

PERSONNEL POLICIES MANUAL FOR TOWN OF WILTON



**Revisions Adopted:
9/23/2019**

**This document supersedes all personnel policies previously
established or approved by Town.**

THE PERSONNEL POLICY WAS
ORIGINALLY ADOPTED
DECEMBER 18, 1995
BY
THE TOWN SELECT
BOARD

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WELCOME TO THE TOWN OF WILTON

Starting a new job is exciting, but at times can be overwhelming. This Personnel Manual has been developed to help you get acquainted, to know what is expected of you, and to answer many of the initial questions you may have.

As an employee of the Town, the importance of your contribution cannot be overstated. Our goal is to provide residents with the finest and most efficient service possible. All of the Town employees are an important part of this process.

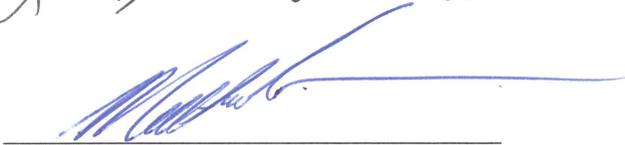
In an effort to be responsive to the needs of a changing organization, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your new position to be both challenging and rewarding.

Sincerely,







Wilton Select Board

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ABOUT THIS MANUAL

The policies outlined in this Personnel Policies Manual (hereafter “manual”) should be regarded as guidelines only, and may require changing from time to time. The Town of Wilton (hereafter “Town”) retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Town. This Manual supersedes and replaces any and all prior Manuals, policies, procedures, and practices of the Town.

This Manual also summarizes the current benefit plans maintained by the Town for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Manual. The Manual (and other plan documents) are not contractual in nature and do not guarantee any continuance of benefits.

This Manual is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at will status of any Town employee, and shall not create any due process requirements in excess of federal or state constitutional or statutory requirements. Employment at will means that employees are free to resign from their employment at any time, with or without cause or notice, and the employer has similar rights and can terminate the employment relationship at any time, with or without cause or notice. Please understand that neither the policies contained in this Manual, nor any other written or verbal communication by any other employee, including management employees, are intended to create a contract of employment or a warranty of any of the benefits described in this Manual.

Please also be aware that the Town reserves the right to change, revise, or eliminate any of the policies, procedures, or benefits described in this Manual at any time, at its sole discretion.

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RECEIPT AND ACKNOWLEDGMENT OF PERSONNEL POLICIES MANUAL

This Personnel Policies Manual is an important document intended to help the employee become acquainted with the Town. This manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate the employee's receipt and acknowledgment of the manual.

- I have received a copy and understand it is my obligation to read the Personnel Policies Manual. I understand that the policies described in the manual are subject to change at any time.
- I acknowledge that I have the right to terminate my employment with the Town at any time without notice. In turn, I acknowledge that the Town has the right to terminate my employment, subject to any statutory or federal or state constitutional requirements, if applicable.
- I am aware that the descriptions of benefits in this manual are not contractual in nature and do not guarantee any continuance of said benefits.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of the Town premises or with non-Town employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Personnel Policies Manual.

Employee's Name (please print)

Date: _____

Employee's Signature

COPY FOR PERSONNEL FILE

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Employee's Name (please print)

Date: _____

Employee's Signature

COPY FOR EMPLOYEE

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SECTION 1: GENERAL PROVISIONS

INTRODUCTION

The Town seeks to meet the needs of town residents as expressed and determined through the annual town meeting and the action of the Select Board throughout the year.

Town employees are part of a team that works to meet these public needs.

The Town seeks to develop and foster a work environment in which employees recognize their vital role in the functioning of the Town, obtain personal satisfaction, and monetary compensation for their efforts on behalf of the Town.

These policies and rules are intended to assist Town employees by providing clear statement of personnel policies, definitions of the rights and responsibilities of employees and rules that guide their performance.

Employees are urged to ask their Department Head/Supervisor, the Town Administrator, or the Administrative Assistant, about any policies/procedures or rules that are unclear. It is better to ask than to guess or to assume and work with incomplete or inaccurate information.

As the employee reviews this manual, the employee will notice that terms such as “workplace” and “premises” appear in many of Town’s policies. For most employers, such terms encompass the buildings and surrounding property that they own or lease. However, as the employee knows, the nature of our work as a municipality requires that our use of these terms have a broader definition. Accordingly, whenever our “workplace” or “premises” are discussed in this manual, the employee must understand that we are discussing not only Town buildings, facilities and properties, but also any remote job site to which the employee may be assigned to work and any vehicle in which the employee may be traveling for Town-related business.

NAME OF ADMINISTRATIVE RULES AND AUTHORITY

The policies and rules in this manual shall be known and cited as Personnel Policies and Rules and are hereby adopted by the Wilton Select Board. The Town Administrator shall maintain the responsibility for the administration of these policies for the Select Board. He or she shall coordinate procedures with the Department Heads/Supervisors and shall require such regular reports and information necessary for proper implementation of these policies. The Select Board reserves the right to change these policies at any time.

EMPLOYEES COVERED

These policies and rules shall be applicable to all persons employed in the service of the Town, except persons under the direction and control of the Town School Board.

DEPARTMENTAL RULES

Each department may have specific policies and rules that apply to the department's operations and activities. Such rules must be consistent with those presented in this manual and are subject to the approval of the Select Board. Upon approval by the Select Board, these rules shall be part of the

official Policies and Rules of the Town. The Administrative Assistant or the Town Administrator shall make notification of any changes in existing departmental policies and rules, including the introduction of new policies and rules.

EQUAL EMPLOYMENT OPPORTUNITY

The Town is committed to a policy of equal employment opportunity for all persons based on individual merit, competence, and need. The Town will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation, military or veteran status, or gender identity, or that of his or her relatives, friends, or associates. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

STANDARD OF CONDUCT

There are certain standards of common honesty and decent behavior that all employees are expected to follow. We believe that the following rules, which are not set out in any particular order, are necessary and reasonable to the proper conduct of our business.

We all know that no list of rules can be all inclusive. The following areas, however, are expressly described to guide the employee in the recognition of certain behaviors which are clearly prohibited and which can result in disciplinary action, up to and including discharge. Particular disciplinary action to be taken in any specific instance will depend on the review of all factors involved and the employee's past records.

- Absence and lateness without good reason, failure to report when absent, overstaying allotted break time, excessive or unexcused absences
- Making a false statement on the application form, falsifying Town and employment records
- Abusive language, creating any type of disturbance, complaining in front of visitors or residents, uncooperativeness, abuse or neglect of visitors or residents, and abuse, neglect, or intentional destruction of Town property
- Violation of safety regulations or endangering the health or safety of other persons
- Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees
- Conviction of a crime that adversely impacts the employee's position with the Town
- Dishonesty to a coworker, resident, visitor, or to the Town
- Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the interests of the Town

- Bringing, possessing, or using alcoholic beverages, or illegal drugs on Town property or while on the job; being under the influence of or testing positive for these substances during working hours
- Negligence in the performance of duties which seriously conflict with the interests of the Town
- Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties
- The theft or negligent or intentional destruction of any Town property or the personal property of a coworker, customer, or visitor
- Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town policies
- Acting in an insubordinate manner toward any supervisor or any other directive of the Town

POLICY AGAINST HARASSMENT

OVERVIEW: The Town maintains an environment based on respect and courtesy. The Town recognizes the harmful effects of harassment on that environment. The Town defines harassment as follows:

Harassment is verbal and physical conduct that denigrates or shows hostility or aversion toward an individual for any reason: either as a protected class such as race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation, military, or veteran status, gender identity, or any other status protected by applicable law, **OR** any other reason beyond protected class. Harassment is a behavior that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

INDIVIDUALS COVERED BY THE POLICY: This policy applies to all employees of the Town at every level. This policy also prohibits harassment of or by nonemployees (Committee members, vendors, Board members, elected officials, consultants, etc.) who come in contact with Town employees. This policy prohibits conduct whether it is directed at men by women, at women by men, at men by men, or at women by women, and regardless of whether the conduct occurs on or off the Town's premises or during or outside of working hours.

PROTECTED CLASSES

The Town follows Federal and State laws to prevent harassment of employees because of their membership in a protected class and will not tolerate harassment in the workplace on the basis of race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation, military, veteran status, or gender identity.

EXAMPLES OF PROHIBITED HARASSMENT: This policy prohibits offensive, intimidating, threatening, or otherwise unwelcome comments or conduct based on sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation, gender identity, and any other characteristic protected by law. Examples of prohibited conduct include, but are not limited to:

- Written or spoken derogatory terms about sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual or gender identity
- Slurs and epithets
- Unwelcome jokes
- Insults
- Threats of physical violence or harm to a person's property
- Display or circulation of materials, items, or images that are degrading or disparaging to individuals or groups based on the characteristics listed above
- Any other unwelcome conduct or comments directed at a person or group because of particular protected characteristic (i.e., sex, race, age, etc.).

SPECIFIC INFORMATION ABOUT SEXUAL HARASSMENT: The formal definition of sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, physical, and non-physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation or assistance, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creating an intimidating, hostile, or offensive work environment.

Less formally, the types of conduct prohibited by this policy cover a wide range of inappropriate behaviors including, but not limited to, the actual coercion of sexual relations, unwelcome comments, jokes, innuendoes, sexually suggestive materials, and other unwelcome sexually oriented actions.

While it is not possible to list all of the types of conduct that might violate this policy, the following are some examples:

- Leering, i.e., staring in a sexually suggestive manner

- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentionally brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

BEYOND PROTECTED CLASSES

Note that the definition of Harassment under this policy includes verbal and physical conduct that denigrates or shows hostility or aversion toward an individual for any reason. Being harassed for any reason will not be tolerated.

