
DEERFIELD TOWNSHIP

Portage County, Ohio

POLICY & PROCEDURE MANUAL

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Employee Handbook

Issued By

Deerfield Township Board of Trustees



Effective Date: 01/12/2026

Revision Date: 02/09/2026

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Welcome Statement

On behalf of Deerfield Township ("Deerfield Township" or "the township"), let us extend a warm and sincere welcome. We hope you enjoy your work here and are glad to have you with us. We understand that our employees provide the services that our residents rely upon. We believe each employee contributes directly to Deerfield Township's growth and success.

1. Introduction

Purpose of the Employee Manual

The Purpose of this Policy Manual is to set forth personnel policies for the employees of Deerfield Township. These policies have been established by the Deerfield Board of Trustees. Many of the rights and responsibilities outlined in this Manual are based on provisions contained in the Ohio Revised Code and Ohio Administrative Code. When a direct conflict exists between state or federal law and these policies, state or federal law prevails.

The Deerfield Trustees cannot foresee all personnel issues and concerns that may arise. Accordingly, it may be necessary, and the Deerfield Trustees reserve the right to revise, modify, amend, or delete any policy, procedure, benefit, or regulation. An amendment affects only the specific policy it modifies and does not affect the enforceability of the remainder of this Policy Manual.

Ohio law grants the Deerfield Trustees the power to hire, compensate, discipline and discharge employees. The Deerfield Trustees intend for all departments and personnel to adhere to this Policy Manual in a consistent and uniform manner.

Departments, subject to the approval by the Deerfield Trustees, may recommend a policy supplement with regard to work rules, policies and procedures which do not conflict with the provisions of this Policy Manual and which may be necessary due to the unique nature of the individual office, department or agency.

Words contained within the Policy Manual, whether in the masculine or feminine gender, shall be construed to include both genders. The use of the masculine or feminine gender is for convenience only and is not to be construed as discriminatory by reason of sex.

Questions concerning this Policy Manual and/or specific departmental operations should be directed to an employee's immediate supervisor.

The provisions of this Policy Manual are not intended to, and do not operate to, create a contract of employment between the Township and its employees.

2. Organizational Structure

2.1 Purpose

The purpose of this policy is to define the organizational framework, delineate lines of authority, and establish reporting relationships within Deerfield Township consistent with Ohio law.

2.2 Governing Authority of the Board of Trustees

The **Deerfield Township Board of Trustees** is the chief governing body of the Township and holds final authority for governance, policy adoption, personnel appointment or employment, and administrative oversight in accordance with the Ohio Revised Code. The Board consists of three trustees elected pursuant to ORC § 505.01.

2.3 Trustee Department Liaison

The Board may designate one or more Trustees to serve as a **Department Liaison**. The Department Liaison acts as the official representative of the Board for communication and coordination with Township departments, subject to the collective authority of the Board as provided in ORC Chapter 505.

2.4 Department Leadership

Department Leaders are appointed or employed at the discretion of the Board and are responsible for the administration, supervision, and operational management of their respective Township divisions. Department Leaders shall operate under the direction and supervision of the Board or its designee, the Trustee Department Liaison.

Federal, state, or local statutory provisions may specifically address certain department heads. For example, where a Fire Department exists, the Fire Chief serves as the head of that department and is appointed by the Board, as provided in ORC § 505.38.F

Department Leaders include, but are not limited to:

- Maintenance, Roads, and Grounds Supervisor
- Cemetery Sexton
- Fire Chief

Unless otherwise provided in statute, all Department Leader positions are under the general oversight and direction of the Board of Trustees.

2.5 Employees and Volunteers

All Township employees and volunteers shall report to and be supervised by their respective Department Leader. Employees and volunteers are required to perform duties in compliance with Township policies, resolutions, and all applicable federal, state, and local laws. Appointments, compensation, and duties are subject to Board approval and applicable ORC provisions.

2.6 Chain of Command

Unless otherwise required by statute, all communications, directives, and administrative matters shall follow the established chain of command:

Board of Trustees → Trustee Department Liaison → Department Leader → Employees/Volunteers.

Deviations from the established chain of command shall only occur by direction of the Board of Trustees or as required by law.

3. Meeting Policy

All meetings of the Deerfield Township Board of Trustees shall be conducted in accordance with Ohio Revised Code Section 121.22 (Open Meetings Act).

3.1 Time, Date, and Place of Meetings

The Board shall establish by resolution the regular meeting schedule, including the time, date, and location. This shall be established annually at the Township's Organizational Meeting in January. This schedule shall be posted at the Township Hall and on the Township's official website as well as notices provided on the Township's electronic billboard.

3.3 Special Meetings

Special meetings may be called by the Chair or by any two Trustees. Notice of a special meeting shall be provided to the public in accordance with O.R.C. 121.22(F), stating the time, place, and purpose of the meeting.

3.4 Meeting Conduct

All meetings shall be conducted in an orderly, respectful manner. The Chair shall preside and enforce rules of decorum. Disruptive behavior will not be permitted.

3.5 Video and Audio Recording

Members of the public and media may record meetings by audio or video, provided such recording does not interfere with the orderly conduct of the meeting.

3.6 Public Participation

A designated public comment period shall be provided at each regular Board meeting.

- Speakers must address the Board, state their name, and limit their remarks to the time established by the Chair.
- Comments should be limited to matters appropriate to the Board’s responsibilities.
- The Board will not engage in debate with speakers during the comment period but may respond after the speaker has finished or when their time has expired.

3.7 Sign-In

Members of the public wishing to speak may be required to sign in prior to public comment. Sign-in shall not be required for attendance only and shall not be used to restrict lawful participation.

4. Equal Employment Opportunity and Anti-Harassment Policy

4.1 Policy Statement

Deerfield Township is an Equal Opportunity Employer and is committed to maintaining a workplace free from unlawful discrimination, harassment, and retaliation. All employment-related decisions and workplace conduct shall comply with applicable federal and Ohio law.

4.2 Equal Employment Opportunity

Deerfield Township does not discriminate against any employee, applicant for employment, or volunteer on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, military status, veteran status, or any other status protected by applicable federal, state, or local law.

This policy applies to all aspects of employment and service, including but not limited to recruitment, appointment, promotion, transfer, compensation, benefits, training, discipline, termination, and conditions of employment.

4.3 Anti-Harassment

Harassment in any form is strictly prohibited. Harassment includes unwelcome verbal, physical, visual, or written conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited conduct includes, but is not limited to:

- Offensive remarks, slurs, jokes, or epithets
- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature
- Display or distribution of offensive or inappropriate materials
- Intimidation, threats, or hostile acts based on a protected status

This policy applies to all Township employees, volunteers, contractors, and members of the public while engaged in Township business or present on Township property.

