Around 50 different groups (including individuals, families, Scout groups, School clubs, Partners in Pride group, etc.)
- 285 volunteers at 28 clean up locations.
- 72 bags of trash were collected.
- 32 bags of recyclables were collected.
- ***Thanks to Denise for coordinating the event***
- ***Thanks to the DPW for picking up 102 bags of garbage or recyclables at the 28 locations.***

**ALL EMPLOYEES ENTERING TOWN HALL MUST WEAR FACE COVERINGS**

We have worked both diligently and consistently to keep Town Hall free from COVID-19.

This is a friendly reminder: DPW Staff, Police, Department Staff, Recreation Department Staff and the Township Committee that **YOU MUST WEAR A FACE COVERING IN TOWN HALL.**

- If you do not have a face covering, call Joe Salerno or Bob Shannon and one will be provided to you.

**IF YOU ARE FEELING ILL, CALL YOUR DEPARTMENT MANAGER & ASK FOR INSTRUCTIONS!**

If you think you might have been exposed to someone with a confirmed case of COVID-19, please contact your supervisor and obtain their guidance. Staying home will protect the rest of your co-workers.



Robert J. Shannon, Jr.

Township Administrator

Cc: Robert E. Landel, Township Attorney  
DEPARTMENT MANAGERS:  
Diana McLeod, CFO/Tax Collector/Assistant Township Admin.  
Nancy Brown, Municipal Clerk  
David V. Murphy, Chief of Police  
Pamela Steele, Tax Assessor  
Thomas Gensheimer, Uniform Construction Code Official  
Mark A. Di Gennaro, P.E., Township Engineer  
Andrew Wingfield, Recreation Director  
Scott A. Fisher, Certified Public Works Manager  
Laura Leonard, Library Director  
Tim Brock, Fire Chief  
Joseph Vander Plaet, Assistant Fire Chief  
Kim McWilliams, Municipal Court Administrator

Jan Barr	Maureen Comer-Mitchell	Peggy Keen	Fran Piskadlo	Maryanne Sweeney
Elaine Booth	Anna Coscia	Matthew Kasabian	Karen Rau	Maryellen Tafrate
Denise Capparelli	Fred Depken	Darlene King	Cindy Risseuw	Christine Watson
Natalie Huizing	Robin Mc Keown	Joe Salerno	Samantha Whiteley	Rosemary Shapiro
Hunter Clements				

## **SUGGESTIONS FOR PLANNING AHEAD FOR YOUR HOME IMPROVEMENT-**

Once an application for a permit is received at the Building Department, the application is reviewed for completeness and processed for circulation to NJ licensed technical Sub Code Officials/Inspector(s). A review of the construction plan you submitted is required by the New Jersey Uniform Construction Code Law. This means your proposed plan is compared to applicable construction code(s), safety codes and zoning codes. This should be viewed as an added value for you.

Occasionally the plan submitted does not comply with these structural, safety and zoning codes which requires the Sub Code Official to deny the issuance of the requested permit application. The plans are then returned to your design professional or builder with a request for the deficiencies to be addressed and a compliant plan resubmitted which may add significantly to when a permit can be issued. (During the COVID 19 public health emergency, and despite a record increase in applications submitted, we continue to issue permits; however, we do not control the time a property owner or its contracted professional takes to resubmit a revised compliant plan.) Ultimately, it is your responsibility as the property owner, or your contracted professional, to submit a construction plan that is compliant with the applicable codes. All submissions and re-submissions are processed in "a first come, first served" order. For example, if a plan is re-submitted with revisions, it is placed in date order. For example, some permit applications, such as an application for a pool, require review by multiple Sub Code Officials and Inspectors (electrical, plumbing, building, fire) as well as the Township Engineer for stormwater management compliance which is a required prior review before any building permit application can be submitted. Since half of our Inspectors work in Wyckoff every other day, and with the high volume of applications, waiting 20 business days for the review and issuance of a permit is not atypical. Please plan ahead for this time frame. This is standard in most communities and it is the reason why the State of NJ allows 20 business days for the completion of technical reviews before a uniform construction code permit can be processed. Any required prior approval such as zoning and engineering must be satisfied before the 20-business day time allotment begins.

Various construction activities require inspections throughout the construction of an improvement. New Jersey state law requires Building Departments to perform inspections within 72 hours of the request. Local builders are aware of this time frame and responsible builders plan accordingly.

*Thank You*

**TOWNSHIP POLICIES, PROCEDURES AND INFORMATION ARE ATTACHED:****1. POLICIES ESTABLISHING A PRODUCTIVE WORKPLACE**

- Township's Civil Rights Policy
- Anti-Sexual Harassment Policy
- Harassment Prevention training offered – Online Video: Rights & Duties of an Employee in Local Government
- Anti-Hostile Workplace Policy"
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- Change in Vital Information Form
- Rumor Prevention Policy
- Domestic Violence Policy for Public Employees

**2. MAINTAINING WELLNESS & BENEFIT INFORMATION**

- Health Benefits Waiver Program
- Sick Leave Policy
- New Jersey Earned Sick Leave Law
- Overtime and Compensation Time
- Smoking Policy
- Safety Procedure in the Event of an Act of Terror
- Employee Assistance Program
- Protecting Children Policy
- Domestic Violence Policy

**3. STEWARDSHIP POLICIES AND PROCEDURES**

- Wyckoff Ethics Policy
- Training Guide Municipal Liability
- Procedure for Receiving Deliveries
- Township's Fraud Prevention Program
- Attorney General Stop Corruption Whistle Blower bulletin
- Attorney General Stop Corruption 866-TIPS-4CJ bulletin

**4. TECHNOLOGY TO HELP US WORK EFFECTIVELY & EFFICIENTLY**

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**5. DISCRIMINATION OF ANY KIND IS PROHIBITED ON MUNICIPAL PROPERTY**

- Poster at entrances to Town Hall
- Proud to be Stigma Free
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**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Wyckoff as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Wyckoff. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Wyckoff's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Township of Wyckoff in order for the public to be made aware of this policy and the Township of Wyckoff's commitment to the implementation and enforcement of this policy.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2020.

  
\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK



TOWNSHIP OF WYCKOFF

COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-28

\*\*\*\*\*

INTRODUCED: *Boonstra*

SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020

REFERENCE: To Approve Township  
Anti-Sexual Harassment Policy

VOTE: BOONSTRA  FISCHER  MADIGAN  RUBENSTEIN  SHANLEY

\*\*\*\*\*

**WHEREAS**, the Township of Wyckoff believes that all employees are entitled to a work place free of discrimination and harassment.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the attached sexual harassment policy shall be the Township's policy, and sexual harassment of any kind shall not be tolerated.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFY THE ATTACHED RESOLUTION TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON JANUARY 1, 2020.

*Joyce C. Santimauro*

\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

**Robert J. Shannon, Jr.  
Township Administrator**

**TO:** ALL EMPLOYEES  
**FROM:** Robert J. Shannon, Jr., Township Administrator  
**DATE:** Re-Issued: 03-2006; 01-2008; 04-2010; 01-2013; 01-2014; 01-2015, 01-14-16,  
12-27-17, 09-12-18, 01-01-20  
**RE:** **SEXUAL HARRASSMENT**

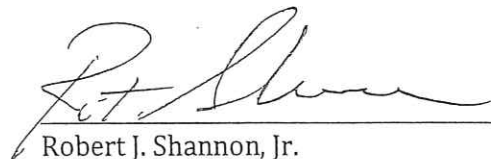
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker you should immediately instruct that person to stop said behavior. If after that instruction it occurs, you can notify me, Chief David Murphy, or, if you prefer, Mrs. Diana McLeod, the Assistant Township Administrator or Mrs. Joyce Santimauro, the Municipal Clerk.

Supervisors are required to immediately notify me of any report of sexual harassment or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions.



Robert J. Shannon, Jr.  
Township Administrator

RJSjr: nc  
cc: Township Committee  
Robert E. Landel, Township Attorney  
David V. Murphy, Chief of Police  
Raymond R. Wiss, Labor Counsel  
Diana McLeod, CTC, CFO, ATA

Sexual Harassment Policy 2020.pol

**SERVICE IS OUR PRODUCT**

The Township of Wyckoff is an Equal Opportunity Employer, M/F



# WYCKOFF

*New Jersey*

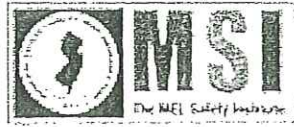
GARDEN TOWN IN THE GARDEN STATE

## Training Opportunity Offered

*The Rights and Duties of an Employee in Local Government*

The Township of Wyckoff has a zero tolerance policy towards harassment, discrimination, sexual harassment, etc. All of these types of behavior are not permitted by a municipal employee or volunteer. JIF has provided a 14 minute video, entitled, "The Rights and Duties of an Employee in Local Government". It is available on-line and employees are encouraged to access the video and complete the Q & A at the conclusion of the video. I have watched it and it is a very well-produced video which underscores key points in a conversational manner.

Attached please find the instructions to access the video. Any difficulties in accessing the video, please contact Denise at extension 118. Any questions regarding the content of the video, please contact Bob.



## Rights and Duties of an Employee in Local Government Online Training Instructions

This course discusses the right of each employee to a workplace free of harassment and each employee's duty to respect the rights of all other employees.

To access the online course:

Step 1: Go to the MEL's website <http://njmel.org/>

Step 2: On the MEL homepage, click on the MSI logo at the top to access the MSI page.

Step 3: On the MSI page, click "MSI Login" to access the login page.

Step 4: Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.

Step 5: On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.

Step 6: On the course selection page, click "Rights and Duties of an Employee in Local Government" on the left. Then click "enroll" on the right.

Step 7: The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.

Step 8: On your authorized course list, click "Rights and Duties of an Employee in Local Government" to access the course.

Step 9: When the course appears, click the start symbol in the middle of the screen to begin the course.

If you need additional assistance please call the MSI help line at **(866) 661-5120** during business hours.



## **We Must Respect Each Other In Local Government Online Training Instructions**

This course discusses the right of each employee to a workplace free of harassment and each employee's duty to respect the rights of all other employees.

To access the online course:

1. Click the following link for the MEL Safety Institutes Learning Management System

[www.firstnetcampus.com/meljif](http://www.firstnetcampus.com/meljif)

2. If you have previously taken MSI classes, enter your username and password. If you are new, click 'New User Registration.' Complete the fields and you will receive an email with your username and password.
3. Click on the On-Line Training Courses, at bottom right.
4. Click the "We Must Respect Each Other in Local Government".
5. Click 'Enroll'.
6. Click the 'My Training' tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions navigate to the 'Student Center' tab to print your Certificate of Completion. Transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

**Questions? Contact the MSI Help Line (866) 661-5120**

*The MEL Safety Institute can also be accessed anytime by going to [www.njmel.org](http://www.njmel.org).*

**Robert J. Shannon, Jr.  
Township Administrator**

**TO:** ALL EMPLOYEES  
**FROM:** Robert J. Shannon, Jr., Township Administrator  
**DATE:** Re-Issued: 03-2006; 01-2008; 04-2010; 01-2013; 01-2014; 01-2015, 01-14-16,  
12-27-17, 08-30-18  
**RE:** **ZERO TOLERANCE - SEXUAL HARRASSMENT**

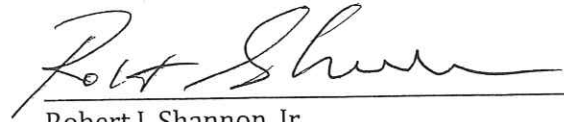
It is the policy of the Township of Wyckoff that each employee is entitled to perform their duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker you should immediately instruct that person to stop said behavior. If after that instruction it occurs, you can notify me, Chief David Murphy, or, if you prefer, Mrs. Diana McLeod, the Assistant Township Administrator or Mrs. Joyce Santimauro, the Municipal Clerk.

Supervisors are required to immediately notify me of any report of sexual harassment or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions.

