

Personnel Policy Handbook

For

The Ocean County Mosquito Extermination Commission



**Ocean County Mosquito
Extermination Commission**

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THIS IS NOT A CONTRACT

DISCLAIMER OF EMPLOYMENT CONTRACT

The Ocean County Mosquito Extermination Commission(OCMEC) has prepared this employee handbook to summarize many of the Commission's policies, procedures and benefit programs. No Handbook can anticipate every circumstance question about policy. The Commission reserves the right to revise, add to, or delete any policy or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion with or without prior notice to employees.

Not with standing any contrary verbal comments, or statements which may appear in this Handbook., the OCMEC remains free to change all wages, benefits, working conditions and conditions of employment or agreement of anyone.

Under no circumstance are the contents of this Handbook intended to create a guarantee or promise of continued employment between the Ocean County Mosquito Extermination Commission and any of its employees and shall not be interpreted in such a manner. Pre-exemption by Federal, State or County Law of any provision, shall not invalidate the remainder.

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100.0 INTRODUCTIONS & DEFINITIONS

100.1 Authority – It is the responsibility of the Superintendent, managerial executives and supervisors of the Commission to administer all of the policies, procedures, and regulations of the Commission. The policies relevant to personnel, including, but not limited to personnel management, employee relations, safety, fringe benefits, and work rules are to be directly administered by the Director and his/her designee.

100.2 Applicability – This manual applies to all personnel working for the Ocean County Mosquito Extermination Commission, whether in full time, part time, seasonal, temporary, provisional, or indefinite status.

100.3 Commission – The Ocean County Mosquito Extermination Commission is created by the State statute and exists with funding from the State and County Governments. Its members are appointed by the Board of Chosen Freeholders of the County of Ocean.

100.4 Superintendent– The Superintendent is hired or promoted by the Mosquito Commission and he/she is responsibilities for the operation of all of the Commission’s functions, duties, activities, and for carrying out the mission of the Agency. (The Director may also be known as the Superintendent.)

100.5 Assistant Superintendent– This position is hired or promoted by the Commission and he/she serves as the second person of authority in the Agency. This person acts in the capacity of the Superintendent, whenever the Director is absent and assumes full managerial executive responsibility for those designated by the Director of the Commission on a day to day basis. (The Assistant Director may also be known as the Assistant Superintendent.)

100.6 Supervisor – Supervisors are personnel appointed by the Commission who function as managerial executives and who are in direct line of command under the Assistant Superintendent and the Superintendent.

100.7 Position – A position is an individual job, which has been identified by job classification or title under Civil Service or by collective bargaining agreement.

100.8 Full Time Employees – Individuals employed for a forty (40) hour week for a period in excess of six (6) months.

100.9 Part Time Employees – Employees who are usually employed for less than the standard forty (40) hour work week and whose position is designated as a part-time position.

100.10 Regular Appointments – Applicants are appointed by the commission from a list of certified eligible individuals furnished by the New Jersey Department of Civil Service, when available. Inclusion on the list is based upon promotion, re-employment rights, and success in competitive examinations. Provisional appointees are tendered regular appointments upon certification and completion of probationary period requirements. Details of the procedure are contained in the New Jersey Civil Service

Rules available from the Office of the Superintendent. All appointments must meet minimum requirements as set forth by the Ocean County Mosquito Commission.

100.11 Probationary Period – Certified applicants are hired on a regular appointment and are placed on probationary status for a period of ninety (90) days following the completion of certification to allow an evaluation of the employee’s performance and conduct. This rule applies regardless as to whether or not an employee has had service prior to certification. If the conduct or performance of the probationer is unsatisfactory, written notice will be given to the probationer and the Department of Civil Service that the services of the probationer will be discontinued and the reason for such action. The notice shall be made upon expiration of the probationary period.

100.12 Provisional Appointment – When authorized, a provisional appointment may be made pending certification, when a list of certified eligible is not available, however, if there is a certified applicant available for a position occupied by a provisional employee, the provisional employee may be terminated and replaced by certified applicant, regardless of the length of service of the provisional employee. A provisional employee may be terminated by the commission at any time. All appointments must meet the minimum requirements as set forth by the Ocean County Mosquito Commission.

100.13 Temporary Appointment – Employees may be hired to fill a full time or part time position due to an emergency, leave of absence, or unusual situation. The length of the employment will be determined by the Superintendent of the Ocean County Mosquito Extermination Commission. New Jersey State Civil Service Rules require that temporary appointment not exceed a period of four (4) months. Temporary appointments may be authorized to certified persons or others interested in such appointments.

100.14 Seasonal Appointments – The work of the Ocean County Mosquito Extermination Commission is highly seasonal. Most of the work is done in the five (5) month period of May through September. This necessitates the hiring of many seasonal employees. Seasonal employees are to be appointed by the commission. The following considerations cover such employees:

- a) Preference for employment is first given to previously employed seasonal workers, whose performance was satisfactory and then college students taking courses related to Mosquito Commission work.
- b) The seasonal employees are considered strictly temporary and as such, do not have the Civil Service protection awarded permanent certified appointees.
- c) Seasonal employees are not eligible for inclusion in any collective bargaining.
- d) Seasonal employees do not accumulate vacation or sick days.
- e) All seasonal personnel are paid on an hourly basis.

f) The work week of a seasonal employee is normally forty (40) hours but can be shortened or lengthened based upon the requirements of the Commission. Permanent employees are given preference when overtime is granted.

g) If a seasonal employee received a provisional or permanent appointment, his or her anniversary date for the purpose of raises, promotions, etc. will be the date of provisional or permanent employment, rather than the date of employment as a seasonal employee.

100.15 Open Competitive and Promotional Examinations – Competitive examinations are open to any United States Citizen, who is a resident of Ocean County and who otherwise meets the announced qualifications. Announcement bulletins for the Ocean County Mosquito Extermination Commission (OCMEC) positions are generally posted on the Civil Service website at: www.state.nj.us/personnel/index.html

Promotional examinations are competitive, open to employees within the department or unit where the promotion occurs. To be eligible for promotion, and to compete in a promotional examination, you must have permanent employment status and meet the qualifications as set by the Department of Civil Service.