4.4 Reporting and Complaint Procedure

Any employee or volunteer who believes they have been subjected to discrimination or harassment is encouraged to report the matter promptly. Reports may be made to a Department Leader or the Trustee Department Liaison. Complaints will be reviewed promptly and addressed in a manner consistent with Township policy and applicable law.

4.5 Retaliation Prohibited

Retaliation against any individual for making a good-faith complaint of discrimination or harassment, or for participating in an investigation, is strictly prohibited and will not be tolerated.

4.6 False or Bad-Faith Complaints

Deerfield Township expects all complaints to be made in good faith. Knowingly making a false accusation of discrimination or harassment or providing intentionally false or misleading information during an investigation, is a serious violation of Township policy.

An individual who is determined, following a fair and thorough investigation, to have knowingly made a false or bad-faith complaint may be subject to disciplinary action, up to and including termination of employment or removal from volunteer service, subject to applicable law.

Nothing in this section is intended to discourage or penalize employees or volunteers from making complaints in good faith. A complaint that is not substantiated does not, by itself, constitute a false or bad-faith complaint.

4.7 Reasonable Accommodation

Deerfield Township will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable Ohio law, unless doing so would impose an undue hardship on Township operations.

4.8 Enforcement and Discipline

Violations of this policy may result in disciplinary action, up to and including termination of employment or removal from volunteer service, subject to applicable law and the authority of the Board of Trustees.

4.9 Legal Compliance

This policy is intended to comply with, and shall be interpreted in accordance with, applicable federal laws, including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, as well as Ohio Revised Code Chapter 4112.

5. At-Will Employment Disclaimer

5.1 Purpose

The purpose of this policy is to establish that, unless otherwise provided by law, written contract, or Township resolution, employment with Deerfield Township is at-will. This ensures clarity regarding the employment relationship between the Township and its employees, EMS, Fire, and volunteer personnel.

5.2 Policy Statement

Employment with Deerfield Township is **at-will**. This means that either the employee or Deerfield Township may terminate the employment relationship at any time, with or without cause, and with or without notice, except as limited by Ohio law, civil service rules, collective bargaining agreements, or written contracts approved by the Board of Trustees.

Nothing in this Policy and Procedure Manual, or in any other Township policy, procedure, guideline, or practice, shall be construed to create an express or implied contract of employment or to alter the at-will nature of employment.

5.3 Application to Fire, EMS, and Volunteer Personnel

Career Fire and EMS Employees:

- Career Fire and EMS personnel may be subject to civil service laws, collective bargaining agreements, or written contracts. These provisions may modify or limit at-will status.

Part-Time, Paid-Per-Call, and Volunteer Fire/EMS Personnel:

- Unless otherwise required by law or Township resolution, these personnel serve at the discretion of the Board and may be separated from service at any time, subject to applicable law and departmental policies.

Volunteers (Non-Fire/EMS):

- Volunteers are not employees and do not have an employment relationship with Deerfield Township. Volunteer service may be discontinued at any time by either the Township or the volunteer, with or without cause or notice, subject to applicable policy and law.

5.4 Reservation of Rights

The Township reserves the right to modify, revoke, suspend, terminate, or change any or all policies, procedures, rules, or benefits described in this Manual, in whole or in part, at any time, with or without notice, subject to applicable law.

5.5 Legal Effect

This at-will employment policy does not supersede or diminish rights or protections afforded under Ohio law, including civil service statutes, collective bargaining agreements, written employment contracts, or other legally binding agreements approved by the Board of Trustees.

6. Employment Policies

6.1 Recruitment and Hiring

Deerfield Township is committed to hiring qualified individuals who demonstrate the skills, professionalism, and values needed to serve the community. Hiring practices follow all applicable federal and Ohio employment laws. Job openings may be posted on the Township website, public notice boards, or other platforms as appropriate. All candidates may be subject to interviews, reference checks, background screenings, and verification of required certifications.

6.2 Employee Classification

Employees of Deerfield Township are classified as follows:

- **Full-Time:** Employees regularly scheduled to work 40 hours or more per week.
- **Part-Time:** Employees scheduled to work fewer than 40 hours per week.
- **Seasonal/Temporary:** Employees hired for a defined period or project.
- **Volunteer:** Individuals who provide services without compensation (e.g., certain Fire/EMS personnel).

Employment classification determines eligibility for benefits, overtime, and leave in accordance with Township policy and Ohio law.

- **No Part-Time, Seasonal/Temporary, or Volunteer** personnel may work greater-than 1500 hours per year without prior Board approval.

6.3 Probationary Period

All newly hired employees may be subject to a probationary period, typically lasting **(12) twelve months**, unless otherwise stated. During this time, performance, conduct, and suitability for the position are evaluated. The Township may extend the probationary period if additional time is needed for evaluation. Successful completion of probation does not alter the at-will nature of employment.

6.4 Background Checks & Certifications

To maintain public trust and safety, certain positions—especially within Fire/EMS and Road Departments—may require background checks, driving record verification, drug testing, and proof of required licenses or certifications. Employees are responsible for maintaining any required credentials and notifying their supervisor immediately if a certification lapses or is revoked.

6.5 Personnel Records

Personnel files are maintained by the Township Fiscal Officer. These records may include employment applications, evaluations, training records, disciplinary actions, and other employment-related documentation. Employees may request access to review their personnel file in accordance with Ohio law. Certain information may be restricted or redacted as required.

7. Workplace Conduct

7.1 Code of Ethics & Professional Conduct

Employees of Deerfield Township are expected to uphold the highest standards of honesty, integrity, and professionalism in the performance of their duties. All actions and decisions must reflect positively on the Township and comply with all applicable federal, state, and local laws, as well as Township policies, procedures, and regulations.

Employees shall conduct themselves in a manner that promotes public trust and confidence in Township government. This includes treating residents, coworkers, elected officials, and the public with fairness, respect, and courtesy.

7.2 Ethics Standards

To ensure ethical and responsible conduct, employees are expected to adhere to the following principles:

- **Gifts and Gratuities**
Employees shall not solicit or accept gifts, favors, money, discounts, or other items of

value from any individual or organization that does business with, seeks to do business with, or may be affected by the employee's actions or decisions on behalf of the Township. Any gift offered in connection with Township employment must be declined or reported to a supervisor.

- **Conflicts of Interest**

Employees must avoid situations in which personal, financial, or outside interests interfere, or appear to interfere, with their ability to perform Township duties impartially. Employees shall not use their position for personal gain or participate in decisions that could benefit themselves, family members, or business associates.

- **Use of Township Property and Resources**

Township equipment, vehicles, supplies, facilities, and other resources are provided for official use only. Employees may not misuse Township property or use Township time or resources for personal business, political activity, or non-authorized purposes.

