

December 4, 2020

Dear Township Committee Members:

The next Township Committee Meeting is scheduled for **Tuesday, December 15, 2020**



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

**UPCOMING TOWNSHIP COMMITTEE MEETINGS:**

Tuesday, December 15, 2020, 7:00pm Work Session Meeting, 8:00pm Public Business Meeting  
Friday, January 1, 2021, 11:30am Sine Die Meeting, Noon Re-organization Meeting

**HOLIDAY SEASON EVENTS**

Friday, December 4, 2020, 7:00pm Chamber of Commerce, Town Hall Christmas Tree Lighting Ceremony  
Thursday, December 10, 2020, 4:30pm Northwest Bergen Chabad Town Hall Menorah Lighting Ceremony

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

Thursday, December 24, 2020, Christmas Eve (In lieu of Lincoln's Birthday)  
Friday, December 25, 2020, Christmas Day

**TOWNSHIP HOLIDAY DISPLAY**

This week the DPW constructed the Holiday Display on the front lawn of Town Hall. It is one large display with both secular and religious items. Wyckoff is a celebratory and welcoming community. The display's focal point is the sign in the center which provides the secular message of the display – **"During the holiday season, the Township of Wyckoff salutes liberty. Let this festive display and times remind us that we are the keepers of the flame of liberty and our legacy of freedom. Whatever your beliefs, enjoy the holidays** The Township's Annual Holiday Display has been posted every year since Town Hall was constructed in 1955. (The Township's holiday display is the Township's expression of good wishes to all for the holidays.) It is not a "Public Forum". ***(Public Forum is a legal term with a precise meaning. In this context, the front lawn, similar to our website, are not forums where any member of the public can post their own message).***

**ANNUAL LICENSING OF DOGS AND CATS BEGAN ON DECEMBER 1, 2020**

Renewal applications were mailed and applications are being accepted via drop box on the front steps of Town Hall and by mail.

**Commuter Park and Ride Permits**

The Clerk's Office is receiving applications for commuter parking permits. A notice was included in the "E-News", and posted on our website.

- December 1, 2020-December 14, 2020 (Wyckoff residents only)
- Starting December 16, 2020 (Both residents and non-residents)
- Cost-\$130.00 (Resident)  
\$310.00 (Non-resident)
- Typically, 375 permits are issued annually

**ALERT FROM CDC**

New guidance from the CDC just released- the science is clear; you cannot protect yourself from the virus of others are not wearing a mask.

Let's not let our guard down. We can only serve the public if we are diligent. **MASKS ARE A MUST!**

***Remember to wash your masks!***

**EMPLOYEES AND VOLUNTEER ARE REMINDED TO REMAIN VIGILANT IN OUR PERSONAL FIGHT AGAINST THE COVID19 VIRUS**

1. Wear face masks.

2. **Do not** access the office areas behind the office Dutch doors in Town Hall. The Dutch doors and plastic shields were installed to maintain 6-foot distance.

3. Communicate whenever possible via phone, with other offices, instead of in person.

4. A spike in COVID-19 cases has arrived. It is critical that each office can continue to function. This only happens when employees in an office maintain 6 feet of distance from each other and wear masks when practical in the office.

5. If one office person contracts COVID-19 or is quarantined, all other employees in the office or wing of Town Hall will not have to be quarantined if we all: keep 6 feet of distance, wear masks and respect the Dutch door barriers. These are critical measures to ensure we can continue the continuity of our services we provide.

6. Remain vigilant and practice these measures outside of work. *Do not bring this virus to work!*

**KNOWBE4 SECURITY TIPS - IT'S NOT YOUR PERSONAL COMPUTER.**

***Should you be doing that on your work computer?***

Personal pictures, social networking, online banking... These are the kind of things that you should try not to have/do on your work computer.

Work computers are for work, visiting work-related web sites, researching, emailing, generating Powerpoint slideshows, etc. Much like posts to social networking sites... everything you say or do can be used against you.

***Acceptable Computer use policy***

Wyckoff's 'workstation acceptable use policy' with regards to proper use of your work computer is on the bottom of our homepage [www.wyckoff-nj.com](http://www.wyckoff-nj.com) .

If you haven't read it, you should.

Visited web sites, how much time is spent on facebook, playing solitaire, instant messenger chat... technically all of this can be monitored.

- *Think about what you are doing... and realize, that it can be logged. Anything you post on the internet is there forever.*

***Be safe online***

Especially when it comes to visiting web sites or opening personal email... those actions that take place on your work computer can affect other work computers.

If you happen to visit a site that has malware on your work computer, you may now have exposed the rest of the company to a malware infection.

It is difficult to explain why you were doing what you were doing when it's against the policy to be performing non-work related activities on your work computer. Try to be aware that you are using a computer that is not yours, things you do on that computer are not private. Lawyers say that anything that happens on the corporate network, the company owns and can monitor. In most cases the IT department does not have the time and resources to monitor everything, but if you give them a reason to, management may ask them to do so.

**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
- 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**

- 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

**GOVERNORS EXECUTIVE ORDER NUMBER 192-“EMPLOYEE SELF ASSESSMENT CHECKLIST”**

It is the responsibility of every employee and volunteer, every day, to ask yourself the questions on the attached “Employee Self Symptom Checker” and follow the direction should you answer ‘yes” to any of the questions.

Thank you and stay safe - wear a face covering, keep a safe minimum six (6) foot distance from others, and do not speak with anyone in person without adhering to these guidelines.

**Attached is another copy of the “self-symptoms checker”** 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.

**Masks are a must**



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 Plaat, 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 Risseeuw    | Christine Watson  |
| Natalie Huizing   | Robin Mc Keown         | Joe Salerno      | Samantha Whiteley | Rosemary Shapiro  |
| Hunter Clements   |                        |                  |                   |                   |

# Coronavirus Disease 2019 (COVID-19)

[MENU >](#)


## How to Select, Wear, and Clean Your Mask

Updated Oct. 29, 2020

[Print](#)

CDC recommends that people wear masks in public settings, like on public and mass transportation, at events and gatherings, and anywhere they will be around other people.

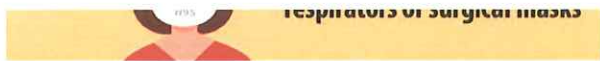
### Overview

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do NOT wear masks intended for healthcare workers, for example, N95 respirators
- CDC does not recommend the use of face shields alone. Evaluation of face shields is ongoing but effectiveness is unknown at this time.
- Evaluation of mask and gaiter materials and structure is ongoing.

