

PERSONNEL POLICIES AND PROCEDURES

TOWN OF HEBRON, NEW HAMPSHIRE

MARCH 6, 2014
SEPTEMBER 16, 2021

Please note: These Town of Hebron, New Hampshire Personnel Policies will be reviewed on an annual basis and modified if necessary to maintain consistency with current business practices. In addition, they may change with or without prior notice to staff at any time. However, the Town of Hebron will make a reasonable effort to seek input from staff prior to any changes.

Town of Hebron Personnel Policies and Procedures Manual

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1. Purpose

The personnel rules and regulations provide for guidance for the appointment, promotion, training, transfer, layoff, discipline, removal, compensation and conditions of employment for employees of the Town of Hebron. These rules shall apply to all employees for whom wages, hours and conditions of employment are not provided for in individual employment contracts. When an individual employment contract exists, no part of these rules and regulations shall apply to employees covered by the contract unless specifically and explicitly provided for in the contract. Contract Employees and Elected Officials will be included in this manual, where contractual provisions provided by individual employment contracts or state law do not apply.

Other than Contract Employees, all town employees are considered to be at will employees. The provisions and benefits of this chapter do not alter that at will condition, and do not constitute an employment agreement.

2. Administration

Existing Conditions

It is the intention of these rules that any person employed on the date the rules become effective will not lose any benefit to which he or she was entitled on that date. Any person receiving such a benefit must inform the Select Board of that fact within 60 days of the effective date of these rules. The employee and the Select Board will memorialize in writing the terms of those benefits, which writing will be placed in the employee's personnel file, and those conditions shall continue in effect until a change in the employee's status justifies discontinuing the benefits. Benefits of this kind are to a specific individual and not to a position.

Separability

The sections and parts of these rules and regulations are separable. If any portion of them is held to be invalid, the remainder will continue in effect.

Non-Discrimination

The Town of Hebron shall apply all rules and regulations and carry out all dealings with its personnel without discrimination to age, marital status, race, color, creed, national origin, sex, political affiliation, or mental or physical disability. All employees are expected to act and comport themselves in like manner with respect to non-discrimination.

3. Definitions

3.1 Anniversary Date

The anniversary date of an employee is the first full day of the employee's current employment by the Town and is used to calculate length of service. The date will normally be adjusted to correct for unpaid leaves of absence, broken services, or with the consent of the employee, for other good cause.

3.2 Appointing Authority

The appointing authority is the person, or body having the authority to hire and/or terminate employment of persons. Unless otherwise provided in the personnel rules and regulations, the Select Board is the appointing authority for all employees.

3.3 Demotion / Promotion

Demotion / promotion means a change in the employment status of an employee from a position in one class to a position in another class having a lower or higher maximum salary rate, respectively.

3.4 Employee

An employee is any person compensated for his or her services by the Town of Hebron (as contrasted to a vendor whose firm supplies such services), including, in most instances, elected officials.

3.5 Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act is Federal legislation found in Title 29, United States Code, Chapters 8 and 9 and amplified by appropriate state law which deals with minimum wages and overtime payments made to employees.

3.6 Grievance

A grievance is a charge that personnel rules and regulations have been violated, incorrectly interpreted or incorrectly applied.

4. Personnel Records

Official personnel records will be kept in the Select Board Office or some other location the Select Board may designate. The official record will include such items as employment application, personnel transactions, (when completed), evaluations, disciplinary records and the like. Departments may retain copies of necessary documents in their offices. The official personnel record and all copies of their contents are restricted to the Select Board and its staff, department head, supervisor and the employee unless the employee approves its disclosure (in writing) to other persons. It shall be a requirement to have a member of the Select Board or their designee present during the review.

5. Classes of Employees

Exempt Employee

An exempt employee is a salaried employee who is exempt from the provisions of the Fair Labor Standards Act. Such an employee is retained in a managerial or professional capacity and works such hours and at such times and at such locations as is required to fulfill the duties of the position.

Non Exempt Employee

Non-exempt employees are all Town employees who do not qualify as exempt from the Fair Labor Standards Act.

Full Time Employee

A full time employee is an employee who works thirty-five (35) or more hours per week and who is retained with the expectation that employment is for more than one (1) year.

Part Time Employee

A part time employee is one who works less than thirty-five hours (35) per week and who is retained with the expectation that employment is for one year (1) or more.

