Town of Rowe
Personnel Policy
Manual

This Policy Manual Supersedes any Earlier Versions

Town of Rowe Personnel Policy Manual:

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Preface A: Introduction Letter

Welcome New Employee:

The staff of the Town of Rowe would like to welcome you.

As you familiarize yourself with the town staff and your new surroundings, please note the employee bulletin board displays with the required federal and state postings. The postings are updated as necessary--be sure to read the board occasionally. If you notice an item that is obsolete or needs updating, please inform the Administrative Clerk of the Select Board and/or a designee.

During your three-month introductory period, your employment with the town is at will and may be terminated with or without consent at any time by either you or the town. This policy manual is not an employment contract. Rather, it is designed to provide you with general information regarding employment practices and benefits of the town. The policy manual cannot cover all employment situations, scenarios, or questions, but it is designed to cover the basic rules. Policies and rules contained within the manual will be added, updated, or deleted as determined by the town. You are encouraged to submit suggestions or ideas regarding current policies or additional policies to the Board of Selectmen and/or their designee.

During your first few days working for the town you will probably have questions regarding our organization and policies. You are encouraged to research the answer within the manual; however, do not hesitate to ask your supervisor or the Board of Selectmen and/or their designee concerning any questions you may have.

We are pleased that you have joined our organization. The town provides many valuable services to the residents of Rowe. Your position has been designed to assist the town with accomplishing these services. We hope you will find this position rewarding and challenging.

Sincerely,

Charles Sokol, Chair
Joanne Semanie, Vice-Chair
Edward Silva, Selectman

Board of Selectmen
Town of Rowe

Town of Rowe Policy Manual

1) Definitions

Appointing Authority The Board of Selectmen is the Appointing Authority for all appointed Town positions, not otherwise directed by law.

Conflict of Interest Conflicts of interest for municipal employees arise when a government employee's personal or financial interest conflicts or appears to conflict with their official responsibility.

Discipline Correction, punishment, or penalty. Discipline is used to bring order to situations where there have been violations of federal, state or local laws, and/ or violations of town rules and regulations, employee conduct/ behavior/ performance standards, or town policies, or insubordination.

Exempt Employee Exempt employees are those who, according to the Fair Labor Standards Act (FLSA), are not covered under the provisions pertaining to minimum wage or overtime pay. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity. In order to be an exempt employee, certain tests relating to duties, responsibilities and salary must be met (see the Town Clerk for details.)

Independent Contractor Independent Contractors are not considered employees of the town. Rather, Independent Contractors are those who work on a contract for services basis and must complete work assignments or responsibilities and receive payment (compensation) as identified in the contract. No employee benefits are provided to the Independent Contractor.

Non-Exempt Employee A nonexempt employee is an employee who, according to the (FLSA) is entitled to receive at least minimum wage and receive overtime pay or overtime compensatory time after the employee has worked 40 hours in a work week period. Overtime pay is equivalent to one and one-half times the employee's regular hourly pay for each hour over 40 hours worked.

On-Call Employee An on-call employee is an employee who is considered "on-call" but does not work regular hours for the town. An employee who is on-call status is not required to remain in a fixed location. An on-call employee is not eligible for benefits and on-call wages are not pensionable. [i]

Part-Time Employee A part-time employee who normally works less than 20 hours if called on infrequently to work extra hours is not eligible for benefits.

Regular Full-Time Employee An employee who regularly works 40 hours a week. Regular full-time employees are eligible for all employee benefits.

Regular Part-Time Employee — An employee who regularly works less than 40 hours per week including in two or more positions, which combined equal 20 hours or more per week is considered a regular part-time employee and is eligible for benefits on a prorated basis.[ii]

Seasonal Employee — An employee designated as seasonal at time of hire, who performs duties interrupted by the seasons and does not earn benefits including leave, holiday benefits, or any insurance benefits.

Sick Leave — Period allowed by an employer to an employee for the employee's sickness without pay but only after sick time and vacation is exhausted with no loss of seniority or other benefits if sickness is less than 60 days.

Temporary Employee — An employee who is hired on a temporary basis for a definite period of time not to exceed 12 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis, however, the employee is not eligible to become a regular employee without completing a competitive selection process

Vacation Leave — A recess or leave of absence; a respite or time of respite from active duty or employment; a period of freedom from duty or work but not the end of employment. Vacations do not result in loss of seniority or other benefits.

2) Expectations

Employees are expected to treat co-workers, Board Members, vendors, colleagues, customers and other business contacts with respect and dignity, and to be treated in the same manner. Employees are expected to conduct their job functions in a professional, businesslike fashion with minimal interference by other staff members or visitors. Employee attention to responsibilities and work products should be constant, consistent, efficient and productive. Personal interference or distractions should be kept to a minimum.

The affairs of the Town are important and are to be considered a confidential trust, as well as a responsibility, excepting those matters which fall under the Public Records Law. Employee attitude, ability, productivity and a sense of responsibility are critical aspects of all job performance.

3) Equal Employment Opportunity (EEO)/Americans with Disabilities Act (ADA)

The Town is an equal opportunity employer. The Town shall comply with all relevant federal and state laws, to include rules and regulations put forth by the Equal Employment Opportunity Commission, (EEOC). The Town shall adhere to all relevant provisions of the ADA. The Town ensures equal opportunity regardless of race, religion, color, creed, national origin, sex, sexual orientation, marital status, familial status, political belief, age, ancestor, gender identity, or any other protected class.

If an employee believes that they have been subjected to discrimination, including harassment, based upon any of these factors, they should immediately contact their supervisor.

