Danbury Township
Personnel Policies
And
Procedures Manual
2006 Edition

As amended 08-12-2026

Danbury Township – Ottawa County, Ohio

Personnel Policies and Procedures Manual – 2006 Edition

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ARTICLE I - PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

1.1 How to use this document

This document for employees of Danbury Township serves two purposes:

1. A summary of personnel policies and practices, benefits, responsibilities and opportunities available to you as an employee; and
2. An official document governing the personnel administration of all employees of the township with references to the Ohio Revised Code and other administrative orders and resolutions.

All employees will be provided a copy of the document. It is required that all employees take time to go over this document and make sure they are aware of its contents and how it applies.

Employees may then wish to keep this document at work where they can refer to it as the need may arise. From time to time this document will be updated. It is recommended that any changes received be immediately included in the employee's copy of the document to avoid any misunderstandings.

If an employee has a question or a problem regarding a specific policy, benefit, or practice, the discussion of it can be found by referring to the Table of Contents in the front of this document or by looking up the content area in the index at the end. These statements are written in a manner designed to apply generally to all full-time, part-time and/or seasonal employees. In some cases, an employee may want details or information that was not included in this document for the sake of brevity. A complete set of all source documents can be made available to all employees at any time. Additional references to specific job responsibilities and operating procedures may be contained in the separate "Standard Operating Procedures" document designed for various departments.

If there is a question regarding a written policy, it should be directed to the Board of Trustees. If there should be, at any time, any conflict between the summary in this document and the source material, the reference or source material that is current at the time is the official statement.

1.2 Purpose

It is the purpose of these Rules and Regulations to implement the provisions of the Ohio Revised Code and township personnel resolutions by establishing standards and procedures. These regulations are also provided as a guideline to be followed when a situation occurs which is not specifically considered in the Ohio Revised Code, personnel resolutions, or specifically modified by an applicable labor contract. The Board of Trustees reserve all rights authorized them by the Ohio Revised Code for personnel administration. Section 511.10 of the Ohio Revised Code reads, in part, **"the board of township trustees may appoint such superintendents, architects, clerks, laborers, and other employees as are necessary and fix their compensation. Any person so appointed may be removed by a majority of the members of such board at any time."**

1.3 Amendments

Amendments to these Personnel Rules and Regulations shall be made by the Board of Trustees. The Chairman of the Board of Trustees may consult with the various department heads or other knowledgeable persons prior to making recommendations and amendments.

1.4 Administration

The Board of Trustees shall be charged with applying the provisions of this chapter to provide for the orderly conduct of dealing effectively with the employees of the Township in its pursuit to serve its citizens efficiently.

The following provisions of this chapter are hereby adopted and enacted as part of the Personnel Regulations of the Township, in accordance with the relevant sections of federal and state law.

The intention of the Township in establishing the provisions of this chapter is to provide for employees' benefits and responsibilities in order to promote better development of services to the public.

1.5 Administrative Orders

Nothing contained in these rules shall prohibit the promulgation of department work rules, standing orders, general orders, or other instructions either oral or written. However, when in conflict, the more definite shall apply.

1.6 Positions Covered

All full-time and part-time employees of Danbury Township shall be supplied a copy of these Policies and Procedures. All newly appointed employees shall be given a copy of these Policies and Procedures at the time of their appointment.

Any amendment to these Policies and Procedures shall be made available to the employees in writing or through means deemed appropriate by the Board of Trustees. It shall be the obligation of each employee to read and become familiar with these rules.

1.7 Interpretation
These policies are intended to cover most personnel problems and actions that arise. The Board of Township Trustees shall interpret those not specifically covered. Such interpretations shall be in concert with the spirit and letter of Article I, Section 2. - Purpose.

1.8 Delegation
The Board of Township Trustees may delegate such duties and functions as they deem appropriate. The Township Fiscal Officer may be designated to perform certain personnel functions.

1.9 Merit System
In the application of the **merit system**, employees and applicants shall be evaluated solely on merit without regard to race, sex, religion, disability, national origin, or any factor precluded by applicable law.

These policies and procedures provide for the recruitment, selection, training, evaluation and retention of the best employee for each position in Danbury Township. They provide for the orderly establishment of procedures for personnel administration which are consistent with the following merit principles;

(A) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open competition of qualified applicants for initial appointment, where appropriate;

(B) Establishing pay rates consistent with the principle of providing comparable pay for comparable work;

(C) Training employees, as needed, to assure high quality performance;

(D) Retaining employees on the basis of their satisfactory performance; correcting unsatisfactory performance and separating employees whose unsatisfactory performance cannot be corrected;

(E) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, handicap, race, color, age, national origin, citizenship, sex, or religion;

1.10 Equal Opportunity Employer/Americans with Disabilities Act
The Board of Township Trustees shall implement these policies in accordance with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, citizenship, sex, age, and disability, both in the employment and supervision of township employees.

1.11 Disclaimer
Information included in these personnel policies and procedures, compensation plan, and performance evaluation system are not to be considered a contract and may be changed by the Board of Trustees without notice.

1.12 Severability Clause
If sections of these policies and procedures are held invalid, the remaining sections shall not be affected and shall remain in effect.

1.13 Repealer
Any prior resolutions, memorandum, or other written documents in conflict with these policies and procedures are hereby repealed. All oral statements past, present, and future in conflict with these policies and procedures are invalid.

1.14 Managerial Rights
Any employee may be transferred from one department to another as long as he or she is assigned to basically the same type and level of work. Transfers may be either temporary or permanent in order to meet the needs of the Township. Transfers may also be made at the request of the employee in order to provide the employee with new supervision and experience. The township reserves the right and authority to administer the business of the township, direct it's operations, promulgate rules and regulations and to otherwise exercise the prerogatives of management, more particularly including:

(A) to manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, demote, discharge or discipline, and to maintain order among employees;

(B) to manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;

(C) to determine the Township's goals, objectives, programs, services and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;

(D) to determine the size and composition of the work force and the employer's organizational structure, including the right to relieve employees from duty by layoff or job abolishment;

(E) to determine the hours of work and work schedules and to establish the necessary work rules for all employees;

(F) to determine when a job vacancy exists, what duties are to be included in all job classifications, and what standards of quality and performance are to be maintained;

(G) to maintain the security of records and other pertinent information;

(H) to determine and implement necessary actions in emergency situations.

1.15 Notice
The Danbury Township Board of Trustees, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Trustees may alter or modify any of the policies in this document. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

1.16 Definitions
Active Pay Status - includes time on duty, vacation leave **when associated with work schedule**, sick leave, holidays, and paid maternity leave.

Appeal - the response of an employee to the decision made based on a disciplinary action.

Appointing Authority - the person or agency that, based on the Ohio Revised Code, has the authority to employ persons to perform the required duties of the office or agency. Included is the companion authority to dismiss, promote and other normal activities.

Classification - a group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A class may include only one position in some circumstances.

Discipline - an action taken against an employee by the supervisor or management as the result of an employee's lack of adherence to rules and procedures of the organization or deficiency of performance in work-related tasks.

Exempt Employee - employees not covered by the Fair Labor Standards Act (FLSA) overtime provisions and do not receive either pay or compensatory time in lieu of overtime pay.

Employer - the Board of Trustees, or the designee of the Board of Trustees specifically authorized to make policy decisions on their behalf.

Full Time Employee - an employee who works a minimum of 32 hours in a standard pay period and as determined by the Board of Trustees.

Grievance - an action initiated by an employee concerning work rules, policies, or procedures.

Immediate Family - the immediate family of an employee includes the employee's spouse, child, parent, grandparent, grandchild, brother or sister, mother or father in-law, brother or sister in-law, son or daughter in-law, as well as step-relations, a cohabitating domestic partner or spouse is one person whom the employee is living and has lived in a common law spousal relationship and has cohabitated with the employee for a period of at least thirty (30) full months prior to requested sick leave related to said partner, or partner's parents or children. An employee claiming use of sick leave under this section must execute an affidavit identifying his or her cohabitating domestic partner and attesting that the employee has cohabitated with the identified individual for a minimum of thirty (30) months PRIOR to the request for use of sick leave. **An employee may NOT identify more than one cohabitating domestic partner for any given period of time and may identify EITHER a spouse or cohabitating partner for any given period of time, but not BOTH for the same period of time.** (Amended 11-13-2024)

Non-Exempt Employee - employees who are covered by the Fair Labor Standards Act (FLSA) overtime provisions, and can receive pay or compensatory time in lieu of overtime pay.

Part Time Employee - an employee who works less than 32 hours in a standard pay period.

Personnel Policies and Procedures - the rules and regulations governing the day-to-day relationships between employer and employee, and which explain the privileges, benefits, and rights of the employee as well as the responsibilities of the employer.

Probationary Period - the period of time at the beginning of employment or following a promotion which constitutes a trial period for the employee in order to ascertain his or her suitability.

Seasonal or Temporary Employee - an employee working for a brief period of time or on a specified project that has a termination date.

Supervisor - an individual who has been authorized by the Township Trustees to oversee and direct the work of employees and to whom an employee reports. In the case of a Department Head, the supervisor will be the Chairman of the Board of Trustees.