Preference in certification and appointment is given to those who successfully pass examinations in the following order: Disabled Veteran, Veteran, and Non-Veteran. Additionally, certification of all applicable employees to their respective titles, follows current civil service guidelines.

100.16 Civil Service Employee Promotions – Under Civil Service regulations, promotion is not given for longevity or merit on the job. Civil Service requires promotion to be given only with an increase in duties and responsibilities. Neither merit nor longevity is allowed to enter into the procedure.

Eligible staff members are listed for the administration, when a promotional examination is called and all eligible staff members in the lower titles with the requisite number of years are then permitted to take the examination.

100.17 Vacancies – Any job opening, or vacancy shall be posted on the appointments bulletin board for a period of five (5) working days by the Superintendent. Any employee interested in applying for the vacancy or job opening should immediately contact the Superintendent and explain in writing his/her qualifications for the position.

The Commission will endeavor to fill a job opening by promoting employees from the next lower rated titles, provided those employees possess the requirement enumerated by Civil Service law and that the employee selected is subsequently certified by Civil Service for the position.

In all instances, any employee selected must possess the skill, ability, and knowledge required by the higher rated job as determined by the employee's supervisor.

If, in determination of the Superintendent, all other factors are equal, then seniority shall be the determining factor for filling of a vacancy or job opening. The employee will be allowed a ninety (90) day

working test period to determine whether the employee can perform the new function. If the employee cannot perform the new function, the employee will be replaced back in his/her prior classification, and the Superintendent will promote the next eligible employee in his/her determination and discretion.

100.18 Grievance Procedures – Complaints can often be resolved without reference to a formal procedure. The Superintendent and all immediate supervisors are always available to discuss complaints or problems that the employees have about their work. An employee should contact the Superintendent's Office or his/her immediate supervisor and discuss and specific problems, which the employee feels the supervisor or Superintendent's office may be helpful in resolving. Effective communication is important. It is the policy of the Commission, the Superintendent's office, and all supervisors to maintain open lines of communication with all employees. Please feel free to contact any administrative supervisor or the Superintendent's office, if any problem arises that you feel they can be helpful in solving.

Complaints not resolved in this manner may be settled before the Commission or through the use of Civil Service procedure.

200.0 CONDITIONS OF EMPLOYMENT

200.1 Hours of Work – Commission employees will work eight (8) consecutive hours per day up to forty (40) hours in any seven (7) day period. Each employee's individual work schedule will be given to the employee by the higher supervisor. All employees are guaranteed one-half hour (1/2) per day for lunch. Each employee is granted ten (10) minute break in the first four (4) hours of work and ten (10) minute break in the second four (4) hours of work in each eight (8) hour period.

200.2 Pay Periods – Employees are paid every two (2) weeks on Wednesday for the period ending 6 A.M. on Saturday.

200.3 Overtime – Overtime is defined as all hours worked over forty (40) hours in a work week. All overtime must be specifically authorized by the Superintendent or his/her designee. There will be no exceptions to this rule. An employee may not volunteer to work unauthorized overtime, with or without pay. Employees who work unauthorized overtime or supervisors who allow it will be subject to disciplinary action.

200.4 Break Periods – Break periods are taken in the employee's exact work location. A break period is duty free and it is provided for the employee's rest. Employees should not drive Commission equipment or vehicles during break periods without the permission of the Superintendent.

200.5 Lunch Break – One half (1/2) hour is allocated for the daily lunch break. The location and timing of this break is dependent upon work requirements. Employees are permitted to use the lunch break as they wish, however, employees who work in the field, may be required to take their lunch away from the Mosquito Commission facilities. Any time an employee is more than five (5) miles from the Mosquito Commission facilities, transportation will not be provided to return to the Mosquito Commission facilities for lunch.

200.6 Compensatory Time-off – In some instances an employee may earn compensatory time. Compensatory time off is granted on a time & one half (1/2) basis and compensatory time must be used within a six (6) month period following the month in which compensatory time was earned. Compensatory time not used within this period will be forfeited. Compensatory time will be accumulated at the direction of your supervisor and with the permission of your supervisor. Compensatory time cannot be accumulated when it is unauthorized and the employee accumulating unauthorized compensatory time and any supervisor permitting it will be subject to disciplinary action.

200.7 Time Check In – Employees are expected to clock in and clock out at the beginning and end of each work day. Employees are not permitted to “clock in” or “clock out” more than fifteen (15) minutes before or after their scheduled work period without any loss of sick time.

The time clock is used to record employee working hours and document instances of lateness or early departures. Employees who are late for work or who depart early without permission are subject to disciplinary action. Repeated or chronic lateness will be reported to the Director and subject the employee to suspension without pay for up to three (3) days and after suspension, if further lateness or early departure without permission continues, then the employee shall be subject to further discipline, including dismissal from the Agency.

200.8 Absence from Duty – The regular attendance of all OCMEC employees is essential to the effective accomplishment of our tasks. However, certain absences are justifiable and unavoidable. Any employee who will be absent must inform his/her supervisor, as soon as possible. Failure to do so indicates a lack of responsibility on the part of the absentee and aggravates the consequences of his absence to the Commission. Absence for five (5) consecutive days without notice is considered a resignation in other than good standing. If an employee will not be able to report to work, the employee must notify his/her immediate supervisor prior to the normally assigned starting time of the employee. If an employee fails to take such action, this will be a statement of lack of responsibility on the part of the employee and may subject the employee to disciplinary procedures.

200.9 Attendance Policy – If individual wishes to use Vacation Time, or Comp Time, arrangements must be made in advance with a Supervisor. You cannot call in the morning and request any of this time. If you are sick you must call within ten (10) minutes prior to your assigned starting time to request a sick day. If only a portion of the day is requested, this will be noted, and the employee will be charged in increments of 1/4 day of sick time. If this occurs in excess of four times a year, you will be charged in 1/2-day increments from then on for sick time. In addition, on the fifth occurrence, a letter of reprimand will be placed in your employee file indicating a suspicion of abuse of sick time. Also, anyone that has used all of their sick time will receive a dock in pay equal to the sick time that would be charged for any tardiness or absence that was not prearranged. An employee must call in prior to their assigned starting time to request Personal time.