EXAMPLES OF PROHIBITED HARASSMENT. This policy prohibits offensive, intimidating, threatening, or otherwise unwelcome comments or conduct. This list is not exhaustive, but will give the employee some examples:

- Cursing or offensive language and gestures
- Derogatory remarks
- Violating personal space
- Threats of any kind
- Repeated unwanted conduct that serves no legitimate purpose

REPORTING PROCEDURE

If the employee is being harassed, whether by a colleague, customer or vendor, the employee can choose to talk to either of these people.

If the employee suspects that an offender does not realize they are guilty of harassment, the employee could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g., inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.

If customers, stakeholders, or team members are involved in the employee's claim, the employee may reach out to the employee's Department Head/Supervisor.

This discussion may resolve the issue, but even if it is resolved, the matter must still be reported through the Reporting Procedure (See below). The Town requires all employees to report violations of this policy.

If the employee believes that they have been subjected to harassment in violation of this policy, the employee should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and appropriate action will be taken, depending on

the nature and severity of any proven incident. Supervisors are required to document, in writing, any conversation related to harassment.

The Town will respond promptly to reports of harassment, and will take corrective and/or disciplinary action, as appropriate, in an effort to ensure that the goals of this policy are met. The Town will not tolerate any form of retaliation against any employee who reports harassment or who participates in an investigation of a report of harassment.

In support of our commitment to equal employment opportunities, the Town prohibits harassment of one employee by another employee or supervisor on any of the categories noted above. Any employee who harasses another employee or a customer on any of the categories discussed above will be subject to discipline, up to and including discharge.

The Town prohibits all of the activities noted above, whether engaged in by a supervisor, agent of the Town, coworker, or nonemployee who is on town premises or who comes in contact with town employees.

Retaliation against an employee who complains in good faith about harassment in accordance with this policy is a violation of this policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If the employee believes they have been subjected to retaliation, the employee should report the incident in accordance with the Reporting Procedure contained in this Manual.

It is important to note that the types of conduct explained in this policy are prohibited regardless of the intent of the person(s) engaging in the conduct (i.e., to be intentionally offensive, a misguided attempt at humor, attempts at establishing a romantic relationship, etc.). Prohibited conduct includes conduct that is direct as well as indirect (e.g., overheard conversations, e-mail messages sent or forwarded by accident, etc.).

MANDATORY REPORTING PROCEDURE: Employees must report any conduct that violates this policy using the “Reporting Procedure for Discrimination, Harassment, and Retaliation” below (referred to as the “Reporting Procedure”). Do not assume that the Town is aware of the problem. Each employee has a responsibility to report harassment. It is only through the active involvement of all employees that the Town can prevent and correct harassment in the workplace.

Using the Town’s mandatory Reporting Procedure does not preclude an employee who has experienced conduct in violation of this policy from discussing the matter directly with the person(s) engaging in the offensive conduct.

Consequences for Violating the Policy: Violations of this policy, whether intended or not, will not be tolerated. Any employee who violates this policy will be subjected to corrective and/or disciplinary action, up to and including termination of employment. Note that the Town may take corrective and/or disciplinary action to address inappropriate conduct even if it does not rise to the level of harassment.

REPORTING PROCEDURE FOR DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL HARASSMENT), AND RETALIATION: Any employee who has observed, been made aware of, or experienced conduct in violation of our Policy Against Harassment or policy regarding Equal Employment Opportunity (collectively referred to in this Reporting Procedure as the

“Policies”) must report the incident to his/her Department Head/Supervisor. The Department Head/Supervisor will notify the Town Administrator who will notify the Select Board. In the event the report is about conduct engaged in by the Department Head/Supervisor, the employee may choose to make the report directly to the Town Administrator. In the event the report is about conduct engaged in by the Town Administrator, the employee may choose to make the report directly to the Select Board. (See Appendix A for Harassment Reporting Form)

INVESTIGATION: The Town will investigate reports made through this Reporting Procedure promptly and fairly. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may be conducted internally or, in appropriate circumstances, an outside investigator may be retained.

Investigations will typically include private interviews with the person filing the report and with witnesses. The person alleged to have violated the Policies will also typically be interviewed. Any employee asked to participate in an investigation is expected to cooperate fully and truthfully. When the investigation is complete, to the extent appropriate, the Town will inform the person filing the report and the person alleged to have violated the Policies of the results of the investigation.

RETALIATION IS PROHIBITED: Retaliation will not be tolerated. The Town requires employees to report violations of this policy and will not tolerate any form of retaliation against an employee who makes a report in good faith or who participates in an investigation of a report under this policy. All incidents of retaliation must be immediately reported using the Reporting Procedure. Employees who make reports in good faith under this Reporting Procedure and/or participate in good faith in any investigation under this Reporting Procedure have the Town’s assurance that it will not tolerate any form of retaliation against them for their participation in the process. Any concerns regarding retaliation must be reported using the Reporting Procedure.

CORRECTIVE/DISCIPLINARY ACTION: Any employee who has violated the Policies or otherwise acted inappropriately will be subject to corrective and/or disciplinary action, up to and including immediate termination of employment.

THE AMERICANS WITH DISABILITIES ACT

The Town prohibits any form of discrimination in hiring, as well as in all terms and conditions of employment, against individuals with disabilities. The Town will make every effort to make reasonable accommodations required by ADA that do not impose an undue hardship upon the Town, to insure equal opportunity in the application process, to enable employees to perform essential job functions, and to provide disabled employees with the same benefits and privileges of employment as employees without disabilities. Please notify the Town Administrator if, because of a disability, the employee requests an accommodation to perform the functions of their job. The Town will review the employee’s request, obtain necessary information, make a prompt determination, and maintain all medical information in a confidential manner in accordance with the ADA.

SECTION 2: EMPLOYEE CLASSIFICATIONS

EMPLOYMENT AT WILL

Unless otherwise provided in a written contract signed by the Select Board, or unless set forth by statute, Town employees are considered to be employees at will.

Town employees at will, therefore, may resign from their employment at any time, for any reason. Likewise, the Town may terminate the employment relationship of such employees at any time, for any reason. Neither the policies contained in this manual, nor any other written or verbal communication by a supervisor, are intended to change the at will relationship or create a contract of employment.

If an employee believes he/she was terminated unjustly, he/she may request a hearing with the Select Board. The request must be made within five (5) business days of termination. The Select Board has up to fourteen (14) business days to schedule a hearing. The hearing will be a non-public meeting unless the employee requests the meeting to be open to the public.

EMPLOYMENT CLASSIFICATIONS

At the time that an employee is hired, the employee is classified as full-time, part-time, temporary, per diem, or on-call, and is informed as to whether or not they qualify for overtime pay. Unless otherwise specified in writing or as required by law, the benefits described in this manual apply only to full-time employees. All other policies described in this manual apply to all employees, with the exception of certain wage, salary and time off limitations. If the employee is unsure of which job classification their position fits into, they should ask the Administrative Assistant or Town Administrator.

FULL-TIME EMPLOYEES: Individuals who are regularly scheduled to work forty (40) or more hours per week.

In keeping with the Affordable Care Act, a full-time employee is defined as being regularly scheduled to work thirty (30) or more hours per week for health insurance eligibility purposes.

PART-TIME EMPLOYEES: Individuals who are regularly scheduled to work less than 40 (forty) hours per week. Part-time employees are not eligible for benefits described in this manual except where noted or to the extent required by state or federal law.

TEMPORARY EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project. Seasonal employees, those hired to work for 26 (twenty-six) weeks or less, are considered to be temporary employees. Temporary employees are not eligible for benefits described in this manual except to the extent required by state or federal law.

PER DIEM/ON-CALL EMPLOYEES: A per diem employee is someone whose work hours may vary from week to week depending on the employer's need and how much or little the employee wishes to work. A per diem is paid by the day, is not part of the regular staff, and is

not eligible for employer benefits. This employee classification shall not accrue vacation, holiday or other benefits.

NON-EXEMPT AND EXEMPT EMPLOYEES: Exempt employees are those who, because of their job, are not entitled to overtime pay in accordance with the Fair Labor Standards Act (“FLSA”). Non-exempt employees, with the exception of employees engaged in law enforcement, fire protection, or other public safety activities, are entitled to be paid one and one-half (1-1/2) times their regular hourly wage for any time worked over 40 (forty) hours per week. VIP (Vacation, Illness and Personal) Time, and Town holidays will be considered time worked and count toward overtime calculations. The employee will be advised when they are hired if they are entitled to overtime pay (See Overtime Policy).

ESSENTIAL PERSONNEL: Personnel who provide a service of which any interruption would jeopardize life, health, or safety of the community. Examples of essential employees are police, fire, ambulance, or highway maintenance personnel.

SECTION 3: COMPENSATION AND HOURS OF WORK

DEFINITIONS

Salaried employees are those employees retained in positions of advanced responsibility and of a professional nature. As such, they are subject to fluctuating work schedules. It is understood that these employees are frequently required to attend meetings, are called to situations outside of normal working hours, or are required to contribute additional time within a work week to accomplish assigned tasks or meet designated responsibilities.

Wage earning employees are compensated at an hourly rate for a scheduled workweek with designated hours.

REPORTING OF TIME WORKED

It is important that the employee’s time be accurately reported so that the employee is compensated for the hours that they worked. The employee is required to complete time sheets. Falsification of time records could lead to disciplinary action, up to and including termination from employment.

Each employee and their Department Head/Supervisor will sign a time card at the end of each pay period, and the Department Head/Supervisor will deliver the time cards to the Select Board office for data entry and storage. Time cards should include start and finish times per day, actual hours worked, and any VIP (See Section 5) hours taken for that pay period. If an employee will be absent at the end of the pay period because of vacation or other time off, they will submit their time card in advance. The Select Board office will track vacation hours, and their record will be the official record. Any discrepancy will be decided by the Select Board.

WORK WEEK/HOURS OF WORK

The Town’s work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. When employees are hired, immediate supervisors will provide information pertaining to hours of work.

PAY/PAY PERIODS

Employees are informed as to their rates of pay and the pay period at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. If the employee has any questions regarding their rate of pay, they should contact the Administrative Assistant.