- **Professional Responsibility**

Employees are expected to act ethically, maintain confidentiality when required, and report any known or suspected violations of this policy to appropriate Township leadership.

Violations of this Code of Ethics and Professional Conduct may result in disciplinary action, up to and including termination.

7.2 Anti-Harassment & Anti-Discrimination

See Section 3.0 for the Deerfield Township Equal Employment Opportunity and Anti-Harassment Policy. All employees must comply with these standards.

7.3 Workplace Violence Prevention

Threats, intimidation, or acts of violence in the workplace will not be tolerated. Employees must report any unsafe or threatening behavior to their supervisor or the Board of Trustees immediately.

7.4 Drug & Alcohol Policy

Deerfield Township is a drug-free workplace. Employees are prohibited from reporting to work under the influence of alcohol, marijuana, illegal drugs, or controlled substances that could impair job performance or safety. Department-specific testing requirements may apply to Fire/EMS or safety-sensitive positions.

7.5 Social Media & Technology Use

Deerfield Township provides technology tools to communicate with residents, share information, and support township operations. All township employees, officials, volunteers, and authorized users must use these tools responsibly and professionally.

Guidelines:

- Official social media accounts may only be created and managed by staff authorized by the Board of Trustees or department designated Liaison Trustee.
- Posts must be accurate, professional, and related to township business.
- Comments may be moderated and removed if they are offensive, illegal, or unrelated to township matters.
- Township-owned devices and accounts are for official use only; personal use is prohibited.
- All social media content may be considered a public record under Ohio law and must be retained appropriately.
- Users must comply with all federal, state, and local laws, including Ohio public records and ethics laws.
- Township owned and endorsed forms of communication and media may not be used to advertise businesses or sponsors.

Failure to follow this policy may result in disciplinary action consistent with township procedures.

7.6 Confidentiality

Employees must maintain confidentiality of all Township records, resident information, and other sensitive data. Disclosure of confidential information without authorization is prohibited and may lead to disciplinary action up to termination. Employees are only to discuss township related business on a need-to-know basis.

8. Credit Card Use Policy**8.1 Purpose**

The purpose of this policy is to establish guidelines for the proper use of township-issued credit cards and to ensure responsible stewardship of public funds.

8.2 Authorized Users

Credit cards shall be issued only to employees or officials specifically authorized by the Board of Trustees. Cards are for official township business only and may not be used for personal purchases under any circumstances.

8.3 Permitted Uses

Credit cards may be used for:

- Approved travel expenses
- Training and conference registration
- Emergency purchases
- Supplies and services necessary for township operations

All purchases must be reasonable, necessary, and within the approved budget.

8.4 Prohibited Uses

Credit cards shall not be used for:

- Personal expenses

- Cash advances
- Alcohol
- Gifts or donations without prior board approval
- Any purchase that violates township purchasing policies

8.5 Receipts and Documentation

Itemized receipts must be submitted for all transactions within 90 days. Each charge must include a written explanation of the business purpose.

8.6 Approval and Review

All credit card statements shall be reviewed by the Fiscal Officer and approved by the Board of Trustees at a regular meeting. Unauthorized or improper charges must be reimbursed to the township immediately by the cardholder.

8.7 Security and Responsibility

Cardholders are responsible for safeguarding their card and reporting lost or stolen cards immediately to the Fiscal Officer. Misuse of a township credit card may result in disciplinary action, including revocation of card privileges and possible legal action.

8.8 Limits

Spending limits shall be established by the Board of Trustees and may be adjusted as necessary.

8.9 Acknowledgment

All authorized employees must sign a Credit Card Use Agreement acknowledging receipt of this policy and agreeing to comply with its terms.

9. Weapon Policy

9.1 Purpose

To maintain a safe environment on township property and at township-sponsored events while complying with Ohio law regarding firearms and other weapons.

General Rule

Weapons, including firearms, knives, or other dangerous devices, are generally **prohibited** in township buildings, in township vehicles, or at township events, except as allowed under Ohio law.

Employees may use knives as tools when such use is required for the performance of their job duties. All knives must be used safely, for work-related purposes only, and in accordance with applicable safety procedures. Misuse or use of a knife as a weapon is strictly prohibited.

9.2 Legal Exceptions

This policy does **not** prohibit:

- Law enforcement officers carrying weapons in the course of their duties
- Individuals legally permitted to carry firearms under Ohio law (concealed or open carry), provided they comply with state regulations
- Employees using knives as a tool of their work.

9.3 Prohibited Situations

Even if legally carried under state law, weapons are **not allowed** in the following circumstances:

- Areas where federal, state, or local law prohibits firearms (e.g., courtrooms, secure facilities)
- Township facilities where the Board of Trustees has posted clear “No Weapons” signage in accordance with Ohio law

9.4 Enforcement and Safety

- Township officials may ask individuals to leave if safety concerns arise.
- Violations of this policy may result in removal from township property, disciplinary action, or referral to law enforcement.

9.5 Acknowledgment

Employees and officials should read this policy and understand it in conjunction with Ohio law. Compliance is required at all times.

10. Compensation & Benefits

10.1 Pay Schedules

Employees shall be paid on a regular, scheduled basis as determined by the Fiscal Officer.

10.2 Overtime & Comp Time

Overtime eligibility is governed by the Fair Labor Standards Act (FLSA) and applicable Ohio law. Compensatory time may be granted in accordance with Township policy. All hours worked must be approved by the employee’s Department Lead.

10.3 Benefit Eligibility

Eligibility for health, retirement, and other benefits is determined by employment classification and applicable Ohio law.

10.4 Insurance & Retirement

Full-time employees may be eligible for medical, dental, vision, and retirement benefits in accordance with Board-approved plans.

10.5 Payroll Deductions

Payroll deductions will comply with federal and Ohio law and may include taxes, benefit premiums, and other authorized deductions.

11. Work Hours & Attendance

11.1 Work Schedules

Department Leaders set schedules in accordance with Township operational needs.

11.2 Attendance Expectations

Regular attendance is required. Excessive absences or tardiness may result in disciplinary action.

11.3 Call-Off Procedures

Employees must notify their supervisor promptly if unable to report to work, following department-specific call-off procedures.

11.4 Breaks & Meal Periods

Employees get short rest breaks (10–15 minutes) as scheduled by their supervisor. Employees working 5 hours or more are allowed an unpaid meal break (30 minutes). Breaks and meals should be taken away from the workstation when possible. Supervisors schedule breaks to keep operations running smoothly. All breaks and meals follow Ohio labor laws.

11.5 Remote Work

Remote work may be authorized by the Board or Department Leader and must comply with Township security and confidentiality standards.

12. Leave Policies

12.1 Vacation Leave

The Township provides vacation leave to full-time employees to promote rest, wellness, and work-life balance. Vacation leave shall be administered fairly and consistently in accordance with Township policy.