ARTICLE II – PROBATION

2.1 Probationary Period
Upon appointment by the Board of Trustees, all appointees shall serve a minimum probationary period of six (6) months. During this period the employee will be subjected to two written evaluations. At the end of that probation period, that employee may be eligible for full-time status appointment as specified by the Township Trustees. Until so appointed, prior to the end of the probation period, the employee shall be considered a probationary appointee.

2.2 Full-time Status
At the completion of the probationary period, the employee shall attain full-time status. Such full-time appointment shall be automatic unless the department head or immediate supervisor, upon approval of the Board of Trustees, extends the probationary period. The probationary period may be extended to a maximum of one (1) year.

2.3 Disciplinary Action
Probationers may be removed, demoted, or disciplined at any time during the probationary period by written notice to the employee by the Board of Trustees if and when the department head or immediate supervisor indicates that his/her performance is unsatisfactory. Such removal or demotion shall not be subject to appeal. Copies of all such notices involving removal or demotion shall be filed with the Board of Trustees.

2.4 False Credentials
If it should come to the attention of an employee's supervisor, either during the probationary period, or thereafter, that an employee was hired on the basis of false credentials, or other intentional deception, said employee will be subject to disciplinary procedures, up to and including dismissal.

2.5 Probationary Period Following Promotion
Whenever an employee is promoted, he or she immediately begins a new probationary period of the same length as would be served by an employee in an original appointment to that classification. However, if during the probationary period following promotion the employee's services are found unsatisfactory, he or she may be reduced to the position that he or she held prior to promotion. If an employee is demoted during his or her probationary period following promotion, this action will complete the probationary period.

ARTICLE III – PAY SCHEDULE

3.1 Payment of Wages
Salaries and compensation will be determined by resolution of the Board of Trustees. Employees will be paid bi-weekly, through direct deposit. (26 pay periods annually). The Township Fiscal Office will prepare payroll. The payroll check is based upon an eighty (80) hour period, ten (10) eight (8) hour days, unless part-time, seasonal or salaried. The pay period starts every other Saturday and runs for (14) calendar days. (Amended 11-13-24)

The Board of Trustees shall specify the format of a time sheet to ensure proper documentation of hours worked by all employees. Time sheets must be signed by the employee and his/her supervisor before submission to the Township Fiscal Officer.

3.2 New Employees
Generally, a new employee shall be paid the minimum rate of pay for his or her class. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications stated in the class/job description. If a new employee more than meets the minimum qualifications for a position, he or she may be appointed at a higher rate of pay. Cases will be thoroughly analyzed and measured against objective standards.

3.3 Promotions
When an employee is promoted to a new position, that employee's salary shall be increased to the minimum rate for the higher class. Except in the case of overlapping ranges and when the employee to be promoted is at or above the minimum step of the class to which promoted, the promoted employee shall, as a minimum, be increased to the dollar step immediately above his or her present salary.

3.4 Demotions
When an employee is demoted, that employee shall be paid at a rate which is within the approved range for the lower classification. The rate of pay shall be set by the Board of Township Trustees taking into consideration the circumstances and surrounding reasons for the demotion, and any other factors.

3.5 Transfers
After successful completion of the probationary period, any employee may be transferred to the same or similar position within the department or in a different department without being subject to a probationary period. An employee desiring to be transferred should make the request in a letter to the Board of Trustees. A transfer must be approved by the heads of both divisions or departments involved.

3.6 Pay Increases and Longevity
It is the policy of Danbury Township to reward good job performance by establishing an equitable system of providing pay increases. As per motion made and carried at the January 8, 2025 Trustee meeting, longevity pay increase will be granted to all employees with 5 or more continuous years of service. Beginning in calendar year 2025, longevity pay will be increased to .50 cents per hour (currently at .25 cents per hour) at the employee's 5-year

service anniversary and, every year thereafter on the employee's anniversary date, an increase of .25 cents per hour (currently at .05 cents per hour) will be given. This is based on employment with Danbury Township only. There is no retroactive increase nor is there an allowance for prior service for re-hired employees or new or re-hired or transferred employees coming from another political subdivision. Any salary increase will be effective at the beginning of the pay period that follows the effective date of the approved change. (Amended January 8, 2025, effective January 1, 2025)
The system herein established shall be governed by the following:

3.6.1 Pay Appropriation
All salary increases are subject to availability of funds as determined by the Township Fiscal Officer and the Board of Trustees.

3.7 Temporary, Part-time, or Seasonal Employment
Compensation for provisional temporary, part-time or seasonal employees is established by the Board of Trustees.

3.8 Overtime
Overtime will be paid to appropriate employees classified as non-exempt according to the federal Fair Labor Standards Act at a rate of one and one-half times their calculated hourly rate for time worked beyond forty (40)* hours per standard work week. See additional requirements in the Standing Orders section of the Policy Book.

3.9 Call in Pay for Hourly Employees
Employees called in for emergency work will be paid a minimum of two hours at their 1.5 rate of pay.

3.10 Garnishment/Child Support
A claim may be made against an employee's salary for unpaid debts. This claim is called a garnishment and is a court order that requires the Township Fiscal Officer to make a deduction from the employee's paycheck to pay a debt. A claim may also include court ordered child support payments.

3.11 Cash Advance Policy
It is the policy of the Township that no advance in an employee's pay be made, regardless of need. This policy is necessary for the protection of public funds with which the Township is entrusted.

Section 3.6 Pay Increases: amended for clarification and approved by motion on 9 Oct 2019

ARTICLE IV – DISCIPLINE

4.1 Offenses

Every employee in the service of Danbury Township shall be expected to exhibit good behavior, and perform efficient and effective service. Any employee of the Township may be disciplined for any of the following offenses:

Note: this list is provided only as an example and is not exhaustive.

A. Conviction of any criminal offense:
B. Fighting, threatening or attempting bodily injury to another; stealing, malicious mischief resulting in the injury or destruction of property of other employees or Danbury Township.
C. Consumption of alcohol while on the job or during work hours.
D. Use, or possession, of habit-forming drugs or hallucinogens.
E. Unethical conduct on Township time.
F. Insubordination, including but not limited to, refusal or failure to perform work assignments and the use of profane or abusive language to supervisors, employees or officers of the Township, and absence from duty without notice or permission of the supervisor.
G. Willful neglect in the care or use of Township property and equipment.
H. Failure to satisfactorily perform the duties for which employed.
I. Gross or habitual carelessness or recklessness, playing of tricks, jokes or other dangerous pranks upon others. Disregard for safety and comfort of fellow employees.
J. Engaging in outside employment without notification and approval of the Board of Trustees.
K. Repeated failure to report to work on time and ready for work.
L. Incurring costs or obligations in the name of the Township without the authority or prior approval.
M. Discourteous and/or unprofessional treatment of the public.
N. Failure to comply with the provisions of this document.
O. Any violation of Sections 124.34 or 505.491 of the Ohio Revised Code.
P. Any violation of Township Work Rules, Regulations or Standard Operation Procedures documents.
Q. Engaging in harassment of any nature.
R. Inappropriate use of township equipment.

4.2 Types of Discipline

Disciplinary action shall consist of one or more of the following:

1. Verbal warning.
2. Written warnings.
3. Suspension from duty without pay.
4. Demotion in rank and/or salary.
5. Dismissal.

4.3 Disciplinary Procedure

The Board of Trustees or the department head concerned shall be responsible for the discipline of employees within their departments. Discipline may be progressive in nature and shall be applied based upon a combination of factors, including the severity of the offense, past history of the employee and past disciplinary actions against the employee.

4.3.1 Department Head Disciplinary Authority and Responsibility

Department Heads may issue verbal warnings and written warnings to members of their departments and shall provide any documentation to the Board of Trustees.

4.3.2 Board of Trustees Disciplinary Authority

The Board of Trustees may enforce any of the types of discipline, including termination.

4.3.3 Employee Notification

(A) For disciplinary measures that are more severe than a verbal warning, the disciplined employee will be informed in writing of the right to appeal the disciplinary action to the Board of Trustees.

(B) The written order will be provided to the employee prior to the effective time of the order for all disciplinary actions.

4.4 Appeal Procedures

Disciplinary actions need not be deferred pending the possible submission of an appeal.

4.4.1 Employee's Responsibility

Employees feeling aggrieved by either a suspension of more than three (3) days or a change of status (e.g., dismissal or demotion) may, in writing, appeal the disciplinary action to the Board of Township Trustees.

(A) The appeal must be filed in writing with the Township Fiscal Office and Board of Trustees within ten (10) days of the employee's receipt date of the written notification of the disciplinary action from the Board of Trustees. If the ten (10) day appeal filing time is exceeded, the Board of Township Trustees will take no action in the matter. This appeal:

1. Must be signed by the individual who is appealing and include both his or her department and grade therein; and
2. Must have attached thereto a copy of the disciplinary order.

(B) The employee will present the written request for an appeal hearing in dispassionate language and shall not vilify the character or motivation of the Department Head or Board of Trustees. The written request should specify either or both of the following grounds for appeal:

1. There was a failure on the part of a Township official to observe or correctly apply the provisions of the Personnel Rules or the terms of the subject's appointment; and/or
2. There was not a complete consideration of the facts regarding the disciplinary action taken against the appellant.