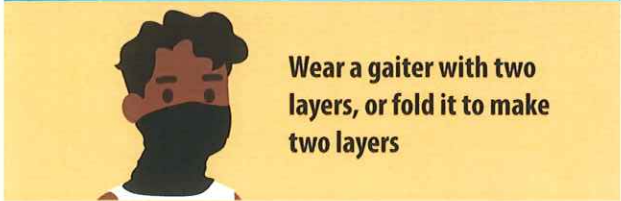
### How to Select

When selecting a mask, there are many choices. Here are some do's and don'ts.

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>



## Gaiters & Face Shields



**Wear a gaiter with two layers, or fold it to make two layers**

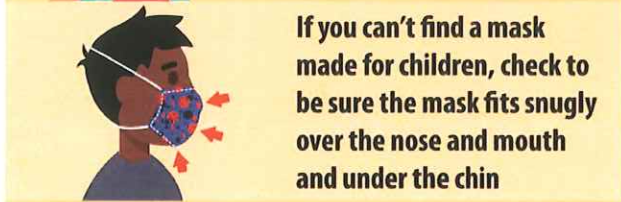


**Caution: Evaluation is ongoing but effectiveness is unknown at this time**

## Special Situations: Children

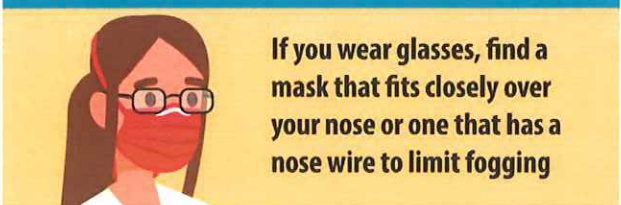


**If you are able, find a mask that is made for children**



**If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin**

## Special Situations: Glasses



**If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging**



**Do NOT put on children younger than 2 years old**

## How to Wear

Wear a mask correctly and consistently for the best protection.

- Be sure to wash your hands before putting on a mask
- Do NOT touch the mask when wearing it

### Do wear a mask that

- Covers your nose and mouth and secure it under your chin
- Fits snugly against the sides of your face

For more information, visit our [How to Wear Masks](#) web page.



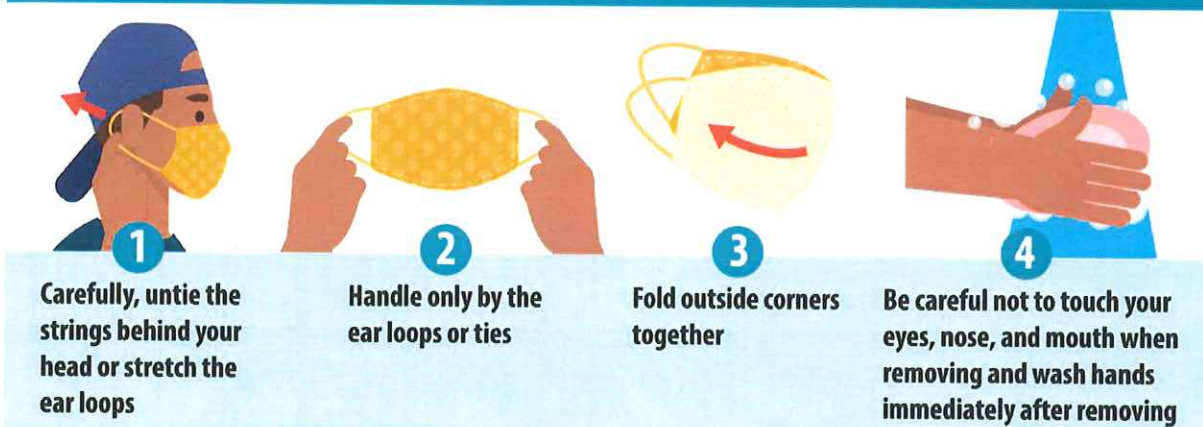
## How NOT to wear a mask

## How NOT to wear a mask



How to take off a mask

## How to take off a mask

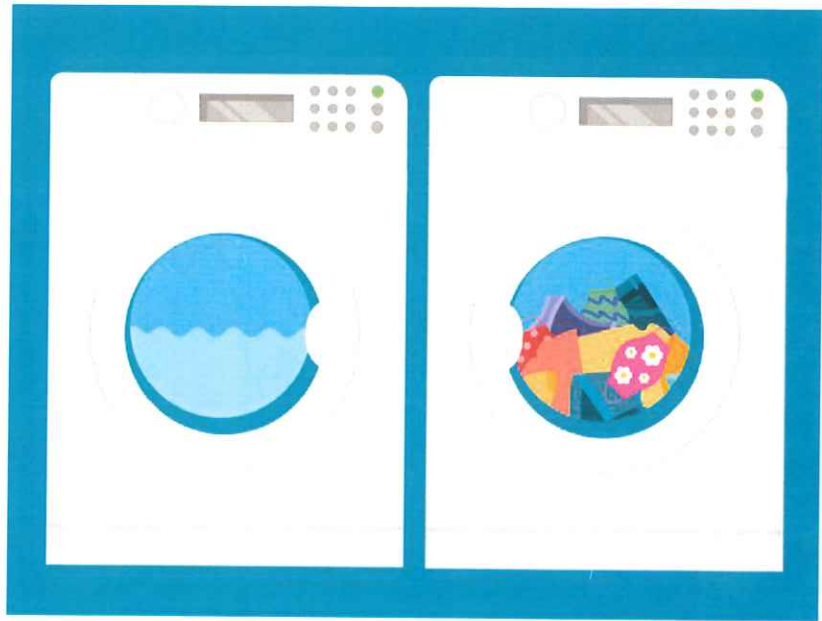


## How to Clean

Masks should be washed regularly. Always **remove masks correctly** and **wash your hands** after handling or touching a used mask.

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry

For more information, visit our [How to Wash Masks](#) web page.



For more information, see our [Masks](#) web site. For information on the sources for our mask guidance, see [Recent Studies](#).

Last Updated Oct. 29, 2020



## TOWNSHIP OF WYCKOFF

### COVID-19 Employee Self Symptom Checker

Please contact your supervisor **PRIOR** to coming into the building if you answer **"YES"** to any of the following questions:

1. In the past 14 days, have you been in close and prolonged contact with anyone who has tested positive for or been diagnosed with COVID-19?
2. Do you have symptoms associated with COVID-19?

***Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:***

*Fever or chills  
Cough  
Shortness of breath or difficulty breathing  
Fatigue  
Muscle or body aches  
Headache  
New loss of taste or smell  
Sore throat  
Congestion or runny nose  
Nausea or vomiting  
Diarrhea*

***Emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:***

*Trouble breathing  
Persistent pain or pressure in the chest  
New confusion  
Inability to wake or stay awake  
Bluish lips or face*

3. Have you traveled out of state/county since your last worked shift?
4. Have you been tested for COVID-19 and are awaiting results?
5. Have you tested positive for COVID-19?

