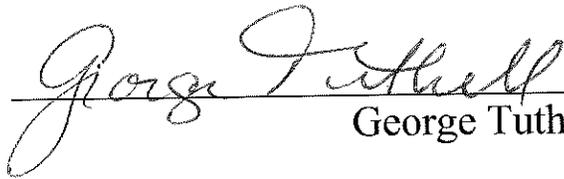


# TOWN OF ALEXANDRIA PERSONNEL POLICY

Adopted April 14, 2015  
by the Alexandria Board of Selectmen

  
George Tuthill

Donald Sharp

  
Michael Broome

This policy shall take effect upon its adoption and shall supersede any previous versions.

**TOWN OF ALEXANDRIA, NH**  
**PERSONNEL POLICY**

**Section 1 – General Provisions**

The purpose of this document is to establish policies and procedures to guide administrative actions relating to all employees of the Town of Alexandria.

Only the Board of Selectmen of the Town of Alexandria may alter the terms described in the Personnel Policy.

Questions regarding any policy should be directed to the Board of Selectmen.

**1:1 Types of Employees**

Elected employees are those who are employed by virtue of election to Town office. In particular, this includes the Town's Clerk/Tax Collector and the Road Agent.

Appointed employees are those whose employment by the Town takes place through a regular hiring process rather than through election to office.

Appointed employees may be full-time or part-time.

Part-time employees may either be permanent - that is, in a position with no time limit specified - or temporary.

**1:2 Right to Employ**

Unless otherwise provided in a written contract signed by the Selectmen, all appointed employees are employed at will. Either the Town of Alexandria or the employee may end the employment relationship at any time.

All appointed employees will have a 90-day probationary period.

Full-time appointed employees must work a minimum of 37 ½ hours per week.

Permanent part-time employees must work a minimum of 20 hours per week.

Temporary employees are not entitled to personnel benefits.

**1:3 Equal Employment Opportunity Policy**

It is the policy of the Town of Alexandria to select, develop, and promote employees based on individual ability and job performance. It shall continue to be the policy of the Town of Alexandria to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination of race, color, religious creed, sexual orientation, gender, national origin, ancestry, marital status, age, or physical disability. This policy applies to decisions including, but not limited to, an employee's compensation, benefits, training and development, and other aspects of employment. It is further the policy

of the Town of Alexandria to comply with the letter and spirit of applicable state and federal statutes concerning equal employment opportunity.

#### **1:4 Americans with Disability Act (ADA) Policy**

The Town of Alexandria will offer equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job with reasonable accommodation. The Town will provide reasonable accommodations for those employees protected by the ADA who can perform the essential functions of the job, if the accommodation does not provide an “undue hardship” on the Town of Alexandria. Employees who qualify as disabled should discuss the need for a possible accommodation with their supervisor, if this is necessary to maintain acceptable performance.

#### **1:5 Personnel Files**

Personnel files are the responsibility of the Selectmen and are stored and maintained by the Administrative Assistant to the Selectmen. Police Department personnel files are in the custody of the Chief of Police. However, the Selectmen will maintain a partial file for the Police Department which will contain the application, certification from NH Police Standards and Training, benefits information, W-4 and I-9. Authorized individuals permitted access to personnel files are the employee’s supervisor and the employee himself/herself, under the direct supervision of the Administrative Assistant to the Selectmen. The Town will take steps to keep personnel files confidential from unauthorized individuals, to the extent permitted by law. Town employees who breach this confidentiality standard may be disciplined.

Employee personnel files cannot leave the custody of the Selectmen. Authorized individuals must request access to an employee’s personnel file in writing. A mutually agreed upon date and time for review of the file will be set. The file will be reviewed under the supervision of the Selectmen and the Administrative Assistant to the Selectmen. After the review has taken place, the individual reviewing the file will sign a statement that the review is complete. This statement will be filed in the personnel file together with the original request for file review.

A document properly located in the personnel file may be removed from the personnel file only by the Selectmen when the document specifically indicates removal at a definite time.

Requests for copies of documents in the personnel file must be made in writing by the employee and must specifically identify the document, if the request is for less than the entire file. One copy of any document or the entire file will be provided to the employee without charge; the Town is not responsible for providing the employee with any additional copies. Copies will be provided at a later agree upon time.

Employees may insert rebuttals of any information in their personnel file with which they disagree. Rebuttals will become a permanent part of the employee’s file.

#### **1:6 Nepotism**

No related employees may work in the same department as regular full-time employees if the employment relationship is such that the employee is directly supervised by a relative or where the employment relationship may cause a potential conflict of interest.

#### **1:7 Licenses and Certifications**

Certain positions require the possession and maintenance of licenses and certifications including, but not limited to, motor vehicle operators’ licenses and professional licensure. Whether or not attainment and/or

maintenance of a particular license or certification is required for a particular position will be specified in the position description and in the letter offering employment.

### **1:7.1 Motor Vehicle License Revocations or Suspension**

Any employee who operates a Town vehicles is required to notify his/her supervisor or the Selectmen of license revocation or suspension on the next working day following receipt of the notice of revocation or suspension. Such notification shall be in writing and shall include a copy of the notice of revocation or suspension. Failure to make proper notification may be cause for immediate termination.