Eligibility

- Full-time employees are eligible to receive vacation leave
- Part-time employees are not eligible

Accrual Schedule

Vacation leave is earned based on completed years of service and is accrued on a per-pay-period basis:

- **After 1 year of service:** 1 week (40 hours) per year
- **After 5 years of service:** 2 weeks (80 hours) per year
- **After 10 years of service:** 3 weeks (120 hours) per year
- **After 20 years of service:** 4 weeks (160 hours) per year

Employees shall not be eligible to use vacation leave until completion of their first year of service.

Use of Vacation Leave

- Vacation leave must be requested in advance and approved by the employee's supervisor
- Requests will be granted based on operational needs and staffing requirements
- The Township may limit the number of employees off at the same time to maintain adequate service levels

Carryover

- Employees may carry over up to **140 hours** of unused vacation leave into the following year
- Any balance exceeding the maximum may be forfeited unless otherwise approved by the Board of Trustees

Separation from Employment

- Employees who separate from Township service in good standing shall be paid for unused, accrued vacation leave in accordance with Township policy
- Employees terminated for cause may forfeit unused vacation leave, subject to applicable law

Administration

This policy is intended to align with standard practices under the Ohio Revised Code. The Board of Trustees reserves the right to interpret and administer this policy.

12.2 Sick Leave

Sick leave may be used for personal illness, injury, pregnancy, medical appointments, or illness or death of immediate family members as permitted by law. The township may require verification for extended or repeated sick leave usage.

12.3 Personal Leave

Personal leave may be granted only at the discretion of the Board of Trustees. Personal leave must be requested in advance whenever possible. Personal leave is subject to operational needs and staffing requirements of the Township.

12.4 Family & Medical Leave (FMLA)

Eligible employees may take leave in accordance with the Family and Medical Leave Act (FMLA). FMLA leave runs concurrently with applicable paid leave as permitted by law.

12.5 Military Leave

Employees shall be granted military leave in accordance with Ohio Revised Code §5923 and applicable federal law. Reinstatement and benefits shall be handled as required by law.

12.6 Holiday Schedule

- a. Township employees shall receive paid holidays as established by resolution of the Board of Trustees.
- b. When a holiday falls on a weekend, observance shall be determined by township resolution.
- c. Recognizing the need for continuity of essential township operations, certain departments or positions may be required to work on an observed holiday.

Floating Holidays

- d. In lieu of observing a holiday on its scheduled date, employees who are required to work due to operational needs may be granted a floating holiday.
- e. A floating holiday is defined as a paid day off that may be taken on a later date, subject to supervisory or Trustee Liaison approval.
- f. Floating holidays must be used within the calendar year in which they are earned, unless otherwise approved by the Board of Trustees or provided for by resolution.
- g. Floating holidays may not be carried over into a subsequent year or paid out upon separation unless expressly authorized by township resolution or applicable law.
- h. The scheduling of floating holidays shall be subject to staffing requirements and must not disrupt essential township services.
- i. Department leaders or the appropriate Trustee Liaison are responsible for tracking and approving the use of floating holidays and ensuring compliance with this policy.

12.7. Military Leave

Employees shall be granted military leave in accordance with Ohio Revised Code §5923 and applicable federal law.
Reinstatement and benefits shall be handled as required by law.

12.8 Jury Duty and Court Leave

Employees summoned for jury duty or required court appearances related to their employment shall be granted paid leave as required by law. Employees must provide documentation of jury duty or court service.

Employees who are required to serve on a jury or appear in court for matters not related to township work will be granted time off. Such time off will be unpaid unless otherwise required by law. Employees must provide their supervisor with notice and any supporting documentation as soon as possible and are expected to return to work promptly when excused or released.

12.9 Bereavement Leave

Bereavement Leave Policy

The Township recognizes the importance of allowing employees time to grieve and attend to matters following the death of a family member or loved one. Bereavement leave shall be administered in a fair and consistent manner in accordance with Township policy and applicable Ohio law.

Immediate Family Definition

For purposes of bereavement leave, “immediate family” includes the employee’s:

- Spouse or domestic partner
- Child, stepchild, or foster child
- Parent or stepparent
- Sibling (including step-sibling)
- Grandparent or grandchild
- Mother-in-law or father-in-law
- Son-in-law or daughter-in-law
- Legal guardian or ward
- Any individual residing in the employee’s household

Leave Allowance

- Up to **three (3) working days of paid leave** for the death of an immediate family member
- **One (1) working day of paid leave** for the death of an extended family member (e.g., aunt, uncle, cousin)
- **One (1) working day of unpaid leave** may be granted for the death of a friend or non-immediate relative

Employees may request additional time off through the use of accrued leave (vacation, personal leave, or compensatory time), subject to approval by the appointing authority or Board of Trustees.

Procedures

Employees shall notify their supervisor as soon as reasonably possible when bereavement leave is needed. The Township may require reasonable documentation, such as an obituary, funeral program, or other verification of the loss.

Administration

This policy is intended to comply with general employment practices in the State of Ohio. As bereavement leave is not specifically mandated under the Ohio Revised Code, the Township retains discretion in administering this policy while ensuring consistency and fairness.

13. Employee Performance

13.1 Performance Evaluations

Department Leaders shall conduct periodic performance evaluations to provide feedback and assess development. New hires should receive a 30-day evaluation, a 90-day evaluation, and a (6) six-month evaluation. All employees should receive a performance evaluation at a minimum of once annually.

13.2 Professional Development & Training

Employees are encouraged to pursue training and development opportunities relevant to their positions. Fire/EMS personnel must maintain required certifications. Township paid trainings must approved by the Board.

13.3 Disciplinary Procedures

Discipline is to be administered fairly and consistently, in accordance with Township policy, Ohio law. See section 14 *Discipline Policy* for details.

13.4 Grievance Process

Employees may file grievances regarding work conditions, disciplinary actions, or other employment matters. Grievances should be submitted to the Chairman of the Board in writing in in a timely fashion.

14. Disciplinary Action

14.1 Purpose

The purpose of this policy is to ensure fair, consistent, and lawful handling of employee or official misconduct and performance issues.

General Principles

- Discipline is intended to correct behavior, maintain a safe and productive work environment, and protect township operations.
- Disciplinary action will be applied consistently, fairly, and in accordance with applicable laws and township policies.
- Board members or supervisors are to use the Employee Disciplinary Action form on page 25. This form should be filed with the Fiscal Officer and added to the employee's file and timely manner.