If you have answered "yes" to any of these questions, notify your supervisor immediately.

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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 #20-27

\*\*\*\*\*

INTRODUCED: *Boonstra*                      SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020              REFERENCE: Re Anti-discrimination Policy

VOTE: BOONSTRA  FISCHER  MADIGAN  RUBENSTEIN  SHANLEY

\*\*\*\*\*

WHEREAS, the following policy and procedure reflects the anti-discrimination policy of the Township of Wyckoff:

**EQUAL EMPLOYMENT OPPORTUNITY**

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, creed, ancestry, political affiliation, age, marital status, economic status, gender, sexual preference, or because of physical disability that does not interfere with the ability to do the work required.

This policy shall be applied to all phases of employment such as recruitment, selection, appointment, placement, promotion, demotion, transfer, training, wages, benefits, working conditions, layoff, recall, discharge, disciplinary action, performance evaluation and use of all Township facilities.

Age or gender shall be a factor for employment only where there are bona fide occupation qualifications as provided by law.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the foregoing shall be the official anti-discrimination policy and procedure in effect for the current year.

**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

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**

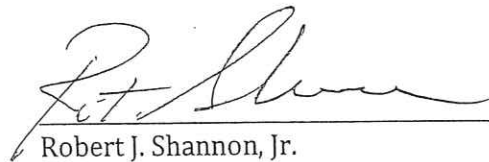
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

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

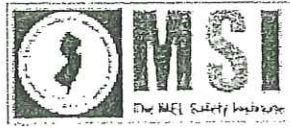
## Training Opportunity Offered

*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**

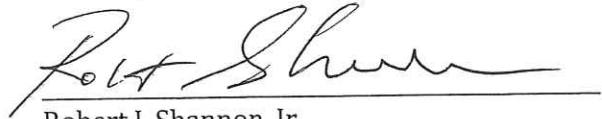
It is the policy of the Township of Wyckoff that each employee is entitled to perform their duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

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

**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

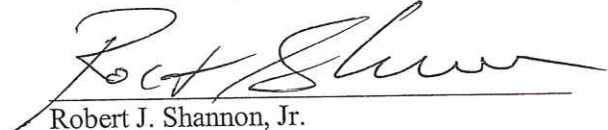
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and harassment. The Township will not tolerate harassment of any kind; whether verbal, physical or visual.

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 Hogne, 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.

# 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.





## 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.***



## 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 • 240 Franklin Avenue • Scott Plaza • Wyckoff, New Jersey 07481-1807 • 201-891-7000



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- Recycling & Trash
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- 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 #20-27

\*\*\*\*\*

INTRODUCED: *Boonstra*                      SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020              REFERENCE: Re Anti-discrimination Policy

VOTE: BOONSTRA  FISCHER  MADIGAN  RUBENSTEIN  SHANLEY

\*\*\*\*\*

WHEREAS, the following policy and procedure reflects the anti-discrimination policy of the Township of Wyckoff:

**EQUAL EMPLOYMENT OPPORTUNITY**

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, creed, ancestry, political affiliation, age, marital status, economic status, gender, sexual preference, or because of physical disability that does not interfere with the ability to do the work required.

This policy shall be applied to all phases of employment such as recruitment, selection, appointment, placement, promotion, demotion, transfer, training, wages, benefits, working conditions, layoff, recall, discharge, disciplinary action, performance evaluation and use of all Township facilities.

Age or gender shall be a factor for employment only where there are bona fide occupation qualifications as provided by law.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the foregoing shall be the official anti-discrimination policy and procedure in effect for the current year.

**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

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**

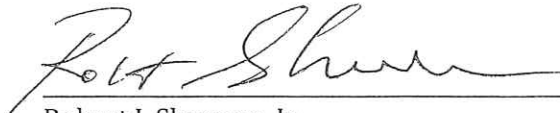
It is the policy of the Township of Wyckoff that each employee is entitled to perform their duties in a work place free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

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

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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

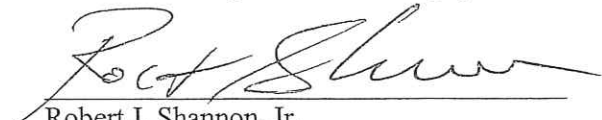
It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a work place free of discrimination and harassment. The Township will not tolerate harassment of any kind; whether verbal, physical or visual.

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

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.

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

## 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**

### ***REQUIREMENTS 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  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-100

\*\*\*\*\*

INTRODUCED: *Boonstra*

SECONDED: *Rubenstein*

MEETING DATE: January 1, 2020

REFERENCE: Rumor Prevention 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,

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached rumor prevention policy is approved and applies to all employees, volunteers and elected officials.

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



## 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.

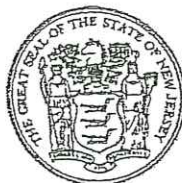
The report identifies flaws in the grapevine system that make it unacceptable from an organization's point of view, and which should be unacceptable from an individual's point of view are:

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 employee's statement 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

**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**

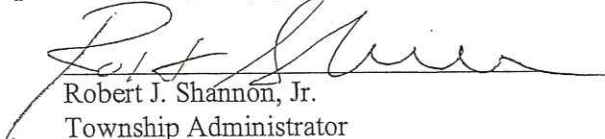
As you may be aware, it has been the practice of the Township of Wyckoff to provide its employees sick leave benefits. These benefits are referred to in the Township Personnel Manual, as well as in various Collective Bargaining Agreements. This memorandum is being issued in order to clarify any questions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



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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).

## 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

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

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

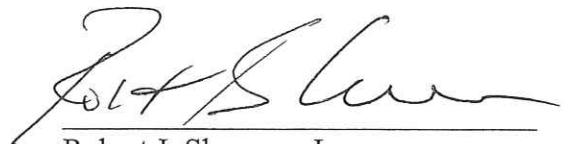
This memo was originally issued on July 22, 1992.