### **1:7.2 Operation After Revocation or Suspension**

No employee is authorized to operate any vehicle on Town business while his/her motor vehicle license is under revocation or suspension.

If operation of a Town vehicle is a condition of employment, the employee must, at his/her own expense, arrange for and provide for transportation so as to continue to fulfill the employee's job requirements.

### **1:8 Employee Privacy Rights**

Employees shall have no reasonable expectation of privacy in the contents of their desks, files, work areas, company vehicles, closet, computer files, faxes, and written, computer, and telephone communications. Employee expectations of privacy shall be limited to personal belongings brought to the workplace except under the following circumstances:

- a. When a supervisor or fellow employee under the explicit direction of a supervisor or the Selectmen has a legitimate business need to seek out and use material believed contained therein.
- b. When a supervisor or the Selectmen look at such contents or listen to such communications for the purposes of ascertaining or evaluating the quality or quantity of an employee's work, status of such work, or the amount assigned or pending.
- c. When an authorized staff person accesses software installed on the Town of Alexandria electronic data processing resources for the purposes of determining appropriate installation and use of such software, for programming and testing purposes, or for the repair of the system in some respect.

#### **1:8.1 Personal Use of the Telephone System, Other Office Equipment & Space**

**Phone:** It is understood that some incidental personal use of the telephone system may occur. "Incidental personal use", however, is normally considered to be such uses during the workday as making short telephone calls home to check on children, calling a spouse to coordinate that day's schedule, or calls to respond to an urgent situation. It does not include purely "social" calls or extensive calls to arrange personal or family events or conduct extensive personal business.

**Office Equipment:** Use of office equipment is limited to Town employees and/or to their subcontractor such as the appraisal company. The computers and other equipment are not to be used by friends, relatives, etc. This will be considered a misuse of Town assets.

**Office Space:** It should be understood that office space is not to be used by family and friends as a gathering space for other than occasional short periods of time. The Town office buildings are not to be a library, research center, daycare or after school destination.

### **1:8.2 E-Mail**

As there is no absolute way to guarantee e-mail privacy, no employee should have an expectation of privacy on the e-mail system. The Town's computer systems and e-mail capacity are for business use, although it is recognized that, as with the telephone system, some incidental personal use may occur.

### **1: 8.3 Use Causing Cost to the Town**

Personal use of any Town-owned communications system that will cause a monetary cost to the Town shall be cause for disciplinary action.

## **Section 2 – Recruitment and Selection**

### **2:1 Recruitment**

The Town of Alexandria posts all position openings internally so current staff may apply. If an internal candidate for the position is not found, then the position will be advertised in local and/or regional newspapers. Specialized positions may then be advertised in targeted publications and newspapers. To be considered, applications must be postmarked by the date stated in the posting. Application deadlines as stated in the advertisement are strictly adhered to.

### **2:2 Selection**

All resumes received are reviewed by the Selectmen, the position's immediate supervisor, and in some cases, other Town personnel or appointed Town committees as deemed appropriate by the Selectmen. Selected qualified applicants are invited to interview. Depending on the position requirements, specialized skill testing may take place.

Once a specific selection has been made, that person will be contacted by telephone to ascertain their willingness to assume the position. A follow-up letter detailing the specific offer will be mailed to the potential employee. The candidate is required to sign and return a copy of the offer, indicating his/her acceptance of its terms.

Depending on the job requirements, applicants will be required to agree, in writing, to a criminal records check, credit check, drug test, and/or license review. Failure to agree to these checks will make the offer null and void.

All newly appointed employees for the Town of Alexandria who handle funds for the Town will be required to submit to a criminal background check prior to the commencement of their employment. Elected officials are exempt from this requirement as they are covered by state statutes and bonding guidelines.

Any person who is found to have a misdemeanor or felony-level conviction involving theft, fraud or a crime of moral turpitude shall be denied employment. Employment will also be denied where a final judgment has been rendered against the applicant for the civil equivalent of those crimes and/or where a bond has been denied them for any reason.

### **2:3 Introductory Period**

It is the policy of the Town of Alexandria that all new employees should be carefully monitored and evaluated for an initial introductory period. Generally, the introductory period is at least 90 days. New

employees generally receive a 45-day progress report to assess the employee's integration into the work force, job learning progress, and attendance. This will prevent any surprises at the end of the 90-day probationary period. Additionally, this progress report provides an opportunity to discuss expectations and set performance goals for the remainder of the year, as well as to answer any of the new employee's questions about the Town or their job.

New employees will be allowed to continue in their position if they are given both a satisfactory evaluation at the end of their initial three-month introductory period and their supervisor's endorsement to continue on the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 30-day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance. Supervisors may, however, recommend the termination of an introductory employee at any time.

At all times, including after successful completion of the introductory period, employment with the Town is "at will" and the employment relationship may be terminated at any time, by either the employee or the Town, as described in Section 1:1 of this Policy above.

### **Section 3 – Compensation**

#### **3:1 Classification Plan**

The Town of Alexandria has a classification plan that assigns a specific grade to each position.

#### **3:2 Pay Plan**

The Selectmen will establish an employee's entrance pay rate within the pay range for the position. All employees shall be paid on the basis of a salary or an hourly wage rate.

Adjustments in compensation may be made annually by the Selectmen within pay ranges adopted in the pay plan. Entry level rates of pay and raises will be established using criteria such as job responsibilities, job performance, prior experience and training, rates paid to comparable positions in the area, length of service, and level of available funds.