4) Confidential Information/Personal Gain

Employees of the Town may deal with confidential information. It is imperative that employees maintain town integrity and not discuss confidential town business with people who should not be privy to the

information. If an employee has questions regarding confidential information and to whom the information should be revealed, they should consult with the Board of Selectmen, their designee, or the appointing authority or their designee.

5) Lawsuits against the Town of Rowe

When an employee is approached by a legal process server, they should refer the server to the Board of Selectmen and/or their designee. Should an authority not be available and the employee is required to accept served papers, it is the employee's priority to locate and forward the information to either of the authorities without opening or reading the documents.

6) New Employees[iii]

New employees will complete an informal orientation session with a member of the Board of Selectmen and /or a designee. The employee will have the opportunity to complete necessary employment forms required by Federal and State Statutes. The Board of Selectmen and/or their designee will explain in general terms the rules and expectations and provide an overview of the pay and benefit packages offered by the Town. The employee will be responsible for reading and following the policies established within the policy manual, to include understanding their employment classification. In addition, new employees will be provided orientation and education specific to the equipment and tasks required of their new position.

Supervisors to all Departments must have all new employees cleared for employment by completing all necessary paperwork and submitting to the Town Treasurer before the employment start date. An applicant is not considered an employee of the Town of Rowe until paperwork is completed and submitted to the Treasurer's Office and cleared for work. They will, therefore, not be eligible to work for the town until cleared for employment by completing the following documentation:

FORMS	**Part-Time**	**Full-Time**
Employment Application	X	X
Supervisor Hire Letter – Start Date/Rate/Hours per Week	X	X
1-9 Employment Eligibility Form	X	X
W-4		
MA Employee's Withholding Exemption Certificate	X	X
Social Security Admin - FORM 1945	X	X
OBRA - (Part-time employees)	X	
Eligibility for Teacher's Retirement (Teachers Only)		X
Eligible for County Retirement FRRSMA (20 hours +)		X
FRRSMA New Member Enrollment Application (NMA)		X
CORI Check	X	X
Pre-Employment Drug Test - if Applicable (DPW ONLY)		X
Fingerprint - if Applicable (SCHOOL ONLY)	X	X
Direct Deposit Form & VOID CHECK	X	X

Personnel Policy Handbook (PPM) Signed Receipt	X	X

All employees will serve a three-month Introductory period, unless otherwise required. The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate an employee's potential and performance. During the established probationary period, the town reserves the right to terminate an employee with or without cause. An evaluation may be completed prior to completion of the period to notify the employee of their status (regular, terminated, or extended probation when applicable.)

7) Employment of Relatives (Nepotism)

No employees will be appointed, hired, promoted, transferred, or assigned in a manner inconsistent with the Nepotism laws, including the relevant provisions of G.L. c. 268A.

8) Authority for Personnel Action

The Town reserves the right to direct, hire, promote, transfer, and assign employees. The Town also reserves the right to supervise, discipline and discharge employees from their employment with the town for any reason determined sufficient by the Town, as well as determine and change hours of work, shifts and operational methods. The policies, practices, rules, and regulations may be established or changed/abolished at the sole discretion of the Town. The Board of Selectmen will execute personnel actions at their discretion, with consultation and advice from Town Counsel.

9) Outside Employment

The Town should be the primary job for regular 40-hour full-time employees. Should another position interfere in any way with the employee's ability to satisfactorily complete town job duties, the employee will receive feedback and if the situation is not quickly corrected, may receive disciplinary action up to and including termination.

10) Telephone

Town telephones are to be used for town business. Personal telephone calls should be kept at a minimum and should not interfere with an employee's work. Employees violating this policy may be subject to disciplinary action up to and including termination.

11) Computer Usage[iv]

The town's electronic communications equipment, systems and /or tools should be used for town business only. Personal computer use that is deemed excessive or inappropriate by the town or computer use that is illegal is prohibited and may result in disciplinary action up to and including termination. There is no use of town equipment permitted by unauthorized people including co-workers, friends and family of employee. New employees may be given a period of instruction on the town's computer equipment.

All Employee communication must be conducted in a professional, timely and manner, whether by telephone, written correspondence, email or in person. In all cases, employees represent the town. All town written communication must meet a standard set by the Board of Selectmen. Use the following standard fonts: Times New Roman, Calibri, Arial or Garamond with a clear and easily read size.

Email

Employees are responsible for the content, dissemination of their messages and the timely response to messages received. Personal email use that is deemed excessive or inappropriate by the Town, or emails that are illegal are prohibited and may result in disciplinary action up to and including termination. This responsibility includes ensuring that their messages are accurate, courteous and that do not violate another's right to privacy or confidentiality. If an employee has a question pertaining to the content of an email, they should consult with their supervisor.

All emails are public records and must include the following disclaimer:

All email created or received by an employee of a government unit is a public record. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics. G. L. c. 4, § 7(26). Email is, therefore, a public record and it is subject to the requirements of the Public Records Law. G. L. c. 66.

Security

The Town owns the contents of all files stored on its systems, all messages transmitted over its systems, and reserves the right to access them. The Town expressly reserves the right to monitor the use of the Internet by employees and to review and search all computers.

12) Personnel File[v]

The Town maintains records on every employee related to their employment with the town. The employee's personnel file may contain information such as employment application/resume or cover letter, performance evaluations, training records, commendations and awards, disciplinary records, and resignation/termination records. Any information obtained for Equal Employment Opportunity Commission (EEOC) compliance (Form EEO-4) and/or any medical information will be kept in separate, confidential files and accessed only on a need-to-know basis as authorized by the BOS and /or their designee.