200.10 Permission for Early Departure – If an employee wishes to depart from work earlier than his/her scheduled termination time, the employee must contact his/her supervisor and receive permission for early departure. The supervisor has total authority over whether or not the employee

may depart early. If the supervisor refuses his/her permission, the employee may not depart. If the employee departs without supervisory permission after seeking it and being refused, this would constitute an act of insubordination. All infractions of this rule will be subject to disciplinary action up to and including dismissal.

200.11 Employment of minors – All personnel under eighteen (18) years of age and above sixteen (16) years of age must have the appropriate work and age certificate filed with the Superintendent's office prior to starting work. Additionally, a valid driver's license is required for all employees. No applicants under sixteen (16) years of age will be considered for employment. All applicants must be Eighteen (18) years of age to obtain a N.J. Pesticide Operators License and handle any of the pesticides utilized by the Commission.

200.12 Outside Employment – Personnel of the OCMEC may engage in outside employment, however, it must be clearly understood that employment with the Commission is considered the employee's primary duty. Outside employment must not interfere with Commission employment and overtime may be required on short notice regardless of requirements of an employee's secondary employment. When an employee proposes to engage in outside employment, the employee should furnish a written statement to his/her immediate supervisor or to the Director for inclusion in his/her personnel file. This statement should include the type of outside employment, the appropriate periods of time that the employment is for, and the estimated length in days, months, or years that the employee proposes to engage in such outside employment. The Superintendent's office may question the propriety of an employee's outside employment activity and may require the employee to confer with appropriate Commission officials and determine a proper course of action.

No employee may engage in the selling of any goods or materials to Commission employees during work hours. Employees are not permitted to do business with the Commission, employees of the Commission, or contractors doing work for the Commission, except with specific approval of the Superintendent.

Should it develop that individual's outside employment results in or contributes to a reduction in his or her performance with the Commission, or that such outside employment is resulting in or as brought discredit upon the Commission, the individual will be offered an opportunity to give up such outside employment with the commission subject to final approval by the Superintendent.

200.13 Resignation – Any employee may resign in good standing by giving the Superintendent at least fourteen (14) days written notice. The Superintendent may waive this requirement and consent to a shorter notice. If an employee resigns without giving the required notice, he/she will be considered to have resigned not in good standing.

200.14 Personnel Record Information – The Commission will protect an employee's right to privacy by responding only to a proper request by a recognized lending institution for credit information. The Superintendent is authorized to handle such requests as follows:

1) Employment and general salary range only will be verified by telephone.

2) All other requests for information must be in writing and sent through the employee concerned to the Superintendent. A written statement by the employee allowing information to be given must accompany the request for information

The contents of each employee's personnel record is strictly confidential and will be disclosed by the Superintendent to the Commission and State Officials only when the information from an employee's record is requested by a representative of a local, state, or national law enforcement agency or a representative of one of the Armed Forces. It is the right of every employee to review the contents of his or her personnel file in the Superintendent's Office.

200.15 Re-employment – Provided an employee's services with the Commission had been satisfactory when the employee had left the employ of the Commission, former Commission employees may be considered for re-employment at the discretion of the Commission upon the recommendation of the Superintendent.

200.16 Use of Commission Vehicles – Commission vehicles are provided to Commission employees for the conduct of official Commission business only. Any employee who uses Commission vehicles for the conduct of personal business are subject to disciplinary action. The following rules govern the use of Commission vehicles:

1) The employee to whom the vehicle is assigned is responsible for the security and safe operation of the vehicle. He/She should insure that the vehicle is in safe operating condition and that the vehicle has sufficient gas, oil, water, etc. prior to starting out on the job.

2) Commission vehicles are to be used only for official Commission business. When field work is being performed the vehicle may be used to travel to a local restaurant for lunch break. Such travel will not exceed five (5) miles away each way.

3) Some employees are permitted to take a Commission vehicle to and from work. In such cases, the vehicle will be used for home-to-work travel only and not for personnel business.

4) Any employee who determines that a problem exists with a vehicle or that the vehicle is unsafe, must report that condition to his/her supervisor. Failure to report such a condition will result in disciplinary action.

5) Any time that an employee is utilizing the vehicle and that vehicle is involved in any type of accident or traffic mishap, the employee must complete a report on the incident and give the report to his/her supervisor. The report must contain all details of the incident, including the name, addresses, and phone numbers of any other drivers involved along with the license plate number of other vehicles, the driver's license number of other drivers, and the insurance certificate number of other drivers. A diagram plan should also be included to show graphically, exactly how the traffic mishap or accident

occurred. Any employee who fails to do so or fails to follow the motor vehicle regulations of the State of New Jersey will be subject to disciplinary procedures of the Commission.

200.17 Physical Examinations – The Commission has the option to require physical and/or mental health examinations as a condition of employment upon return to work after sick leave, illness, or injury, or any time when an employee’s ability to perform is in doubt.

The possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all commission employees and is strictly forbidden. Any employee who is observed by another employee or supervisor to be intoxicated or under the influence of alcohol and/or drugs during work hours, or is under reasonable suspicion of same, shall be subject to testing and is subject to discipline up to and including termination.

200.18 Travel on Commission business – From time to time, Commission employees may be required to travel in the course of their duties. For the purpose of such travel, commercial air transportation is considered the primary mode of travel for trips of over five hundred (500) miles. The Commission may authorize the use of Commission or privately-owned autos on trips involving Commission business, when commercial transportation is impractical. In such cases, prior approval of the Commission will determine compensation and mileage rates. When commercial transportation is available for a trip on Commission business, and an employee wishes to use his or her own auto for his/her own convenience on the trip, the Commission may permit the use of a privately-owned auto with the clear understanding that it is permitted at the expense and liability of the employee and not the Commission. In such cases, the Commission will reimburse the employee using his/her own auto the cost of his air travel to and from the business destination.

200.19 Use of Personal Vehicle – Employees may from time to time be required to utilize their own personal vehicles on Agency business. In those instances, the employee involved will be compensated for the actual mileage involved as recorded by the employee on the appropriate form at the applicable mileage rate at the time the vehicle is used.

Employees in such circumstances must make sure that their vehicle is covered by sufficient primary insurance coverage. No employee should operate their car on agency business without the specific and express permission of their immediate supervisor. The Agency is not responsible for any employee who utilizes their personal vehicle without the permission of the employee’s immediate supervisor.