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

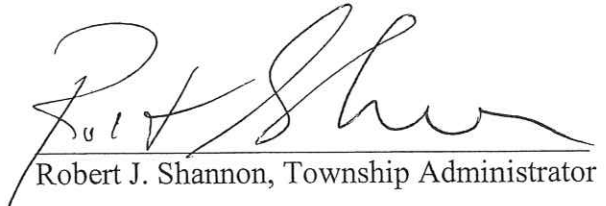
FROM: Robert J. Shannon, Township Administrator

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



## 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.

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

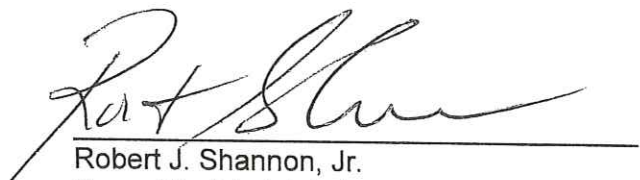
## PROCEDURE FOR ACCEPTING DELIVERIES

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





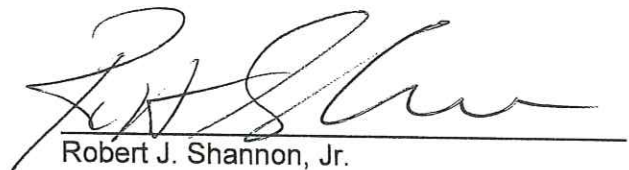
# WYCKOFF

*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**

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# TOWNSHIP OF WYCKOFF

## Policy Addressing the Protection and Safe Treatment of Minors



Issued October 6, 2020

# Wyckoff Policy Addressing the Protection and Safe Treatment of Minors

## Table of Contents

Section I	Purpose and Scope	Page 2-6
Section II	Definitions	Page 7
Section III	Statement of Policy	Page 8
Section IV	Recruitment and Hiring of Employees and Vetting of Individuals Volunteering their Time	Pages 9
Section V	Procedures and Responsibilities of Officials	Pages 10
Section VI	Program Procedures	Page 11
Section VII	Specific Program Procedures	Pages 11-14
Section VIII	Procedures for Law Enforcement Officers	Pages 15
Section IX	Training Requirements	Pages 16 -17
Section X	Reporting Suspected Child Abuse/Neglect	Pages 18 -20
Section XI	Important Information RE: Reporting Suspected Abuse Under NJ Law	Pages 21
Section XII	Acknowledgment and Receipt and Review of Policy	Page 21
	Acknowledgment of Receipt & Review of Policy Form	Page 22
Appendix A	Indicators of Child Abuse and Neglect	Page 23 - 24
Appendix B	Recognizing "Grooming" Behavior	Page 25
Appendix C	<p>Township of Wyckoff Policies Established to Implement the Protecting Children from Abuse Program</p> <ul style="list-style-type: none"> <li>• Jr. Environmental Commissioners Code of Conduct</li> <li>• Recreation Dept. Emergency Treatment Parental Consent</li> <li>• Recreation Participant Injury &amp; Parent Consent Procedure</li> <li>• Recreation Dept. Code of Conduct</li> <li>• Police Dept. Special Order-Transporting minors in a police vehicle</li> <li>• Procedures applicable to all programs which include minors including but not limited to recreation programs, Jr. Firefighter program, Jr. Police Academy and any others.</li> </ul>	<p>Pages</p> <p>26</p> <p>27</p> <p>28</p> <p>29-38</p> <p>39</p>

## Wyckoff Policy Addressing the Protection and Safe Treatment of Minors

### I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one or more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to ***sexual abuse*** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So, there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.
- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and

children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:

- State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
- The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.

- At the local level:
  - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
  - Housing Authority employees may also frequently come into contact with children.
  - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
    - Recreation programs
    - Before and After Care programs
    - Youth sports leagues
    - Youth centers
    - Youth in Government programs
    - Junior law enforcement training programs
  - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Township of Wyckoff is committed to the safety of all individuals in its community; however, the Township of Wyckoff has particular concern for those who are potentially vulnerable, including minor children. The Township of Wyckoff regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any

relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Township of Wyckoff is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township of Wyckoff to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Township of Wyckoff or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Township of Wyckoff or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.



## II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Township of Wyckoff, including the Township Administrator, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.
- **Dual Reporting** - Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the responsible individual designated by the Township of Wyckoff to report all possible cases of abuse.
- **Employees, Staff, or Counselors** - persons working for the Township of Wyckoff on a full-time or part-time basis, and compensated by the Township of Wyckoff.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Township of Wyckoff.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** - Elected officials of the Township of Wyckoff, appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Township of Wyckoff.
- **Volunteers**-Individuals volunteering their time to provide services to the Township of Wyckoff who are not on the payroll and receive no compensation.

### **III. Statement of Policy:**

The Township of Wyckoff is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Township of Wyckoff is firmly committed to protecting children under the care and supervision of the Township of Wyckoff from all forms of physical, mental, sexual and emotional abuse. The Township of Wyckoff is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Township of Wyckoff. The procedures outlined below shall apply to all officials, employees, and volunteers of the Township of Wyckoff.

#### **IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:**

- i. All prospective employees shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey or the NJ Sex Offenders Internet Registry and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the Township of Wyckoff in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Township of Wyckoff ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Township of Wyckoff ***PRIOR TO*** starting employment or volunteer service. ***In addition to completing the training course adopted by the Township of Wyckoff,*** all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) or the NYSCA National Alliance for Youth Sports online training
- iv. The Township of Wyckoff shall ***annually*** re-check and document the Megan's Law directory for New Jersey or the NJ Sex Offenders Internet Registry to make certain that current employees are not listed.
- v. Once employed, authorized adults who are employed (or volunteer) are required to notify Robert J. Shannon, Jr., Township Administrator, in writing at [wyckoffadm@wyckoff-nj.com](mailto:wyckoffadm@wyckoff-nj.com) of an arrest (charged with a misdemeanor or felony) or conviction for an offence within 72 hours of knowledge of the arrest or conviction.

## V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Township of Wyckoff. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Township of Wyckoff

➤ Officials of the Township of Wyckoff) are required to :

- i. Complete the initial training course adopted by the Township of Wyckoff and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
  - Recognizing the signs of abuse and neglect of minors.
  - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
  - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
  - Becoming familiar with the legal requirements to report suspected cases of abuse.
  - Fully understanding the legal consequences for not being diligent in making certain that employees of the Township of Wyckoff adhere to all policies and procedures as adopted.
- ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Township of Wyckoff to implement whatever changes are necessary as soon as possible to make certain the policy is followed.
- iii. Department Heads shall conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Township of Wyckoff.

## VI. Program Procedures:

All Township of Wyckoff programs operated by, sponsored by, or affiliated with the Township of Wyckoff shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

## VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Township of Wyckoff. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Township of Wyckoff shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, Township of Wyckoff shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Township of Wyckoff.
- c. Implement and adopt a "**Code of Conduct**" for volunteer and paid staff members which, **at a minimum**, will include the following:

<b>Code of Conduct</b>
------------------------

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.

- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.
- Restroom Policy

**In addition to the Code of Conduct, the following shall be a part of the specific program provisions:**

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Township of Wyckoff shall set forth rules and procedures governing when and under what circumstances participants may leave the Township of Wyckoff property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of Township of Wyckoff property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.

- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Township of Wyckoff to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The Township of Wyckoff shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
  - 1. One staff member for every six participants ages 4 and 5
    2. One staff member for every eight participants ages 6 to 8
    3. One staff member for every ten participants ages 9 to 14
    4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

**Specific Policy and Procedures for Use of Restrooms by Children/Minors:**

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.



## **VIII. Procedures for Law Enforcement Officers:**

Law enforcement officers of the Township of Wyckoff frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police, Dave Murphy or his designee of the Township of Wyckoff shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the "***Code of Conduct***" for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
  - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
  - ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
  - iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
  - iv. Officers shall make certain that they are neat, clean, and appropriately attired.
  - v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
  - vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

## **IX. Training Requirements:**

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the Township of Wyckoff are required to complete training (and refresher course training) adopted by the Township of Wyckoff. **ALL employees of the Township of Wyckoff shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Township of Wyckoff and individual trainees also keep copies of their own training records.**

### **a. Officials**

Complete the initial training course adopted by the Township of Wyckoff and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Township of Wyckoff adhere to all policies and procedures as adopted.

### **b. Department Heads**

- i. Content of course shall include:
  1. Current State NJ State Law pertaining to Sexual Abuse of Minors
  2. Recognizing the signs of abuse and neglect
  3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc....)
  4. Your legal responsibility for implementing and monitoring procedures and employees
  5. Reporting cases of abuse

c. **Volunteers and Employees of the Township of Wyckoff**

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc....)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

d. **Law Enforcement Officers**

i. Content of course shall include:

1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

## **X. Reporting Suspected Child Abuse/Neglect:**

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Township of Wyckoff shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child.** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

**It is required that officials, employees and volunteers report the suspected abuse to the Wyckoff Police Department immediately and the Wyckoff Police Department shall report the suspected abuse to the NJ Department of Children and Families (known as "dual reporting")**

**For employees or volunteers of programs conducted by the Township of Wyckoff:**

- Immediately report suspected cases to the Recreation Director or Police Chief in charge.
- The Department Head shall immediately report the alleged incident to the Police Chief. The Police Department shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:

- a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
  - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
  - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
  - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
  - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Police Department shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

**For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Township of Wyckoff.**

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
  - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
  - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
  - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
  - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
  - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall immediately call the Wyckoff Police Department and the Wyckoff Police shall contact the NJ Department of Children and Families.

**For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:**

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
    - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
    - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
    - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
    - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
    - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
      - After documenting all of the facts surrounding the alleged abuse, Officials and Department Heads shall immediately notify the Wyckoff Police Department and the Wyckoff Police shall contact the NJ Department of Children and Families.
- For ***Law Enforcement Officers:***
- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

**XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:**

**The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Township of Wyckoff encourages all officials, employees, and volunteers in programs operated by the Township of Wyckoff or affiliated programs or activities to report suspected cases of abuse with the following in mind.**

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

**XII. Acknowledgement of Receipt and Review of Policy:**

All officials, employees/counselors, and volunteers shall sign and date the acknowledgement form on page 22 that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Township of Wyckoff. The same process shall be used for any revised policy issued in the future.

**RECEIPT FOR PROTECTING CHILDREN FROM ABUSE  
WYCKOFF POLICIES AND PROCEDURES MANUAL**

I acknowledge that I have received a copy of the Township of Wyckoff's Protecting Children from Abuse Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy provision in the manual that I do not understand, I will seek clarification from my Department Head, the Township Administrator or the Chief of Police.

In addition, I understand that this manual states the Township of Wyckoff's Protecting Children from Abuse policies is in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or supplemented at any time. This policy is available online at [www.wyckoff-nj.com](http://www.wyckoff-nj.com).

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

Signature \_\_\_\_\_

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

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

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Employee Title: \_\_\_\_\_

Volunteer Coach: \_\_\_\_\_

Volunteer Board Member: \_\_\_\_\_ Board: \_\_\_\_\_

Other Volunteer: \_\_\_\_\_



## Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

### **Indicators of Child Abuse / Neglect**

Different types of abuse and neglect have different physical and behavioral indicators.

#### **Physical Abuse**

##### **Physical Indicators**

Unexplained bruises and welts:

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Cluster, forming regular patterns
- Reflecting shape of article used to inflict (electric cord, belt buckle)
- On several different surface areas
- Regularly appear after absence, weekend or vacation

Unexplained burns:

- Cigar, cigarette burns, especially on soles, palms, back or buttocks
- Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)
- Patterned like electric burner, iron, etc.
- Rope burns on arms, legs, neck or torso

Unexplained fractures:

- To skull, nose, facial structure
- In various stages of healing
- Multiple or spiral fractures

Unexplained laceration or abrasions:

- To mouth, lips, gums, eyes
- To external genitalia

##### **Behavioral Indicators**

Wary of adult contacts

Apprehensive when other children cry

Behavioral extremes:

- Aggressiveness
- Withdrawal

Frightened of parents

Afraid to go home

Reports injury by parents

## Physical Neglect

### **Physical Indicators**

Consistent hunger, poor hygiene, inappropriate dress  
Consistent lack of supervision, especially in dangerous activities or long periods  
Constant fatigue or listlessness  
Unattended physical problems or medical needs  
Abandonment

### **Behavioral Indicators**

Begging, stealing food  
Extended stays at school (early arrival and late departure)  
Constantly falling asleep in class  
Alcohol or drug abuse  
Delinquency (e.g. thefts)  
States there is no caregiver

## Sexual Abuse

### **Physical Indicators**

Difficulty in walking or sitting  
Torn, stained or bloody underclothing  
Pain or itching in genital area  
Bruises or bleeding in external genitalia, vaginal or anal areas  
Venereal disease, especially in pre-teens  
Pregnancy

### **Behavioral Indicators**

Unwilling to change for gym or participate in PE  
Withdrawn, fantasy or infantile behavior  
Bizarre, sophisticated or unusual sexual behavior or knowledge  
Poor peer relationships  
Delinquent or run away  
Reports sexual assault by caregiver

## Emotional Maltreatment

### **Physical Indicators**

Habit disorders (sucking, biting, rocking, etc.)  
Conduct disorders (antisocial, destructive, etc.)  
Neurotic traits (sleep disorders, speech disorders, inhibition of play)

### **Behavioral Indicators**

Behavior extremes:  
• Compliant, passive  
• Aggressive, demanding  
Overly adoptive behavior:  
• Inappropriately adult  
• Inappropriately infant

## **Appendix B – Grooming Behavior**

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
  - Sexual behaviors or strong sexual language that is too adult for their age.
  - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
  - Also look for cuts and scratches or other self-inflicted injuries.

