

NORTHFIELD MUNICIPALITY

PERSONNEL POLICIES AND PROCEDURES



Adopted: January 2007

Latest revision: April 2010

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
DEFINITIONS	2
ARTICLES	
1. General Provisions	4
2. Guidelines of Employment	4
3. Definitions of Types of Employment	6
4. Standard Work Week / Overtime	7
5. Holidays	8
6. Vacation / Annual Leave	9
7. Attendance and Workplace Rules	11
8. Leaves of Absence	13
9. Disciplinary Action / Discharge Procedures	16
10. Alcohol and Drug Abuse	18
11. Grievance Procedures	19
12. Employment Discrimination	19
13. Employee Development	20
14. Reimbursement of Expenses	20
15. Employee Benefits	21
16. Miscellaneous Policies, Procedures, and Regulations	22
17. Special Rules – Police, Ambulance and Fire Departments	23
18. Workplace Safety and Reporting of Injuries	23
19. Personnel Records	25
20. Employee Input - Suggestions	25
21. Periodic Review / Amendment	25
22. Severability / Conflicting Actions	25
SIGNATURE PAGE	26
APPENDIX A Disciplinary Guidelines Table	27
APPENDIX B Harassment Policy	28
APPENDIX C Internet and Electronic Policy	30
APPENDIX D Approved Pay Classifications	33
APPENDIX E Fraud Policy Statement	34
APPENDIX F Cell Phone and/or Electronic Device Usage in a Vehicle	39
APPENDIX G Incident Reporting, Medical Treatment, and Accident Investigation Policy	40
APPENDIX H Municipality Personnel Acknowledgement	43

NORTHFIELD MUNICIPALITY
PERSONNEL POLICIES AND PROCEDURES

INTRODUCTION

The Town of Northfield and the Village of Northfield (hereafter referred to as the "Municipality") seek to meet the expressed needs of their residents. Our employees are a part of the team which works with us to meet these public needs. These policies and procedures within this manual shall be known and cited as, "Personnel Policies and Procedures of the Town and Village of Northfield" and are hereby adopted pursuant to the provisions of 24 V.S.A., chapter 33, Sections 1121 and 1122 (as amended). These policies shall be administered by the Municipal Manager or his/her authorized representative.

The Municipal Manager has the authority to recommend modification or amendments to these policies as needed, subject to approval by the Board of Selectmen and the Board of Trustees. Employees will be notified of all changes.

The Municipality also seeks to develop and foster a work environment in which employees recognize their vital roles in the functioning of this community and also obtain personal satisfactions for their efforts.

The Municipality's work force consists of both non-union employees and employees organized into collective bargaining units under State law. It is noted that, where a collective bargaining agreement or individual employment contract differs in intent in any specific instance from these policies, said document takes precedence over these personnel policies only in that specific instance.

This manual is considered to be a working document designed to inform each employee of the related policies and procedures adopted by the Municipality. This manual is intended only to summarize the policies, procedures and benefits of the Municipality. These policies supersede any and all prior policies and all such prior policies are no longer in effect.

If any statements are in need of clarification, employees are requested to first contact their department head. If additional clarification is needed, they should contact the Municipal Manager.

Each employee shall receive a copy of these personnel policies. It is the responsibility of the manager to notify employees of any amendments to these policies by posting and distributing copies of the amendments to employees so that each employee may update his or her copy of these policies.

Each department may have specific policies which apply to the department's operation and activities. Such statements must be consistent with those presented in this set of policies and are subject to the approval of the respective Boards. Upon approval, said changes shall become a part of the policies. Notification of any changes in existing departmental policies including the introduction of new policies shall be made known to departmental employees.

The information in these policies is general in nature and the language used is not intended to create, nor is it to be construed to constitute, a contract of employment.

If any provision of these policies is subsequently found to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions shall remain in full force and effect.

DEFINITIONS

Accrued Vacation	The vacation that is booked with the payroll program that is for the employee for continuous work the previous year
Appointment	The offer to and acceptance by a person of a position either on a regular or a temporary basis
Appointing Authority	The Municipal Manager, Board of Town Selectmen, and/or Board of Village Trustees
Compensation	The pay, subject to budget approval at the Annual Town Meeting, recommended by the Municipal Manager and approved by the Board of Town Selectmen and the Board of Village Trustees
Dismissal	Separation from employment by the Municipality for cause
Earned Vacation	The vacation time that an employee earns as he/she works the current year
Employee	An individual who is legally employed by the Municipality and is compensated through the municipal payroll for his/her services excluding Fire Department and Ambulance service volunteers and individuals or groups compensated on a fee basis.
Examination	The process of testing, evaluating, or investigating the fitness and qualifications of applicants and employees.
Full-time Appointment	An appointment without time limitation or special restriction
Immediate Family	Includes spouse or significant other, parents, children, brothers, sisters, mother-in-law, father-in-law, grandfather, grandmother, grandchildren, stepfather, stepmother, or other relative if living in the same household as the employee

Lay-off	The non-disciplinary separation of an employee from his/her position
Leave	An approved type of absence from work as provided by these rules
Overtime	Authorized time worked by an employee for overtime work performed in accordance with these rules
Overtime Pay	Compensation paid to an employee for overtime work performed in accordance with these rules
Pay Rate	A specific dollar amount expressed as an annual rate, a monthly rate, a semimonthly, a biweekly, or an hourly rate
Position	Any office of employment, whether occupied or vacant, full-time or part-time, consisting of duties and responsibilities assigned to one individual by competent authority
Probationary Period	The working test or trial period of employment beginning with the date of an employee's first appointment to a full-time position
Regular Pay	The standard work week (Article 4.1) times the employee's rate of pay
Removal	Separation of an employee on probation or for failure to meet requirements of employment
Suspension	An enforced leave of absence for disciplinary purposes or pending investigation of charges made against any employee
Work Day	Scheduled number of hours an employee is required to work per day
Work Week	Usually, five (5) days within a seven (7) day period, running from midnight Sunday to midnight the following Sunday; specialized departments week may vary
Work Year	Fifty-two (52) calendar weeks per year commencing January 1 of the given year and terminating December 31 of the same year

ARTICLE 1
GENERAL PROVISIONS

- 1.1 Purpose:** It is the purpose of the Board of Selectmen and the Village Trustees in prescribing these policies and procedures to establish and set forth a uniform and equitable system of personnel administration that meets the social, economic and program needs for the people of Northfield. This system shall provide means to recruit, select, develop, and maintain an effective and responsive work force. These policies and procedures and any modifications shall supersede any previous personnel policies.
- 1.2 Administration:** The day-to-day administration of these rules shall be the function of the Municipal Manager. These rules shall be administered in conformity with State and Federal laws.
- 1.3 Scope:** Subject to the conditions set forth in relevant State and Federal laws, these policies and procedures shall cover all employees not recognized by a separate employment contract.
- 1.4 Equal Employment Opportunity/Affirmative Action:** The policy of the Northfield Municipality is to provide equal opportunity to all employees and applicants without regard to race, color, religion, sex, sexual orientation, age, nationality origin, marital status, disability, veteran's status or any other category under local, State and Federal laws.

ARTICLE 2
GUIDELINES OF EMPLOYMENT

- 2.1 Principles:** The Municipality's goal is to provide efficient and high quality public services through a system of personnel administration based on the following principles:
 - a. Recruiting:** The Municipality shall employ the best-qualified persons who are available at the salary levels established for Municipal employment. It shall be the duty of the Municipal Manager, with cooperation of department heads, to seek out the most desirable employees for the Municipality. Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as practicable.
 - b.** Compensating employees on an adequate and equitable basis commensurate with wages and benefits for comparable work in the labor market;
 - c.** Taking appropriate personnel actions affecting employees;
 - d.** Providing opportunities for advancement in continued Municipal services to all employees, based on qualifications.

2.2 Announcement of Vacancies: The Municipal Manager will inform the Board of Selectmen or the Board of Trustees of vacancies. Recruitment notices shall be prepared setting forth a basic description of the position, any minimum qualifications, requirements or education, skills and experience preferences, application steps to follow and closing dates for submitting application materials. Such notices shall affirm the Municipality to be an Equal Employment Opportunity Employer. The Municipal Manager and the Department Head will meet to discuss the vacancy and make a determination as to the types of advertising to be used. Various forms of publicity media may be used to bring notice of vacancies to an adequate number of qualified applicants and to further the Municipality's affirmative action objectives. The media used may include, but not be limited to, newspapers of general circulation; the internet; professional journals and minority publications. All recruitment notices shall also be posted at local locations approved by the Board of Selectmen and Board of Trustees for posting of public notices for a minimum of two (2) weeks.

2.3 Application for Employment: Application for employment with the Northfield Municipality shall be made on a standard application form or by submission of a resume and completing other such forms as may be prescribed. Applications and resumes shall be accepted only during the time period set forth in the recruitment notice.