200.20 Performance Evaluation – All employees will be initially evaluated during the ninety (90) day probationary period and at least once each year thereafter. The performance evaluations will be conducted on the forms provided by the Commission. On these forms the employee will be informed of his/her strengths and weaknesses.

Strengths shall be indicated so that employees can continue to perform effectively in these areas.

Weaknesses shall be indicated so that the employee can eliminate the weakness and improve his/her performance. In addition to indicating the weaknesses, the supervisor will indicate how the weaknesses can be corrected and give the employee a time in which the weaknesses should be corrected.

In those instances, where a supervisor deems it necessary to confer with an employee or to give interim evaluations to an employee in order to correct weaknesses, the employee shall cooperate in every instance with supervisory assistance.

Employees who consistently fail to attain effective performance ratings, will be subject to personnel action by the Commission.

The Commission's performance evaluation is designed to be developmental rather than punitive. It is the hope of the Commission that every employee can grow and develop through performance evaluations. It is the supervisor's responsibility to orient the employee and to observe the employee's performance. And to take steps to correct weaknesses in the employee's performance. In this way, every employee will grow with his/her job and successful accomplishments on the employee's job will be indicated in various performance evaluations that the employee receives.

In those rare instances where employees are not performing effectively after the evaluation process is concluded and where a supervisor believes that the developmental evaluation process is not working effectively, then personnel action will be taken against the employee involved.

If you have any questions regarding your evaluation, or if you wish a conference with your supervisor, after your evaluation has been submitted to you, you should contact your immediate supervisor to arrange such a conference. If, at any time, you believe a conference with the Director is necessary to discuss your evaluation, such a conference should be arranged through your supervisor.

200.21 Confidentiality of Work – No Mosquito Commission employee shall discuss confidential information acquired by him/her in the course of official duties or use such information to further personal interest. Within the organization, details of specific data should not be discussed except with persons who have a definite need to know the information.

200.22 Use of Copy Machine, Electronic Devices & Commission Equipment – No staff member may, at any time, utilize a copying machine, electronic device or any other piece of equipment or any supplies of the Commission for personal use. Any employee who takes such action will be subject to full disciplinary measures by the Commission. Please refer to the Ocean County Electronical Device and System Acceptable Use Policy that was adapted for the Commission.

200.23 Employee Telephone Usage – It is recognized that personal phone calls are sometimes necessary during work hours, or that personal phone calls will be received during these hours. All employees, permanent or seasonal, are required to limit the cell phone usage (including texting and social media) to those absolutely necessary and to limit the length of time of each call as can impede

daily work progress. Any employee abusing the telephone privileges will be subject to the disciplinary procedures of the Commission. Phone use for photography of any employees, without their permission, is strictly forbidden unless otherwise approved by the Superintendent. Additionally, it is noted that texting while driving is strictly forbidden and will lead to disciplinary action up to and including dismissal.

200.24 Personal Mail – Employees should not receive personal mail at any Commission location. Personal mail should be addressed to the employee’s home. No deliveries of personal property should occur on Commission premises or during working hours

200.25 Personal Visitors – Employees are prohibited from having personal visitors during working hours, without the specific permission of their immediate supervisor. Employees should recognize that they should take up personal matters on their own time and not during working hours. If an employee expends work time dealing with personal problems, the operations of the Commission patrons will not be effectively served.

200.26 Training – On the job training and orientation of new employees is the responsibility of the immediate supervisor or his/her designee. On the job training is conducted based upon requirements of the specific job and is carried out within the working section.

200.27 Mandatory Retirement – Mosquito Commission employees are not permitted to work past seventy (70) years of age. Employees who have retired are not permitted to return to active employment with the Commission.

200.28 Handling Personal Obligations – Employees are expected to handle their personal financial obligations in such a manner as to prevent the involvement of Mosquito Commission officials.

200.29 Employee Orientation – When an employee joins the Mosquito Commission, the employee should be oriented to his/her personal employment functions and duties and be given a copy of the appropriate job description for his/her classification. The employee should be oriented to the facilities, equipment, supplies, and personnel with which the employee must familiarize himself/herself.

An employee should receive a copy of the Commission’s personnel manual and operations procedures manual in addition to his/her job description.

During the orientation, the employee should ask any questions that the employee feels will assist him/her to understand work functions, responsibilities, assignments, and other work-related duties.

The purpose of orientation is to totally familiarize the employee with those Commission operations and functions with which the employee must be familiar in order to effectively serve the Mosquito Commission patrons. Orientation will also occur in those instances where an employee is transferred, promoted, or reassigned at the discretion of the Commission.

Employee recommendations or suggestions on improvement in existing orientation practices are encouraged.

200.30 Staff Conduct / Attitudes – As an employee of the Commission, each staff member is a representative of the County Government and the Commission. The nature of much of the work at the Commission means dealing directly with the public. Therefore, each staff member is expected to approach his/her work with enthusiasm and a pleasant demeanor toward the public and his/her fellow employee.

A certain amount of discipline will always be necessary in any working relationship. However, discipline will only be invoked as needed and in accordance with the terms of this manual and the resolution and directives of the Commission. As such, discipline, once invoked, should not have any impact on the attitude of employees and the employees must recognize that the imposition of discipline is necessary in order to maintain the proper work environment. Additionally, it is the responsibility of all employees to report significant improper conduct by fellow commission employees to their immediate supervisor.

200.31 Relations with The Press – Responsibility for public relations and information is vested in the Commission and the Superintendent. The Superintendent is the only person besides the Commission authorized to release articles to the newspapers, radio, TV, and other media. Any employee releasing articles to the media will be subject to disciplinary action. An employee may only submit articles to the media that have been specifically approved through the Superintendent's Office.

200.32 Equal Opportunity / Anti-Harassment / "Whistle Blower " Policies– The Ocean County Mosquito Extermination Commission is an equal opportunity employer. It pledges itself to hire and place each employee in a position best suited to his or her abilities, the needs of the Commission and provide a workplace free of harassment with regard to sex, race, color, religion, ancestry, creed, national origin, age, marital status, sexual orientation, service in the armed forces of the United States, atypical hereditary cellular or blood trait or handicap. Any person who believes he or she has been discriminated against or harassed, should contact the Superintendent or his assistant. This policy applies to all Mosquito Commission employees as well as anyone who comes into contact with commission employees. Reprisals against anyone who makes a complaint under this policy will not be tolerated and violators of this policy are subject to discipline up to and including termination.