Personnel files are confidential and only accessible to others on a need-to-know basis for personnel action. Upon request to the BOS, the Appointing Authority, or the Clerk/Personnel Director, and with the BOS, the Appointing Authority, or the Clerk/Personnel Director present, employees may inspect and make copies of their personnel records. Employees should contact the BOS or the Town Clerk to establish a convenient review time.

Training Documentation:

Supervisors are required to provide administrative staff with any employee certificates confirming completion of any training courses pertaining to their job to become a part of their personnel file. Training records and logs should be maintained by Supervisors and periodically submit them to the Board of Selectmen.

13) Alcohol-Free & Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (41 USC Sec.701, et seq.) the Town is committed to providing an alcohol-free and drug-free workplace. The Town prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the BOS and/or their designee in writing of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The BOS and/or their designee is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or

contract, within ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action.

Employees who have tested positive, or otherwise violated the policy, are subject to discipline up to and including termination of employment.

14) Resignation/Termination

Employees who voluntarily resign from the Town should give a written two week notice. Employees will be provided their final paycheck at the next pay period. A written exit interview should be conducted. Depending on the circumstances surrounding the resignation, employees who resign from the town may be eligible for re-employment. Former employees will be required to complete an application/resume, as determined, and proceed through the regular hiring procedure as other applicants. A former employee who is re-hired by the town will be considered a new employee and required to complete the three month introductory period. Date of service, for seniority purposes, will be the date of the subsequent hiring. Subsequent employment and participation in the retirement system will be made in accordance with the rules and regulations of the retirement plan, as well as all applicable federal and state laws.

The BOS and /or their designee have authority to determine if town workload, funding or other business decisions are such that terminations (via layoff or reductions-in-force, RIF) are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF. The insurance company will work in conjunction with the Clerk/Personnel Director to ensure relevant benefits information is forwarded to the employee at the last known address. Employees must keep the town informed of the address and telephone number where they can be contacted in the event of a recall. If the town is unable to contact an employee within seven days of the recall, the employee will be eliminated from the recall list and the town will have no further obligation to recall that employee. The town will have no obligation to recall the employee if they have been on a continual layoff for a period of one (1) year.

Employees terminated by the town will receive a letter stating the reason and the effective date of the termination. The terminated employee's final paycheck will be issued at the next pay period. introductory employees may be discharged for any reason that the town deems appropriate within the three month Introductory period. The Town will follow the procedure outlined in the Employee Discipline section to terminate a non-probationary employee.

15) Health & Safety

The Town has a safety program and complies with the Mass. Safety Standards. Relevant safety regulations are addressed by delegating safety responsibilities, establishing procedures, providing training, inspecting workplaces, and providing/requiring the use of safety equipment, etc.

If an employee notices a potential hazard, they should repair the hazard if capable and qualified or they should promptly refer the problem to the supervisor, or the BOS. Employees must use safe driving habits and wear seat belts while traveling in town vehicle. Employees required to drive automobiles or equipment will have driver's licenses periodically inspected by the Town Clerk or the supervisor to ensure the employees have maintained required endorsements. Employees should not operate or use equipment if not authorized or do not have the appropriate licensure.

If an employee sustains an injury while on the job, they should notify their supervisor or the Select Board as soon as possible after the injury occurred and prior to leaving work for the day, if possible. An Accident

Report and appropriate Worker's Compensation forms must be completed and the incident must be documented in writing by the injured employee and /or witnesses as soon as possible following the injury. The Town maintains Worker's Compensation coverage pursuant to the provisions of the Mass. Worker's Compensation Act.

16) Workplace Violence/Harassment

The Town is committed to providing our staff a friendly, courteous and impartial work environment. The Town acknowledges that human relationships are subject to conflict and that some employees may be exposed to violence by the nature of their jobs. The Town is committed to maintaining a safe, healthful and efficient work environment in which acts of violence by employees or citizens will not be tolerated. Any form of harassment or hazing that creates a hostile work environment will not be tolerated.

The Town will strive to provide a safe and secure work environment. Employees should avoid or minimize potentially violent situations to protect themselves from harm. If an employee anticipates a particularly confrontational situation, they should promptly notify their supervisor, the BOS and/or their designee .

Threats or acts of violence experienced or witnessed should be reported to the employee's supervisor or the BOS and/or their designee as soon as possible. The Town will promptly investigate any complaint received that pertains to workplace violence. The Town will take appropriate, prompt actions against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

This policy prohibits employees from bringing unauthorized firearms or other weapons (including pepper spray, stun guns, batons, etc.) onto town premises. Employees are also prohibited from carrying unauthorized firearms or other weapons in town vehicles or in personal vehicles if conducting town business.

If a town employee has violated this policy, such action will warrant disciplinary action, up to and including termination. If necessary or appropriate, the town will notify the necessary law enforcement personnel.

If there is fear that domestic violence could result in workplace violence, employees should notify their supervisor or the BOS and/or their designee immediately so appropriate security measures can be arranged.

17) Time Sheets and Payday[vi]

Time sheets for the pay period are to be completed by all employees and submitted to their supervisors whenever possible by Friday afternoon prior to the Monday payroll is due. When a Holiday occurs on a Monday, timesheets should be submitted by 9:00 a.m. on Tuesday following.

In the event an employee is unavailable to complete and submit his or her time sheet, he or she shall call the supervisor and relay the information. Time sheets must include the employee's name and hours worked on a daily basis, holiday time, sick leave used, vacation leave used, leave without pay, etc. The employee must sign the time sheets attesting that all time worked and leave used is reported for the period. The employee's supervisor and/or the BOS and /or their designee will review and sign the time sheets.

