



Town of Tamworth Personnel Policy

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Welcome to Tamworth

Dear Employee:

Welcome to the Town of Tamworth Thank you for joining our work force. We want you to feel that you are an important part of what makes Tamworth a special place to live and work.

This Personnel Manual includes our personnel policies. This Personnel Manual has been developed to help you get acquainted with how we do things and answer many of your initial questions about your employment with the Town of Tamworth. The purpose and goals of this collection is to centralize and standardize the personnel function, create orderly and consistent lines of communication and administration, and provide a clear, concise, fair, and uniform set of rules for all Town Employees and prospective Town Employees.

Compensation and personal satisfaction gained from doing a job well are only some reasons people work. Most likely, other factors count among your reasons for working; pleasant relationships with co-workers and respectful working conditions, career development and promotion opportunities, and health benefits are other factors that motivate us to work. The Town of Tamworth is committed to supporting you during your time as a Town employee. We appreciate your service.

Please feel free to reach out to your supervisor, Department Head, or the Select Board at any time with questions or concerns.

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

All the best,

The Tamworth Select Board

Emery Roberts, Chair

Karl Behr

Richard Doucette

Lianne Prentice

Steve Schaeffer

About the Manual

This Manual is intended to provide an overview of the Town's employee-related policies. All employees are expected to read and be familiar with this Manual. Every employee is required to acknowledge receipt of this Manual, and any subsequent revisions, and such written acknowledgement(s) will be kept in each employee's personnel file. Copies of this Manual are located in each department office, the Town Administrator's office, and on the Town's website.

While the Manual should answer many of the questions employees may have about employment with the Town and/or the Town's benefit program, it is not intended to be comprehensive or address all potential applications of, or exceptions to, the general policies and procedures it describes. Therefore, if an employee has questions about the Town's policies or procedures, they should discuss their questions with their supervisor or Department Head. In the absence of an identifiable Department Head, or when use of the term "Department Head" in this policy creates inconsistency or a conflict of interest, then the Board or designee shall fulfill the duties and responsibilities of the Department Head.

The Town of Tamworth Select Board (collectively "Board") oversee and maintain responsibility for the administration of the Town and these personnel regulations. Department Heads, with the approval of the Board, are also authorized to generate and implement personnel / departmental rules and regulations supplemental to the policies in this Manual, so long as the department level rules are consistent with this Manual. Such rules and regulations bear the same authority as the policies in this Manual.

The best interests of the Town and its employees necessitate flexibility in administration of the Town's policies, procedures, and benefits. Therefore, the Town reserves the right to change, revise, or eliminate any of the policies, procedures, or benefits described in this Manual at any time, at its sole discretion. If and when provisions are changed, you may be given replacement pages for those that have become outdated. This Manual supersedes and replaces any and all prior Manuals, except for department-level policies and procedures not inconsistent with this Manual.

This Manual also summarizes the current benefit plans maintained by the Town for eligible employees, which the Town reserves the right to change within its sole discretion. This Manual does not, and is not intended to, guarantee the continuance of any benefit. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Manual.

Except as may be required by law or as may be outlined in a duly-authorized written individual employment agreement, the Town employs all employees on an "at-will" basis. Employment at-will means that employees are free to resign from their employment at any time, with or without cause or notice, and the Town of Tamworth has similar rights and can terminate the employment relationship at any time, with or without cause or notice, except as provided by law. This Manual is not, and should not be construed as, an express or implied contract and does not modify any existing at-will status of any Town employee.

Chapter I – General Provisions

I. Scope of the Manual

The rules and expectations outlined in this Manual apply to all Town employees, regardless of probationary, temporary, part-time, or full-time status. Individuals are eligible to receive benefits through the Town only as otherwise specifically outlined in the Manual.

Individuals who volunteer for the Town, as well as elected officials, are similarly expected to comply with the Town's rules prohibiting harassment, discrimination, and retaliation, and otherwise comply with the Town's rules of conduct. Volunteers and elected officials are not eligible to receive benefits or compensation as outlined in this Manual.

II. At-Will Employment

Unless otherwise provided in a written contract or unless set forth by statute all Town employees are considered to be employees at-will. Employment at-will status enables both the Town and the employee to terminate the employment relationship with or without cause or notice, at any time, for no reason or for any reason not prohibited by law. Neither the policies contained in this Manual, nor any other written or verbal communication by a supervisor or individual elected official, are intended to change the at-will relationship or create a contract of employment.

III. Equal Opportunity Employer

The Town is an Equal Opportunity Employer and shall recruit and employ without discrimination as to marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, veteran status, pregnancy, national origin, gender identity, genetic information, ancestry or on any other basis protected by law unless based on a bona fide occupational qualification, the best qualified persons who are available at the salary levels established for Town employment. The Town is committed to selecting and employing individuals based on merit, competence, and needs of the Town. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

IV. Anti-Harassment and Discrimination

The Town does not tolerate discrimination or harassment on the basis of any protected characteristic, including, but not limited to, veteran status, marital status, physical or mental disability, age, gender identity, race, color, religion, sex, sexual orientation, pregnancy, genetic information, or national origin or ancestry. Any employee who discriminates against or harasses another employee or a customer on the basis of a protected characteristic will be subject to discipline, up to and including discharge.

The Town requires all employees to immediately report violations of this policy. If you believe that you have been subjected to discrimination or harassment in violation of this policy, you should immediately report the incident to your Department Head, the Town Administrator, or the Chair of the Select Board. The Town will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to

those with a need to know. The Town will respond promptly to reports of discrimination or harassment, and will take corrective and/or disciplinary action, as appropriate.