Paychecks are issued on the Wednesday following the close of the pay period. Paychecks should be reviewed for errors as soon as they are received. If a mistake is found, it should be reported to the Administrative Assistant or Department Head/Supervisor immediately. Paychecks will be distributed only to the payee, unless the payee provides the Town with written authorization for someone else to receive the paycheck.

INCREASES

All wage increases will be set at the discretion of the Select Board and/or the Budget Committee.

PAYROLL DEDUCTIONS

There are two categories of payroll deductions: those required by state or federal law (mandatory) and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e., child support payments, court ordered payments, IRS garnishments, etc.). If authorized in writing by an eligible employee, the Town will also make additional deductions for health insurance and other purposes. Arrangement for these voluntary deductions may be made with the Administrative Assistant.

Payroll deductions are also permitted by law for: required clothing not considered to be uniforms; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms and non-required clothing; medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer; payments into savings funds held by someone other than the employer; housing and utilities; strictly voluntary contributions to charities; and health, welfare pension, and apprenticeship fund contributions. Please contact the Administrative Assistant with any questions about payroll deductions.

PAYROLL DIRECT DEPOSIT

For the convenience of its employees, the Town offers direct deposit. Employees have the option of receiving a payroll check or having their paycheck directly deposited to their bank account. The maximum direct deposits will be 2 (two) per employee. Forms may be obtained from the Administrative Assistant.

REIMBURSABLE WORK RELATED EXPENSES

With prior approval by the Department Head/Supervisor, legitimate expenses will be reimbursed by the Town to the employee. The employee must submit receipts in order to be reimbursed. Reimbursement may be in the form of petty cash or a separate check. See the Department Head/Supervisor with any questions as to whether and what expenses may be reimbursed.

Employees who, as a part of their job, are required to travel in the fulfillment of their jobs, shall be

reimbursed for those expenses according to the following:

Whenever possible, employees will use Town vehicles for job related travel. No expense may be charged for travel when a Town owned vehicle is used, with the exception of parking and tolls when applicable.

In the event that travel is actually performed in the employee's personal vehicle in the course of Town duties it shall be reimbursable. No expense may be charged for travel that is not in fact performed. Necessary travels pertinent to Town duties and performed in the Town employee's vehicle shall be reimbursed at a rate to be set by the Select Board, plus any charges for tolls or parking. Evidence of vehicle insurance must be on file with the Select Board for any personal vehicle used for town business. Vehicle insurance shall include coverage for public liability and property damage at a rate to be set by the Select Board.

All Town vehicles are assigned or reassigned at the discretion of the Select Board. There shall be no use of Town vehicles by any employee in any manner except in his or her capacity as a Town official. This means that no employee on or off duty will run errands of a personal nature or transport family, friends or other non-Town related employees in a Town vehicle unless it is directly related to a Town function or otherwise authorized. Town vehicles shall be left at the appropriate Town facility unless requested otherwise by the Town at the end of the shift.

The Town recognizes that seatbelts help to avoid injuries and reduce insurance costs. Therefore, it is the policy of the Town to provide seat belts and shoulder harnesses in all Town vehicles and require their use at all times.

No Town employee or official shall be reimbursed for meals except when on official business. In such cases, actual expense of the meal and a gratuity not to exceed 20% shall be allowed, upon presentation of the receipt. The receipt must be dated and have a breakdown of the meal, not just a total amount. Meals must be approved in advance whenever possible. Meals in lieu of those provided by the event (those meals included in the registration fee), shall not be reimbursed. **UNDER NO CIRCUMSTANCES WILL THE PURCHASE OF ALCOHOL BE REIMBURSED.**

OVERTIME

Town employees may be required to work overtime. All non-exempt employees are subject to the minimum wage and overtime requirements of the Federal Fair Labor Standards Act (FLSA). Scheduling shall be determined and preauthorized by each Department Head/Supervisor. Department Heads/Supervisors will exercise extreme discretion in the utilization of overtime.

Overtime pay is based on recorded work hours. For clarification, recorded hours include VIP (Vacation, Illness and Personal) Time, Town holidays and worked hours. Any time worked over forty (40) hours per week is to be paid at time and a half, to be authorized by the Department Head/Supervisor.

Requests for employees to work overtime will be made with as much advance notice as is possible. However, unexpected circumstances or emergencies may arise which make advance notice impossible. Employees are expected to honor requests for overtime work, except in unusual circumstances.

BREAKS AND MEAL PERIODS

The Town provides its employees who work more than five (5) consecutive hours a thirty (30) minute unpaid meal-break. If it is feasible to eat while on duty then no break is required.

SECTION 4: PERSONNEL ACTIONS

EMPLOYMENT OPPORTUNITIES

It is the policy of the Town in every instance to seek the best-qualified person available for vacancies as they occur.

RECRUITMENT

A current employee will be promoted to fill the vacancy if they are qualified.

Employees on lay-off status will be recalled, subject to the seniority provisions of this Manual, if qualified for the opening.

When open recruitment for a position is in the best interest of the Town, the Town shall recruit qualified applicants in a manner consistent with its commitment to Equal Employment Opportunity.

APPLICATION

Application for positions shall be on approved Town forms.

SELECTION

Selection for appointments shall be made based on merit and suitability.

In positions in which health or physical abilities are a bona fide occupational qualification, a physical examination will be required as part of the selection process.

As part of the selection procedure, former supervisors, employers, and references provided by applicants shall be checked. Reference checks made by personal or telephone contact shall be documented, made part of the applicant's file, and used in determining an applicant's eligibility. Reference checks shall be completed before an offer of employment and handled as privileged information. Weights will be assigned to these factors, as deemed appropriate by the Select Board and the Town Administrator.

DEMOTION

A Town employee may be demoted to a position of lower classification for which they are qualified for any of the following reasons:

Position Abolished: When an employee would otherwise be laid off because a position is being abolished.

Position Reclassified: When a position is being reclassified to a higher classification for which the employee does not have the required qualifications.

Employee Returning from Authorized Leave: When another employee returns to work from authorized leave to the position, in accordance with the rules on leave.

Lack of Qualifications: When an employee does not possess, or loses, the necessary qualifications to render satisfactory service in the position held.

Voluntary Request: When an employee voluntarily requests such a demotion and a position is available at the lower classification for which the employee is qualified.

Disciplinary Action: As a disciplinary action in conformance with the provisions set forth in this manual.

REDUCTION IN FORCE

A reduction in force will be undertaken only when it is in the best interest of the Town. Any reductions in force will be undertaken in a manner that minimizes the adverse effects on the Town and affects the least number of employees as possible.

RECALL

It is the policy of the Town to recall employees who are on layoff as vacancies occur for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.

PERSONNEL RECORDS

The Town maintains certain records containing job-related information on all employees to ensure compliance with state and federal law. Files may contain pertinent information relating to the employment with the Town including, but not limited to: the employment application; resume; test results; documentation of anniversary date; performance evaluations; substantiated letters or written comments from the public regarding the performance of the employee; written reprimands; commendations; warnings; disciplinary action; promotions; or documentation of any other actions taken by the Select Board or their designees regarding the employee. The employee may inspect the employee's own personnel file during regular office hours upon reasonable request. File inspection must be done on the employee's own time, and must be arranged through the Administrative Assistant or the Town Administrator. The employee may read their personnel file, but the employee may not remove any portion of the file. Upon request, the employee will be provided with a copy of all or part of the employee personnel file.

Upon inspection of the employee personnel file, if the employee disagrees with any of the information contained in such file, the employee must submit a written statement explaining their grievance with supporting evidence. The Town will maintain such statement as part of the employee's personnel file and will include the statement in any transmittal of the file to a third party.

It is important that the employee personnel file include accurate information regarding who should be contacted in case of emergency. Please notify the Administrative Assistant or the Town Administrator in writing as soon as possible of any changes in the employee name, address, telephone number, marital status, dependents and/or beneficiaries.

A Department Head/Supervisor may maintain limited files of current activities or actions of the department's employees. These files may contain information regarding leaves, commendations, and disciplinary actions. Unless otherwise provided in these Personnel Policies, information in departmental files may not be retained for more than twelve (12) months. After twelve months, any information is sent to the Administrative Assistant for inclusion in the employee's permanent file.

PERFORMANCE EVALUATIONS

Employees will receive an annual evaluation by their Department Head/Supervisor, which then becomes part of the employee's personnel file.

EMPLOYEE REFERENCES

The Town will provide references for former employees as follows: verify their employment with the Town, verify dates of employment, and verify ending salary/wage level.

Such requests for references shall be directed to the Administrative Assistant or the Town Administrator.

FALSE STATEMENTS

The Town expects and requires that applicants and employees provide complete and accurate information regarding their previous employment, qualifications, and other questions that may arise regarding their employment with the Town. Providing false statements shall be grounds for non-hiring or for immediate dismissal.

PROOF OF CITIZENSHIP

Any Town employee hired after November 6, 1986, must provide the Administrative Assistant or the Town Administrator with proof of citizenship or legal immigration status in conformity with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

ORIENTATION

To assist new Town employees, each new employee shall receive an orientation to the Town, department, and position.

This orientation shall include, but not be limited to:

- Town policies and procedures
- Specific policies and procedures of the department

- An introduction to co-workers
- A review of the expectations and requirements of the position, with an identification of significant dates or deadlines
- Training in specific job functions or operations in which the employee is not specifically trained.

TRAINING

The Town seeks to continually improve the effectiveness of the services provided and to encourage employees to develop and improve their abilities. It is recognized that the training and education can have a direct benefit for both the Town and its employees.

Participation in training programs will be determined on the basis of relevance to current position/job; relevance and potential benefit to the Town; value and relevance to the employee; length of time, if any, the employee will be absent from work; and, program cost and available budgetary allocation.