2.4 Probationary Period: All new employees shall be on probationary status for six (6) months of actual work, excluding police officers whose probation period will be twelve (12) months. The probationary period of any employee may be extended by management in writing at its sole discretion for a period not to exceed an additional three (3) months. During that probationary period, the employees may be dismissed without notice or reason. The dismissed employee shall not be entitled to any accrued benefits or to the right to appeal the decision or to the grievance procedure. Any unresolved grievance filed on behalf of a new employee who has not completed his/her initial probation shall be withdrawn without prejudice or precedent if the Municipality terminates employee.

The probationary period will be waived for individuals who have been employed by the Municipality on a part-time basis and have been promoted to full time status providing there has been no break in employment. For seniority purposes, time will be calculated from the original date of hire providing there has been no break in employment.

2.5 Residency: The Town Selectmen and Village Trustees desire that the Municipality employ the most qualified persons who are available at the salary levels being offered for town and/or village employment. Among equally qualified candidates, preference will be given to residents of the Municipality, then to those candidates who are willing to establish residency within the town limits. Non-residency will not, however, preclude employment. Certain key administrative and public safety positions will, however, be subject to reasonable guidelines governing travel time to place of employment. Such guidelines will be established by the Municipal Manager with the approval of the respective Boards.

2.6 Medical Examination: New employees may be required to have a standardized medical examination in accordance with job requirements prior to starting employment, after a conditional offer of employment has been made, and only if all employees in the same job category are subjected to the same medical examination regardless of disability. Medical examination appointments shall be made by the Municipality and the examination shall be made by the physician chosen by the Municipality. The physician's fee shall be paid by the Municipality. A conditional offer of employment will be rescinded if it is clear from the medical examination that the applicant's performance of essential job functions cannot be accomplished with reasonable accommodation.

It may also be necessary for the Municipality to request that an employee have a physical examination any time during their employment if:

- a. there is an objective need to determine if the employee is still capable of performing essential job functions;
- b. there is an objective concern that the employee's condition poses a direct threat to him/herself or to other; or
- c. the employee has requested an accommodation and the need for the accommodation is not obvious.

2.7 Background Check: Before commencing employment for the Town or Village of Northfield, candidates will be subject to a background check.

ARTICLE 3

DEFINITIONS OF TYPES OF EMPLOYMENT

3.1 Employment Classifications:

- a. **Full-time Employment** is an appointment to a position to work not less than thirty-seven and one-half (37½) hours a week continuing for a period of six (6) months or longer. Such persons receive all benefits provided herein in conformity with the established personnel policy.
- b. **Exempt Full-time Employment** is an appointment to a position to work not less than forty (40) hours a week continuing for a period of six (6) months or longer. Such persons receive all benefits provided herein in conformity with the established personnel policy unless otherwise holds an employment contract defining other provisions for hours worked and benefits.
- c. **Part-time Employment** is an appointment to the position to work less than thirty-seven and one-half (37½) hours a week on a continuing basis as above. Part time employees are paid for hours actually worked only and are not eligible for any other benefits except those mandated by the State Worker's Compensation, Unemployment Compensation Insurance laws and Social Security and Medicare benefits.

- c. **Temporary Employment** is an appointment to work a standard workweek, or less, on a regular basis but for a definite, limited time period, usually not to exceed six (6) months. Temporary employees are paid for hours worked and overtime payments where applicable, but they receive no other benefits except those mandated by the State Worker's Compensation, Unemployment Compensation Laws and Social Security and Medicare benefits. An example of temporary employment is an appointment to fill a position of an employee on a leave of absence or vacation.
- d. **Seasonal Employment** is an appointment to a temporary position designated as seasonal. The employee is terminated at the end of the applicable season, and such employees are paid only for hours actually worked and are not eligible for any other benefits except those mandated by the State Worker's Compensation, Unemployment Compensation Laws and Social Security and Medicare benefits.
- e. **Reserve Employment** is an appointment to work on an intermittent and as-needed basis. Employees who are on-call do not have a regular schedule but work as available as needed. Such employees are paid only for hours worked or by annual stipend and are not eligible for any other benefits except those mandated by State Worker's Compensation, Unemployment Compensation Laws and Social Security and Medicare benefits. Examples of reserve employees are Volunteer Firefighter, Reserve Police Officers or hourly consultants.
- f. **Student Employment** is employment of students during their enrollment in school, including summer employment. Students will be paid a rate as determined by the Municipal Manager and which is legally permitted for student compensation. Student employees are not eligible for benefits other than those mandated by State and federal law.

ARTICLE 4

STANDARD WORK WEEK/OVERTIME

- 4.1 **Standard Work Week:** The work week for payroll purposes shall be from 12:00 midnight Sunday to 12:00 midnight the following Sunday of any given calendar week unless otherwise noted below.
 - a. **Municipal Office:** The standard work week for hourly Municipal Office employees is thirty-seven and one-half (37½) hours between the hours of 8:00 a.m. until 4:30 p.m. Monday through Friday. This schedule does not apply to exempt employees.
 - b. **Public Works Department:** Forty hours per week from 7:00 a.m. until 3:30 p.m. - Monday through Friday. More detailed information regarding the Public Works Department may be found in the collective Bargaining Agreement between the Town of Northfield and the IBEW Local 300 representing the Public Works Department employees.

- c. **Water and Sewer Department:** Forty hours per week from 7:00 a.m. until 3:30 p.m. - Monday through Friday. More detailed information regarding the Water and Sewer Department may be found in the collective Bargaining Agreement between the Village of Northfield and the IBEW Local 300 representing the Water and Sewer Department employees.
- d. **Police Department:** The regular work schedule shall be 160 hours during a 28 day work period. The daily work schedule may consist of eight (8), ten (10) or twelve (12) hour workdays depending on the type of schedule to which assigned.
- e. **Other** - Standard work hours may be established by the Municipal Manager for employees not categorized within the above departments, e.g.; Zoning Administrator, Pool Director, etc.

4.2 Overtime: This section does not apply to employees classified Exempt under the Fair Labor Standards Act.

- a. **Compensation Rate:** All hours worked beyond a standard forty hour (40) work week of actual work shall be compensated at a monetary rate of one and one-half (1½) times the base hourly rate of the affected employee.
- b. **Compensatory Time:** At the discretion of the Municipal Manager and agreement with the employee, overtime may be compensated with compensatory time for hours worked beyond the standard work week. Such compensatory time shall be granted on a time and one half (1½) basis for hours worked beyond forty (40) hours per week. Compensatory time cannot be accumulated to more than eight (8) regular hours and must be used within thirty (30) days of accumulation. Compensatory time applies only to hourly employees. Any accrued time will be paid at separation.
- c. **Authorization:** All overtime requires authorization from the Department Head or Municipal Manager.

ARTICLE 5

HOLIDAYS

5.1 List of Paid Holidays: Subject to these rules, the following holidays shall be paid holidays for full-time employees.

- New Year's Day
- Town Meeting Day
- Memorial Day (observed)
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving

Christmas Eve Day – ½ day (full day for department heads)

Christmas

New Year's Eve Day - ½ day (full day for department heads)

Three Personal Days

- 5.2 Scheduling of Holidays:** If a regular holiday falls on the Sunday, then the following Monday is considered a holiday; if on a Saturday, the preceding Friday, unless otherwise regulated by law. The personal day may be taken with permission of the Department Head and/or Municipal Manager with a minimum forty-eight (48) hour notice.
- 5.3 Holidays during Leave-of-Absence:** A person on a leave-of-absence shall not be entitled to Holiday Pay.
- 5.4 Holidays during Vacation Periods:** Municipal employees shall be entitled to an additional day of vacation leave should a paid holiday fall within their vacation period.
- 5.5 Holiday Pay:** Holiday Pay is to be considered Municipal employees' regular schedule work day.
- 5.6 Scheduled Holiday Work:** Employees scheduled to work a holiday shall receive one and one-half (1½) times their hourly rate plus their applicable holiday pay (excluding police officers scheduled for regular duty).
- 5.7 Personal Days:** Personal days are meant to be used for "personal business" Otherwise may be used for the convenience of the employee.

ARTICLE 6

VACATION - ANNUAL LEAVE

The purpose of annual leave is to enable each eligible employee to take a vacation and return to his/her work mentally and physically refreshed.

- 6.1 Accrual and Provisions:** Vacation privileges are available as follows:
- a. Vacation pay shall be at the employee's regular rate of pay.
 - b. Employees may take no more than two (2) consecutive weeks vacation at any one time unless granted by the Department Head with the approval of the Municipal Manager.
 - c. Employees are encouraged to use their entire earned (vacation) time. Vacation leave will ordinarily be taken in blocks of one (1) or two (2) week periods, but vacation for a lesser period may be permitted with approvals from the Department Head. There will be no advance annual leave pay. Employees will receive annual leave pay on the regular paydays or, in the case of termination, at the next payday.