For the purpose of this policy, the Town defines harassment as follows:

Harassment is written, graphic, verbal, and physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her membership in a protected classification or that of his or her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Examples of Prohibited Conduct

While it is not possible to list all of the circumstances and behaviors that may constitute discrimination or harassment in violation of Town policy, the following are some examples of conduct which may constitute harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to an individual's membership in a protected class;
- written or graphic material placed on walls, bulletin boards, or elsewhere on Town premises, or in circulation in the workplace, that denigrates or shows hostility toward an individual or group because of membership in a protected class;
- offensive comments, jokes, innuendos, and other statements based on an individual's membership in a protected category.

The Town prohibits all of the activities discussed above, whether involving a supervisor, co-worker, or non-employee who is on our premises or who comes in contact with our employees.

Examples of Prohibited Sexual Harassment

Sexual Harassment is a form of harassment. Sexual harassment of employees is unlawful and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually-oriented statements, gender stereotyping, and/or unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature, or from engaging in other forms of unlawful sexual harassment.

Retaliation

The Town will not tolerate any form of retaliation against any employee who, in good faith, reports discrimination or harassment in accordance with this policy, or who participates in an investigation of a report of discrimination or harassment. Retaliation is a form of harassment and will be treated as separate incident of harassment. If you believe that you have been subjected to retaliation, you should report the conduct as outlined above.

V. Workplace Accommodation

The Town prohibits any form of discrimination in hiring, as well as in all terms and conditions of employment, against individuals with physical or mental disabilities or known limitations related to pregnancy, childbirth, or related medical conditions. We will make every effort to make reasonable accommodations to ensure equal opportunity for such qualified individuals in the application process and in performing essential job functions, so as to afford enjoyment of the same benefits and privileges of employment as are enjoyed by other employees.

Please notify the Town Administrator if, because of a disability or pregnancy, childbirth, or related medical conditions, you require an accommodation to perform the essential functions of your job. You may be asked to provide medical information regarding your disability/medical status, medical restrictions, and possible accommodations, and we expect that you will engage in this interactive process in good faith so that we may determine eligibility for accommodation and identify reasonable accommodations. We will maintain all medical information in a confidential manner, and will provide reasonable accommodations as required by law. The Town may decline to provide accommodations to individuals who are not qualified individuals within the meaning of the law, and may also decline to provide accommodations that are not reasonable or that cause an undue hardship.

VI. Whistleblower Protection

An employee who, in good faith, believes that the Town has violated federal or state laws, rules or regulations, or who believes that a condition or practice of the Town puts at risk the health or safety of the employee or other individuals should report the violation or unsafe condition in writing to the Town Administrator or Chair of the Select Board.

No employee shall be subject to harassment, abuse, intimidation, discharge, or otherwise be threatened or discriminated against regarding compensation or terms and conditions of employment for making a good faith report. The Town will not retaliate against any employee for objecting or refusing to participate in any activity that the employee believes is a violation of law. Finally, the Town will not retaliate against an employee for participating in, verbally or in writing, an investigation, hearing, or inquiry or court action addressing complaints of violations of laws or unsafe conditions.

VII. Internal Recruitment

The Board, in conjunction with the Department Head, shall coordinate and direct all recruitment proceedings using the following guidelines:

1. Town employees shall be given a reasonable opportunity for advancement and promotion. Present, qualified employees who are interested in a posted position who applies within the posting period shall be given consideration in filling a vacancy. It is recognized, however, that it may be in the best interests of the Town and its departments to fill certain vacancies with non-employee personnel based on qualifications, experience, and the needs of the Town.
2. Current employees selected for promotion or transfer may, depending on the position, be subject to a criminal background check and/or motor vehicle licenses check, prior to finalizing the transfer or promotion.

VIII. Nepotism

The Town will consider a member of an employee's immediate family for employment if the applicant possesses all the necessary qualifications for employment. However, an immediate family member may not be hired or employed if the employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with the family member;
or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee, and/or if a family relationship arises during employment. For the purpose of this policy, "immediate family" includes an employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other member of the employee's household.

Employees are expected to promptly notify the Town Administrator if personal changes occur that may implicate this policy.

Chapter II – Employee Classifications

A. Full-Time, Part-Time, Per Diem, and Temporary

Full-Time Employee – Any employee who is scheduled to work thirty-five (35) or more hours per week on a consistent, year-round, and ongoing basis. Full-time employees are eligible for benefits as outlined in this Manual.

Part-Time Employee – Any employee who is scheduled to work between twenty-four (24) and thirty-four (34) hours per week and whose hours are consistent, year-round, and ongoing. Part-time employees are eligible for benefits as specifically outlined in this Manual.

Per Diem Employee – Any employee who paid hourly and works “by the day” with a flexible schedule reflecting the needs of the Town and the availability of the employee. This employee’s schedule may vary significantly with possibly several weeks or months between days worked, or several weeks or months in a row with multiple days worked per week. Per Diem employees are not eligible for benefits except as required by law.

Temporary Employee – Any employee who is retained for only a specific job or jobs and a specified period. IE: setting up for a Town event. Temporary employees are not eligible for benefits except as required by law.

B. Exempt and Non-Exempt

In addition to each employee’s classification as full-time, part-time, or temporary Town employees are also classified as either exempt or non-exempt for the purposes of the Fair Labor Standards Act and state law. The Town classifies an employee as either exempt or non-exempt in compliance with state and federal law. If the Town changes an employee’s classification during the term of his or her employment, the Town will notify the employee of the change in writing.

Non-Exempt Employees are entitled to receive overtime as required by state and federal law.

Exempt Employees are paid on a salaried basis and perform duties and responsibilities allow them to be classified as "exempt" from the overtime requirements of state and federal law. Therefore, exempt employees do not receive overtime pay regardless of how many hours they work in a workweek, as their salaries represent compensation for all work performed in a pay period. Exempt employees will be advised if the position is classified as exempt at the time of hire, transfer, or promotion.