SECTION 5: TIME AWAY FROM WORK AND OTHER BENEFITS

LEAVE GRANTS

The Department Head/Supervisor shall grant leaves in conformance with rules established for each type of leave. Leave will be subject to approval of the Department Head/Supervisor, with notification to the Town Administrator. (See Appendix B for Leave Request Forms)

LEAVE RECORDS

The Town shall maintain the official record of each employee's leave status. A statement of vacation leave status shall be provided upon request. The employee shall verify the vacation leave record and immediately notify their Department Head/Supervisor of any apparent errors in the record. In the absence of any notification of errors by the employee, the record maintained by the Town shall be the official record.

VACATION ILLNESS PERSONAL (VIP) TIME

The Town has established a Vacation Illness Personal (VIP) Time Plan to allow employees time off for a variety of reasons including: vacation, personal or family illness, doctors' appointments, school and office closure days. Employees are at their most productive when they maintain a healthy work-life balance. Employees are encouraged to use their VIP time.

Permanent full-time and permanent part-time employees who work twenty (20) hours or more per week are eligible for paid VIP time in accordance with their regularly scheduled work hours.

Temporary, seasonal, or permanent part-time employees who are scheduled to work less than 20 hours per week are not entitled to paid VIP time.

The Town provides employees with a flexible VIP plan by combining vacation, sick/personal time, and office closure days into one VIP accrual plan and encourages employees to use their VIP time to enjoy time away from work to help balance their lives. Office closure days occur when the office is officially closed for business and typically correspond with a recognized holiday. Employees are accountable and responsible for managing their own VIP hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

VIP time will be accrued in a number of different ways including, but not limited to, vacation time, sick time, and holidays. Each contribution will have a different set of guidelines for accrual but once accrued, will be treated as a single type of VIP time.

All positions are created with a certain number of scheduled hours per week in mind. This schedule is what is used to calculate vacation and sick time, and for the purposes of this policy will be referred to as “scheduled hours.” Department Heads may increase the scheduled hours for a position (and thus the allotted vacation/sick time) by meeting with and gaining approval from the Select Board.

VACATION TIME ACCRUAL

Vacation time is accrued by eligible employees based upon length of service and anniversary date according to the following table. This means that you start accruing vacation from the date of hire and receive a small amount of accrued time in your VIP time each pay period.

If there is a break in service, eligibility for vacation will be determined by the Select Board. For all eligible employees, vacation leave shall begin to accrue from their hire date.

TABLE: HOURS OF VACATION PER YEAR BASED ON YEARS OF SERVICE AND APPROVED HOURS FOR POSITION

HOURS PER YEAR	Vacation in Weeks	Vacation in Hours per Week				
		20 Hours	25 Hours	30 Hours	35 Hours	40 Hours/Salaried
Years of Service						
0 - 4 years	2 weeks	40	50	60	70	80
5 - 9 years	3 weeks	60	75	90	105	120
10+ years	4 weeks	80	100	120	140	160

Except as noted below, annual vacation leave is based on continuous service to the Town and is awarded in hours per pay period according to the following schedule. Overtime, or hours worked in excess of a scheduled work week for that employee, will not accrue additional vacation time. Thus, vacation time accumulated per pay period will remain the same regardless of hours worked, unless the employee’s position is changed and approved by the Select Board.

TABLE: VACATION HOURS ACCUMULATED PER PAY PERIOD BASED ON YEARS OF SERVICE AND POSITION'S SCHEDULED HOURS PER WEEK

PER PAYCHECK					
(26 Pay Periods Per Year)	Position's Scheduled Hours per Week				
Years of Service	20 Hours	25 Hours	30 Hours	35 Hours	40 Hours/Salaried
0 - 4 years	1.5385	1.9231	2.3077	2.6923	3.0769
5-9 years	2.3077	2.8846	3.4615	4.0385	4.6154
10+ years	3.0769	3.8462	4.6154	5.3846	6.1538

SICK LEAVE

The Town provides days to all permanent full-time employees and permanent part-time employees who work 20 (twenty) hours per week or more. This time is granted in the first pay period in January and may be prorated for new hires. If an employee's scheduled work hours are less than 40 (forty), the total sick hours are calculated as follows: number of scheduled hours per week divided by 5 days, then multiplied by 6. (i.e., 35hr/wk employee -- $35 \div 5 \text{ days} = 7 \text{ hrs/day} \times 6 \text{ days} = 42 \text{ hrs}$ of sick time earned each year.)

EXTRAORDINARY EVENTS

Department Heads/Supervisors have the discretion to approve overtime pay for any hours in excess of 40 (forty) hours per week INCLUSIVE OF VIP HOURS in the event of an emergency or other extraordinary circumstance. The Department Head/Supervisor has to provide justification to do so to the Select Board.

Department Heads/Supervisors, at their discretion, may allow an employee to take up to one week vacation time before it has been accrued, resulting in a negative balance for that employee. In the event of a negative balance upon separation from the Town, the negative balance will be deducted from the employee's final paycheck at the employee's current rate of pay. Acceptance of this Manual by the employee shall constitute authorization of such deduction.

CARRY OVER

The Town encourages employees to use their VIP during each calendar year. However, if this is not possible, employees are eligible to carry over unused VIP, up to a maximum of two (2) weeks, into the next calendar year, unless prohibited by state law. If the employee accumulates more than the maximum carry over allowed, they risk losing that portion that exceeds what can be carried over, if not used.

For the purposes of the VIP Time Plan, the calendar year cut-off date is the last pay period ending date prior to December 31st. For applicable pay period dates refer to the Payroll Calendar.

BUY BACK

The Town encourages all employees to use their VIP time. If there are extraordinary circumstances, with the approval of the employee's Department Head/Supervisor and the Select Board, the Town may pay an employee the equivalent of one week of normally scheduled hours of unused VIP time. This determination will need to take place in December and be disbursed in the first paycheck in January.

HOLIDAYS

Regular full-time employees are entitled to the paid holidays listed in the table below, provided that the employee works his or her assigned day preceding and following the holiday, unless an absence is pre-approved (i.e., vacation) by the Department Head/Supervisor. Holiday pay will be paid at the straight time hourly rate and will be pro-rated for employees that regularly work fewer than eight (8) hours on that day.

Regular part-time employees are entitled to the paid holidays listed in the table below, provided that the employee normally works a minimum 20 (twenty) hour week for an average of 45 weeks per year, and provided that the employee works his or her assigned day preceding and following the holiday unless an absence is pre-approved (i.e., vacation) by the Department Head/Supervisor. Regular part-time employees will be paid the number of hours for the holiday they are normally scheduled to work for that day.

If an employee's hours are variable, the holiday hours should be the average of the three (3) preceding weeks of that weekday. (i.e., holiday falls on a Thursday, average of preceding three (3) Thursdays.) If a holiday falls on a day an employee is not scheduled to work, that employee does not get holiday pay.

Some employees may be required to work on holidays. Employees who are required to work on a holiday may take a floating holiday. The floating holiday must be scheduled at least one week in advance and be approved by the Department Head/Supervisor. Holidays not taken or used within a fiscal year may not be carried forward or accrued.

Essential personnel who are required to work on holidays, for example, Police and Highway, may opt for an annual Holiday payout. This option must be enacted within the entire Department and cannot be utilized on an individual basis. This option needs to be renewed by the Department Head annually prior to December 31st. Employees of departments who opt for the Holiday payout work their regular work schedule at straight pay, whether the scheduled day is a holiday or not. All employees of that Department receive compensation for holiday pay equal to the scheduled work hours on that day. This holiday payout is to be paid to the employee on the pay cycle prior to Thanksgiving Day. Essential personnel who receive holiday payout are not entitled to the floating holiday.

HOLIDAYS AND PERSONAL TIME:

New Year's Day	January 1
Martin Luther King Jr/Civil Rights Day	January 21
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	2 nd Monday of November
Thanksgiving Day	4th Thursday in November
Thanksgiving Friday	4th Friday in November
Christmas	December 25

*Guidelines on observed holidays can be found at OPM.gov

In addition to the above noted holidays, those employees who are employed on a full-time basis are eligible for one (1) floating holiday. These holidays can be used with a Department Head/Supervisor approval prior to the end of the calendar year.

VIP RECORD

VIP time used shall be recorded regularly in the employee's record, maintained by the Administrative Assistant. The Town shall provide each employee with a record of their VIP time upon request.

MEDICAL RELEASE

If an employee's position necessitates specific physical requirements, the Town reserves the right to require any employee to furnish medical proof or a release from the attending physician attesting to their ability to return to work.

VIP BANK

Any employee is allowed to voluntarily donate their accrued time, by any increment they deem, to another employee's VIP time. (See Appendix B for VIP Donation Form)

FAMILY AND MEDICAL LEAVES OF ABSENCE

General Provisions: Under the provisions of the Family and Medical Leave Act of 1993 ("FMLA"), certain employees may be entitled to take an unpaid leave of absence of not more than twelve (12) work weeks in the event of:

- The birth of a child, in order to care for the child (leave must be taken within twelve (12) months of the birth of said child);
- An adoption or foster care placement of a child in order to care for the child (leave must be taken within twelve (12) months of the adoption or placement);
- A serious health condition of the employee's parent, spouse, minor child, or adult child when

the ill person is not capable of self-care and the employee is needed for such care; or

- A serious health condition of the employee which results in the employee's inability to perform his or her job.

In order to be eligible to take FMLA leave, the employee must have worked for the Town for at least 12 months, must have worked at least 1,250 hours in the preceding 12 month period, and must be employed by an employer with at least 50 employees. As of the date that this manual was prepared, the Town had at least 50 employees.

As stated above, an eligible employee is entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks which an employee has available upon the beginning of a FMLA leave shall be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee has taken eight (8) weeks of FMLA leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken when a second leave is requested. If an employee used four weeks beginning February 1, 1999, four weeks beginning June 1, 1999, and four weeks beginning December 1, 1999, the employee would not be entitled to any additional leave until February 1, 2000. Beginning on February 1, 2000, the employee would be entitled to four weeks of leave, on June 1, 2000, the employee would be entitled to four additional weeks.