#### **3:3 Exempt/Salaried Positions**

This class of positions shall consist to supervisory, professional and administrative positions whose salary rates are based on full-time employment, provided that the rates are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per week.

##### **3:3.1 Full-Time Employment**

A minimum of 37 ½ hours per week constitutes full-time employment.

##### **3:4 Non-Exempt Positions**

This class of positions shall consist of all clerical, secretarial, and support positions that shall be paid on an hourly rate for time actually worked, and for any authorized employee holidays or any earned leave with pay granted by the Selectmen.

### **3:4.1 Overtime**

For all hourly employees, time worked in excess of 40 hours in any one week shall be considered overtime and compensated at the rate of time and one-half. Overtime must have the approval of the employee's supervisor to be compensated. Holiday, vacation, and sick pay are not considered time worked and will not be used in the computation of overtime.

### **3:4.2 Time Worked**

"Time worked" shall mean all time actually worked while acting directly in the scope of employment, but not including any sick, vacation, holiday or other earned leave with pay granted by the Selectmen.

The work week begins on Sunday and ends on Saturday. The length of a normal workday shall be eight (8) hours. Actual starting and ending times shall be governed by the Selectmen.

According to Public Safety Rule: "public safety employees are entitled to overtime regardless of rank or pay if they perform 'line work' as their primary duty". The Chief of Police will therefore complete a weekly time sheet to ascertain that he/she does not work over 171 hours during a 28-day schedule. The time card is for management purposes only.

In the case of the Highway Department, hours of work will be as follows:

- First Sunday in April through last Sunday in October: Monday through Thursday – 10 hours/day
- Last Sunday in October to first Sunday in April: Monday through Friday 8 hours/day with time as needed during snow storms and/or other emergency operations

## **Section 4 – Leave**

The following are formally established employee leaves: holiday, vacation, sick, bereavement, jury, armed forces reserve service, family, and medical. All leaves shall be noted on payroll time sheets.

Leave time is accrued based on a five-day or 40 hour work week. Such leave time is accrued in the number of hours earned during a weekly cycle. Such weekly cycle begins on Sunday and ends on Saturday.

The Selectmen's Office maintains the leave records.

Applications for leave, other than sick leave, shall be submitted by each employee, whether s part-time or full-time, hourly or salaried, elected or appointed. The application shall be submitted at least five working days prior to the leave time being requested, and shall contain the following information:

1. Name of the employee
2. Name of the employee's department
3. Date of application
4. Type of leave requested
5. Period for which leave is requested, including total number of hours of leave
6. Employee's signature

An "Application For Leave" form is appended to this Policy (Appendix A).

A separate form (see below) shall be used for a medical leave request (Appendix B).

#### **4:1 Non-Exempt Employees**

All leave taken must be so noted on the employee's time sheet. Leave taken is accumulated on a weekly basis for computing the amount of leave used. All leave taken in a particular category is totaled for the weekly cycle and then deducted from the leave time earned.

Non-exempt employees must record their time worked to the nearest quarter hour, as leave time is deducted in quarter hour increments.

#### **4:2 Salaried Employees**

Salaried employees may accrue "Other Authorized Time" (OAT) for hours worked in excess of forty per week. Other Authorized Time may not exceed eight hours at any one time. For example, if any employee accrues eight hours of OAT and uses six, they may accrue another six to be used at a later date. In no case will OAT be paid, nor will it accumulate from year to year. OAT taken must be noted on an employee's time card.

#### **4:3 Holidays**

All regular full-time employees shall receive their regular compensation for the holidays listed below, or any other day proclaimed by the Selectmen as a day of holiday observation.

Holiday leave for permanent part-time employees will be paid at the same number of hours as are normally scheduled for that period. Permanent part-time employees will receive holiday pay only when the holiday falls on their regularly scheduled work day.

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

At the beginning of each calendar year, all personnel will receive a list of the holidays to be observed during the year.

##### **4:3.1 Holiday Compensation**

If any of the holidays listed above falls on a Saturday, the preceding Friday shall be observed; if on a Sunday, the following Monday shall be observed. Non-exempt employees shall receive time and one half compensation and exempt employees shall receive equivalent time off, if required in advance by their supervisor to work on any holiday. The Highway Department shall be paid 10-hour pay for holidays falling during the summer hour schedule.

##### **4:3.2 Forfeiture of Holiday Pay**

Employees shall forfeit their right to payment for any holiday if they have an unapproved absence on the last regular work day preceding the holiday or on the next regular workday following the holiday. Sick days taken on a scheduled workday just before or just after a holiday will result in no holiday pay (see also Section 4:5).

#### **4:4 Vacation Leave**

All regular full-time employees shall accrue vacation leave according to the following schedule:

Less than two years of service:	0.77 hours per week (40 hours or 5 days per year)
After two years of service:	1.54 hours per week (80 hours or 10 days per year)
After five years of service:	2.31 hours per week (120 hours or 15 days per year)
After 20 years of service:	3.08 hours per week (160 hours or 20 days per year)

New regular full-time employees shall not be eligible for vacation leave until 90 calendar days after the date of hire.