C. Probationary Periods

All newly hired employees shall serve at least a six (6) month probationary period, except for police officers whose probationary period will be twelve (12) months in duration. During and/or before the conclusion of the probationary period, the Town shall evaluate and review the performance of the employee. The Town reserves the sole discretion to extend an employee’s probationary period. An employee can be separated from employment during their probationary period at any time without recourse under the Town’s discipline appeal process.

Employees promoted to a new position shall be subject to a six (6) month (180-day) probationary period. During and/or before the conclusion of the probationary period, the Town shall evaluate and review the performance of the employee. The Town reserves the sole discretion to extend an employee's probationary period. To the extent that an employee successfully completes probation following a promotion, the promotion will become the employee's permanent position. The promoted employee shall retain all existing benefits during the promotional probationary period.

Chapter III – Compensation and Hours of Work

A. Reporting Time Worked

It is important that your time be accurately reported so that you are compensated for the hours that you work. You may be required to complete time sheets or punch a time clock. Only a Department Head or the Town Administrator is authorized to complete a time sheet or punch a time clock on your behalf in the event you are unable. Falsification of time records could lead to disciplinary action, up to and including separation from employment and/or further legal action. The Town's Finance Manager will provide you with details concerning your obligation to report all time you have worked. Hours submitted will be based upon quarter hour increments, rounded to the employee's benefit.

B. Workweek / Hours of Work

The Town's work week begins on Sunday at 12:00AM and ends on Saturday at 11:59PM. Because of the nature of our business, your work schedule may vary depending on your job and department. When hired, your Department Head will inform you of your hours of work.

C. Pay Rates and Raises

Employees are informed as to their rates of pay at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. If an employee has any questions regarding their rate of pay, please see the Town Administrator.

D. Payroll

Employees are paid bi-weekly on Thursday (or the preceding Wednesday if a holiday falls on a Thursday) for all hours worked during the prior two-week period. Direct deposit of paychecks is available through the Town and participating banks.

E. Payroll Deductions

a. Payroll Deductions for All Employees

There are two categories of payroll deductions, those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e. child support payments, court-ordered payments, IRS garnishments.) If authorized by an eligible employee, the Town will also make payroll deductions for health insurance, savings plans, and voluntary contributions to a retirement plan. These deductions will be itemized on your check stub.

The New Hampshire Department of Labor permits these payroll deductions, and requires that we provide you with notice of other circumstances in which payroll deductions are permitted by law. Payroll deductions are also permitted by law for: installment payments of legitimate loans made by the employer to the employee; repayment of accidental overpayments made to the employee; repayment of advances

on vacation or other paid time off; voluntary contributions into cafeteria plans or flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code; voluntary payments by the employee for the following: child care fees by a licensed child care provider and/or parking fees; required clothing not considered to be uniforms; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms and non-required clothing; medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer; the use of a demonstrator vehicle as defined in RSA 261:111; payments into savings funds held by someone other than the employer; housing and utilities; strictly voluntary contributions to charities; union dues; and health, welfare pension, and apprenticeship fund contributions; pharmaceutical items, gift shop and cafeteria items purchased on the site of a hospital by hospital employees; recovery of tuition for non-required educational costs; payments of the employee's use of a qualifying health or fitness facility; and contributions to a political action committee, or for any purpose on which the employer and employee mutually agree and that does not grant financial advantage to the employer if agreement is in writing and withholding is not used to offset payments intended for purchasing items required in the performance of the employee's job in the ordinary course of the operation of the business.

b. Payroll Deductions for Salaried Employees

The Town complies with all federal and state laws with regard to deductions from paychecks, including deductions from the salaries of exempt employees. In accordance with the laws, salaried exempt employees receive a predetermined salary which is not subject to reduction for absences requested by the Town or due to the operating requirements of the Town. The Town recognizes that under federal and state law, there are only limited times when a salaried employee's salary can be subject to deductions.

The Town prohibits deductions from salaries that are inconsistent with the status of an exempt employee. Exempt employees should note that salaries are subject to modification from time to time, such as at evaluation time, when an employee's position or responsibilities change, and at other appropriate times. Exempt employees should also note that it is permissible for an employer to apply vacation, sick, personal, and other forms of paid time off to partial or full-day absences, and that applying paid time is not considered a deduction from salary.

c. Questions Regarding Paychecks and Deductions

If you have questions or concerns about your paycheck or any deductions from your pay, please contact Finance Manager as soon as possible. If you do not receive a prompt response or are dissatisfied in any way with the response you receive, you should feel free to contact the Town Administrator directly.

F. Expenses

When authorized in advance by the Department Head, employees of the Town, will be entitled to reimbursement for travel and incidental expenses incurred for activity directly connected

with the operation of the Town or the employee's responsibility in employment with the Town or elected or appointed responsibilities for the Town.

When requesting authorization for the reimbursement of expenses in advance, the employee must provide their Department Head with an estimate of the expenses to be incurred. Actual expenses incurred must be reported to the Department Head within thirty (30) calendar days of payment of such expenses on a form prescribed by the Town. Such a form shall include space for the approval signature of the Department Head authorizing reimbursement of the requested expense.

Receipts for expenses incurred must be attached to any expense form. Automobile expense will be reimbursed on a per mile basis with the amount to be fixed by the Select Board and adjusted as necessary. Mileage expense claim will be accompanied by the statement listing starting point, destination, reason for trip, and actual miles traveled. The requesting employee or official shall sign the form.

G. Overtime

From time to time, it may be necessary for you to perform overtime work. All overtime must be approved in advance by your Department Head. Except in the event of an emergency, the Town will attempt to provide you with advance notice of the necessity for overtime work.