(C) The appeal hearing request should contain all written material truly relevant to the case.
(D) The Board of Trustees will be provided a copy of all material presented in the request for an appeal hearing when it is filed.
(E) Hearings will normally be closed to the public. However, the appellant may request that it be open at the time he or she submits the written appeal. The Board of Trustees reserves the right to deny the request.

4.4.2 Board of Township Trustees Responsibility and Authority

(A) The Board shall set a time for an appeal hearing promptly and should strive to have the hearing date no later than ten days after receiving the request for an appeals hearing.
(B) The Board will review all written material submitted to it. If present, the Board shall hear the appellant or his or her counsel. If present, the Board shall hear the Department Head or their counsel. The Board will examine evidence upon the matter that may be pertinent and relevant.
(C) The Board may affirm, disaffirm or modify the disciplinary measure taken against the employee.

4.4.3 Police Officers Right of Appeal

As provided by ORC 505.49 (A), a certified police officer may appeal a decision of the Board of Trustees (for suspension, demotion or removal) to the Court of Common Pleas.

4.5 Grievance Procedure

A grievance is defined as any cause of complaint or dissatisfaction arising between the employer and the employee regarding terms or conditions of employment.

It is the policy of the Board of Trustees that all employees have the right to voice their complaints. We recognize the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between management and our employees. It also protects the employer's and employee's rights. Accordingly, we believe that the following procedure will ensure that complaints receive full consideration.

4.5.1 Procedure

(A) In the event the employee feels a problem remains unresolved, following discussions with the Department Head, the employee may submit the complaint in writing for reconsideration. A Grievance Report (see Section 4.5.3) is to be submitted to the Chairman of the Board of Trustees and the Department Head. Upon reviewing the complaint, the Department Head should arrange a meeting with the employee within three (3) working days after receipt of the written complaint and return a decision within seven (7) days of the meeting. Normally, complaints will be resolved at this step of the grievance procedure.
(B) An employee who feels the complaint has not received adequate attention in Step Two may direct the complaint to the Board of Trustees. Such complaints are to be made in writing within three days of receiving the answer provided. The Board of Trustees will review the complaint with the Department Head and arrange a meeting with the employee within three (3) days of receiving the complaint. The Board of Trustees shall have final authority in all such grievances and appeals. All

other means should be exhausted prior to bringing a complaint to the Board of Trustees.

4.5.2 Right of Counsel

The employee/grievant shall have the right to have a grievance counselor present at any of the steps, with the exception of the preliminary step. However, in the interest of resolving the grievance, at the earliest possible step of the grievance procedure, it may be beneficial that other representatives not specifically designated, be in attendance. Therefore, it is intended that either party may bring in additional representatives to any meeting in the grievance procedure, but only upon advance initial agreement among the parties specifically designated to attend.

4.5.3 The Grievance Report

Grievances should be in writing in order to:

(A) Reduce the possibility of conflicting decisions.
(B) Reduce the number of arguments over facts.
(C) Reduce the number of unfounded grievances.
(D) Aid record keeping and grievance analysis.

The Grievance report is used by the employee to report and describe the grievance. The report should be completed with copies for the employee, the employee's personnel file, and the immediate supervisor. It must be completed in full, dated and signed by the employee and presented to the Department Head who will distribute the copies. It is to be used only after a meeting and verbal discussion with the Department Head.

4.6 Termination

At the time an employee is terminated, for whatever reason, the following steps must be taken prior to receipt of final pay:

(A) Provide the Township Fiscal Officer with the proper forwarding address in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns.
(B) Turn in uniforms, tools, building keys, keys to Township offices and/or any other Township property to his or her Department Head, or in the case of a Department Head, to the Chairman of the Board of Township Trustees. A receipt will be issued to the employee for all property returned.
(C) Advise the Township Fiscal Officer as to the type of action desired with regard to employee's retirement plan.

ARTICLE V – LAYOFF/RECALL

5.1 Work Force Reduction
Should a reduction in the work force of Danbury Township be necessary, that reduction shall occur in the manner prescribed as follows. The Board of Trustees shall determine those classifications which shall be reduced in number. Such reduction will take place solely in those classifications as determined by the Board of Trustees. Employees may be laid off at the time and in the number specified by the Board of Trustees, in inverse order of their relative merit as established by employee performance evaluations. All part-time employees may be laid off before the probationary employees and all probationary employees before full-time employees.

5.2 Recall Eligibility List
The names of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 12 months at which time the list be declared invalid. The order of that list shall be in inverse order of the order in which the layoff occurred.

5.3 Recall to Work
When situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time as deemed reasonable by the Board of Trustees, or refuse to return to work, that employee's name shall be removed from the re-employment list. Any such employee shall be eligible to apply for original appointment in accordance with the appropriate section of these Personnel Rules and Regulations.

ARTICLE VI – HOURS OF WORK AND COMPUTATION OF PAY

6.1 Standard Work Week
The standard work week for employees shall be forty (40) hours per week, eight (8) hours per day, five (5) days per week. The Board of Trustees may vary these hours according to need, or to improve the efficient delivery of services.

6.1.1 Flexible Scheduling
Effective January 1, 2025; the feasibility of this option for Administration, Road Maintenance and Zoning staff will be discussed between the Department Head, the overseeing Trustee and department employee(s). Currently Fire and Police schedule as needed and are not applicable to this scheduling.

Options include a four-day work week (10 hours per day), OR the ability to change work hours; 7 am to 3 pm, 8 am to 4 pm, 9 am to 5 pm, etc. Changes to the current schedule would only occur after approvals and will include no disruption to normal township services and maintenance of adequate coverage when needed. This would become a permanent schedule change for the respective employee(s).

6.2 Computation of Pay
An hourly employees pay shall be computed by multiplying the hourly rate by the hours in the standard work week. A salaried employees pay shall be computed on the basis of twenty-six bi-weekly pay periods for each year. Pay will be disbursed to employees at intervals not to exceed every two weeks on days determined by the Board of Trustees.

6.3 Authorized Leave
Employees are required to be at work during the prescribed hours unless on authorized leave as determined below. Should an employee be unable to report for work, it will be incumbent upon the employee to report that inability prior to commencement of the regular work period. Persons working shift work should give at least twenty-four hours' notice so that a replacement can be found. Employees shall notify the Department Head immediately as to when they will return to work.

6.4 Employee Workshops, non-mandatory
Effective January 1, 2025; twice annually, mini-workshops will be held on various subjects to be determined by the employees. Workshops will be approximately two hours long; attendance is paid and a full lunch provided. Trustees will survey all full-time employees to determine what topics they feel will be beneficial. Suggestions may include financial counseling, investment planning, safety and health, PERS, deferred compensation, etc.

ARTICLE VII – PAID TIME OFF

7.1 General Policies

7.1.1 Combining Paid Time Off/Leaves
Employees who are currently on authorized leave may extend the leave by combining two forms of leave. In any instance, after a type of leave has expired, vacation time will be used for any remaining days away from work.

7.1.2 Unscheduled Absence from Work
Employees who are going to be absent from work on a non-scheduled basis shall notify their immediate supervisor prior to the start of the normally scheduled work period. **Persons working shift work should give at least twenty-four hours' notice so that a replacement can be found. Emergency situations will be handled on a case-by-case situation.** Employees shall not absent themselves from duty without the permission of the Department Head. Department Heads shall not absent themselves from duty without the permission of the Board of Trustees. ***Amended 6/14/2023 Trustee Meeting.**

7.1.3 Special Periods
The Board of Trustees may deny leave requests of any kind during special periods such as an emergency situation, or departmental need.

7.2 Holiday Leave
The following shall be observed as holidays by full-time employees of Danbury Township: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth (added 6/23/21), Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve and the Employee's Birthday. Remove Columbus Day. (Birthday can be taken any day during birth month.) Amended and effective on 11/13/24.

If any of the above dates fall on a Saturday, the preceding Friday is observed. If falling on a Sunday, the following Monday is observed. Township offices are closed on legal holidays as appointed by the Board of Trustees or Governor, only when ratified by Danbury Township Trustees.

7.2.1 Working on a Holiday
When an employee is required, by schedule, to work on any of the above holidays, he or she shall receive 8 hours of straight-time pay for the holiday in addition to their regular pay for the shift.

7.2.2 Holiday During Leave
Employees will not be paid for holidays which occur during a leave of absence or disciplinary action. If a holiday occurs during a period of sick leave, the employee will be regarded as having taken the holiday and will not be charged for sick leave. A holiday occurring while an employee is on vacation will be counted as a holiday and not as a vacation day.

7.2.3 Religious Holiday
Special holidays of a religious nature may be allowed without pay upon advance request of the individual employee. Requests submitted to the Department Head and/or Board of Trustees at least one month in advance will, as much as possible, be authorized. Reasonable effort shall be made by the Department Head or Board of Trustees to accommodate all requests submitted after that period.