Town employees are paid every other week. If the employee desires to release their pay to another authorized person, they shall notify the Treasurer or the BOS or their designee in writing.

18) Working Hours/Work Week[vii]

A. Schedule and Work Week

An employee's schedule will be determined by their supervising authority. The work week begins on Sunday at 12:00 A.M. and ends on Saturday at 11:59 P.M. There is no differential for early/late shifts.

B. Overtime

Unless otherwise provided for, non-exempt employees working over 40 hours per week will be paid overtime at 1 1/2 times their hourly wage rate, unless they elect to take compensatory time instead (see section 18C).

For the purpose of overtime eligibility, paid leave (holiday, vacation, personal, sick, and compensatory) only counts towards the 40 hours if used in place of their normal working hours.

C. Compensatory (Comp) Time

If agreed to by the employee and appointing authority, the non-exempt employee can elect to accumulate compensatory time for use as time off at a future date at a rate of 1 1/2 times the number of hours worked over the 40-hour work week. Any accrued comp time hours must be used in the fiscal year in which they were accrued.

D. Lunch and Breaks

An employee required to work for more than six hours during a calendar day shall receive an interval of at least thirty minutes for a meal. These periods are unpaid.

Employees may take one 15-minute break when they are scheduled to work four consecutive hours. Break periods are paid but may not exceed 15 minutes per four consecutive hour period. Additional breaks for exempt employees should not interfere with the employee's performance of their duties.

19) Travel and Expense Reports/Reimbursement

All employees shall have their travel approved by the supervisor, Appointing Authority, BOS and/or their designee. All employees driving on town business are required to provide verification of valid driver's license with appropriate endorsements for the types of equipment operated.

Employees completing Town business may be compensated for travel expenses, meals, mileage and/or incidental expenses at a rate established by the town. Receipts must be included for lodging, travel, meals, and appropriate ancillaries. If meals are included in tuition, registration fees, or hotel charges, or if only a fraction of the day is authorized for travel, the per diem or expense allowance shall be reduced accordingly.

Employees may be able to use a town vehicle when traveling. Vehicles in need of repair must be reported to a supervisor and/or the BOS and/or their designee immediately. (See the Use of Town Vehicle/Vehicle Accident Section.)

If a Town vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement. When employees use their own vehicles for town business, they are required to provide proof of liability insurance coverage.

Employees may request an expense advance as approved by the supervisor to offset undue financial hardship on employees traveling for town business. The advance must be justified with reasonable requests for meals, lodging, gasoline cost, public transportation, etc. Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the employee upon return. The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip. If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the town the difference. Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the town.

Willful misrepresentation of expenses or receipts is unlawful and will result in disciplinary action up to and including termination.

Use of Town Vehicles[viii]

The town shall designate the positions that require the use of town vehicles on a take-home basis. All town vehicles are to be used for only business purposes and, if possible, are to be available and shared among all employees when needed for business-related travel. Employees using a town vehicle will be required to keep a mileage and maintenance log. Employees who believe their position warrants the designation of a town vehicle should discuss such during the annual evaluation period when other budgetary items are reviewed.

Employees operating Town vehicles must observe and obey traffic laws, including the prohibition against texting while driving, and exhibit extreme care of the vehicle. Employees and other authorized passengers are required to wear seat belts at all times. Vehicles shall be parked in an authorized, or unrestricted, space. When the vehicle is left unattended, the employee must secure the vehicle by closing all windows and locking all doors. Employees are prohibited from smoking in the Town vehicles.

Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors etc.) Family members shall not be transported in Town vehicles.

Vehicular Accidents

When an employee is involved in a motor vehicle accident with a Town vehicle, the employee must notify the supervisor or BOS and/or their designee immediately. Law enforcement should be contacted to complete an investigation of the accident. Employees must cooperate with, and are permitted to discuss the incident with Emergency Services Personnel, the BOS , the insurance adjusters, and law enforcement.

The employee may also be asked to assist with completing the necessary forms for insurance claims. The supervisor or BOS and/or their designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures are warranted. Accidents where the town employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) will result in discipline up to and including termination.

COMPENSATED ABSENCES[ix]

All compensated absences will be pro-rated for regular part-time employees at the regular hourly rate.

20) Holidays

The Town may observe the same holidays as recognized by the Commonwealth of Massachusetts most of Town Offices will be closed. If an employee must work due to weather or other emergency, time and one half wages will be earned:

These are the days the Town Hall is closed:

- New Year's Day
- Martin Luther King Day
- President's Day
- Patriot's Day
- Memorial Day
- Juneteenth[x]
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

If a holiday falls on a Saturday, the Friday preceding is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday. If a holiday falls on a day not normally worked by that employee another day of that week will be considered a holiday that the part time employee can take off at a pro-rated rate.

Regular part-time employees shall receive a pro-rated share of compensation at their regular straight time hourly rate, per the following table (beginning July 1, 2020)

Hours/Week	Prorated Percent	Holiday Hours
20.00-21.99	50%	4.0
22.00-23.99	55%	4.4
24.00-25.99	60%	4.8
26.00-27.99	65%	5.2
28.00-29.99	70%	5.6
30.00-31.99	75%	6.0
32.00-33.99	80%	6.4
34.00-35.99	85%	6.8
36.00-37.99	90%	7.2
38.00-40.00	100%	8.0

21) Vacation

Each regular full-time and regular part-time employee shall earn annual leave from the first day of employment, but will not be eligible to take the accrued leave until the employee successfully completes a three-month qualifying period.