- d. An employee upon voluntary separation or retirement will be entitled to any unused earned vacation due him/her.
- e. A maximum period of one week may be carried forward from one year to the next. Time is earned monthly and must be used in the ensuing work year. The Department Head shall be responsible for the scheduling of all vacation time to see that all vacation time is taken. The Department Head shall have the right to schedule an employee's vacation time, if the employee has not done so to see that all vacation has been used. If an employee does not indicate his/her leave preference, time-off can be scheduled by the Department Head or Municipal Manager before the end of the year and charged to annual leave.
- f. The anniversary date of the employment shall determine the employee's eligibility for vacation time. Leave time shall be accrued monthly on the basis of the employee's length of continuous service with the Municipality.
- g. In calculating vacation benefits, an employee who starts work or terminates employment on or before the fifteenth (15th) of the month will be considered to have started work or terminated on the first (1st) of the month. An employee who starts work or who terminates employment after the fifteenth (15th) will be considered to have started or terminated on the first (1st) of the following month.
- h. Accrual of vacation shall cease after an employee has been absent from employment for an excess of thirty (30) consecutive weekdays (holidays excluded) unless absenteeism is due to the recovery period for a workers compensation incident, FMLA/VPFLA, or other authorized leave.

Leave shall be granted to full-time, permanent status employees on the following basis:

Non-union:	0-1 year	5 days/year
	2-5 years	10 days/year
	6-10 years	15 days/year
	11+	20 days/year

- i. Personnel who serve in a permanent part-time position and have longevity of a minimum of three (3) years will earn five (5) days of prorated annual leave time based upon current weekly hours.

Union:	1 year	5 days/year
	2-5 years	10 days/year
	6-12 years	15 days/year
	13+ years	20 days/year

ARTICLE 7

ATTENDANCE AND WORKPLACE RULES

- 7.1 Attendance:** Employees shall be at their respective places of work at the appointed, department starting time. Time sheets must be approved and signed by the Department Head. It is the responsibility of the employee to see that the immediate supervisor is advised of the reason for an absence not previously arranged within two hours of the beginning of the unexpected absence.
- 7.2 Outside Employment:** The primary occupation of all full-time employees shall be to the Municipality. All employees are expected to devote their full energies to the performance of their duties. Employees shall not engage in any outside business activities during their normal working hours. Employees are strictly prohibited from partaking in outside employment that interferes with their job performance or constitutes a conflict of interest.
- 7.3 Appearance:** All persons employed by the Municipality shall maintain an acceptable level of personal appearance. As each employee of the Municipality is acting on behalf of and representing the Municipality, all employees shall adhere to the following standards of appearance:
- a. Any article of clothing with suggestive, off-color, racy, or indecent pictures or words is not allowed;
 - b. Shorts, skirts and skorts no higher than 3 inches above the knee can be worn and must be neat, clean and not frayed;
 - c. If an employee is issued an uniform, it must be worn at all times while on duty;
 - d. If worn, jewelry, including nose, tongue, and any other visible body piercing, must not detract from a professional appearance or interfere with job performance;
 - e. Body stenciling, paintings and tattoos that may be considered offensive in nature will be required to be hidden to the public and co-workers; and
 - f. Extremes in the use of cosmetics are not permitted.

Employees shall maintain a clean and neat appearance. Hair, sideburns, mustaches, beards and fingernails must be kept clean, trim and the bulk shall not be excessive or present a ragged, unkempt, or extreme appearance. No miniskirts, halter-tops, ragged, dirty or torn clothes shall be worn.

- 7.4 Visiting Standards/Use of Workplace Telephone and Computers:** it shall be the policy of the Municipality to curtail excessive visiting of employees by family or friends and excessive use of the workplace telephone and computers for non-business related communication.
- 7.5 Conduct:** All employees shall faithfully execute the duties and responsibilities of their office to the best of their ability and are prohibited from engaging in any conduct that could reflect unfavorably upon the Municipality or disrupt the efficient operation of the Municipality. Specifically, employees will be at risk of disciplinary action should he/she intentionally attempt to undermine policies and procedures put forth by Municipal Administrators. Employees are considered representatives of the Municipality and as such are expected to conduct themselves in a courteous, helpful, respectful, and cooperative manner in their interactions with co-workers and their dealings with members of the general public. Employees must avoid any action that might result in or create the impression of using public employment for private gain or for profit for friends or family, giving preferential treatment to any person or displaying bias or prejudice in conducting municipal business.
- 7.6 Anti-Nepotism:** The Municipality, in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative, discourages the hiring or transferring of relatives when doing so will result in:
- a. One close relative supervising or evaluating another close relative; or
 - b. One close relative supervising or evaluating the immediate supervisor of another close relative.
- The conditions of this section are applicable to all employees hired after the effective date of this personnel policy.
- 7.7 Sexual Harassment:** Sexual harassment in the workplace is illegal under federal and Vermont law. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. Sexual harassment by employees in any form is strictly prohibited. In accordance with 21 V.S.A. § 495h, the Municipality has adopted a sexual harassment policy that is incorporated as an addendum to this personnel policy. All employees are required to read this appendix before signing the employee acknowledgement form. (See Appendix B).
- 7.8 Receipt of Gifts -** Employees are prohibited from soliciting or accepting any gift, gratuity, promise, favor, entertainment, loans or any other item of monetary value from any person within or outside Municipal employment whose interest may be affected by the employee's performance or non-performance of his/her official duties. Acceptance of nominal gifts such as food and refreshments in the ordinary course of business meetings or unsolicited advertising or promotional materials such as pens, notepads, calendars, etc. is permitted.
- 7.9 Confidentiality:** Many Municipal employees have access to confidential information pertaining to persons or property in the Municipality. Employees must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Each employee is charged with the responsibility of releasing only information that is required under the

Public Records Law. Any breach of confidentiality may result in disciplinary action up to and including dismissal.

7.10 Training time: The Town and Village of Northfield encourages education. If an employee is absent due to continuing education required for certification for their primary position, the Municipality will compensate the employee at regular time plus travel time. If certification or recertification is not a requirement of the position, the Municipality will not pay the employee travel time.

7.11 Smoking in the Workplace: Numerous studies have found that tobacco products are a major contributor to indoor air pollution and that breathing secondhand smoke is a cause of disease, including lung cancer in non-smokers. At special risk are children, elderly people, individuals with cardiovascular disease and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease.

Health hazards induced by tobacco products include lung cancer, heart disease, respiratory infection and decreased respiratory function, including bronchi constriction and bronchospasm.

Accordingly, the Municipality finds and declares that the purpose of this policy is to protect the public health and welfare by prohibiting smoking or the use of tobacco products in places of municipal employment and to guarantee the right of nonsmokers to breathe smoke-free air and to recognize the need to breathe smoke-free air shall have priority over the desire to use tobacco products. In recognition of the hazards that smoking poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and 18 V.S.A. §§ 1741 et seq. , the Municipality hereby prohibits smoking in any form in all publicly owned buildings, offices and enclosed areas. At each municipal building, the Department Head, with the Municipal Manager's approval, will establish an outdoor designated area for the use of tobacco products. Each area will provide an appropriate receptacle for discarded tobacco products in or near the designated area.

Exception: Smoking in Municipal-owned vehicles will be allowed providing there are no passengers who object (at the discretion of the Department Head). Municipal Officials ask that the use of tobacco products be kept to a minimum.

7.12 Reporting to work or working under the influence of alcohol or drugs is strictly prohibited, unless the drug is prescribed and used in the manner prescribed by a duly licensed physician or dentist.

ARTICLE 8 LEAVES-OF-ABSENCE

8.1 Bereavement Leave/Funeral Leave: A full-time employee may be excused from work for up to three (3) scheduled workdays because of a death in his/her immediate family, as outlined below, and shall be paid his/her regular rate of pay for scheduled work hours missed. It is intended that this time off be used for the purpose of handling necessary arrangements and for observing any funeral services.

In the event of the death of a spouse or child, the Municipal Manager may authorize up to two (2) additional days when requested. The use of the two (2) additional days shall be charged against the employee's sick leave accumulation. Immediate family is defined to mean: spouse or significant other, parents, children, brothers, sisters, mother-in-law, father-in-law, grandfather, grandmother, grandchildren, stepfather, stepmother or other relative if living in the same household as the employee.

8.2 Sick Leave: Sick leave shall not be considered a right that an employee may use at his/her discretion, but shall be allowed only in case of actual personal sickness or disability. If this privilege is abused, the employee can be subject to disciplinary action. Pay for sick leave shall be at the employee's regular rate of pay.

Rate of Accrual: Ten (10) days of annual sick leave shall be credited to full-time employees. Accrual will be prorated monthly cumulative to a maximum of forty-five (45) days.