Seasonal Employee

A seasonal employee is one who is retained to work either on a full time or part time basis, but for a period of time less than one (1) year. Temporary or seasonal employees may be continued in their temporary or seasonal appointment from year to year or from employment period to employment period.

6. Hiring, Promotion, Transfer, Layoff and Recall**Equal Opportunity**

Employees shall be selected and promoted, without discrimination by sex, age, race, color, national origin, creed, religion, political affiliations, or handicap, from the best-qualified persons applying for employment.

Employment Selection

There will be a search for qualified candidates for open positions. The search will vary from position to position and will include in-house posting (Town Offices, department location, Town web site), outside advertising, contact with state and other employment offices, and contact with special sources of information as appropriate for the particular case. At a minimum all positions will be advertised for two (2) days in two (2) papers. All applications/resumes for employment shall be sent to the Select Board Office. The Select Board will authorize the hiring process and will have the final say in the hiring.

Probation

Newly hired and promoted employees will serve on probation for twelve months to evaluate their suitability for service in their new position. The person(s) appointing the newly hired or promoted employee will evaluate that person after three months in the new position and again during the probationary year as needed. The purpose of this probation evaluation is to determine whether the appointee is performing satisfactorily and, if not, what steps must be taken to achieve satisfactory performance. NOTE: There is a three-month wait to accumulate Sick and Personal Time.

Any time during the probationary period, a newly hired person can be dismissed if it becomes apparent that he or she is not suitable for that position.

An employee who has been promoted but has shown during the probationary period to not be suitable in the new position may return to his/her former position should the vacancy still exist. A promoted employee will receive the same evaluation as a newly hired person. There will be no appeal from a decision to return a promoted employee to his/her former position during the probationary period.

7. Working Conditions

The provisions concerning working hours and overtime are for non-exempt employees only.

7.1 Working Hours

Normal working hours are established by Department Heads with approval of the Select Board. Hours are normally those, which best accommodate the needs of the public. The normal workday is either seven or eight hours per/day for full-time employees (depending on whether the position is 35 or 40 hours per week).

7.1.1 Pay Periods

Full-time salaried and part-time hourly employees are paid semi-monthly on Fridays for all hours worked through the preceding Saturday, including special detail hours for police officers. For salaried employees, the annual salary is paid in 24 equal installments. Part-time Police Officers are paid monthly for all regular hours, on call hours and special detail hours for the previous month. Full time salaried Police Officers are paid monthly for the previous month's on call hours. Firefighters are paid monthly for all hours for the previous month. Stipends for paid town officers and elected officials are paid quarterly. Board secretaries' flat rate salaries and extra hours are paid in the payroll following the submission of a written time sheet.

7.1.2 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 contributions to New Hampshire Retirement System. These deductions will be itemized on your check stub.

Under New Hampshire law, the Town may not withhold, make use of any portion of, or require any employee to remit any portion of an employee's wages except, with appropriate authorization, as follows: health, welfare pension, and apprenticeship fund contributions; medical, surgical, hospital and other group insurance benefits without financial advantage to the employer; voluntary contributions to charities; housing and utilities; payments into savings funds held by someone other than the employer; voluntary payments for the recovery of tuition for non-required education costs; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms

and non-required clothing; voluntary contributions into cafeteria plans or flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code; and voluntary payments by the employee for the following: child care fees by a licensed child care provider; parking fees; fees for the employee's use of a qualifying fitness facility; contributions to a political action committee; installment payments of loans made by the employer to the employee; voluntary repayment of accidental overpayments made to the employee; repayment of unearned advances on vacation or other paid time off where supported by appropriate documentation; required clothing not considered to be uniforms; and the use of a demonstrator vehicle as defined in RSA 261:111.

B. Payroll Deductions for Salaried Exempt 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 that is not subject to reduction because of variations in the quality or quantity of work performed and 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. [Note: RSA 275:43-b now allows an exempt employee's final paycheck to be prorated in the case of a termination for cause.]

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.

C. Questions Regarding Paychecks and Deductions

If you have any questions or concerns about your paycheck or any deductions from your pay, please contact the Select Board Office 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 Select Board.

Questions and concerns regarding pay and deductions will be investigated and, if supported by evidence, will be addressed either by a corrected check or a check reimbursing the employee for the error, whichever is more practicable under the circumstances. Employees should feel free to communicate any questions or concerns regarding pay or deductions. The Town will not tolerate retaliation against employees who have expressed concerns using this procedure.