  
Robert J. Shannon, Jr.  
Township Administrator

RJSjr: nc  
cc: Township Committee  
Robert E. Landel, Township Attorney  
David V. Murphy, Chief of Police  
Raymond R. Wiss, Labor Counsel  
Diana McLeod, CTC, CFO, ATA  
Nancy Cole, Executive Administrative Assistant

Sexual Harassment Policy 2018.pol

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**Robert J. Shannon, Jr.  
Township Administrator**

**TOWNSHIP OF WYCKOFF --- MEMORANDUM**

**TO:** ALL EMPLOYEES  
**FROM:** Robert J. Shannon, Jr., Township Administrator  
**DATE:** April 14, 2005/April 20, 2010/April 30, 2012/January 24, 2014/January 14, 2016,  
January 2018  
**RE:** ANTI HOSTILE WORKPLACE POLICY

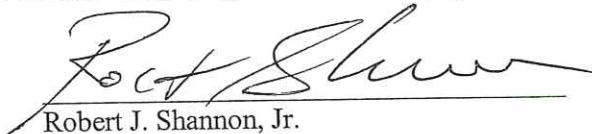
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and harassment. The Township will not tolerate harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker, you should immediately instruct that person to stop said behavior. If after that instruction occurs, you can notify me or, if you prefer, Ms. Diana McLeod, the Assistant Township Administrator or David V. Murphy, Chief of Police.

Supervisors are required to immediately notify their Department Manager and me of any report of hostile workplace behavior or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions

  
Robert J. Shannon, Jr.  
Township Administrator

RJSJr: nc

Cc: Township Committee  
Robert E. Landel, Township Attorney  
Diana McLeod, CFO, CTC, ATA  
Krista Hogue, Special Projects Assistant  
Raymond R. Wiss, Labor Counsel  
David V. Murphy, Chief of Police

Hostile workplace 2018

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# Conscientious Employee Protection Act "Whistleblower Act"

## Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
  - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
  - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
  - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
    - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
    - (2) is fraudulent or criminal; or
    - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

### CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: Robert J. Shannon Jr  
 Address: Wyckoff Town Hall  
Scott Plaza Wyckoff NJ 07431  
 Telephone Number: 201 - 891-7000 x 104

### ***This notice must be conspicuously displayed.***

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.

# La Ley de protección al empleado consciente

## "Ley de protección del denunciante"

### Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
  - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
  - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
  - c. Ofrece información concerniente al engaño o la tergiversación con accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
  - d. Ofrece información con respecto a toda actividad que se pueda percibir como delictiva o fraudulenta, toda directiva o práctica engañosa o de tergiversación que el empleado tenga motivos fundados para pensar que pudieran estafar a accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
  - e. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
    - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado en cuidado de la salud que tiene motivos fundados para pensar que constituya atención inadecuada al paciente;
    - (2) es fraudulenta o delictiva; o
    - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

#### Información del Contacto

Su empleador ha designado a la siguiente persona para recibir notificaciones de acuerdo al parágrafo 2, de la ley (N.J.S.A. 34:19-4):

Nombre: Robert J. Shannon Jr.

Dirección: Wyckoff Town Hall  
Scott Plaza Wyckoff NJ 07481

Número de teléfono: 201-891-7000 x 104

### Este aviso se debe exponer a la vista de todos.

Anualmente, patronos con 10 o más empleados, deberán distribuir notificación de esta ley a todos sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832.

### 5D. WHISTLE BLOWER POLICY

Employees have the right under the "Conscientious Employee Protection Act (CEPA)" to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgment that the employee received, read and understood this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. All complaints will be taken seriously and promptly investigated.

The Township of Wyckoff shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Department Head, the Township Administrator, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of a supervisor, Department Head, the Township Administrator, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.). However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the Township of Wyckoff a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION # 20-96

\*\*\*\*\*

INTRODUCED: *Boonstra*

SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020

REFERENCE: PUBLIC INTERACTION  
POLICY

VOTE: BOONSTRA  FISCHER  MADIGAN  RUBENSTEIN  SHANLEY

**WHEREAS**, the Township Committee of the Township of Wyckoff directs all employees to interact with residents with respect and courtesy to achieve a positive, and responsive culture of the Township of Wyckoff local government organization; and

**WHEREAS**, this policy direction applies to all employees, statutory or at will, all volunteer board and commission members as well as all elected officials; and

**WHEREAS**, the Township Committee believes effective public relations is critical to the Township of Wyckoff's ability to provide services, programs and activities.

**WHEREAS**, the Township's JIF personnel manual and the JIF supervisors manual include standards of conduct which this policy is predicated upon.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey re-confirms for the new year that all employees, officials and officers, both paid and volunteer, shall interact with respect and courtesy toward residents and the public to achieve positive public relations.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2020.

*Joyce C. Santimauro*

JOYCE C. SANTIMAURO, MUNICIPAL CLERK

## Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

*New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.*

### FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at [www.eeoc.gov](http://www.eeoc.gov).

### NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at [www.njcivilrights.gov](http://www.njcivilrights.gov). For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

***This notice must be conspicuously displayed.***



AD-290 (1/14)

## 50. EMPLOYEE COMPLAINT POLICY

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Township Administrator, the Chief of Police or the Chief Financial Officer. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or



who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the reported incident.

**EMPLOYEE NOTICE**

**EMPLOYEE COMPLAINT FORM**

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

Attach additional sheets if necessary to fully complete all questions.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Time period covered by this complaint: \_\_\_\_\_

Individuals who allegedly committed the acts being complained of: .  
\_\_\_\_\_  
\_\_\_\_\_

Describe the nature and dates of the acts allegedly committed by each individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all persons with knowledge of the complained conduct: \_\_\_\_\_  
\_\_\_\_\_

Are there any documents or other evidence that supports the occurrences described above?  
\_\_\_\_\_  
\_\_\_\_\_

If you previously complained about this or related acts to a Supervisor or Official, please identify the individual to whom you complained, the date of the complaint and any action taken.

\_\_\_\_\_

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?  
\_\_\_\_\_  
\_\_\_\_\_

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.  
\_\_\_\_\_  
\_\_\_\_\_

What is your requested remedy for this complaint?  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYEE NOTICE

### EMPLOYEE COMPLAINT FORM

#### ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Memorial Town Hall • 340 Franklin Avenue • 5th Fl. Plaza • Wyckoff, New Jersey 07481-1803 • 201-891-7000



Site Registration Site Map Site Search  Go

- Home
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- Directory
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- Emergency Services
- Recycling & Trash
- Recreation & Parks
- Library
- Useful Links
- Township Laws & Code
- Substance Abuse Prevention
- Online Forms
- Bids & Jobs
- Virtual Tour
- FAQ
- Awards
- Directions
- Contact Town Hall
- Contact Township Committee

### TOWNSHIP OF WYCKOFF AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Township of Wyckoff's policy is to provide equal opportunity to all persons for access to municipal facilities, employment, services and activities. The ADA gives civil rights protection to individuals with disabilities. The public may contact the Township Administrator regarding problems with accessibility to municipal facilities, employment, services and activities at 201-891-7000 or at [wyckoffwebteam@wyckoff-nj.com](mailto:wyckoffwebteam@wyckoff-nj.com).

**NOTIFICATION OF OFF-DUTY EMPLOYMENT**

The following questions pertain to your employment with the Township of Wyckoff:

- 1. Name: \_\_\_\_\_
- 2. Township Job Title: \_\_\_\_\_
- 3. Hours of Work: \_\_\_\_\_

The following questions pertain to your off-duty employment:

- 1. Name of Employer: \_\_\_\_\_
- 2. Job Title: \_\_\_\_\_
- 3. Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4. Hours of Work: \_\_\_\_\_
- 5. How long will the job last: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**I UNDERSTAND THAT ANY MISREPRESENTATION OF FACT ON THIS FORM  
COULD RESULT IN DISCIPLINE, UP TO AND INCLUDING LOSS OF  
EMPLOYMENT.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

RECEIVED BY THE DEPARTMENT HEAD:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

## VITAL INFORMATION FORM

In the continuing effort to keep employee files up-to-date, review the following information include any "Life Event" (birth of a child, divorce, marriage, death of a dependent) changes and have correct information in the event of an emergency. Please return this form to the Payroll Officer by \_\_\_\_\_.

1. Name: \_\_\_\_\_
  2. Address: \_\_\_\_\_  
\_\_\_\_\_
  3. Telephone: \_\_\_\_\_
  4. Marital Status: \_\_\_\_\_
  5. Date of Birth: \_\_\_\_\_
  6. Dependents (Name and Birth Date): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  7. Deduction(s) for W-4 Form: \_\_\_\_\_
  8. Health Care Program Status: \_\_\_\_\_  
\_\_\_\_\_
  9. Pension Beneficiary: \_\_\_\_\_  
\_\_\_\_\_
  10. Life Insurance Beneficiary: \_\_\_\_\_  
\_\_\_\_\_
  11. Emergency Notification:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  12. Military Status: \_\_\_\_\_
- Date: \_\_\_\_\_ Employee: \_\_\_\_\_

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-35

\*\*\*\*\*  
INTRODUCED: *Boonstra*

\*\*\*\*\*  
SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020

REFERENCE: Township of Wyckoff  
Civil Rights Policy

VOTE: BOONSTRA ✓ FISCHER ✓ MADIGAN ✓ RUBENSTEIN ✓ SHANLEY ✓  
.....

**A RESOLUTION TO AFFIRM THE TOWNSHIP OF WYCKOFF'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of the Township of Wyckoff to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of the Township of Wyckoff has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the Township Committee that:

**Section 1:** No official, employee, appointee or volunteer of the Township of Wyckoff by whatever title known, or any entity that is in any way a part of the Township of Wyckoff shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Wyckoff's business or using the facilities or property of the Township of Wyckoff.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Wyckoff to provide services that otherwise could be performed by the Township of Wyckoff.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Township Administrator shall establish written procedure for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Wyckoff as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Wyckoff. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Wyckoff's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Township of Wyckoff in order for the public to be made aware of this policy and the Township of Wyckoff's commitment to the implementation and enforcement of this policy.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2020.

  
\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK





TOWNSHIP OF WYCKOFF

COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-28

\*\*\*\*\*

INTRODUCED: *Boonstra*

SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020

REFERENCE: To Approve Township  
Anti-Sexual Harassment Policy

VOTE: BOONSTRA  FISCHER  MADIGAN  RUBENSTEIN  SHANLEY

WHEREAS, the Township of Wyckoff believes that all employees are entitled to a work place free of discrimination and harassment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached sexual harassment policy shall be the Township's policy, and sexual harassment of any kind shall not be tolerated.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFY THE ATTACHED RESOLUTION TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON JANUARY 1, 2020.

*Joyce C. Santimauro*

\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

**Robert J. Shannon, Jr.  
Township Administrator**

**TO:** ALL EMPLOYEES  
**FROM:** Robert J. Shannon, Jr., Township Administrator  
**DATE:** Re-Issued: 03-2006; 01-2008; 04-2010; 01-2013; 01-2014; 01-2015, 01-14-16,  
12-27-17, 09-12-18, 01-01-20  
**RE:** **SEXUAL HARRASSMENT**

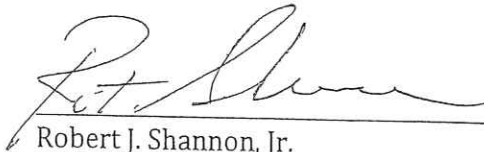
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker you should immediately instruct that person to stop said behavior. If after that instruction it occurs, you can notify me, Chief David Murphy, or, if you prefer, Mrs. Diana McLeod, the Assistant Township Administrator or Mrs. Joyce Santimauro, the Municipal Clerk.

Supervisors are required to immediately notify me of any report of sexual harassment or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions.

  
Robert J. Shannon, Jr.  
Township Administrator

RJSjr: nc  
cc: Township Committee  
Robert E. Landel, Township Attorney  
David V. Murphy, Chief of Police  
Raymond R. Wiss, Labor Counsel  
Diana McLeod, CTC, CFO, ATA

Sexual Harassment Policy 2020.pol

**SERVICE IS OUR PRODUCT**

The Township of Wyckoff is an Equal Opportunity Employer, M/F

**Robert J. Shannon, Jr.  
Township Administrator**

**TO:** ALL EMPLOYEES  
**FROM:** Robert J. Shannon, Jr., Township Administrator  
**DATE:** Re-Issued: 03-2006; 01-2008; 04-2010; 01-2013; 01-2014; 01-2015, 01-14-16,  
12-27-17, 08-30-18  
**RE:** **ZERO TOLERANCE - SEXUAL HARRASSMENT**

It is the policy of the Township of Wyckoff that each employee is entitled to perform their duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker you should immediately instruct that person to stop said behavior. If after that instruction it occurs, you can notify me, Chief David Murphy, or, if you prefer, Mrs. Diana McLeod, the Assistant Township Administrator or Mrs. Joyce Santimauro, the Municipal Clerk.

Supervisors are required to immediately notify me of any report of sexual harassment or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions.