Use of Sick Leave: Sick leave may be used only in the following cases:

1. Personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of his/her position, unless the employee is capable of other work in his/her department and is assigned to such other work. The employee shall furnish the Department Head with a certificate from his/her attending physician after three (3) consecutive days of absence.
2. The Municipality reserves the right to require employees to provide a doctor's note (at the employee's own expense) to verify any instances of leave in excess of forty (40) hours per calendar month whenever such leave has not been approved at least seventy-two (72) hours in advance.
3. An employee absent because of illness must call his/her supervisor no less than two (2) hours before scheduled start time unless physically unable to do so; otherwise the day will be charged to leave without pay.
4. Sick leave may be used for medical and/or dental appointments. However, employees are encouraged to schedule these appointments outside their normal work hours.
5. Sick leave may be used to assist a household member. This option should be used only if there is no other alternative.

Sick Leave Records: Absences for a fraction or part of a day that are chargeable to sick leave in accordance with this section shall be charged proportionally in an amount no smaller than one (1) hour per occasion. Sick leave usage shall be recorded regularly on the payroll time cards. The Municipal Manager shall review periodically all sick leave records and investigate any cases that indicate abuse of the privilege. Willful abuse of the sick leave privilege may be cause for dismissal.

Sick Leave and Workers' Compensation: Employees are eligible for Workers' Compensation for a work related injury and may elect to take earned sick leave in addition to Workers' compensation, to the extent that he/she is provided full, regular pay and to the extent that earned sick leave credit is available.

The Municipality reserves the right to have any employee who is out of work due to a workers' compensation claim evaluated by medical professional(s) of its choice at the Municipality's expense (including mileage reimbursement) at mutually convenient times. The Municipality, at its discretion, may require injured employees to work in a temporary light duty capacity if such work is approved by a medical doctor.

Unused Sick Leave: All accumulated, unused sick leave credit shall be forfeited upon separation from employment.

- 8.3 Family and Medical Leave Act (FMLA):** Eligible employee may apply for and may receive leave as described in the Family and Medical Leave Act (FMLA) and the Vermont Parental & Family Leave Act. The Federal/State Rules and Laws shall determine the reasons for such leave and its length. The Municipality reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA or the VPFLA.

A maximum of twelve (12) weeks leave shall be authorized during any twelve (12) month period for the birth and first year care of a child; the adoption or foster placement of a child in the employee's home; a serious medical condition of the employee's spouse, child, or parent; or the employee's own serious medical condition. The Municipality may require an employee to provide a doctor's written verification at the employee's expense as documentation that the conditions by which leave was granted are applicable.

At the option of the employee, the employee may use accrued sick or vacation leave not to exceed six (6) weeks. Use of accrued leave shall not extend the twelve (12) week leave period. The Municipality will continue all employee benefits, including health insurance coverage, for the duration of the leave at the leave and under the conditions coverage would be provided if the employee continued in employment for the duration of the leave.

- 8.4 Jury/Witness Leave:** Any employee of the Municipality shall be excused from work when required to respond to a summons for jury duty, to serve as a juror or to attend court for prospective jury service. The Municipality encourages employees to fulfill such duties, and agrees to pay employees the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received.

An employee required to appear as a witness in private litigation, unrelated to municipal employment, will be given time off as leave without pay for such attendance. In the event that the Municipality requires the employee to attend a court proceeding, the employee will suffer no loss in regular pay as a result of such attendance, and hours required to be spent at court at the Municipality's request shall be considered hours actually worked for the Municipality for purposes of overtime eligibility.

Employees who are compensated by the Municipality for attendance at court are required to turn over any witness or other fees received for such appearances. Employees required to report for possible jury duty or to appear as a witness agree to inform the Municipality as soon as possible of such notice to report, any subsequent obligations and to return to work promptly after such jury or witness duty is completed.

8.5 Military Leave: Military leave and the right to re-employment after such leave are available to employees of the Municipality under the terms and conditions of the Uniformed Services Employment and Reemployment Rights Act.

8.7 Leave without Pay: Full-time employees may request, in writing, a non-FMLA/PFLA of absence without pay for a period of up to thirty (30) days. Leave without pay will be granted only in the event this leave will not interrupt the function of the municipal services and is deemed to be in the best interest of the Municipality. Requests for a leave of absence without pay shall be made in writing to the Municipal Manager, who will reach a decision concerning the request and respond to the employee within two (2) work days.

An unpaid leave of absence may be extended for up to a period of thirty (30) additional days upon request by the employee and approval of the Manager. The employee is expected to return to work upon the expiration of the granted leave, or to have arranged an extension of the leave, two (2) weeks prior to its expiration. Failure of the employee to return to work upon expiration of an approved leave may be deemed to be a resignation from the Municipality's service. Employees may choose to continue health insurance benefits for the duration of the leave by assuming the employer's contribution.

8.9 Administrative Leave: Administrative leave is an absence from work for a specified time period. It is used when other types of leave do not apply. The Board of Selectmen and/or Board of Trustees may grant a request for or place the Municipal Manager on Administrative Leave. The Municipal Manager may grant or place any employee on Administrative leave for cause. Administrative leave may be granted with or without benefits.

ARTICLE 9 DISCIPLINARY ACTION - DISCHARGE PROCEDURES

9.1 Whenever, in the Municipal Manager's and/or Department Head's judgment, employee performance, attitude, work habits or personal conduct at any time falls below a suitable level, the supervisor shall inform the employee promptly and specifically of such lapses, and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident may justify severe disciplinary action in and of itself. However, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct. The Municipal Manager and/or Department Head shall reference the disciplinary guidelines in Appendix A before taking any action.

Disciplinary and/or discharge action(s) do not apply to independent officers and their assistants. However, an independent officer may choose to follow the requirements of this policy for discipline and termination of his/her assistant(s).

The Manager retains the right to unilaterally eliminate a position and thus terminate employment due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position, or for other related reasons which do not reflect negatively upon the employee. All

employees shall be furnished a written statement setting forth the reasons for personnel reduction.

Due Process: An employee may not be terminated without first being afforded due process. An employee facing termination shall be provided with a pre-termination hearing in which the employee must be provided: (1.) a written notice that termination is being considered; (2) an oral or written notice of the charges against him/her; (3.) an explanation of the employer's evidence; and (4.) an opportunity for the employee to explain his/her actions. The purpose of the pre-termination hearing is to act as an initial check against mistaken decisions by ascertaining whether there are reasonable grounds to believe that the charges levied against an employee are true and reliable and support the proposed disciplinary action.

Post-Termination Hearing: A terminated employee may request a full evidentiary post-termination hearing by giving written notice of such to the Selectboard and/or Trustees as soon as possible, but no later than seven calendar days from the date on which employment was terminated.

If a timely request for a post-termination hearing is not made, the employee's right to such a hearing will be considered waived and the employee's termination considered final.

If a timely request for a post-termination hearing is made, the Selectboard and/or Trustees shall provide the employee with a written notice of the hearing date to the employee's last known address at least seven days prior to the date of the hearing. The notice shall also inform the employee:

1. Inform the employee of the date of the hearing;
2. Inform the employee of his/her right to be represented by counsel or other representative and to present witnesses and supporting documents at the hearing; and
3. Inform the employee of his/her right to have the matter heard in executive, as opposed to public, session.

The Selectboard and/or Trustees shall hold the hearing within 14 calendar days of receipt of employee's written request for the hearing.

At the hearing, the employee and/or the employee's representative may address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses and presenting evidence on his/her behalf. The Selectboard and/or Trustees shall make rulings as evidentiary issues arise. When the evidence is closed and the hearing adjourned, the Selectboard and/or Trustees, under the authority granted by 1 V.S.A. § 313(a)(3), shall enter into executive session to debate the merits of the matter.

The Selectboard and/or Trustees shall render a decision with 14 calendar days from the adjournment of the hearing, unless otherwise agreed upon by the parties.

Decisions shall be issued in writing and shall include a statement of the conclusion(s) reached as well as the factual bases on which the Selectboard and/or Trustees made such conclusion(s). Findings of fact must provide the reasons supporting the conclusions of the Selectboard and/or Trustees.

If the decision rendered by the Selectboard and/or Trustees is in favor of the terminated employee, that employee shall be reinstated in full to the position, rate of pay, and benefits he/she enjoyed prior to the termination. A restored employee shall also receive any and all pay and benefits he/she would have received during the time which he/she was terminated and otherwise made whole as if the employee had not been terminated.

The decision of the Selectboard and/or Trustees shall be final and effective immediately.

DISCIPLINARY GUIDELINES TABLE - SEE APPENDIX A

- 9.2 Appeal:** An employee who feels that he or she has been treated unfairly shall have access to the grievance procedure as outlined in these rules and regulations.