7.1.3 Reimbursable Expenses

With prior approval by the Supervisor, legitimate expenses will be reimbursed by the Town to the employee. The employee must submit receipts in order to be reimbursed. Repayment will be on a separate check. Contact the Select Board Office with any questions as to whether and what expenses may be reimbursed.

7.1.4 Breaks and Meal Periods

Generally, all Town employees will be provided with a thirty (30) minute meal period/break (*unpaid*) after five consecutive hours of working, unless it is feasible to eat while working and the employee is permitted to do so. Fire protection and law enforcement personnel will receive meal breaks as established by their respective Departments. One or two paid break periods of fifteen (15) minutes will be granted during the work day if possible, but these breaks are not guaranteed.

7.2 Overtime

Overtime will be paid to employees not exempt from the FLSA at the overtime rate of one and a half times the adjusted base rate of pay for time worked in excess of forty hours (40) per week. Overtime is only authorized through a Department Head.

At the discretion of the Department Head, compensatory time off may be granted rather than overtime pay. If an employee works more than forty hours (40) in a week, compensatory time off not taken during the same pay period accumulates at one and one-half times (1 1/2) the time actually worked. Compensatory time off only applies to time to be taken in the pay period after the period when the overtime is worked. The FLSA has detailed rules regarding granting and accumulating compensatory time, which must be fully understood by the employee and department head before being granted. In case of a conflict between these rules and the FLSA, the FLSA shall be followed.

7.3 Holidays

The Town of Hebron observes the following 12 days as paid holidays for full-time employees.

New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Juneteenth
Independence Day

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day & Following Friday
Christmas Day
Floating Holiday*

When a Holiday falls on a Sunday the following Monday shall be observed as the holiday. When a Holiday falls on a Saturday the preceding Friday shall be observed as a holiday.

* Individual employees choose their Floating Holiday with prior approval of their Supervisor. Floating Holidays will be taken within the same year earned.

7.4 Leave

All employees are required to notify their Department Head and the Select Board Office in writing, ten (10) days in advance without extenuating circumstances, of any vacation or leave that will have the employee absent for five (5) or more days. All employees will give at least one (1) day's notice for anything less than five (5) days leave.

7.4.1 Sick Leave

Sick leave is granted by the Town to provide full-time employees with the ability to take time off to recover from illness without suffering a loss of pay. Sick leave is granted at five (5) days per year credited at the beginning of the calendar year. Sick leave does not accrue beyond the calendar year.

Sick leave may be taken as whole days or in hourly increments. It may be used for bona fide doctor's appointments or to care for a spouse or child who is ill. To receive compensation while absent on sick leave the employee shall notify his/her department head no later than one hour after the time set for the beginning of his/her daily duties. At the discretion of the Department Head, a doctor's certificate may be required for absence due to illness in excess of three (3) days.

7.4.2 Personal Days

Each full-time employee is allotted three personal days per year. Prior to using a personal day or days, the employee is required to have such leave approved by the Department Head. Personal days do not accrue beyond the calendar year.

7.4.3 Injury Leave

Any employee who is unable to perform his or her duties as a result of a work connected injury or illness as defined by RSA 281-A is eligible for Injury Leave as follows.

After an employee has been on Worker's Compensation benefits for ninety (90) days, the appropriate department head will order a complete physical and/or mental examination of said employee by a registered physician to establish if the injury permanently incapacitates the employee. If permanently unable to return to the previous position, the Town may attempt to find other employment within the Town for which the employee is qualified. Otherwise application will be made for retirement under the provisions of whichever retirement plan would apply. The commencement of payments under the New Hampshire Retirement Law shall end the Town's obligation on payment of annual and/or accumulated sick leave, and/or Worker's Compensation payments.

There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing his/her physician to release reports concerning the medical status of the employee. Copies of medical reports shall be made available to the employee.

7.4.4 Jury Duty

If called to jury duty the Town will pay the difference between the employee's regular rate and the amount paid by the courts. Such payments will be made upon verification of court payment.

7.4.5 Military Leave

The Town and its employees shall follow The Uniformed Services Employment And Reemployment Rights Act (USERRA) with respect to military leave.

A request for a leave of absence for military duty must be made in writing to the Head of the employee's department, with a copy given to the employee's immediate supervisor and to the Select Board. As much notice should be given as is possible prior to the employee's military report date, but no less than thirty (30) calendar days, except for good cause shown.