Regular full-time and regular part-time employees accrue vacation leave as follows: (table effective July 1, 2020)

		Number of Years Worked								
Hours/Week	Prorated Percent	0*	1-4	5-9	10-14	15	16	17	18	19+
20.00-21.99	50%	*2.0*	40.0	60.0	80.0	84.0	88.0	92.0	96.0	100.0
22.00-23.99	55%	*2.2*	44.0	66.0	88.0	92.4	96.8	101.2	105.6	110.0
24.00-25.99	60%	*2.4*	48.0	72.0	96.0	100.8	105.6	110.4	115.2	120.0
26.00-27.99	65%	*2.6*	52.0	78.0	104.0	109.2	114.4	119.6	124.8	130.0
28.00-29.99	70%	*2.8*	56.0	84.0	112.0	117.6	123.2	128.8	134.4	140.0
30.00-31.99	75%	*3.0*	60.0	90.0	120.0	126.0	132.0	138.0	144.0	150.0
32.00-33.99	80%	*3.2*	64.0	96.0	128.0	134.4	140.8	147.2	153.6	160.0
34.00-35.99	85%	*3.4*	68.0	102.0	136.0	142.8	149.6	156.4	163.2	170.0
36.00-37.99	90%	*3.6*	72.0	108.0	144.0	151.2	158.4	165.6	172.8	180.0
38.00-40.00	100%	*4.0*	80.0	120.0	160.0	168.0	176.0	184.0	192.0	200.0

*For new employees, vacation is accrued on a monthly basis, with the numbers above being the hours earned on the first of each month. After completing their first year of service, employees shall receive their vacation in a lump-sum at the beginning of the fiscal year.

Each fiscal year, vacation must be taken before the first of the next fiscal year (July 1), or the time will be lost. At the end of the fiscal year, unused vacation time, not to exceed ten (10) days or eighty (80) hours, may be compensated for, at the regular rate of pay, at the discretion of, and with the prior approval of the Selectmen. Ten (10) days of unused vacation time may be transferred into the new fiscal year to be taken by September 1st. Vacation time cannot be accumulated from year to year. Vacation time will be taken in units of, not less than, one (1) hour. The timing of all regular vacation is subject to the approval of the Department Head.

Requests for vacation must be submitted in advance and pre-approved by the employee's supervisor or the BOS and/or their designee. The annual leave will be approved after considering the best interest of the town and the employee's unit. Employees who need to use annual leave due to extenuating circumstances before they finish the qualifying period may ask their supervisor, the BOS and/or their designee to grant paid annual leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Should two employees request the same period of vacation, their supervisor or the BOS and/or their designee has discretion regarding the approval of the leave requests.

An employee who has passed the three-month introductory period and has separated from the service of the town for any reason shall be entitled upon termination to cash compensation pay-out for unused vacation leave. The pay-out will be based upon the employee's salary at time of termination.

22) Personal Time:

Each employee is allowed three (3) days or twenty-four hours of personal time per year, which may be taken in units of not less than one (1) hour. Personal time off requires prior approval of the Department Head.

Regular part-time employees shall receive a pro-rated share of compensation at their regular straight time hourly rate per the following table (beginning July 1, 2020)

Hours/Week	Prorated Percent	Personal Hours
20.00-21.99	50%	12.0
22.00-23.99	55%	13.2
24.00-25.99	60%	14.4
26.00-27.99	65%	15.6
28.00-29.99	70%	16.8
30.00-31.99	75%	18.0
32.00-33.99	80%	19.2
34.00-35.99	85%	20.4
36.00-37.99	90%	21.6
38.00-40.00	100%	24.0

23) Sick Leave[xi]

All regular full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the three-month probationary period**.** Employees who are sick before they finish the qualifying period may ask their supervisor to grant paid sick leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Employees may not accrue sick leave while in a leave-without-pay status.

Employees in their first year of employment will accrue sick leave each pay period, per the following table: (Effective and retroactive to July 1, 2020)

Hours/Week	Prorated Percent	Hours
20.00-21.99	50%	1.85
22.00-23.99	55%	2.03
24.00-25.99	60%	2.21
26.00-27.99	65%	2.40
28.00-29.99	70%	2.58
30.00-31.99	75%	2.77
32.00-33.99	80%	2.95
34.00-35.99	85%	3.14
36.00-37.99	90%	3.32
38.00-40.00	100%	3.69

Employees who have completed their first year of employment will be given a pro-rated lump-sum of sick leave on July 1 each year per the following table: (Effective and retroactive to July 1, 2020)

Hired Before March 9, 2016		
Hours/Week	Prorated Percent	Hours
20.00-21.99	50%	60.00
22.00-23.99	55%	66.00
24.00-25.99	60%	72.00
26.00-27.99	65%	78.00
28.00-29.99	70%	84.00
30.00-31.99	75%	90.00
32.00-33.99	80%	96.00
34.00-35.99	85%	102.00
36.00-37.99	90%	108.00
38.00-40.00	100%	120.00

Hired on or After March 9, 2016		
Hours/Week	Prorated Percent	Hours
20.00-21.99	50%	48.00
22.00-23.99	55%	52.80
24.00-25.99	60%	57.60
26.00-27.99	65%	62.40
28.00-29.99	70%	67.20
30.00-31.99	75%	72.00
32.00-33.99	80%	76.80
34.00-35.99	85%	81.60
36.00-37.99	90%	86.40
38.00-40.00	100%	96.00

Employees shall be permitted to roll over sick leave each fiscal year, subject to the following pro-rated maximums:

Hours/Week	Prorated Percent	Maximum Hours
20.00-21.99	50%	360.00
22.00-23.99	55%	396.00
24.00-25.99	60%	432.00
26.00-27.99	65%	468.00
28.00-29.99	70%	504.00
30.00-31.99	75%	540.00
32.00-33.99	80%	576.00
34.00-35.99	85%	612.00
36.00-37.99	90%	648.00
38.00-40.00	100%	720.00

At no point shall an employee's total sick leave balance exceed their maximum. Any hours in excess of their maximum will be considered lost.