Robert J. Shannon, Jr.  
Township Administrator

RJSjr: nc  
cc: Township Committee  
Robert E. Landel, Township Attorney  
David V. Murphy, Chief of Police  
Raymond R. Wiss, Labor Counsel  
Diana McLeod, CTC, CFO, ATA  
Nancy Cole, Executive Administrative Assistant

Sexual Harassment Policy 2018.pol

**SERVICE IS OUR PRODUCT**

The Township of Wyckoff is an Equal Opportunity Employer, M/F

**Robert J. Shannon, Jr.**  
**Township Administrator**

**TOWNSHIP OF WYCKOFF --- MEMORANDUM**

**TO:** ALL EMPLOYEES

**FROM:** Robert J. Shannon, Jr., Township Administrator

**DATE:** April 14, 2005/April 20, 2010/April 30, 2012/January 24, 2014/January 14, 2016,  
January 2018

**RE:** ANTI HOSTILE WORKPLACE POLICY

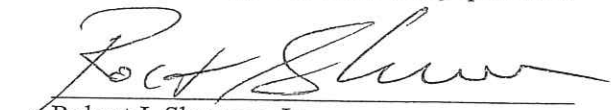
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and harassment. The Township will not tolerate harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker, you should immediately instruct that person to stop said behavior. If after that instruction occurs, you can notify me or, if you prefer, Ms. Diana McLeod, the Assistant Township Administrator or David V. Murphy, Chief of Police.

Supervisors are required to immediately notify their Department Manager and me of any report of hostile workplace behavior or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions

  
Robert J. Shannon, Jr.  
Township Administrator

RJSJr: nc  
Cc: Township Committee  
Robert E. Landel, Township Attorney  
Diana McLeod, CFO, CTC, ATA  
Krista Hogue, Special Projects Assistant  
Raymond R. Wiss, Labor Counsel  
David V. Murphy, Chief of Police

Hostile workplace 2018

The Township of Wyckoff is an Equal Opportunity Employer, M/F

# Conscientious Employee Protection Act "Whistleblower Act"

## Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
  - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
  - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
  - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
    - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
    - (2) is fraudulent or criminal; or
    - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

### CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: Robert J. Shannon, Jr  
 Address: Wyckoff Town Hall  
Scott Plaza Wyckoff NJ 07481  
 Telephone Number: 201-891-7000 x 104

### *This notice must be conspicuously displayed.*

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.



## 50. EMPLOYEE COMPLAINT POLICY

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Township Administrator, the Chief of Police or the Chief Financial Officer. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or



who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the reported incident.

**EMPLOYEE NOTICE**

**EMPLOYEE COMPLAINT FORM**

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

Attach additional sheets if necessary to fully complete all questions.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Time period covered by this complaint: \_\_\_\_\_

Individuals who allegedly committed the acts being complained of: .  
\_\_\_\_\_  
\_\_\_\_\_

Describe the nature and dates of the acts allegedly committed by each individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all persons with knowledge of the complained conduct: \_\_\_\_\_  
\_\_\_\_\_

Are there any documents or other evidence that supports the occurrences described above?  
\_\_\_\_\_  
\_\_\_\_\_

If you previously complained about this or related acts to a Supervisor or Official, please identify the individual to whom you complained, the date of the complaint and any action taken.  
\_\_\_\_\_  
\_\_\_\_\_

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?  
\_\_\_\_\_  
\_\_\_\_\_

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.  
\_\_\_\_\_  
\_\_\_\_\_

What is your requested remedy for this complaint?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE NOTICE**

**EMPLOYEE COMPLAINT FORM**

**ACKNOWLEDGMENT**

The information provided above is true and correct to the best of my knowledge.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.










I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **HARASSMENT PREVENTION**

### ***REQUIRMENTS OF A WYCKOFF MUNICIPAL EMPLOYEE***

1. The anti-harassment video – “We Must Respect Each Other in Local Government” is provided and offered from the JIF/MEL web site 365/24/7. (See attached instructions to access training).
2. Guidance is provided for the illustration and examples of the concept of respecting others in local government:

-  Displays an attitude of teamwork; understanding, enthusiasm and personifying the Township’s motto, “Service is our Product”.
-  Treats fellow staff members and the public with respect and does not harass or make any inappropriate comments or actions.
-  Utilizes municipal resources, such as computer and telephone for Wyckoff municipal work only.
-  Seek advice from supervisor when procedures have not been established or if there is some doubt as to their meaning.
-  Shall not perform personal activity or business during municipal working hours (including talking, texting or emailing personal activity or business on personal cell phone); restricting all activity to Wyckoff municipal work only.
-  Displays a positive, friendly and helpful attitude to municipal staff and public visiting the municipal building.
-  Pays attention to detail, including punctuality, proper safety practices; (avoidance of accidents and injuries) and prepares full and thorough work assignments in a timely manner.
-  Provides assistance to the public as well as to employees efficiently with a premium on the economy of time.
-  Attached is the Township’s Rumor Prevention Policy

***SERVICE IS OUR PRODUCT***



## TOWNSHIP OF WYCKOFF RUMOR PREVENTION POLICY

A recent report that appeared in a Fire Department command communication discussed the negative impact of spreading rumors in an organization. The article has value for all organizations:

With every official system of communication there is an unofficial system, which is commonly referred to as the "Grapevine" or the "Rumor Mill." This communication system is a social network used to transmit social news and often, an organization's official information, in an informal manor.

The grapevine is not a preferred method of communicating information within an organization. Official news traveling through the grapevine can have detrimental effects upon morale and operations, and may affect individual reputations. It is a method for receiving information, but should never be used to transmit information.

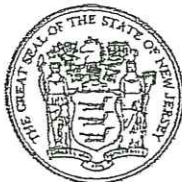
The report identifies flaws in the grapevine system that make it unacceptable from an organization's point of view, and which should be unacceptable from an individual's point of view are:

1. No methods exist to ensure inaccurate or false information can be distinguished from official information. Rumors can have the same validity as official information.
2. No method to ensure that complete information was transmitted. This is especially true in cases of disputes, where only the speaker's point of view is presented or when the facts are out of context.
3. No method to determine if information is slanted because of the speaker's personal bias.
4. No method to clarify information or to correct misinformation.
5. No method to prevent confidential disclosures that can embarrass the department of individuals.

The Township strives to provide official information on a regular basis to combat rumors and to prevent rumors from being started.

As individuals, we can choose not to offer anything to the grapevine. We can take a proactive stand (leadership) to discourage the spreading of rumors, and when we are the victim of a rumor we can choose to behave professionally and not allow it to get to us. Thank your coworkers and friends for their support, but ask them not to comment any further on the rumor in an effort to limit its credibility and so they are not adding to the rumor. Participating in the grapevine can often be a fool's game. It has plenty of victims and no winners. Your time and energy is better spent serving the public. Rumors degrade all of us.





**STATE OF NEW JERSEY**  
**DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

**I. PURPOSE**

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

**II. DEFINITIONS**

The following terms are defined solely for the purpose of this policy:

- 1) Domestic Violence – Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.
- 2) Abuser/Perpetrator – An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

- 3) Human Resources Officer (HRO) – An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.
- 4) Intimate Partner – Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.
- 5) Temporary Restraining Order (TRO) – A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.
- 6) Victim – A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.
- 7) Workplace-Related Incidents – Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.



### **III. PERSONS COVERED BY THIS POLICY**

All New Jersey public employees are covered under this policy. A State of New Jersey public employer is any state, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers and temporary employees of any public employer at any workplace location are also covered under this policy.

### **IV. RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER**

All public employers shall designate an HRO to assist employees who are victims of domestic violence.

The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

### **V. DOMESTIC VIOLENCE REPORTING PROCEDURES**

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition

to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between state employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, as appropriate.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section VI).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

## **VI. CONFIDENTIALITY POLICY**

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the disclosure and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

## **VII. CONFIDENTIALITY OF EMPLOYEE RECORDS**

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

## **VIII. THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT**

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

#### **IX. PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN**

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.

- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

## X. RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

## XI. DISTRIBUTION OF POLICY

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute this policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to this policy, as changes occur.

## XII. OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy

Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

### **XIII. POLICY MODIFICATIONS AND REVIEW**

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

### **XIV. POLICY ENFORCEABILITY**

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

### **XV. POLICY INQUIRIES & EFFECTIVE DATE**

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

October 15, 2019

*Deirdre L. Webster Cobb*

Deirdre L. Webster Cobb, Esq.  
Chair/Chief Executive Officer  
State of New Jersey  
Civil Service Commission  
P.O. Box 317  
Trenton, NJ 08625  
609-292-4145  
<https://www.state.nj.us/csc/>

**TOWNSHIP OF WYCKOFF**  
**NOTICE**  
**NJ HEALTH BENEFITS HEALTH CARE**  
**WAIVER OPTION**

If you are a Municipal employee whose compensation includes health benefits coverage and you have alternate health benefit coverage, a health care waiver option is available for your consideration.

**HOW DOES IT WORK?**

- 1 An employee who has elected to waive health care coverage prior to May 21, 2010 will receive 25% of the annual health care coverage cost as a taxable reimbursement through payroll. An employee who enrolls in the waiver plan on or after May 21, 2010 will receive 25% of the amount saved by the employer or \$5,000, whichever is less. The employer amount saved is calculated as premium, less the contribution the employee would have made if they had not waived coverage. The amount of the reimbursement will be adjusted annually, up or down, in accordance with increases or decreases of the annual cost of the health care coverage to the Township.
- 2 Any employee whose spouse is also a public employee in the State of New Jersey and is enrolled in the State Health Benefits Program, cannot be reimbursed for the Health Care Waiver by the Township of Wyckoff because this constitutes dual health benefit coverage by the State of New Jersey.
- 3 In order to waive the benefits, proof of alternate health benefit coverage must be provided. If married, proof of coverage through spouse is required. If single, proof of other coverage is required.
- 4 At any time throughout the year, if the employee loses spousal coverage, they may reinstate their health care coverage within sixty (60) days of the loss of spousal coverage. Proof of loss will be required.
- 5 Any employee who has elected to waive health care coverage may reinstate health care coverage at the open enrollment period on October 1<sup>st</sup> for reinstatement on January 1<sup>st</sup> of the following year.
- 6 An employee who has elected to waive coverage may change their option between husband and wife coverage and family coverage by providing proof of birth of a child or a covered child reaching the age of 26. Employees who elect to waive family coverage will be asked to provide certification of ages of their dependent children.
- 7 Any employee who has elected to waive their health benefit coverage and who is eligible to retire, may reinstate their health benefit coverage through the open enrollment process on October 1<sup>st</sup> of the year prior to their expected retirement date.
- 8 New employees may elect to waive health care coverage after two (2) months of active employment with the Township.

If you are interested, contact Mrs. Keen in the Finance Office, 201-891-7000, ext. 108.

Updated: 011516

healthwaiver.per

**Robert J. Shannon, Jr.**  
**Township Administrator**

**TOWNSHIP OF WYCKOFF INTER-OFFICE MEMO**

**TO:** Town Hall Employees  
David V. Murphy, Chief of Police  
Scott A. Fisher, Public Works Manager  
Andy Wingfield, Rec. Director

**FROM:** Robert J. Shannon, Jr., Township Administrator

**DATE:** April 10, 2006/April 20, 2010/May 8, 2012/January 13, 2017/  
August 31, 2018/November 27, 2018, January 1, 2020

**RE: TOWNSHIP SICK LEAVE POLICY**

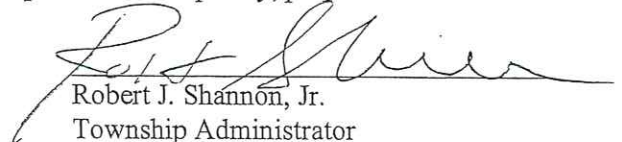
As you may be aware, it has been the practice of the Township of Wyckoff to provide its employees sick leave benefits. These benefits are referred to in the Township Personnel Manual, as well as in various Collective Bargaining Agreements. This memorandum is being issued in order to clarify any questions concerning the manner in which sick leave benefits are calculated.

The Township has always considered sick time to be a privilege, and not a right. As such, the Township does not permit the "banking" of unused sick time for the purpose of converting the same into a cash payout benefit at a future date. Instead, the Township's practice/policy regarding the accumulation of sick days is intended to provide protection to an employee during his/her employment in the event of a prolonged illness with medical doctor certification.

The Township makes available to its full-time employees fifteen (15) days of sick leave per year of employment. Unused sick leave days may be accumulated from year to year, so as to be available in case of a prolonged illness. By way of example, an employee who has worked for five (5) years and who has not used any of his/her sick days, would be eligible for a total of seventy-five (75) sick days for use in the event of a prolonged illness. In this same example, if the employee used twenty-five (25) sick days, he/she would be eligible for a total of fifty (50) sick days remaining.