## RECREATION DEPARTMENT

### *Emergency Treatment - Parent's Consent*

*This is the Recreation Department information that is a required checkbox for all residents who register their children for a Recreation program. They literally cannot register without checking the box in this section.*

*As a parent and/or guardian of the registered minor(s), I hereby authorize the treatment by a qualified and licensed medical doctor in the event of a medical emergency which, in the opinion of the attending physician, may endanger my child's life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.*

## RECREATION DEPARTMENT

### *Wyckoff Recreation Participant Injury & Parent Contact Procedure*

In the course of a sporting event, injuries will invariably occur. It is important that the coaches remain calm and follow the procedures outlined below. When in doubt about the severity of the injury, call 911 first and immediately contact the parents or guardians. Be sure to review your roster for allergies or any other conditions that the parents made us aware of during registration.

#### Three Levels of Care

##### 1. Serious Life-Threatening Injury to a Participant:

1. Call 911
2. If the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide first aid. The parents have already provided permission for emergency treatment via the registration process but obtaining verbal permission must still be attempted.
3. If First Aid certified, provide basic First Aid/CPR. First Aid kits are provided to each coach prior to the start of the season. An AED (Automated External Defibrillator) is located at each of the Township fields as well at every school. If the injury is neck, back, or a bone is potentially broken, do not attempt to move the child, and wait for emergency services to arrive. If the coach or an assistant coach has time, he/she should begin filling out the accident report form. If there is no time, one should be completed immediately following the incident. Report the incident to the Recreation Department by email and/or phone as soon as possible after the injury, but not before the player has been cared for.

##### 2. Less Threatening Injuries:

1. After initial assessment, if the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide first aid. The parents have already provided permission for treatment to be provided via the registration process but obtaining verbal permission must still be attempted.
2. If First Aid certified, provide basic First Aid/CPR. First Aid kits are provided to each coach prior to the start of the season. If the coach or an assistant coach has time, he/she should begin filling out the accident report form. If there is no time, one should be completed immediately following the incident. Report the incident to the Recreation Department by email and/or phone as soon as possible after the injury, but not before the player has been cared for.

##### 3. Minor Injuries:

1. After initial assessment, provide standard First Aid with appropriate precautions or have the child administer him/herself for the most minor of injuries (icepacks, band aid applications).
2. Upon completion of the session, if the parent or guardian was not in attendance and is unaware of the minor injury, contact them using the Recreation Department provided roster to alert them to the injury.

## WYCKOFF RECREATION DEPARTMENT



**TO:** Recreation Department Volunteers including; Coaches and Parents

**FROM:** Recreation Director

**DATE:** March 29, 2019

**RE:** **ALL VOLUNTEERS ARE REQUIRED TO COMPLY WITH THE TOWNSHIP'S POLICIES AS HEREIN DESCRIBED AND THE FAILURE TO DO SO MAY RESULT IN BEING BARRED AS A COACH OR IN EXTREME CIRCUMSTANCES A SPECTATOR**

As volunteers, it is critical that all are aware of the attached policies that have been established for the benefit of all. As way of a reminder, volunteers and appointees are considered agents and employees of the Township of Wyckoff when conducting volunteer functions. The Township can be held liable for claims arising out of misconduct by Recreation members.

Your volunteer service is appreciated. The Wyckoff Recreation Department thrives because our residents volunteer their time to make our children's lives better and more complete. By following the mostly common-sense guidelines that follow, the recreation participants of Wyckoff will continue to enjoy the benefits of the many activities we have to offer. These policies are put in place and distributed for the benefit and protection of all.

This document is posted on our website for the edification of any citizen who may choose to visit, participate in or observe one of the Wyckoff Recreation events.

Recreation Director

**WYCKOFF RECREATION CODE OF ACCEPTABLE CONDUCT REQUIRING ALL VOLUNTEERS TO COMPLY WITH THE TOWNSHIP'S POLICIES AS HEREIN DESCRIBED AND THE FAILURE TO DO SO MAY RESULT IN BEING BARRED AS A COACH OR, IN EXTREME CIRCUMSTANCES, A SPECTATOR.**

**Coaches:**

**I will place the emotional and physical well-being of my players ahead of a personal desire to win.**

**Expected Behavior:**

- Respect the rights of all participants, and use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Ensure there is absolutely no physical or psychological intimidation, verbal abuse, and conduct that is demeaning to athletes or others by you or others coaching your team.
- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legal protected classification.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the participation rules established by the league and/or Recreation Department and the spirit of those rules.
- Encourage youth to participate in other sports and activities to promote all aspects of their development.

**I will treat each player as an individual, remembering the wide range of emotional and physical development for the same age group.**

**Expected Behavior:**

- Recognize the differences of each child and treat each player as an individual while demonstrating concern for their individual needs and wellbeing.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all youth.
- Recognize that youth may vary greatly in physical, social and emotional maturation and consider these factors when setting up competitions and when interacting with youth.

**I will do my best to provide a safe playing situation for my players and ensure their safety when under my supervision.**

**Expected Behavior:**

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sexual molestation, assault, physical or emotional abuse.
- Never be alone with children under my supervision outside of the program. This includes "one-on-one" time with players for extra instruction, which is prohibited.
- Correct or avoid unsafe practice or playing conditions.
- Use appropriate safety equipment necessary to protect all players.

- See that the players are provided with adequate adult supervision while under the care of the coach.
- Be visible to other staff members and spectators (if applicable) at all times when supervising/coaching minors.
- Never transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Never purchase gifts for individual members of the program under the coach's supervision.

**I will promise to review and practice the basic first aid principles needed to treat injuries of my players and ensure that I follow the Recreation Department's policy on injury treatment and parent contact.**

Expected Behavior:

- Keep basic first aid supplies available in all practice and game situations.
- Keep a copy of the Recreation Department provided team roster with me at all practices and games so that immediate contact can be made with a parent in case of an injury.
- Take advantage of the first aid and CPR courses offered to coaches.
- Recognize and administer proper first aid to an injured player and call 911 immediately in the case of a serious/life-threatening injury.
- Demonstrate concern for an injured player, notify parents immediately and cooperate with medical authorities.
- Protect the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.
- Be particularly vigilant with regard to removing any player from competition or practice who may have sustained a head injury.
- Do not attempt to move players who appear to have sustained a serious injury such as a head, neck, or back injury or when the potential for a broken bone exists.

**I will do my best to organize practices that are fun and challenging for all my players.**

Expected Behavior:

- Establish practice plans that are interesting, varied, and productive and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

**I will lead by example in demonstrating fair play and sportsmanship to all my players.**

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated. Maintain an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage athletes to give defeated opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.