7.2.4 Flexible Holidays; effective 11-13-2024.
Up to three (3) flexible paid holidays are permitted and overtime is to be avoided unless special circumstances dictate otherwise. This is a holiday exchange; exchanging the actual holiday for a different day. The exchange can extend other holidays, replace an actual holiday (change the date of the holiday due to special circumstances) or add to vacation time. This may only occur by a request to the Department Head or overseeing Trustee, from the employee, **at least 2 weeks prior to the holiday.** The Department Head or overseeing Trustee will have final authority for determination and approval.

If choosing a flexible holiday instead of the regular holiday, the **regular holiday or observed holiday must** be worked. Flexing a holiday must also be documented on the employee's payroll time sheet.

****Non-Flexible holiday refers to an employee scheduled to work the holiday. They will receive their regular pay and 8 hours regular pay for the holiday.**

Use of flexible holidays is not retroactive once the holiday has passed; approval has to be 2 weeks prior to the holiday.

7.3 Vacation Leave
The vacation accrual schedule is as follows:

- one (1) year of continuous service — 80 hrs. or 10 days
- eight (8) years of continuous service — 120 hrs. or 15 days
- fifteen (15) years of continuous service — 160 hrs. or 20 days
- twenty-five (25) years of continuous service — 200 hrs. or 25 days

Vacation leave shall accrue to the employee at the rate of three and one-tenth hours each biweekly period for those entitled to eighty hours per year; four and six-tenths hours each biweekly period for those entitled to one hundred twenty hours per year; six and two-tenths hours each biweekly period for those entitled to one hundred sixty hours per year; and seven and seven-tenths hours each biweekly period for those entitled to two hundred hours per year. Forty hours vacation credit is added at the completion of 8, 15 and 25 years of employment in addition to the increased rate of accrual. (Amended 4/24/24 by trustee motion that there shall be no waiting period to utilize accrued vacation.)

An employee shall take vacation leave during the year in which it accrues, except that the Board of Trustees may permit an employee to carry over vacation leave to the following year. As used in this division, "year" means the twelve-month period that commences on an employee's anniversary date of employment. Employees shall forfeit their right to take

or to be paid for any vacation leave to their credit which is in excess of the accrual for three years. Such excess leave shall be eliminated from the employees' leave balance.

Part-time employees, may, at the discretion of the Township Trustees, earn vacation leave on a prorated basis. The ratio between the hours worked and the vacation hours earned by these employees shall be the same as the ratio between the hours worked and the vacation hours earned by a full-time employee.

Vacation shall not be granted in increments of time that are less than .25 of an hour and will require a one (1) day notice. Under certain circumstances, vacation leave may be approved with less than a one (1) day notice at the discretion of the department head or supervisor. Amended 11-13-2024

7.3.1 Cashing of Vacation-will not apply to PERS, OP-F, Law (Revised 8/12/2026)
An employee is entitled to compensation, at his or her current rate of pay, for the pro-rated portion of any earned but unused vacation leave to his credit; **one time annually in November during the course of employment if requested, and** at time of separation.

7.4 Military Leave
The Township shall not refuse to employ nor shall it discharge any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries or prevent him or her from performing any military service as he or she may be called upon to perform, by proper authority.

An employee of the Township shall be granted a leave of absence to perform service in the uniformed services with pay for periods up to one month, for each calendar year in which they are performing such service (ORC 5923.05)

An employee of the Township shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, he or she shall be reinstated in his or her position without loss of seniority or reduction in his or her pay rate.

When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay.

7.5 Civil Leave
An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as a witness in answer to a subpoena, in an official capacity in connection with the township or as an expert witness either because of professional or observed knowledge, performing emergency civilian duty in connection with national defense, to participate in Olympic competition sanctioned by the United States Olympic Committee, and for the purposes of voting when the polls open at least two hours before or after the employee's scheduled hours of work. An employee must notify his or her supervisor five days prior to jury duty or service date. Any compensation received while on civil leave will be deducted from the employee's pay. If jury pay is higher than that paid

by the Township, the employee is permitted to keep the difference. If the employee is on vacation or personal leave, he or she is allowed to keep the pay.

If an employee is involved in court in a personal case either as plaintiff or as defendant in a suit not resulting from his duties with the Township, he or she may be granted leave without pay unless the employee elects to utilize any available vacation time.

7.6 Injury Leave

Injury leave is time away from work because the employee is disabled due to an injury whether caused by external accidental means or accidental in character received in the course of or arising out of the injured employee's employment with the Township. The determination of eligibility for commencement and termination of injury leave status shall be made by the Board of Trustees subject to review by the Board of Trustees upon written request by the employee within 10 days of any such determination. The employee shall be required as a condition of eligibility for injury leave status to furnish the Board of Trustees information as required by them necessary to make a determination.

7.7 Funeral and Bereavement Leave

Regular employees are permitted to use up to five days of sick leave whenever there is a death in the immediate family as defined in Article I, Section 1.16 & 1.16.1. Additional leave using sick leave, as well as leave of absence without pay is allowed for other funerals when approved by the employee's supervisor. (Amended 11-13-2024)

Employee's seeking to use sick leave or funeral leave are required to call their supervisor prior to their regular starting time. Failure to do so will result in the employee being counted as missing, thus no sick leave benefit will be paid and the employee is subject to further disciplinary action. Persons working shift work should give at least two hours notice so that a replacement can be found.

In order for leave to be paid, the employee may be required to provide documentation to the Board of Trustees. This information may consist of either a letter from the funeral home or a newspaper obituary.

7.8 Sick Leave

Sick leave is time for which a full-time employee is compensated at his or her regular rate when absent due to illness or another medically related reason, such as a doctor's appointment. Sick leave will accrue at the rate of 15 working days per year (*4.6 hrs. per pay period)* and will accrue while in active pay status such as during vacation and sick leave, but not during a suspension, leave of absence or lay-off in excess of one month. Sick leave can be accumulated to a maximum of 120 working days *(960 hrs.)*. The smallest increment of sick leave which may be used is .25 of an hour. (Amended 11-13-2024)

Nothing in this section shall be construed as to require the Board of Trustees to approve the use of sick leave by an employee when the Board of Trustees is reasonably certain that the employee was not ill or was not absent for the other reasons permitted by this section. Examples of when the Board of Trustees may not approve sick leave are: concerted use of sick leave by an employee singly or in concert with others as a means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where

past history and facts do not substantiate the legitimate use of sick leave. The Board of Trustees may investigate all usage of sick leave and may withhold full payment of said sick leave until the investigation is completed. The Board may require the employee to furnish a written, signed statement justifying the use of sick leave. If medical attention is required, a certificate stating the nature of the illness from a licensed physician may also be required.

Should the Board of Trustees determine that an employee has not used sick leave properly, payment may be denied and discipline imposed. Employees who do not report for work due to sickness, and who have exhausted their sick leave days, are subject to disciplinary action for being absent without approved leave. The Board of Trustees is authorized to approve leave without pay to employees in this situation where it is determined that such action is in the best interest of the Township.

(Amended 4/24/24 by trustee motion that there shall be no waiting period for eligible employees to utilize accrued sick leave.) Part-time employees can be granted sick leave at a pro-rated accrual at the discretion of the Township Trustees. Seasonal employees earn no sick leave benefits.

7.8.1 Reasons

Sick leave may be used for absence due to temporary disability caused by illness, injury, pregnancy or for exposure to contagious or communicable disease which may be transmitted to fellow employees. Any such absence shall begin when the temporary disability or exposure shall be so severe as to prohibit an employee from attendance at work and shall cease when an employee is able to return to work. Sick leave may also be used for a family emergency resulting from illness or injury to an employee's spouse, children or other dependents residing in the employee's household. The emergency must require the employee's presence at home or at the health care provider.

Although medical appointments are not encouraged during normal business hours, sick leave may be granted provided the employee provides some form of documentation from an accredited doctor's or dentist's office stating the reason for such a visit to his or her supervisor and notifying the Township Fiscal Officer.

Sick leave for elective surgery will be considered by the Board on a case-by-case basis and will require a minimum of two (2) weeks notice to the Trustees and a written statement from the healthcare provider.

7.8.2 Documentation

An employee absent on sick leave for more than three (3) days shall submit a claim for sick leave. For a sick leave absence of three days or less, the Chairman of Board of Trustees may require employees to furnish a claim for sick leave form. Failure to submit the sick leave claim form when required will result in the employee being determined to be on leave without pay and a deduction in the subsequent payroll period. The claim form should be forwarded with the employee's time sheet.

7.8.3 Notice

Employees seeking to use sick leave should call a supervisor prior to their regular starting time. Failure to do so may result in the employee being counted as missing - no sick leave

benefit will be paid and the employee will be subject to disciplinary action. Employees on shift work should give at least two hours notice so that a replacement can be found.

7.8.4 Cashing of Sick Leave

An employee who retires and meets the age and length of service requirements of the Public Employees Retirement System (PERS) may be paid in cash for the value of the employee's accrued but unused sick leave to a maximum of thirty (30) days. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made. An employee may receive one or more payments under this division, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty (30) days of accrued but unused sick leave.