While the limitations on and conditions pertaining to the use of sick days, i.e. documentation regarding proof of doctor's care, are reflected in the Personnel Manual or Agreement applicable to you, the manner in which sick days are calculated is as set forth above.

Should you have any questions pertaining to the Township's sick leave policy, please do not hesitate to contact me.

  
Robert J. Shannon, Jr.  
Township Administrator

Cc: Township Committee  
Robert E. Landel, Township Attorney  
Raymond R. Wiss, Labor Counsel

Sick leave.pol

The Township of Wyckoff is an Equal Opportunity Employer, M/F



**I. SICK LEAVE FOR CERTAIN PART-TIME EMPLOYEES PURSUANT TO NEW JERSEY PAID SICK LEAVE LAW (NJSA 34:11D-1)**

1. Certain Part-Time Employees who work at least 120 days and do not have a separation in employment that exceeds six months in the benefit year earn up to a maximum of 40 hours of paid sick leave based on one hour of paid sick leave earned for every 30 hours worked. For new hires, paid time off begins to accrue on the first day of employment. However, 120 work days must be achieved before sick leave may be used.

**A. Requirements:**

1. Two Types of Sick Leave (as defined in the law NJSA 34:11D-1)
  - a. Foreseeable sick leave
  - b. Unforeseeable sick leave
  
2. The Township has established certain dates where using foreseeable earned sick leave is prohibited. These dates are; “verifiable high volume periods or special events, during which permitting the use of foreseeable earned sick leave would unduly disrupt the operations of the employer”. Although the Township’s policy is an employer wide policy approved by the Administrator, for the convenience of all employees, they may be implemented in specific departments. These dates are known in the law as “black-out dates”.
  
3. Pursuant to the law, this policy provides notice to employees that the Township requires notification for “un-foreseeable” sick leave. This Notice requires the employee to “call – in” and speak with their supervisor to communicate that they are sick and cannot come to work.
  
4. Part-Time employees – can take foreseeable sick leave in one (1) hour increments.
  
4. Foreseeable sick leave requires written notice seven (7) days prior to the date of utilizing foreseeable sick leave and Department Manager approval must be obtained.
  
6. A doctor’s note shall be required when an employee is out on sick leave for three (3) consecutive work days.
  
7. Unexplained absence of any employee for five (5) consecutive work days will be deemed to be job abandonment and constitute a resignation of such employee.
  
8. No “cashing in” of sick hours. If employee resigns, retires, is terminated or is otherwise separated from employment, the Township shall not pay out for unused or accrued sick time.
  
9. Carryover of earned sick leave (up to 40 hours) from current benefit year to the subsequent year only. Can only use 40 hours of sick leave in a benefit year.
  
10. If employee separates from employment for a period of 6 months or more, the sick leave accrual returns to a zero balance and the 120 days worked in a benefit year minimum requirement recommences, as established above.

11. Department Managers will record all earned paid sick leave time by recording it on an "Earned Sick Time Report for Part-Time Employees". A copy shall be emailed to Nancy Cole as each hour of paid sick leave is earned (based on 30 hours worked = 1 hour paid sick leave accrued).

12. Similar to the sick leave policy for full-time employees, the Township does not advance earned sick leave or permit monetary payouts for "banked time".

## **II. SICK LEAVE FOR FULL-TIME EMPLOYEES PURSUANT TO NEW JERSEY PAID SICK LEAVE LAW (NJSA 34:11D-1)**

A. The CBA and EPL Manual provide more sick days (15 per year) than the law requires for members of the PBA, the DPW and Town Hall full-time employees.

B. Under the New Jersey Paid Sick Leave Law, this law is not to be implemented for employees under a CBA until the current CBA expires. Therefore, as it relates to the PBA and Wyckoff DPW:

- PBA – Expires December 31, 2022
- WRA – Expires December 3, 2025
- No foreseeable sick leave implemented at this time
- No black-out dates for foreseeable sick leave implemented at this time

C. Sick leave in the Township JIF Employee Handbook – pages 147, 148 & 149 remains current. (Attached).

D. Foreseeable sick leave is implemented for Town Hall employees at this time because they are not covered by a CBA.

E. Department Managers have established "Black-Out Days" when foreseeable sick leave shall not be taken as it would unduly impact Township operations, effectiveness and efficiency.

F. Foreseeable sick leave requires written notice seven (7) days prior to the date of utilizing foreseeable sick leave and Department Manager approval.

G. Pursuant to the law, this policy provides notice to employees that the Township requires notification for "non-foreseeable" earned sick time. This notice requires the employee to "call-in" and speak to their supervisor to communicate that they are sick.

H. Department Managers will continue the existing procedure of tracking/recording full-time employees' full work weeks and reporting all attendance on the Guardian System.

I. Employee's use of foreseeable sick leave should be reasonable and considerate to operations and other employees. See "black-out dates" and period restrictions.

### III. IMPLEMENTATION CONTROLS

- a. Each Department Manager can establish black-out dates for use of “foreseeable” sick leave.
- b. Part-time employees – can use “foreseeable” sick leave in one (1) hour increments.
- c. Full-time employees – can use “foreseeable” sick leave only in half day or full day increments. (Half day defined as: employee must work minimum of 3.5 hours that day). Excludes Lunch hour & Tuesday evening hours.
- d. Full-time employees may not use “foreseeable” sick leave on Tuesday evenings if they are regularly scheduled to work (Two hours, 6:00 pm to 8:00 pm) without expressed Department Manager approval. Full-time employees may not use “foreseeable” sick leave when another employee is off on pre-approved vacation leave or on approved foreseeable sick leave.
- e. Foreseeable sick leave requires written notice seven (7) days prior to the date of utilizing foreseeable sick leave.
- f. Doctor’s note required when an employee is out on sick leave for three (3) consecutive days.
- g. Unexplained absence of any employee for five (5) consecutive work days will be deemed to be job abandonment and constitute a resignation of such employee.
- h. No “cashing in” of sick hours. If employee resigns, retires, is terminated or is otherwise separated from employment, the Township shall not payout for unused or accrued sick time.
- i. Carryover of earned sick leave (up to 40 hours) from current benefit year to the subsequent year only. Can only use 40 hours of sick leave in a benefit year.
- j. If employee separates from employment for a period of 6 months or more, the sick leave accrual returns to a zero balance and the 120 days worked in a benefit year minimum requirement recommences.
- k. Department Managers shall continue to input sick leave into our Human Resources Guardian System to comply with Township & employee reporting requirements of NJ PSLA and the Townships’ Employee Handbook.



# New Jersey Earned Sick Leave

## Notice of Employee Rights

Under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. Go to [nj.gov/labor](http://nj.gov/labor) to learn which employees are covered by the law.

New employees must receive this written notice from their employer when they begin employment, and existing employees must receive it by November 29, 2018. Employers must also post this notice in a conspicuous and accessible place at all work sites, and provide copies to employees upon request.

### YOU HAVE A RIGHT TO EARNED SICK LEAVE.

#### Amount of Earned Sick Leave

Your employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your employer's benefit year is:

Start of Benefit Year: 10/29/2018 End of Benefit Year: 12/31/2018

Every Jan 1 To 12/31 each succeeding year

#### Rate of Accrual

You accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. Alternatively, your employer can provide you with 40 hours of earned sick leave up front.

#### Date Accrual Begins

You begin to accrue earned sick leave on October 29, 2018, or on your first day of employment, whichever is later.

*Exception:* If you are covered by a collective bargaining agreement that was in effect on October 29, 2018, you begin to accrue earned sick leave under this law beginning on the date that the agreement expires.

#### Date Earned Sick Leave is Available for Use

You can begin using earned sick leave accrued under this law 120 days after you begin employment.

#### Acceptable Reasons to Use Earned Sick Leave

You can use earned sick leave to take time off from work when:

- You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- You or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.
- Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

#### Family Members

The law recognizes the following individuals as "family members:"

- Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- Grandchild
- Sibling
- Spouse
- Domestic partner or civil union partner
- Parent
- Grandparent
- Spouse, domestic partner, or civil union partner of an employee's parent or grandparent
- Sibling of an employee's spouse, domestic partner, or civil union partner
- Any other individual related by blood to the employee
- Any individual whose close association with the employee is the equivalent of family

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## Advance Notice

If your need for earned sick leave is foreseeable (can be planned in advance), your employer can require up to 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is unforeseeable (cannot be planned in advance), your employer may require you to give notice as soon as it is practical.

## Documentation

Your employer can require reasonable documentation if you use earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits employers from requiring your health care provider to specify the medical reason for your leave.

## Unused Sick Leave

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, your employer is only required to let you use up to 40 hours of leave per benefit year. Alternatively, your employer can offer to purchase your unused earned sick leave at the end of the benefit year.

## You Have a Right to be Free from Retaliation for Using Earned Sick Leave

Your employer cannot retaliate against you for:

- Requesting and using earned sick leave
- Filing a complaint for alleged violations of the law
- Communicating with any person, including co-workers, about any violation of the law
- Participating in an investigation regarding an alleged violation of the law, and
- Informing another person of that person's potential rights under the law.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

## You Have a Right to File a Complaint

You can file a complaint with the New Jersey Department of Labor and Workforce Development online at [nj.gov/labor/wagehour/complnt/filing\\_wage\\_claim.html](http://nj.gov/labor/wagehour/complnt/filing_wage_claim.html) or by calling 609-292-2305 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Keep a copy of this notice and all documents that show your amount of sick leave accrual and usage.

You have a right to be given this notice in English and, if available, your primary language.

For more information visit the website of the Department of Labor and Workforce Development: [nj.gov/labor](http://nj.gov/labor).

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Enforced by: NJ Department of Labor and Workforce Development  
Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305

This and other required employer posters are available free online at [nj.gov/labor](http://nj.gov/labor), or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.



## 55. SICK LEAVE

### POLICY

Sick leave is defined as an employee's absence from regular duty because of illness, accident or exposure to contagious disease.

Paid sick leave shall remain in the discretion of the Governing Body.

Part-time and seasonal employees are not entitled to paid sick leave.

### PROCEDURE

In case of illness or a non work-related injury, which prevents an employee from reporting for work, the employee shall notify his/her Supervisor or Department Head before the scheduled work tour begins in accordance with Section 39, Attendance. The Supervisor or Department Head shall notify the Township Administrator or his/her representative who may investigate and verify the employee's illness or injury.

In the event the illness or injury requires three (3) or more working days absence, the Department Head shall re-verify such condition and report to the Township Administrator.

Upon request of the Department Head each employee absent on sick leave for three (3) or more consecutive working days shall present an authorization from a registered physician to return to work. This authorization may be required prior to the employee's return to work and shall be provided at the employee's expense. Such statement shall include medical reasons for which the leave is required, along with the dates of absence.

It is the responsibility of the Department Head to report all sick leave and attendance cards to the office of the Township Administrator regarding used sick leave days for each employee.

Each Department Head shall report sick leave use monthly to the Township Administrator. The report shall contain the employee's name, dates and days of sick leave use.

A Department Head has the authority to request a Doctor's Certificate, to be provided at employee expense, at any time when an employee calls in and reports he or she is sick or injured and unable to

work. Also, the Department Head has the authority to verify any Doctor's Certificate with the Township Physician, at the Township's expense.



### 36. OVERTIME COMPENSATION POLICY

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Township Administrator shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours need to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Township Administrator's prior written approval and at the sole discretion of the Township Administrator.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending upon work needs, Non-Exempt employees may be required to work overtime. Non-exempt employees are not permitted to work overtime unless the overtime is budgeted and have received prior written approval from the Police Chief (for employees assigned to the Police Department), the DPW Manager or the Township Administrator. Non-exempt employees working overtime without prior written approval will be subject to disciplinary action.

Non-exempt employees who have received prior written approval will receive overtime compensation for hours worked in excess of forty (40) hours in a weekly period. Employees may choose overtime compensation in the form of overtime pay at their regular hourly salary or compensating time off. The maximum number of hours that an employee may accrue for future compensating time off is fourteen (14) hours. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Accrued and taken overtime compensating hours must be noted on the employee's time sheet.

Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty (40) hours in a weekly period. For purposes of overtime

compensation, hours work are computed to the nearest one-half hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

Employees must make their request to their supervisor at least two (2) days in advance when they want to take compensating time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

The employee titles that are exempt under this Act are; Township Administrator, Township Engineer, Construction Code Officer, Municipal Clerk, Chief Financial Officer, Tax Collector, Recreation Director, Police Chief, DPW Manager, Sanitarian, Building Inspector, Tax Assessor and Library Director.