FMLA leaves for the birth, adoption, or foster care placement of a child, as described in paragraphs A and B above, must be taken all at once unless otherwise agreed to by the Town. If medically necessary, FMLA leaves due to illness as described in paragraphs C and D above may be taken on an intermittent or reduced leave schedule. If FMLA leave is requested on this basis, however, the Town may require the employee to transfer temporarily to an alternative position which better accommodates periods of absence or a part time schedule, provided that the position has equivalent pay and benefits.

Employees must substitute their accrued, unused vacation as part of the twelve (12) week leave requirement for types A, B, C, or D leaves listed above when the leave otherwise is unpaid. For example, an employee with two (2) weeks earned, unused vacation is required to use that time before taking no more than ten (10) additional unpaid weeks. For a type C or D FMLA leave, employees will be required to use accrued sick time before utilizing vacation time.

If the employee on FMLA leave is an exempt employee and is among the highest paid ten percent of Town employees within a seventy-five mile radius and keeping the job open for the employee would result in substantial economic injury to the Town, reinstatement can be denied at the end of the leave period.

When an employee requests any leave of absence that qualifies as leave under the FMLA, the Town may designate such leave as FMLA leave upon written notification to the employee.

Status of Employee Benefits: While on FMLA leave, employees may continue to participate in the Town's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, an employee shall pay to the Town the employee's share of any medical

insurance premiums once per month in advance on the first day of each month. In the event that the employee elects not to return to work upon completion of a FMLA leave of absence, the Town may recover from the employee the cost of any payments to maintain the employee's medical coverage, unless the employee's failure to return to work was for reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day prior to the start of the leave of absence; for example, an employee on leave will not accrue vacation or sick time. At the end of an authorized FMLA leave, an employee will be reinstated to his or her original or a comparable position.

Basic Regulations and Conditions of Leave: The Town may require medical certification to support a claim for FMLA leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For FMLA leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. At its discretion, the Town may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the Town, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Town and the employee.

Notification and Reporting Requirements: When the need for FMLA leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt Town operations. In cases of illness, the employee will be required to report periodically on his or her FMLA leave status and intention to return to work. At the expiration of any FMLA leave due to the employee's own illness, the employee must present a written authorization from his or her doctor stating that the employee is ready to return to work.

Procedures: A Request for FMLA leave should be submitted to the Department Head/Supervisor. If possible, the form should be submitted thirty (30) days in advance of the effective date of the FMLA leave.

All requests for FMLA leaves of absence due to illness should include the following information to be supplied by the treating medical provider: 1) the date on which the serious health condition commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of FMLA leave to care for a child, spouse, or parent, the request should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of FMLA leave for an employee's illness, the request must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent FMLA leave or FMLA leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Coordination with Maternity Leave: The Town provides employees with a leave of absence for the period of temporary physical disability resulting from childbirth and related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work.

Any disability will be treated in the same manner as a type D FMLA leave of absence. The employee is required to exhaust accrued, unused personal, sick and vacation time before taking any unpaid leave. However, maternity leaves are not limited by any measure other than the period of medical

disability. If a maternity disability is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this policy. If a maternity disability exceeds the available FMLA leave, the employee will be reinstated unless business necessity makes reinstatement impossible or unreasonable.

An employee who uses less than the Available Leave Weeks for type D leave for maternity may take additional type A FMLA leave after the end of the disability period for a period not to exceed the Available Leave Weeks.

Coordination with Other Town Policies: Reference to FMLA: In the event of any conflicts between this policy and other Town policies, the provisions of this policy shall govern. The FMLA contains many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of the FMLA are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

MATERNITY LEAVE

All female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work. Employees will be required to take FMLA leave as set forth above, if they are eligible for such leave. In addition, employees will be required to exhaust accrued, unused vacation time before taking any unpaid leave. When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position with the Town. Employees on maternity leave should contact the Administrative Assistant or the Town Administrator to make arrangements for payment of their health insurance premiums during their leaves.

An employee on maternity leave, who states that she will not be returning to work, will be considered to have resigned as of the date that her leave commenced.

PARENTAL LEAVE

All parents of newborns, newly adopted or fostering a child are encouraged to use VIP time.

DISCRETIONARY LEAVE OF ABSENCE

Part-time and full-time employees may apply for an unpaid, discretionary leave of absence for up to six (6) months if they have exhausted their VIP time, and either have exhausted their FMLA or are not eligible for FMLA. (See FMLA policy.) Requests for such unpaid leaves are granted at the sole discretion of the Town. Discretionary leaves of absence will not ordinarily be granted to employees with less than one (1) year of continuous employment. In determining whether to grant a discretionary leave of absence, the Town will consider, among other factors, the employee's length of service, the employee's work record, the reason(s) for leave, and staffing needs. Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including vacation, sick leave, holidays, and personal days. In addition, participation in any medical, dental, disability or life insurance coverage must be paid entirely by the employee during

the discretionary leave. The employee must make arrangements with the Administrative Assistant to make the insurance premium payments.

If a vacancy exists at the time of the expiration of the approved discretionary leave, the employee will be reinstated to his or her prior position or a comparable position unless business necessity makes reinstatement impossible or unreasonable. If a vacancy does not exist, the employee will be considered for the next available position for which the employee qualifies. If the employee does not report to work on the work day following the expiration of the approved leave, the Town will assume that the employee has voluntarily resigned from his or her employment.

Requests for discretionary leave should be submitted to the employee's Department Head/Supervisor at least thirty (30) days prior to the requested date of leave. The request must be made in writing, stating the length of leave and a brief description of the reason for the request. All considerations and approval for discretionary leave are handled on a case by case basis.

MILITARY LEAVE

It is the Town's policy to grant leaves of absence without pay to regular full-time or regular part-time employees who are activated or are recalled to active service in the armed forces of the United States.

If the employee is in the military reserve, the employee will receive the required time off, without pay, to complete annual training and drill obligations. The employee must present a copy of their official orders or instructions to the Department Head/Supervisor. This information shall be made a part of the employee's permanent personnel record.

If the employee is activated or recalled to active Armed Forces duty, for a time period beyond normal annual training and drill obligations, the employee has certain re-employment rights prescribed by statutes with which the Town will comply.

The employee must notify the Administrative Assistant of their availability to return to work.

The Town reserves the right to place another employee in the employee's position for the duration of the military leave of absence. Every effort will be made to place the employee in their previous position. If this is not possible, the employee will be placed in a position with comparable status, pay and responsibility.

BEREAVEMENT LEAVE

Full-time employees and part-time employees who work twenty (20) hours per week or more who are bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following policy.

In the event of the death of a family member, the Town provides up to three (3) days of paid time off.

Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Select Board.

In the event that the employee is on paid vacation at the time of the death of the relative, the

bereavement leave will not be charged against the employee's VIP time. Additional VIP time may be granted to compensate for those days used as bereavement leave.

CIVIL DUTY & JURY DUTY LEAVE

The Town encourages employees to exercise their Constitutional and civil rights and responsibilities and will make whatever temporary work adjustments are possible to enable them to meet these rights and responsibilities.

Voting: All employees entitled to vote in national, state, and municipal elections shall, when necessary, be allowed sufficient time off, to exercise this right. The Department Head/Supervisor shall give approval of such leave.

Jury Duty: Any employees summoned for jury duty will be paid the difference between their regular rate of pay and the pay provided by the government for jury service. The employee must show the jury summons to the Administrative Assistant or the Department Head/Supervisor as soon as the employee receives the notice. In order to receive jury duty pay, the employee will be required to furnish copies of the checks the employee received for jury duty pay. Failure to report such payment will result in a loss of pay for the period.

While serving on a jury, the employee is expected to call the Department Head/Supervisor daily to advise him or her of the employee's status. In addition, the employee is expected to return to their job if they are excused from jury duty during their regular working hours.

EDUCATIONAL LEAVE

At the discretion of the Department Head/Supervisor, permanent part-time and full-time employees may be granted paid or unpaid leave to attend workshops, institutes, or short-term courses that are not job related. All considerations and approval for an educational leave are handled on a case by case basis.

MEDICAL BENEFIT PLAN

The Town provides all full-time employees who have met the eligibility requirements of the insurance plan with health insurance of single, dual, or family coverage. The Town is responsible for 80% of the cost of the premium and 20% of the cost is the responsibility of the employees. Details concerning the health insurance plan may be obtained from the Administrative Assistant.

DENTAL PLAN

The Town provides all full-time employees who have met the eligibility requirements of the insurance plan with dental insurance of single, dual, or family coverage. The Town is responsible for 80% of the cost of the premium and 20% of the cost is the responsibility of the employees. Details concerning the dental insurance plan may be obtained from the Administrative Assistant.

CONTINUATION OF GROUP HEALTH INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires that most employers sponsoring group health plans offer employees and their families the opportunity for a

temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Temporary extension of health insurance premiums will be at the former employee's expense. Please contact the Administrative Assistant for more details regarding COBRA.

WORKERS' COMPENSATION

The Town pays for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses resulting from a workplace accident or injury. The employee is required to report all work-related injuries to the Department Head/Supervisor immediately and complete the required forms within seventy-two (72) hours.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers' Compensation law. Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to the Department Head/Supervisor. The Town will consider the request in accordance with its Americans with Disabilities Act policy.

Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including vacation, sick leave, holidays, and personal days.

UNEMPLOYMENT INSURANCE

The Town pays into the unemployment compensation fund established by the State of New Hampshire. Individuals laid off from employment by the Town may be eligible for unemployment compensation benefits through the New Hampshire Department of Employment Security.

SOCIAL SECURITY

Social Security is a mandatory payroll deduction representing the employee's contribution to the federal government's Social Security Program. The Town also contributes money on the employee's behalf to the Social Security Program, except for employees enrolled in the New Hampshire Retirement System.

LIFE INSURANCE

Life Insurance is provided for all eligible full-time town employees. There is no cost to employees for this benefit. The life insurance coverage provides ten thousand (\$10,000.00) dollars in case of the employee's death from any cause while insured.