Employees will be permitted to transfer sick leave from one employee to another. The receiving employee must have exhausted all accrued sick leave and vacation leave. The contributing employee must make the transfer request in writing and must maintain at least 40 hours of sick leave. The transferred sick leave will not change the receiving employee's employment status. The transferred sick leave is considered forfeited by the contributing employee and additional sick leave must be re-accrued. Employees shall not be coerced, intimidated or adversely persuaded to transfer their accrued sick leave to the receiving employee. Doing so may result in disciplinary action up to and including termination.

The donated leave will be paid at the recipient's pay grade.

After an absence of five days, an employee must present a doctor's note stating that the employee is fit to return to work. The Town may, at its discretion and expense, request a second opinion to ensure that the

employee can complete the necessary functions of the position. Abuse of sick leave may result in disciplinary action up to and including termination.
Employees hired prior to March 9, 2016 are entitled to one quarter of accumulated sick time pay-out at the time of termination of employment. Employees hired after March 9, 2016 are not eligible for accumulated sick time pay-out at the time of termination.

24) Bereavement Leave

An employee may be granted up to three working days of paid bereavement leave for the purpose of arranging for and attending the funeral of a member of the employee's immediate family. One day of bereavement leave may be granted by the supervisor for the purpose of the employee attending the funeral of a member of the employee's extended family. Immediate Family includes: spouse, domestic partner, child, parent, grandchild, grandparent, sibling, of -in-law or step- variants thereof, and other relatives residing in the employee's house.

25) Breast Feeding in the Workplace Policy

Women returning from maternity leave who wish to continue breastfeeding or need privacy for any needs concerning this practice will be provided a private place (other than a toilet stall) with suitable lighting and electricity if necessary for pumping apparatus. The selection of the space will be made on a case-by-case basis in consultation with the employee. Standard break times will be primarily utilized with additional unpaid break time provided as mutually agreed upon. Additionally, the Town will make every effort to provide suitable facilities for milk storage during the employee's daily work period.

26) Family and Medical Leave Act (FMLA)

See Addendum

27) Absence without Authorization

Absence is the failure to report to work and/or to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day. Regular and punctual attendance is essential for efficient operations. If an employee does not know in advance that they will be absent or unavoidably late, they should telephone the office to ensure their supervisor, BOS and the staff is notified as soon as possible. Failure to request advance approval or to report an absence as described above may result in disciplinary action up to and including termination. An employee who fails to call in for three successive days to report such absences will be considered to have voluntarily terminated employment with the town.

28) Attendance

Employees are expected to report to work as scheduled. If the employee is late, they must contact their supervisor. If the tardiness/absence is deemed unreasonable or the employee failed to provide advance notice, it may result in disciplinary action. Advance notice should be given if possible to allow for a replacement to be scheduled, if necessary. If the employee's supervisor, Appointing Authority or the BOS are unavailable, a message should be left with the senior staff member explaining the situation. Failure to notify the office of an absence or tardiness may result in disciplinary action.

29) Jury Duty Leave

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay less any amount received (jury or witness fees) for such service. This also applies when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive. A probationary employee called will notify their supervisor immediately in order that arrangements may be made to cover the position. The

Town reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.
The employee is responsible for turning over the legal record of the jury duty to the Clerk, excluding mileage and actual expense fees. If an employee chooses to use vacation leave, the employee may keep jury or witness fees in addition to their mileage and actual expense fees. The employee may keep any witness fees or court payment if the services are performed on the days of his/her regularly scheduled weekend or days off. Benefits continue to accrue while an employee is on jury duty. If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.

30) Military Leave

Regular employees who are called for temporary military duty shall receive the difference between their military pay (excluding travel allowance) and their regular pay for up to seventeen days of such duty annually upon receipt of a copy of the employee's military orders and a written request for such pay differential. The employee's vacation allowance shall not be affected by such duty.

31) Educational Leave/Training

The Town encourages training for employees where the training improves employee productivity, knowledge and skills when town's services and programs will be more efficient and effective. The town may provide full or partial funding for training that is a work-related program, seminar, conference, convention, etc. and is pre-approved by the employee's supervisor and the BOS or the appointing authority.

32) Participation in Professional Organizations

The town views personal development through professional organizations as essential to keep abreast of changing laws, rules, and legal opinions as well as maintaining a network of professional colleagues which are beneficial for research, feedback and productive information. Professional contacts are also beneficial for the growth and image of the town.

Employees are encouraged to pursue professional organization affiliations that represent a positive effect in the community. Employees should consult with the BOS or appointing authority before joining such organizations if work time may be required to attend activities, training, meetings, etc. Employees that have received pre-authorization from their supervisor, Appointing Authority or the BOS may attend such functions as excused, paid absence without using vacation leave. The employee's supervisor or the BOS will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the town.

33) Licensing Fees

If the town has requested that the responsibilities change of a current employee to include obtaining a license, the town will pay for the licensing fees and/or annual renewal fees.

34) Insurance[xii]

Employees who regularly work 20 or more hours per week are eligible to enroll in the Town's medical insurance plan. The town currently pays eighty-five percent (85%) of the medical insurance premium. New employees that qualify for employee benefit, including health insurance benefits, must sign on within 30 days of hire, otherwise, apply at the next open enrollment period.