The Town and its employees shall follow The Uniformed Services Employment And Reemployment Rights Act (USERRA) with respect to military leave.

7.4.6 Family and Medical Leave Act ("FMLA")

Under the Family and Medical Leave Act ("FMLA"), eligible employees may take an unpaid leave of absence and be restored to the same or an equivalent position upon their return to work for any of the reasons specified in the Family and Medical Leave Act, or as amended. Any questions relative to FMLA leaves, including eligibility requirements, should be directed to the Select Board Office. An employee must use all available accrued time first.

7.4.7 Crime Victim Leave Act

In accordance with New Hampshire law (RSA 275:61), the Town will grant an employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim (as defined in the statute).

An employee needing time off under this policy should notify the Department Head, or Select Board Office, as far in advance as possible. The employee may be asked to submit copies of the notices of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency involved in the prosecution of the crime. Employees must comply with any requests to submit these notices, and failure to do so may result in denial of the leave of absence. The Town will maintain any such notices or records in confidence, and will disclose them only on a need to know basis.

The employee will be notified as soon as practicable whether the leave request is granted or denied. Requests falling within the definitions of this policy will typically be granted unless the leave of absence would cause an undue hardship on the daily business operations of the department. An "undue hardship" for purposes of this policy means significant difficulty and expense. In determining whether an undue hardship may exist, we will consider the size of department operations, the employee's position and role within the department, and our need for the employee to be at work.

Leave taken under this policy is unpaid, although an employee may elect to use his or her accrued, unused vacation, sick leave or personal time off. If a crime victim leave

of absence will be for an extended length of time, the employee may continue to participate in the Town's health insurance benefit for up to four (4) weeks provided that the employee continues to timely pay his or her share of the premiums.

The Town will not discharge, threaten or discriminate against any employee for taking leave under this policy, and employees taking leave under this policy will not lose any seniority during the leave of absence.

7.4.8 Maternity Leave

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

Employees must use their accrued vacation and sick/personal time before taking unpaid leave under this policy. Employees on maternity leave may also be eligible for short-term disability benefits.

Employees on maternity leave who are not eligible for FMLA leave or who have exhausted their FMLA available leave weeks will be allowed to continue to participate in our health insurance benefit for the calendar month during which the leave begins. When that calendar month expires, the employee may continue medical insurance coverage by making arrangements with the Select Board Office to pay the entire amount of the appropriate monthly premium in advance each month.

When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. An employee who cannot be returned to her original or a comparable position will remain eligible to apply for any available position within the Town.

7.5 Special or Protective Clothing

When special or protective clothing is required to perform a job the Town will furnish those items. Special or protective clothing will be replaced by the Town when worn out or damaged. Employees will be required to replace items damaged or lost through negligence at the employee's expense. Such clothing is the property of the Town and will be turned in when being replaced or on termination of employment.

7.6 Vacation

Vacation leave will be granted when, in the opinion of Select Board and Department Head, it shall be convenient to the department and all Town operations. Vacations may be scheduled throughout the year, but must be approved in advance by the employee's Department Head. All employees are required to notify the Select Board Office in writing, ten (10) days in advance, without extenuating circumstances, of any

vacation or leave that will have the employee absent for five (5) or more days. All employees will give at least one (1) day's written notice to the Select Board Office for anything less than five (5) day leave. All employees making notification will submit their contact information or where they can be reached, as well as the person responsible in their absence. Vacation time is paid at the employee's regular rate of pay at the time the vacation is taken.

Full-Time Employees

Full-time employees will earn and be entitled to vacation as per the following chart:

(x)Time of Service	<u>Vacation Time</u>	
12 months	1 week (5 days)	<i>*(need one complete year)</i>
2 – 5 years	2 weeks (10 days)	
6 and more years	3 weeks (15 days)	

Vacation entitlement will renew on the employee's anniversary of hire. Employees are encouraged to use their annual vacation during the year in which it is earned. If vacation time must be carried over, the employee shall clear the request through their Supervisor.

Upon the employees resignation/termination/retirement/death, all accrued vacation time would be paid.

7.7 Training & Education

An employee may be required to participate in job related programs. The Town will pay for expenses required for training and time spent in this training will be paid at the same rate as time worked in the employee's regular position.