In compliance with the Americans with Disabilities Act, the ADA Amendment Act and the NJ Law Against Discrimination, the Commission does not discriminate based on disability. The Commission will endeavor to make all applicable workplace environments handicap accessible and consider reasonable accommodations when appropriate. Future construction and renovations of facilities will be accordance with applicable barrier -free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendment Act.

Under the NJ Employee Protection Act (NJSA, 34:19-1), it is unlawful for an employer to discharge, suspend, demote or take other action against an employee because they disclose a policy or practice

they believe is a violation of law, rule or regulation pursuant to law. This act also includes employees who provide information to a public body conducting an investigation into a violation of law or rule, or if an employee refuses to participate in any activity that the employee believes is in violation of a law, is fraudulent or criminal, or is against public policy concerning public health, safety or welfare.

200.33 Inclement Weather Policy – If, due to inclement weather conditions that are considered life threatening an employee feels it necessary not to report to work or to request that he/she depart early from his/her duties, the employee must contact his/her supervisor as soon as possible and receive the supervisor’s permission. If the absence is approved, the time lost must be made up by use of vacation, sick or personal time or made up by working additional time before the end of the following week.

200.34 Staff Meetings – The Superintendent or individual supervisors, at their discretion, may call staff meetings. The purpose of the staff meeting is to discuss mutual or individual problems related to the work of the Commission. Even though the discussion may not be of importance or useful until a later time, all staff members are expected to attend staff meetings, unless they are specifically assigned to another function or excused from the meeting by the Superintendent.

200.35 Bulletin Boards – The Commission, at its discretion, may erect bulletin boards for the purpose of communicating with its employees. In order for an employee to post any information on a Commission bulletin board, the permission of the Director is necessary. The Superintendent, at his/her discretion, may withhold permission for posting of any information on Commission bulletin boards.

200.36 Employee Suggestions – All employees are encouraged to make any suggestions that may be of assistance to the Commission, its managers, or supervisors.

1) The suggestions is placed in writing and includes the employee’s name, the employee’s department, and a brief discussion of the specific nature of the idea, suggestion, criticism, or comment.

2) The employee should submit the information to his/her immediate supervisor, either verbally or in writing. The immediate supervisor will evaluate the information and indicate to the employee his/her response to the suggestion.

3) In any event, the employee will be informed by his/her immediate supervisor of the current status of the employee suggestion. If the suggestion is turned down, the employee will be notified that the suggestion cannot be implemented, and the employee will also be informed of the reason why the suggestion cannot be implemented. Although it is anticipated that all suggestions will not be implemented, every suggestion is worthy of consideration and many worthwhile changes have already been initiated throughout our Mosquito Commission system because of employee ideas and suggestions.

200.37 Employee Safety – Safety procedures are established for the benefit of all employees. When safety equipment is required, such equipment will be furnished by the Commission. No personnel will

operate equipment without the authorization of his/her supervisor and the use of appropriate safety equipment. Employees who violate established safety procedures are subject to disciplinary action.

Safety is everyone's responsibility. In any case, where unsafe conditions are observed, facts concerning this situation should be brought to the attention of your immediate supervisor without delay. When safety is considered an integral part of our day to day work, and not a special program or publicity campaign, all the employees will receive the benefits of a safer working environment.

Report all safety hazards at once to your supervisor for correction before an accident occurs.

On the job injuries – When you are injured on the job, the incident should be reported immediately to your supervisor. Accidents that produce no apparent physical difficulties but are of such a nature that the injury is not always immediately apparent, must be reported. This is necessary in order for you to protect any claim you may have under the Worker's Compensation Act.

You and your supervisor must make a complete and accurate written report and submit it to the Director. Failure to report your accident may affect your eligibility under the law.

If at any time a patron is injured on the premises of the Commission, medical treatment should be obtained immediately by calling the local police department. The accident should be reported to the employee's immediate supervisor. The extent of the patron's injuries should be determined, and a complete report filed the Superintendent's office on the accident

Tick bites incurred during the performance of commission duties are considered a reportable incident and a on the job safety hazard. All employees must fill out a accident report as soon as possible after they realize a tick has bitten them. The accident report will be kept in their personnel file in case of any further medical issues.

Fires and Other Catastrophes – Fires, emergencies, and any other situation that is of a catastrophic nature, should be immediately reported to your supervisor. You should take every measure to safe-guard and protect your life, that of your fellow employees, and the lives of any patrons.

Any necessary alarm and notification to public safety authorities should be given as soon as possible.

If necessary, the Commission building should be evacuated at the earliest possible instance, if the situation necessitates such action.

All employees must follow strictly the federal, state, county, municipal, or Commission rules and regulations governing fires, emergencies, or other catastrophic situations. Failure to do so will result in disciplinary action against the employee involved.

300.0 DISCIPLINE

300.1 General – It is the responsibility of the immediate supervisor to enforce and maintain proper discipline. In order to ensure that employees are informed when infractions or shortcomings are noted, the following steps will normally be utilized in the discipline procedure used by the Commission. However, in certain severe instances, it may be necessary to bypass the intermediate steps, such as reprimand, etc., and resort to immediate dismissal of an individual as provided by the Civil Service Regulations.

In no case will this procedure of immediate dismissal be taken without consultation with the Superintendent by the immediate supervisor and the appropriate recommendation being made through the Superintendent to the Commission for final approval.

The steps as outlined in sections 300.1 through 300.6 will normally apply except in such cases where Civil Service regulations require actions.

300.2 Personal Interview – The immediate supervisor will have a personal interview with the employee. This interview will call to the employee's attention specific acts of unsatisfactory conduct or performance of duty.

300.3 Reprimand – In the event that the employee fails to improve as a result of the action outlined above, a reprimand will be prepared in writing by the immediate supervisor, outlining in detail the unsatisfactory conduct or performance of the duty. If the supervisor feels necessary, he/she may also outline possible recommendations for correction of the unsatisfactory conduct or performance of duty. The original copy of the reprimand will be furnished to the employee and the copy will then be sent to the Superintendent's office for inclusion in the individual's personnel record file.