ARTICLE 10 ALCOHOL AND DRUG ABUSE

- 10.1 Policy:** In the interest of maximizing employee performance productivity, utilization and retention, it is the policy of the Municipality to recognize alcohol and drug abuse as a treatable disease. Alcohol and drug abuse is defined as the consumption of alcohol and drugs in a manner that interferes with the employees' ability to perform his/her job. The Municipality will therefore, maintain a continuing effort to identify and facilitate treatment of drug and alcohol abuse in dealing with employee performance problems. It is not the intent of the Municipality to accept below-standard performance, nor to restrict department heads in dealing with performance problems, but rather to increase available alternatives.

- 10.2 Procedures:** Department Heads will receive instructional material on identification of alcohol and drug abuse problems. If a Department Head has cause to believe that employee performance is deteriorating due to alcohol and drug abuse, the Department Head will suggest professional diagnosis as part of any disciplinary action that may be required.

If the suggestion is accepted, then the Manager will attempt to accommodate such diagnosis and any subsequent treatment. This may involve providing a list of treatment resources, informing the employee of benefits available through the Municipality's health plan, and making reasonable accommodations to the employee's work duties and schedule, which may include the use of sick leave or personal leave of absence. An employee who has undergone or is undergoing treatment may return to work after providing professional certification of his/her ability to do so. All relevant personnel records and discussions will be kept in the strictest confidence. The use of alcohol or any illegal substances while on duty shall be considered a violation of this policy and shall result in immediate dismissal.

If the employee chooses not to accept professional diagnosis or assistance, the Department Head shall evaluate the employee solely on work performance and shall take any appropriate action as provided in this policy.

ARTICLE 11
GRIEVANCE PROCEDURES

11.1 Policy: A grievance is a dispute between any employee and the Municipality concerning the interpretation or application of the terms of these Personnel Rules and Regulations. Excluded from consideration from grievances are matters pertaining to management's judgment of qualifications and/or performance relating to hiring, promotion of personnel, and compensation adjustments.

11.2 Procedures: Any employee who perceives a grievance as defined, shall within five (5) working days bring such grievance to the attention of his/her Department Head. The Department Head shall attempt to settle or resolve the matter within five (5) working days thereafter.

If the matter is still not resolved to the satisfaction of the employee, the employee may, within five (5) working days, bring the matter to the attention of the Municipal Manager for his/her consideration by submitting a written statement setting forth the specific nature and details of the grievance. The Municipal Manager shall have five (5) working days in which to consider the matter and render a decision in writing to the aggrieved employee. If this action still does not resolve the grievance to the satisfaction of the employee, he/she may, in writing and within five (5) working days, appeal the matter to the Municipality.

The Municipality may consider the appeal with or without a hearing, unless specifically requested by the aggrieved employee. The Municipal Manager shall notify, in writing, the aggrieved employee within five (5) working days when a hearing will be held with the Municipality and the date and time of such hearing. The aggrieved employee shall receive within ten (10) working days, a written decision of the Municipality regarding his/her appeal, which shall be final.

All grievances shall be initiated not later than five (5) days after the occurrence of the event or the employee's first knowledge of the event giving rise to the grievance.

ARTICLE 12
EMPLOYMENT DISCRIMINATION

12.1 Discrimination: Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, or national origin, sex, age, or qualified individuals with disabilities with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants that have alleged employment discrimination.

12.2 Procedure of Complaints: Any complaints alleging unlawful discrimination as defined in Vermont Statute shall be registered with the Municipal Manager or his/her designee who will arrange a meeting to discuss the matter. The meeting shall take place within five (5) working days from receipt of notification. If the Municipal Manager or designee is unable to resolve the matter during this meeting, the aggrieved party shall submit to the manager or designee a written, signed complaint within five (5) additional workdays. The manager or designee

shall then have an additional fifteen workdays in which to conduct an investigation and to issue a report with recommendations to the Municipality. The Municipality shall, within ten (10) working days, notify the aggrieved part of their decision, which shall be final.

ARTICLE 13 EMPLOYEE DEVELOPMENT

13.1 Staff Training:

- a. **Job-related, Required Training:** As a condition of employment, each employee shall attend and participate in training programs designated to be necessary for effective job performance by the Department Head or the Municipal Manager.
- b. **Voluntary Training:** The Municipality will attempt to make opportunities available to the employees, within the constraints of the municipal budget, for further development of specific skills and expertise deemed of mutual benefit to the employee and the Municipality. Approval for staff development involving expenditures of funds must be obtained from the Municipal Manager.

13.2 Performance Evaluation: The Municipality shall establish and maintain standardized procedures for performance evaluation and review of all full and part-time employees. At a minimum, a performance evaluation in writing will occur prior to the six-month (6) probationary period and on an annual basis thereafter.

ARTICLE 14 REIMBURSEMENT OF EXPENSES

- 14.1 Automobile Expense:** All municipal employees shall be reimbursed for actual mileage incurred in the performance of official municipal business. The mileage rate shall be the current I.R.S. reimbursement rate and will automatically take effect as each rate changes. All reimbursement requests will be submitted in writing to the Municipal Manager.
- 14.2 Travel Expense:** Employees of the Municipality shall be reimbursed for reasonable and necessary expenses incurred while carrying out official municipal business. Such reimbursement will require prior authorization of the Department Head and/or Municipal Manager and the submission of a detailed expense voucher to the Accounting Department. Travel reimbursement will not apply in any case to travel from the workplace to the employee's home.
- 14.3 Training and Development Expenses:** All training and development expenses shall be approved in advance by the Department Head and/or Municipal Manager.

**ARTICLE 15
EMPLOYEE BENEFITS**

- 15.1 Workers' compensation:** The Municipality provides workers' compensation coverage, as mandated by State law, to all employees which provides income and other benefits covering occupationally-incurred disabilities.
- 15.2 Unemployment Compensation:** The Municipality provides unemployment compensation benefits to all employees as mandated by the State Unemployment compensation Insurance law.
- 15.3 Retirement Plan:** The Municipality is a member of the Vermont Municipal Employees' Retirement System (VMERS). VMERS is a uniform, state-administered pension plan governed by Title 24, V.S.A. Chapter 125 that applies to employees who work 1,040 hours in a year and twenty-four (24) hours per week on a regular basis. Full-time employees who work twenty-four (24) or more hours per week (except those in the Police Department) must elect Group B of the defined benefit plan or Group DC of the defined contribution plan. Police Department employees who work twenty-four (24) or more hours per week must elect Group D of the defined benefit plan or Group DC of the defined contribution plan. The contribution from the employee is handled as a payroll deduction. Further information regarding the retirement plans may be obtained by contacting the Municipal Manager.
- 15.4 Deferred Compensation:** The Municipality is a member of the International City/County Management Association Retirement Corporation (ICMA RC). As such, the Municipality offers a 457 deferred compensation plan administered by ICMA RC and governed by IRS Section 457 regulations. The contribution from the employee is handled as a payroll deduction. The Municipality currently offers the following:
- Union:** The employer will match the employee's contribution plus two percent (2%) to a maximum employer contribution of five percent (5%).
- Non Union:** The employer will match the employee's contribution to a maximum employer contribution of six percent (6%).
- 15.5 Social Security:** In addition to the above retirement plan, the Municipality participates jointly with employees in Social Security payments.
- 15.6 Health Insurance:** The Municipality provides full-time employees with health insurance. The Municipality pays the full premium for the employee and a percentage of the premium for dependent coverage per contract. This is handled by the Municipality through a pretax payroll deduction.
- 15.7 Dental Insurance:** The Municipality provides full-time employees with dental insurance.
- 15.8 Income Protection Insurance:** The Municipality provides both short-term and long-term Income Protection Insurance to all full-time employees for non-occupationally incurred disabilities.

- 15.9 Cancer Insurance; disability and Intensive Care Protection:** The Municipality permits the employees to participate in additional employee-paid cancer and disability insurance protection plans. The Municipality accommodates the employees by using payroll deductions to collect the premiums.
- 15.10 Group Life Insurance:** Term life insurance for employees is at no cost to the employee. Union members are insured for \$15,000 and Department Heads are insured for one times salary up to a maximum of \$50,000.
- 15.11 Employee Assistance Program:** The Municipality provides an Employee Assistance Program to full-time employees and their dependants.