All permanent part-time employees who work a minimum of 20 hours per week shall be entitled to annual vacation leave as follows: Employees with less than five years of service shall be entitled to earn one week of vacation leave, and employees with five or more years of service shall be entitled to earn two weeks of vacation leave. In each case, each week of vacation leave is to be paid based on the equivalent of the average number of hours worked per week during the previous year.

Vacation leave may be taken with prior approval (at least one week in advance) from the employee's supervisor. Management may take staffing needs into consideration approving leave requests. Employees should clear vacation schedules with their supervisors before making any final plans, paying deposits, purchasing non-refundable tickets, etc.

Vacation leave may not be taken in excess of two consecutive work weeks without the prior written approval of the Selectmen. . No employee may "bank" more than 20 days of vacation time. Vacation leave in excess of this amount cannot be accrued; vacation time must be used before any additional hours are earned.

#### **4:5 Sick Leave/Personal Days**

Non-salaried full-time employees are entitled to five (5) paid sick days per year. Salaried employees are paid whether sick or not as long as they work a portion of the week in which they are entitled to pay.

If an employee is sick in excess of five days, vacation time and/or non-paid time may be taken.

If all vacation time and sick time has been used, compensation will cease until such time as the employee returns to work.

Any hourly employee who does not expend his/her five days of sick time during a calendar year shall "carry over" the unused sick time into the following year. If, at the conclusion of the calendar year, an employee has more than fifteen days of unused sick leave, he/she shall be compensated for the number of days in excess of fifteen, to be paid out the week prior to Christmas.

The Selectmen may request a doctor's verification of an employee's inability to work after said employee has been out for three consecutive days.

In the case of surgical procedures, non-elective or elective, the Selectmen may request a doctor's notification of the anticipated length of leave time necessary prior to the employee's being able to return to his/her regular duties on a full time basis.

In addition, the following policies apply to sick leave:

1. Five sick days are permitted per calendar year (January 1 through December 31). Sick time will be applied on the first pay period of the year.
2. Any sick time used between the payday prior to Christmas Day, and December 31, is charged to next year's sick time.
3. Sick days taken on a scheduled work day just before or after a holiday will result in no holiday pay (see also Section 4:3.2).
4. Sick pay will not be paid during the 90-day Probationary Period. Upon completion of a satisfactory Probationary Period, sick time will be applied from the actual hire date.  
For new employees, sick time will be applied as follows:

Start Date:	January 1 – March 31	4 days
	April 1 – June 30	3 days
	July 1 – September 30	2 days
	October 1 – December 31	1 day
5. Upon termination of employment, no wages will be paid in lieu of unused sick time.

#### **4:6 Bereavement Leave**

An employee may be excused from work for not more than three days because of death in the employee's immediate family, as defined below, and shall be paid at their regular rate of pay for scheduled work hours missed. Additional time off, if requested, may be charged to accumulated vacation time or as a leave of absence without pay.

Immediate family is defined to include: spouse, children, parents, step-parents, step-children, brothers, sisters, immediate in-laws, grandparents, grandchildren, or other persons actually living in the employee's household at the time of death.

Up to one day leave of absence with pay may be granted to employees at the discretion of the supervisor for attendance at funerals of persons not covered under the above definition.

#### **4:7 Jury Duty and Armed Forces Reserve Service**

##### **4:7.1 Jury Duty**

Any employee called for jury duty or other subpoenaed court duty shall be excused from work for the duration of the employee's service and shall receive the difference between his/her regular pay and his/her jury pay, provided the employee presents an official statement of pay received. All benefits shall continue to accrue during such absence. If an employee reports to, but is not used for, jury duty, he/she is expected to return promptly to work.

##### **4:7.2.1 Annual Active Duty for Training**

Under existing law, and this policy, all full-time employees who are Reservists or National Guard members will be granted time off to participate in annual active duty for training. Exempt employees will be reimbursed for the difference between their base salaries and any compensation paid by their Reserve or National Guard unit, upon presentation of the military pay voucher, for up to two weeks in any calendar year. Non-exempt employees will be reimbursed for the difference between their regular base work week hours and any compensation paid by their Reserve or National Guard unit, upon presentation of the military pay voucher, for up to two weeks in any calendar year. All benefits (vacation and sick leave, medical) shall continue to accrue during such absence.

#### **4:7.2.2 Military Leave of Absence**

The Town of Alexandria will administer military leave of absence as provided for in federal and state regulations at the time of the military leave of absence.

#### **4:8 Family Medical Leave Act of 1993 (FMLA)**

##### **4:4.1 Eligibility**

Employees who have been employed for 12 continuous months and who have provided at least 1,250 hours of service during the 12 months before the commencement of the leave are eligible to take up to 12 weeks of unpaid leave per year under the FMLA for the following reasons:

- The birth or placement for adoption or foster care of a child;
- The serious health condition of a spouse, child, or parent;
- The employee's own serious health condition.

Employees will be required to use their available paid vacation and sick leave before taking unpaid FMLA leave. The Town will provide only enough unpaid FMLA leave to total, together with any accrued sick or vacation leave, 12 weeks.

##### **4:8.2 Period of Leave**

An employee may take a maximum of 12 weeks of leave, including unpaid FMLA leave, during any rolling 12-month period.