Non-exempt employees will be paid one and one-half of their regular rate of pay for all hours worked over forty (40) hours in a workweek. For the computation of overtime, vacation, holiday pay, and personal time will be counted as hours worked. All other paid time off where no work is performed does not count as hours worked for overtime purposes.

H. Break Time for Nursing Mothers

Employees will be provided with a reasonable break time for the employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk. A private area will be provided.

Chapter VI – Insurance and Retirement Benefits

A. Medical Insurance

All full-time employees and part-time employees scheduled to work at least thirty (30) hours may participate in Town-sponsored medical insurance, as well as related benefits, such as a flexible spending account (FSA) and health reimbursement account (HRA). The specific plan options are outlined in the Town's Annual Benefit Overview. New employees are eligible to enroll in medical insurance the first day of the month following their date of hire.

The Town makes a significant contribution to the cost of eligible employees' health insurance premium costs as outlined in the Town's Annual Benefit Overview, which is subject to modification by the Board within its discretion.

Full-time employees may, upon annually showing proof of alternate employer-sponsored insurance coverage, receive a stipend equivalent to one half of the premium that the Town would pay for a single individual health insurance plan, to be capped at the amount of \$450.00 per month.

B. Dental Insurance

Full-time employees who have successfully completed their probationary period may participate in the Town's Dental Insurance Program. Employees have the option of including their spouse and/or dependents with dental insurance. The Town makes a significant contribution to the cost of Dental Insurance for each eligible employee, as outlined in the Town's Annual Benefit Overview. The specific plan options are outlined in the Town's Annual Benefit Overview and new employees are eligible to enroll in medical insurance the first day of the month following their date of hire.

C. Retirement

All qualifying Town employees will be enrolled in the New Hampshire Retirement System as required by state statute. Further information on this benefit is available from the Finance Manager and the Retirement System.

Upon separation, eligible employees and their eligible dependents will have the opportunity to continue medical insurance, at their own expense, as required by law.

Chapter V – Time Away from Work

A. Holidays

Generally, all full-time employees, excluding police department employees, shall be granted the following paid holidays if they are otherwise scheduled to work on the day of the holiday or the day the holiday is observed:

New Years Day * Martin Luther King, Jr. Day * Presidents Day * Memorial Day * Juneteenth* Independence Day * Labor Day * Columbus Day * Veterans Day * Thanksgiving Day (and the day after) * Christmas Eve * and Christmas Day

If a holiday falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. Employees who are on paid leave with Department Head approval on the day preceding or following the holiday shall receive pay for the holiday. Unauthorized absence adjacent to a holiday shall result in forfeiture of holiday pay. Employees will not receive holiday pay for any holiday that occurs during a period when an employee is on an unpaid leave of absence.

In certain circumstances, a full-time employee may be required to work on a holiday. If a full-time, non-exempt employee must work on one of the above-mentioned days, the employee shall receive both time and a half (1 ½) their regular rate of pay for the hours worked on the holiday in addition to holiday pay or, upon approval of the Department Head, may elect to take another day off with pay within the same calendar year and only receive time and a half (1 ½) for the hours worked during the holiday.

Police Department employees should review the department-level policy related to holiday pay for details regarding their holiday benefit.

B. Vacation

The Town provides paid vacation, as outlined in this policy, for full-time and part-time employees.

Accrual and Carry-Over Leave

Effective March 24, 2024, vacation is earned during the year and is accrued on a biweekly basis for every completed two workweeks during which the employee is on paid status. Full-time employees accrue vacation according to the following schedule, up to the maximum annual accrual applicable to the individual based on their years of service as outlined below. No employee is permitted to accrue more than 240 hours of vacation in any calendar year, nor have more than 300 hours total accrued in their vacation bank.

| <u>Years of Continuous Svc</u> | <u>Vacation Time Earned Per Biweekly Pay Period</u> |
|--------------------------------|---|
| 0-5 | 3.08 hours (up to 80 hours per calendar year, 10 days) |
| 6-11 | 4.61 hours (up to 120 hours per calendar year, 15 days) |
| 12-17 | 6.15 hours (up to 160 hours per calendar year, 20 days) |
| 18-19 | 7.69 hours (up to 200 hours per calendar year, 25 days) |
| 20+ | Employees who have worked for twenty (20) years or more for the Town will receive an additional 0.31 hours (up to eight hours per calendar year) for every additional year worked, up to the total maximum (no more than 240 hours (30 days) total accrued in any calendar year). |

Part-time employees will receive a pro-rated accrual based on their regularly scheduled hours.

If an employee transfers from one department to another, such transfer will not interrupt continuous service for the purpose of vacation allowances.

Full-time employees are allowed to carry-over sixty (60) hours of unused vacation time from one fiscal year to the next. Part-time employees are allowed to carry-over thirty (30) hours of unused vacation time from one fiscal year to the next. Any unused accrued vacation in excess of these amounts as of December 31st of each year will be forfeited without compensation.

Probationary employees shall be eligible to accrue vacation leave in the same manner as regular employees but are ineligible to use accrued vacation until they have successfully completed probation.

Use and Approval of Leave

Employees shall give their Department Heads adequate notice before the time they wish to take vacation time. The Department Head shall grant or deny the request based on the requirements of the Department. The Select Board shall be responsible for reviewing and evaluating requests for leave from Department Heads. Requests are generally assessed on a first come, first served basis. No vacation shall be granted if doing so affects the essential services of the Department or Town, including if vacation request isn't submitted with time allowing Department Head a reasonable opportunity to provide for coverage. Requests for more than two (2) consecutive workweeks of leave must be approved by both the employee's Department Head and the Select Board. Vacation time may not be taken in increments smaller than the employee's regularly scheduled half-day.

If an employee has exhausted their accrued sick leave, but is approved to be out of work following a work-related injury or illness and is receiving workers' compensation payments, the employee can use vacation leave to bridge the difference between their workers' compensation payments and their regular base pay until their vacation is exhausted.