7.9 Maternity Leave

A full-time female employee with over six months of continuous service shall be entitled to maternity leave. Upon confirmation of her pregnancy, the employee shall provide the township with a statement stating the expected date of delivery. The start of maternity leave may begin earlier than this date if requested by the employee and approved by the township. After delivery, the employee will be reinstated without any break in service, provided she has notified the township within thirty (30) days of delivery indicating her desire to return to work. Maternity leave may be taken without pay and considered as a leave of absence. An employee who has vacation time or sick leave may elect to use all or part of this as maternity leave.

7.10 Leaves of Absence

A leave of absence may be approved by the Board of Trustees under the following conditions:

(A) Leave of absence is always without pay (unless covered by the Family Medical Leave Act).

(B) Leave of absence may only be granted to regular, full-time employees who have successfully completed their probationary period.

(C) The request for a leave of absence must be in writing from the employee outlining the reasons for the leave and requested in advance.

(D) On any approved leave of absence in excess of one month, the employee shall pay the total premium cost for his medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first month of the leave and prior to each month thereafter or the coverage will be terminated.

(E) Failure to return from a leave of absence at the specified date will be considered as a resignation.

(F) All approved leaves of absence shall be confirmed in writing to the employee by the Chairman of Board of Trustees with a copy to the employee's file.

(G) Vacation and sick leave do not accrue on a leave of absence in excess of one month. Vacation allowance is paid at the time of departure on the amount unused and accrued. Any sick days accumulated prior to the leave may be reinstated immediately upon return.

(H) Re-employment, if applicable, should be part, or the condition of, the leave of absence. If not, the employee is subject to the availability of employment at the

time of his or her requested return. Employees returning from military service are subject to the Veterans Re-employment Rights Act.

(I) There are several types of leaves of absence. They include:
  (1) Medical: Time away from the job because of accident or illness not covered by sick leave.
  (2) Self Improvement: Schooling
  (3) Personal: Time needed to handle personal problems.

7.11 Unauthorized Leave

Any absence from work which is not detailed in this section of these Personnel Rules and Regulations shall be considered an unauthorized absence from duty. Any such unauthorized absence from duty shall constitute just cause for disciplinary action.

7.12 Family and Medical Leave

The township will provide eligible employees a leave of absence for specific reasons and subject to guidelines as defined by the Family Medical Leave Act. Eligible employees shall be provided up to twelve (12) weeks of leave during any twelve month period in connection with specific qualifying events. Employees must be restored to the position occupied when the leave began or to an "equivalent position" with equivalent conditions of employment.

7.13 Community Involvement Leave – (non-mandatory) (Added 11-13-2024)

Effective January 1, 2025, full-time employee may volunteer at a non-profit organization for up to 24 hours per year, in lieu of their normal scheduled working hours. Verification of hours volunteered by the manager-in-charge at the non-profit will be required. While use of this benefit is encouraged, it is not mandatory.

ARTICLE VIII – BENEFITS: PERS & INSURANCE

8.1 PERS Contribution
Generally, all employees are required to be a member of the State of Ohio Public Employee Retirement System. The township will deduct a percent of the employee's gross wages or salary as the employee's contribution to PERS as follows:
Law enforcement 13 percent, Ohio Police & Fire (Fire dept) 12.25 percent, all other employees 10 percent. The township is required to make a contribution on behalf of the employee each month as follows: Law enforcement, 18.1 percent, Ohio Police & Fire (Fire dept) 24 percent and all other employees 14 percent. (Amended 11/13/24)

8.2 Workers' Compensation (Revised 4/28/10)
All Township employees are protected at Township expense under Ohio Workers' Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment. In addition, if workers are temporarily unable to work as a result of such injury or illness, weekly disability payments are made to them after they complete an initial waiting period of one week (ORC 4123.55).

Danbury Township employees are covered by the Ohio Bureau of Workers' Compensation plan administered by the Bureau of Workers' Compensation (BWC). All claims are medically managed by a Managed Care Organization (MCO) for the Township. Employees who experience work-related injuries/illnesses are eligible for the following benefits:

(1) Payment of medical care provided by a clinic, physician, hospital or medical services, for the work-related injury or condition as approved by the Managed Care Organization (MCO).
(2) Payment of compensation (at the level prescribed by law) after one week off from work.
(3) Death benefits payable to the beneficiaries of any employee whose death is a direct result of a work-related accident or illness.

Note that the determination regarding benefits for Workers' Compensation claims is made by the Ohio Bureau of Workers' Compensation.

Procedure for reporting and/or filing a claim

All accidents and injuries shall be reported immediately to the employee's supervisor. See Danbury Township Safe Work Procedures, Sections 2 and 3, for the proper reporting of accidents and incidents. All claims for Workers' Compensation benefits must be filed within two years of the date of injury.

Employees who are off work as a result of a Workers' Compensation claim may qualify for benefits under the Family and Medical Leave Act (FMLA). Benefits provided to employees under Workers' Compensation and FMLA commence on the same date. Injured employees may also qualify for a "Transitional Work Program" as described in the Danbury Township Safe Work Procedures, Section 7.

Rebuttable Presumption

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption (belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury. The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act. See the "Danbury Township Drug Free Workplace Policy" Section under Standing Orders.

Lost Time Claims

Injured employees may be partially reimbursed for lost wages by the Bureau of Workers' Compensation. Injured employees are compensated at the rate of 72% of the full weekly wage for the first 12 weeks of disability, and a 66 2/3% of the average weekly wage for all subsequent weeks of disability.

Wage Continuation Policy

For an employee who has had an occupational illness or work related injury, the Township may, at its sole discretion, offer a Wage Continuation Policy to eliminate a financial hardship. If wage continuation is granted, the Township may, in the case of compensable claims, continue to pay wages at the same rate of pay the injured worker was making at the time of injury. This rate will be multiplied by the usual number of scheduled hours per week. The payment by the Township will take the place of payment by the Ohio Bureau of Workers Compensation (OBWC). Wage continuation may be made only during the period of time that workers' compensation benefits would otherwise be paid by the Bureau, for a period not to exceed 12 weeks. In most cases, payments may commence upon receipt of proof of injury/illness from the employee's medical provider. The Township may require additional information about the injury/illness from the Township's Managed Care Organization and/or a preferred medical provider. Payment of compensation (at the level prescribed by law) can be made after one week off from work. Injured workers may use accrued sick leave for the first week of a work related injury or illness.

The payments by the Township will be taxable income to the employee and subject to the same tax withholding requirements as the employee's regular weekly wage. Workers' compensation benefits payable by the State are not taxable income to the employee; however, the Township's net payment will be equal to or greater than the payment that would be made by the Bureau, and will reduce the delay.

Receipt of wage continuation payments will be in lieu of workers' compensation lost time benefits. The payment of medical benefits will continue to be handled by the Township's Managed Care Organization.

If the period of Injury Leave exceeds twelve (12) weeks, the Township may, solely at the Trustees' discretion, extend wage continuation payments for additional periods of time. The Township may request after twelve (12) weeks that wage payment commence from the Bureau of Workers' Compensation.

8.2.1 Notification of Injury

When an employee is injured, he or she must notify the immediate supervisor, or the Board of Trustees, at once. In each case of injury on the job, it is the responsibility of the supervisor or the Board of Trustees to establish the validity of the claim. This includes a determination that the injury was actually sustained in the performance of the employee's duties. Should a supervisor find that the injury did not occur on the job, the facts of the case should be reported to the Board of Trustees in writing. When an employee is injured on the job, a written explanation or "injury investigation report" should be prepared by the employee and his or her immediate supervisor. All required information must be supplied and submitted within five (5) days following the injury. All injuries should be reported at once. Failure to report an injury may preclude approval by the Bureau of Workers' Compensation and can result in disciplinary action against the employee for failure to comply. The Board of Trustees may require the employee to submit to a medical examination, a vocational examination, or a vocational questionnaire (ORC 4123.53 and 4123.65.1).

8.3 Insurance

Example: All regular full-time employees are covered by the group medical and life insurance program provided for employees of the Township, unless the employee opts not to accept the coverage because of coverage under another policy. This includes:

(A) Group medical insurance for employee and dependents: Hospitalization and Major Medical; Dental; and Vision; and

(B) Life Insurance. Amended 11-13-2024 and effective 1-1-2025 Life insurance increase from $15,000 to $50,000 per employee; coverage is portable & convertible.

For a complete description of insurance benefits, please contact the appropriate insurance provider.

8.4 Uniform Allowances

The township may furnish uniforms to township employees as designated by the Board of Trustees. These uniforms and all other items issued by the township remain the property of the township and must be returned when the employee leaves the township's employment. The employee's final paycheck may be held until all township property has been returned.

With the exception of qualified safety equipment and law enforcement uniforms, all other uniforms and clothing allowances are a taxable fringe benefit and will be reflected as such in the employee's pay.