##### **4:8.3 Application and Certification**

Employees must give 30 days' advance notice of the need for birth, adoption, or planned medical treatment when the need is foreseeable. Advance notice is not required in cases of medical emergency, such as premature births or sudden changes in health conditions. The need for notice is also waived for employees who are given short notice when adopting a child. If the employee is unable to provide 30 days' notice, he/she must provide as much notice as is possible, given the circumstances of the leave. Any leave taken pursuant to Workman's Compensation or short or long term disability will be designated as FMLA leave.

An employee must provide certification from his/her doctor explaining any serious health condition of his/her own or of a family member. It should detail the date on which the condition began, the probably duration of the condition, appropriate medical facts regarding the condition, a statement that the employee is needed to care for a spouse, parent or child, or a statement that the employee's own health condition makes it impossible for him/her to work.

If the Town is not satisfied with the certification, it may require a second opinion at its own expense. In the event of conflicting opinions, a third provider will be retained, also at the Town's expense, to render a binding decision.

Employees who are designated as "key" may be denied job restoration rights. These employees must be in the highest paid 10% of the work force. The Selectmen determine "key" person designation.

##### **4:8.4 Communications During Family or Medical Leave**

All employees on family leave will be required to report periodically during the leave period on their status and intention to return to work. Supervisors will communicate with employees during the leave to determine the employee's intention to return to work. The supervisor and the Selectmen must be informed

immediately if the medical condition changes or the employee states that he/she will not be returning to work.

#### **4:8.5 Married Employees**

Married employees are limited to a combined total of 12 weeks of leave for the birth or adoption of a child or for the care of a sick parent.

#### **4:8.6 Certification for Return to Work**

Before they are permitted to return to work, all employees who are out on family leave caused by their own medical condition will be required to obtain medical certification from their physician that they are able to resume work.

#### **4:8.7 Benefits While on Family Leave**

During the time an employee is on family leave and is using any accrued vacation and sick time, all benefits will continue to accrue just as they would if the employee were on vacation or sick leave without family leave. In the case of an employee who contributes to benefits, the employee is required to maintain his/her contribution.

When an employee is taking family leave and has no more accrued sick or vacation leave available, the employee's health care benefits will be continued during the family leave on the same basis as if the employee were continuously employed during the entire leave period. Any employee who has been required to contribute premiums for health care coverage must continue to do so during family leave in the manner directed by the Selectmen. Under certain circumstances, if the employee does not return from family leave, he/she may be required to repay the Town's portion of the premium payments. Employees who are on family leave with no remaining accrued sick or vacation leave may also elect to continue other benefits at their own expense, if permitted by the Town and the plan providers.

At the end of family leave, employees will be restored to benefits in place at the time of their return to work.

#### **4:8.8 Job Restoration**

In most cases, when an employee returns from family leave, he/she will be restored to the same or equivalent position with the equivalent pay, benefits, and other terms and conditions of employment.

### **Section 5 – Employee Expenses**

Apart from exceptional or emergency situations, the Selectmen must preapprove all travel and education expenses. Not receiving prior approval from the Selectmen will result in non-reimbursement of funds.

All employees traveling on Town business or using personal assets for Town purchases shall be entitled to reimbursement of their expenses according to the Town of Alexandria Travel Reimbursement Policy and the following general guidelines.

Automobile Expense –Employees should use a Town-owned vehicle for Town business, if such a vehicle is available and of the appropriate type. Mileage for the use of a personal vehicle is reimbursable if use of a Town-owned vehicle is not practical.

Lodging – All reasonable expenses are reimbursable. Employees are expected to refrain from luxury accommodations, but are also expected to select lodging with due regard to comfort, cleanliness, and their usual physical needs and customs.

Meals and Other Purchases – Verified actual expenses are reimbursable, subject to reasonable daily maximums and specific exclusions established periodically by the Selectmen considering the locale of travel, prevailing costs, and meals provided by others.

All travel expenses must be itemized, with all receipts submitted, for approval by the Selectmen at the time of reimbursement.

The Selectmen may approve limited expense advance payments.

## **Section 6 – Employee Insurance**

The benefits described in this section are subject to the actual terms contained in the applicable plans and policies. If the terms described below are inconsistent with anything in these plans and policies, the plans and policies shall be controlling. Applicable in-force plans and policies will be provided to the employee after enrollment in such plans. The Selectmen reserve the right to change or terminate these plans without notice.

### **6:1 Health Insurance**

The Town shall offer hospitalization and major medical insurance for each regular full-time employee (see 3:3.1 above), which insurance shall be the Family, Two Person, or Single Person plan for which that employee may be eligible. The type and level of benefit provided by the Town, the amount of any contribution required, and the providers and programs will be decided during each yearly budget cycle.

Eligibility for health insurance is achieved after satisfactory completion of the 90 day probationary period. Based on insurance company policy, enrollment will take place on the 1<sup>st</sup> of the month following completion of the probationary period.

When an employee moves or has a change in the status of a dependent, the employee must notify the Selectmen's Office to receive the appropriate paperwork to complete.

### **6:2 Retirement**

All employees who work a minimum of 35 hours per week are required to participate in the New Hampshire Retirement System and will have deducted from their wages those amounts required for withholding by the New Hampshire Retirement System.

### **6:3 Other Insurance**

Regular, full-time employees have access to dental, accident, disability and life insurance. All premiums are fully paid by the employee with no Town contribution.