Eligible employees are covered on the first of the calendar month following one (1) month of continuous service.

RETIREMENT PLAN

Eligible full-time Police Officers are enrolled upon their date of hire in the New Hampshire Retirement System. The Town and these employees are required to contribute to the NH Retirement System at their respective percentage rate set by the NH Retirement System.

Eligible employees who work twenty (20) hours per week or more are eligible to participate in the Town’s 457(b) Retirement Plan. The Town will match employee contributions in accordance with the table below:

457(b) Employer Match Schedule			
Employee Contribution %	Employer Match %		
1%	0.0100	<i>or</i>	1.00%
2%	0.0200	<i>or</i>	2.00%
3%	0.0300	<i>or</i>	3.00%
4%	0.0300	<i>or</i>	3.00%
5%	0.0300	<i>or</i>	3.00%
6%	0.0300	<i>or</i>	3.00%
7% and over	0.0700	<i>or</i>	7.00%

SHORT & LONG TERM DISABILITY

The Town provides all full-time employees who have met the eligibility requirements with short term and long term disability at the employer’s expense. Details regarding these plans may be obtained from the Administrative Assistant.

Employees have the option to utilize VIP time before short and long term insurance start. Employees are not obligated to use any or all VIP time. During the duration of disability, employees are responsible for payment of the employee portion of the insurance payments. It is imperative that prior to going on Short or Long term disability the employee should see the Benefits Coordinator for details.

Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including vacation, sick leave, holidays, and personal days.

SECTION 6: EMPLOYEE CONDUCT

Any employee who violates these rules will be subject to disciplinary action.

ATTENDANCE

Every employee is expected to work all scheduled hours, to report for work on time, and to work until the end of the work period.

CONFIDENTIALITY

Employees are prohibited from discussing, disclosing or using confidential knowledge of official business that is acquired as a result of employment with the Town.

TOWN EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL AND INTERNET USE

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Town equipment and systems are the property of the Town and as such are to be used for job-related purposes in compliance with the law and all policies and procedures of the Town. **There shall be no expectation of privacy with the use of any device, and the Town may monitor use at any time.** Personal use of any electronic communications systems and software and business equipment, including, but not limited to facsimiles, computers, e-mail, and copy machines, although not strictly prohibited, must be kept to a minimum to maximize employee productivity

Employees are not permitted to use a pass code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from a Department Head/Supervisor, the Administrative Assistant, or the Town Administrator. All pass codes are the property of the Town. No employee may use a pass code that has not been issued to that employee or that is unknown to the Town. Moreover, personal use of the e-mail system will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town may monitor the use of such equipment from time to time.

For more details on the Town's Network Use Policy, see Appendix D.

COMMUNICATIONS

Good communications are vital for efficient and effective operations. Bulletin boards are maintained within each department location to bring to the attention of employees any matters relating to federal and state regulations, safety and health, Town policies and announcements. No notices, posters or other material may be displayed on these boards without the approval of the Department Head/Supervisor. All employees are urged to check these boards daily. Failure to read bulletins will not serve as an excuse for violations of posted policies.

PERSONAL DRESS

Discretion in style of dress and behavior is extremely important to the Town. Employees are therefore required to dress in attire safe and appropriate for their positions. Please use good judgment in the choice of work clothes and hygiene and remember to conduct one's self at all times in a way that best represents the Town. Any questions regarding appropriate dress for the employee's department should be addressed to the Department Head/Supervisor. Uniforms shall be worn in accordance with each department's policies.

SNOW DAYS

Employees generally are expected to report to work during inclement weather. However, there may be occasions on which the Town will be closed due to severe inclement weather. The employee

should contact the Department Head/Supervisor, the Administrative Assistant, or the Town Administrator for information as to whether the Town will be open for business.

SOLICITATIONS

No solicitation of any kind is permitted during working time unless first approved by the Town Administrator or Select Board. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, and membership in organizations, attendance at events, or other similar conduct. "Working time" is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related written materials is permitted in any work area at any time unless first approved by the Department Head/Supervisor or Town Administrator. "Work areas" are defined as any Town office or facility, other than designated break areas. Absent prior approval by the Department Head/Supervisor or Town Administrator, employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Town are likewise prohibited from distributing materials or soliciting employees on Town premises at any time, unless authorized by the Department Head/Supervisor or Town Administrator.

PARKING FACILITIES

The Town assumes no liability to any person or employee for any damage to or by any motor vehicle owned or operated by any person or employee upon Town property.

MOTOR VEHICLE VIOLATIONS

All employees who operate Town vehicles are required within seventy-two (72) hours to notify their Department Head/Supervisor if they have been convicted of any moving vehicle violation. If the license of any employee who operates a Town vehicle is suspended, revoked, or otherwise restricted, the employee must notify his or her Department Head/Supervisor immediately upon learning of the suspension, revocation, or restriction.

TOWN PROPERTY

Town property of any type or value shall not be used or removed from Town premises without written authorization of the Administrative Assistant, Department Head/Supervisor, Town Administrator, or Select Board. All Town equipment, memoranda, records, communications, computer data, electronic storage devices, or other documents made or compiled by the employee or made available to the employee in connection with the business of the Town shall be delivered to the Town promptly upon termination or at any other time upon request.

CONFLICT OF INTEREST

The Town expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict, or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include but are not limited to:

- Investing in any of the vendors used by the Town, unless the securities are publicly traded and the investments are on the same terms available to the general public); or having any financial interest in a vendor that could cause the appearance of a conflict.
- Acceptance of any gifts or favors, in excess of \$25.00, from members of the public or vendors. Gifts at holidays that are to the entire staff of a department may be accepted if the value is \$25.00 or less (example: baked goods).
- Using Town funds, assets, or other resources, either directly or indirectly, for any unlawful goal or purpose.

If an employee has a question about whether an activity would violate this policy, they are urged to speak to their Department Head/Supervisor, or the Town Administrator before engaging in the proposed activity.

POLITICAL ACTIVITY

Town employees are encouraged to exercise their normal civic rights and responsibilities. They retain the right to vote and to freely express their opinion on all political subjects, to become or continue to be a member of any political party or to attend political meetings.

Several restrictions apply as a result of employment with the Town. Town employees shall not use their official authority for interfering with or affecting the nomination or election of any candidate for public office or command from any other employee direct or indirect participation in any political party, organization or the support of political candidates. The pursuit of political activities while working or using, Town facilities, is strictly prohibited.

SECTION 7: PROGRESSIVE DISCIPLINE

The Town is justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and a sense of responsibility. Each employee is expected to conduct him or herself in an appropriate manner. However, for the protection of its property and other employees, the Town has established certain rules of conduct which must be followed.

It is the policy of the Town to discipline an employee whenever he or she violates a rule or regulation, endangers the safety of others, or performs unsatisfactorily. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation. Generally, there are four types of discipline used by the Town: oral reprimand, written warning, suspension, and dismissal/termination.

When an employee's work performance or personal conduct is unacceptable, certain guidelines will be followed to ensure fair and consistent treatment for all employees. Where a problem exists, the Department Head/Supervisor will discuss the problem with the employee, identify causes, outline corrective action steps, and establish a time in which to correct the problem. The employee will be made aware of the consequences of repeated infractions or continued deficient performance. A notation of the incident will be made by the supervisor and filed in the employee's personnel file.

The progressive discipline system will be used except in those cases where the Town, at its discretion, determines that immediate termination is necessary. Furthermore, if circumstances warrant, the Town, at its discretion, may skip or repeat steps in the progressive discipline system. The progressive discipline steps are as follows:

Oral Reprimand: The most immediate and least severe disciplinary action is given by the immediate supervisor for initial, minor misconduct. A Department Head/Supervisor may verbally warn an employee of an area that needs improvement or of a specific incident. Warning shall be informal in nature and include specific steps for performance improvement or corrective action. **A record of such reprimand will be placed in the employee's personnel file.** If no other disciplinary action occurs during the next six (6) month period, the record of the oral reprimand will no longer be considered for any future action.

Written Reprimand: A written reprimand shall be given to an employee by the Department Head/Supervisor, after consultation with the Town Administrator, when an oral warning has not resulted in the expected improvement; or, a further similar incident has occurred within a short period of time; or, a more severe initial action is warranted due to the seriousness of the action. The reprimand will include the nature of the offense and possibility of future disciplinary action and steps for correction of the situation. **A copy of the reprimand, signed by both the Department Head/Supervisor and employee will be placed in the employee's personnel file and reviewed with the Select Board.** In the event that the employee refuses to sign the reprimand, this fact will be noted on the reprimand by the Department Head/Supervisor. The written reprimand shall be placed in the employee's personnel file. If no other disciplinary action occurs during the next twelve month period, the record of the written reprimand will no longer be considered for any future action.

Suspension: A Department Head/Supervisor, after consultation with the Town Administrator and the Select Board, may suspend an employee without pay. Suspension without pay shall occur when an employee repeats an action for which a written reprimand has previously been given; takes unauthorized absence from work; refuses to follow a legitimate directive from a supervisor or is otherwise grossly insubordinate; is negligent in the performance of work such that the Town of Wilton may, or does, experience a delay in work, or the public or other Town of Wilton employees safety is endangered; engages in conduct, on or off the job, which effectively limits or curtails the ability of the employee to perform an assigned job as set forth in the employee's job description.

- On the first unauthorized absence from work, an employee will be suspended without pay for a period equal to the unauthorized absence. An employee may be suspended without pay for up to three (3) days by the Department Head/Supervisor. Notice of such action must be forwarded to the Town Administrator and the Select Board immediately. The Department Head/Supervisor shall make a suspension exceeding three (3) days after obtaining the approval of the Select Board.
- The employee's performance history and the seriousness of the action are factors used to determine suspension length.
- The employee will receive confirmation of suspension in writing with the date, time and nature of the offense and date or dates of the suspension period and corrective steps. The employee will be advised of more serious disciplinary action or dismissal in case of further

offenses. A record of the suspension of an employee shall become a permanent part of the employee's personnel record.

