

1. **General Information**

Policy

Equal Employment Opportunity

It is the policy of the Township to ensure equal employment opportunity for all persons regardless of race, color, creed, national origin, political or religious opinions or affiliations, ancestry, age, marital status, sex, physical impairment or sexual orientation that does not interfere with their ability to perform the work required, or liability for that does not interfere with their ability to perform the work required, or liability for service in the Armed Forces of the United States. Age shall be a valid Factor for employment only where it is required for the position of the law and where it is a lawful occupation requirement.

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

Anti-Discrimination Policy

The Township of Pemberton is committed to the principle of equal employment opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972. Under no circumstances will the Township of Pemberton discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age marital or political status, disability, or sexual orientation. Decisions regarding the hiring, promotion, transfer, demotion, or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their Supervisor, or if they prefer their Department Head, the Mayor, the Business Administrator or the Township Solicitor.

Adopted: 7/20/89

Last revision: 02/12/04

Personnel Policies and Procedures Manual
Township of Pemberton

General Information

Americans with Disabilities Act Policy

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the Township of Pemberton does not discriminate based on disability. The Township of Pemberton will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines.

The Mayor/Business Administrator shall initiate an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations that do not create a hardship. Accommodations include modifications to facilities, equipment and work procedures, auxiliary aides, services and permanent reassignment to vacant positions. Employees who are reassigned to a different position shall receive the salary of their new position. Accommodations shall not be unduly expensive, extensive and disruptive or fundamentally alter the nature of the operation. The Act does not require the Township of Pemberton to offer permanent "light Duty", relocate essential functions or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. To be eligible for accommodations, individuals must (1) be able to perform the essential function of the position, (2) not create a real safety hazard to themselves, co-employees or the public, and (3) be otherwise qualified for the position in that they possess the prerequisites including education, experience, training, skills, licenses or certificates and other job related requirements. All decisions with respect to accommodations shall be made by the Mayor/Business Administrator or Council as appropriate.

Americans with Disabilities Act

Procedure

Employees who wish to complain of harassment or any other workplace wrongdoing are requested to immediately report the matter to their supervisor, or if they prefer to their Department Head, the Mayor/Business Administrator, or the Township Solicitor. Employees are encouraged to complain in writing using the Employee Complaint form, but make a verbal complaint at their discretion. No retaliatory measures shall be taken against any employee who complains of workplace wrongdoing. The Township of Pemberton will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

Adopted: 7/20/89

Last revision: 02/12/04

ANNEX G

Pemberton Township Fire Department Sop's & Sog's Vehicle Inspection Policy

All Fire Department Apparatus and vehicles will be inspected by Stations they are located at. These inspections will be carried out at least bi-monthly or as specified by the Pemberton Township Fire Chief. The Pemberton Township Fire Department Vehicles Inspection Forms will be utilized for these inspections. The completed forms will be kept on file at the respective stations. Each quarter these forms will be forwarded to the Pemberton Township Assistant Fire Chief or his/her designee.

Any issue or concerns regarding needing attention, maintenance or repair will be documented on the Pemberton Township Fire Department Maintenance Request Form and forwarded to the Assistant Fire Chief or his/her designee.