ARTICLE 16

MISCELLANEOUS POLICIES, PROCEDURES, AND REGULATIONS

- 16.1 Original Appointment:** Persons originally hired to a full-time position with the Municipality shall be compensated at a rate recommended by the Municipal Manager per the current wage and classification schedule as it applies for the individual and/or position. (see attachment).
- 16.2 Resignation:**
- a. **Notice to Department Head:** Any employee wishing to leave in good standing shall file with his/her Department Head a written resignation stating the date the employee is leaving the Municipality's service and the reasons for leaving. The written resignation shall be submitted at least ten (10) working days prior to its effective date. Failure to comply with this procedure may be cause for denying such employee's future re-employment by the Municipality. The Municipality strives to provide the best working environment and conditions as possible. To that end, the Municipality encourages all employees to participate in an exit interview before leaving employment. Any and all information as a result of the interview will be kept in the strictest confidence. (Any employee who does not want to take part in the exit interview process will be asked to sign a waiver form.)
 - b. **Unauthorized Absence:** Unauthorized absences from work for a period of three (3) days or more without permission of the Department Head and/or the Municipal Manager may be considered as being a voluntary resignation by the employee.
 - c. **Separation Responsibilities:** All separating employees shall turn in any municipal-owned property in their possession, including, but not limited to, keys, computer passwords and files, etc. Separating employees shall also leave a forwarding address with their Department Head or the Municipal Manager for the purposes of forwarding Internal Revenue Service forms and any remaining checks for unpaid compensation.
- 16.3 Reinstatement:** Employees resigning may be reinstated at the discretion of the Municipal Manager if this action shall be in the best interest of the Municipality. If reinstated within thirty (30) days from the effective resignation date, the employee shall be restored to his/her former position at the same pay and with full benefits and seniority rights as if the employee had continued service.

- 16.4 Promotions:** Municipal employees shall be given maximum opportunity for advancement. Present employees shall be given consideration first in filling a vacancy and may be given training opportunities to qualify for promotion. Whether a position is filled from within or outside is determined by the Municipal Manager only after careful review of the qualifications of all applicants for the position.
- 16.5 Transfers:** Transfers are assignments to other positions and may be initiated by management for the good of the municipal services, subject to the approval of the Municipal Manager.
- 16.6 Conflicts of Interest:** In addition to observing general standards of conduct from employees of any organization, public employees are expected to treat everyone they serve with complete impartiality, and are thus prohibited from using their official positions for personal profit or the profit of friends and family.

ARTICLE 17

SPECIAL RULES - POLICE, AMBULANCE AND FIRE DEPARTMENTS

- 17.1 Special Rules of Conduct and Procedures:** Because of the degree of organization necessary to enable the Police, Ambulance and Fire Departments to efficiently discharge responsibilities for protecting public life and property, and because they are established and maintained under a more rigid organizational structure, it is recognized as necessary and desirable that departmental rules of conduct and procedure be established, maintained and observed in both the Police, Ambulance and Fire Departments.

ARTICLE 18

WORKPLACE SAFETY AND REPORTING OF INJURIES

- 18.1 Safety and Health** protection is a quality of work life issue which has a high priority in all municipal business activities. The Municipality's goal is to minimize human injury or illness and property loss or business interruption caused by accidents, fire or other hazards. The Municipality believes this will be achieved to the degree that all municipal employees accept and fulfill the safety and health responsibilities in each job. Individually, employees must recognize hazards, anticipate possible exposures and risks, and then act to eliminate or control them.
- 18.2 Safety Committee:** The Town and Village will establish a workplace Safety Committee comprised of employees who will meet regularly to review safety policies and procedures. The Municipality expects that all employees will give their best efforts to the prevention of industrial accidents and diseases. The Municipality will provide the necessary direction and aid to accomplish this goal and will also reward or discipline employees according to their actions on behalf of safety or health concerns.

Employee safety and health are important to the Municipality. All employees must adhere to all Occupational Safety and Health Administration (OSHA), Federal and State regulation and comply with the following general rules:

- All accidents or injuries must be reported to a supervisor immediately;
- Horseplay and practical jokes in work area will not be tolerated;
- Smoking is prohibited indoors in all area throughout the premises;
- Employees are to be careful with their hands when operating any machinery and must see to it that others do not harm themselves on their machines;
- Operating shortcuts that jeopardize employee safety will not be tolerated and will result in immediate discipline.

Employees are responsible for work as they are instructed to safely produce a quality product or service. Employees are also responsible to themselves and to the Municipality for reporting unsafe conditions or practices to management. It is then management's responsibility to act as conditions warrant.

No employee should ever perform a task or work with equipment that he/she considers to be unsafe.

- 18.3 Return to Work:** The Municipality believes it is in the best interest of its employees to facilitate the expedient return of staff to full duty after they have suffered an absence due to a work-related injury or illness. When possible, modified work assignments will be made available to employees as a positive means of rehabilitation following a disabling injury. Modified duties must meet the Municipality's staffing needs as well as accommodate the employee's medical restrictions while taking in consideration the welfare and safety of the employee, his/her co-workers and/or citizens.

To be eligible for modified work assignment, the employee's injury/illness must be temporary, not permanent and must prevent the employee from performing the full duties of his/her position for a minimum of two weeks.

Any employee interested in a modified duty assignment must notify his/her supervisor of any injury or illness.

The employee's Department Head/Supervisor will work together to develop a modified duty assignment. Every effort will be made to place an employee in his/her department either by temporarily modifying his/her current position or creating a modified position. If the employee cannot be placed in his/her department, then the Municipality may attempt to transfer the employee to a position outside his/her department if modified duties can be found that are compatible with his/her work restrictions.

The employee must obtain written medical approval from his/her physician concerning his/her ability to perform the assigned modified duties.

Placement under the Municipality's Return-to-Work policy is a temporary measure to facilitate early return to work and cannot exceed 90 days in duration, commencing upon the employee's return to work.

If the employee has not returned to his/her pre-injury position by the end of 90 days, then the Municipality may terminate the temporary modified duty assignment. If the employee has permanent restriction that result in his/her ability to perform the essential functions of his/her pre-injury position, the provisions of the Americans with Disabilities Act (ADA) and/or other applicable laws to be applied to determine the employee's continues suitability for employment.

18.4 Incident Reporting, Medical Treatment, and Accident Investigation Policy:
Please see APPENDIX F for the full text of this policy.

ARTICLE 19

PERSONNEL RECORDS

Personnel records will be maintained for each employee of the Municipality. In accordance with Vermont's Public Records law, any employee or his/her designated representative may inspect or copy his/her personnel file during customary office hours.

ARTICLE 20

EMPLOYEE INPUT-SUGGESTIONS

It is the intent of this policy to cover most aspects of employment, but employee input in the form of constructive suggestions regarding working conditions or these personnel policies is both encouraged and welcomed. Comments and/or suggestions should be forwarded in writing to the Municipal Manager.

ARTICLE 21

PERIODIC REVIEW/AMENDMENT

It shall be the responsibility of the Municipal Manager to conduct a periodic review of these personnel policies, at least on the biennial basis, and to offer suggested amendments to the Board of Selectmen and Board of Trustees for their consideration.

ARTICLE 22

SEVERABILITY/CONFLICTING ACTIONS

22.1 Severability: If any provision of the personnel policies is held to be invalid by the appropriate judicial or other authority, this invalidity does not affect other provisions or applications of the personnel policies, which can be given effect without the invalid provision of application, and for this purpose the provisions of these personnel policies are severable. If any provision of these personnel policies is held invalid by reason of any conflict with Federal or State law, the provisions of the applicable Federal or State law shall automatically become incorporated within these personnel policies in place of the invalid provisions.

22.2 Conflicting Action: This personnel policy shall control in the event of a conflict between its provisions and any other written and oral communications made on behalf of the Municipality. Alternatively, the provisions of this personnel policy shall be deemed superseded by any conflicting applicable federal or State law, Municipal ordinance or Charter provisions.

NORTHFIELD MUNICIPALITY
PERSONNEL POLICY

By their signatures below this policy is hereby revised and adopted
by the Board of Town Selectmen and the Board of Village Trustees.

Date Adopted:

November 9, 2009


November 9, 2009


BOARD OF TOWN SELECTMEN:


BOARD OF VILLAGE TRUSTEES:


Kenneth Johnson, Chair


Samantha Baraw, Chair


Gregory Sanders, Vice-Chair


Doug Lawson, Vice-Chair


Melvin Adams


Colin Bright


Kenneth Goslant


Libby Hambleton


Charles Morse


Thomas McCarney

APPENDIX A DISCIPLINARY GUIDELINES

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1. Absent from work area or job assignment without authorization or justifiable cause	Notice	Notice	Notice	Discharge
2. Abusive Acts – Neglect or mistreatment of residents	Discharge			
3. Arrest and charged with crime	Suspension without pay until matter is settled.			
4. Breach of ethics concerning confidentiality of employee or resident information	Notice	Discharge		
5. Consuming intoxicants while on duty	Discharge			
6. Conviction of crime	Discharge			
7. Entering restricted areas without permission	Notice	Discharge		
8. Excessive absenteeism (includes abuse of sick leave privileges, excludes work injury absence)	Notice	Notice	Discharge	
9. Falsifying records	Discharge			
10. Fighting with fellow employees	Notice	Discharge		
11. INSUBORDINATION				
A. Absolute refusal to comply with instructions from authorized supervisor	Discharge			
B. Initial refusal but subsequent compliance with instructions from supervisor	Notice	Discharge		
C. Disruptive behavior	Notice	Discharge		
12. Misuse of drugs – including consumption on duty	Discharge			
13. Proven theft of property	Discharge			
14. Reporting for duty while under the influence of alcohol or drugs	See Policy			
15. Rudeness to residents or visitors	Notice	Discharge		
16. Substandard work performance	Notice	Notice	Discharge	
17. Unexcused Absence	Notice	Notice	Discharge	
18. Unexcused or excessive tardiness	Notice	Notice	Discharge	
19. Unlawful or prohibited harassment	Notice	Discharge		
20. Use of abusive or obscene language	Notice	Discharge		
21. Violation of solicitation rules	Notice	Discharge		
22. Willful destruction of property	Discharge			
23. Non-compliance with Bloodborne Pathogens	Notice	Discharge		
24. Violation of established safety rules	Notice	Notice	Discharge	
25. Negligently endangering the safety of other employees or the public	Notice	Discharge		
*Employee must be afforded due process prior to discharge.				