**Robert J. Shannon Jr.**  
**Township Administrator**

**TOWNSHIP OF WYCKOFF**  
**INTER-OFFICE MEMO**

**TO:** Town Hall Employees

**FROM:** Robert J. Shannon, Jr., Township Administrator

**DATE:** Updated: 02-04-99, 11-21-03, 01-12-05, 11-01-08,  
02-01-10, 05-07-12, 01-25-13, 01-24-14; 01-2015, 01-14-16, 09-17-18

**RE: SMOKING CONTROL POLICY**


This memo was originally issued on July 22, 1992.

This memo shall serve as the Township's written Smoking Control Policy and is designed to conform to Public Law, Chapter 381, adopted December 18, 1985 and PEOSHA rule that was incorporated into N.J.A.C. 5:23-11 December 19, 1991.

Essentially, the aforementioned two mandates establish the right of the non-smoking employee to breathe clean air and supersedes the privilege of the employee to smoke. The law indicates that "air from designated smoking areas shall not be re-circulated to no-smoking areas" and "designated smoking area" shall mean an area in a building where smoking is permitted and which is physically separated from non-smoking areas and which non-smokers do not need to enter or pass through.

The practical effect of this air quality rule, as it relates to Town Hall, Police Headquarters, the Recreation Office, Police Pistol Range, Zabriskie House, Animal Control facility, Public Library, the Larkin House and DPW facility, limits smoking to outdoor areas.

Any alleged violations should be reported to the Board of Health.



Robert J. Shannon, Jr.  
Township Administrator

RJSJr:eb  
cc: Township Committee  
Robert E. Landel, Esq.  
Board of Health

Smoking 2018.pol

**The Township of Wyckoff is an Equal Opportunity Employer, M/F**

**Robert J. Shannon, Jr.**  
**Township Administrator**

TO: All employees

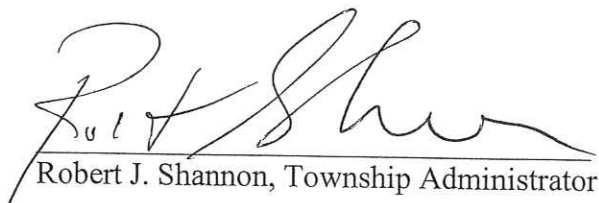
FROM: Robert J. Shannon, Township Administrator

DATE: December 7, 2015, December 17, 2019

RE: **SAFETY PROCEDURE FOR TOWN HALL IN THE EVENT OF AN ACT OF TERROR**

I have been asked by employees as to the procedures municipal staff should follow in the event of a tragic act of terror as we all watched last week in San Bernardino County California at a seminar/Christmas party. I have consulted with the Police Department and based on current federal guidance, the layout of our Town Hall and our existing emergency evacuation plan posted in the copier room, the following is our plan:

1. Any sound an employee finds alarming, and the employee can exit the building safely, please exit the building at one of the four ingress/egresses or ground floor window(s) away from the sound and gather at Fire House #1, if possible
2. Call 9-1-1. If you cannot speak, leave the line open and allow the dispatcher to listen.
3. All offices are equipped with a panic button, press it.
4. Always try to remain calm. Tell responding Police Officers what you know.
5. The attached two pages provide guidance for office employees from the U.S. Department of Homeland Security.
6. Any questions, please ask.

  
Robert J. Shannon, Township Administrator

RJSJr:ebb

cc: Township Committee  
Town Hall Procedure for an Act of Terror120815.safe

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### 2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

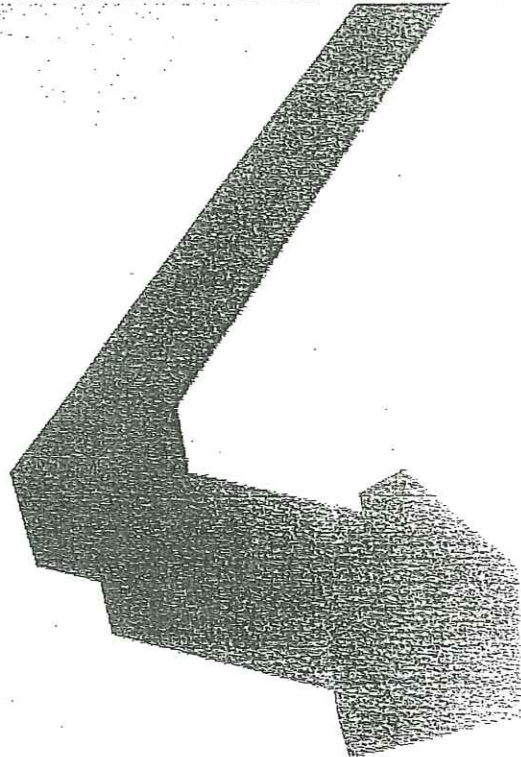
**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**3. Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



# ACTIVE SHOOTER RESPONSE

## *How to respond when an active shooter is in your vicinity*

Quickly determine the most reasonable way to protect your own life and the lives of others.

### Run

Have an escape route and plan in mind  
Leave your belongings behind  
Keep your hands visible

### Hide

Hide in an area out of the active shooter's view  
Block entry to your hiding place and lock the doors

### Fight

Only when your life is in imminent danger  
Attempt to incapacitate the active shooter  
Act with physical aggression

*Call 911 when it is safe to do so*

FBI Video: Run. Hide. Fight. Surviving an Active Shooter Event - [www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-incidents](http://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-incidents)

## *How to respond to a 911 operator or when law enforcement arrives*

### Initial Response

Remain calm and follow officers' instructions  
Immediately raise hands and spread fingers  
Keep hands visible at all times  
Avoid quick movements, pointing, or yelling towards officers  
Do not stop, proceed in direction of law enforcement

### Provide Information

Location of the victims and the active shooter  
Number of shooters, if more than one  
Physical description of shooter(s)  
Number and type of weapons held by the shooter(s)  
Number of potential victims at the location

DHS Active Shooter Preparedness Resources - [www.dhs.gov/active-shooter-preparedness](http://www.dhs.gov/active-shooter-preparedness)

## *Signs of potential workplace violence*

Increased use of alcohol and/or illegal drugs  
Unexplained absenteeism and/or vague physical complaints  
Depression/withdrawal

Noticeably unstable or emotional responses  
Increasingly talks of problems at home  
Unsolicited comments about violence and dangerous weapons



NJOHSP Active Shooter Response Training Video - [www.njohsp.gov/active-shooter-response-training](http://www.njohsp.gov/active-shooter-response-training)

## Questions and Answers about your Employee Assistance Program

### What is an Employee Assistance Program ?

It is an employer-sponsored program. Your company has retained the services of *Intervention Strategies, Inc.*, a qualified counseling resource that specializes in the assessment of personal problems. Here's how the program works:

- The request for help may be initiated by the employee or family. Simply call **800-663-0404** and an appointment will be arranged. **Confidentiality is assured.** The discussion of the problem is strictly between you and the counselor. Neither your employer nor your coworkers will have any knowledge of your request for help.
- Your supervisor may encourage the use of the Employee Assistance Program when a performance problem occurs in order to determine if personal problems may be interfering with the job. The supervisor will not attempt to diagnose or counsel an employee on personal issues. The program is voluntary. However, if the offer of help is refused and job performance or attendance problems continue, regular corrective procedures will apply.

### Why is a program like this needed?

Progressive organizations are providing Employee Assistance Programs to their employees because it makes sense to help the most valuable resource of an organization which is its people. Each of us, regardless of our position in the organization, face a variety of problems in our daily lives.

### What kinds of problems will the Employee Assistance Program deal with?

The program deals with human problems - the kinds that affect an employee's personal well-being and his or her ability to perform on the job. These may include marital difficulties, financial or legal problems, emotional difficulties, or problems caused by addictive illnesses such as workholism, alcoholism, and drug abuse. Since an employee's personal well-being can be affected by the problems of loved ones, this program is also made available to anyone who is a part of your life.

### But aren't those problems private?

Certainly these problems are personal, until they begin to have an adverse impact on the employee's performance. The intent of the Employee Assistance Program is to prevent issues from getting worse. Calls are confidential!



**NEW JERSEY ETHICS LAW**  
**(NJSA 40A:9-22.1 et. seq.)**

**40A:9-22.5 PROVISIONS REQUIRING COMPLIANCE BY LOCAL GOVERNMENT OFFICERS, EMPLOYEES.**

**LOCAL GOVERNMENT OFFICERS OR EMPLOYEES SHALL COMPLY WITH THE FOLLOWING PROVISIONS:**

1. No local government officer or employee or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
2. No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:
  - (1) award any contract which is not publicly bid to a former member of that authority;
  - (2) allow a former member of that authority to represent, appear for or negotiate on behalf of any other party before that authority; or
  - (3) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.
3. No local government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others;
4. No local government officer or employee shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment;
5. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;
6. No local government officer or employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his official duties;
7. No local government officer or employee shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;
8. No local government officer or employee or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities;
9. No local government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group;
10. No elected local government officer shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his immediate family, whether directly or indirectly, in return therefore; and
11. Nothing shall prohibit any local government officer or employee, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.

### 3. STANDARDS OF CONDUCT AND ETHICS POLICY

Public employment is a unique status and involves special responsibilities. In order to define precisely the permissible parameters of a Township employee's off-duty employment and to set forth provisions relating to the conduct and ethics required of Township employees, the following policy shall be adhered to by all employees.

Employees including the Township of Wyckoff officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interest of the Township of Wyckoff. Violations of this policy will result in appropriate discipline including termination.

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

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

The Township of Wyckoff is an Equal Opportunity Employer, M/F

Employees are allowed to hold outside employment as long as it does not interfere with their Township of Wyckoff responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using the Township of Wyckoff time, supplies or equipment in the outside employment activities. The Township Administrator may request employees to restrict outside employment if the quality of the Township of Wyckoff work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Township of Wyckoff must submit a written notice of these outside interests to the Township Administrator.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Township of Wyckoff duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Township of Wyckoff or any person or firm seeking to influence the Township of Wyckoff decisions. Employees are required to report to the Township Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

#### 1. **Definitions**

- a. **“Employee”** shall mean any employee of the Township and shall include any other Township appointee of the Mayor or governing body of the Township of Wyckoff.
- b. **“Off-duty employment”** shall mean any services rendered apart from your Township of Wyckoff employment during your off-duty period for which you receive goods, services or pay.
- c. **“Interferes with employment”** shall mean employment which impairs the quality or quantity of your work or which may impair your safety or health or your fellow employees’ safety or health.



TOWNSHIP OF WYCKOFF  
MEMORIAL TOWN HALL  
WYCKOFF, NEW JERSEY 07481-1907

TEL: 201-891-7000  
FAX: 201-891-9359

## TRAINING GUIDE MUNICIPAL LIABILITY

**Purpose:** This guide is provided to acquaint all staff with how liability is noticed on the Township and how employees should initially react to that notice.

TITLE 59 of New Jersey Statutes (also known as the TORT Claims Act), provides immunities for municipalities except when they have notice of a hazard.

### **How do municipalities receive notices of hazards, (unsafe conditions)?**

*A letter is received, a telephone call is placed to the municipality or a telephone call is placed to the police desk.*

### **What is considered an unsafe conditions (hazards)?**

*Examples include: potholes, dead branch over a school bus stop, depression next to a catch basin, playground equipment with splintering wood, sink hole on a recreation field, etc.*

The major receiver of unsafe conditions/complaints is the police desk. The Police Chief has trained the police department staff to immediately contact the Township Engineer or the Public Works Manager to immediately respond to the condition and make a judgment and repair the unsafe condition. The second usual unsafe condition report is a dead tree overhanging parking spaces of expensive cars.

### **Now that you are aware of these conditions/complaints, how should you respond if you receive an unsafe condition notice?**

Upon receipt of a call which is an unsafe condition, you must obtain thorough and complete information, location of unsafe condition, complaintant's name, address, telephone number and immediately provide this information to the department whose responsibility would include that correction of the condition. Just do not leave it on a Department Manager's desk or wait until the Department Manager returns to work if they are off. Notices of unsafe conditions must be responded to immediately.

Any questions on who to provide this information to, ask your Department Manager. If your Department Manager is not available, ask me. If I am not available, have Elaine page me.