14.2 Examples of Misconduct

Disciplinary action may result from, but is not limited to:

- Violation of township policies or procedures
- Unsafe or inappropriate behavior
- Misuse of township property or funds
- Poor performance or neglect of duties
- Harassment, discrimination, or workplace violence

14.3 Types of Disciplinary Action

The township may use one or more of the following, depending on the severity of the conduct:

1. **Verbal Warning** – Informal discussion to address the issue.
2. **Written Warning** – Documentation of the issue and expected correction.
3. **Suspension** – Temporary removal from duties without pay.
4. **Demotion** – Reduction in responsibilities or position (if applicable).
5. **Termination** – Ending employment or service, in accordance with law.

14.4 Procedure

- Alleged misconduct will be reviewed promptly.
- The individual will have the opportunity to respond to allegations.
- Appropriate disciplinary action will be determined and documented.
- Serious or repeated violations may result in immediate suspension or termination.

14.5 Compliance

All disciplinary actions shall comply with federal, state, and local laws, including employee rights and protections.

14.6 Acknowledgment

Employees and officials are required to read and understand this policy and acknowledge that failure to comply may result in disciplinary action.

15. Safety & Security

15.1 Workplace Safety Standards

All employees must follow safety protocols and applicable OSHA or Ohio safety regulations.

15.2 Incident Reporting

Workplace injuries, accidents, or unsafe conditions must be reported immediately to the supervisor and documented in accordance with Township policy.

15.3 Emergency Procedures

Employees must familiarize themselves with emergency exits, evacuation routes, and department-specific emergency plans.

15.4 Equipment & Vehicle Usage

Township vehicles and equipment must be used responsibly and for authorized township purposes only. Township vehicles and equipment are to be used only by officials and personnel who are covered by the township's insurance policy.

15.5 Building Access & Security

Access to township buildings is limited to authorized employees, officials, and approved visitors. Township buildings may be equipped with alarms, cameras, or other security systems. Employees must comply with all security procedures. Employees are responsible for securing doors and windows and must not share or duplicate keys, access cards, or codes. Lost or stolen keys/cards should be reported immediately and the Board of Trustees informed immediately. Access outside normal working hours requires prior approval, and all security procedures must be followed. Suspicious activity should be reported to a supervisor or Trustee Liaison. Failure to follow this policy may result in disciplinary action and/or loss of building access.

16. Public Record Policy

16.1 Deerfield Township shall follow Ohio law for public records (O.R.C. 149.43). This policy explains how the Township receives and responds to public records requests and how records are kept and destroyed.

16.2 All public records requests shall be handled promptly by the Fiscal Officer. Requests may be made in person, in writing, or electronically. No one is required to state a reason for a request. Township records shall be stored, retained, and destroyed according to the approved Records Retention Schedule and the Ohio History Connection Local Government Records Program (formerly the Ohio History Society).

16.3 Deerfield Township may charge reasonable fees for providing the media in which public records are provided. No charge shall be made for inspection of records. Costs may include paper, copying, and mailing, but not labor or time spent locating or reviewing records. Fees shall be reasonable and communicated to the requester in advance. Fees are established by the Ohio Township Fee Schedule (<https://www.ohiotwp.org/vertical/sites/%7B941757A3-CCD1-47BA->

9A1A-E6013FADA729%7D/uploads/Fee_Schedule_12.10.2024.pdf) with the addition of a \$2.00 fee per flash drive as needed.

17. Policies Specific to the Organization

17.1 Uniform & Appearance Standards

Employees in certain positions (e.g., Fire/EMS, road maintenance) may be required to follow uniform and appearance standards. All representatives of Deerfield Township are to present themselves in a professional fashion to the public and be dressed according to department standards.

17.2 Use of Township Equipment

Township equipment, tools, and technology may only be used for official purposes. Unauthorized use of Township property may lead to discipline, up to and including termination.

17.3 Communication Protocols

Employees must follow proper communication protocols when interacting with the public. Only the Chief of the Fire Department or a member of the Board of Trustees is authorized to speak to the media, or other governmental agencies on the Township's behalf.

18. Travel & Expense Reimbursement Policy

18.1 Purpose

This policy covers reimbursement for reasonable expenses incurred while conducting approved township business.

18.2 Approval

All travel must be approved in advance by the Board of Trustees. Personal or entertainment expenses are not reimbursable.

Reimbursable Expenses the township may reimburse for:

- Mileage at the IRS rate
- Lodging
- Meals
- Training and conference fees
- Parking and tolls

18.3 Receipts

Itemized receipts are required for all expenses (except mileage). A brief statement of business purpose must be included.

18.4 Payment

All approved reimbursement requests will be timely reviewed and paid by the Fiscal Officer.

18.5 Compliance

Improper or false claims may result in denial of reimbursement and disciplinary action.

19. Separation of Employment

19.1 Resignation

Employees are encouraged to provide advance notice of resignation in writing to their Department Leader. A two week minimum notification is expected for good standing.

19.2 Termination

Termination may occur at the discretion of the Board, Department Leader, or according to applicable civil service, union, or contractual provisions.

19.3 Exit Interviews

Employees may be asked to participate in an exit interview to provide feedback and return Township property.

19.4 Return of Property

Upon separation, employees must return all Township property, keys, uniforms, and documents.

20. Cemetery Policies

20.1 Purpose

To provide guidelines for the management, maintenance, and use of township-owned cemeteries, ensuring respectful care of burial sites and compliance with Ohio law.

20.2 Cemetery Hours

Township cemeteries are open to the public from **dawn to dusk** unless otherwise posted. Visitors must conduct themselves respectfully and follow posted rules.

20.3 Burial Rights and Plots

Burial plots are assigned or sold according to township procedures and records. Only authorized individuals or their legal representatives may arrange burials. All burials must comply with Ohio law, including the Ohio Revised Code Chapters 517 and 211.

20.4 Maintenance and Upkeep

The township is responsible for grounds maintenance, including mowing, landscaping, and general care per direction of the Board of Trustees, and at a minimum per **Ohio Revised Code § 517.06**. Plantings, decorations, and monuments must comply with township rules to ensure safety and uniformity and must be removed seasonally as posted. The township may remove items that are unsafe or do not comply.

20.5 Monuments and Markers

All monuments, markers, or grave decorations must be approved by the township before installation. Permanent markers are required for all interments, with the deceased's name and dates of birth and death.

20.6 Prohibited Activities

Vandalism, littering, or destruction of property is prohibited. Motorized vehicles are only allowed on designated roads or parking areas. Alcohol, firearms (except as permitted by law), or other hazardous items are prohibited.

20.7 Recordkeeping

The Fiscal Officer shall maintain accurate records of all interments, plot ownership, and cemetery activities per **Ohio Revised Code §517.07**. Requests for information about plots or burials must be made to the Fiscal Officer or cemetery caretaker.

20.8 Compliance

All cemetery operations must comply with Ohio law and township regulations. Violations of cemetery rules may result in fines, removal of non-compliant items, or other actions as authorized by the Board of Trustees.