300.4 Disruptive, Belligerent, Loud, Inappropriate and/or Insubordinate Behavior. – The Commission, through its Superintendent and/or the employee's Immediate Supervisor, may send home any employee who becomes disruptive, belligerent, loud or otherwise exhibits inappropriate and /or insubordinate behavior. On the first occasion, thereof, the employee may be sent home and may use their own time in lieu of losing time. On the second occasion, the employee must forfeit their time. With respect to any future behavior or occurrence, the Commission through its Superintendent and/or the employees immediate Supervisor, may seek further disciplinary action.

300.5 Suspension – In the event the employee fails to improve after the actions outlined in the steps above are taken, the immediate supervisor will bring the details to the attention of the Superintendent. If it appears that a suspension action is necessary, the Superintendent will issue a suspension letter to the employee. The letter will contain the reason for suspension and the length of time the employee will be suspended.

Individuals may be suspended according to Civil Service regulations without pay. However, suspension may be bypassed, when it is considered in the best interest of the Commission, in which

case, the employee will be reduced in rank or dismissed, as the case may warrant, according to Civil Service regulations.

300.6 Dismissal – In the event that review of the employee’s personnel file and discussion with the employee warrants that dismissal be considered due to unsatisfactory conduct or performance of duty, a dismissal letter will be issued to the employee after conference with the employee’s immediate supervisor, the Superintendent and the Commission. This letter will give the individual the appropriate notice necessary for dismissal and all such notices will be in compliance with Civil Service Regulations.

300.7 Specific Grounds for Dismissal – Any one of the following examples of conduct may be cause for dismissal, although removals may be made sufficient causes other than those listed:

- a) Neglect
- b) Incompetence or inefficiency
- c) Incapacity due to mental or physical disability
- d) Insubordination or serious breach of discipline
- e) Intoxication while on duty
- f) Chronic or excessive absenteeism
- g) Disorderly or immoral conduct
- h) Willful violation of any of the provisions of the Civil Service statutes, rules, regulations, or other statutes relating to the employment of public employees
- i) The conviction of any criminal act or offense
- j) Negligence or willful damage to public property or waste of public supplies
- k) Conduct unbecoming an employee in the public service
- l) The use or attempt to use one’s authority or official influence to control or modify the political action of any persons in the service during working hours
- m) Inciting or engaging in strikes or riots
- n) An act which constitutes a serious conflict of interest on the part of the employee

In all cases outlined above, when dismissal is considered, it is the responsibility of the immediate supervisor to furnish complete documentation concerning one or more of the acts outlined above to include memorandums for record, official documents received from the police, and statements from other employees concerning the incident or series of incidents used as a basis for recommended dismissal.

400.0 EMPLOYMENT BENEFITS

400.1 Salaries – Each year the Commission will adopt a salary resolution awarding salary ranges and individual salaries for each employee by job description, which will be retroactive to the first day of January in each year or to any such other date as the Commission shall deem appropriate. Said resolution shall be in effect for a period of one year from the date of the passage of the resolution, unless otherwise provided by the Commission in the resolution. Any questions regarding salaries should

be referred specifically to the Superintendent. Any errors or changes in payroll calculations should be brought immediately to the attention of the Commission by the employee involved.

400.2 Overtime – All employees shall be expected to complete their work assignments in the time allotted during the normal work day. Any employee scheduled to work beyond his/her regularly scheduled work day shall be paid at the rate of time and one half in pay after forty (40) hours of work have been completed in the work week.

If any employee is required to work on a holiday, as enumerated in this manual, he or she will receive time and one half for all hours worked on the holiday and, in addition, one day straight time wages.

While overtime is not mandatory, it is expected of all employees, permanent or seasonal, with a pesticide Applicator/Operator certification to make themselves available for overtime work, as defined by the Superintendent, during periods of emergency during the active mosquito breeding season (May through September)

400.3 Compensation for Work Outside of Your Classification – In the event an employee is assigned to work in a job classification higher than his/her title for a period in excess of two (2) consecutive work days, he/she shall be paid at the rate of pay with an incremental scale at which he/she is employed at the higher classification for all those hours worked over and above two (2) consecutive days. The payment shall commence with the start of the work day on the third consecutive day.

400.4 Longevity Compensation – Longevity Compensation is provided to full-time, permanent employees of the Commission. Longevity compensation is added to the current annual base salary of all eligible covered employees effective on the first payroll period in January of their anniversary year.

The following longevity schedule is effective until December 31, 1993.

<u>YEARS OF SERVICE</u>	<u>PERCENT OF ANNUAL BASE SALARY</u>
10	3.5
15	4.6
20	5.7
25	6.0
30	7.0

The following longevity schedule is effective beginning January 1, 1993.

<u>NUMBER OF YEARS TO RECEIVE LONGEVITY</u>	<u>PERCENT OF INCREASE</u>
7	3.0
12	4.6
17	5.7
22	6.5
27	7.3
32	8.0

In order to avoid penalizing certain employees during a phase-in period, any employee who would receive a longevity increase based upon the old schedule during the three years (1993 – 1995) would receive the former percentage on the original anniversary date. When the employee reaches the next longevity step on the new schedule the employee then shall receive only the difference between the new percentage and the old percentage of increase received during the period 1993 – 1995.

Implementation of the forgoing is specifically conditioned upon all affected employees of this Commission executing an acknowledgement and acceptance of the above stated procedure. Note: Employees hired after April 1st, 2013 shall not be eligible for longevity.

400.5 Vacation Leave – Vacation leave with pay is granted to each permanent employee. Vacations are granted as a rest period from the year’s work and to better prepare an employee for the coming year. It is therefore, desirable that the employee’s full entitlement be scheduled to be taken at one time. All vacations must be scheduled with the employee’s immediate supervisor.

Because of the seasonality of the Mosquito Commission’s work, vacations scheduled between the months of May through September must be approved by the commission. Any extended vacations (more than 3 days) during this period of the year, must be addressed and approved by the Commission. Short periods of vacation leaves may be allowed to employees during May through September period at the discretion of the Director / Superintendent.