Payout on Separation

No employee employed for less than one year is entitled to receive payment for their accrued vacation upon separation for any reason.

In the event of a voluntary resignation with at least two (2) weeks' notice or the death of the employee of any employee who has been employed by the Town for more than one year, employees shall receive one hundred percent (100%) of their accumulated vacation leave as part of their last paycheck upon separation.

Employees who have been employed for more than one (1) year but who do not provide a minimum of two (2) weeks' notice, or any employee who is discharged for theft or dishonesty shall forfeit unused vacation leave.

C. Sick or Injury Absences

The Town provides paid sick days to all full-time and part-time employees. Sick leave may be used for an employee's own personal illness, medical procedure, or bodily injury. If an employee is approved to be out of work following a work-related injury or illness, and receiving workers' compensation payments, the employee can use sick leave to bridge the difference between their workers' compensation payments and their regular base pay until their sick leave is exhausted.

With Department Head approval, full-time employees may use up to eight (8) sick leave hours in relation to the illness, medical procedure, or bodily injury of one of the employee's immediate family member. Part-time employees may use up to four (4) hours of sick leave in relation to the illness, medical procedure or bodily injury of the employee's immediate family member.

All full-time employees shall earn sick leave at the rate of four (4) hours per month and may accrue up to a maximum of one hundred and sixty (160) hours. All part-time employees shall earn sick leave at the rate of two (2) hours per month and may accrue up to a maximum of eighty (80) hours. No employee shall accrue in excess of their applicable maximum nor shall any employee accrue while on an unpaid leave of absence. Sick leave may be taken in hourly increments.

As a condition of receiving approval for sick leave, the Town may, at any time, require an employee to submit a satisfactory medical verification from their health care provider. The Town may also require a letter from an employee's health care provider establishing the employee's fitness to work, including any medical restrictions, before returning an employee to work following an illness, procedure, or injury.

Employees are required to report to their Department Head any absence from work as far in advance of the scheduled starting time as possible. An employee who fails to report to work or call in to their Department Head in advance of their scheduled start time is not eligible to use paid leave for the day of absence, unless the employee is able to demonstrate, to their Department Head's satisfaction, that conditions were beyond the control of the employee.

No employee employed for less year is entitled to receive payment for their accrued sick leave upon separation for any reason. An employee who fails to give two (2) weeks' notice of resignation in writing or who is discharged for dishonesty or theft shall not be paid upon termination for any accumulated sick time. Full-time and part-time employees who have been

employed for more than one year and who provide two (2) weeks' notice will be paid for up to 70% of accumulated sick time upon termination of employment.

D. Personal Days

Full-time employees who have completed their probationary period shall be allowed to use up to three (3) Personal days (equivalent of 24 hours) per calendar year as approved by their Department Head. Personal Days are intended to be used for personal business that cannot be scheduled outside the employee's regular work schedule.

Personal days are provided to each employee on January 1st of each year and may not be carried over from year to year. Employees hired after January 1st in any year will receive prorated personal days based on their start date. Unused personal days are not paid out on separation.

E. Bereavement Leave

Full-time and part-time employees will be granted time off from work without loss of pay in connection with the death of a relative as described below. Bereavement leave will be granted to eligible employees as follows:

- Full-time Employees: up to five (5) workdays of absences caused by the death of a spouse or child, and up to three (3) days for absences caused by the death of a member of the immediate family or a resident of the employee's household;
- Part-time Employees: up to three (3) workdays for absences case by the death of a spouse or child, and up to two (2) days for absences caused by the death of a member of the immediate family or a resident of the employee's household.

Immediate family shall be construed to mean (step) parents, mother-in-law, father-in-law, grandparent, (step) brother or (step) sister.

F. Maternity Leave

All employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when the employee is able to return to work. Employees will be required to take accrued paid leave and/or FMLA leave, if they are eligible for such leave, concurrently with maternity leave, as described in our FMLA policy.

G. Military Leave

If employees require time off from work to fulfill military duties, they will be provided with such leave in accordance with applicable requirements of state and federal laws. Employees who

require military leave are expected to notify the Town Administrator, and provide necessary supporting documentation as soon as possible.

Employees who wish to be reinstated following military leave are expected to promptly notify the Town Administrator of their desire to be reinstated.

Employees will receive fifteen (15) days of full pay. Then, for an additional thirty (30) days, the employee shall receive the difference between his/her regular pay and his/her reservists pay provided the employee presents an official statement of pay received.

H. Jury Duty

Employees called for Jury Duty shall be excused from work during the duration of the employee's jury service and shall receive the employee's regular base pay on those scheduled work days. Employees who are excused from jury service will be expected to return to work for their next scheduled half-day period.

I. Crime Victim Leave

The Town, pursuant to New Hampshire law, grants unpaid leave to any employee who is the victim of a crime, so that the employee can attend court or other proceedings associated with the prosecution of the crime. If you have questions about this leave, please contact Town Administrator for additional information.

J. Family and Medical Leave (FMLA)

The Family and Medical Leave Act is a federal law that provides job-protected leave to covered employees under certain circumstances. Where the Town employs fewer than fifty (50) individuals, none of the Town's employees are eligible to take leave under the FMLA. To the extent the Town hires more than fifty (50) employees, it will comply with the provisions of the FMLA and provide eligible employees with leave as required by law. If you have questions or need a leave of absence, please promptly contact the Town Administrator to discuss your options.

K. Unpaid Leave

Leave without pay may be granted by the Select Board under special circumstances. Request for unpaid leave should be submitted to an employee's Department Head with as much advanced notice as practicable. Unpaid leave will be handled on a case-by-case basis. Unpaid leave will not be granted until an employee has exhausted their available paid leave.