Employees qualified for health insurance benefits through the Town of Rowe reaching Medicare eligible age, must sign on to Medicare within one month prior to reaching 65 or lose insurance benefits from the Town.

When an active employee is age 65 and eligible for Medicare but still working and eligible for group coverage through the Town of Rowe, the group health coverage becomes primary. The employee should notify the Social Security Administration that they have group coverage and want to defer Medicare Part B coverage until retirement. A copy of the Medicare Card showing Part A should be sent to the Administrative Clerk. DEFRA (Deficit Reduction Act of l984), also applies to non-working spouses of active employees who are 65, eligible for Medicare and covered under the health coverage of an active employee spouse who may or may not be age 65. The spouse should notify Social Security of the group coverage through their working spouse and defer Medicate Part B.

Retiree Health Insurance Enrollment[xiii]

At the time of retirement, a retiree may remain in any existing insurance plan he or she is enrolled in at the time of retirement and eligible for as a retiree. This policy applies to all types of insurance and benefits available to retirees.

Any employee not on a certain insurance plan at the time of retirement has until the end of the next open enrollment period to sign up for said insurance for themselves and/or their spouse. Should a Retiree and/or their spouse wish to enroll in a particular insurance after this point they will not be able to do so, including as a result of the loss of benefits through another provider (i.e. if a spouse carried insurance).

Retirees who marry/remarry after retirement may add their new spouse to insurance(s), but must do so by the end of the next open enrollment period. Spouses of deceased retirees will be able to continue their coverage, but no new coverages may be added, nor may any additional persons be covered.

Retirees may alternate between existing levels of coverage during open enrollment (i.e. different dental plans), but may not add new plans that they are not already enrolled in.

35) Personal Appearance and Demeanor

Employees are expected to dress appropriately for their position, their daily activities, and their expected public contact. Employees attending business meetings, board meetings, or other related contact should dress professionally in business attire. The office, though a casual atmosphere, may receive visitors, board members, etc and all personnel are to be dressed appropriately. Hair and clothes should be neat. Any part of an employee's dress, appearance or hygiene that is deemed unprofessional or that may endanger the employee and/or staff may be prohibited by the Appointing Authority or the BOS. The supervisor may order an employee to take unpaid time to go home and change if their attire is not considered appropriate.

36) Smoking

Town Buildings are non-smoking facilities.

This policy is enacted under the authority of MGL C. 270 S. 22.j, and extends the limitations of MGL Chapter 270 section 22 as follows:

- Smoking is prohibited within 50 feet of any public building in the Town of Rowe.

- Employees of the Town of Rowe are prohibited from smoking while working regardless of location or circumstance (excluding during breaks, provided smoking during a break does not violate any other aspect of this policy or MGL C. 270 S. 22).

  Notes (defined in the MGL):
  No smoking in town buildings (MGL C. 270 S. 22.b.2)
  No smoking in town owned vehicles (MGL C. 270 S. 22.b.3)
  "Smoking" includes both tobacco and non-tobacco substances (MGL C. 270 S. 22.a)
  "Public Building" includes sheds and garages or any other town building (MGL C. 270 S. 22.a)
  "Employees" include anyone being compensated by the Town of Rowe, including contractors, temporary employees, and public officials. (MGL C. 270 S. 22.a)

  Civil penalty of $100 for each violation (MGL C. 270 S. 22.m)

37) Discipline

Upon suspected violation of federal, state or local laws, town rules, and/or regulations, employee conduct/behavior/performance standards, town policies, or insubordination, the employee may be subject to disciplinary action. The supervisor of the employee in question shall notify the BOS or the appointing authority who will task the supervisor and/or the Personnel Director to fully investigate and document situations that may require disciplinary action. Employees may be suspended (with or without pay) pending investigation. The employee will be interviewed during the investigation process. Prior to the investigation interview, the BOS will inform the employee of the suspected violation and in general terms what the interview will be regarding.

The supervisor, BOS, or Appointing Authority as well as the employee may request an attendee to accompany them in the interview, if desired. The attendee, however, will be permitted for observation only and will not be permitted to participate in the interview.

Upon conclusion of the investigation, it will be decided whether or not discipline needs to occur. The BOS shall inform the employee of the results of the investigation. If deemed necessary, the Personnel Director shall be present to document the hearing. During the hearing, the employee will be able to respond to the findings of the investigation. Upon completion of the hearing, the BOS will write a letter to the employee documenting the investigation and stating the findings and declaring the appropriate form of discipline as determined by the Town.

Appropriate discipline, as determined by the Town, will be rendered in one of the following forms:

<u>Oral Reprimand</u>

The BOS or Appointing Authority with notification to the BOS, will meet with the employee and explain the problem as well as the necessary action required to correct the problem. The BOS will also outline the time period in which the employee must correct the problem and the consequences should the employee not conform or comply with the necessary action. The BOS will summarize the conversation with the employee in writing to document the disciplinary procedure as an oral reprimand. The employee and the BOS will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee's personnel file.

<u>Written Reprimand</u>

The Board of Selectmen or Appointing Authority will document the problem in a letter to the employee. The BOS will meet with the employee, present the letter, and explain the problem. During the meeting the BOS will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not satisfactorily complete the necessary action. The letter to the employee will clarify that the employee is receiving a written reprimand as part of the disciplinary procedure. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and received the Written Reprimand.

Suspension

The BOS or Appointing Authority will document the problem in a letter to the employee and indicate whether the employee is being suspended with or without pay. The BOS will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting the BOS will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not do the necessary action. The letter to the employee will clarify the effective dates of the suspension and the date and work schedule and the date that the employee is to return to work. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and that the form of discipline was suspension.