- Don't engage in or permit profanity or obscene gestures during practices, sporting events, or any other situation where the behavior could reflect badly on yourself, your players, or the Township.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

**I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.**

Expected Behavior:

- Be alcohol and drug free at all team activities and in the presence of players.
- Refrain from the use of any type tobacco products or alcohol at all team activities and in the presence of your players.
- Never provide any type of alcohol, drug or tobacco products to any of your players.
- Demand that parents refrain from the public use of tobacco products or alcohol at team activities.
- Understand that the use of tobacco, nicotine delivery products, and the consumption of alcohol on Township property, parks, recreation areas, and parking lots is prohibited, including "tailgating" prior to or after youth sporting events.

**I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.**

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.
- Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

**I will use those coaching techniques appropriate for each of the skills that I teach.**

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

**I will remember that I am a youth sports coach, and that the game is for children and not adults.**

Expected Behavior:

- Treat the parents of athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Fulfill the expected role of a youth coach to adopt a "children first" philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.

- Place the emphasis on fun and participation.
- Encourage athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

**I am aware that the Township has a Zero Tolerance Policy for Harassment/Intimidation/Bullying.**

Expected Behavior:

- Any observations of harassment, bullying, or intimidation of a parent or child participant shall be instructed to stop immediately by a coach and reported to the Recreation Director. This includes actions by other coaches, parents, or child participants.
- I will report any coach's, parent's or child's behavior that is disruptive to team activities or disrespectful of teammates and/or coaches to the Head Coach and Recreation Director. I will also advise the coach, parent, or child that his or her behavior is inappropriate and that the behavior is being reported.

**I am aware of Restroom Procedures as they relate to children utilizing a restroom during activities.**

Expected Behavior:

- All restrooms shall be checked in advance by staff persons (head coach, assistant coach) before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- Staff members may also relinquish the child to his or her parent if they are present to use the restrooms.

Parents:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. I will not argue with, yell at, or otherwise engage in confrontational conversation with any player, coach, or official.
2. I will place an emphasis on my child's effort ahead of a concern for the outcome. I will not criticize, demean, or otherwise embarrass my child during practices or games.
3. I will be informed as to each program's philosophy and competitive level and conduct myself in a manner which is consistent with the age, developmental level, and emotional maturity of the participants.
4. I will cheer for every child – not just my own. All positive plays and displays of good sportsmanship by all participants will be recognized. I will not cheer when an opposing player makes a mistake, nor will I attempt to distract any players from achieving their desired outcome.
5. I will make efforts to understand the modified rules utilized at each different level.

6. I will promote a safe and healthy environment for all children in attendance as both spectators and participants. I will not attempt to intimidate, harass, or bully any participants, officials or coaches.
7. I will communicate respectfully to coaches and officials working with my child in order to encourage a positive and enjoyable experience for all. In the event that I disagree with a coach's decision, I will abide by the Recreation Department's 24-Hour Rule in that I will not approach a coach with any concern in person, by phone, or by email until 24 hours after the event has taken place.
8. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events. This includes but is not limited to "tailgating" or otherwise consuming alcohol at all youth sports events. I further understand that the Township prohibits smoking in all public parks and recreational facilities and their parking lots.
9. I will remember that the game is for youth – not for adults.
10. I will make youth sports fun for my child. This includes my actions, behavior, and conversations before, during, and after games or contests.
11. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, gender, ethnicity, sexual orientation, religion, or ability.
12. I will serve as a role model in my actions and words.
13. I will respect my child's coaches and teammates by making every effort to fully meet the program's commitment as shown by his/her regular attendance at scheduled games and practices for the duration of the season.
14. I am aware of the Zero Tolerance Policy toward Harassment/Intimidation/Bullying and will not participate in any of these toward any coaches, players, other parents, or officials. I will report any observations of such conduct to the appropriate parties (i.e. coach, Recreation Director, Recreation Board).
15. I will refrain from posting negative comments about the Wyckoff Recreation Program, its staff, volunteer coaches, officials, other parents and players, and its opponents on any form of social media. Doing so is disrespectful to the program and its many volunteers and goes against the positive experience all are attempting to provide for your child.

## Wyckoff Recreation Code of Conduct

My failure or reported failure to comply with the attached Code of Conduct, Zero Tolerance Towards Harassment, Intimidation, and Bullying Policy, and the Volunteers Communicating Electronically Regarding Municipal Operations Policy in my role as a Coach or a Parent will result in my alleged actions being brought before the Wyckoff Board of Parks and Recreation's Code of Conduct Committee where my conduct will be reviewed and appropriate action taken. Such action may include, but is not limited to: no action, warnings, short and/or long-term suspension, or immediate dismissal from the program or from coaching in the Wyckoff Recreation Programs.

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Name (Printed)

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Signature

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Date

**ZERO TOLERANCE POLICY TOWARDS**  
**HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

**Wyckoff Parks & Recreation**

Zero Tolerance Policy towards Harassment, Intimidation and Bullying

It is the Township of Wyckoff's policy to prohibit harassment, intimidation and bullying of a participant, parent, spectator, or coach by another participant, parent, spectator or coach on the basis of actual or perceived ability level, sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment, intimidation and bullying are, they include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images and other similar verbal, written, printed or physical conduct.

If a participant, parent, spectator or coach is witness to or believes to have experienced harassment, intimidation or bullying, the participant, spectator, coach or witness shall immediately notify the parent, the coach and the Parks & Recreation Director regarding the observed harassment.

Notification of appropriate personnel, such as the coach, the parent and the Parks & Recreation Director is essential to the success of the implementation of this policy. The Township of Wyckoff's Board of Parks and Recreation cannot resolve a harassment, intimidation or bullying problem unless it is notified about it. Therefore, it is the responsibility of all participants, parents, spectators and coaches to bring those kinds of problems to the attention of the appropriate officials so that actions are taken to correct them. Violation of this policy shall subject participants, parents, spectators and coaches to disciplinary action, up to and including immediate removal from the program.

Any questions, please contact the Recreation Director at 201-891-3350 or [wyckoffrec@wyckoff-nj.com](mailto:wyckoffrec@wyckoff-nj.com).

## **VOLUNTEERS COMMUNICATING ELECTRONICALLY REGARDING MUNICIPAL OPERATIONS**

As a volunteer for the Township of Wyckoff utilizing your personal electronic device for communications of **ROUTINE PROCEDURAL TASKS**, such as your availability for dates of recreational sports and training programs, your availability for special meetings, sharing of fire department meeting dates and drills, etc. via *all* electronic devices such as cell phones, smart phones, computers, electronic tablets, internet, voicemail, email and fax shall be conducted in a professional manner that does not discriminate, harass, bully, disparage, denigrate or threaten in any way an employee, youth sports participant, volunteer, member of the public or resident interacting or participating in Township of Wyckoff programs. A message that includes any of the aforementioned prohibitions is an "inappropriate message." If a volunteer receives an inappropriate message via any electronic device, the volunteer has an obligation and shall *immediately* provide the inappropriate message as follows:

### **RECREATION COACHES, VOLUNTEERS AND PARENTS: PROVIDE THE MESSAGE TO THE RECREATION DIRECTOR**


Volunteers must comply with all policies adopted by the Township, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while utilizing the internet, social media, application or any other electronic device or program.