Vacation leaves are scheduled to minimize disruption of agency work, while complying, when possible, with the desire of the employee. In the event of conflict in the scheduling of vacations, seniority may be considered, however, all vacation schedules are subject to the discretion of the Superintendent.

Compensation for all vacations will be paid at the employee’s normal rate of pay. Recognized holidays, not ordinarily worked by the Commission, will not be counted as work days in scheduling vacations. Vacation leave may be granted to those employees wishing to observe special religious holidays. Vacation leave must be taken during the calendar year during which it is accumulated, unless because of pressure of work the Director determines that the leave cannot be granted. Any unused vacation leave will be scheduled and taken in the following fifteen (15) months. Because of the restrictive policy of vacation use, unused vacation can be carried forward for more than one (1) calendar year to March 31 of the following year. Vacation days accumulated in one year must be used within 15 calendar months of the end of that year.

Vacation leave may not be taken during the first six months of employment. An employee who is retiring or has otherwise separated in good standing is entitled to a proportionate amount of vacation leave for that year based upon the number of months worked and any vacation leave carried over from the previous year.

400.6 Annual Vacation Allowance – The vacation policy of the Commission has been previously discussed and the allowance of vacation days will follow the guidelines set forth in the Ocean County Personnel Handbook. Those current guidelines are as follows:

Period of Employment	Vacation Day Allotment
Within 12 consecutive months	1 Vacation Day for each month employed
1-4 years	12 Annual Vacation Days
4 years + 1 day – 11 years	15 Annual Vacation Days
11 years + 1 day – 19 years	20 Annual Vacation Days
19 years + 1 day - over	25 Annual Vacation Days

Vacation time must be earned before it is used. Employees must receive the permission of the Commission and its Superintendent before taking vacations. Vacations may not be taken during peak periods of Commission operations. Each employee shall be informed of his/her vacation time entitlements by the Commission. Any employee leaving the service of the Commission shall have unused vacation time paid to him/her; this shall be paid on a prorated basis, depending upon the years of service that an employee has consecutively accrued in the Commission’s work force. The scale of vacation entitlement above will be utilized to determine the vacation entitlement of the employee and any days previously used in this vacation period, will be deducted from the number of days available for crediting. Any unearned vacation time used will be deducted from the employer’s last pay along with any other unearned time that the employee has utilized, if separation of service occurs.

400.7 Personal Days – Each employee shall be eligible for three (3) days personal leave, which may be used for personal business with the permission of the employee’s immediate supervisor. Personal leave may not be accumulated, and no personal leave may be taken until the employee has the permission of his/her supervisor. All requests for personal leave should be made prior to the assigned starting time of the day on which leave shall take place.

400.8 Sick Leave – Sick leave shall accumulate at the rate of one and one-quarter (1 and 1/4) days per month in the first year of service, commencing on the first month or major portion thereof, from date of hire. It is assumed that the employee shall remain in the service of the Commission for the remainder of the calendar year, and the total number of sick days, prorated, shall be credited to the employee. If separation occurs before the end of the year, and more sick leave has been taken than apportioned on a prorated basis, the per diem rate of pay for the excess of the days shall be deducted from the final pay.

Sick leave shall accumulate from year to year with fifteen (15) days credited to the employee at the beginning of each successive calendar year.

Days lost due to injury or illness arising out of or cause by Commission employment, for which the employee has a claim for Worker's Compensation, shall not be charged to sick leave. Paid holidays occurring during a period of sick leave shall not be chargeable to sick leave.

400.9 Sick Leave Buy-Back Program –

Purpose: The purpose of the Sick Leave Buy-Back Program is to encourage employees to make judicious use of their annual sick leave allotment by providing a financial incentive.

Eligibility: In order to participate in the Program, an employee must satisfy all of the following conditions:

1. Must be an active employee of the Ocean County Mosquito Commission or on an approved leave of absence without pay.
2. Must not be in calendar year of retirement.
3. Must have been employed by the Ocean County Mosquito Commission not less than five (5) full years at the time of application.
4. Must be credited with at least four hundred eighty (480) hours (60 days) of earned and unused sick leave on December 31st of the year preceding the year during which payments will be made.
5. Must have used not more than fifty-six (56) hours (7 days) of sick leave during the calendar year which concludes on December 31st of the year preceding the year during which payments will be made.

How the Program Works:

1. During January of each year (beginning in 1997), an eligible employee may request in writing (on a form designed for that purpose) that he/she be compensated for between thirty-two (32) (4 days) and sixty-four (64) hours (8 days) inclusive of earned and unused sick leave.
2. Compensation shall be computed at the rate of sixty-five percent (65%) of the daily wage on the date of application times the number of hours to be surrendered. Payment in the form of a payroll adjustment, subject to all appropriate deductions, shall be made on or about May 15th each year.
3. Employees who either do not qualify for this program or choose not to participate in it shall continue to earn, use and accumulate sick leave in accordance with Civil Service rules and regulations.

Any employee retiring from the Mosquito Commission and qualifying for retirement under the Public Employees Retirement System, shall be entitled to receive a sum of money equal to one-half of all unused sick days credited to that employee up to \$15,000.00. This amount is payable within 60 days of the receipt of a signed voucher.

400.10 Bereavement Leave – All employees may receive up to three (3) days leave in the event of the death of a spouse, common-law spouse, civil union partner, child, son-in-law, daughter-in-law, parent,

father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, and any other member of the immediate household. One (1) day leave will be given to attend the funeral services of a spouse's aunt, uncle or grandparents. Such leave will not be taken until the immediate supervisor is notified of the instance of bereavement. The Supervisor may require proof of loss of a decedent whenever such requirements appears reasonable.

Therefore, Bereavement Leave must include one of the following days: Date of Death, Any day of viewing, Date of interment or Day of religious or memorial service. In no event shall any part of Bereavement Leave occur more than fifteen (15) days from the date of death.

400.11 Holidays – The Commission will observe the following enumerated holidays:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Election Day
Presidents Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	
Labor Day	

If the Commission, at its discretion, determines that any additional holidays shall be given, this will be done by resolution of the Commission and the employee shall enjoy that holiday for the term stated in the resolution.

400.12 Leaves Without Pay – The Commission, at its discretion, may grant leave without pay. Employees are required to apply in writing to the Commission for any such leave at least thirty (30) days prior to the commencement of that leave. Such leaves are granted at the discretion of the Commission.