# WYCKOFF

*New Jersey*

GARDEN TOWN IN THE GARDEN STATE

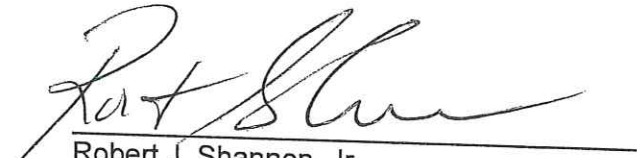
## PROCEDURE FOR ACCEPTING DELIVERIES

All deliveries must be accepted only at the appropriate location. For example, we should not accept a delivery for the Rec Department at Police Headquarters or a deliver for the DPW at Town Hall. When receiving deliveries, all employees must sign their name legibly and write "subject to inspection" ***immediately*** next to their legible signature. This language allows the Department Manager to inspect the items received within 24 hours. Inspection includes determining if there is any breakage, spillage of items, correct item(s) and the correct number of items. If any part of the delivery is incorrect,

***you must advise Darlene immediately in writing.*** Your written description should describe the defect and you must contact the vendor:

- 1) verbally within 24 hours and
- 2) follow-up this contact in writing to the vendor.

We do not purchase or accept any item(s) which we did not specify on a Purchase Order or in any condition less than new and free of defect(s). Any questions, please ask me.

  
Robert J. Shannon, Jr.  
Township Administrator



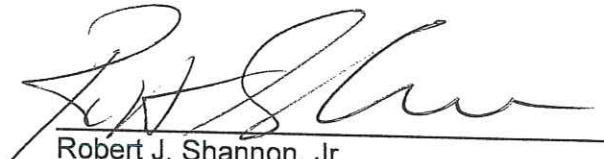
# WYCKOFF

*New Jersey*

GARDEN TOWN IN THE GARDEN STATE

## NOTICE TO ALL EMPLOYEES TOWNSHIP OF WYCKOFF'S FRAUD PREVENTION PROGRAM

As a part of the Township's fraud prevention program, I have an open door policy. Therefore, if you suspect an impropriety, you may speak with Diana McLeod, Assistant Township Administrator, the Police Chief or me in confidence and your conversation will remain confidential.

  
Robert J. Shannon, Jr.  
Township Administrator

**STOP PUBLIC CORRUPTION**

# Whistleblower PROGRAM

Call the NJ Division of Criminal Justice at:

**866-TIPS-4CJ**

Or visit:

[www.nj.gov/oag/corruption](http://www.nj.gov/oag/corruption)





**PUBLIC CORRUPTION**

**\$25,000  
REWARD**

Call the NJ Division of Criminal Justice at:

**866-TIPS-4CJ**

Or visit:

**[www.nj.gov/oag/corruption](http://www.nj.gov/oag/corruption)**





**TOWNSHIP OF WYCKOFF**  
**Memorandum**

April 9, 2018

To: Robert J. Shannon, Administrator  
All Department Managers  
Distribute to all Employees with remote access

From: Diana McLeod, CFO/CTC

Re: **Off-site Office Work and Remote Computer Access**

The ability to work from a remote location has been provided to certain Township employees in order to allow for easy accessibility and emergency work related situations. As such the following procedures are being established to ensure that any Township work performed via computer from a remote (out of office) location complies with Township policies of record retention and cybersecurity.

1. If you work outside of the office, all physical documentation prepared on behalf of the Township of Wyckoff must be archived and retained in accordance with all State of New Jersey record retention requirements. This can be accomplished by: saving work on thumb drive and saving to your work computer once in the office (please scan thumb drive for viruses prior to using), emailing any documents to your Township email and saving once in the office. It is the individual employee's responsibility to comply with the law pertaining to the archiving and retention of Township records.
2. Working remotely by dialing into your work computer will save files but also requires adherence to confidentiality and cybersecurity protocols. Employees with remote access should:
  - a. Leave your work computer on for access BUT you must log off and bring screen to password protected log on window before leaving the office.
  - b. Turn off your work monitor so no one can watch what you are doing.
  - c. Work computers must be set to log off automatically if not used in 10 minutes.
  - d. Do not save any work directly to the remote computer.
  - e. When working from remote locations save work on your Township computer for purposes of archiving.
  - f. Be aware that people around you can view your connection to Township computer so make sure you maintain all confidentiality and security protocols.
  - g. Be sure to log out of remote connections when not working.
  - h. Be aware that any viruses or malware on the remote computer can transfer to your work computer and the Township network when logged in so limit internet or personal use of remote computer. Follow all Township protocols for cybersecurity.
  - i. Do not log in utilizing an unsecure networks or public Wi-Fi. (Please don't work at Starbucks!)

Diana McLeod  
CFO/CTC/ATA

**TOWNSHIP OF WYCKOFF**  
**Memorandum**

April 3, 2018

To: All Departments

From: Diana McLeod, CFO/CTC

Re: **Procedure for acceptance of Online Forms and Online Payments**

As per NJAC 5:30-9 et seq, Government Electronic Receipt Acceptance, the collection of fees through online form and payment processes are subject to policies and procedures that will ensure accuracy, proper recording of collected fees and audit compliance. These rules and regulations are promulgated by the State of New Jersey. On-line payments are considered a cash receipt and are subject to all accounting, internal controls and auditing requirements. **Daily reconciliation, procedures for monthly proofs and review will become the responsibility of the using department.** The Finance Department will no longer have the ability to detail individual receipts. Online payments must be set up to comply with the Finance Departments reporting procedures, State of New Jersey Local Finance Board rules and regulations, and audit compliance. Procedures are listed and may change as necessary to ensure compliance.

1. No department may authorize the use of online payment of forms without prior authorization from the Chief Financial Officer. All forms being paid on-line are required to have a "payment code" associated with the form established by the CFO and that reconciles with the Township's revenue and payment recording system. Any vendor being used to create such online form and payment systems must be able to establish the necessary codes for each individual form that coincide with the Finance Departments reporting system to ensure that payments can be properly processed in the Finance reporting system. These codes are a requirement of the State of New Jersey Local Finance Board and Division of Local Government Services.
2. All online forms and payment reports are subject to all Record Retention laws as required by the State of New Jersey. Each department must maintain written documentation of each receipt.
3. Any vendor contracted to create online reporting and payment systems must deposit all monies collected to the Township not to exceed 72 hours from time of collection. They must be able to provide a daily and date generated reports, in both summary and detail form, that will breakdown the payments by the pre-assigned payment codes and the amount paid that reconciles to the daily and monthly deposit made to the Township's bank account.
4. The Finance Department will record to the Township's reporting system the total collected under each payment code and reconcile the bank accounts for payments taken in. The Finance Department will no longer be able to input receipts by block/lot or individual payment. As a result, the Finance Office will no longer be able to generate a detailed report.
5. **Therefore, each department that uses online form and payment systems must prove and reconcile their departments receipts in a detailed report and must provide a subsidiary report each month to the Chief Financial Officer. These reports must include each individual**

**receipt information (block, lot, fee type). Any discrepancies between the Department's report and the deposits made to the bank must be reconciled by the Department.**

6. Each Department will be audited annually during the Township's state required annual audit by the Township Committee selected Independent/Third Party Audit Firm and **each department is responsible for ensuring all documents and proofs are up to date and available to the auditor upon request.** It is the Department's responsibility to maintain accurate, detailed records and reports of their Department's on-line form and payment records.
7. Any questions please ask immediately. Do not wait until you are being audited!!

Diana McLeod  
CFO/CTC

Cc: *Township Committee*  
*Robert Landel, Township Attorney*  
*Gary W. Higgins, RMA*  
cc: *Robert J. Shannon, Administrator*  
*Joyce C. Santimauro, Municipal Clerk*  
*Mark DeGennaro, Engineer*  
*Cindy Risseeuw, Building Department*  
*Andy Wingfield, Recreation Department*

*Attachment: NJAC 5:30-9.5 State Mandated Accounting and Controls*

**5:30-9.4 Contracting for services**

- (a) Contracts for acquisition of electronic receipt equipment and services shall be subject to provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
- (b) A local unit may have contracts with more than one processor, but shall have only one contract to process transactions of any single card issuer for similar types of transactions. For example, a local unit may have a contract with one bank to process Master Cards and Visa cards for over-the-counter transactions, and separate contracts with other processors for processing Discover and American Express over the counter card transactions; but it may not have more than one contract to process Master Cards, unless it is a specialized service not available from the processor, for example, a voice response or interactive computer based system. A single contract with an independent service organization to process transactions of any number of issuers shall be permitted.
- (c) Contracts shall require that processors shall transmit or otherwise deposit in the local unit's bank account the proceeds of electronic receipt transactions at any interval not to exceed 72 hours after the transmission or processing of the transactions by the local unit, weekends and holidays excepted.
- (d) All contracts shall provide that chargebacks or electronic debits of returned or otherwise failed transactions shall require either paper based or electronic confirmation of the debit transaction and identification of individual debits.

**5:30-9.5 Accounting and control**

- (a) Electronic receipt transactions shall be transmitted or otherwise sent to the processor on a daily basis at the close of the business day, or if done automatically by computer program, prior to the close of the business day of the processor.
- (b) Electronic receipt transactions shall be considered a form of cash receipt and shall be subject to all local unit accounting, internal control, and auditing requirements relating to cash receipts, including, but not limited to, daily reconciliation, cash counts, reporting to the governing body, and account testing.
- (c) The local unit shall retain printed documentation of all electronic receipt transactions for a period of time as required by the relevant State records retention law with regard to cash receipts or the local unit's contract with the processor, whichever is longer.
- (d) All refunds of electronic receipt transactions shall be performed in accordance with all other statutory requirements related to the refunds of monies to the local unit.
- (e) The local unit shall secure authorization of the processor of all credit or debit card transactions prior to execution.

**5:30-9.6 Preauthorized transactions**

## **SOCIAL MEDIA POLICY – TOWNSHIP OF WYCKOFF, NEW JERSEY**

### **PURPOSE**

This policy sets forth guidelines for the establishment and use by the Township of Wyckoff ("the Township") of its social media sites (Facebook, YouTube and Twitter) as a means of conveying Township-related information to its residents, employees and visitors. The Township has an overriding interest and expectation in deciding what is “spoken” on behalf of the Township on its social media sites.

The purpose of this social media policy is to establish enforceable rules for the use of social media by Township officers and employees when engaged in Township business. Social media at this time refers to Facebook, YouTube, Twitter, and any other communication that is open to response or comment. Rules are necessary to assure that communications made on behalf of the Township are properly authorized and in correct form; that communications to the municipality by means of social media which can be viewed by the public are appropriate and pertinent; that all communications to the municipality is related to the posted municipal information; and that the sender is clearly and fully informed that a message received by means of social media is not a substitute for required reporting procedures.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, YouTube, and Twitter. For purposes of this policy, “comments” include information, articles, and pictures. It also includes other communication medium created by the Township including but not limited to Nixle, reverse 911 and/or the Public Education Government Channel.

### **SCOPE**

This policy shall apply to all Municipal agencies and departments as well as any affiliated government or non-government agency or official and/or commission or council permitted by the Township to post on Township social media sites.

**GENERAL POLICY**

The objective of the use of social media by the Township or its departments is to expand and facilitate the dissemination of information from the Township to its residents, taxpayers and the general public.

1. No Township social media site shall be established without prior approval of the Township Committee. The following social media sites are approved by the Township Committee under the direction of the Township Administrator and/or his/her designee:

*Facebook:*

- Wyckoff Local Government
- Wyckoff Mayor's Wellness Campaign

*Twitter:*

- @wyckofftownship

*Instagram:*

- Wyckoffnj

The following social media sites are approved by the Township Committee under the direction of the Police Chief:

*Facebook:*

- Wyckoff Police Department
- Wyckoff, NJ Office of Emergency Management

*Twitter:*

- @wyckoffpolice

*Instagram:*

- Wyckoff\_municipal\_alliance

The following social media sites are approved by the Township Committee under the direction of the Recreation Director:

*Facebook:*

- Wyckoff Recreation Department

2. The Township social media sites shall clearly set forth that they are maintained by the Township and that they follow this Social Media Policy.