20.9 Indigent Burial / Cremation Policy

In accordance with **Ohio Revised Code § 9.15**, when a deceased individual's body is found in the township and is unclaimed or claimed by an indigent person (as defined by income at or below

150 % of federal poverty guidelines), the township shall arrange for the burial or cremation at township expense if:

- The deceased was a legal resident of the county at the time of death; or
- The deceased had residence elsewhere in the state, in which case responsibility lies with the township of the decedent's legal residence.

If the decedent's legal residence is unknown or outside Ohio, or the decedent was an inmate or resident of certain institutions, obligation shifts to the county. The township must provide a marker at the final resting place with the decedent's name, age (if known), and date of death. Documentation supporting eligibility and costs shall be maintained, and reimbursement may be sought through applicable state programs.

If the proxy of the deceased would like to apply for an indigent burial or cremation, they may ask the Fiscal Officer or the Cemetery Sexton for an application. The application may be found on page 28.

CREDIT CARD USE AGREEMENT- Deerfield Township, Portage County Ohio (Page 1/1)

I, _____, acknowledge that I have been issued a Deerfield Township credit card for official township business only.

I understand and agree to the following:

1. The credit card is to be used solely for authorized township expenses in accordance with the Township Credit Card Policy.
2. Personal use of the credit card is strictly prohibited.
3. I am responsible for safeguarding the card and will not allow any other person to use it.
4. I will submit itemized receipts and required documentation for all purchases in a timely manner.
5. I understand that all charges are subject to review by the Fiscal Officer and the Board of Trustees.
6. I agree to immediately report any lost or stolen card to the Fiscal Officer.
7. I understand that misuse of the credit card may result in disciplinary action, repayment of unauthorized charges, revocation of card privileges, and possible legal action.

By signing below, I acknowledge that I have received, read, and agree to comply with the Township Credit Card Policy and this Credit Card Use Agreement.

Cardholder Name (Print): _____

Title/Department: _____

Signature: _____

Date: _____

Approved By (Trustee Chair): _____

Signature: _____

Date: _____

Approved By (Trustee): _____

Signature: _____

Date: _____

Approved By (Trustee): _____

Signature: _____

Date: _____

Approved By (Fiscal Officer): _____

Signature: _____

Date: _____

DEERFIELD TOWNSHIP, PORTAGE COUNTY, OHIO

EMPLOYEE DISCIPLINARY ACTION FORM (Page 1/1)

Employee Name: _____

Title/Department: _____

Supervisor: _____

Date of Incident: _____

Type of Action:

Verbal Warning Written Warning Suspension Demotion Termination

Reason for Disciplinary Action:

Previous Related Warnings (if any):

Corrective Action / Expectations:

Employee Comments:

Acknowledgment of Receipt:

I acknowledge that this disciplinary action has been discussed with me. My signature does not necessarily indicate agreement.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Trustee Liaison: _____ Date: _____

DEERFIELD TOWNSHIP

EMPLOYEE PERFORMANCE EVALUATION (Page 1/2)

Employee Information

- Name: _____
 - Job Title / Department: _____
 - Supervisor: _____
 - Evaluation Period: From _____ To _____
-

Performance Categories

Rate each area: 1 = Unsatisfactory | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Exceeds Expectations | 5 = Outstanding

Category	1	2	3	4	5	Comments
Job Knowledge & Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity & Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork & Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative & Problem-Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Performance Rating

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations
 Outstanding

DEERFIELD TOWNSHIP

EMPLOYEE PERFORMANCE EVALUATION (Page 2/2)

Strengths

Areas for Improvement / Goals

Employee Comments (Optional)

Acknowledgment of Review

Employee signature acknowledges review, not necessarily agreement.

- Employee: _____ Date: _____
- Supervisor: _____ Date: _____
- Trustee Liaison: _____ Date: _____

APPLICATION FOR INDIGENT BURIAL / CREMATION Page 1/3)

DECEASED/INDIGENT PERSON INFORMATION

To be completed by deceased's representative

Full Name of Deceased: _____

D.O.B. _____

Last Known Address: _____

Social Security Number: _____ Sex: _____ Race: _____

Date of Death: _____ Place of Death: _____

DECEDENT'S NEXT-OF-KIN INFORMATION

1) Full Name: _____

Relationship _____

Address: _____

D.O.B. _____ Phone Number: _____

Email: _____

2) Full Name: _____

Relationship _____

Address: _____

D.O.B. _____ Phone Number: _____

Email: _____

ATTACH TO THIS APPLICATION: (1) Number and ages of household members, (2) each income source, and corresponding monthly or annual amount. Include Social Security, Pay Stubs, Income Tax returns, etc. (3) Proof of residency of deceased, (4) Affidavit of Deceased's Representative.

APPLICATION FOR INDIGENT BURIAL / CREMATION Page 2/3)

AFFIDAVIT OF DECEASED’S REPRESENTATIVE

I, _____ (the “Affiant”), as the representative of the deceased _____ (the “Decedent”), being first duly sworn,

do depose and state that:

1. Decedent died a resident of Deerfield Township, Portage County, Ohio
2. To the best of Affiant’s knowledge, neither the funeral director nor the funeral home has received any compensation, either directly or indirectly, in any form, for the cremation of the Decedent.
3. To the best of Affiant’s knowledge, the Decedent is indigent and has not real or personal property, employment benefits, pensions, annuities, social security, unemployment compensation, inheritances, insurance, or other assets.
4. Affiant agrees to reimburse Deerfield Township for disposition expenses, if it is determined that the decedent died owning assets, property, and/or insurance sufficient to cover the Decedent cremation and/or burial expenses.
5. Affiant says he or she is the individual making the forgoing application; and that the answers to the foregoing questions and other statements contained herein are true to the best of his or her knowledge.

Further Affiant sayeth naught.

_____ (Signature)

Sworn to before me and subscribed in my presence this _____ day of _____, 20 _____.

_____ NOTARY PUBLIC

FUNERAL DIRECTOR’S INFORMATION

To be completed by Funeral Home Representative
(Application must be submitted within thirty (30) days from the date of death.)

Full Name of Deceased _____

Applicant Name: _____

Name of Funeral Home: _____

Address of Funeral Home: _____

APPLICATION FOR INDIGENT BURIAL / CREMATION Page 3/3)

Funeral Home Phone: _____ Federal ID: _____ You must include one (1) certified copy of the death certificate and one (1) copy of the cremation permit; two (2) copies of an itemized statement for the amount requested to be paid by the Township; and a copy of the obituary, if any, along with this application.