400.13 Jury Duty – Employees required to perform jury duty shall receive full pay from the Commission for all time spent on jury duty. Any jury fees received by the employee must be signed over to the Commission. If an employee is released from jury duty on any day, he/she will be expected to report the remainder of the day to the Commission.

400.14 Military Duty – Anyone serving in the Armed Forces Reserves, National Guard, or Regular Army, Air Force, Navy, Coast Guard, or Marines will be permitted time for regular training assignments or emergency duty with no loss of pay or benefits. A copy of the employee's specific orders from his/her branch of the service should be submitted to the Commission as verification of the employee's actual amount of military service leave.

400.15 Social Security – All employees are covered by and must contribute to the Federal Social Security Program (FICA). This contribution is automatically deducted from covered wages at the rate presently prevailing under Federal Law. A determination of covered wages and the appropriate rate is made by the Social Security Administration and is not controlled by the Commission.

400.16 Worker's Compensation – In the event of injury or illness in the line of duty, the Worker's Compensation Program may offer some relief for loss of earnings and medical expenses. It is important that all job-related injuries and illnesses be promptly reported to the Superintendent, and all details regarding the illness or injury should be promptly drafted into a written report to the Superintendent on the Worker's Compensation forms.

If the claim must be filed under Worker's Compensation system, it is the responsibility of the employee to submit the proper documents and to properly file, in writing, the claim with the County Office of Risk Management.

400.17 Health Benefit Plan – After Ninety (90) calendar days of employment, employees will be eligible for the Commission's group medical coverage through the State Health Benefits Program or other such contractually agreed upon alternative... The employee's coverage will commence once the employee has completed all of the necessary forms, which should be obtained from the office of the Superintendent for instituting the medical coverage. If there is any change in the employee's family status, the change must immediately be reported to the office of the Superintendent, so that his/her coverage can be updated. In the past, the Commission provided coverage for the employee and the employee's family, and the Commission assumes payment of the current premium except that the employee will contribute 1.5% of their base salary toward the Health Benefit Plan. Any revision of the premium payment system must be approved by the Commission at its discretion. As of 2011, employees must pay a percentage of the yearly premium based on their coverage and the employee's salary.

400.18 Insurance Information Booklets – In some instances, insurance carriers of hospitalization, major medical and life insurance will issue booklets related to the plans and programs provided by the Commission. When these booklets are issued periodically by the carrier, they will be distributed by the Director/Superintendent.

400.19 Dental Benefit Plan – After ninety (90) calendar days of employment, employees will be eligible for Commission's group Dental Insurance coverage. The employee's coverage will commence once the employee has completed all of the necessary forms, which should be obtained from the office of the Director/Superintendent for instituting the Dental coverage. If there is any change in the employee's family status, the change must immediately be reported to the office of the Director/Superintendent, so that his/her coverage can be updated. Currently, the Commission provides coverage for the employee and the employee's family, and the Commission assumes full payment of the current premium. Any revision of the premium payment system must be approved by the Commission at its discretion. This plan goes into effect on 5/1/87.

400.20 Vision Service Plan – The vision service plan is vision care provided by the county for its employees and extended to O.C. Mosquito Extermination Commission.

400.21 Pension Plan – A permanent employee is required to become a member of the New Jersey Public Employee Retirement system (PERS). The Ocean County Mosquito Extermination Commission withholds a percentage of the employee's salary according to a rate schedule provided by the New

Jersey Department of Treasury - Division of Pensions and Benefits. Members of the retirement system may choose to pay additional amounts to a variable annuity for increased benefits upon retirement.

A booklet providing more detailed information on the plan will be issued at the time of enrollment by the Superintendent.

400.22 Life Insurance – A contributory life insurance plan is available to Commission employees having permanent status. It is mandatory for the first year of employment. After that, it may be continued or canceled at the discretion of the employee. Employees will be contacted by the Superintendent when they are scheduled to enroll in the system.

400.23 Unemployment Compensation – As a public employee in the State of New Jersey, you are covered by unemployment compensation in addition to Worker’s Compensation, previously mentioned. If you are terminated from employment, you have a responsibility to contact the local office of New Jersey Division of Unemployment & Disability Insurance to determine your eligibility for unemployment compensation.

400.24 NJ Temporary Disability – Employees are enrolled in the State Temporary Disability Program which may cover extended terms of absence due to illness or injury after sick leave has been exhausted. The employee must file with the NJ Division of Unemployment and Disability Insurance in order to determine your eligibility for Temporary Disability. Portions of the rate are borne by the employer and the employee on a schedule determined by the Division of Unemployment and Disability Insurance. Coverage is to start 1988.

400.25 Credit Union – Currently, several credit unions exist in the Ocean County area and the membership in those credit unions is open to Commission employees. If an employee is interested in credit union membership, the employee must apply directly to the credit union and upon completion and acceptance of all forms submitted by the employee by the credit union, the Commission will be notified of the amount of money to be deducted from the employee’s earnings for credit union membership. It is the responsibility of the employee to conduct his/her affairs with the credit union directly and the Commission accepts no liability for any credit union activities incurred by the employee.

400.26 Payroll Savings Deposit Plan – Each employee is entitled to institute a payroll savings deposit plan, as long as the bookkeeping is kept reasonably simple. This is to be determined by the Superintendent. The employee wishing to have savings deducted from his/her check and deposited each pay period, must file a letter with the office of the Superintendent.

400.27 Family Prescription Plan – Effective July 1, 1988, employees of the Ocean County Mosquito Extermination Commission after the first of the month following three (3) full months of employment, shall be eligible for a family prescription plan contracted with the Commission’s Provider. Coverage will be for the employee, spouse, and children to age 26 and will include contraceptives. Employees will be responsible for prevailing co-pay per prescription

400.28 Extended Health Benefits – Effective 1/10/94, the Commission agrees to continue State Health Benefits and Prescription Coverage Provisions of Chapter 88, P.L. 1974, or such other medical plan as hereafter be substituted in accordance with the terms of agreement, for qualified employees and their dependents of the Ocean County Mosquito Commission who take a P.E.R.S. retirement after twenty five (25) or more years of service with the Ocean County Mosquito Commission.