3. Wherever possible, the Township social media sites should link back to the official Township website for forms, documents, online services and other information necessary to conduct business with the Township.
4. The Township social media sites are not to be used for making any official communications to the Township, for example, reporting crimes or misconduct, reporting dangerous conditions, requesting an inspection, giving notice required by any statute, by ordinance or regulations such as but not limited notices of claim. Prominent notice of this paragraph shall be displayed on every Township social media site, along with the appropriate contact information for submitting official communications.
5. This social media policy shall be placed on the Township Website and all Township social media sites.
6. The Township Administrator and/or his/her designee shall monitor Township social media sites to ensure adherence to both this Social Media Policy and the interest and goals of the Township. The Township has the right and will restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines will be retained by the Township Administrator and/or her/her designee pursuant to the applicable Township retention policy, including the time, date and identity of the poster, when available.
7. These guidelines must be displayed to users or made available by hyperlink.
8. The Township will approach the use of social media tools as consistently as possible, Township-wide.
9. The Township website at [www.wyckoff-nj.com](http://www.wyckoff-nj.com) will remain the Township's primary and predominant internet presence.
10. The Township social media sites and this Policy are subject to all applicable federal and NJ laws and regulations, as well as applicable record retention requirements.
11. Employees and Volunteers representing the Township's government via its social media sites shall conduct themselves at all times as a representative of the Township and in accordance with all its policies especially the Township of Wyckoff Communication Media Policy for employee behavior in the Township of Wyckoff JIF Personnel Manual.
12. This Social Media Policy may be revised at any time by approval of the Township Committee.

13. This policy governs all social media use by or on behalf of the Township and/or its departments.
14. The Township shall only establish and operate the social media sites indicated in item #1 and approved for use by the Township Committee. No other social media sites are authorized.
15. All Township presence and activity on social media are an integral part of the Township's information networks and must comply with all rules and policies governing the Township's computers and electronic media, including but not limited to the applicable JIF Municipal Internet Access and Use Guidelines.
16. All Township use of social media is responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), Open Public Record Act (OPRA), First Amendment, privacy laws, sunshine laws, and information security policies (if applicable) established by the Municipality.
17. All Municipal policies are applicable to interactions on social media sites when acting in an official capacity and representing the Municipality.
18. No "friending" or other special relationship between a Township employee and a third person is permitted on, or working on, a Township social media site(s).
19. Social media is run by a third party separate from the Township and social media sites occasionally become inoperable. The Township reserves the right to disable its social media accounts either temporarily or permanently at any time. There is no guarantee of "uptime."

#### **COMMENT POLICY**

1. As a public entity the Township must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing the Township social media sites is to disseminate information from the Township about the Township to its residents, employees and visitors.



3. A comment posted by a member of the public on any Township social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Township, nor do such comments necessarily reflect the opinions or policies of the Township.
4. Any attempt to hack or otherwise compromise the Township's internet or social media sites will be reported to law enforcement and the perpetrator will be denied access to the sites.
5. The Township reserves the right to deny access to its social media sites for any individual who violates the Township of Wyckoff Social Media Policy at any time and without prior notice.
6. All comments posted to any Township sites are bound by any applicable terms and conditions of Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Township reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
7. All comments posted to any Township sites are bound by any applicable terms and conditions of Twitter's Terms of Service, located at <https://twitter.com/tos>, and the Township reserves the right to report any violation of Twitter's Terms of Service to Twitter with the intent of Twitter taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
8. All comments posted to any Township sites are bound by any applicable terms and conditions of YouTube's Terms of Service, located at <https://www.youtube.com/t/terms>, and the Township reserves the right to report any violation of YouTube's Terms of Service to YouTube with the intent of YouTube taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.

9. All comments posted to any Instagram sites are bound by any applicable terms and conditions of Instagram Terms of Service, located at <https://instagram.com/tos>, and the Township reserves the right to report any violation of Instagram Terms of Service to Instagram with the intent of Instagram taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
10. Township municipal employees are prohibited from commenting on the municipal social media sites.
11. No Township employee, Township elected official, vendor performing work or providing services to the Township, or volunteer may post or comment on a Township social media site.
12. Persons posting prohibited content are subject to being barred from posting comments on Township social media.

### **PROHIBITED CONTENT**

Comments containing any of the following inappropriate forms of content shall not be permitted on the Township's social media sites and are subject to removal and/or restriction by the Township Administrator and/or Chief of Police and/or his/her designees.

- a. Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement;
- b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation;
- c. Defamatory attacks;
- d. Threats to any person or organization;
- e. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
- f. Conduct in violation of any federal, state or local law;
- g. Encouragement of illegal activity or illegal activity;

- h. Information that may tend to compromise the safety or security of the public or public systems;
- i. Content that violates a legal ownership interest, such as a copyright, of any party the Township does not permit or allow copyright infringing activities and/or infringement of intellectual property rights on its website or social media sites and will remove any and all content and submissions if properly notified that such content and/or submission infringes on another's intellectual property rights;
- j. Private contact information such as names, addresses and phone numbers no matter how easily obtained elsewhere; Personal information of a person other than the poster;
- k. Spamming or repetitive content;
- l. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a Township media site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child's posting or comments;
- m. Content that incites violence;
- n. Photographs or videos;
- o. Comments unrelated to the particular post being commented upon;
- p. Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations; and,
- q. Persons posting prohibited content are subject to being barred from posting comments on Township social media.
- r. Only content approved by the Township Administrator and/or approved by the Chief of Police for public release is allowed to be posted. Content of a sensitive nature shall not be allowed to be posted. Officials, employees, Township volunteers, or vendors providing services to the Township are prohibited from posting comments.
- s. A "designee" or a person appointed by the Township Administrator and/or Chief of Police is never to be allowed to transfer their social media account information or allow someone access to their account on their behalf without prior written authorization from the Township Administrator or Chief of Police.

**BREACH OF POLICY**

1. The Township Administrator or Chief of Police and/or his/her designee may be required to remove internet postings on Township social media sites which are deemed to constitute a breach of Policy, as determined by the Township Administrator or Chief of Police subject to applicable archiving and retention requirements.
2. Any social media site created by the Township remains the property of the Township, including all the followers and friends generated by the site. If the person who created the site leaves the employment of the Township, they must relinquish everything related to the site including user names, passwords and/or access codes or information.

**TERMS OF USE DISCLOSURE** *(to be posted on all Township Social Media Sites)*

**A. Information Disclaimer**

By visiting this site, you understand and agree that the Township of Wyckoff local government site is provided "AS IS". Township of Wyckoff local government makes every effort to provide accurate and complete information on this website. The information contained herein is not official nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about Township of Wyckoff local government. Portions of the information on this site may be incorrect or not current. Township of Wyckoff local government, its officers, employees or agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to, damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.

**B. Linking Policy -- Links To External Sites**

The Township of Wyckoff local government site contains links to outside websites. These websites are not owned, operated, controlled or reviewed by the Township of Wyckoff local government. These links are provided solely as a courtesy and convenience to you, the visitor.

The Township of Wyckoff local government, its officers or employees, exercise no control over the organizations, views, accuracy, copyright or trademark, compliance or the legality of the material contained in these outside websites. The Township of Wyckoff local government, its officers or employees, do not sponsor, endorse, or approve the information, content, proceeds, materials, opinions or services contained on such outside websites. The visitor proceeds to these outside websites at his/her own risk. The Township of Wyckoff local government specifically disclaims any and all liability from damages, which may result from the accessing of a third-party site, which is linked to the Township of Wyckoff local government website or from reliance upon only such information.

**C. Endorsement Disclaimer**

Reference in this website to any specific commercial products, processes, or services, or the use of any trade firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by Township of Wyckoff local government or its officers, employees or agents.

**D. Copyright and Trademark Limitations**

Township of Wyckoff local government makes no warranty that materials contained herein are free of copyright or trademark claims or other restrictions or limitations on free use or display. Making a copy of such material may be subject to copyright or trademark laws.

**E. Use of material from this site**

The Township of Wyckoff local government has made the content of these pages available to the public and anyone may view, copy or distribute *Township of Wyckoff local government information* found here without obligation to the Township of Wyckoff local government for non-commercial, personal use only, unless otherwise stated on particular material or information to which a restriction on free use may apply.

The design of this site, original graphics, and original content are all copyrighted by the Township of Wyckoff and may not be re-engineered, distributed, modified, transmitted, re-used, reposted, or duplicated without the express written permission of the Township of Wyckoff in each instance. All requests to use any part of the original design, code, graphics or content of this site should be made via e-mail to the Township Administrator

**F. Unauthorized Modifications**

Unauthorized attempts to modify or otherwise alter any information or image stored on any Township of Wyckoff local government website may result in criminal prosecution.

## TOWNSHIP OF WYCKOFF 2018 COMMUNICATION MEDIA POLICY

The Township of Wyckoff's Communication Media are the property of the Township and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Township, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Township of Wyckoff. 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 Township of Wyckoff business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Township of Wyckoff's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Township of Wyckoff's local or wide-area networks."

The Township of Wyckoff respects the individual privacy of its employees. However, employee communications transmitted by the Township of Wyckoff'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 Township of Wyckoff. The Township of Wyckoff reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Township of Wyckoff's Communication Media.** By using the Township of Wyckoff's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Township of Wyckoff personnel. The existence of passwords does not restrict or eliminate the Township of Wyckoff's ability or right to access electronic communications. However, the Township of Wyckoff 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 (NJSA 47:1A-1). Employees of the Township of Wyckoff are required to use the assigned municipal email account for ALL Township of Wyckoff business and correspondence. The use of private email accounts for ANY Township of Wyckoff business or during business hours is strictly prohibited.

Employees can only use the Township of Wyckoff's Communication Media for legitimate business purposes. Employees may not use Township of Wyckoff's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Township of Wyckoff 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, who have been granted access to electronically-stored data, must use a logon ID assigned by Township of Wyckoff. Certain data, or applications that process data, may require additional security measures as determined by the Township of Wyckoff. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

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

Employees 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 Township of Wyckoff's computing environment.

Employees 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 Township of Wyckoff. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Township of Wyckoff, or licensed to the Township of Wyckoff. Employees 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 Township of Wyckoff encourages employees to share information with co-workers and with those outside the Township of Wyckoff 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 Township of Wyckoff. 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 must adhere to the following guidelines for their participation in social media. Employees may engage in social media activity during work time through the use of the Township of Wyckoff's Communication Media, provided that it is directly related to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Township of Wyckoff information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and 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 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 Township of Wyckoff's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Township Administrator. Except in "emergency situations," Employees are prohibited from taking digital images or photographs with media equipment not owned by the Township of Wyckoff. 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 Township of Wyckoff's Communication Media. If such situation occurs, employee agrees that any images belong to the Township of Wyckoff and agree to release the image to the Township of Wyckoff and ensure its permanent deletion from media device upon direction from the Township of Wyckoff.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the Township of Wyckoff or on behalf of the Township of Wyckoff, whether through the use of the Township of Wyckoff's Communication Media or otherwise, may be issued unless it has first been approved by the Township Administrator of the Township of Wyckoff. 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 Township of Wyckoff.

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

All users are personally accountable for messages that they originate or forward using the Township of Wyckoff'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 must respect the laws regarding copyrights, trademarks, rights of public Township of Wyckoff and other third-party rights. Any use of the Township of Wyckoff's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Township of Wyckoff, 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 use social media outside of their employment and in so doing employees identify themselves as Township of Wyckoff's employees, or if they discuss matters related to the Township of Wyckoff on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Township of Wyckoff, 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." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Township of Wyckoff or the Township of Wyckoff's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Township of Wyckoff 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. Township of Wyckoff employees have the right to engage in or refrain from such activities.

\*\*\*\*\*

**OFFICIAL OR EMPLOYEE:**

I have read the Township of Wyckoff's Communication Media Policy and I agree to comply with the policy. I understand that the Township of Wyckoff has taken precautions to eliminate controversial or inappropriate material through education. I will file the policy for easy access and reference if I need to refer back to it for specific detail.

\_\_\_\_\_  
*Name (Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



Robert J. Shannon, Jr.  
Township Administrator

TO: Mark A. Di Gennaro, P.E., Township Engineer  
Thomas Gensheimer, Uniform Construction Code Official  
Fred Depken, Property Maintenance Official  
Cindy Risseuw, Building Department/Board of Health Secretary  
Susan DeRosa, Tax Assessor's Secretary  
Paulette Scandone, Court Administrator  
Stacey Gambuti, Assist. Court Clerk  
Elaine Booth, Executive Assistant  
Krista Hogne, Special Projects Assistant  
Susan McQuaid, Planning Board/Board of Adjustment Secretary  
Joyce C. Santimauro, Municipal Clerk  
Maryellen Tafate, Assist. Recycling Coordinator  
Anna Coscia, Clerk's Adm. Assist.  
Andrew Wingfield, Recreation Director

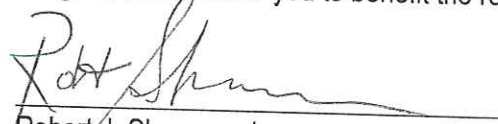
FROM: Robert J. Shannon, Jr., Township Administrator

DATE: January 29, 2016

RE: VOICE MAIL POLICY

Voice mail has been assigned to you as an organizational tool to assist in providing service to residents. The following shall be Township policy:

1. Everyone's voice mail message should state:  
**"You have reached (state your name and title). I am either on the phone or away from my desk, please leave a detailed message and I will return your call."**
2. All voice mail messages are to be returned no later than the end of the next business day.
3. You must make provisions for your voice mail messages to be returned when you are out of the office.
4. You must maintain a record of your received voice mail messages, (listing the time you received the call, who called and when you returned the call). (This information is vital to ensure we are responsive).
5. Voice mail is a privilege and not a right. We have assigned voice mail to you to benefit the residents we serve. It is not to be utilized to screen calls.