L. Workers' Compensation

On-the-job injuries are covered by Worker's Compensation insurance, which is provided by the Town at no cost to the Employee.

Any employee who sustains a personal injury or compensable illness arising out of and in the course of employment will receive benefits as prescribed by the workers' compensation system, which includes payments to offset lost wages and the cost of medical care and rehabilitation.

Reports of workplace injuries or illnesses should be made immediately, or as soon as practicable (within 1 business day of learning of the injury or illness), to the employee's Department Head or the Town Administrator to allow the Town to file a workplace injury report and initiate a workers' compensation claim. Failure to do so may jeopardize your workers' compensation benefits. Employees must complete the necessary workers' compensation forms following any reportable injury or illness. The Town's workers' compensation carrier must also be contacted prior to seeking medical attention (unless it is a life-threatening injury).

Employees with work-related injuries or illnesses may be entitled to temporary alternative duty in accordance with the New Hampshire Workers' Compensation law.

Chapter VI – On-the-Job Policies

A. Personnel File

The Town maintains a personnel file on each employee, which, while the property of the Town, shall be open to inspection by the employee upon request.

Changes in personal information should be reported to the Town Administrator as soon as possible so that each employee's personnel file remains up to date. Examples of changes include, but are not limited to, name, address, family or marital status, telephone number, insurance beneficiary, new dependents, and emergency contacts.

B. Evaluation

The Town strives to provide an employee with a written performance evaluation in April and October, depending on which evaluation cycle is closest to the employee's anniversary date.

- a. Evaluations are intended to relate directly to the employee's position and job description and the employee's performance of that position.
- b. The employee shall sign the evaluation as an acknowledgement of receipt and review. The signature shall not be construed to indicate the employee's agreement or disagreement with the evaluation. If the employee refuses to sign the evaluation, this fact shall be noted on the evaluation form.
- c. The evaluation shall be used as a basis for determining promotions and/or other applicable personnel decisions.
- d. Each evaluation shall be kept in the employee's personnel file.

C. Emergency Closings

In the event that the Town determines that the Town services will be curtailed and/or limited due to storms, power outages, or other foreseen or unforeseen circumstances, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be released, without loss of pay. When an employee is unable to report to work due to weather conditions, and the Town has not curtailed and/or limited Town services, the employee may draw from vacation time or personal leave, if available. Employees who are not working and who are out on previously approved leave when the Town services are curtailed shall not be compensated for the emergency closing day. The provisions of this section shall apply to all employees.

D. Code of Conduct and Disciplinary Action

All Town employees shall strive to assist the public to the best of their ability. Employees are expected to present themselves in a professional manner, to be courteous to Town officials, the public, other Town employees, and provide prompt service. Employees are expected to be at work on time and if delayed, should contact their supervisor. Appropriate attire shall be worn each workday.

The Town recognizes that no list of rules can be all inclusive. Incidents may arise that are not covered by the standards of conduct listed in this Manual, but which nonetheless may lead to discipline, up to and including termination. The seriousness of an offense will vary with the circumstances prevailing at the time it occurred and the employee's past record. All factors are considered when determining the appropriate action to take in a particular situation.

The following areas are intended to guide you in recognizing certain behaviors which are clearly prohibited and which are considered by the Town to constitute cause for disciplinary action, up to and including discharge:

- a. Unexcused or chronic absenteeism and/or tardiness;
- b. Insubordination;
- c. Unacceptable job performance, including, but not limited to, inability, inefficiency, unwillingness, neglect, or tardiness in completing assignments, projects, or following directions within an employee's job responsibility and/or description; and, sleeping on the job;
- d. Use of alcohol and/or drugs during the workday or in any way which impairs the performance of the position;
- e. Willful or reckless destruction of public and/or private property;
- f. Falsification of documents and other acts of dishonesty;
- g. Obscene language directed at supervisors, other employees, or the public;
- h. Failure to comply with safety regulations and requirements;
- i. Rude, obnoxious, or inappropriate behavior;
- j. Discrimination, harassment (including but not limited to sexual harassment), or retaliation;
- k. Acts or omissions that a reasonable person, guided by common sense or standard business practices, would know or should have known are contrary to the best interests of the Town; and/or,
- l. Other violations of conduct as outlined in this policy or the law

Generally, the Town applies discipline in a progressive manner using four (4) forms of disciplinary action each of which increases in severity: documented or undocumented verbal warning; written warning; suspension/final warning; and discharge. While the Town will apply the concept of progressive discipline when appropriate, it reserves the right to determine the appropriate level of discipline in any circumstance. In addition, nothing in this policy or Manual undermines the at-will nature of the employment relationship, which may be terminated at any time by either party with or without cause, and regardless of whether any prior disciplinary action has been taken. The Town may also place an employee on administrative leave, paid or unpaid, on a temporary basis, as permitted under federal and state law.

Appeal Procedure

Any employee who believes they have been suspended or terminated unjustly may appeal the action in writing to their Department head within five (5) workdays of notification of the action. The Department Head shall evaluate the complaint and render a decision as soon as practicable following receipt of the appeal.

If the decision of the Department Head is not satisfactory to the employee, they may appeal the decision to the Board within seven (7) workdays of receipt of the decision. The Select Board shall

review the appeal and shall render a decision thereon as soon as practicable following their receipt of the appeal.

At the Board's discretion, the employee may be asked or required to appear before the Board to explain the basis of the appeal. If the employee appears before the Board, the employee will be given the opportunity to present evidence orally or in writing related to their appeal.

Decisions by the Select Board shall be final and binding on the employee. All decisions rendered under this procedure shall be in writing.

E. Conflict of Interest

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

- a. Using, directly or indirectly, Town funds, assets, or other resources for any unlawful goal, purpose, or personal gain.
- b. Investing in any of the Town's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or create the appearance of divided loyalty.
- c. Receiving any gifts or favors in excess of \$100 value from members of the public, or from any Town vendors or suppliers.