Dismissal/Termination: An employee may be dismissed from the Town of Wilton's service when, in the judgment of the Department Head/Supervisor, and concurrence of the Town Administrator and the Select Board, the employee's work or conduct so warrants, and such action will serve the best interest of the Town of Wilton. The employee shall be notified immediately in writing of such action and will be presented all final compensation due. Notification will include effective date of the termination and reason or reasons for the action.

- The Select Board, when dismissing any employee, shall submit to the employee, the Department Head/Supervisor and the Town Administrator a written description of the reasons for such action, including all evidence, prior to any action being taken. The employee shall be given a notice of the appeal procedure provided in Chapter 8 of this Manual.

This progressive discipline system does not prevent the Department Head/Supervisor or Town Administrator from placing any employee on administrative leave, paid or unpaid, on a temporary basis.

SECTION 8: APPEALS TO PERSONNEL AND DISCIPLINARY ACTIONS

The Town shall make a reasonable effort to be equitable and fair in its relations with employees. An appeal procedure is provided for employees who disagree with personnel or disciplinary actions taken by the Town.

Town of Wilton employees have a right to appeal actions regarding position classification, compensation, dismissal, demotion and suspension. Disagreements over interpretations of specific rules are not subject to appeal, but may be dealt with through the grievance provisions of this Manual.

Appeals of personnel actions must be made by submitting to the Town Administrator a written appeal within five (5) working days of the receipt of the personnel action. The purpose of the hearing will be to enable the Select Board to gather information regarding the personnel action being appealed. The hearing will be closed and informal; the employee and the Department Head/Supervisor will be present; the employee may be represented by counsel. A decision shall be given, in writing, by the Select Board within five (5) working days after the hearing. The Select Board may uphold the original actions, modify the severity of the action, or overrule the action of the Department Head/Supervisor.

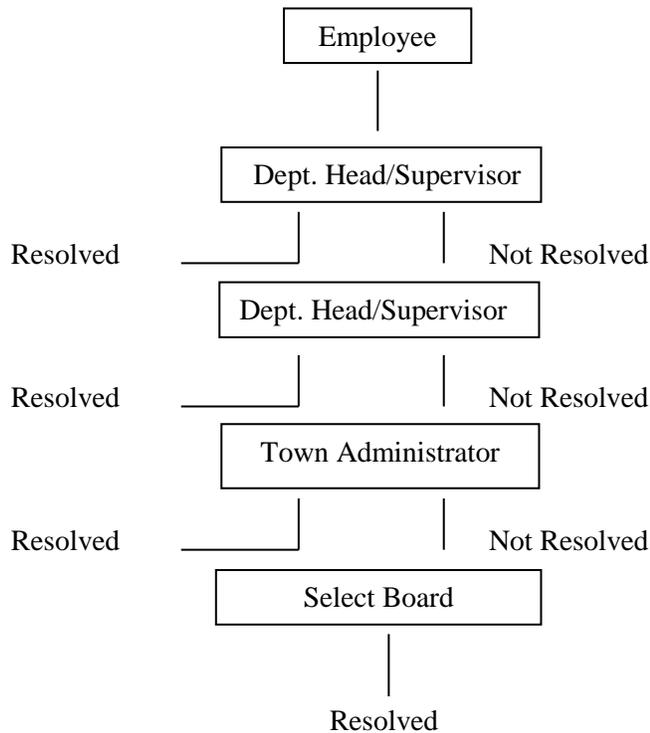
If the original action is overruled, the employee shall be restored to the original position or status with no loss of rights, privileges or compensation.

SECTION 9: GRIEVANCE PROCEDURE

It is the intent of the Town to rectify grievances informally whenever possible. Both Department Heads/Supervisors and employees are expected to make every effort to resolve problems as they arise.

If the employee feels they have a problem, the employee should present the situation to their Department Head/Supervisor so that the problem can be settled by examination and discussion of the facts. Generally, the Department Head/Supervisor will be able to satisfactorily resolve most matters.

An employee who is still not satisfied with the Department Head/Supervisor’s response is urged to go to the Department Head/Supervisor and again try to resolve the issue. If the matter is not resolved by the Department Head/Supervisor, the Town Administrator is available to hear the issue. The Town Administrator urges every employee to follow through rather than be dissatisfied. Any complaint will be investigated and the findings and determination reported back to the employee. If the matter is still not resolved, the issue should be brought to the Select Board.



A form for the purpose of filing a grievance can be found at the end of this document, Appendix E.

SECTION 10: EMPLOYEE SAFETY AND HEALTH

HEALTH & SAFETY

The Town is committed to providing a safe and healthy working environment for all of our employees. With employee assistance, we can use our resources to identify and control work-related

hazards. All employees are required to bring known and potential hazards and safety issues to the attention of the Department Head/Supervisor. Failure to do so may result in an injury to the employee or others that could otherwise have been avoided.

SAFETY COMMITTEE

Pursuant to RSA 281-A:64, every employer with five (5) or more employees shall establish and administer a joint loss management committee that must meet regularly. All employers with ten (10) or more employees shall prepare a written safety program to be filed biannually.

ALCOHOL AND DRUG POLICY

It is the Town's intent and obligation to provide a safe and efficient work environment for all employees. The Town recognizes alcohol and drug abuse as potential health, safety, and security problems. All employees are expected to assist in maintaining a work environment that is free from the effects of alcohol, drugs and other intoxicating substances. Compliance with the Town's substance abuse policy, which is attached as Appendix A, is made a condition of employment.

SMOKING POLICY

The Town of Wilton recognizes that smoking and a smoke environment may be hazardous to the health of the employee. In addition, the State of New Hampshire provides in RSA Chapter 155 Section 66 as amended, that employers must provide a smoke free work place effective January 1, 1991. Therefore, it is the policy of the Town to provide a smoke free work environment. To that end, smoking shall be prohibited in any building or vehicles owned by the Town of Wilton.

Anyone wishing to smoke must do so only during authorized breaks in the designated area outside the building. The Town expects that our employees will comply with the no-smoking policy. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.

WORKPLACE SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. The employee should be familiar with emergency exits, with the alarm systems, and the proper steps taken upon hearing them. The employee should be familiar with the locations of fire extinguishers, AED devices, first aid kits, and emergency eye wash stations.

If the employee notices any suspicious person, event, or activity, call 911 immediately. If it is a past issue or event, then it should be brought to the immediate attention of the Department Head/Supervisor, the Town Administrator, or the police department.

WORKPLACE VIOLENCE

Unfortunately, violence in the workplace has become a reality for many employers. We hope that we never have to face this growing problem. Violence and verbal or physical threats of violence of any kind in the workplace or on Town property will not be tolerated. Any employees engaging in such conduct will be subject to discipline, up to and including termination from employment or

potential criminal charges. If an employee carries weapons on Town property, they must do so in accordance with State laws.

WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town and to help prevent the possession, and use of weapons and illegal drugs on Town premises, it may become necessary to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from Town property. In addition, a Department Head/Supervisor reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises in pursuit of our concern to safeguard the safety and property of employees and the Town. Employees should understand that all offices, desks, files, lockers, and so forth, are the property of the Town and are issued for the use of employees only during their employment with the Town. Inspections may be conducted at any time at the discretion of the Department Head/Supervisor.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, weapons, or illegal drugs, will be subject to disciplinary action up to and including discharge if after investigation, they are found to be in violation of the Town's security policy or any other Town rules and regulations.

SECTION 11: SEPARATION FROM EMPLOYMENT

NOTICE OF RESIGNATION

Should the employee decide to resign from employment with the Town, we ask that the employee notify their Department Head/Supervisor of their decision at least two (2) weeks in advance of their planned departure date. The employee's thoughtfulness will be appreciated, and will allow the Town to maintain work schedules and provide important services to the public.

EXIT INTERVIEWS

All employees who resign their position may be asked to participate in an exit interview with the Town Administrator. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback from the employee on ways in which the Town can improve their operations and retention of employees.

RETURN OF TOWN OWNED PROPERTY

All Town tools, equipment, documents, or records made or compiled by the employee or made available to the employee in connection with the business of the Town must be delivered to the Town promptly upon the termination or resignation of the employee or at any other time upon request.

APPENDIX A: HARASSMENT REPORTING FORM

HARASSMENT REPORTING FORM

Employee Name: _____ Date: _____

Job Title: _____ Date of Hire: _____

Mailing Address: _____

Best number to reach employee: _____

<u>Date, time and place of event harassment:</u>	
<u>Detailed account of occurrence (include names of persons involved):</u>	
<i>(If additional space is needed, please use back of form.)</i>	
<u>Steps taken to resolve issue:</u>	<u>Date:</u>
<u>Result of steps taken to resolve issue:</u>	

Employee Signature _____
Date

Received by _____
Date

Employee should retain a copy of this form for his/her records. Signature indicates that employee is reporting harassment and the information on the form is truthful.

APPENDIX B: VIP/ABSENCE REQUEST FORM

VIP/ABSENCE REQUEST FORM

Employee Name: _____ Date: _____	
Job Title: _____ Date of Hire: _____	
Mailing Address: _____	
Best number to reach employee: _____	
Type of Absence Requested: _____	
<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation
<input type="checkbox"/> Military	<input type="checkbox"/> Jury Duty
<input type="checkbox"/> Bereavement	<input type="checkbox"/> Maternity/Paternity
<input type="checkbox"/> Time Off Without Pay	<input type="checkbox"/> Other
Dates of Absence: From: _____ To: _____	
# of Days off: _____ # Hrs Off: _____	
Reason for Absence: 	
You must submit vacation requests of a week or more in duration TWO WEEKS prior to the first day of your absence. All other requests for absences, other than sick leave, require TWO DAYS notice prior to the first day you will be absent.	
_____ <i>Employee Signature</i>	_____ <i>Date</i>
_____ <i>Received by</i>	_____ <i>Date</i>
<input type="checkbox"/> Approved	
<input type="checkbox"/> Rejected	
Comments: 	
_____ <i>Department Head/Supervisor Signature</i>	_____ <i>Date</i>

Employee should retain a copy of this form for his/her records.