  
Robert J. Shannon, Jr.  
Township Administrator

RJSJr:eb

cc: Township Committee  
Robert E. Landel, Township Attorney  
Diana McLeod, CFO  
Pam Steele, Tax Assessor

Robert J. Shannon, Jr.  
Township Administrator

TO: ALL TOWN HALL EMPLOYEES  
FROM: Robert J. Shannon, Jr., Township Administrator  
DATE: April 28, 2014  
RE: TELEPHONE USAGE POLICY

There have been numerous complaints, by employees in every department, that many employees are spending an unacceptable amount of paid work time receiving or making personal phone calls, texts and reading personal materials (i.e. magazines and balancing personal check books) during paid working hours. It is unfortunate that an attempt to provide some personal flexibility has become an area of abuse and contention among Township employees. As a result, management is required to make clear to all employees the Telephone Use Policy for the Township.

Personal phone calls, texts, and reading personal materials during paid working hours, whether on Township phones or cell phones is prohibited by Township Personnel Policy. A copy of the telephone use policy has been frequently provided to each employee through the Township's weekly newsletter and is attached for further review. While we recognize that some personal calls must be made during daytime business hours, personal calls are to be made on the employee's unpaid (off work) time. This means; before the start of work day, after the end of the work day, or during their unpaid lunch hour. The Township pays employees to perform a job function, not to engage in personal conversation (whether extended or frequently throughout the day) that takes time away from their ability to perform their job function during the hours for which they are being paid. Additionally, reading personal materials during paid work hours is also prohibited. Doing so is an indication that the employee has free time during paid work hours and should be asking for and given additional work responsibilities.

The Township views all personal calls, texts, and reading of personal materials a violation of personnel policy. There is no distinction between a 20 minute personal phone call, 10, 2 minute personal calls or texts, or 20 minutes reading magazines or personal materials. All are prohibited. Prohibited phone use is not limited to spouses, family members and friends but should also include scheduling personal appointments. All employees are on notice to stop making personal calls or reviewing personal materials during their paid work hours and instead, use their unpaid lunch hour for such communications. The only exception is for family emergencies such as an ill family member or family crisis. To be clear as examples (but not limited to); calling to ask about shopping lists, chat about the day or what someone would like for dinner, reading magazines or texting do not constitute emergencies that the Township is willing to allow you to use paid work time for. All employees should convey to their family and friends that they are not authorized to receive personal calls during paid work hours and make plans accordingly.

All department managers are directed to immediately monitor their office staff to ensure compliance with the Telephone Use Policy and Personnel Policy. They are further required to remind anyone they see violating these policies that they are not authorized to make personal calls, texts, or review personal materials during paid work hours. Any abuse of these policies should be reported in writing to the Township Administrator for forwarding to the Personnel Committee.



Robert J. Shannon, Jr.  
Township Administrator

RJSjr:eb  
cc: Township Committee  
Robert E. Landel, Township Attorney

TelephoneusageO42814.adm pol

**SERVICE IS OUR PRODUCT**

**43. TELEPHONE USAGE POLICY**

The Township of Wyckoff telephones are for official business and employees may make a personal call only to inform their family of unexpected overtime. Charges for all other personal calls must be reimbursed to the Township of Wyckoff. The use of hand-held cell phones while driving Township of Wyckoff vehicles or while driving on Township business is prohibited. Employees shall not use their private cell phones during the time they are working for the Township of Wyckoff unless a family emergency occurs. The employee is being paid to provide a public service not to talk on their personal cell phones.

TOWNSHIP OF WYCKOFF

INTERNET USAGE POLICY

The Township of Wyckoff has established the following policy for use of Township of Wyckoff computers with access to the Internet:

1. Internet access is for municipal business during municipal business hours only. Use and access to the internet on Township equipment for personal use is prohibited.
2. No chat room, blogging or any other "sharing" of information usage is authorized.
3. E-mail is authorized for municipal business and municipal/community volunteer communication during municipal business hours only.
4. Authorized users of Township Internet access will be assigned Township passwords. Usage will be monitored.
5. All communications, E-mail, memos, letters, reports and data base(s) on or prepared on a Township of Wyckoff computer is the property of the Township of Wyckoff.
6. Downloading or uploading unauthorized programs/files is strictly prohibited.
7. Intellectual Property. Copying or distributing works (generally words, pictures, sounds such as mp3 files, movies, computer programs, etc.) created by others without their permission may violate the copyright or trademark rights of the owners. There is nothing about using the Internet to make or distribute a copy that makes it "OK". If you are not the author of something you probably need permission of the copyright owner before making a copy for yourself or sending a copy by e-mail to someone.
8. Unsolicited Bulk E-Mail. Township Internet Accounts shall never be used for sending bulk e-mail for commercial or ideological causes, or for forwarding chain letters and the like.
9. Virus Protection. Generally, simply reading an e-mail cannot spread a computer virus. Attachments to e-mails, however, may be executable programs that run in the background when operated and infect your computer or allow hacking to occur. If you have doubts regarding the sender do not open an email attachment. If work requires exchanging e-mail attachments with another person, you should send an email stating that you will be sending a follow-up e-mail with the attachment. Downloading programs from the Internet carries the risk of downloading a virus infected program.
10. **If you have doubts regarding a particular sender, do not open any email attachments from that sender!**
11. Social media sites are fraught with viruses due to their "sharing" capabilities and are not to be accessed without prior supervisor authorization.

**The use of the Township's internet connection is a privilege, not a right. Inappropriate use will result in suspension or revocation of those privileges and possible personnel action. The Administrator will deem what is inappropriate use and his decision will be final.**

Pg 2 TOWNSHIP OF WYCKOFF INTERNET USAGE POLICY

The Township assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Municipal staff is cautioned that ideas, points of view and images can be found on the Internet which are controversial, divergent, offensive and/or inflammatory. The provision of access for municipal use does not mean or imply that the Township endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet. The Internet offers access to a wealth of information for municipal use. But, because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Township's mission and policies. Because of this, and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Township cannot protect individuals from information and images which they might find offensive and disturbing. The Township of Wyckoff assumes no responsibility for such images or information which one may find offensive and disturbing.

Dated: March 1998

Revised: August 2004

Revised: July 2016

Internet Usage Policy Updated 2016 07.27.16

In the interest of protecting our computer network, systems and programs from external threats, please be sure to log off of your computer at the end of the workday.

Do not open any attachments from people that you do not recognize.

Social media sites are fraught with viruses due to their user sharing capabilities.

Please do not write down your password and keep it in or on your desk. Keep your password secure and do not share it with others. A brightly colored post-it note stuck to your monitor is not a secure location.

Experts routinely lament the perils of weak password strength when providing technology risk management tips. Security experts have long sounded the alarm that companies must set strong password policies in order to protect data. Yet, too many employees set "12345" as a password and fail to change their passwords periodically. Remember, one of the worst third party-responsible data breaches in the history of computing was hackers obtaining an HVAC vendor's login credentials and accessing Target's payment systems. Make password strength a priority so that hackers don't correctly guess that a key employee's dog is the inspiration for his password into your data ...Have you changed your password lately?

All Township of Wyckoff employees need to understand that we have an obligation to protect the Township's data. Our practices are in place to help safeguard the Township's data, as well as to protect our residents' sensitive information and the privacy of data involving the vendors and bidders with whom the township has business relationships.

Only open email attachments when you are confident that they are secure. Do your part to keep our network safe.

Be wary of callers asking for confidential employer or personal information.

This is a reminder that employees do not have permission to install software on any Township of Wyckoff computer.

DO not use your work computer for non-work purposes.

Protect sensitive information.

Immediately report any suspected security breach.



TOWNSHIP OF WYCKOFF  
TOWNSHIP OF WYCKOFF  
Memorandum

WYCKOFF TOWN HALL  
WYCKOFF, NEW JERSEY 07481-1907

TEL: 201-891-7000  
FAX: 201-891-9359

To: All Township Employees  
From: Robert J. Shannon, Administrator  
Diana McLeod, CFO/CTC

November 8, 2016

Re: **Unauthorized E-mail Accounts**

Township e-mail accounts have been established specifically for use by employees for Township business. As per the Township's Employee Manual (page 119) only e-mail accounts established by the Township and approved to comply with the State of New Jersey Rules and Regulations governing record retention and the Open Public Records Act (NJSA 47:1A-1) may be used.

The use of private, personal or any other unauthorized e-mail accounts for Township business is strictly prohibited.

A handwritten signature in black ink, appearing to read "Diana", written in a cursive style.

A handwritten signature in black ink, appearing to read "Robert J. Shannon", written in a cursive style.

# New Jersey Law Prohibits **Discrimination** in Places of Public **Accommodation**

**ON THE BASIS OF:**

Race, Creed, Color, National Origin, Ancestry, Nationality, Marital or Domestic Partnership or Civil Union Status, Sex, Pregnancy, Breastfeeding, Gender Identity or Expression, Affectional or Sexual Orientation, Disability, or Liability for Service in the U.S. Armed Forces.

**BY:**

A Proprietor, Manager, Owner, Superintendent Lessee, Agent or Employee

**WITH RESPECT TO:**

The Services, Facilities, Privileges, or Accommodations Provided by Public Accommodations (whether or not it has a building, headquarters, office or other place). Public Accommodations include, but are not limited to, schools, government buildings, courts, restaurants, taverns libraries, hotels, gymnasiums, theaters and hospitals.

**REMEDY MAY INCLUDE:**

An Order Restraining Unlawful Discrimination, Reimbursement for Financial Loss, Damages for Pain and Humiliation Experienced as a Result of Unlawful Discrimination, Punitive Damages, and Attorney's Fees

Violations should be reported to the nearest office of the NJ Division on Civil Rights at **866-405-3050** (Toll-Free) or online **[www.NJCivilRights.gov](http://www.NJCivilRights.gov)**

**Northern Regional Office**

31 Clinton Street  
Newark, NJ 07102  
Phone: (973) 648-2700  
Fax: (973) 648-4405

**Central Regional Office**

140 East Front Street  
P.O. Box 090  
Trenton, NJ 08625-0090  
Phone: (609) 292-4605  
Fax: (609) 984-3812

**Southern Regional Office**

5 Executive Campus  
Suite 107  
Cherry Hill, NJ 08034  
Phone: (856) 486-4080  
Fax: (856) 486-2255

**South Shore Regional Office**

1325 Boardwalk  
Tennessee Ave. & Boardwalk  
Atlantic City, NJ 08401  
Phone: (609) 441-3100  
Fax: (609) 441-3578

DIVISION ON  
**CIVIL RIGHTS**



The regulations of the New Jersey Division on Civil Rights require that all places of public accommodation who are covered by the New Jersey Law Against Discrimination shall display this official poster in places easily visible to all persons seeking or using the accommodations. N.J.A.C. 13:8-1.4.



**PROUD TO BE**

**STIGMA-FREE**

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-107

\*\*\*\*\*

INTRODUCED: *Boonstra*

SECONDED: *Rubenstein*

MEETING DATE: August 6, 2019

REFERENCE: Township of Wyckoff Policy  
of Inclusiveness

VOTE: BOONSTRA  FISCHER  MADIGAN  RUBENSTEIN  SHANLEY

WHEREAS, the Township Committee of the Township of Wyckoff adopts the following Policy of Inclusiveness, and;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that:

The Township of Wyckoff encourages all citizens and entities to interact with all individuals with courtesy, compassion, respect and recognition of everyone's civil rights and inclusiveness as a member of the Wyckoff community.

The Township of Wyckoff adopts a resolution each year to affirm that the Township of Wyckoff treats all individuals for regardless of race, ethnicity, religion, sexual orientation, gender identity, creed, employment, political orientation, education, socioeconomic standing and beyond in a manner consistent with applicable Civil Rights Act of 1964, as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and basic human decency. The Township of Wyckoff aspires for all citizens to act in the same manner.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2020.

*Joyce C. Santimauro*

JOYCE C. SANTIMAURO  
MUNICIPAL CLERK