AFFIDAVIT OF FUNERAL HOME DIRECTOR

I, _____ (the "Affiant") being first duly sworn that:

1. I am a duly license funeral director of _____ ("Funeral Home") located at _____
2. As the funeral director I am responsible for all aspects of the burial or cremation of the deceased including the funeral arrangements and the funeral rites.
3. Neither the Affiant nor the Funeral Home has received any type of compensation for the cremation and/or burial services associated with the Decedent.
4. To the best of Affiant's knowledge, Decedent died an indigent resident of the unincorporated area of Deerfield Township and qualifies for indigent disposition pursuant to Ohio Revised Code section 9.15.
5. Affiant certifies he or she is the individual making the forgoing application; and that the answers to the foregoing questions and other statements contained herein are true to the best of his or her knowledge.

Further Affiant sayeth naught.

_____ (Signature)

Sworn to before me and subscribed in my presence this _____ day of _____, 20 _____.

_____ NOTARY PUBLIC

DEERFIELD TOWNSHIP, PORTAGE COUNTY, OHIO

GENERAL APPLICATION FOR EMPLOYMENT. (Page 1/5)

Position Applied For: _____

Department: _____

Full-Time Part-Time Seasonal Volunteer

APPLICANT INFORMATION

Full Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Are you legally authorized to work in the United States? Yes No

Are you 18 years of age or older? Yes No

Do you have a valid Ohio driver's license? Yes No

License Number: _____ State: _____

Have you had any suspensions or major violations in the last 5 years? Yes No

EMPLOYMENT HISTORY

Employer: _____

Position: _____

Dates: _____ to _____

Supervisor: _____

Reason for Leaving: _____

Employer: _____

Position: _____

Dates: _____ to _____

Supervisor: _____

Reason for Leaving: _____

EDUCATION

High School: _____

Diploma/GED: Yes No

College / Trade School: _____

Degree / Certification: _____

SKILLS & CERTIFICATIONS

(List fire, EMS, CDL, equipment, administrative, or other relevant skills)

MILITARY SERVICE (if applicable) Y N

Branch: _____

Dates of Service: _____

Rank at Discharge: _____

Type of Discharge: _____

BACKGROUND & DRIVING RECORD AUTHORIZATION

I understand that employment with Deerfield Township may be contingent upon a criminal background check and motor vehicle record check. I authorize the Township to conduct such checks.

Applicant Initials: _____ Date: _____

DRUG-FREE WORKPLACE

Deerfield Township is a Drug-Free Workplace. I understand that I may be required to submit to pre-employment, random, or reasonable-suspicion drug and alcohol testing as a condition of employment.

Applicant Initials: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Deerfield Township is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status under federal or Ohio law.

APPLICANT CERTIFICATION

I certify that all information provided in this application is true and complete. I understand that any false or misleading information may result in disqualification from employment or termination. I authorize Deerfield Township to verify all information and contact previous employers and references.

DEERFIELD TOWNSHIP, PORTAGE COUNTY, OHIO

GENERAL APPLICATION FOR EMPLOYMENT. (Page 5/5)

Signature: _____

Printed Name: _____

Date: _____

Deerfield Township Cemetery Sexton – Job Description (Page 1/2)

Position Title: Cemetery Sexton

Department: Cemetery

Reports To: Township Board of Trustees

Status: Full-Time / Part-Time (as determined by the Township)

Position Summary:

The Cemetery Sexton is responsible for the care, maintenance, and administration of Deerfield Township cemeteries. This includes overseeing burials, grounds upkeep, recordkeeping, and ensuring that all cemetery operations comply with Ohio law and Township policies.

Key Responsibilities:

1. Cemetery Operations

- Coordinate and supervise all burial and interment activities.
- Maintain cemetery grounds, including mowing, landscaping, and upkeep of monuments and structures.
- Ensure compliance with Township policies, Ohio law, and health regulations.

2. Records and Administration

- Maintain accurate cemetery records, including plot ownership, burial permits, and interment logs.
- Collect fees for burials, plot sales, and other services.
- Assist the public with plot purchases, grave location, and cemetery regulations.

3. Maintenance and Safety

- Monitor the condition of roads, fences, and other cemetery infrastructure.
- Coordinate repairs and maintenance of cemetery equipment.
- Ensure a safe environment for visitors, staff, and contractors.

4. Community Relations

- Respond to inquiries from families and the public in a courteous and professional manner.
- Attend Township meetings or report to the Board as required regarding cemetery operations.

5. Other Duties

Deerfield Township Cemetery Sexton – Job Description (Page 2/2)

- Perform additional tasks as assigned by the Township Board of Trustees.

Qualifications:

- High school diploma or equivalent; additional training in cemetery management preferred.
- Previous experience in groundskeeping, landscaping, or cemetery operations preferred.
- Ability to operate machinery and equipment safely (e.g., mowers, backhoes)
- Strong organizational, recordkeeping, and communication skills.
- Ability to interact respectfully and compassionately with the public.
- Valid Ohio driver's license with a clean driving record.
- Successful background check required prior to hire.

Working Conditions:

- Outdoor work in all weather conditions.
- Heavy lifting and operation of equipment required.
- Occasional weekend or holiday work may be necessary.

Compensation:

- Salary or hourly wage determined by Deerfield Township.
- Benefits as applicable for full-time status.

Deerfield Township, Portage County Ohio

Maintenance, Roads, and Grounds Supervisor - Job Description (Page1/3)

Maintenance, Road, and Grounds Supervisor – Job Description

Position Title: Maintenance, Road, and Grounds Supervisor

Department: Roads / Maintenance

Reports To: Township Board of Trustees

Status: Full-Time

Position Summary:

The Maintenance, Road, and Grounds Supervisor oversees the maintenance and repair of Township roads, facilities, and grounds. This position manages personnel, coordinates projects, ensures safety compliance, and maintains equipment and materials for Township operations. The Supervisor reports regularly to the Township Administrator and provides updates to the Board of Trustees as required.

Key Responsibilities:

1. Road and Grounds Maintenance
 - Supervise and participate in maintenance and repair of Township roads, culverts, and drainage systems.
 - Maintain Township-owned properties, including parks, public buildings, and grounds.
 - Perform snow removal, grading, patching, and related seasonal tasks.
2. Equipment and Facility Management
 - Maintain and coordinate repair of vehicles, heavy equipment, and tools.
 - Ensure proper storage and inventory of materials, supplies, and equipment.
 - Inspect facilities, roads, and grounds regularly for safety and maintenance needs.
3. Supervision and Personnel Management
 - Assign, supervise, and evaluate work of maintenance staff and seasonal employees.