Any communications regarding the Department, Board or the Team for which you volunteer **MUST BE LIMITED TO ROUTINE PROCEDURE TASKS** since all communications on personal emails, cell phones, or other personal Communication Media are subject to the provisions of the Open Public Records Act.

Volunteers participating in the Township of Wyckoff programs who are using electronic devices shall not:

- Invade the privacy of others
- Engage in any activity that is harassing or defamatory
- Communicate in a defamatory, obscene, or harassing manner or in violation of the Township's rules or policy
- Use 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
- Use 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
- Threaten any person or organization
- Use information that may tend to compromise the safety or security of the public or public systems
- 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
- Use content that incites violence
- Provide photographs or videos without parental consent
- Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, disparaging comments or unsupported accusations.

NOTE: MUNICIPAL OPERATIONS IS THE BUSINESS OF ANY VOLUNTEER, AGENCY, DEPARTMENT, BOARD, OR RECREATION PROGRAM IN WHICH YOU SERVE. THE USE OF YOUR PERSONAL ELECTRONIC DEVICE SHALL NOT INCLUDE THE PROHIBITIONS STATED. THE USE MUST BE LIMITED TO "ROUTINE PROCEDURAL TASKS."

<b>WYCKOFF POLICE DEPARTMENT SPECIAL ORDER</b>		
<b>SUBJECT:</b>  Protecting Children From Abuse NJ MEL-JIF Policy	<b>NUMBER:</b>  2020 -1	
<b>EFFECTIVE DATE:</b> September 23, 2020	<b>DISTRIBUTION TO:</b> ALL SWORN OFFICERS	<b>ISSUED BY:</b> Chief David Murphy
<b>CANCELLATION DATE:</b> Until Rescinded		<b>APPROVED BY:</b> Chief David Murphy

MEL/JIF Safety Institute have adopted policies and training for addressing the protection and treatment of minors. To act in the best interest of our children, the Township will be adopting a comparable version of this policy.

It is our priority to make sure that all police department employees are fully trained in recognizing and understanding any issues that negatively impact our children. As part of the requirements, the police department must specify a policy concerning the transporting of minors in a police vehicle.

**Procedure:**

- a. **Transporting minors in a police vehicle.** *Whenever possible*, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that do not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio to Communications as well as activate their in-car camera for the duration of the transport.
- b. This procedure is also covered in the Arrest and Transportation Standard Operating Procedure under Section VI , Letter "G"- Custody and Transportation: It reads as follows:  
G. Prior to commencing transportation, officers shall advise communications of the number of arrestees being transported, their gender, their classification (adult or juvenile), the starting location, their destination, and starting mileage to the nearest 1/10th of a mile. Upon arrival at their destination, officers are to give their ending mileage. Although it refers to an "Arrestee", the procedure and actions of the officer are the same as it would be to satisfy the requirement of this policy.



**Appendix C: Continued- Additional written procedures that require actions which are required in all Township of Wyckoff programs which include minors. These actions are required during Recreation Programs, Jr. Firefighter Programs, Jr. Police Academy Programs, Jr. Environmental Commission Programs and any other programs involving minors.**

1. All employees, volunteers and elected officials shall first complete the Protecting Children from Abuse Program, before participating in any Township of Wyckoff Program involving children.
2. A written protocol for notifying the parents or guardian of a minor in case of an emergency, whether medical or behavioral, natural disaster, or any other disruption.
3. Medical treatment authorization forms.
4. Establish a policy that forbids the release of children to anyone other than the parent, guardian, or another authorized adult.
5. Policies that prohibit staff or volunteers from transporting children in their own vehicles without written authorization. Police agencies also must adopt specific procedures for the transportation of minors.
6. Strong policies forbidding staff and volunteers from meeting with a child alone and in private. Staff and/or volunteers shall not meet one (1) on one (1) with a minor.
7. Prohibition of images taken of children as part of an activity from being shared on social media or any other platform without expressed written prior consent from parents and guardians.
8. Anti-Hazing and bullying policies that cover cyberbullying.
9. Procedures for monitoring of bathroom facilities when minors visit a bathroom.
10. Officials, Employees, Volunteer Board Members, shall not begin a new Township of Wyckoff program that includes minors without first obtaining Township Committee written approval. A "Protection and Safe Treatment of Minors" review shall be performed. A written proposal explaining, among other details, whom is the responsible person for compliance with the protection and safe treatment of minors in such a proposed program shall be required.

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-277

\*\*\*\*\*

INTRODUCED: Rubenstein

SECONDED: Madigan

MEETING DATE: October 12, 2020

REFERENCE: Adopt JIF/MEL Protecting Children Program

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

**WHEREAS**, the Township of Wyckoff is a member of the municipal insurance consortium, Bergen County Joint Insurance Fund established to obtain competitively priced insurance via a government pool and practice risk avoidance programs to avoid tax increases for its taxpayer; and,

**WHEREAS**, the State of New Jersey adopted a law that allows individuals who have been abused as a minor to sue up until age 55 and in some cases up to age 65; and,

**WHEREAS**, the Township of Wyckoff considers abuse of children abhorrent; and,

**WHEREAS**, it is the policy of the Township of Wyckoff to protect individuals under the age of 18 and children enrolled in a Township of Wyckoff program; and,

**WHEREAS**, the Township Committee endorses the Bergen County Joint Insurance Fund's Protecting Children Program; and,

**WHEREAS**, the Township Committee requires all employees, (Part-time and Full-Time) Board and Commission volunteers and Volunteer Recreation coaches to participate in the Protecting Children program and training.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached policy addressing The Protection and Safe Treatment of Minors, dated October 2020 is hereby approved and all employees and volunteers, shall participate and comply with this program.

**CERTIFICATION**

I, NANCY A. BROWN, ACTING 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 OCTOBER 12, 2020.

  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK

## 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 Risseeuw, 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 Tafrate, Assist. Recycling Coordinator  
Anna Coscia, Clerk's Adm. Assist.  
Andrew Wingfield, Recreation Director

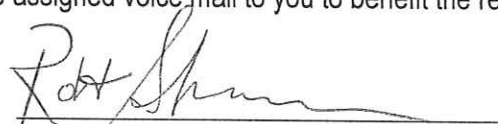
**FROM:** Robert J. Shannon, Jr., Township Administrator

**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

TOWNSHIP TOWN HALL  
WYCKOFF, NEW JERSEY 07481-1907

Memorandum

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.

# 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