Employees with any questions regarding these guidelines are required to discuss them with the Town Administrator prior to engaging in any activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

F. Electronic and Equipment Security Policy

The Town provides employees with all necessary equipment to perform their job responsibilities, including telephones (mobile and desk telephones), faxes, copy machines, computers, and printers. These tools are designed to improve productivity and efficiency of communication. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Town equipment and systems are the property of the Town and as such are to be used solely for job-related purposes. Town telephones will only be used for personal business on limited and necessary basis.

Inappropriate use of electronic equipment or systems, which may be defined at the discretion of the Board, and which includes, but is not limited to, misuse of copywritten material, use of equipment in a manner inconsistent with the Town's harassment and discrimination policy, and use that disrupts the Town's computers or systems in any way, may subject employees to discipline, up to and including termination.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from their Department

Head. All pass codes are the property of the Town. No employee may use a pass code that has not been issued to that employee or that is unknown to the Town. Employees are required to promptly notify Town Administrator of work-related pass codes and accounts. Any unauthorized use of another person's computer may result in immediate discipline up to and including termination.

Moreover, in order to minimize the risk of any threats to the Town electronic systems, no person, without authorization from the Board, shall install or upgrade software to Town electronic equipment or use portable media devices on Town computers. Cloud drive storage is strictly prohibited on Town devices. Employees must lock their screens when away from their workstations and comply with all best practices as outlined by the Town's contracted IT resource. Whenever possible, Multi-Factor Authentication (MFA) must be used.

The Town recognizes that the internet may pose a security risk to the Town. Employees must notify their supervisor or the Board of any potential breaches of security or potential viruses.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town may, but is not obligated to, monitor and review the use of such equipment from time to time. ***For this reason, employees should not have any expectation of privacy in their use of Town systems, computers, or other communications equipment, including internet services, email, and/or voice mail systems.***

Upon separation of employment, an employee must deliver to the employer all passwords to access documents, diskettes, computer, electronic, and voice messaging systems. Upon separation from employment, an employees authorization to access the Town's electronic equipment or systems is automatically revoked.

G. Use of Vehicles

Only authorized employees may operate Town-owned vehicles. Unless prior written approval has been granted by the Town, they are not to be used for personal business and are not to be operated at times outside the scheduled workday. Using a Town vehicle outside the scheduled workday or without permission will result in disciplinary action, up to and including termination.

Any employee who, as part of their duties, has a need to operate a Town-owned vehicle must hold a valid driver's license and an acceptable driving record. All employees who operate Town or personally-owned vehicles within their scope of employment for the Town are required to notify their Department Head as soon as possible if their license has been suspended, revoked, or otherwise restricted in any way. The Town reserves the right to conduct annual motor vehicle record checks. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

- a. Safe Operation: As employees of a public agency, it is expected that the driving habits of all employees will serve as an outstanding example of the community.

- b. Collision: In the event of a collision involving property or vehicle damage, or personal injury, the following steps must be taken:
1. The accident must be reported to their Department Head immediately.
 2. An accident report must be completed with their Department Head.
 3. At the accident scene, contact the local police department for all accidents regardless of the extent of physical damage.
 4. If applicable, obtain the other driver's name, address, phone number, description of vehicle, insurance company information as well as the names of any witnesses.
 5. No repairs should be completed on any damaged Town vehicles unless express permission is obtained from the Town.

Failure to comply with any of these steps may result in discipline up to and including termination.

- c. Seat Belts: Employees are required to wear seat belts when operating or riding in Town-owned vehicles, or in person vehicles while on Town business. It is recommended that passengers also wear their seatbelts and to the extent required by state or federal law.
- d. Use of Cell Phones and Other Electronic Devices: Except in emergency situations, the use of hand-held cell phones or other electronic devices to make calls or send messages during the operation of a Town-owned vehicle, or while driving a personal vehicle while on Town business, is prohibited. Failure to adhere to this policy may result in disciplinary action. Hands-free headsets are acceptable so long as it does not create an unsafe distraction. It is strongly recommended, however, that the operator pull over to the side of the road prior to using any cell phone or electronic device.

H. Personal Appearance and Dress

The Town expects all employees to come into work with a neat, well-groomed appearance and workplace appropriate clothing. Dress requirements may vary by department; however, certain rules apply to all employees. All clothing should be clean and neat in appearance.

I. Personal Social Media

The Town understands that social media is a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. The Town also recognizes that most employees use social media on a daily basis.

However, the use of social media presents certain risks, especially when social media use intersects with the workplace. Employees are solely responsible for what they post online. The same principles and guidelines found throughout this Manual apply to activities online. This policy applies to all Town employees. Violation of this policy may result in disciplinary action up to and including termination.

Social media includes all means of communicating or posting information or content of any sort on the internet, including to one's own or someone else's web log, or blog, journal, or diary, personal web site, social networking or affinity web site or application, web bulletin or chat room, as well as any other form of electronic communication.

Employees should remain aware that online communications have the potential to adversely affect job performance, the performance of fellow employees, or otherwise adversely affect the public we serve. Employees who engage in personal social media activity should be clear that they are not speaking on behalf of the Town. Even when engaging in their personal capacity, conduct in violation of the Town's rules and policies will not be tolerated. Inappropriate online activity includes, but is not limited to:

- a. Discriminatory remarks;
- b. Harassment;
- c. Threats of violence or other inappropriate or unlawful conduct;
- d. Release of confidential information;
- e. Statements, photographs, videos, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating;
- f. Statements, photographs, videos, or audio that disparage other employees or the public we serve, or that might constitute harassment.