APPENDIX B HARASSMENT POLICY

It is the policy of the Municipality of Northfield that all employees should be able to work in an environment free of all forms of harassment. Harassment, as defined by this policy, is prohibited. This policy refers not only to supervisor/subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination, or retaliation against any employee who makes a report of harassment.

1. Sexual Harassment

- a. It is against the policies of the Town and illegal under State and Federal law for any individual, male or female, to sexually harass another individual in the workplace or to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. The Town is committed to providing a workplace free from this unlawful conduct.
- b. Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - i. submission to that conduct is made either explicitly or implicitly a term or condition of employment;
 - ii. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
 - iii. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- c. Specific conduct that is prohibited includes but is not limited to:
 - i. Threats or insinuations, implicit or explicit, that any employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties, or any other condition of employment;
 - ii. unwelcome sexual flirtations, advances, or propositions;
 - iii. verbal or written abuse of a sexual nature;
 - iv. graphic verbal comments about an individual's body;
 - v. sexually degrading words used to describe an individual;
 - vi. the display in the workplace of sexually suggestive objects or pictures.
- d. Any employee who believes that he or she has been the object of sexual harassment should report the alleged act immediately to his/her supervisor or the Municipal Manager.

- e. Any supervisor or employee who is found, after appropriate investigation, to have engaged in sexual harassment will be subject to immediate discipline ranging from a verbal warning up to and including discharge.
- f. Any individual who believes that he/she has been the target of sexual harassment, or who believes he/she has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.
- g. Complaints of sexual harassment or retaliation may also be filed with the following agencies:
 - i. Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3171 (voice/TDD)
 - ii. Equal Employment Opportunity Commission
1 Congress Street
Boston, MA 02114
Tel: (617) 565-3200 (voice), (617) 565-3204 (TDD)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe that sexual harassment occurred, they may take a case to court.

2. Verbal Harassment

- a. Derogatory or vulgar comments regarding a person's sex, religion, age, ethnic origins, physical appearance, or the distribution of written or graphic material having such an effect are prohibited.
- b. Any employee who believes he or she has been the subject of such harassment should report the alleged conduct to the Municipal Manager or other appropriate management.
- c. Any supervisor or employee who is found, after appropriate investigation, to have engaged in any harassment will be subject to immediate discipline, including immediate discharge.

APPENDIX C

INTERNET AND ELECTRONIC MAIL POLICY

1. PURPOSE

Electronic Mail, Internet, and telecommunications access are resources made available to Municipal employees to communicate with each other, other governmental entities, companies, and individuals for the benefit of the Municipality.

2. POLICY

Computers are designed to facilitate Municipal business communication among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the email system is not intended to transmit sensitive materials, such as personnel decisions or similar information that may be more appropriately communicated by written memorandum or personal conversation.

Employees should have no expectation of privacy in their use of municipal computers. Computers are Municipal property and e-mail, Internet and computer use is intended for Municipal business only. The system is not to be used for employee personal gain or advocate for non-Municipality related business or purposes. All data and other electronic messages within this system are the property of the Municipality. Email messages have been found to be public records and may be subject to the right-to-know laws, depending on their content.

In addition, the Municipality, through its Municipal Manager and Department Heads, reserves the right to review the contents of employees' email communications when necessary for Municipal business purposes, including installing monitoring software. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other person's email messages without proper authorization.

The Municipality purchases, owns, and administers the necessary software and licenses to provide access to email and Internet services. Employees may not rent, copy, or loan the software or its documentation.

The Municipality has invested time and money to secure its electronic systems from intrusion and harmful viruses. Therefore, employees may not provide alternative software to access the system. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Municipal system. Department Heads are responsible for the implementation and adherence of this policy within their departments.

3. PROCEDURES

- A. **General Information on Passwords:** While you may have a confidential password, users should be aware that this does not mean the system is for personal confidential communication, nor does it suggest that email is the property right of the employee. The use of the email system is for Municipal business. Passwords should be periodically changed to ensure

security of the email system. Users should not share their passwords with anyone other than as his or her department may require.

- B. **Internet:** The Internet provides the Municipality with significant access and dissemination of information to individuals outside of the Municipality. The use of the Internet system for access and dissemination is intended to serve Municipal business. Like all email messages, Internet messages are capable of being forwarded without the express permission of the original author. Internet messages also are routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient and the message author should be aware of this. Therefore, users must use caution in the transmission and dissemination of messages outside of the Municipality and must comply with all State and Federal laws.
- C. **Prohibited Uses:** When sending email messages, appropriateness and good judgment should be used. Following are examples of Internet and email uses, which are prohibited:
 - 1. Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
 - 2. Communications of sexually explicit images or messages;
 - 3. Communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, color, national origin, sex, sexual orientation, age, mental or physical disability, ancestry, HIV status, place of birth or religious beliefs;
 - 4. Solicitation for commercial ventures, religious or political causes, outside organizations, or other job-related solicitations;
 - 5. Access to internet resources, including web sites and news groups, that are inappropriate in a business setting;
 - 6. Any other use that may compromise the integrity of the Municipality and its business in any way.
- D. **Retention of Email:** Generally, email messages are intended to be temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the email message, it may be considered a more formal record and should be retained. As such, these email messages are similar to printed communication and should be written with the same care. Each Department Head is responsible for establishing and maintaining department retention schedules for the information communicated through the email system.

However, employees should be aware that when they have deleted a message from their workstation mailbox, it may not have been deleted from the central email system. The message may be stored on the computer's back-up system for an indefinite period. Note that email has been classified as "public documents," i.e. available to the media, in at least one state. Keep that in mind when you create or store email.

Employees should delete email messages as soon as possible after reading. An accumulation of files will degrade system performance and response times.

- E. **Web Site Development:** The Internet is developing into an effective channel for the Municipality to share information with citizens, visitors, and customers. Departments are strongly encouraged to develop and keep up-to-date a departmental page as a link from the Municipality's homepage.
- F. **Applicability:** This email policy applies to all employees, part-time employees, contractors, volunteers, and other individuals who are provided access to the Municipality's email system. Third parties should only be provided access to the email system as necessary for their business purpose with the Municipality and only if they abide by all applicable rules.
- G. **Employee Termination, Leave of Absence, Vacation, etc.:** Employees who leave employment with the Municipality have no right to contents of their email messages and are not allowed access to the email system. The Municipal Manager may access an employee's email if the employee is on a leave of absence, on vacation, or has been transferred from one department to another and it is necessary for the Municipality's business purpose.
- H. **Penalties.** The misuse of the Internet or email privileges will be considered sufficient cause for discipline in accordance with the personnel policies and procedures and/or other applicable rules or laws. In addition, violation of this policy or misuse of the email system may be referred for criminal prosecution.

APPENDIX D

APPROVED UNION and NON-UNION PAY CLASSIFICATIONS

A pay classification study was conducted and approved by the Boards in 1999 and is updated annually by step and COLA. The attached copy of the schedule is specific to your position and/or department.

Your classification and position on the scale is mutually agreed to by you and management at the time of hire.

APPENDIX E

**FRAUD POLICY STATEMENT FOR THE
MUNICIPALITY OF NORTHFIELD, VERMONT**

Adopted November 2006

Purpose and Scope of the Fraud Policy Statement:

The Fraud Policy Statement is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Municipality of Northfield, Vermont ("the Municipality"). It is the intent of the Municipality to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigation.

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies, and/or any other parties with a business relationship with the Municipality. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position, or relationship to the Municipality.

A. Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of material fact for the purpose of inducing another to act upon it to his or her injury. Department heads will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Supervisor, Municipal Manager ("the Manager"), or Board, who coordinates all investigations with the Municipality's attorney and other affected areas, both internal and external.

B. Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the Municipality
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of the Municipality's activities

- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by the Municipality
- Accepting or seeking for personal gain anything of material value (over \$50) from contractors, vendors or persons providing services/materials to the Municipality
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related inappropriate conduct

C. Other Inappropriate Conduct

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct in the workplace that are not defined as fraud should be resolved by departmental management and the Manager. If there is any question as to whether an action constitutes fraud, contact the Manager.

D. Investigation Responsibilities

The Manager has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Manager will notify the appropriate Boards of Town Selectmen and/or Village Trustees.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for the independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

E. Confidentiality

The Manager treats all information received confidentially to the degree practicable. Any employee who suspects dishonest or fraudulent activity will notify the Manager immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see **Reporting Procedures** section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Municipality from potential civil liability.

F. Authorization for Investigating Suspected Fraud

The individuals assigned by the Manager to investigate the suspected fraud will have:

- Free and unrestricted access to all of the Municipality's records and premises whether owned or rented; AND
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.

G. Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Manager immediately. The employee or other complainant may remain anonymous to the degree practicable. All inquiries concerning the activities under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the investigating party or the Municipality's legal counsel. No information concerning the status of the investigation will be given out. The proper response to any inquiry is: "I am not at liberty to discuss the matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Municipality's legal counsel or the Manager.

H. Termination

If an investigation results in a recommendation to terminate an individual, such termination will be conducted in accordance with appropriate Municipal policies and state and federal law.

I. Administration

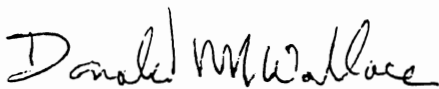
The Manager is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.


J. Alternative Reportees

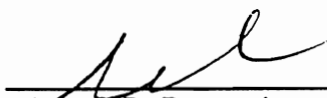
In the event the Manager were the person suspected of committing fraud or other inappropriate conduct as defined above, the Chairs of the Boards of Town Selectmen and/or Village Trustees should be contacted. That Board (or Boards) would be responsible for fulfilling the role otherwise designated for the Manager in all preceding paragraphs.

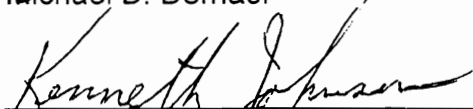
By the:

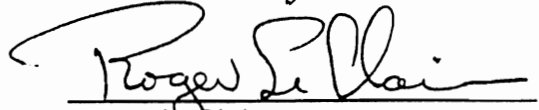
Board of Town Selectmen


Donald Wallace, Chair


Melvin Adams, Vice-Chair

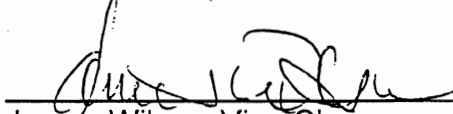

Michael D. Demasi

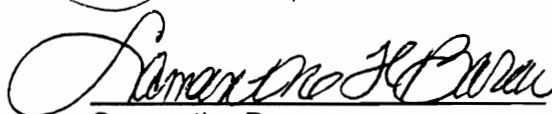

Kenneth Johnson


Roger LeClair

Board of Village Trustees


Richard Suitor, Chair


James Wilson, Vice-Chair


Samantha Baraw


Libby Hambleton

Thomas McCarney

Adopted:

November 13, 2006

November 14, 2006

APPENDIX F

CELL PHONE AND/OR ELECTRONIC DEVICE USAGE IN A VEHICLE

This Cell Phone Usage in a Vehicle policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

An employee who uses *a company-supplied device or a company-supplied vehicle* is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. *To safely use your cell phone or similar device, you are required to stop your vehicle in a safe location.*

In addition, the Northfield Municipality prohibits employee use of personal cellular phones or similar devices *in a personal vehicle, for business purposes related in any way to our company, while driving.* To safely use your cell phone or similar device, you are required to stop your vehicle in a safe location.

This policy does not apply to company-supplied two-way radios installed in company-owned vehicles.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

APPENDIX G

TOWN AND VILLAGE OF NORTHFIELD, VERMONT Incident Reporting, Medical Treatment, and Accident Investigation Policy

This policy establishes procedures for the reporting of all work-related incidents **when an injury occurs that is treated via first aid or actual medical treatment in the form of a visit to a medical provider.** Incidents with no medical treatment or first aid do not fall under this policy.

This policy also establishes a designated medical provider for all workers' compensation injuries, in compliance with Rule 12 of the Vermont Workers' Compensation Rules.

Lastly, the policy outlines specific procedures to be used in recording and following-up on work-related injuries. The Employee Incident/Injury Investigation Form must be used to investigate employee injuries and is incorporated into this policy by reference.

Nothing in this policy amends or changes existing contractual rights, obligations or language. Rather, it is intended to enhance the Northfield Municipality's ability to prevent injuries, manage workers' compensation claims in accordance with regulatory requirements and obtain the best medical outcomes for employees who experience a work-related injury.

I. Reporting Requirement

- a.** All injuries that occur as outlined above shall be reported to the shift supervisor immediately or as soon as practical (but no later than the end of the shift).
- b.** These initial injury reports may be provided in writing, in person, via phone, 2-way radio or other appropriate means.
- c.** The employee shall participate and cooperate with the department head in the investigation of the accident (see Section III).
- d.** In cases where an employee voluntarily delays medical treatment or first aid for a work-related injury until some time after the injury (including those deciding to seek treatment hours or days later), that employee shall promptly notify their immediate supervisor that treatment is desired and shall obtain treatment as outlined in section II below.
- e.** If the employee has been kept out of work for medical reasons due to the work-related injury, they shall report their expected absence as required by the Northfield Municipality's policy and provide written documentation from the treating medical provider indicating that the individual has been directed to remain out of work.

II. Medical Treatment

- a. Whenever an injury warrants treatment **that is more than basic first aid that can be self-administered**, employees shall obtain evaluation and treatment from our designated medical provider, Concentra, Inc., 654 Granger Road, Suite 1, Barre, VT, 05641 (1-802-223-7499). Either the injured worker or supervisor should call the provider in advance to advise of the impending visit.
- b. In cases where **emergency medical treatment** is required, the local ambulance/EMS shall be called (or 911) and the injured employee taken to the appropriate emergency medical facility.
- c. When non-emergent treatment is required outside of the designated medical provider's office hours, employees shall contact the Concentra After Hours "On Call" Program at 1-866-665-2914.
- d. In situations where an employee desires to see an alternate medical provider, they may do so after seeing the designated medical provider listed in this policy. A Form 8 (VT Workers' Compensation Division) must be used.
- e. In all cases where medical treatment is obtained from a healthcare provider, employees shall utilize a work capabilities form (for the medical provider to complete) to document the current work abilities and restrictions (if any). An acceptable form is the Vermont Department of Labor Form 20 or equivalent that may be used by the healthcare provider. The department head or supervisor will provide a copy of an appropriate form upon request.

III. Accident Investigation Procedures

- a. Upon receiving notice of a work-related injury as described above, the department head shall complete an Employee Incident/Injury Investigation Form with the injured employee, using the form provided by the Northfield Municipality. Paper copies of the forms will be provided to all departments and it may also be available online.
- b. The purpose of this form is to gather facts about the incident, its causation, witnesses, temporal information, etc. and ultimately try to identify ways to **prevent future injuries** that are similar in nature.
- c. Care shall be taken to avoid discipline-related issues during the accident investigation discussion between the Department head and injured employee. Any warnings or other disciplinary actions shall take place separately from the accident investigation process.
- d. Both the Department head and injured employee shall sign the accident investigation form and attest to its accuracy.

- e. The Department head shall complete the Employee Incident/Injury Investigation Form with the injured employee within 24 hours. If extenuating medical circumstances prevent the employee from participating, the Department head shall complete Employee Incident/Injury Investigation Form as soon as possible, utilizing any and all information and assistance available.
- f. The Employee Incident/Injury Investigation Form shall then be forwarded to the person responsible for filing the workers' compensation claims so the First Report of Injury Form can be completed and filed with VLCT. When possible, the claim shall be filed via the internet at: **<http://www.vlct.org/insuranceriskservices/programs/workerscompensation/>**
- g. All completed Employee Incident/Injury Investigation Forms shall be retained and reviewed by the Northfield Municipality's Safety Committee for completeness and monitoring of corrective actions if any were suggested.

APPENDIX H
MUNICIPALITY PERSONNEL ACKNOWLEDGEMENT

I, _____, acknowledge that:

- A. I received a copy of the Municipality's personnel policy on _____;
- B. I have been given an opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between the Municipality and myself;
- D. I acknowledge that, as specifically delineated in the Municipality's "Internet and Electronic Mail Policy" (APPENDIX C), there is no expectation of privacy in employee use of municipal computers;
- E. I acknowledge that the Municipality reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that I understand the Municipality's personnel policy and I agree that I will comply with all of its provisions.

Signature

Date

Please sign and return this form to the Town Manager's Office as soon as possible.