7.8 Travel

When authorized, a Town employee who utilizes a privately owned vehicle for official use on Town business will be reimbursed for actual miles traveled at the IRS maximum allowable rate. The fare of all other means of transportation such as air travel, bus, etc., will be purchased by the Town unless an emergency prevents the advance purchase in which case the employee will be reimbursed for reasonable expenses.

7.8.1 Conferences

The Town will pay registration fees and entry fees in advance. In the case of unexpected or unanticipated fees essential to the program being attended, the Town will reimburse the employee for such fees as long as they are reasonable. Attendance at conferences must have prior approval by the Select Board.

7.9 Elected Office Conflicts

In order to insure that Town services are delivered fairly and impartially it is necessary to separate political activity from the workplace. No employee of the Town may use his or her office to engage in any political activity either on behalf of him or herself, other individuals, groups or parties. This prohibition includes the display of political signs or materials and activity on the part of any candidate or party using Town property or while working.

Time off with, or without pay will not normally be granted for the purpose of allowing an employee to fulfill the duties of an elective office.

7.10 Americans With Disabilities Act

In accordance with the Americans with Disabilities Act of 1990 ("ADA") and RSA 354-A, 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. We will make every effort to make reasonable accommodations to ensure equal opportunity for qualified individuals with disabilities 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 employees without disabilities.

Please notify the Select Board Office if, because of a disability, you require an accommodation to perform the essential functions of your job. You may be asked to provide medical information regarding your disability 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 in accordance with the ADA, 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.

8. Discipline and Dismissal for Cause

Employees are obliged to follow these Rules and Regulations and to carry out their duties as required by state law, Town ordinances and the directives of management. Deliberate failure to properly perform the duties and functions of an individual's position render that individual liable to disciplinary action up to and including termination. Included in all employees' duties is the requirement to render efficient service to the public in as pleasant and courteous a manner as circumstances permit.

The exact nature of discipline for an infraction depends on the incident from which the infraction arises. While it is the policy of the Town to use progressive discipline with the goal of correcting and modifying behavior, the Town may forego or repeat certain disciplinary steps as it deems appropriate and may terminate any employee whose conduct falls outside acceptable professional standards. The Town also reserves the right to take disciplinary action in a manner that it considers necessary for the effectiveness and efficiency of operations. Normal discipline will include the following steps depending upon the nature and severity of the infraction: A written statement setting forth the reasons for any of the below actions will be filed with the Select Board Office. The Select

Board must approve any dismissal, and will file a written statement setting forth the reasons for such actions.

- Documented Verbal warning
- Written Warning
- Suspension without pay
- Dismissal / Termination

However, this sequence need not be followed if an infraction, in the opinion the Select Board, is sufficiently severe as to merit immediate suspension or discharge. All warnings, suspensions, or disciplinary actions will become a permanent part of the personnel file. The Select Board may, in its judgment, depending on the severity of the infraction, restrict the time a verbal warning remains in an employee's personnel file.

8.1 Conduct

No Town employee shall accept, engage in, or be associated with any activity, employment, or self-employment which shall constitute a conflict of interest, or reflect discredit upon the employee or the Town government, or adversely affect the proper performance of the employee's duties. The Select Board shall determine activities, which constitute conflict of interest.

Employees shall not solicit nor engage in any other activity, employment or self-employment during their assigned working hours. Their action and activities during assigned working hours shall be limited to official business within the scope of their assigned duties and responsibilities.

Employees shall not appropriate or use Town-owned, leased, or rented property, or any job-related services of any Town official or employee, for other than official business. Employees shall exercise all reasonable and prudent measures to preclude the same from any unauthorized possession or use.

8.2 Examples of Actions for Which Discipline May be Imposed

The following matters are not intended as an all-inclusive list of potential disciplinary situations, but these offenses, as well as others, may constitute grounds for appropriate disciplinary action.

- Willful and gross neglect of Duty
- Insubordination or breach of discipline
- Intoxication while on duty
- Chronic or excessive absenteeism
- Conviction of a felony
- Willful damage to public property
- The use of or attempt to use one's authority, or official capacity to obtain special or preferential treatment for any person, firm or related third party.

- Disclosure of any confidential information, which would not otherwise be made known to the public under the Right-to-Know law.
- Falsification of Reports or documents

9. Grievance and Appeal

The following process is used to determine the merit of the grievance.