8.5 Travel Expenses (revised 11/08/2023)

Travel expenses must be authorized in advance by the Board of Trustees. Full-time, regular employees will be reimbursed for necessary expenses incurred while attending schools of instruction, institutes, or conventions of a nature relating to the art and science of their particular employment. Full-time regular employees will be reimbursed for expenses when using their private automobile while discharging duties connected with their employment. If Township employees use their private automobile in the conduct of official business, they shall be compensated at the rate equal to that allowed by the Federal Government for private auto travel. Mileage begins and ends at the Township Hall when an employee who does not receive car allowance or who does not use a township vehicle is required to travel outside the township for township business.

Lodging expenses incurred while traveling on official township business shall be reimbursed at a single room rate, including taxes and fees. The employee shall notify the hotel of the fact that such lodging is for a government employee and the employee shall provide the tax-exempt certificate, exempting payment of state sales taxes.

When an employee is traveling on official township business which requires an overnight stay, an allowance shall be made for meals in an amount **not to exceed the following with receipt:**

1. **Breakfast: $20.00 or actual cost plus a 15% tip.**
2. **Lunch: $25.00 or actual cost plus a 15% tip.**
3. **Dinner: $35.00 or actual cost plus a 15% tip.**

You may purchase and tip however you wish, but you will only be reimbursed at the above rates. If you use a company credit card, you are responsible for paying the overage to the Fiscal Office within thirty days.

Exceptions to the above allowances are to be made for breakfasts, lunches, dinners, and other meals which are in connection with official meetings, seminars, or conventions, as these are included in the agenda program as indicated on the registration schedule, which shall be paid in full.

Receipts for all expenses claimed are to be itemized receipts, listing all food and beverages and submitted within 30 days after such expenses are incurred. (The cost of alcoholic beverages will not be reimbursed.)

Reimbursement may be made to any township employee for entertainment of any guest of the township as approved in advance by the Board of Trustees.

The Township Fiscal Officer is hereby authorized and directed to reimburse employees for travel expense in accordance with the above policies.

ARTICLE IX – EMPLOYEE EVALUATION SYSTEM

9.1 Evaluations

Each employee will be evaluated upon completion of the probationary period and, from that point further, at the discretion of the Trustees. Such evaluation will be in writing and carried out by the employee's supervisor and placed permanently in his or her personnel file. All such evaluations shall be shown to the employee being rated and discussed thoroughly with him or her. Amended 11-13-2024.

9.2 Performance Ratings

The Board of Trustees may establish a system of service ratings based upon standards of performance. Such standards shall measure the quantity and quality of work performed, the manner in which such service is rendered, the faithfulness of the employee to their duties, and other such characteristics that may measure the value of the employee to the township. Performance ratings shall be considered in determining salary increases and decreases within the fixed limits of the compensation plan, as a factor in determining order of layoff, and as a factor in determining the demotion or dismissal of an employee. Such service ratings shall be available for review by the employee rated.

9.3 Personnel Status Change Forms

The Board of Trustees shall prescribe the necessary forms to report all personnel changes in the Township service which shall be used by all appointing officers and supervisors.

ARTICLE X – EMPLOYEE RETIREMENT

10.1 Retirement
Any employee of Danbury Township who is eligible to retire under the applicable rules, regulations, and statutes of the State of Ohio shall be permitted to do so in accordance with the rules of the Public Employees Retirement System. Generally, an employee who has passed his sixtieth birthday and has five or more years of total service credit or has twenty-five or more years of total service credit and has attained their fifty-fifth birthday or has thirty or more years of total Ohio service credit, regardless of age, may file for retirement (ORC 145.32).

10.1.1 Notice of Intent
Employees shall file with the Board of Trustees, by the beginning of the year prior to effective retirement, a notice of their intent to retire. Although this notice should include the actual date of retirement, it will not be a formal resignation.

10.1.2 Cashing of Sick Leave
An employee who retires and meets the age and length of service requirements of the Public Employees Retirement System (PERS) may be paid in cash for the value of the employee's accrued but unused sick leave to a maximum of thirty (30) days. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made. An employee may receive one or more payments under this division, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty (30) days of accrued but unused sick leave.

10.2 Disability Retirement
Any employee of Danbury Township who desires to apply for disability retirement shall do so in accordance with the rules set forth in ORC 145.35 through the Public Employees Retirement System. The Public Employees Retirement Board is the final authority in determining eligibility for disability retirement. As part of determining eligibility, an employee may be required to submit to an examination by a physician.

ARTICLE XI – EMPLOYEE RESIGNATION

11.1 Proper Notice
Employees who resign their employment should give a minimum of two weeks notice in writing prior to the effective date of the resignation.

11.2 Sick Leave
An employee may be eligible to carry forward accumulated sick leave from Danbury Township to another public employer in Ohio (ORC 124.38). Generally, the cashing out of sick leave is only available in cases of retirement from public service.

11.3 Procedure
At the time an employee resigns, for whatever reason, the following steps must be taken prior to receipt of final pay:

(A) Notify the Township Fiscal Officer to ensure that the proper forwarding address is recorded in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns. Also, advise the Township Fiscal Officer as to the type of action desired with regard to employee's retirement plan.

(B) Turn in uniforms, tools, building keys, keys to township plants or offices and/or any other township property to his or her immediate supervisor.

ARTICLE XII – PERSONNEL FILES & RECORDS

12.1 Pertinent Information

The Board of Trustees shall create, or cause to be created, a personnel file for each employee of the township. Such a file shall include the original application and the notice of appointment in addition to other information that may be pertinent. The personnel file will contain all necessary information required by PERS for retirement benefits (ORC 145.18). The Township Fiscal Officer will maintain the file.

12.2 Accessing Files

Access to the personnel files shall be in accordance to the Ohio law regarding public records. Internally personnel files will be limited to the Board of Trustees and those individuals who have the expressed permission of the Board of Trustees to have access to the personnel files.

12.3 Updating File

It is the responsibility of the employee to initiate any needed changes. An employee's education, training and experience background information are important factors in the promotion procedure. These items should be reviewed by the employee periodically to be sure they are up-to-date. Also, the employee should notify the Township Fiscal Officer of any changes in marital status or dependents as they may relate to insurance coverage.

ARTICLE XIII – SPECIFIC RULES AND REGULATIONS

13.1 Attendance Policy

Danbury Township defines an absence as failure to report for and remain at work as scheduled; this includes late arrival at work and leaving early. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, Worker's Compensation cases, approved leaves of absence, and days for which no work is scheduled.

13.2 General Requirements

13.2.1 Ohio Ethics Law

The Ohio Ethics Law applies to all township officers and employees. The township will provide a copy of the Ohio Ethics Law to all officers and employees within 15 days after they begin service to the township. No township officer or employee may take any action to purchase or acquire services or property for the township where they, their family, or their business associates have a financial interest in the service or property. No township officer or employee may take any action to employ their spouses, parents, grandparents, children, grandchildren, brothers, or sisters and any relatives who live with the officers or employees. No township officers or employees may take any official action on matters that will result in a benefit to themselves, their family members, or their business associates. For additional information and assistance with the Ohio Ethics Law, township officers and employees should contact the Ohio Ethics Commission at (614) 466-7090.

13.2.2 Character and Workplace Behavior

(A) Each employee shall be held accountable for their personal appearance; friendly, courteous, and helpful attitude toward the public; loyalty to the Township; and willingness to cooperate with their superiors and fellow employees. Improper language is in extremely poor taste and displays an unsatisfactory attitude.

(B) Each employee should be especially careful that they do not engage in gossip, half-truths, or the release of confidential information pertaining to the Township or its operations, employees, customers and residents. The close association of the business and home lives of people in the community makes it necessary that employees use the utmost consideration and good judgment when speaking to others about their work and daily contacts.

13.2.3 Bonds

Township officers and certain employees as determined by law are required to post bonds, paid by the township, prior to assuming the duties of their respective positions.
Our liability insurance OTARMA has replaced this action with Faithful Performance of Duty Coverage. (Amended 11-13-2024)

13.2.4 Political and Religious Tests; Memberships in Organizations

Consideration of political or religious opinions as a test for employment or promotion in any position of the Township service shall be prohibited. Township employees will not be required to be members of any organization, unless it is a professional organization and

directly connected with employment duties. The township may pay membership fees required by professional organizations and/or licenses.

13.3 Acceptance of Gifts and Gratuities

An employee may not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships of business with the township. These limitations are not intended to prohibit employees from accepting articles of negligible value which are widely distributed to the general public nor from accepting social courtesies which promote good public relations. It is particularly important that township employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. The securing of a loan by an employee from a financial institution doing business with the township does not constitute a conflict of interest.

13.4 Drug and Alcohol Free Workplace

Danbury Township prohibits the manufacturing, distribution, possession and use of alcohol, drugs, controlled substances, drug paraphernalia or any combination thereof, on any Township premises or work site; including Danbury Township vehicles or private vehicles parked on Danbury Township's property or work sites. Work site is defined to mean the site for the performance of work done in connection with employment by Danbury Township.

Employees taking prescribed or over-the-counter medications, that may alter their work behavior or ability to perform their duties, must report the use of these substances to their supervisors. Any employee taking prescribed medication that leaves him or her unable to perform their job responsibilities satisfactorily should request a leave of absence.