The Town prohibits employees from using social media while on work time or on equipment provided by the Town, unless it is work-related and authorized in writing in advance by the Town Administrator. Employees should report violations of this policy to their Department Head or the Town Administrator.

Chapter VII – Employee Health and Safety

A. Safety Policy

The Town values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families. Good safety practices in the workplace are a condition of employment with the Town.

In pledging its full support of the safety process, the Select Board recognizes certain obligations:

1. Prevention of all accidents and protection of all resources are guiding principles.
2. All operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. Safe working conditions and methods are of prime importance and take precedence over shortcuts and “quick fixes.”
4. Feedback is welcome from all employees.
5. All employees will follow safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their work.
6. Any employee that refuses to participate in mandatory safety training may be terminated from their employment with the Town.

For additional details regarding the Town’s safety policies, please review the Town’s Safety Manual, which is located in the policy handbook at the Town Administrator’s office.

B. Alcohol and Drug Policy

The Federal Drug Free Workplace Act of 1988 provides for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of alcohol, controlled substances, and / or other medication. Accordingly, it is the policy of the Town that all employees shall be subject to the following rules:

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, unauthorized prescription medication, or alcohol on Town property or within Town vehicles, or while acting on behalf of the Town.
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify the Town Administrator immediately after the conviction.
3. Employees are prohibited from consuming alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcohol, illegal drugs, or any medication during work hours.
5. No employee shall represent the Town in any official capacity while impaired by alcohol, illegal drugs, or any medication.
6. No employee using any substance that might impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Town.

7. If an employee is using prescription or non-prescription medication that may impair the ability to safely perform their duties, the employee shall report that fact to the Town Administrator or Department Head.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or any medication shall immediately notify the Town Administrator or Department Head.

Because of the serious nature of impermissible use or abuse of alcohol, controlled substances, and/or other medications, violations of this policy will lead to appropriate disciplinary action, up to and including termination of employment. Additionally, to the extent an employee is believed to be impaired at work, the Town reserves the discretion to place the employee on unpaid leave while the circumstances are reviewed.

The Town reserves the right to require an employee to submit to drug and / or alcohol testing to the extent it has a reasonable basis to suspect that the employee has violated this policy. An employee's refusal to submit to a test following such a request will be treated the same as a positive test result. In addition, Town employees may be subject to drug testing in accordance with federal and state law. Questions concerning this policy should be directed to the Town Administrator.

Finally, the Federal Highway Administration (FHWA) has issued regulations that require employers to implement anti-drug and alcohol abuse programs and drug and alcohol testing of covered employees. Any employee who is required to possess or obtain a commercial driver's license (CDL) as a condition of employment shall be subject to random drug testing requirements specified in the department-based drug testing policy.

C. Smoking

No employee of the Town may smoke, vape, or chew tobacco products in Town buildings or vehicles.

D. Workplace Violence

The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, or other disruptive behavior. Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace, including parking lots, will not be tolerated. Employees engaging in such conduct will be subject to discipline, up to and including separation from employment. If you become aware of any violence or threat of violence, you must immediately report the matter to your Department Head, Town Administrator, and/or the Board Chair, and, if necessary, contact the police.

E. Workplace Searches

If the Town determines, within its discretion, that there is reasonable cause to suspect that an employee has violated any policy, the Town reserves the right to inspect, without prior notice, lockers, work areas, desks, cabinets, and other belongings or vehicles brought on Town premises or at locations where work-related activities are being conducted.

F. Medical / Health Examinations

As permitted by law, the Town of Tamworth reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his/her essential job functions. The Town of Tamworth further reserves the right, as permitted by law, to determine the physician to perform the examination. All such health exams shall be paid for by the Town.

G. Town Security

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of your Department Head and/or contact the police.

H. Employee Assistance Program

The Town recognizes that there are times when an employee may need assistance with personal issues that may or may not be impacting job performance. Therefore, the Town provides a free, confidential Employee Assistance Program (EAP) to be used as a resource for employees through its insurer. The EAP can be called directly at 1-800-759-8122 or access additional information at <https://www.healthtrustnh.org>, 24 hours a day, 7 days a week.

VIII – End of Employment

A. Resignation

When an employee decides to resign from their position from the Town, the Town requests an advance notice of at least two (2) weeks. Notice shall be given to the employee's Department Head. Failure to provide the minimum notice will impact an employee's eligibility to receive a payout for certain leave benefits upon separation as outlined in Chapter V (B) and (C) of this Manual.

B. Exit Interview

Employees may be asked to participate in an exit interview with the Board before their last day.

C. Return of Town Property

During the course of employment, employees may be entrusted with or permitted to use various equipment, keys, passcards/fobs, access codes/passwords, telephones, electronic devices, data storage devices, protective equipment, fuel cards, tools, uniforms, vehicles, written materials, or other records or property of the Town in connection with employment duties. This may also include any records created in the course of employment for the Town, which shall remain the property of the Town. At termination of employment, or at any other time as requested by the Town, all such property must be immediately returned. If necessary, the Town will take all action it deems appropriate to recover and/or protect its property.

ADOPTION AND AMENDMENT

This Policy was adopted on January 11, 2007.

Any amendment to this Policy shall be effective only after approval by the Board of Selectmen at a properly noticed select board meeting. The Select Board may, but are not required to, post notice of the meeting in the newspaper, or solicit public comment thereon, prior to the adoption of any amendment.

Amended 12/3/09 by the Select Board
Amended 12/16/10 by the Select Board
Amended 9/22/11 by the Select Board
Amended 10/18/12 by the Select Board
Amended 12/10/12 by the Select Board
Amended 12/19/13 by the Select Board
Amended 8/24/17 by the Select Board
Amended 4/19/2018 by the Select Board
Amended 1/1/2019 by the Select Board
Amended 7/23/2020 by the Select Board
Amended 2/1/2024 by the Select Board