#### **6:4 Insurance Buyout**

For those full-time employees who choose not to participate in the health insurance program, a buyout of \$1200 /year is available. This money will be included in equal installments in the last pay period of each month.

### **Section 7 – Payroll Time Sheets**

#### **7:1 Non-Exempt Employees Payroll Time Sheets**

All non-exempt employees shall complete a weekly Payroll Time Sheet showing, by day, actual hours worked. This time sheet is to be submitted to the Administrative Assistant to the Selectmen on Monday of the following week. The Town's work week, for accounting purposes, shall begin on Sunday and end on Saturday.

All expenses and/or wages for part-time employees are to be paid weekly. The payroll time sheets will serve to record absences and types of leave, overtime and employee time spent on special projects.

#### **7:2 Exempt/Salaried Employees Weekly Report**

All salaried employees shall complete a Timecard showing number of hours worked, sick days, holidays, and Other Authorized Time taken.

### **Section 8 – Outside Activity**

Due to the nature of the Town of Alexandria as a non-partisan organization as it relates to state and local government, no employee may engage in any political activity that could compromise or jeopardize the non-partisan status of the Town. This policy is not to be construed to prevent Town employees from becoming, or continuing to be, members of a political party, from attending political party meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

This policy specifically prohibits an employee from representing or implying that the employee represents the Town in his/her partisan activities. It further requires that an employee identified by anyone as a being a Town employee in the course of his/her partisan activity take prompt and positive action to disassociate him/herself from the Town in regard to that activity, in the perception of those by and to whom that identification has been made.

Under no circumstances will a Town employee, while performing his/her duties or in his/her place of work make any statement of his/her partisan position.

### **Section 9 – Solicitation and Distribution**

Non-Town-sponsored solicitations seeking payments, contributions, chances, signatures, funds, or participation are not permitted on Town property during working time.

Individuals what are not employees of the Town may not come onto Town property or into Town offices at any time to solicit for any reason or to distribute literature of material of any kind. However, upon the approval of the Selectmen, political candidates may distribute campaign materials and speak to residents.

The solicitation and distribution of materials, folders, handbills, or other literature by employees during working time or in the working area is strictly prohibited. Working time does not include breaks, meal

periods, or time before or after the regularly scheduled work day. Employees on break may not persist in their sales effort to individuals, should their offers be rejected.

Employees wishing to collect donations for co-workers who have had a personal or family emergency may do so only after securing approval from the Selectmen. Collection will be discreet. No employee will be made to feel obligated to donate.

## **Section 10 – Use of Town Assets**

All employees are expected to exercise due care when operating Town equipment and to exercise reasonable restraint with using Town supplies. Any employee deliberately misusing equipment or expropriating supplies, funds or other assets shall be subject to disciplinary action, including suspension or termination from employment, at the discretion of the Selectmen, and subject to a proceeding at law to recover Town losses. Should a Town asset be damaged while in the use of an employee, he/she should immediately inform his/her supervisor.

## **Section 11 – Workplace Health and Safety Issues**

The Town is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. **ANY EMPLOYEE SUSTAINING A WORK-RELATED INJURY MUST REPORT THAT INJURY TO HIS/HER SUPERVISOR PRIOR TO THE END OF THE WORK DAY.**

### **11:1 Smoking, Drug, and Alcohol Policies**

Consistent with the above commitment, the Town recognizes the adverse health effects of tobacco, drugs, and alcohol.

#### **11:1.1 Smoking in the Workplace**

Implementation of a smoke-free workplace policy reduces the possibility of exposure to environmental tobacco smoke, thereby contributing to a healthier overall work environment and healthier employees. It is the policy of the Town to prohibit smoking on all Town property and by all Town employees while engaged in their jobs.

#### **11.1.2 Drug and Alcohol Policy**

It is the policy of the Town that employees shall not be involved with the lawful or unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the Town business. Further, employees shall not possess or consume alcoholic beverages in the workplace or during work time.

Any involvement with alcohol/drugs that adversely affects the workplace or the work environment will not be tolerated. Further, off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, Town equipment, or the Town's relations with the public will not be tolerated.

The Town considers alcoholism and other drug addictions to be treatable illnesses; absences directly or indirectly caused by the use of alcohol or drugs, for the specific purpose of Town-approved treatment, will be excused as provided for in the Sick Leave and FMLA policies above.

The use, sale, or personal possession on or around Town property (e.g., on the person or in a desk, Town vehicle, or other Town property) of drugs which are illegal to possess under federal or state law is an offense for which an employee may be discharged immediately and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

The use, sale, or possession of alcohol in a Town vehicle, or on the person or in the desk of an employee is not permitted.

No employee may operate any Town vehicle, or their own vehicle on Town business, within six (6) hours of consuming an alcoholic beverage.

## **11:2 Workplace Safety**

All employees are required to make personal safety and the safety of their coworkers a priority. As a condition of employment, each employee is expected to conduct his/her daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures that are practiced by the Town. The Town will provide adequate safeguards to the maximum extent possible to ensure the safety of its employees in the workplace.

The use of seatbelts by all occupants of Town owned vehicles is mandatory.