Any employee of Danbury Township, who is convicted of a drug or alcohol related offense, must report their conviction to the Board of Trustees within five (5) days of that conviction. The convicted employee will be required to take part in a rehabilitation program that has been approved by the Board of Trustees.

Failure to follow prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

Danbury Township views a violation of this policy as a serious offense that will be investigated. The employee is expected to cooperate with that investigation. Violating this policy or refusing to cooperate in an investigation may result in discipline up to and including termination.

13.5 Sexual Harassment/Intimidation/Offensive Behavior

The work place is for work and conduct which is not part of, or directly related to, work should be left outside the work place. Sexual harassment of employees in the work place is unacceptable and will not be tolerated. The township will provide a non-hostile environment.

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment may include

such actions as: sex-oriented verbal kidding, teasing or jokes; physical contact such as patting, pinching, or brushing against another's body; coercion, intimidation, or other pressure to engage in sexual activity; physical assault; and demands for sexual favors.

The key element to harassment is that the conduct is unwelcome. Conduct which is unrelated to the Township's business and which is offensive to other employees should not take place.

IF AN EMPLOYEE IS THE RECIPIENT OF OFFENSIVE CONDUCT, THE EMPLOYEE SHOULD POLITELY, CLEARLY AND FIRMLY TELL THE PERSON ENGAGING IN THE OFFENSIVE CONDUCT TO CEASE. Offensive conduct is improper if:

(A) Submission to the conduct is either an explicit or implicit term or condition of employment;
(B) Submission to, or rejection of, the conduct is used as the basis for employment decisions affecting the person involved; or
(C) The conduct has the purpose or effect of substantially interfering with an individual's work performance or environment.

An employee, who believes that he or she has been subjected to sexual harassment by a co-worker, supervisor, or other agent of Danbury Township, should report the facts to the Board of Trustees for Danbury Township immediately. The employee's complaint will be promptly and discretely investigated to determine if it is justified. If the complaint is found to be valid, all involved parties will be notified, and corrective actions will be implemented. Depending upon the circumstances, as determined by the Board of Trustees, corrective action can include discipline up to and including termination.

13.6 Political Activity

Employees may join or affiliate with civic organizations of a partisan or political nature, serve as precinct election officials, give financial contributions to political candidates and organizations, circulate petitions on legislation relating to their employment, attend political meetings, vote, and advocate or support the principles or policies of civic or political organizations.

13.7 Outside Employment

Full-time employees may not carry on, concurrently with their Township employment, any private business or undertaking, the attention to which affects their working hours or the quality of their Township work. Further, the performance of outside work of full-time employees should be reported to the Department Head or Board of Trustees for approval to ensure that no conflict of interest may arise.

When an employee is seeking part-time employment, he or she must submit an "Outside Employment Request" prior to beginning work.

If a question arises as to the compatibility of multiple positions, a request from the State Attorney General may be made for an opinion as to the compatibility of such positions.

13.8 Public Relations - Open Records Act
Employees shall conduct their activities and actions, both on and off the job, so as to improve relations between the Township and the public. In every contact, whether it is in the nature of trouble, service complaint, or request for information, the employee represents the Township. The employees' manners and attitudes toward the residents, as well as their competence in handling matters, are the basis for good public relations. The township will meet all open records requirements with requests for information directed to the Board of Trustees.

13.9 Use of Township Equipment
The use of Township equipment, uniforms, or supplies for personal business or private use is strictly prohibited without prior permission of the Department Head and/or a majority of Board of Trustees. Violators are subject to disciplinary action. Such equipment includes, but is not limited to, office and telecommunications equipment, computers, automobiles, trucks, cruisers, tools, uniforms, and supplies.

Only township employees and officers are authorized to ride in any and or all vehicles owned by Danbury Township.

A key must be given to the Danbury Township Trustees to any and or all things that are locked on township property, which includes but is not limited to: cabinets, drawers, file cabinets, etc. Anyone violating this policy will face immediate termination by the Danbury Township Trustees.

13.10 Use of Fax Machines, Internet, and E-mail
The availability of fax machines, Internet, e-mail, and on-line services is for township purposes. The following uses are strictly prohibited: any uses that interfere with normal township activities; any uses that involve solicitations; any uses in connection with a business activity that operates for-profit; or, any use that could possibly bring embarrassment or harm to the township.

Employees of the township shall not use the fax machine, Internet, e-mail, or on-line services in a manner that would violate any federal, state, or local laws. Township employees shall not use the fax machine, Internet, e-mail, or on-line services to transmit, download, or print obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials. Nor shall township employees use the fax machine, Internet, e-mail, or on-line services to distribute or copy copyrighted materials, which includes articles and software, in violation of the copyright laws.

Employees of the township shall not use the fax machine, Internet, e-mail, or on-line services for the purpose of operating a business for personal gain, sending chain letters, or soliciting money for religious or political organizations or causes or any reasons unrelated to the business of the township.

Employees of the township shall not use the fax machine, Internet, e-mail, or on-line services to violate the privacy rights of the township, other employees, or citizens. No township employee shall provide access to confidential information through the fax machine, Internet, e-mail, or on-line services. The transmission of confidential information shall only be in accordance with the current procedures and regulations. All employees of

the township shall use all reasonable safeguards when using the fax machine, Internet, e-mail, or on-lines services to avoid mistaken distribution of information.

All township employees are hereby put on notice that all Internet browsers furnish a trail to trace all site visits on that terminal.

13.11 Safety

It is the policy of Danbury Township that all activities of its employees will be conducted in a safe and healthful manner. The Board of Township Trustees and all employees must be dedicated to reducing the risk of injury and illness for the safety policy to succeed. Employees must protect their own health and safety and the safety of others by following safety rules and safe work practices and procedures. In addition, the Township has a Drug Free Workplace Policy in effect. (See the Standing Orders Section of this manual.)

It is the responsibility of supervisors and all employees to use and maintain in safe condition the correct equipment and tools for the job. Employees should report any hazardous conditions at once to his or her immediate supervisor. Supervisors are responsible to ensure machinery and equipment are safe, and that employees follow established safe work practices and procedures.

If injured or in an accident, all employees must report the incident immediately to his or her supervisor or the President of the Board of Trustees. Supervisors are responsible for the proper documentation and follow-up with the injured employee. It is the policy of the Township to return injured workers to productive work as soon as possible by providing a transitional work program.

The Township, through a comprehensive safety program, is committed to educating supervisors and employees of proper safe work practices. The following is a list of general safety rules and regulations. Additional safety operating procedures for specific work may be provided in an employee Safety Documents or in specific Standing Orders documents.

(A) Learn the safe way to do your job. Never hesitate to ask questions about things you do not understand, especially on new jobs.
(B) Use and maintain in safe condition the correct equipment and tools for your work.
(C) Observe the recommended work procedures developed for your job.
(D) Keep the work area in good order.
(E) Always work at a safe speed. Never hurry foolishly, take short cuts, or try to remove safety devices from machinery.
(F) Avoid horseplay and practical jokes.
(G) Notify your supervisor immediately of any unsafe conditions.
(H) If injured, report promptly for first aid treatment.
(I) Each employee will learn proper first aid treatment procedures.
(J) Never operate equipment or drive a vehicle while under the influence of drugs or alcohol.
(K) Wear the prescribed protective equipment necessary to safely accomplish the job.

13.12 Standing Orders

The Board of Trustees may from time-to-time issue "Standing Orders", which will have the same force as if included in these regulations. They are included in addition to this policy manual.

13.13 Appointment of Relatives

Danbury Township may not hire individuals who have relatives who are employees of Danbury Township. Employees shall be defined as all full-time employees and all part-time employees, consultants, members of the Township Trustees, and members of trustee-appointed bodies having direct oversight on expenditures. Persons involved in husband/wife, parent/child, parent/child-in-law, first cousins, aunt-uncle/niece, aunt-uncle/nephew, siblings, grandparents/ grandchild relationships shall be considered relatives for the purposes of this regulation. It shall be incumbent upon applicants to make known such relationships. If existing employees become relatives one with another or a related employee changes to a job classification which conflicts with this policy after commencement of their employ, the Township shall allow a choice to the persons involved as to who will resign. However, in the case where such a decision is not voluntarily made by the employees, then that person with the greatest seniority will be given an opportunity to remain employed by the Township. **The Board reserves the right to make decisions concerning the hiring of relatives on a case-by-case basis.**

13.13.1 Exceptions

(A) Existing Appointments;

(B) Appointments where neither individual involved is employed in a supervisory or management position and where neither individual involved, or the work performed, or the employment of either individual, is or may be directly influenced by the other individual. The determination of such influence shall be at the discretion of the Board of Trustees. To be eligible for this second exemption, employees must make application to the Board of Trustees prior to any event which would require exemption to allow continued employment. Failure to notify may result in the discharge of both parties.

13.14 Violence in the Workplace

Danbury Township is committed to maintaining a workplace that is free from the threat of violence. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of its origin.

Any form of violence or threat of violence, actual or perceived, by a township employee or member of the public that threatens a township employee or family member must be reported. Violent behavior by an employee, regardless of classification or position, may result in discipline, including termination. Violence, threats, or intimidation towards employees of the township will be met with an immediate response, including calling the police or taking legal action.