Demotion--Loss of Duty

The BOS or Appointing Authority will document the problem in a letter to the employee and indicate the specific conditions of the demotion to include modified job duties and compensation, as warranted. The BOS will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting, the BOS will clarify the necessary corrective action and the consequences should the employee not comply with the necessary corrective action. The BOS will determine if the demotion is a temporary disciplinary measure or a permanent job modification. In the event the demotion is a permanent job modification, the employee's job description will be updated to reflect such. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required and that the form of discipline was a temporary or permanent demotion and loss of job duties/responsibilities. If the employee's job description was updated, the employee must sign the updated job description to reflect that the employee has had the modified duties communicated to the employee.

Termination

If the appropriate disciplinary action is termination, a letter to the employee will document the problem and summarize the results of the investigation and hearing. The letter will detail the effective cause and date of discharge.

Town of Rowe Personnel Policy Manual Addendum

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A1) Sexual Harassment Policy

I. Introduction

It is the goal of the Town of Rowe to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings related to their employment is unlawful and will not be tolerated by the Town. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Rowe takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition Of Sexual Harassment

In Massachusetts, "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

*Unwelcome sexual advances -- whether they involve physical touching or not;
*Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
*Displaying sexually suggestive objects, pictures, cartoons;
*Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
*Inquiries into one's sexual experiences; and,
*Discussion of one's sexual activities.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct. The harasser may be anyone including a supervisor, a co-worker, or a non-employee, such as a recipient of public services or a vendor.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Commonwealth of Massachusetts.

III. Complaints of Sexual Harassment

If any Commonwealth employee believes that he/she has been subjected to sexual harassment, the employee has the right to file a complaint. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting your agency's Sexual Harassment Officer. The Sexual Harassment Officer is also available to discuss any concerns you may have and to provide information to you about the Town's policy on sexual harassment and the Commonwealth's complaint process. The procedures for reporting sexual harassment can be located on the HRD website at or by contacting the Human Resources Division.

IV. Sexual Harassment Investigation

When a state agency receives a complaint it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted by the Sexual Harassment Officer in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Sexual Harassment Officer will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the agency will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the state agency will act promptly to eliminate the offending conduct, and where it is appropriate will impose disciplinary action.

V. Disciplinary Action
If it is determined that an employee has engaged in inappropriate conduct, the state agency will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action deemed appropriate under the circumstances.

VI. State and Federal Remedies
In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

1. The United States Equal Employment Opportunity Commission ("EEOC") One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200.
2. The Massachusetts Commission Against Discrimination ("MCAD") Boston Office: One Ashburton Place, Rm. 601, Boston, MA 02108, (617) 994-6000. Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103, (413) 739-2145.

A2) Employment Leave for Victims and Family Members of Abuse

I. Introduction
If an employee who is, or whose family member is, a victim of abusive behavior, including domestic violence, or have family members that are victims up to 15 days of paid or unpaid leave for a qualifying employee to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee.

II. Covered Individuals
A "family member" is defined in the statute as:

(i) a parent, step-parent, child, step-child, sibling, grandparent or grandchild;
(ii) a married spouse;
(iii) persons in a substantive dating or engagement relationship and who reside together;
(iv) persons having a child in common regardless of whether they have ever married or resided together; or
(v) persons in a guardianship relationship.

B. Leave
An employer must permit an employee to take up to 15 days of paid or unpaid leave from work in any 12 month period if all the following criteria are met:

(i) the employee, or a family member of the employee, is a victim of abusive behavior as defined in the Law;
(ii) the employee is using the leave from work to: seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and

(iii) the employee is not the perpetrator of the abusive behavior.

The employer has sole discretion to determine whether any leave taken under the Law is paid or unpaid.

C. Confidentiality of Documents
An employer can request that an employee provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior, and that the leave is or has been taken consistent with the Law. The types of documents an employee can provide are described in Section IV of this Advisory, below.

An employer is required to keep confidential all information related to the employee's leave under the Law. This information shall not be disclosed by the employer, except to the extent that disclosure is:

(i) requested or consented to, in writing, by the employee;
(ii) ordered to be released by a court;
(iii) otherwise required by applicable federal or state law;
(iv) required in the course of an investigation authorized by law enforcement; or
(v) necessary to protect the safety of anyone employed at the workplace.

Any documentation provided to an employer under the Law may be maintained by the employer in the employee's employment record but only for as long as required for the employer to make a determination as to whether the employee is eligible for leave.

A3) Family and Medical Leave Act

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

  or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The parental leave law is now gender neutral. Both men and women are entitled to parental leave.

[i] On-Call Employee Definition – Adopted 8-31-2023

[ii] Regular Part-Time Employee – Amended 8-31-2023
[iii] New Employee Policy – Adopted 10-28-2021
[iv] Computer Usage and Email Disclaimer – Amended 11-09-2021
[v] Training Documentation – Adopted 10-28-2021
[vi] Timesheet Policy – Amended 10-28-2021
[vii] Work Week – Amended 4/28/2021. Changes to definition of overtime, confirmed comp. time, etc.
[viii] Town Vehicle Use - Amended 10/17/18
[ix] Compensated Absences – Tables added 06/16/2020
[x] Juneteenth Adopted – 06-23-2022
[xi] Sick Leave – Changed to lump-sum after first year. Lump-sum approved 09/17/2020, Maximums approved 10/01/2020.
[xii] Insurance - Amended 10/17/18
[xiii] Retiree Insurance – Amended 11/23/20 to clarify retiree options.