APPENDIX C: VIP TIME DONATION FORM

VIP TIME DONATION FORM

Employee Benefits of Participating in an Eligible Leave-Sharing Program - There are several reasons why an employee would choose to donate. Most importantly, the ability to donate accrued paid hours of leave allows an employee to help coworkers recover from family or personal medical emergencies in a manner that does not require a cash distribution. An employee who has been affected by a personal or family medical emergency or major disaster may not have enough accrued time to tend to the emergency. The ability to draw from a bank of paid leave donated by other employees gives a little extra time that otherwise would have to be taken unpaid, which would add to the already high burden of recovery.

DONATION DATE: _____

EMPLOYEE WHO IS DONATING VIP TIME: _____

TO WHOM TIME IS DONATED: _____

AMOUNT OF TIME BEING DONATED (in hours): _____

Any employee is allowed to voluntarily donate their accrued time to another employee's VIP time. The donation of time is on an hourly basis. The minimum number of hours an employee may donate is 4; the maximum is 40 hours or no more than 50% of the employee's current balance.

Donations of paid leave shall be deducted from an employee's accumulated paid leave account and transferred into the recipient's account immediately upon receipt of the required paperwork. The value of donated time shall be calculated at the recipient's regular rate of pay at the time of donation.

If a Recipient Employee receives paid leave hours under the Policy from a Donor Employee with a different pay rate, the leave time is converted based on the Recipient Employee's pay rate, so that the dollar value of the surrendered leave remains the same, but leave taken by the Recipient Employee is always paid at the Recipient Employee's regular rate of pay. *For example, if Donor Employee is regularly paid \$15.00 per hour and surrenders 8 hours of paid leave to a Recipient Employee who is regularly paid \$10.00 per hour, the Recipient Employee will receive 12 hours of paid leave, paid at \$10.00 per hour (8 hours x \$15.00 = \$120 value, and \$120.00 value/\$10.00 per hour = 12 hours).*

Employee Signature

Date

Received by

Date

Employee should retain a copy of this form for his/her records. Signature indicates that employee is reporting VIP Donation.

APPENDIX D: NETWORK USE POLICY

INFORMATION TECHNOLOGY (IT) RESOURCES POLICY

Computers, computer networks and files, the E-mail system, voice mail system, Internet access, PDAs (Blackberries, etc.), cell phones and other electronic devices and software furnished to employees by the Town (collectively referred to in this Policy as “IT Resources”) are the property of the Town and are intended for business use. All employees are obligated to use IT Resources lawfully and responsibly for the best interests of the Town. No employee should have any expectation of privacy in their use of IT Resources or with respect to any information stored in, created, received, or sent using IT Resources.

Employees shall not use a password, access a file, or retrieve any stored (other than their own) communication without authorization. Security and individual passwords shall remain confidential and shall not be shared or misused by other employees or anyone outside the organization. However, passwords must be shared with the IT Provider upon request. Employees should also note that the use of passwords does not create a right of privacy or diminish the Town’s right to access and/or monitor IT Resources.

E-mail is a communication tool to be used for business purposes. It may not be used to send personal messages (except for limited personal use consistent with that allowed for telephone and provided that such limited personal use does not interfere with work or violate Town policies), to solicit others for commercial ventures, to contact outside organizations (except to conduct Town business), or for other non-business matters. Generally, employees should not put anything into E-mail that would not be appropriate for a formal memo. E-mail messages and other electronic communications should be written with the same care, judgment, and responsibility as would be used with business correspondence on the Town letterhead. In addition, any external telecommunication, E-mail or otherwise, must be for business purposes only and should comply with the Town policies.

The Town reserves the right, but does not have the duty, to access and review at any time, all information in any Town IT Resources. The Town reserves the right to install filters and/or to monitor employee use with or without notice. This may also include monitoring of deleted files, metadata, and other electronic information stored on the Town’s central back-up systems or otherwise available as part of its data management. For these reasons, employees should not have any expectation of privacy in their use of Town computers, E-mail system, Internet, or other IT Resources.

Access to the Internet is also intended for business use. Employees should keep non-business use of the Internet to a minimum and should ensure that it does not interfere with work and that any such use complies with all Town policies. There shall be no expectation of privacy in the use of town operated internet connections (Wi-Fi or LAN) by any employee or visitor, and the Town may monitor use at any time.

The Town strives to maintain a workplace free of harassment. Therefore, the Town prohibits the use of its IT Resources in ways that are disruptive, offensive to others, or harmful to morale. For example, downloading, displaying or transmitting of sexually explicit images, messages, cartoons and off-color jokes, ethnic slurs and racial comments or other remarks that may be construed as

harassment or disrespect for others is not allowed. All use of the Town's IT Resources must be lawful, responsible, and in the best interest of the Town.

The Town's computers, software, and other IT Resources are important assets of the Town and are to be used only in full compliance with the laws and only for the purposes required by the Town. Copyright laws protect a copyright owner's property rights in its software and provide substantial civil and criminal penalties for any violations. Software publishers have become increasingly aggressive in protecting their software; therefore, properly utilizing these resources is more important than ever.

The guidelines listed below are to be observed by all Town employees, whether or not their computers or other IT Resources are located on Town property:

- No employee may install or store any software (even if the software is free or has been paid for by another party) on the hard drive of any Town computer or other IT Resource without prior written clearance from Information Technology Provider ("IT Provider").
- No employee may move or copy any software acquired for use by the Town (except copies may be made as are reasonably required for backup or archival purposes).
- No employee of the Town may lend the original or any copy of any software to other departments or other parties without receiving written approval from the IT Provider.
- No employee may remove any software storage devices, drives, documentation, or manuals acquired for use by the Town from the company premises, to run on a personal computer or device or other non-company computer or device without first receiving written approval from the IT Provider.
- No employee may bring on Town premises, or run on a Town computer or other IT Resource, any software acquired for use on a personal or other non-company computer without first receiving written approval from the IT Provider.
- No employee may access or attempt to gain access to a computer or other IT Resource or to a file or other information stored on a computer or other IT Resource to which that employee is not authorized.

Destruction, theft, alteration, or any other form of sabotage of Town IT Resources is prohibited. The breaking into and/or corrupting of any IT Resource and/or hacking into third party IT resources using the Town's IT resources is also prohibited. Likewise, the Town will not tolerate the use of viruses, worms, or other destructive programs.

Any vulnerability in Town IT Resources must be reported immediately to the IT Provider.

All information on Town IT Resources is the property of the Town. Deleting, altering, or sharing confidential, proprietary, or any other information during employment or after separation from employment is prohibited, unless the employee has prior management authorization. Upon separation from employment, any IT Resources of the Town including, but not limited to, computer or other business equipment, CDs, disks, Zip drives, USB portable drives, personal digital assistants,

and other removable drive devices, must be returned to the Town with the appropriate passwords, identification codes, and other necessary information.

Any violations of this Policy should be reported to the Administrative Assistant or Department Head/Supervisor. Violations of this policy may lead to disciplinary action up to and including termination of employment.

APPENDIX E: GRIEVANCE FORM

GRIEVANCE REPORTING FORM

Employee Name: _____ Date: _____

Job Title: _____ Date of Hire: _____

Mailing Address: _____

Best number to reach employee: _____

<p><u>Date, time and place of event leading to grievance:</u></p>
<p><u>Detailed account of occurrence (include names of person involved, if any):</u></p> <p><i>(If additional space is needed, please use back of form.)</i></p>
<p><u>Please state policies, procedures, or guidelines that you feel have been violated:</u></p>
<p><u>Proposed solution to grievance:</u></p>

Employee Signature

Date

Received by

Date

Employee should retain a copy of this form for his/her records. Signature indicates that employee is reporting grievance and the information on the form is truthful

APPENDIX F: TOWN ALCOHOL & DRUG FREE WORKPLACE POLICY

The Town is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. The Town, Select Board recognizes that alcohol abuse and drug use pose a significant threat to our goals.

This drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the town, therefore, ANY individual who conducts business for the town, or is conducting business on the town's property is covered by this drug-free workplace policy. This policy includes, but is not limited to supervisors, full-time employees, part-time employees, off-site employees, contractors and interns. This policy applies during all working hours, whenever conducting business or representing the town while on call, paid standby and while on town property.

It is a violation of this alcohol and drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Any employee who is convicted of a criminal drug violation must notify the town in writing within five calendar days of the conviction. The town will take appropriate action within 10 days of notification.

Entering the town's property constitutes consent to searches and inspections. If an individual is suspected of violating the alcohol and drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time.

To ensure the accuracy and fairness of the testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All alcohol and drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, may be required to participate in periodic, random and reasonable suspicion testing upon selection or request by their Department Head/Supervisor.

Any employee who tests positive will be immediately removed from duty and required to pass a Return-to-Duty test and sign a Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses to cooperate in the testing process in such a way that prevents completion of the test.

One of the goals of the town's drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the alcohol and drug-free workplace policy, the offer

of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to seek rehabilitation and who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Following a violation of the alcohol and drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

The Town recognizes that alcohol and drug abuse and addiction are treatable illnesses. The Town further realizes that early intervention and support improve the success of rehabilitation. To support Town employees, this drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by the town through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment
- Support fellow workers in seeking help
- Report dangerous behavior to their Department Head/Supervisor

It is the Department Head/Supervisor's responsibility to:

- Inform employees of the drug-free workplace policy
- Observe employee performance
- Investigate reports of dangerous practices

- Document negative changes and problems in performance
- Clearly state consequences of policy violations

Communicating the drug-free workplace policy to both Department Head/Supervisors and employees is critical to success. To ensure all employees are aware of their role in supporting this drug-free workplace program, all employees will receive a written copy of this policy