This policy includes, but is not limited to the following behaviors and situations:

- Violent or threatening physical contact (e.g., fight, pushing, physical intimidation),
- Direct or indirect threats,
- Threatening, abusive, or harassing telephone calls,

- Possession of a weapon on township property or personal property,
- Stalking,
- Violation of a restraining order, and
- Threats of suicide.

ARTICLE XIV – CYBERSECURITY

14.1 Purpose and Statement:
To establish a framework for protecting the confidentiality, integrity and availability of the Danbury Township's information systems, data and technology resources in compliance with Ohio Revised Code §9.64 cybersecurity requirements.

Danbury Township has been committed to safeguarding its information systems against cybersecurity threats and ensuring compliance since 2022 by:

- Hiring an IT Provider in December of 2022 to do a cyber audit on behalf of the Township.
- Contracting with an IT Provider on an annual basis since 2022 to:
    - Establish baseline cybersecurity practices.
    - Provide ongoing cybersecurity awareness training
    - Prepare for detection, response and recovery from incidents
    - Review and update policies and contract annually

14.2 Scope:
The cybersecurity policy applies to all elected officials, employees, contractors, vendors and third parties who access or manage Danbury Township's technology resources, including but not limited to:

- Computers, servers and mobile devices
- Cloud services and hosted applications
- Networks and telecommunications systems
- Sensitive or Confidential data (e.g. PII, financial, law enforcement, health-related or other protected records)

14.3 Roles and Responsibilities:
The cybersecurity roles and responsibilities include but are not limited to:

- **Board of Trustees:** Approve cybersecurity policies and ensure resources are allocated.
- **Administrator/Manager:** The Danbury Township Assistant oversees policy implementation, coordinates with IT provider and legal counsel Ottawa Prosecutor, Attorney James Van Eerten.
- **IT Provider:** Has implemented technical safeguards:
    - Monitors for threats on a 24-hour basis through Danbury Townships email provider.
    - Quarantines suspicious and unknows emails, reporting to Danbury Township departments, throughout the day, of the updated quarantined listings.
    - Backs up all Danbury Township computer data within the Cloud system for restoration, should it be required.
- **Employees/Users:** Follow cybersecurity protocols, complete trainings and report suspicious activity to your department supervisor, the Township Assistant and IT Provider.

14.4 Cybersecurity and Ransomware Incident Definitions

4.1 Cybersecurity incident includes any of the following:

- A substantial loss of confidentiality, integrity or availability of a covered entity's information system or network.
- A serious impact on the safety and resiliency of a covered entity operation systems and processes.
- A disruption of a covered entity's ability to engage in business or industrial operations or deliver goods or services. (Note: A disruption could include payment re-direct, payroll re-direct or spear phishing.)
- Unauthorized access to an entity's information system of network that is facilitated or is caused by:
  - A compromise of a cloud service provider, managed services provider or other third-party data hosting provider
  - A supply change compromise.

A cybersecurity incident does not include mere threats of disruption as extortion; events perpetrated in good faith and in response to a request by a system owner or operator; or lawfully authorized activity of a United States, state, local, tribal or territorial government entity. [Ohio Revised Code §9.64(A)(1) and AOS Bulletin 2025-07]

4.2 Ransomware incident:

Ransomware incident is defined as a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter the person or entity demands a ransom to prevent the publication of data, restore access to the data or otherwise remediate the impact of the software. [Ohio Revised Code §9.64(A)(3)]

14.5 Cybersecurity Controls:

5.1 Access Control

- **Required** unique user IDs and strong passwords
- **Enforce** multi-factor authentication (MFA) for remote or administrative access.
- **Limit** access to sensitive data on a "least privilege" basis.

5.2 Network and System Security

- IT Provider currently maintains up-to-date firewalls, antivirus and intrusion detection/prevention for all Danbury Township Departments, computer devices and servers are in a locked area.
- IT Provider and Danbury Township will apply software patches and updates within 30 days of release.
- Department information is currently segregated per department to keep critical systems from public networks when possible.

5.3 Data Protection

- **Encrypt** sensitive data at rest and in transit:
  - **Lock** computer when stepping away from work area.
  - **Secure Log-in Code** is required for all computer devices.

- **Report Loss of Device** to Danbury Township Trustees and IT Provider as soon as possible.
- IT Provider regularly backs up all data and tests restoration procedures.
- Maintain records according to Ohio records retention schedules.

5.4 Cybersecurity Incident and Response Reporting Requirements

- **Details of incidents will be exempt from public records due to both offline and online vulnerabilities. SEE 14.4.7**
- **Incident Response Leads: Department Head and Township Assistant**
- Establish procedures for detecting, reporting and escalating incidents.
- **In EACH Event** of a cybersecurity incident, notify the following parties in the manner listed as follows:
  - The Board of Trustees, Supervisor of Department where the incident took place, IT Provider, Township Assistant and Ottawa County Prosecuting Attorney James Van Eerten.
  - The executive director of the division of Homeland Security within the department of public safety, as soon as possible, **but no later than (7) days after the political subdivision discovers the incident. Ohio Cyber Integration Center (OCIC) 614-387-10891 https://www.dhs.gov/topics/cybersecurity**
  - **The Auditor of state,** in a manner prescribed by the auditor of state as soon as possible, but not later than thirty (30) days after the political subdivision discovers the incident. Call 866-FRAUDOH website: https://ohioauditor.gov/fraud/docs/cybersecurityreportingform.pdf
  - Any other parties as required by law and parties required by the Danbury Township Board of Trustees.
- Conduct post-incident review with IT Provider and update policies and employees as necessary.
- Establish procedures for the repair and subsequent maintenance of infrastructure after a cybersecurity incident with IT Provider.

5.5 Ransomware Incident and Response Reporting Requirements

- **RANSOMWARE PAYMENTS SEE 14.5.6**
- **Details of incidents will be exempt from public records due to both offline and online vulnerabilities. SEE 14.5.7**
- Incident Response Leads: Department Head and Township Assistant
- Upon discovery of a Ransomware incident, notify the following parties in the manner listed as follows:
  - The Board of Trustees, Supervisor of Department where the incident took place, IT Provider, Township Assistant and Ottawa County Prosecuting Attorney James Van Eerten.
  - The executive director of the division of Homeland Security within the department of public safety, as soon as possible, **but no later than (7) days after the political subdivision discovers the incident. Ohio Cyber Integration Center (OCIC) 614-387-1089 OCIC@dps.ohio.gov https://www.dhs.gov/topics/cybersecurity**

- **The Auditor of state,** in a manner prescribed by the auditor of state as soon as possible, but not later than thirty (30) days after the political subdivision discovers the incident. Call 866-FRAUDOH website: https://ohioauditor.gov/fraud/docs/cybersecurityreportingform.pdf
- Any other parties as required by law and parties required by the Danbury Township Board of Trustees.

- Conduct post-incident review with IT Provider and update policies and employees as necessary.
- Establish procedures for the repair and subsequent maintenance of infrastructure after a ransomware incident with IT Provider.

5.6 RANSOMWARE PAYMENTS

- A political subdivision experiencing a ransomware incident shall not pay or otherwise comply with a ransom demand unless the political subdivision's legislative authority formally approves the payment in compliance with the ransom demand in a resolution or ordinance that specifically states why the payment or compliance with the ransom demand is in the best interest of the political subdivision. [Ohio Revised Code §9.64 (D)(2)]

5.7 Public Records Exemption

- Records, documents or reports related to the cybersecurity program and framework, and reports of a cybersecurity or ransomware incident are not public records under Ohio Revised Code §9.64. Records identifying cybersecurity-related software, hardware, goods and services, that are being considered for procurement, have been procured or are being used by a political subdivision, including vendor name, product name, project name or project description constitute "security records" and are exempt from the requirements to produce those records in response to a public records request.

5.8 Training and Awareness

- All employees of Danbury Township will complete role-specific, annual cybersecurity training provided by:
  - **Ohio Persistent Cyber Initiative (O-PCI) program** of the Ohio Cyber Range Institute satisfies the training requirements.
  - **IT Provider** ongoing phishing and training programs.
  - **IT Provider will supply the Danbury Township Board of Trustees with their annual certification requirements during contract negotiations.**

5.9 Vendor and Third-Party Management

- **Require** vendors to comply with Danbury Township's cybersecurity standards.
- Maintain contracts with cybersecurity clauses and breach notification requirements.

14.6 Compliance and Review:

- Danbury Township's Cybersecurity policy will be reviewed annually and updated to reflect changes in technology, law and organizational needs.
- Departments and third-party IT providers must submit evidence of compliance to the Board of Trustees and Township Assistant.

14.7 Enforcement

The violation of this policy may result in disciplinary action up to and including termination of employment or contract, as well as potential civil and criminal penalties in accordance with applicable law.

14.8 Effective Date

- Danbury Townships cybersecurity updated policy takes effect on December 22, 2025, to meet Ohio Revised Code §9.64 requirements. Implementation of technical and training requirements began in December 2022, well in advance of the required June 30, 2026, deadline and will continue to be updated as warranted by Federal, State and Local Government.

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