Deerfield Township, Portage County Ohio

Maintenance, Roads, and Grounds Supervisor - Job Description (Page2/3)

- Provide training on equipment use, safety, and procedures.
 - Enforce compliance with Township policies, safety regulations, and Ohio law.
4. Project Planning and Administration
- Plan, schedule, and oversee maintenance projects and improvements.
 - Assist in preparation of budgets, work plans, and reports.
 - Coordinate with contractors and vendors as needed.
5. Safety and Compliance
- Ensure adherence to safety protocols and Ohio Department of Transportation (ODOT) regulations.
 - Maintain accurate records of maintenance work, inspections, and incidents.
6. Community Relations
- Respond to inquiries and concerns from the public regarding roads, grounds, and maintenance issues in a professional manner.
7. Board Reporting
- Provide regular updates to the Board of Trustees regarding projects, budgets, and operational concerns.
 - Attend Board meetings as requested to report on maintenance, roads, and grounds activities.
8. Other Duties
- Perform all other duties as assigned by the Township Administrator or Board of Trustees.
-

Deerfield Township, Portage County Ohio

Maintenance, Roads, and Grounds Supervisor - Job Description (Page3/3)

Qualifications:

- High school diploma or equivalent; additional training in public works, construction, or related field preferred.
- Previous experience in road maintenance, public works, or grounds supervision.
- Ability to operate heavy equipment and vehicles safely (e.g., trucks, backhoes, loaders, mowers).
- Strong organizational, leadership, and communication skills.
- Valid Ohio driver's license required; clean driving record preferred.
- Successful background check required.

Working Conditions:

- Outdoor work in all weather conditions.
- Heavy lifting, equipment operation, and exposure to construction hazards.
- Occasional weekend or emergency work as required.

Compensation:

- Salary determined by Deerfield Township based on experience.
- Benefits as applicable for full-time status.

Deerfield Township, Portage County, Ohio

Deerfield Fire Chief

Job Description (page 1/3)

The Fire Chief position is responsible for all aspects of efficient and effective operations of the Deerfield Fire Department. The position is expected to work in collaboration with the Board of Trustees, other township employees, residents, and community partners to identify and resolve a wide range of varied issues within the Department and the community. The Fire Chief must demonstrate impeccable honesty and integrity both on and off the job.

The Fire Chief's performance will be evaluated by the Board of Trustees of Fire Department Trustee Liaison annually or more frequently as needed.

This position is part-time and does not offer benefits.

Essential Job Functions

- Develop and direct the preparation of the Department's strategic plans, goals, and objectives for each organizational component, or unit of the Department.
- Prepare and administer Department annual budget; monitor Department expenditures, redefining Department goals and reallocating funding and related staffing as necessary.
- Administer operations improvement and maintenance of the fire station.
- Manage and evaluate Department staff including making suggestions to the Board of Trustees on hiring, discipline, and discharge of employees.
- Perform a minimum of yearly staff evaluations.
- Establish department work rules and oversee and build department morale.
- Perform field inspections to monitor performance, taking corrective action as necessary.
- Allocate department staffing to department functions based on skill, resources, job classification and budgetary limitations.
- Hear and adjudicate grievances.
- Research, monitor and approve major departmental purchases and equipment to achieve maximum operational efficiency and minimize costs in coordination with and the approval of the Township Board of Trustees.
- Prepare and up-date standards and long-range plans for the department on the basis agreed to township goals and objectives.
- Maintain current working knowledge of fire suppression and prevention as well as EMS and Emergency Management programs and technologies through participation in professional associations.
- Present reports and updates to the Board of Trustees during regularly scheduled Board meetings. A written update copied for each member of the board is expected. The Chief is required to personally attend a minimum of 75% of regularly scheduled Board meetings
-

Deerfield Township, Portage County, Ohio

Deerfield Fire Chief Job Description (page 2/3)

- as well as send an officer in their place if they cannot attend to report out to the Board as needed.
- Present reports and updates to the Board of Trustees during emergency meetings when the subject matter involves the Deerfield Fire Department.
- For all operational areas managed, perform periodic reviews, and make recommendations to maximize public and employee safety.
- Review statistical reports and call trends and recommend appropriate risk reduction strategies to local businesses, organizations, residents, etc.
- Investigates formal complaints against the department.
- Responds to emergency incidents
- Oversee department recruitment practices and up-date as needed to meet changing department goals.
- Ensure that department performance and professional development objectives are met and implemented consistently.
- Carry out station visits and meet with station commanders to ensure consistent dissemination all Department procedures are being carried out.
- Mediate disputes and or differences between employees and/or members of the public.
- Will act as Emergency Incident Commander.
- Oversee maintenance and repair of fire vehicles.
- Attend a minimum of 75% Portage Co. Fire Chief Association meetings
- Keep Fire Dept. compliant with all federal, state and local regulations.
- Provided a recommended maintenance budget to the Board of Trustees annually during the January Organizational Meeting.
- Provide wage comparisons with comparable departments make suggestions regarding Fire Department employee salary suggestions to the Board annually during the January Organizational Meeting.
- Keep the department active with community events, including but not limited to Southeast School district sporting events when EMS are requested on standby, host health/safety/vaccine clinics for the benefit of the community, and other community outreach as appropriate.

Non-Essential Job Functions:

- Performs other duties as required.

Basic Job Requirements

- Fire Fighter Level I required

Deerfield Township, Portage County, Ohio

Deerfield Fire Chief Job Description (page 3/3)

- Emergency Medical Technician Basic required.
- Ability to maintain valid Driver's License required.
- Ability to operate in a Windows computer environment and effectively use word processing, spreadsheet and database programs required.
- Ability to maintain working knowledge of Hazardous-Material mitigation and operation procedures required.
- Knowledge of State and local Emergency medical system policies and procedures required.
- Knowledge of local, state, and federal laws, departmental rules, regulations and policies and related programs required.
- Ability to work nights, weekends, holidays as required.
- Regularly staffing the station is necessary and is essential to meeting the expectations of the job functions and is required. The Chief is required to personally staff the station at a minimum of 32 hours per month
- Ability to effectively communicate with and in good faith work with the Deerfield Township Board of Trustees to meet the goals of the fire department is required.

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ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I acknowledge that I have received a copy of the Deerfield Township Policy and Procedure Manual and Employee Handbook. I understand that it is my responsibility to read, understand, and comply with the policies and procedures contained within this manual, as well as any revisions that may be issued in the future. I further acknowledge that the most current version of the handbook, including any updates or revisions, is available online on the Deerfield Township website; <https://www.deerfieldtwpportage.com>.

I understand that these policies do not constitute a contract of employment and that Deerfield Township reserves the right to modify, revoke, suspend, terminate, or change any or all policies, in whole or in part, at any time, with or without notice, in accordance with applicable law.

By signing below, I confirm that I have reviewed the manual and agree to abide by its contents as a condition of my employment or service with Deerfield Township.

Employee/Official Name (Print): _____

Title/Department: _____

Signature: _____

Date: _____