### **11:2.1 Joint Loss Safety Committee**

The Town has a Joint Loss Safety Committee that addresses workplace health and safety issues. The Committee is charged with:

- Conducting a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards and to comply fully with all Safety and Health Standards
- Identifying necessary personnel protective equipment and instruction for its use and care.
- Developing and updating health and safety rules.
- Investigating, promptly and thoroughly, every accident or incident to determine the cause and take action to prevent any recurrence of the problem.
- Maintaining and reviewing goals and objectives regarding health, safety, and wellness on an annual basis.

The Committee is required to meet not less than quarterly.

## **Section 12 – Town Operating Procedures/Changes in Personnel Policy**

This section refers to directives of the Selectmen that govern all normal office operating procedures and that may impact aspects of the Town of Alexandria Personnel Policy.

All policies in the manual are subject to change without notice and any changes may diminish, change, replace, abolish, or otherwise affect existing policies and benefits, Whether accrued to employees or not.

## Section 13 – Corrective Disciplinary Policy

Corrective discipline is designed to provide a structured way to address performance issues and other problems relating to the employee's work for the Town. The corrective policy is also designed to encourage an employee to improve his/her performance and to address issues and problems.

The provisions are designed to provide a mechanism for improvement of employee job performance and to maximize communication and understanding between the employee and the Town concerning job performance issues, infractions, and discipline. The employee should realize, however, that this section is not designed to require the Town to proceed in the same manner with every instance of job performance issues, infractions, or discipline. Rather, the Town must retain flexibility to deal with each situation in a manner it feels is appropriate under the circumstances presented, while also preserving the at-will nature of the employment relationship.

### 13:1 Corrective Discipline Steps

1. Verbal Reminder: This step may be used by the supervisor at any time an employee's actions or performance is determined to be unsatisfactory. The supervisor will describe the problem. The employee will be given an opportunity to respond. Following the employee's response, a discussion on possible solutions will take place. A specific decision will be reached regarding what the employee should do and a date for follow-up will be set. The supervisor will review the subsequent disciplinary policy steps with the employee.

While this is a verbal reminder, it must be documented and kept on file for a period of one year.

2. Written Reminder: The supervisor will implement this step if, at the follow-up date from Step 1, it is determined that adequate positive improvement has not been made. The supervisor will meet with the employee to implement this step.

Prior to the meeting, the supervisor will prepare the written reminder. A sample of the specific written reminder form is included at the end of the Personnel Policy (See Appendix A). The Written Reminder will include the following information:

- a. A description of the employee's conduct including references to any prior Verbal Reminders.
- b. A description of the supervisor's expectation of future performance or conduct.
- c. A description of consequences if the performance or conduct is not improved or corrected.
- d. A description of how the performance or conduct may create a problem for the Town, if not improved.
- e. A date for review.

The written reminder shall be sufficiently specific to appraise the employee of his/her insufficient performance or conduct, expectation of future performance or conduct, and consequences of failure to improve or correct. The employee and supervisor should each sign the written reminder. A witness of either upper management or of equal supervisory level is to be present at the entire meeting and will witness the employee's signature. If the employee does not wish to sign, the witness will so note and will sign as the witness.

The employee may provide his/her own written response.

Both the written reminder and any employee response will be filed in the employee's personnel file.

3. Decision Day Off: A Decision Day Off is unpaid administrative leave. The supervisor may offer the employee a Decision Day Off after discussion with the next level of management and the Selectmen. The supervisor will give the employee written notice of this action, noting the day of the Decision Day Off and the specific reason for this action. A copy of this notice will be placed in the employee's personnel file.

The employee is not permitted to come to the office during this time. The employee will use the time off to determine if he/she can comply with the established standard or if the job is not one in which the employee desires to continue.

The morning the employee reports back to work, he/she will immediately meet with the supervisor to inform the supervisor of his/her decision. This decision will be documented in writing and placed in the employee's personnel file.

4. Suspension: A supervisor may use this step after discussion with the Selectmen.

The Selectmen may discharge an employee from employment immediately without prior notice for any of the reasons indicated in Section 13:2 below. This is not an exclusive list, its purpose is to provide examples of conduct that may result in termination. There are many other problems that could result in termination without notice.

An employee may also be discharged for failure to improve conduct as described within the disciplinary action. The Selectmen must approve any termination of employment.

Any appointed employee may be dismissed at any time. Absent an employment contract signed by the Selectmen, an employee is employed at will and is subject of discharge without cause unless otherwise covered by the NH RSAs. Circumstances that may warrant discharge include but are not limited to: unauthorized absence from work; misuse of Town assets; unacceptable job performance; jeopardy of the Town's non-partisan tax exempt status; or personal misconduct that negatively reflects upon the Town or impedes the fulfillment of that employee's or other employees' job responsibilities.

The Selectmen or their designee will notify an employee who is dismissed due to poor performance or other cause of the reason for dismissal.

### **13:2 Examples of Causes for Suspension and Termination**

Examples of situations where suspension and/or termination may occur include:

- Repeated performance problems
- Failure to follow safety precautions
- Use of abusive/threatening language
- Use of Town time or resources for personal gain
- Refusal to obey and order or accept an assignment
- Heinous offenses
- Theft or willful misuse of Town assets
- Willfully acting against the best interest of the Town or its related trusts
- Knowingly using unsafe practices
- Use of alcohol or illegal drugs on the job or on the premises
- Sexual harassment
- Habitual tardiness or absenteeism
- Unlawful or discourteous attitude toward the public or other employees

Verbal or physical altercation

This is not an exclusive list, but its purpose is to provide examples of conduct that may result in suspension or termination. There are many other problems that could also result in suspension or termination without notice.