9.1 Step One – Department head review

A grievance must be submitted by the person who believes they have been improperly treated within ten (10) working days of the condition leading to the grievance. The grievance must specify which rights the grievant believes have been violated, the time and place of the action being grieved; the nature of the grievance; the provision of this manual which has been violated, misinterpreted, or misapplied; the injury or loss that has resulted from such violation, misinterpretation, or misapplication; and the remedy being sought by the grievant. The employee must sign the original grievance filed with the Department Head. Within 10 working days of receiving the grievance the Department Head will conduct an informal inquiry and render a decision in writing no later than the tenth (10th) day.

9.2 Step Two – Select Board Review

If the aggrieved person is not satisfied with the decision of the Department Head, or if no decision has been rendered within the ten (10) day period as defined above, the employee may appeal in writing to the Select Board within ten (10) working days of the receipt of the Department head's decision, or the date that such decision should have been rendered, provided that the aggrieved employee has set forth the specific reasons for such appeal and the specific areas which the employee feels have been violated.

The Select Board will hold an administrative hearing to review the grievance within ten (10) working days of receipt of the aggrieved employee's appeal. The Select Board will decide the grievance based upon the information supplied and any further information that it may request during or subsequent to the hearing. The Select Board will render a decision in writing ten (10) working days from the close of the hearing.

10. Wages and Benefits

10.1 Benefits for Part time Employees

Part time employees do not receive fringe benefits other than those required by law such as Worker's Compensation.

10.2 Retirement Plan

The Select Board Office will take the steps necessary to provide eligible full-time employees in the Town's classified service membership in the State of New Hampshire Retirement System. Retirement benefits shall begin immediately.

10.3 Insurance

10.3.1 Health Insurance

Eligible full-time employees after a thirty (30) day probationary period may participate in health plans currently offered to employees and their families. The Town will pay 80% of the premium for individual, two-person and family plans for eligible full-time employees hired after September 1, 2012.

10.3.2 Workers Compensation

Workers Compensation laws of the State of New Hampshire cover all employees of the Town. Any employee injured on the job will report to a place of care as the severity of the injury may require. An injured employee and their immediate supervisor must complete "Employer's First Report of Occupational Injury or Disease," form 8WC within five (5) days of injury.

10.4 COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") provides eligible employees and their eligible dependents with the opportunity to continue medical and dental insurance for a period of time, at their own expense, if they would otherwise lose coverage due to certain qualifying reasons. Please contact the Select Board Office for more information about **COBRA**.

10.5 Unemployment Insurance

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

10.6 Social Security and Medicare

Social Security and Medicare are payroll deductions representing your contribution to the federal government's Social Security and Medicare Programs. The Town also contributes money on your behalf to both Medicare and Social Security Programs.

10.7 Health and Safety Program

Safety is of great concern to the Town. It is important that we all keep safety foremost in our minds to ensure that our work environment is as safe as possible. Safety can only be achieved through teamwork. Each employee, supervisor, and official must practice safety awareness by being alert, anticipating unsafe situations, and reporting unsafe conditions immediately. Please observe the following precautions:

- a. Notify your supervisor of any emergency situations. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- b. The use of alcoholic beverages, illegal drugs, or the abuse of legal drugs during work hours will not be tolerated. Possession of alcohol or any illegal drugs on Town property is prohibited.
- c. The use, adjustment, and/or repair of machines or equipment is to be performed by you only if you are trained and qualified.
- d. Get help when lifting or pushing heavy objects.

- e. Understand your job fully and follow instructions. If you are not sure of a safe procedure for performing work, ask your supervisor.
- f. Know locations, contents, and intended use of all first aid and fire fighting equipment.
- g. Wear personal protective equipment as directed in accordance with the job you are performing.
- h. Understand and practice all safety procedures when handling, loading, or transporting hazardous materials.
- i. All job descriptions include keeping our facilities and lots clean and safe. Every employee must participate in this effort.

Violations of safety precautions may lead to disciplinary action, up to and including termination.

10.8 Joint Loss Management Committee

The Town maintains an active Joint Loss Management Committee comprised equally of management and regular employees, which meets quarterly. All participation is voluntary and is strongly encouraged. If you are interested in becoming a member, please contact the Select Board Office for details.

10.9 Smoking Policy

The Town is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within Town buildings and in Town vehicles.

Last Update	Action Taken	By Whom
3/6/2014	T. Roman W. Gump / [Signature]	[Signature]
9/16/21	[Signature]	[Signature]