## **Section 14 – Termination Payments**

Regular employees terminating service with the Town will be entitled to all earned vacation time or equivalent wages. Accrued sick time will not be paid.

### **14:1 Dismissals**

Non-exempt employees dismissed by the Town will be paid through the last hour worked, including any overtime due. Salaried employees who are dismissed will be paid through the last day of the final pay period during which they work. These payments will be paid within 72 hours of the involuntary separation.

### **14:2 Voluntary Termination**

Non-exempt employees who voluntarily terminate employment will be paid through the last hour worked, including any overtime due. Salaried employees who voluntarily terminate employment will be paid through the last day worked. These payments will be paid at the last scheduled payday, unless the employee gives prior notice of termination of at least one pay period, in which case payment will be made on the next regular pay period.

## **Section 15 – References**

### **15:1 Employment References**

After termination of employment, all reference requests will be forwarded to the Selectmen's Office. Letters of reference will only indicate dates of employment and title and description of positions held while employed by the Town.

### **15:2 Unemployment Verifications**

Requests from any Department of Employment Security concerning verification of unemployment will be forwarded to the Administrative Assistant to the Selectmen.

## **Section 16 – Sexual Harassment**

The Town fully supports the principle of protecting and safeguarding the right and opportunity of all people to seek, obtain, and hold employment without subjection to sexual harassment or discrimination of any kind in the workplace, whether emanating from superiors, other employees or non-employees such as local officials, vendors, consultants, or others. In the context of this policy, the term "employee" shall, where appropriate, include "non-employees".

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and it is against the policies of the Town for any employee, male or female, to sexually harass another employee by:

- a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of the employee's employment, or

- b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or
- c) creating an intimidating, hostile, or offensive working environment by such conduct.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:

Verbal: Sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, and threats.

Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, sexually suggestive or insulting sounds, leering, whistling, obscene gestures.

Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse or other sexual acts, assault.

Sexual harassment may be overt or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. Sexual harassment by any employee, manager, supervisor, or non-employee will not be tolerated. All employees, managers and non-supervisors alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, required counseling, suspension, or termination.

### **16.1 Sexual Harassment Complaint Procedures**

The Board of Selectmen is responsible for the investigation of complaints of sexual harassment, and for ultimate decisions regarding such complaints. The complaint procedure is as follows:

1. Any employee who believes that he or she has been subjected to sexual harassment should report the alleged act immediately to his or her supervisor or the Selectmen. If the subject of the complaint is any of the above, the report should be made with one of the other officials.
2. Immediately upon filing of a verbal complaint, the person making the complaint ("complainant") shall prepare a written statement, signed and dated, describing the alleged sexual harassment and including as accurately as possible the dates, times, persons present, location and circumstances, and anything alleged to have been said or done which is the substance of the complaint.
3. The official investigating the complaint shall, within three working days, bring to the alleged harasser's attention that a complaint has been made against him/her, give him/her a copy of the complainant's statement, and get that person's side of the story without the complainant being present.
4. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released to third parties or to anyone who is not involved with the investigation. Neither will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to

encourage the reporting of any incident of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.

5. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. An attempt will be made to bring both parties together so the entire issue can be discussed in an objective manner and the incident resolved. In some cases, however, the harassing behavior may have been so blatant and so demeaning to the complainant that he/she will not want to confront the harasser under any circumstances.
6. Every effort will be made to ensure that the process is impartial and fair to all parties. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a bona fide complaint or assisting in an investigation.
7. If the investigation reveals that the complaint is valid, prompt attention, counseling, and/or disciplinary action will be taken, designed to stop harassment immediately and to prevent its recurrence. This may include dismissal.

The Town recognizes that the question of whether a particular action or incident is a purely social relationship without a discriminatory employment effect requires a judgment based on all facts in the matter. Given the nature of this type of discrimination, it recognizes also that false accusations of sexual harassment can have serious effects on innocent individuals. It is expected that all employees will continue to act responsibly to establish and maintain a pleasant working environment, free of discrimination.

#### **16:2 Workplace Violence**

The Town of Alexandria does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. Prohibited conduct includes but is not limited to: injuring another person physically; engaging in behavior that creates a reasonable fear of injury in another person; engaging in behavior that subjects another person to extreme emotional distress; brandishing or using weapons while on Town property or engaged in Town business (the Police Chief and his authorized officers will be allowed to possess and carry their weapons on Town property and while engaged in Town business); damaging property; and committing injurious acts motivated by, or related to, domestic violence or sexual harassment. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

Any employee who is being personally threatened or who has observed other threatening behavior should contact the Alexandria Selectmen immediately.

#### **Section 17 – Confidentiality**

It is the policy of the Town of Alexandria that the internal business affairs of the Town that are not covered under RSA 19A (Right to Know) are Town assets that each employee has a continuing obligation to protect. This obligation continues after employment with the Town has ceased.

All media inquiries and other inquiries of a general nature should be referred to the Selectmen of the Town of Alexandria. Requests for employee references or other information concerning current or former employees shall be referred to the Selectmen of the Town of Alexandria.